Chief Officer Training
Montgomery County
June 18, 2024

Chief and Asst. Chief training presentation June 2024

Introductions

Electoral Board:

Richard D. Langford

Kenneth L. Stiles

Carroll D. Williams

Registrar:

Connie Viar

Chief Deputy Registrar:

Trina French

The Day Before the Election

Chief Officers will come to the Registrar's Office the day before the election to:

- Pick up the Chief's case
- Take and sign the Officer's Oath
- Receive final instructions and reminders

Sign up today for your pickup time on Monday, June 17th.

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DON'T TALK POLITICS
with Voters
or other Officers

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Unisyn Voting Machines

Removing the scanner (FVS) from the cage

- Unlock the wheels first!
- Easy to remove the unit without lifting!

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Unisyn Voting Machines

Loading the scanner (FVS) back in the cage

- Easy to do without lifting!
- Don't forget to <u>LOCK THE WHEELS</u> when you're done!

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Closing and locking the Cage

When you close the doors and are rotate the handle to secure the doors, make sure the hooks (at the top and bottom) catch properly on the frame before you apply the lock.

Wrong way to close the cage door

Right way to close the cage door

Closing and locking the Cage

When the hooks catch properly, there will be much less movement of the doors (in and out).

Stand-Up
Ballot Marking Booths

The case is 24 x 24 x 5 inches.

It will <u>NOT</u> fit in the cage and must be transported to and from the polling place by the Chief or volunteer Officer.

Processing a Provisional Ballot

To help prevent Provisional Voters from sending their ballot through the scanner instead of placing it in the Provisional Ballot Envelope.

- Assisting Officers will hold onto each Voter's ID and not return it until the Voter brings their ballot back and puts it in their Provisional Envelope. Explain this to the Voter.

- Each precinct will be issued 10 PRE-FOLDED Ballots to use as Provisional Ballots.

  - Voting Machine Officers should keep watch for ballots that have been folded. If they see a ballot which looks like it was once folded, they must send the Voter to the Chief or assisting SDR Officer(s).

Voter Changes Their Mind After Checking In

The Chief may:

- Undo voter's check-in on paper pollbook.
    - Instructions are also located in the Chief's binder.
- Void the voter's ballot and place it in Envelope #4 (for voided and spoiled ballots).
    - Chief should inform Ballot Officer of the voided ballot for proper entry on the Ballot Record Report.
    - There will be discrepancy between voters checked in and ballot cast which must be explained on the SOR.
- Override the scanner's rejection and send the voter's blank ballot through the scanner.
    - Number of ballots cast will equal number of voters checked in.

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Voter Changes Mind
Canceling a Voter's Check-In on the Poll Pad

- Look up the voter (Manual Search or Scan).
- Tap on Voter's name.

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Voter Changes Mind
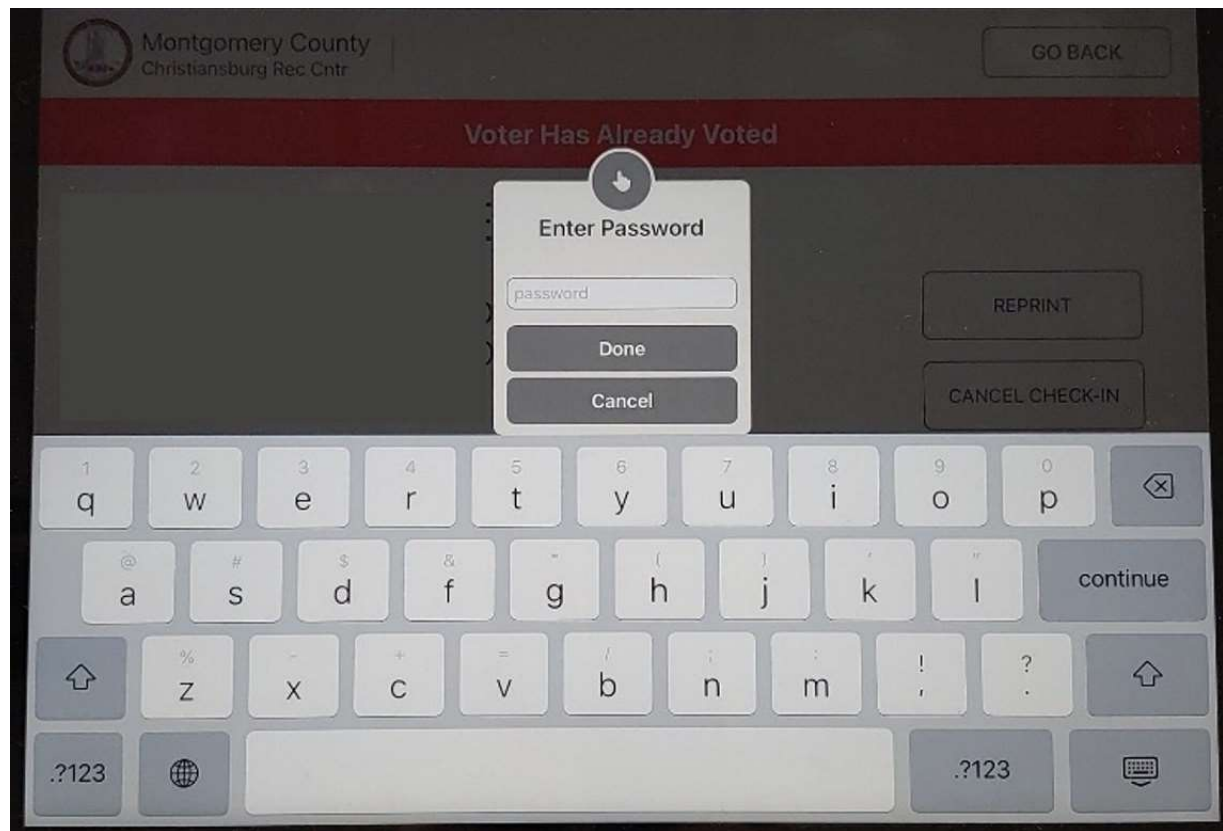## Canceling a Voter's Check-In on the Poll Pad

- Click on "Cancel Check-In" on the right side of the screen.
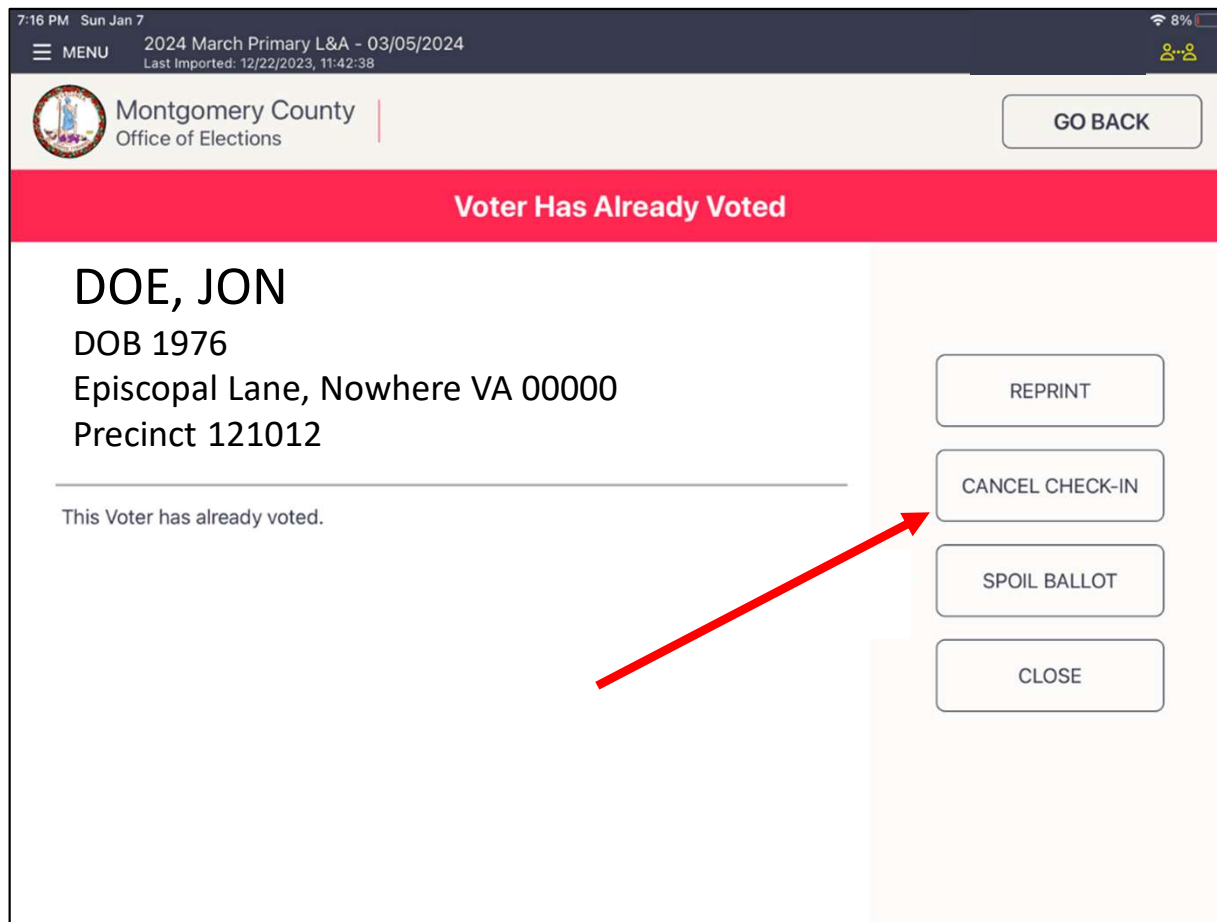
Voter Changes Mind
Canceling a Voter's Check-In on the Poll Pad

- The Enter Password screen will appear.

- Enter the Chief's Password and click "Done" to proceed.

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Voter Changes Mind

Canceling a Voter's Check-In on the Poll Pad

- Enter Officer's Initials on "Poll Worker Name" line.

- Click "Select Reason" on the right side of the screen.

- Choose "Voter Left without Voting" from options.

- Click "Next" (top right) when it becomes available.

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Voter Changes Mind
Canceling a Voter's Check-In on the Poll Pad

- Officer must sign. Then click "Submit" button at top right.

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Voter Changes Mind
Canceling a Voter's Check-In on the Poll Pad

- The Poll Pad will return to the Voted Voter screen.
- Chief should then click "Close" to complete the process and return to the voter search screen.

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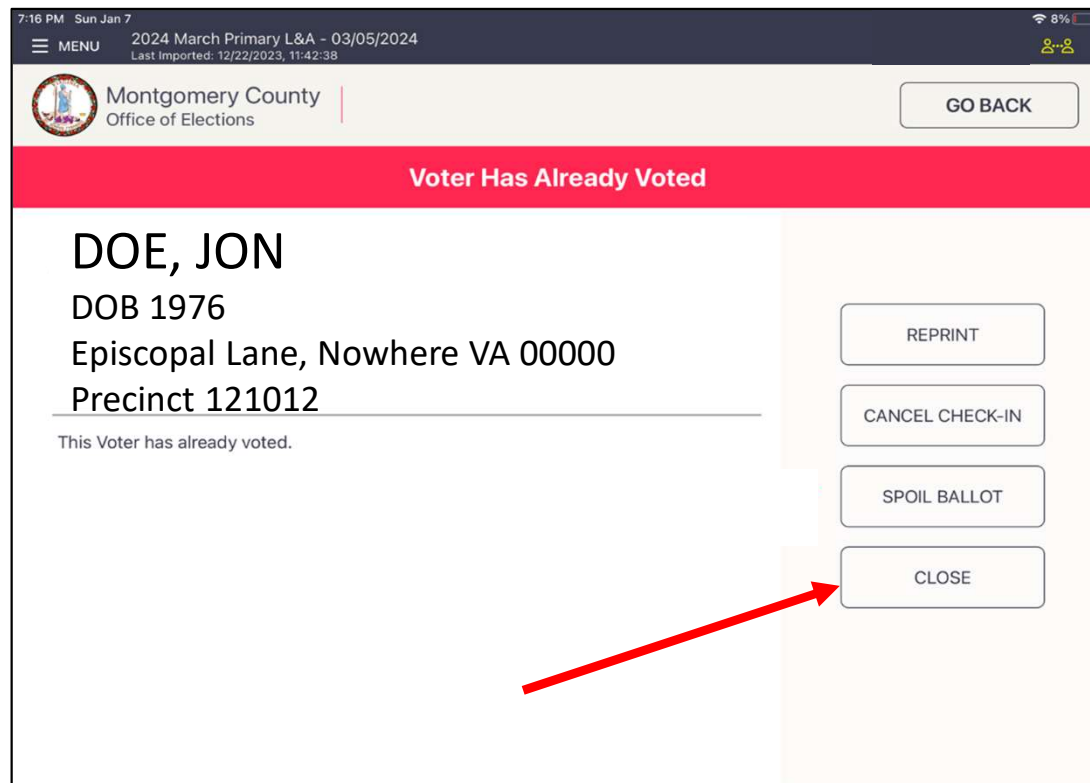
Ballots will be delivered to the polling place in the cage

June 18th ballots are shrink-wrapped in groups of 100.

- On Election Morning, Ballot Officers will count packs of ballots and confirm the precinct has received the expected number of ballots according to the *Receipt for Ballots*.

- Ballot Officer will sign the *Receipt for Ballots* form and give it to the Chief.

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Cage - Top Shelf Contents

Top shelf – <u>Front Row</u>

1 Poll Pad Case must be placed in front of the other two cases.

Box/Envelope 6

Unvoted Ballots

Marking Booths (5)

Top Shelf – <u>Back Row</u>

(2) Two Poll Pads

Plastic Bin needs to be placed <u>lengthwise</u> in the cage.

Clear Plastic Box

- Machine Instructions w/Headphones
- Power Cords
- Surge Protectors
- Clipboards
- Privacy Folders
- Ballot Receipt Box

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Cage - Bottom Shelf Contents

Blue Absentee Mail Ballot Drop Box

Delivered Unassembled.

Information, Log, & Seals inside

- **Tri-Fold Poster Board**
- **Election Day Hours Sign**
- **Box 3A (Unassembled)**

FVT – ADA Machine

Marking Booths (5)

FVS – Ballot Scanner
- **Locked to top of Ballot Box.**

Power Cord
- **Plug already inserted in back of scanner.**
- **Cord is wound up and held to handle with Velcro.**

Emergency Ballot Compartment

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Election Day Situations

- If you find an item is missing, **call the Registrar**.
  - Signs, forms, other supplies
  - Fewer or more than expected packs of ballots

- If an item of equipment is not starting up properly or if a seal is damaged or missing, **call the Registrar immediately**.

- If an Authorized Representative or an outside Campaigner won't heed your instructions, **call the Registrar**.

Registrar's Office: 540-382-5741

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Election Day Set Up

The Chief Officer will:

- Welcome Authorized Representatives.

- Administer the Oath

- Assign Officers to arrange furniture and post notices and signs.

- Assign Officers to set up electronic poll books. Confirm serial and seal numbers on the back of Envelope 7. Print three Poll Pad Summary Reports.

- Assign Officers to set up voting machines. Confirm serial and seal numbers and machine protective and public counter numbers on back of Envelope 7. Print/sign 3 copies of the Zero Tapes for scanner and ADA tablet.

- Assign Officers to count packs of ballots. Confirm that number of ballots received matches **Receipt for Ballots** inside Box/Envelope 6.

List of Chief's Election Day Set-Up tasks: Pages 3 – 6 of "Election Day Guide for Officers of Election"

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Before the Polls Open
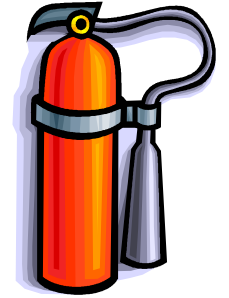
The Chief Officer will review emergency procedures with all officers:

- Location of fire extinguishers and fire alarms.
- Location of emergency exits.
- Identify potential hazards (icy steps/sidewalks, slick/wet floors, electrical cords on floors).
- Location of emergency phone to call 911.
- Designate officer to call 911.
- Designate a safe location to meet and wait outside building.

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Electronic Pollbooks

- Open and Close instructions for the Poll Pads will be in the Ziploc bag (with the voting machine instructions) in the clear plastic bin on the top shelf of the cage.

- Chief's Binder has a copy of the instructions, so you can review before Election Day.

Election Day Set Up

Completed Absentee Ballot Drop Off Bag and Sign

On Election Day, each polling place serves as a drop-off location for completed absentee ballots.

- An official Ballot Bag is delivered in the cage.

    - Bag is delivered flat and must be assembled into a box shape.

    - Seal must be inserted in zipper clasp after clasp is closed. Record Seal No. on Envelope 7.

    - Seals for Ballot Bag are blue.

    - Unused seals are stored with Ballot Bag instructions in a clear envelope inside the Ballot Bag.

The Ballot Bag location is the Chief's decision, but it should be in view of the Officers. Location may be in the lobby/entrance area if an Officer is assigned to monitor it.
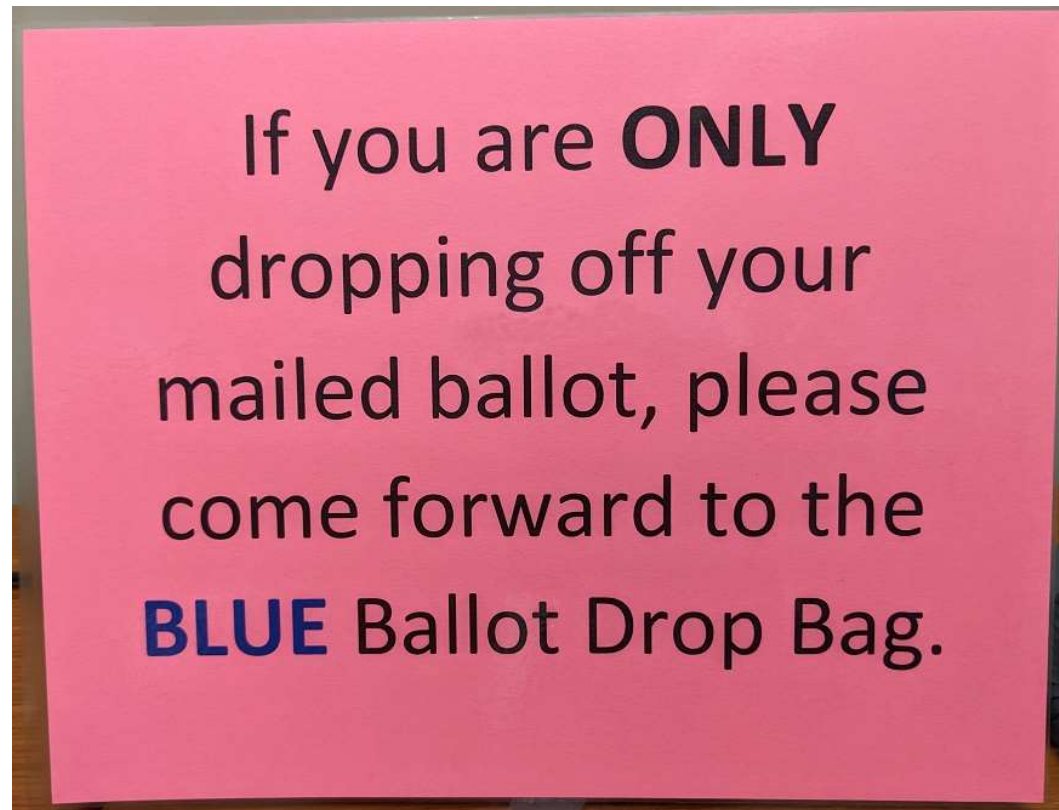
Completed Absentee Ballot Drop Off

- Seal must be inserted in zipper clasp after clasp is closed. Record Seal No. on back of Envelope 7.

THIS ENVELOPE CONTAINS KEYS OR CARTRIDGES TO VOTING MACHINES OR DATA STORAGE UNIT(S) AND VOTING EQUIPMENT SEAL(S) LISTED BELOW:

VOTING MACHINE NUMBER OR COUNTER/TABULATOR/UNIT SERIAL NUMBER	SEAL NUMBER OPEN	CLOSE	PROTECTIVE COUNTER NUMBER OPEN	CLOSE	PUBLIC COUNTER NUMBER OPEN	CLOSE

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Completed Absentee Ballot Drop Off
Post This Sign on Entry Door

If you are **ONLY** dropping off your mailed ballot, please come forward to the **BLUE** Ballot Drop Bag.

Sign is stored in the front pocket of the accordion file.

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Setup/Shutdown Equipment Procedures
Two minds are better than one!

- Assign two Officers to set up pollbooks and two Officers to set up voting machines.

  - One Officer should read instructions as the other carries out each step.

  - Follow instructions <u>as written</u>!

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Election Day Set Up
Pollbook Officers

- A spot check comparison between Absentee Voter names listed in the Final Absentee Ballot Report and names listed on the Poll Pad is no longer required.

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Approved Identification
Effective July 1, 2020, Revised August 2023

★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does not present acceptable identification or sign this statement must vote a provisional ballot.

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege card (limited-duration license, permit or special identification card)	No. Nearly identical in appearance to driver's license or DMV-issued ID card. Front of card will display "9" under restrictions; back will state that the restriction is "Limited duration."

*"Valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.
**The eleven recognized tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patawomeck, Rappahannock, and Upper Mattaponi. (https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/)

Virginia Code § 24.2-643(B)   Rev. 8/2023

ELECTRONIC FORMS OF ID

Student IDs from <u>some</u> institutions of higher learning located in Virginia are acceptable in electronic form.

Currently, only the following student IDs are acceptable in electronic form:
   George Mason University
   Liberty University
   Roanoke College

Please note that student IDs from high schools located outside Virginia are NOT approved in any form.

An electronic form of these documents continues to be acceptable: current utility bill, bank statement, government check, paycheck, or other government document containing name and address of the voter.

Approved Identification
Effective July 1, 2020, Revised August 2023

★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does not present acceptable identification or sign this statement must vote a provisional ballot.

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege card (limited-duration license, permit or special identification card)	No. Nearly identical in appearance to driver's license or DMV-issued ID card. Front of card will display "9" under restrictions; back will state that the restriction is "Limited duration."

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**The eleven recognized tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patawomeck, Rappahannock, and Upper Mattaponi. (https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/)

Virginia Code § 24.2-643(B)   Rev. 8/2023

Unless otherwise noted, acceptable forms of identification do NOT have to contain a photograph of the voter. Some acceptable forms of ID do not have an address.

*"Valid" means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver's license, for which the expiration date should NOT be considered when determining its validity.

Driver Privilege Card is issued to non-citizens and by definition is not an acceptable ID for voting. It has a "9" under restrictions on the front. Restriction listed on back says "Limited duration."

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Approved Identification

Commonwealth of Virginia | Place in Envelope #8

ID Confirmation Statement - § 24.2-643 of the Code of Virginia

A Officer of Election:

Precinct No./Name: _____ Date: _____ O of E Initials: _____

B Affirmation of Voter:

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.

Signature of voter: _____ Date: _____

Printed name of voter: _____

Birth Year **(optional)** ___|___|___|___ Last 4 digits of Social Security # **(optional)** ___|___|___|___

WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to $2,500. §24.2-1016

ELECT-643ID   8/2020

Do NOT turn a voter away for lack of identification!

- Send the voter to the Chief.

- Voter can sign an ID Confirmation Statement affirming they are the registered voter they claim to be. A voter can then be checked in and allowed to vote normally on the precinct equipment.

Voters without ID
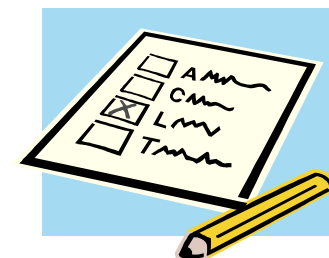
- Any voter who does not present acceptable identification <u>AND does not sign the statement</u> must vote a Provisional Ballot (Reason Code 4).

- Voters casting a Provisional Ballot are given until <u>noon on the third business day after the election (Friday, June 21st)</u> to provide approved ID or a signed ID Confirmation Statement to the Registrar's Office by: Fax, electronic mail, in-person delivery or timely mail delivery.

- Provide the voter with a *Provisional Voter Notice – ID ONLY* with information on dates and times of the Electoral Board's Provisional Ballot Meetings.

See *What Ifs*… Page 27, Problem 19.

HAVA Voters At Check-In

Poll Pad shows a blue banner and "Voter Must Show ID."

- This person registered through the mail or a third-party registration drive.

- When voting in their first federal election, this voter must show:
  - a current and valid <u>photo</u> identification OR
  - a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.

- Check voter in normally if they have an approved ID.

- A HAVA Voter may <u>NOT</u> sign the ID Confirmation Statement. If they cannot provide approved identification, they must vote a Provisional Ballot. (§ 24.2-643 Subsection E.)

- Voter will have until noon Friday to send or bring a copy of an approved identification document to the Registrar's office.

See *What Ifs*… Page 6, Problem 1.

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Absentee Voters
at Check-In

- A person who returns an unused or spoiled Absentee Ballot **ON** Election Day may vote normally on equipment at their **regular polling place** after surrendering the ballot.

- Chief should spoil surrendered absentee ballot, reinsert ballot in its envelope(s), and place in Envelope 4. Record number of surrendered absentee ballots enclosed on the Ballot Record Report.

- Chief may then override voter's absentee status in the pollbook, check the voter in, and issue a ballot from the precinct's supply.

See *What Ifs*… Page 27, Problem 19.

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Status of
Absentee Voter's Ballot

The Poll Pads will list information about each Absentee Voter's ballot.

- "Pre-processed" if ballot has been checked-in and scanned ahead of Election Day.

- "Marked" if ballot has been received, but not pre-processed.

- "Issued" if sent out by mail, but not received back at the office by the time pollbook is downloaded into the Poll Pad.

- "Unmarked" if ballot has been returned unused. (Voter has not yet voted.)

- "Unmarked" may also indicate the ballot has been received but is waiting for voter to cure an error.

- "On Machine" if ballot cast in person during "early voting."

- "SDR Provisional" if voter registered and voted after close of books.

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Voter Check-In Situations

Absentee Voters without a ballot to surrender

- An Absentee Voter without their ballot to surrender should complete a statement attesting that they lost or never received their ballot.
- After completing and signing the form, the Chief will have the voter complete a provisional ballot.

See *What Ifs*… Page 28, Problem 20.

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Voter Flags
Inactive or Confirmation Mailing

The Registrar has reason to believe the Voter may no longer live at the address of record.

- Pollbook will indicate a voter is "**Inactive**" or has been sent a **"Confirmation Mailing**."

- Detailed information can be found in the *What Ifs - A complete guide for helping voters with exceptional situations*. (Summary Chart for voters who have moved can be found on Page 10.)

- Follow guidance in the *What Ifs*. If Voter is qualified, allow them to vote after they complete the **appropriate forms**. (Place the forms in Envelope 8.)

- If Voter is no longer qualified, SDR is an appropriate next step. Call the Registrar at 540-382-5741 if you have questions.

See *What Ifs*… Page 9, Problem 4.

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Check-in Table Voting Hours

- Poll Pad prints a Ballot Receipt for each voter when check-in is complete.

- Hand Ballot Receipt to voter when returning ID.

- Direct Voter to Ballot Table.

Chief Officers: If there is not enough physical space for a separate Ballot Table or if you are short on staffing, Pollbook Officers may retain Ballot Receipt and issue the ballot directly to the voter.

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Ballot Officer
Before the Polls Open

- Open Box/Envelope #6.

- Find **Receipt for Ballots** on top and set aside.

- Count the shrink-wrapped packs of ballots and Envelope of Folded Provisional Ballots.

- Record the number of packs and Provisionals on the **Ballot Record Report** form.

- Compare number of ballots received to information on the **Receipt for Ballots**. If number matches, sign the **Receipt** and give it to the Chief. If numbers do not match, inform the Chief. Chief will keep this form for return in Envelope 2B.

- As each shrink-wrapped pack of ballots is opened, <u>two Officers</u> must count the number of ballots contained. Record that number on the **Ballot Record Report**.

Ballot Officer
While the Polls Are Open

- Responsible for handing out ballots to voters
  - Take the **Ballot Receipt** from the voter and place it in Ballot Receipt Box.
  - Remind voters to:
    - Fill in ovals completely and neatly
    - Check the back for additional races (if applicable)
    - Print neatly if voter chooses to write-in a name (if applicable)
  - Insert a ballot in privacy folder and hand folder with ballot to the voter.
  - Direct voter to marking booth area.

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Ballot Officer
While the Polls Are Open

- Can take a mismarked ballot from a voter and issue a new ballot.

  – With a pen, write the word "Spoiled" across the mismarked ballot.
  – Place the ballot in Envelope #4.
  – Enter a mark under "Spoiled" on the **Ballot Record Report** form.
  – Hand a new ballot to the voter.

- Can issue a regular ballot in exchange for an Absentee Ballot surrendered to the Chief Officer. Enter a mark under "Absentee Ballot" section of **Ballot Record Report**.

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Example Paper Ballot (June 2024)

Commonwealth of Virginia, SAMPLE BALLOT

County of Montgomery
Republican Party Primary Election
Tuesday, June 18, 2024

Name of Primary

Ballot Style: 1

Ballot Style

Making selections

To vote for a candidate, fill in the oval to the left of the name.
If you want to change a vote or if you have made a mistake, ask an election officer for another ballot.
If you make marks on the ballot besides filling in the oval, your votes may not be counted.

Member
United States Senate

Vote for only one

○ Hung Cao

○ Edward C. "Eddie" Garcia Jr.

○ Jonathan W. Emord

○ C. L. "Chuck" Smith, Jr.

○ Scott Thomas Parkinson

Marking Booth Officer

- Answer voter questions.

- Do not allow the Optical Scanner (FVS)
  to be unattended.

- Take over for the Voting Machine Officer if they are busy helping a voter with an issue.

- Periodically check for and remove any extraneous materials from the marking booths.

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Equipment Seals

Consult equipment opening and closing instructions!

Scanner (FVS)

Exterior handle:
Cut to open case in the morning.

TM (memory stick) compartment:
Cut to remove TM after machine is
shut down at closing.

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Equipment Seals

Scanner (FVS) continued

Emergency Ballot Box door (Officer will apply seal if the Emergency Ballot Box is used.)

Ballot Box door: Delivered with seal in place. Cut seal after polls are closed to transfer ballots to Box/Envelope #3A.

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Equipment Seals

FVT (ADA Tablet)

Exterior handle:
Cut to open case
in the morning.

Electronics Compartment:
[Cut seal only if paper needs to be changed.](#) Replace seal when done and record new seal number on back of Envelope 7.

Equipment Seals

Morning Tasks - Follow Opening Instructions!

- Check that exterior seals of both machines are intact.

- Compare SERIAL and SEAL numbers of the scanner (FVS) and ADA Tablet (FVT) to numbers recorded on back of Envelope 7.

- Cut seal at handle of each machine, unlock lid with key, and open. Put used seals in Envelope 7.

- Check that interior seal of each machine is intact and compare interior seal numbers to numbers recorded on back of Envelope 7.

Election Day Set Up
Voting Machine Officers

- Voting machine instructions will be in a zip lock bag in the Clear Plastic Bin on the cage top shelf. FVT headphones will be with instructions.

    - For the FVS Scanner, Open and Close instructions will be in a single **GRAY** folder. Open Header Card and Close Card will be in this folder.

    - For the ADA Tablet (FVT), Open and Close instructions will be in a single **BLUE** folder.

- The Chief will have copies of the instructions in their Chief's Election Day binder.

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Voting Machine Officer

"Ballot Light"

Power light

- Stand far enough away from the FVS to ensure privacy for the voter. Officers may apply tape to the floor as a reminder.

- Answer questions on the operation of the scanner and provide guidance if ballot is rejected.

- Voter will insert ballot into the machine. Some voters may not understand this. If folders are used, check folders given to you for un-scanned ballots.

- FVS Ballot Light will rapidly flash red and green while processing ballot and then stay green after ballot is accepted.

- FVS will not count a rejected ballot.

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Rejected Ballots

- The Scanner will reject a ballot if a race is overvoted OR if no marks can be read. Guidance slips are printed for each of these types of errors.

- A Voter can choose to send an unmarked (blank) ballot through the scanner as a "protest vote."

  - Officer will press "Bypass Validation" button on screen. The next ballot scanned will be accepted regardless of the error.

- The Scanner will also reject a ballot if it does not recognize the ballot as valid. The screen will say "Invalid Ballot. See pollworker for assistance." No slip will be printed.

  - Allow voter to try the ballot two more times. If the ballot is rejected a third time as "Invalid," direct voter to Ballot Table to exchange it for a new ballot.

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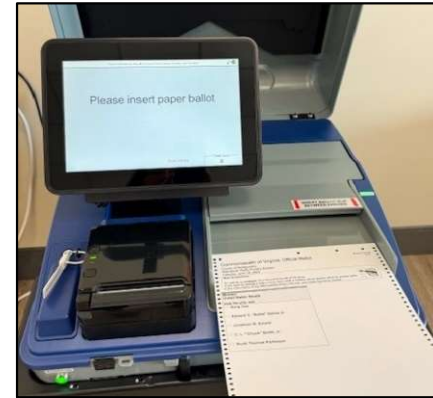
When ballot is considered "cast"

A voter, voting in person on Election Day, has not voted until a "permanent record" of the voter's intent is preserved.

- A "permanent record" is preserved by the voter by:
  - Inserting an optical scan ballot into an electronic counter
  - Placing a paper ballot in an official ballot container.

- If the ballot is rejected by the scanner due to an overvote or undervote and the voter has walked away, an Officer may reinsert the ballot in the voting machine and override the rejection, so the ballot can be cast for the absent voter.

Complete wording of Virginia Regulation 1VAC20-60-40 appears on **Page 6 of the Election Day Guide**.

Freedom Vote Tablet (FVT) for voters with disabilities

- Large touch screen

- Can increase font and change to high contrast display.

- Audio Ballot with headphones and keypad for blind voters. Keypad has brail.

- Sip-and-puff technology for paralyzed voters. Call Registrar's office if sip-and-puff kit is needed. Sheriff will deliver quickly.

- Prints narrow ballot with print-out of voter's choices and coding for the scanner.

- Edge of the scanner bed is now used to guide ballot into the scanner. No "insert ballot between arrows."

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Freedom Vote Tablet (FVT)

- **Can be used by ANY VOTER to create their ballot**

  - <u>If your supply of preprinted ballots runs low</u>, the FVT can be used as "Ballot on Demand" device.

  - It takes time to use the FVT. To avoid a line, alternate with preprinted ballots to extend supply before you run out.

- **All ballots created must be accounted for on <u>Ballot Record Report</u>.**

To initiate a ballot on the FVT (ADA Tablet)

Press "Manual Entry"

Enter Election Day password from Chief's key ring.

Enter ballot code from Chief's key ring.

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Reasons to Cast a Provisional Ballot
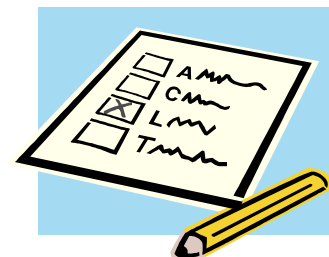
- Voter is **not registered (or "not on pollbook")** and will use **Same Day Registration** process.

- Voter wants to update existing registration to your precinct and vote using **Same Day Registration** process.

- Voting hours are extended by **court order**.

- Voter is marked as **Absentee** but does not have their mailed ballot to surrender to the Chief.

- Voter is marked as having **already voted**.

- Voter has **no acceptable ID** and declines to sign ID Confirmation Statement.

See "*What Ifs*" for detailed guidance.

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Processing a Provisional Ballot

Do **NOT** check in **ANY** Provisional Voters on the pollbook!

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Processing a Provisional Ballot

- Retain Voter's ID until they have inserted their marked ballot in the Provisional Envelope. (Explain this to the voter.)

- Provide voter with a pre-folded Provisional Ballot.

- Keep Provisional Voters in view. Set aside space at or close to the Chief's table for a Provisional Voter to mark their ballot.

- Don't forget to give the voter their *Provisional Voter Notice* with the date and location of the Electoral Board's Provisional Ballot meeting.

- During the day, collect Provisional Ballot Envelopes in the large, red 1A/1B zipper-pouch to protect voters' personal info.

Same Day Voter Registration (SDR)

- Voters may register or update their registration on Election Day.

  – <u>All</u> ballots cast as part of SDR are <u>PROVISIONAL BALLOTS</u>

  – The SDR process **MUST** be carried out in the precinct of the <u>current address.</u>

  – If you have questions about <u>a particular voter's situation</u>, call the office (540-382-5741).

ELECT has an online training presentation about SDR.
https://www.elections.virginia.gov/formswarehouse/training/
Look for "Same Day Registration."

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Same Day Voter Registration (SDR)

- Follow *What Ifs* <u>FIRST</u> (Problems 4 – 8)
  - When possible, send voter to precinct where they are <u>currently registered </u>(even if in another locality). Voter may choose instead to cast SDR Provisional Ballot, but there is **no guarantee** the Provisional Ballot will be counted.

  - If voter is unsure where they are registered or even IF they are registered, use ELECT's Citizen Portal site to confirm.

  - If voter is not registered in Virginia or is ineligible according to the *What Ifs* ("Mover's Rules"), then Same Day Registration is the appropriate option.

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Same Day Voter Registration (SDR)

For the Provisional Ballot to be counted:

- The voter must carry out the SDR process in the **correct precinct** (based on their current residence address).

    - To determine the correct precinct, the Officer may:

        - Use ELECT's **Polling Place Lookup Tool.** It requires only the voter's current address.

        - Consult the precinct map

        - If on campus, refer to list of dorms and corresponding precincts

        - Call the Registrar's office if you have questions about a particular voter.

- The Voter's Registration Application/Envelope must be filled out properly, legibly, and signed.

Polling Place Lookup Tool

The Polling Place Lookup Tool does <u>NOT</u> provide sufficient information for Officers to determine the correct precinct for an SDR voter <u>on the VT campus</u>.

- All three campus precincts, A-3, E-3, and F-3, have the same facility name and street address.

- To determine the correct campus precinct for an SDR voter on campus:

    – Consult the list of dormitories assigned to each precinct.

    – Call the Registrar's office if necessary.

Provisional Ballot Envelope

- <u>Front side</u> for Same Day Registration (or "not on pollbook")

- Back side for ALL OTHER reasons

<u>SDR side</u>

- Registration Form is ON the Provisional Envelope.

- Voter completes this portion and signs the form.

- At the bottom, the Chief (or designated Officer) will:
    - Check box for #1 SDR
    - Indicate whether ID was provided
    - <u>Sign the envelope</u>.

Seal the flap!

Provisional Ballot Envelope

Back of envelope is for all other reasons:

- Voter completes and signs top of form.

- Chief (or designated Officer) checks box to indicate reason and then signs.

  - # 3: Voting after hours

  - # 4: Marked AB without ballot to surrender

  - # 5: Shown as having already voted

  - # 6: Other

  - # 7: No ID and declined to complete ID Confirmation Statement

Seal the flap!

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Approved Identification

- If SDR voter does not have an approved ID with them, they may complete the ID Confirmation Statement.

- If SDR voter refuses to sign the ID Confirmation Statement, Officer will check the "NO" box at the bottom left of the application near where the Officer signs the application.

- SDR Voter will have until noon on the third business day after the election (Friday, June 21st) to provide approved ID or a signed ID Confirmation Statement to the Registrar's Office.

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Processing a Provisional Ballot

- Make sure all required information (marked with *) is completed and legible on the Provisional Ballot Envelope.

  - SDR (front of envelope) requires <u>full</u> Social Security # be entered.

  - Many addresses have apartment or room numbers. Ask to confirm if you don't see one.

    - A room number is <u>required</u> for on-campus addresses.

  - Chief and/or designee completes Election Officer area on bottom left of the Provisional Ballot Application/Envelope and <u>signs their name</u>.

  - Seal each envelope with the flap!

  - Chief and/or designee completes the Provisional Ballot LOG.

Processing a Provisional Ballot

- Copy information from each Provisional Envelope to the Provisional Ballot Log. This task may be delegated to another Officer.

- After the polls are closed, count Provisional Ballots and enter totals by Reason Code on the Log's cover page.

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Provisional Ballot Log

- **Authorized Representatives may ask to inspect or copy your Provisional Ballot Log when the polls close.**

- **Some information is considered confidential. You may provide Authorized Reps with the information on the left (voter's name, address, phone number, and Year of Birth), but not the information on the right (last four digits of the SSN or the Reason Code).**

- **At end of night, the LOG will go in Envelope 8.**

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Poll Closing Task

- After Provisional Ballot Logs, Ballot Record Report, and Chief's Results Reporting Sheet are completed, transfer Provisional Ballot envelopes from red 1A/1B zipper-pouch to green 1A Envelope.

- Complete Certification with signature of two Officers.

- Apply color-coded seal to green Envelope 1A.

- Place Envelope 1A back into red 1A/1B zipper-pouch for return to the Registrar's office.

- Place Provisional Ballot Logs in Envelope 8.

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Poll Closing Task

- DO NOT forget to complete Certification on back on Envelope 1A.
  - Enter total number of Provisional Ballots enclosed. Enter "None" if no Provisional Ballots were cast.
  - Two Officers sign Certification.

AFTER THE POLLS CLOSE *AND* BEFORE SEALING THIS ENVELOPE . . .

TWO OFFICERS OF ELECTION [REPRESENTING DIFFERENT PARTIES]

- COUNT THE NUMBER OF SEALED PROVISIONAL VOTES (GREEN ENVELOPES) **CAST DURING NORMAL VOTING HOURS** THAT WERE REMOVED FROM THE EMERGENCY BALLOT BOX
- ENCLOSE INSIDE THIS ENVELOPE, THE SEALED GREEN PROVISIONAL VOTE ENVELOPES **CAST DURING NORMAL VOTING HOURS**;
- ENTER ON **LINE 1** THE NUMBER OF SUCH GREEN ENVELOPES ENCLOSED; *OR* WRITE **"NONE"** IF APPLICABLE
- SIGN THE **CERTIFICATION** [**TWO** OFFICERS]
- SEAL THIS ENVELOPE WITH LABEL; SIGN AND DATE THE LABEL [**TWO** OFFICERS]

CERTIFICATION OF OFFICERS

1. GREEN ENVELOPES CONTAINING *PROVISIONAL* BALLOTS [CAST DURING NORMAL VOTING HOURS] . . . .   NUMBER ENCLOSED:

SIGNATURE OF OFFICER OF ELECTION

SIGNATURE OF OFFICER OF ELECTION

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Affirmation of Eligibility

The Chief Officer will use the Affirmation of Eligibility form if:

– Voter is listed as "**Inactive**" or been flagged with **"Confirmation Mailing"** on the pollbook, and the name/address has <u>not</u> changed.

– Voter's name is <u>on pollbook but is marked as having already voted</u> (Voter casts a Provisional Ballot).

- Chief completes <u>Section A</u>.

- <u>The *What Ifs* will tell you when this form is needed and which boxes should be checked</u>.

- Voter must complete all the information in <u>Section B</u> and sign. If voter refuses to complete form, they may not vote a regular ballot.

Place the Affirmation of Eligibility form in Envelope 8.

Affirmation of Eligibility

The Affirmation is also used if a voter is challenged about their qualifications to vote.

- A Voter may be challenged by:
  - An Authorized Representative
  - A Qualified Voter, or
  - An Officer of Election.

- Chief completes Section A, enters their initials, and checks Box C. (See *What Ifs* for detailed guidance.)

- Challenger completes Statement of Challenger (below Section A) and signs.

- Voter completes Section B and signs.

- If Voter refuses to complete form/sign, they may NOT vote normally, but may cast a Provisional Ballot (Reason #6 – Other).

- If Challenger refuses to complete form/sign, then there is no challenge and Voter casts ballot normally.

- If both Voter and Challenger sign the form, Voter casts ballot normally.

Request for Assistance

See "What if Guide" for more detailed information

The Chief will use the **Request for Assistance** form if the voter asks for help completing the ballot. A voter might be blind, have a physical disability, need to have the ballot translated, or be unable to read or write.

- Authorized Representatives of a candidate or party, the voter's employer, or an agent of the voter's union are <u>not</u> allowed to assist a voter.

- Any assistant will SIGN, PRINT NAME and ADDRESS on Section B.

- If an Officer is asked to translate ballot, the authorized representatives from each party must SIGN and PRINT NAME on Section C.

- Place the Request for Assistance form in Envelope 8.

ADA signage, parking additions

At some polling places:
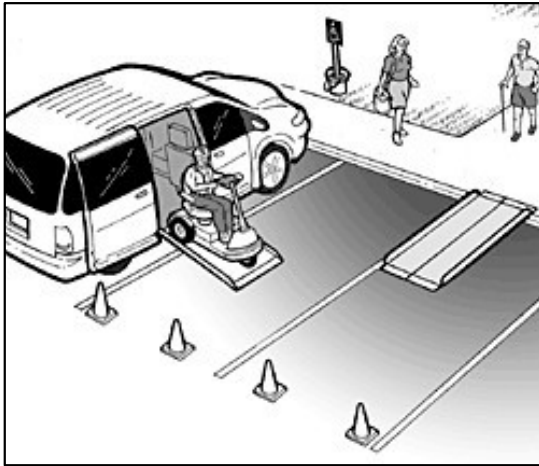
- County Buildings and Grounds personnel will place signs and cones to designate van-accessible parking places (ADA requirement).

- Buildings and Grounds may place a sign to designate a Curbside Voting spot or area.

- Some polling places may receive additional instruction for propping door, etc. to meet accessibility requirements.

- If you believe the cones and/or signs are not well-placed, please move them and document your changes on the "ADA Sign Map" in the Chief's binder.

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Curbside Voting

See "What If Guide" for more information

- The Department of Elections says checking periodically for a curbside voter is a best practice.

- The primary method for learning of a curbside voter is from the driver or a campaign worker. Talk with campaigners early in the day and ask for their help in notifying an Officer of a curbside voter.

- The Registrar's phone number has been added to curbside voting signs. **PLEASE make sure your phone is on and that you can hear/feel a call from the office.**

- If Officers are busy with their other duties, the Chief Officer or Assistant Chief Officer **may go alone** to help a curbside voter.

Curbside Voting

See "What If Guide" for more information

- Items to take to voter at the curb:

  o Clipboard

  o Copy of "Curbside Voting" information sheet

  o Pen

  o Paper (if need to record voter's address for Poll Book Officer for check-in.)

  o Request for Assistance Form

  o Privacy folder

Curbside Voting

See "What If Guide" for more information

- Any voter 65-or older or physically disabled may vote outside the polling place (within 150-feet of the entrance).

- Record assisting Officers names and "Time Out" on the Curbside Voting Log.

- Greet the voter and inform them that they will be using a paper ballot at the curb. If voter needs an ADA compliant machine, they will need to enter the polling place.

- Ask voter for their identification document.

- If ID lacks an address, ask voter for address of record and write it down.

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Curbside Voting

See "What If Guide" for more information

- Give voter a copy of "Curbside Voting" information sheet.

- Take identification document to Poll Book Officer for check-in.

- Remind Pollbook Officer to check the "Curbside" box in the pollbook.

- Enter Pollbook Officer's name on the **Curbside Voter Log**.

- Take Ballot Receipt issued by Pollbook Officer to the Ballot Table and exchange the Receipt for a ballot and privacy folder.

- Take ballot, privacy folder, pen, and clip board to voter at the car.

Curbside Voting

See "What If Guide" for more information

- Give curbside voters all of the options at the vehicle that they would have if they came into the polling place: Explain any ballot issues, offer new ballot if needed, offer opportunity to override rejected ballot, etc.

- Ask voter to stay parked until they are informed their ballot has been accepted by the scanner.

- Let voter know ballot has been accepted, provide "I Voted" sticker.

- Record "Time in" on Curbside Voting Log.

Curbside Voting Log

CURBSIDE VOTER LOG
MONTGOMERY COUNTY, VIRGINIA
JUNE 20, 2023 – PRIMARY ELECTION

ENVELOPE 2B

Polling Place: A-1 101 SLUSSER'S CHAPEL CHURCH OF GOD

	Voter Name	Time Out	Officer Name	Officer Name	Time In	Flag in EPB	Entered by
1						☐	
2						☐	
3						☐	
4						☐	
5						☐	
6						☐	
7						☐	
8						☐	
9						☐	
10						☐	
11						☐	
12						☐	

* Two Officers representing each political party must accompany ballot taken to curbside voter. Three Officers must remain inside polling place at all times. If only four officers are assigned to the polling place, the Chief Officer or the Assistant Chief Officer must perform this task.

The Curbside Voter Log is an acceptable record of a voter's choice to use this option.

It is not necessary to cancel/redo voter's check-in so that the Curbside box can be checked. Doing so will create an extra Ballot Receipt slip for the voter.

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Provisional Voting for Extended Hours

- Polling hours may be extended ONLY by court order.

- If hours are extended, <u>all voters who arrive after 7:00 PM must vote a PROVISIONAL BALLOT</u>.

- Log all provisional ballots voted during extended hours on a <u>separate</u> Precinct Provisional Ballot Log.

- Place all extended hours provisional ballots in Envelope 1B.

- Insert Precinct Provisional Ballot Log in Envelope 8.

CLOSING THE POLLS

- At 6:45 PM, the Chief Officer will go outside and announce loudly and clearly, "The polls will close in 15 minutes".

- At exactly 7:00 PM, the Chief Officer will go outside and announce loudly and clearly, "The polls are officially closed".

- Close the door and lock the precinct.

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Poll Closing Tasks

Detailed Instructions are listed in the "Election Day Guide for Officers of Election:"

The Chief Officer will:

- Welcome any authorized representatives.

- Supervise closing of the voting machines after printing three copies of Election Summary Tape from the FVS (Scanner) and three copies of the Close Report from the FVT (ADA machine) following the voting machine instructions.

- Supervise closing of the pollbooks after printing three copies of Poll Pad Summary Report tape.

- Supervise completion of the *Ballot Record Report*.

- Supervise counting of ballots in the blue Absentee Ballot Drop Bag and completion of the Chain of Custody form.

List of Chief's closing tasks: pages 7- 10 of the "Election Day Guide for Officers of Election"

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Completed Absentee Ballot Drop Off
Chain of Custody Form

Ballot Collection From Drop-Off Locations

Drop-box unique identifier (if applicable) _____

Drop-off location
Location Name _____
Address _____
City _____ State _____ Zip _____

Date and time of ballot collection
Date ___/___/___ Time ___:___ am/pm

Names of officers of election or employees who collected ballots (minimum two)
Collector 1 _____
Collector 2 _____
Any additional collectors (if applicable) _____

Number of ballots collected _____

Collector affirmation: I attest that I performed my duty to safely and securely collect all ballots from this drop-off location at the time and date stated. I then immediately delivered all collected ballots to either the general registrar's office or central absentee precinct.

Collector 1 signature
Signature _____ Date ___/___/___

Collector 2 signature
Signature _____ Date ___/___/___

Any additional collectors signature (if applicable)
Signature _____ Date ___/___/___

Number of ballots received in GR Office _____

Received by
Name _____ ___/___/___
Signature _____

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After the polls close, <u>at least two</u> Officers will:

- Count absentee ballots in the Ballot Bag.

- Record the day and time the ballots are counted on the *Ballot Collection From Drop-Off Locations* form.

- Enter their names, then sign and date.

- <u>Officer transporting Ballot Bag to the Registrar's office must also sign</u>.

- Place *Ballot Collection* form <u>inside</u> the bag and apply <u>new seal</u> to clasp. Record seal number on Envelope 7.

- Do <u>not</u> collapse the bag before return.

Complete the form and deliver re-sealed Ballot Bag
<u>EVEN IF NO ballots</u> have been dropped off.

Poll Closing Tasks

- Scanner (FVS):

  - Open Emergency Ballot Box compartment to confirm the compartment is empty <u>before</u> closing down the scanner.

  - After scanner is powered down, cut seal to TM memory compartment, remove memory stick and place in labeled envelope.

  - Cut seal on Ballot Box door, unlock door, and transfer ballots to Box/Envelope 3A.

  - Put all used seals in Envelope 7.

- ADA Table (FVT)

  - Close machine according to instructions.

  - Replace lid and lock with key.

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Ballot Record Report
Single-Page Format

- Top: Count number of ballots sent in Box/Envelope 6.

- Section 1: Count ballots in each pack after opening. Enter number on form and counting Officers' initials.

- Section 2: Record disposition of Spoiled and Voided Ballots.

  Entry for Provisional Ballots in Section 2c will come from the Provisional Ballot Log after close of polls.

- Record number of surrendered Absentee Ballots in Section 2d.

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Ballot Record Report
Single-Page Format

BALLOT RECORD REPORT
MONTGOMERY COUNTY, VIRGINIA
JUNE 18, 2024 – JUNE REPUBLICAN PRIMARY
PRECINCT: 0504 Margaret Beeks Elementary

Assume each ballot pack has 100 ballots. How many unopened ballot packs are inside Envelope/Box#6?

Envelope/Box#6: __10__ (Folded Provisional Ballots) + __5__ (Ballot Packs) x 100 = __510__ Total Ballots

If the amount doesn't match the Receipt for Ballots call the office. (540) 382-5741

1. OPEN PACKS
- Assume each pack is 100 until opened.
- Open as needed, 2 OOEs count and record actual count in column.

Ballot pack #	# Of Ballots in pack	2 OOE Initials
1	100	FJ RSM
2	101	TJ JK
3	99	RSM JK
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
Total	300	

2. ELECTION DAY STATISTICS - REPUBLICAN
- Cross off or circle each number when used.

2a. SPOILED BALLOTS — Envelope 4
This is a ballot spoiled by the voter.
1 2 3 4 5 6 7 8 9 10
11 12 13 14 15 16 17 18 19 20

2b. VOIDED BALLOTS — Envelope 4
This is a ballot found abandoned.
1 2 3 4 5 6 7 8 9 10
11 12 13 14 15 16 17 18 19 20

2c. PROVISIONAL BALLOTS — Envelope 1A/1B
This is a ballot for a provisional voter.
Obtain Provisional Ballot Total from the Provisional Ballot Log or the Back of Envelope 1A/1B. Both these totals should batch.
Provisional Ballots ➡ __3__ Total

2d. ABSENTEE BALLOTS — Envelope 4
This is an unopened ballot returned by voter.
1 2 3 4 5 6 7 8 9 10
11 12 13 14 15 16 17 18 19 20

3. END OF DAY FINAL REVIEW - REPUBLICAN

		Total
Loose unused ballots (Include unused Folded Provisional Ballots)	+	104
Sealed unused ballots x 100	+	200
3a. Total ballots NOT USED	=	304
Record total from FVS (machine tape)	+	199
Record SPOILED BALLOTS (2a.)	+	3
Record VOIDED BALLOTS (2b.)	+	1
Record PROVISIONAL BALLOTS (2c.)	+	3
Record FVT (ADA) printed ballots (machine tape)	+	0
3b. Total ballots USED	=	206
Record 3a. + 3b. TOTAL BALLOTS	=	510

Does 3a. + 3b. TOTAL BALLOTS match the number of ballots you began with this morning? (Yes) No

If no, explain below. Example: There were more or less than 100 ballots in one or more packs.

_____
_____
_____

Roberta J. Miller   June 18, 2024
Officer Signature   Date

Frank Jones   6/18/2024
Officer Signature   Date

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- Section 3a: Count loose and still-packaged unused ballots. Include unused Folded Provisionals.

- Section 3b: Enter number of ballots used by category (Scanned, Spoiled, Voided, and Provisional).

  Enter number of ballots printed by the FVT (ADA Tablet).

  Add/Subtract entries as indicated.

- Does sum of USED and NOT USED ballots equal the total number of ballots delivered to the precinct?

- Explain the discrepancy if you have one.

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Poll Closing Tasks

See "Election Day Guide for Officers of Election" for detailed instructions

- Apply a security seal to each Poll Pad Case for return to the office.

- Record seal numbers on the back of Envelope 7.

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Poll Closing Tasks

See "Election Day Guide for Officers of Election" for detailed instructions

- Two Officers, working separately, will complete <u>two identical copies</u> of the Statement of Results. Complete initially in pencil. *After confirming copies match,* copy over pencil in black ink. Make sure <u>all Officers sign both copies</u>.

- Attach a complete set of opening and closing tapes to each SOR:

FVS Scanner	Zero Tape
	Election Summary Tape (results tape)
	~~Write-in Report~~
FVT Tablet	Open Report
	Close Report
Poll Pad	Opening Summary Report
	Closing Summary Report

Polls Closing Tasks

See "Election Day Guide for Officers of Election" for detailed instructions

STATEMENT OF RESULTS
MONTGOMERY COUNTY, VIRGINIA
June 18, 2024 – JUNE REPUBLICAN PRIMARY
PCT: 0504 Margaret Beeks Elementary

Part 1. Turnout *Obtain is information from the* **Electronic Pollbook Summary Report**

Total Number of Voters Checked In – Poll Pad Summary Report (Republican Party Primary ONLY)	200

Part 2. Pages Cast *Obtain this information from the* **FVS# 5041   FVS Machine Tape(s)**

Number of Votes=Pages Cast on the FVS Machine (Republican Party Primary ONLY)	199

Part 3. Totals *Obtain this information from the* **Curbside Voters Log**

Total Number of Voters on Curbside Log (Republican Party Primary ONLY)	2

Part 4. Discrepancies.
Does the *Total Number of Voters Checked In* (1) = the Total *Number of Votes=Pages Cast on Machine* (2)? ☐ Yes ☒ No

If "No," please provide an explanation on the next page. If Yes, continue to Part 5. Certification on the next page.

(Page 1 of 2)

ENVELOPE 2B
↑
Staple

FVS ZERO TAPE
and
FVS SUMMARY TAPE
and
FVS WRITE-IN TAPE (if a November Election)
and
FVT (ADA) OPEN & CLOSING TAPES
and
POLL PAD OPEN & CLOSING TAPES

Parts 1 through 3. Enter:

- Number of voters checked in from the Pollbook Summary Report printed after close of polls.

- Number of "Pages Cast" from the Scanner Results Tape.

- Number of curbside voters from Curbside Voter Log.

Part 4. Check Box Yes/No

- Does Number of Voters Checked In = Number of Pages Cast?

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Polls Closing Tasks

See "Election Day Guide for Officers of Election" for detailed instructions

STATEMENT OF RESULTS

MONTGOMERY COUNTY, VIRGINIA
JUNE 18, 2024 – JUNE REPUBLICAN PRIMARY
PCT: 0504 Margaret Beeks Elementary

Part 4. Discrepancies (continued).
Please note any additional discrepancies here. If additional space is needed, please attach an additional sheet of paper.

A voter checked in on the pollbook but decided not to cast their ballot. They left before their check-in could be cancelled.

Part 5. Certification.
We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

Signature of Election Official
1 (Chief) *Mary Smith*
2 (Assistant Chief) *Frank Jones*
3 (Officer) *Sophie Garais*
4 (Officer) *James Kim*
5 (Officer) *Roberta Miller*
6 (Officer)
7 (Officer)
8 (Officer)
9 (Officer)
10 (Officer)

(Page 2 of 2) Rev. 5.1.2024 tcf

- If there is a discrepancy between number of Pages Cast and Number of Voters Checked In, explain reason for discrepancy in Part 4.

- All Officers sign BOTH copies of the SOR.

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Poll Closing Tasks

See "Election Day Guide for Officers of Election" for detailed instructions

- Complete the Printed Return Sheet (yellow paper)

- Attach a complete set of voting machine tapes:

FVS Scanner	Zero Tape
	Election Summary Tape (Results)
	~~Write-in Report~~
FVT Tablet	Open Report
	Close Report
Poll Pad	Opening Summary Report
	Closing Summary Report

- <u>Make sure that all Officers sign this form</u>. Place in Envelope 2A.

- After completing the SORs and the Printed Return Sheet, place any additional voting machine tapes in Envelope 2B.

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Polls Closing Tasks
Complete the Results Reporting Sheet

- At top, enter:
  - Time you are calling the office, your name and the name of person at the office taking your call.

- From FVS scanner "Election Summary" tape, enter
  - Pages Cast
  - Votes for each candidate

- From <u>Curbside Voter Log</u>, enter
  - Number of Curbside Voters

RESULTS REPORT SHEET

ENVELOPE 2B

MONTGOMERY COUNTY, VIRGINIA
JUNE 18, 2024 - JUNE REPUBLICAN PRIMARY

PRECINCT: _____

TIME:_____

Called In By:_____   Taken By: _____

Total Pages Cast:_____

US SENATE

Hung Cao	
Edward C. "Eddie" Garcia, Jr.	
Jonathan W. Emord	
C.L. "Chuck" Smith, Jr.	
Scott Thomas Parkinson	
Undervotes	
Overvotes	

Curbside Voters

Voted Outside the Polls	

Provisional Log Info (LOG = NUMBERS BELOW)

1. SAME DAY REGISTRATION	
3. AFTER HOURS-COURT ORDER	
4. NO BALLOT SURRENDERED	
5. POLLBOOK SHOWS VOTED	
6. OTHER	
7. NO-ID DECLINED ID STATEMENT	
Total must match the totals on the back of Envelope 1A/1B	

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Polls Closing Tasks

Complete the Results Reporting Sheet

- From the cover page of the <u>Provisional Ballot Log</u>, enter number of provisional ballots by type:
  - Each Reason for casting has its own entry
  - Total on the Reporting Sheet must match the total specified on back of each primary's 1A Envelope

RESULTS REPORT SHEET   **ENVELOPE 2B**

MONTGOMERY COUNTY, VIRGINIA
JUNE 18, 2024 - JUNE REPUBLICAN PRIMARY

PRECINCT: _____

TIME:_____

Called In By:_____ Taken By: _____

Total Pages Cast:_____

US SENATE

Hung Cao	
Edward C. "Eddie" Garcia, Jr.	
Jonathan W. Emord	
C.L. "Chuck" Smith, Jr.	
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Undervotes	
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Provisional Log Info (LOG = NUMBERS BELOW)

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Total must match the totals on the back of Envelope 1A/1B	

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Polls Closing Tasks
Seals for the Envelopes and Boxes

- A place for each Officer to sign.

- Color-coded to match the Envelopes and Forms.

Please use seals to close the envelopes.
Please do NOT use the actual sticky flap of the envelope.

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Polls Closing Tasks
Seals for the Envelopes and Boxes

NEW with this election:

- Enter number of voted ballots contained in Envelope/Box 3A.

- Seal lists the number of Seals to apply to Box/Envelope if greater than one.

Envelope/ Box 3A
Required Signatures
ALL Officers
Date:_____
1*
2*
3*
4*
5*
6*
7*
8*
Ballots_____
3 Seals per Box/Envelope

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Envelope/Box 3A
Voted Ballots

Continue to enter the date and total number of voted ballots enclosed on the sticker on the front of the Box/Envelope 3A.

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Scanner (FVS) Voting Machine Memory

- Chief and assisting Officers will remove voting machine memory (USB Drive) from the FVS *after the voting machines are powered down*. Follow the "Closing the Polls" instructions.

- USB memory device is called "TM" in the closing instructions.

- Place USB Drive in the small, padded envelope titled "FVS FreedomVote Scan, Envelope for Circuit Court."

- Close this envelope and seal with two signatures. Place in Envelope 7.

Envelope for
Scanner (FVS) TM/USB Drive

- Place USB Drive in the small, padded manila envelope with this label. Seal with two signatures.

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Ballot Receipt Envelope

- The Ballot Receipts printed by the Poll Pads are a <u>vital record</u> of the election.

- Place this envelope with the other Envelopes (2B, 4, 7, etc.) in the Chief's case for return to the office on Election Night.

PRECINCT: **A-2**
MONTGOMERY COUNTY. VIRGINIA
MARCH 5, 2024

Ballot Receipts

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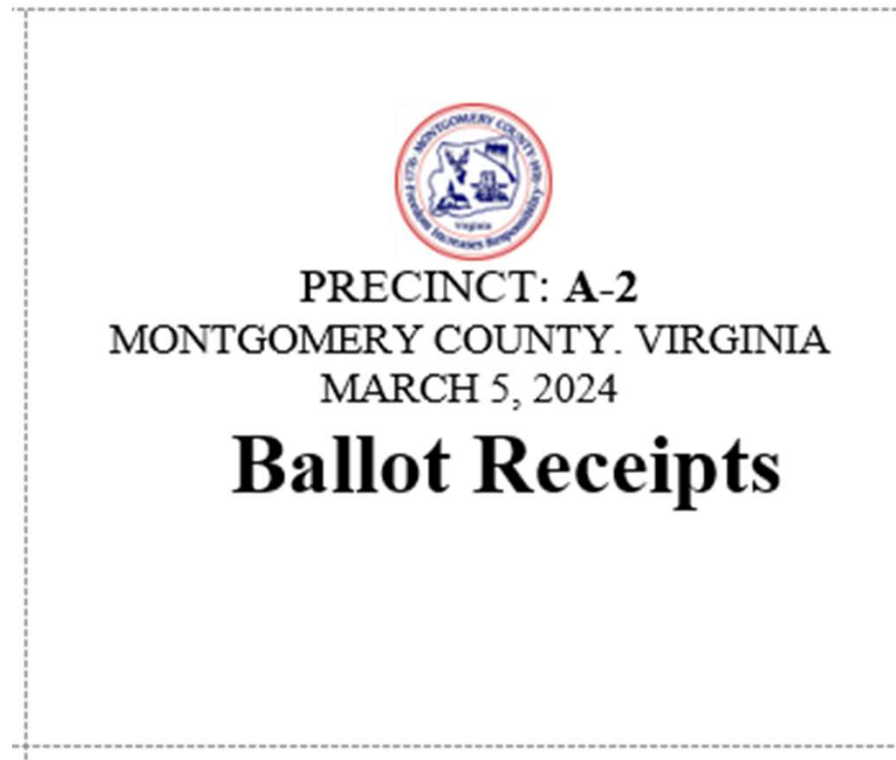
Packing Voted Ballots

Voted Ballots will be returned to the Registrar's office in Box or Envelope 3A.

- **If fewer than 500 ballots have been scanned, use Envelope 3A.** (If more than 500 ballots have been scanned, use Box 3A. The box is delivered flat, so Officers will need to construct it.)

- Cut seal and unlock the rear door of the Scanner ballot box.

- Remove voted ballots and transfer to Box/Envelope 3A.

- Close Box/Envelope with packing tape.

- Apply three seals. ALL Officer must sign seals.

- Enter number of voted ballots on these #3A seals (new).

- The Chief will take the voted ballots (#3A) with the Chief's case. The box(es) of unused ballots (#6) should be locked in the cage.

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Signature Requirements

- Election Day Oath – **all Officers**

- Pay record – **all Officers**

- **SOR (both copies) – all Officers**

- Yellow Printed Sheet – **all Officers**

- Envelope/Box #3A (Voted Ballots) must be closed with tape and sealed with signatures of **ALL OFFICERS**!

- FVS thumb drive padded Envelope – two Officers

- Ballot Receipts Envelope – two Officers

- Voting Machine Tapes – two Officers (Chief and Assistant Chief or designated Officers)

- Seals on numbered Election Materials Envelopes – two Officers
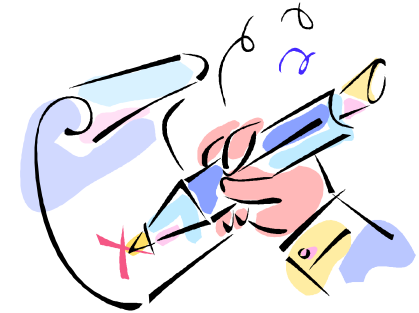
Best practice: Everybody sign everything!

When only two Officers are required to sign, the two Officers should be of different parties.

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Polls Closing Tasks

See "Election Day Guide for Officers of Election" for detailed instructions

- Remove all polling place signs and adhesive tape. Place signs in the cage. Leave polling place and inside of 40' prohibited area clean and organized.

- Lock room and/or building.

- Return to the Registrar's Office on ELECTION NIGHT:

  – Chief's case

  – Envelope/Box #3 (Voted Ballots)

  – Blue Absentee Ballot Drop Box (not collapsed)

  – AND all three Poll Pads!

  A member of the Registrar's staff will open the drop bag and count the dropped absentee ballots - or confirm there are no ballots - and then complete the final portion of the chain of custody form.

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Repacking the Cage

BRING ALL THREE POLL PAD CASES BACK TO THE OFFICE ON ELECTION NIGHT!

Box/Envelope 6 UNUSED Ballots

Blue Absentee Ballot Drop Bag will be returned to the office by the Chief on Election Night.
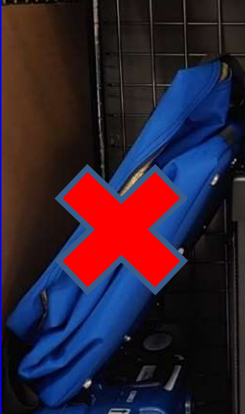
Do NOT collapse the bag. Do NOT place bag in cage for return.

Cage inventory photos are posted on the inside of the cage doors.

- Put all LARGE rolls of tape in the Plastic Bin: Masking tape, painter's tape, and duct tape.

- Place the Scanner back in the cage with the handles facing the cage door.

- Lock wheels after cage is in place.

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Repacking the Cage

If you have "stand-up marking booths," DO NOT PUT THEM IN THE CAGE FOR RETURN TO THE OFFICE.

The Chief will bring them back to the office.

If another Officer is assisting with the return, they may wait a day or two to bring them in.

Election Day Emergencies

- Natural disasters (earthquakes, winter storms, etc.).
- Damaged or malfunctioning voting equipment.
- Electrical power outage.
- Officers of Election who do not show up on Election Day.
- Inability to enter the polling place.
- Bomb threat.
- Unruly or threatening behavior from a citizen.

Call the Registrar: 382-5741

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Election Day Emergencies

- Electrical power outage
  - All facilities have emergency lighting sufficient to exit the building.
  - An <u>electrical generator and operational lighting</u> will be delivered to affected polling place.
  - Poll Pads will still communicate with one another, but the <u>printers</u> will not function. Officers will write Voter Passes by hand.

Call the Registrar: 382-5741

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What to do in an Evacuation

- Voting Machine Officers should note "public counter" number on voting machine.

- _If possible_, take voting machines, Poll Pads, ballot box, paper ballots, forms, envelopes, and pens.

- If you are unable to continue the voting process outside the polling place, record the names of voters already checked in and advise them to wait until the building can be re-entered.

- If they must leave, advise them to return before 7:00 pm. Allow them to go to front of check-in line when they return.

- If voter must leave and has already been issued a ballot, voter must insert completed ballot in emergency ballot box or turn ballot in to the Chief.

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Failure of Electronic Pollbooks

- Report situation to the Registrar at 540-382-5741.

- Use backup paper pollbooks and Pollbook Count Sheet to check in voters.

- Instructions for use of paper pollbooks are with the paper pollbooks in the zipped cover of the Chief's case.

- Allow voters to continue voting on regular equipment per the normal procedures.

Failure of FVS Scanner

- Voters should continue to mark paper ballots.
- Turn FVS and ballot box bin around so scanner slot is facing away from voters.
- Apply seal to Emergency Ballot Compartment door. Record seal on back of Envelope 7.
- Have voters insert ballots in Emergency Ballot Compartment.

- Wait until the polls close before scanning ballots from Emergency Ballot Compartment. Chief and one Officer will feed ballots into the scanner. Officers have the authority to override rejected ballots so any properly marked races can be counted.
- If Emergency Ballot Compartment gets full, ballots may be moved by Chief and one Officer to Chief's Case which can serve as an Emergency Ballot Box.

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Closing Reminders

Review training documents before Election Day:

- *Election Day Guide* (2024)

- *Basic Training presentation* (June 2024)

- *SOR Example* (June 2024)

- *Dos and Don'ts (for Campaigners and Authorized Representatives) (Sept 2022)* and *What Ifs (Dec 2023)*

Documents are available at the Montgomery County Registrar's website:

https://www.montgomerycountyva.gov/1/departments-services/office-of-elections/officers-of-election

5/20/2024

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For those Officers who are still unaware...

In order to comply with county Human Resources policy, Officers of Election will be removed from our office roster AND Human Resources payroll record in December if they do not serve during the calendar year.

To serve after a break, Officers will need to complete new Oath and Response to Appointment forms AND paperwork (including a background check) for the county.

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Thank you!

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