



November 4, 2025
Gubernatorial Election
Highlights Training

Montgomery County
Officer of Election Training

Introductions



Electoral Board:

Richard D. Langford

Carroll D. Williams

Registrar:

Connie Viar

Chief Deputy Registrar:

Trina French

DON'T TALK POLITICS

Your work on Election Day is non-partisan.

Do NOT discuss candidates, parties, issues, etc. with Voters OR with other Officers on Election Day.

**Do not use the Poll Pads to look up
anyone other than the person
you're checking in.**

Poll Opening Tasks

Absentee Ballot Drop Box

- In the morning, place instructions, Ballot Collection form, and extra seals back into the Drop Box for storage until the Closing of the Polls.

Supplies

- Clear Supplies Box has a label with contents on the top and the side of the box. Contents are also listed on “contents” list in Chief’s binder.
- The Supplies Box is **heavy**. Please take care removing it from and returning it to the cage.

Poll Opening Tasks

Unisyn Voting machines

- Check Scanner and ADA Tablet for “plug” icon in upper right corner of the screen.
- Confirm all surge protectors are switched “on.”

Emergency Ballot Box door

- DO NOT apply a seal to the Emergency Ballot Box in the morning.
- Apply a seal later ONLY if the Emergency Ballot Box is going to be used because the scanner is unavailable (e.g., a paper jam.)



Poll Opening Tasks

KNOWiNK Poll Pads

- Screen may warn printer “not connected” or show a yellow exclamation mark over printer icon in the top right corner.
 - Check that green cord is well connected to the tablet.
 - If green cord has come loose from the base, follow steps for reconnecting in the Opening instructions. The base can be opened with a finger. A tool is not needed.
- Do not use **duct tape** to secure the Poll Pad cords. Adhesive residue creates problems for the office. Blue painter’s tape may be used to organize cords.



Voting Hours

Poll Pads

- The blue light on the front left of the printer base may occasionally blink red.
- This means the paper tape is *starting* to get low. You may continue to print Ballot Receipts until the tape shows a pink or blue color.



Voter Check-in

- When a voter checks in normally, there is no need to send the voter to the Registrar's office to further confirm their registration information or ID.

Voting Hours

Every voter has the right to cast their ballot independently. Please tactfully offer the **ADA Tablet** to voters if you have reason to believe it might be useful to them.

ADA Tablet

Large-font display

Touch-screen selection

Audio ballot with braille keypad

Sip-and-puff technology.

Each precinct is also issued two large magnifying lenses.
These magnifiers could be helpful for a voter who can't clearly see the ovals to mark.

Voting Hours

You might be asked by voters about the candidates on the ballot.



- Candidates for local elections (Board of Supervisors, School Board, Town Council, and Mayoral races) do not have a party designation.
- Officers cannot provide any information about these or other candidates.
- Voter may stay at the marking booth and carry out research on their phone or make a quiet phone call.

Envelope 7 is now Pouch 7

- Clear - the required contents can be confirmed visually.
- Information previously on the “Back of Envelope 7” is now on Pouch 7 Form.



Note sealable clasp – same kind of clasp and (tiny blue) seal as used on Blue Absentee Ballot Drop Box.

Pouch 7 Form

Machine, Seal, and Counter Numbers

Form will be delivered in the Required Forms Binder.

Officers will:

- Check off on voting equipment machine, seal, and counter numbers in the morning and enter closing counter numbers in the evening.
- Enter seal numbers applied to AB Drop Box in the morning and evening.
- Enter seal number for Scanner USB Thumb Drive Pouch after close.

POUCH 7 FORM
Montgomery County, Virginia
June 17, 2025 – June Primary

POUCH 7 Plastic Seal#

Precinct: **Precinct Number & Name**

1. Election Morning check the Seal Numbers against the machines and place a checkmark beside the seal number below. Then put the used seals in Pouch 7.

2. Election Night complete the machine close numbers, seal numbers and place the Signatures Seal Label below. Write the Plastic Seal Number you use to lock Pouch 7 above. Place this sheet, Sealed FVS Thumb Drive Pouch and Chief's Keys into Pouch 7 making sure the Thumb Drive and Chief's Keys are visible through the pouch. Then Zip & Seal Pouch 7.

NO SEALS will be applied to the FVT or FVS at the end of the night!

VOTING MACHINE NUMBER	CHECKMARK	SEAL NUMBER		PROTECTIVE COUNTER NUMBER		PUBLIC COUNTER NUMBER	
		OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE
FVT (ADA) #7113		XX333201		4		0	
FVS (SCANNER) #5076		XX352002		8384		0	
		XX352003					
		XX352004					
		XX352005					

PLASTIC SEAL must be applied to the Poll Pads at the end of the night!

POLL PAD #	CHECKMARK	SEAL NUMBER	
		OPEN	CLOSE
POLL PAD # 001		XX453271	
POLL PAD # 002		XX453272	
POLL PAD # 003		XX453273	

PLASTIC SEAL must be applied to the Ballot Dropbox & FVS Thumb Drive Pouch at the end of the night!
NO SEAL will be applied to the Emergency Ballot Bin at the end of the night!

	SEAL NUMBER	
	OPEN	CLOSE
BLUE BALLOT DROPBOX		
FVS THUMB DRIVE POUCH		
EMERGENCY BALLOT BIN (IF USED)		

Place
Signed
Seal Label
Here
Election
Night

Rev. 1.27.2025tcf

Pouch for Ballot Scanner's USB Thumb Drive

- Apply numbered seal. Record seal number on Pouch 7 Form.
- Tail of seal must go through zipper and grommet as shown to properly secure the pouch.



- Place Thumb Drive Pouch in Envelope 7 for return to the office.



Curbside Voter Tally Sheet

New Form

Tally Sheet replaces Curbside Voter Log.

- Officer(s) going out to the vehicle: Mark on “X” on the next available number to record that you have a curbside voter.
- Pollbook Officer: Check the “Curbside Voting” box on Poll Pad screen when checking in each curbside voter.
- Do not redo a voter’s check-in so you can “check the box.” Doing so will create an extra Ballot Receipt.

Curbside Voter Tally Sheet
Montgomery County, VA
November 4, 2025 – General Election
Precinct: _____

Envelope 2B

Mark an X on the next number each time you have a curbside voter.

1	2	3	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
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170
181	182	183	184	185	186	187	188	189	190
191	192	193	194	195	196	197	198	199	200

Cage - Top Shelf Contents



Top shelf – Front Row

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



Box/Envelope 6
Unvoted Ballots

Top Shelf – Back Row

(2) Two Poll Pads

Plastic Bin needs to be placed **lengthwise** in the cage.



Marking Booths

Clear Plastic Box

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

Supplies Box is **heavy**. Take care when removing it from and returning it to the cage.

Cage - Bottom Shelf Contents



**Blue Absentee
Mailed Ballot Drop
Box**

**Delivered
Unassembled.**

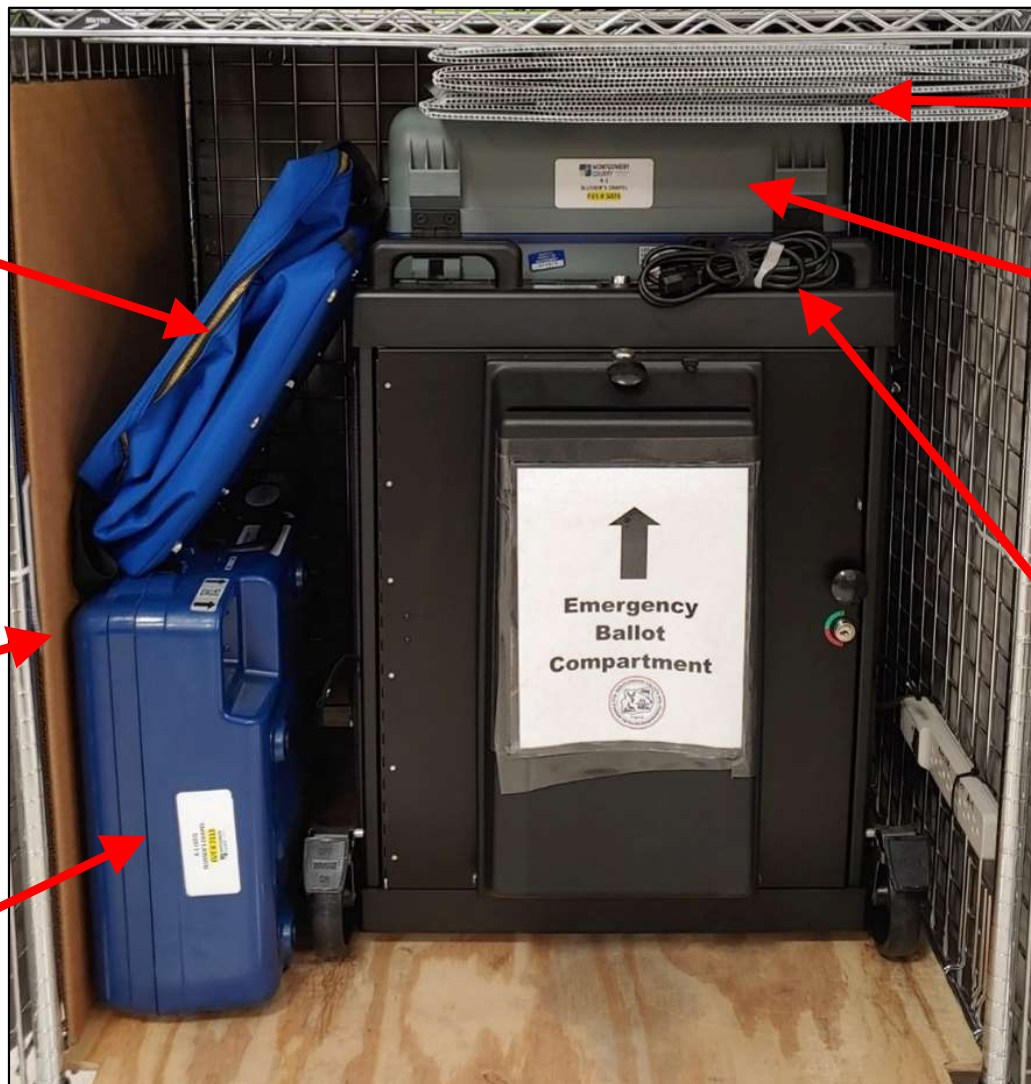
**Information, Log, &
Seals inside**

• **Tri-Fold Poster
Board**

• **Election Day Hours
Sign**

• **Box 3A
(Unassembled)**

**FVT – ADA Tablet
Voting Machine**



Marking Booths

FVS – Ballot Scanner

- **Locked to top of
Ballot Box.**

Power Cord

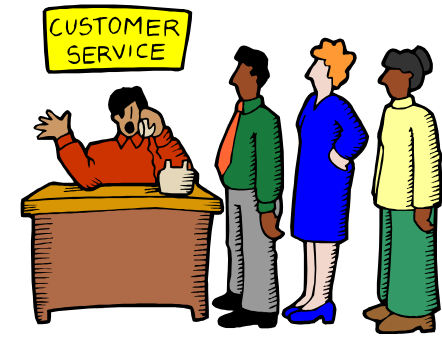
- **Plug already
inserted into back
of scanner.**
- **Cord is wound up
and held to handle
with Velcro.**

Some precincts will have more than 10 marking booths. They may shift during transport. Be careful when you open the cages doors.

Customer Service

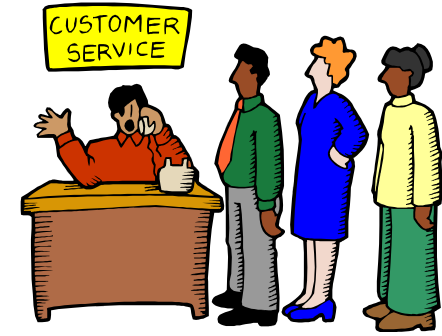
Officers of Election will provide prompt, courteous service to all voters.

- Greet the voter.
- Be friendly.
- Provide full attention to the voter.
- Send voters with check-in issues to the Chief Officer in order to keep the line moving.
- No eating/drinking in sight of the voter. Chief will assign breaks.
- No using cell phones or personal electronics at work stations.



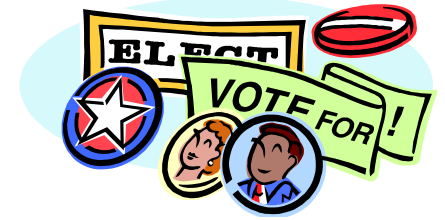
Customer Service

Officers of Election will provide prompt, courteous service to all voters.



- Be professional.
- Respect the voter's privacy.
- Treat fellow Officers with courtesy and respect.
- Involve the Chief/Asst. Chief early with voter concerns and issues.

Polling Place “Etiquette”



- Political apparel – Voters may wear clothing or buttons which display the name of a candidate or party while in the polling place to vote.
- Cell phones – Voters may use their cell phones beyond the check-in table, as long as they do not disturb, hinder, or intimidate other voters.

Address any issues on a case-by-case basis.

See Code of Virginia § 24.2-604, § 24.2-607.

Polling Place “Etiquette”



- Voters may take “Ballot Selfies.”
- It will be up to the Officers of Election in each polling place to limit the use of cameras by voters if it is:
 - slowing or disrupting the voting process
 - violating the privacy of other voters.
- Taking video of the polling place interior could be seen by some voters as intimidation. Intimidation is prohibited by law.
- Members of the press should ask the Chief Officer for permission to photograph or film inside the polling place and may not photograph or film voters without their permission.

Authorized Representatives

Each precinct will be issued three badges for Authorized Representatives to wear while in the polling place.

- Lanyard and badge will say “Authorized Representative.”
- Authorized Reps will receive badge when signing in and return badge when signing out.



OBSERVER SIGN-IN SHEET

Pouch 8

November 5, 2024 Primary Election

Precinct: CAP-Early Vote

ALL OBSERVERS MUST: §24.2-604.4*

- ♦ Be a (REGISTERED) qualified voter in Virginia*. If needed, call the office to verify they are registered.
- ♦ Have a letter from the political party, primary candidate, or Independent candidate*
- ♦ Have a valid I.D. (for verification)
- ♦ Wear orange “OBSERVER” lanyard while in polling place

R=Republican Party

D=Democratic Party

I=Independent

Name	Party	Date	Time In	Time Out
PRINT LEGIBLY	CIRCLE ONE:			
1.	R D I		am / pm	am / pm
2.	R D I		am / pm	am / pm
3.	R D I		am / pm	am / pm
4.	R D I		am / pm	am / pm
5.	R D I		am / pm	am / pm

Limits on Authorized Representatives



- Authorized Representatives may not hinder, intimidate, or interfere with voters. They may not insult or abuse an Officer.
- Authorized Representatives are required to respect the area around voters and secrecy of the ballot.
- May have electronics with a camera as long as camera is not used.
- Officers should report misconduct of an Authorized Representative to the Chief Officer or the Assistant Chief Officer.

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 as written!

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.
- Check that seals are intact and compare serial numbers to information on Pouch 7 Form.
- Print one Pollbook Opening Summary Report from each of the three Poll Pads according to the Poll Pad setup instructions.

Pollbook Officer

While the Polls are Open



Overview of check-in process:

- Greet the voter. Ask voter for identification.
- Take the ID.
- Use the ID to find voter's name and registration information in the pollbook.
- Ask voter to state their FULL NAME and ADDRESS. (Voter may write information down instead or otherwise indicate that info on the ID is correct and up-to-date.)
- Verify voter information in the pollbook by comparing to voter's stated information.

Pollbook Officer

While the Polls are Open



Overview of check-in process (continued):

- Repeat voter's **FULL NAME** from the pollbook loudly enough for authorized representatives to hear.
 - **Do not repeat the voter's address.**
- Follow steps to finish checking in the voter. "Ballot Receipt" will print automatically
- Return the ID along with printed receipt.
- Direct voter to the Ballot Table where they will exchange their receipt for a ballot.

KNOWiNK Poll Pads

When you scan a driver's license:

- The Poll Pad does exactly what you do when you carry out a manual search. It looks at:
 - First 3 letters of the last name
 - First 3 letters of the first name
 - (Plus the birth year)
- It can bring up more than one voter, because more than one voter in the county matches that criteria.
- Some Virginia Driver's licenses don't scan! If the Poll Pad does not bring up the correct voter, try a manual search.

KNOWiNK Poll Pads

For a manual search:

- Don't enter more than 3 letters of the first and last names. You could make a typo.
- If the Poll Pad does not bring up a voter, do NOT tell the voter they're not registered.
- First try re-entering the 3 letters of the first and last names.
- Then ask the Officer next to you for assistance. Call the Chief or Asst. Chief over if needed.

Approved Identification

ELECTRONIC FORMS OF ID (highlighted in yellow)



★ 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. Acceptable in electronic form only if it is through official DMV "Virginia mID" app.
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 and Identification Privilege Card	No

**"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 11 **recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B)

Rev. 07/2025

- Student IDs from some institutions of higher learning located in Virginia are acceptable in electronic form. Currently, electronic IDs from only the following institutions are acceptable:

- Bridgewater College (new)
- Liberty University
- Old Dominion University (new)
- Radford University (new)
- Roanoke College

George Mason University electronic ID is NO LONGER acceptable for voting purposes.

- Please note that student IDs from high schools located outside Virginia are NOT approved in any form.
- **An electronic form of these documents is acceptable:** current utility bill, bank statement, government check, paycheck, or other government document containing name and address of the voter.

Revised July 2025

Approved Identification



★ 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. Acceptable in electronic form only if it is through official DMV "Virginia mID" app.
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 and Identification Privilege Card	No

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**The 11 recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B) Rev. 07/2025

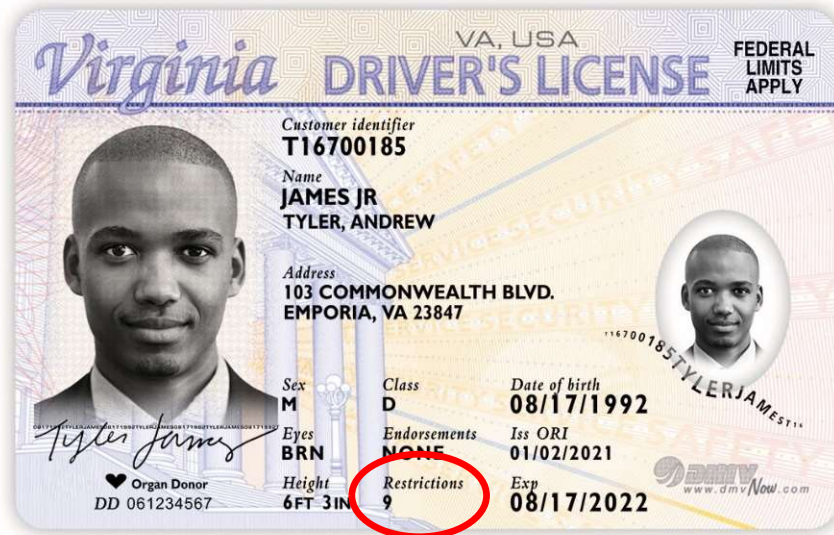
Unless otherwise noted, acceptable forms of identification do NOT have to contain a photograph of the voter. Some acceptable forms of ID do not have an address.

*"Valid" means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver's license and DMV-issued ID, 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."

Revised July 2025

How to recognize a Driver's Privilege Card



It has a “9” under
“Restrictions” on the front.

It says “9 Limited duration”
under Restrictions on the back



If a voter presents one of these cards, send the voter to the Chief Officer. It is possible the voter is a new citizen who has not updated their driver's license.

Approved Identification

The **ONLY** state driver's license acceptable for voting in Virginia is the **VIRGINIA DRIVER'S LICENSE**.

Licenses from other states are **NOT** allowed for checking in or for Same Day Registration.

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 and Identification Privilege Card	No

*"Valid" means the document is genuine and is not expired for more than twelve months

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.

Voter Check-In Situations

See “What if” Guide for more detailed information



- Voter is listed as “Inactive” or “Marked for Confirmation.”
- Voter is listed as “Absentee Voter”
- Voter is not found in the pollbook, has “Same Day Registration” flag, or asks to do “Same Day Registration”
- Voter’s stated name or address does not match pollbook record
- Voter is listed as having already voted
- Voter is challenged

Send voter to the Chief.

Ballot Officer

Before the Polls Open



- Open #6 Boxes.
- Find **Receipt for Ballots** on top and set aside.
- Count shrink-wrapped packs of regular ballots and Provisional Ballots. Some precincts will also have an envelope with a few unlikely-to-be-used ballots. Include these ballots in your count.
- Compare number of ballots received to **Receipt for Ballots**. If numbers match, sign **Receipt** and give it to the Chief. If numbers do not match, inform the Chief.
- Record information on total ballots delivered at top of **Ballot Record Report** form.
- Give Receipt for Ballots, packs of Provisional Ballots, and envelope with unlikely-to-be-used ballots to the Chief.
- As each pack of ballots is opened, two Officers must count the number of ballots contained. Record that number on the **Ballot Record Report**.

Example Paper Ballot (Nov 2025)

Ballot Style

Commonwealth of Virginia, SAMPLE BALLOT

County of Montgomery
General Election
Tuesday, November 4, 2025

(B-4) Christiansburg Rec Cntr with Town
02041

Making selections

To vote for a candidate, fill in the oval to the left of the name.

To write-in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line.

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 vote(s) may not be counted.



Governor

Vote for only one

☐ Abigail D. Spanberger - D

☐ Winsome Earle-Sears - R

☐ Write-in

Lieutenant Governor

Vote for only one

☐ Ghazala F. Hashmi - D

☐ John J. Reid, II - R

☐ Write-in

Attorney General

Vote for only one

☐ Jay C. Jones - D

☐ Jason S. Miyares - R

☐ Write-in

Member House of Delegates 42nd District

Vote for only one

☐ Biko Agozino - D

☐ Jason S. Ballard - R

☐ Write-in

Mayor Town of Christiansburg

Vote for only one

☐ D. Michael Barber

☐ Carl R. Pauli

☐ Write-in

Turn the ballot over

Member Town Council Town of Christiansburg

Vote for not more than three

☐ Joshua A. Bryan

☐ Christine A. Waltz

☐ Harry F. Collins Jr.

☐ Tanya J. Hockett

☐ E.S. "Beth" Umberger

☐ Matthew A. Hicks

☐ Write-in

☐ Write-in

☐ Write-in

AUTHORIZED BY
THE ELECTORAL BOARD OF
THE COUNTY OF MONTGOMERY
1546 NORTH FRANKLIN STREET
CHRISTIANSBURG, VA. 24073

Notice: The authority statement on this sample ballot must be removed and replaced with the appropriate authority statement for the candidate, committee, individual or group using this ballot for their own purposes. Any reproduction of this MAY NOT be printed on white paper. The authority statement used for this ballot must comply with the requirements of either federal or state law, as appropriate. For state requirements, see 24.2-622 and 24.2-956 of the Code of Virginia. For federal requirements call the Federal Election Commission, 1-800-424-9530.

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:
 - Use a precinct pen to mark their ballot
 - 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.

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.
- Chief will accept surrendered ABs, check voter in on Pollbook, and issue voter a Ballot Receipt. Chief will bring surrendered ABs to Ballot Table to go in Envelope 4. Ballot Officer will make note on Ballot Record Report of number received.

Ballot Record Report

Montgomery County, Virginia
November 4, 2025 – General Election
Precinct: **A-1 101 Slusser's Chapel**

ENVELOPE 2B

Assume each ballot pack has 50 ballots. How many unopened ballot packs are inside **Envelope/Box #6?**

Envelope/Box #6 25 (Ballot Packs) x 50 + 2 (Provisional Ballots) x 50 = 1350 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 50 until opened.
- Open as needed, 2 Officers count and record actual count in column.

Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1	50	FJ RYM
2	50	FJ RYM
3	49	FJ RYM
4	50	FJ RYM
5	51	FJ RYM
6	50	EDJ MLS
7	50	EDJ MLS
8	50	EDJ MLS
9	51	EDJ MLS
10	50	BAG JTK
11	50	BAG JTK
12	49	TEC MLS
13	50	TEC MLS
14	50	TEC MLS
15	50	TEC MLS
16	50	RYM FJ
17	50	RYM FJ
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Total	850	

2. ELECTION DAY STATISTICS

- Cross off or circle each number when used.

2a. SPOILED BALLOTS

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

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

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 match.

Provisional Ballots $\Rightarrow$ 7 Total

2d. ABSENTEE BALLOTS - SURRENDER

This is an unused 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

	Total
Loose unused ballots (Include unused Provisional, Federal & Pres. Only Ballots)	81
Sealed unused ballots x 50	450
3a. Total ballots NOT USED	531
Record total from FVS (machine tape)	805
Record SPOILED BALLOTS (2a.)	8
Record VOIDED BALLOTS (2b.)	0
Record PROVISIONAL BALLOTS (2c.)	7
Record FVT (ADA) printed ballots (machine tape)	1
3b. Total ballots USED	819
Record 3a. + 3b. TOTAL BALLOTS	1350

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 50 ballots in one or more packs.

Frank Jones 11/4/25
Officer Signature Date

Patricia Miller 11-4-25
Officer Signature Date

Rev 8.26.20241c

Ballot Record Report

- Top: Count number of ballots sent in Box/Envelope 6. (*morning task*)
 - Section 1: Count ballots in each pack after opening. Enter number on form and counting Officers' initials. (*morning and voting hours task*)
 - Section 2: Record disposition of Spoiled and Voided Ballots. (*voting hours task*)
- 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.

Ballot Record Report
Montgomery County, Virginia
November 4, 2025 – General Election
Precinct: **A-1 101 Slusser's Chapel**

Assume each ballot pack has 50 ballots. How many unopened ballot packs are inside **Envelope/Box #6?**

Envelope/Box #6 25 (Ballot Packs) x 50 + 2 (Provisional Ballots) x 50 = 1350 Total Ballots

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

Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1	50	FJ RYM
2	50	FJ RYM
3	49	FJ RYM
4	50	FJ RYM
5	51	FJ RYM
6	50	EDJ MLS
7	50	EDJ MLS
8	50	EDJ MLS
9	51	EDJ MLS
10	50	BAG JRK
11	50	BAG JRK
12	49	BAG JRK
13	50	TFC MGS
14	50	TFC MGS
15	50	TFC MGS
16	50	RYM FJ
17	50	RYM FJ
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Total	850	

2. ELECTION DAY STATISTICS	
2a. SPOILED BALLOTS Envelope 4 This is a ballot spoiled by the voter.	
X X X X X X X X 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 match.	
Provisional Ballots <u>7</u>	Total
2d. ABSENTEE BALLOTS - SURRENDER Envelope 4 This is an unused ballot returned by voter.	
X X X X X 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	
3. END OF DAY FINAL REVIEW	
	Total
Loose unused ballots (Include unused Provisional, Federal & Pres. Only Ballots)	81
Sealed unused ballots x 50	450
3a. Total ballots NOT USED	531
Record total from FVS (machine tape)	805
Record SPOILED BALLOTS (2a.)	8
Record VOIDED BALLOTS (2b.)	0
Record PROVISIONAL BALLOTS (2c.)	7
Record FVT (ADA) printed ballots (machine tape)	1
3b. Total ballots USED	819
Record 3a. + 3b. TOTAL BALLOTS	1350

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 50 ballots in one or more packs.

Frank Jones 11/4/25 Debra Miller 11-4-25
Officer Signature Date Officer Signature Date

Rev 8.26.20241c

Ballot Record Report

After the poll close:

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

Marking Booth Officer



- Answer voter questions.
- Remind Voters to use our precinct pens.
- Periodically check for and remove any extraneous materials from the marking booths.
- Do not allow the Ballot Scanner to be unattended. Take over for the Voting Machine Officer if they are busy helping a voter with an issue.

Voting Machine Officer

Poll Opening Tasks

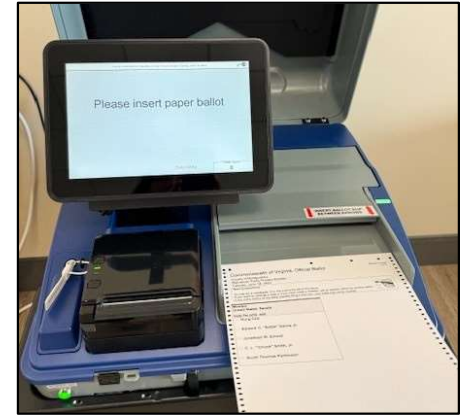
Morning Tasks - Follow Opening Instructions!

- 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 [Pouch 7 Form](#).
- Cut seal at handle of each machine, unlock lid with key, and open. Put used seals in [Pouch 7](#).
- Check that interior seal of each machine is intact and compare interior seal numbers to numbers recorded on [Pouch 7 Form](#).
Do not cut interior seals.

Voting Machine Officer

Overriding a rejected ballot

- A Voter may choose to send a ballot with known errors through the scanner. (Voting a blank ballot as a “protest vote,” for example.)
- After ballot is rejected, Officer should select “Bypass Validation” button on screen. The NEXT ballot sent through will NOT be rejected.
- For an overvote error, properly marked races will count. Only the overvoted race will not.
- Rejection of an “Invalid Ballot” cannot be bypassed. Have voter exchange their ballot for a new one.



Provisional Ballots



Every precinct will receive a supply of Provisional Ballots which cannot be scanned on Election Day.

Commonwealth of Virginia, Official Ballot
County of Montgomery
General and Special Elections
Tuesday, November 5, 2024

Auburn HS Full
04021

Provisional Ballot

Making selections

To vote for a candidate, fill in the oval to the left of the name.
To vote an issue, fill in the oval next to Yes or No.
To write in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line.

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.

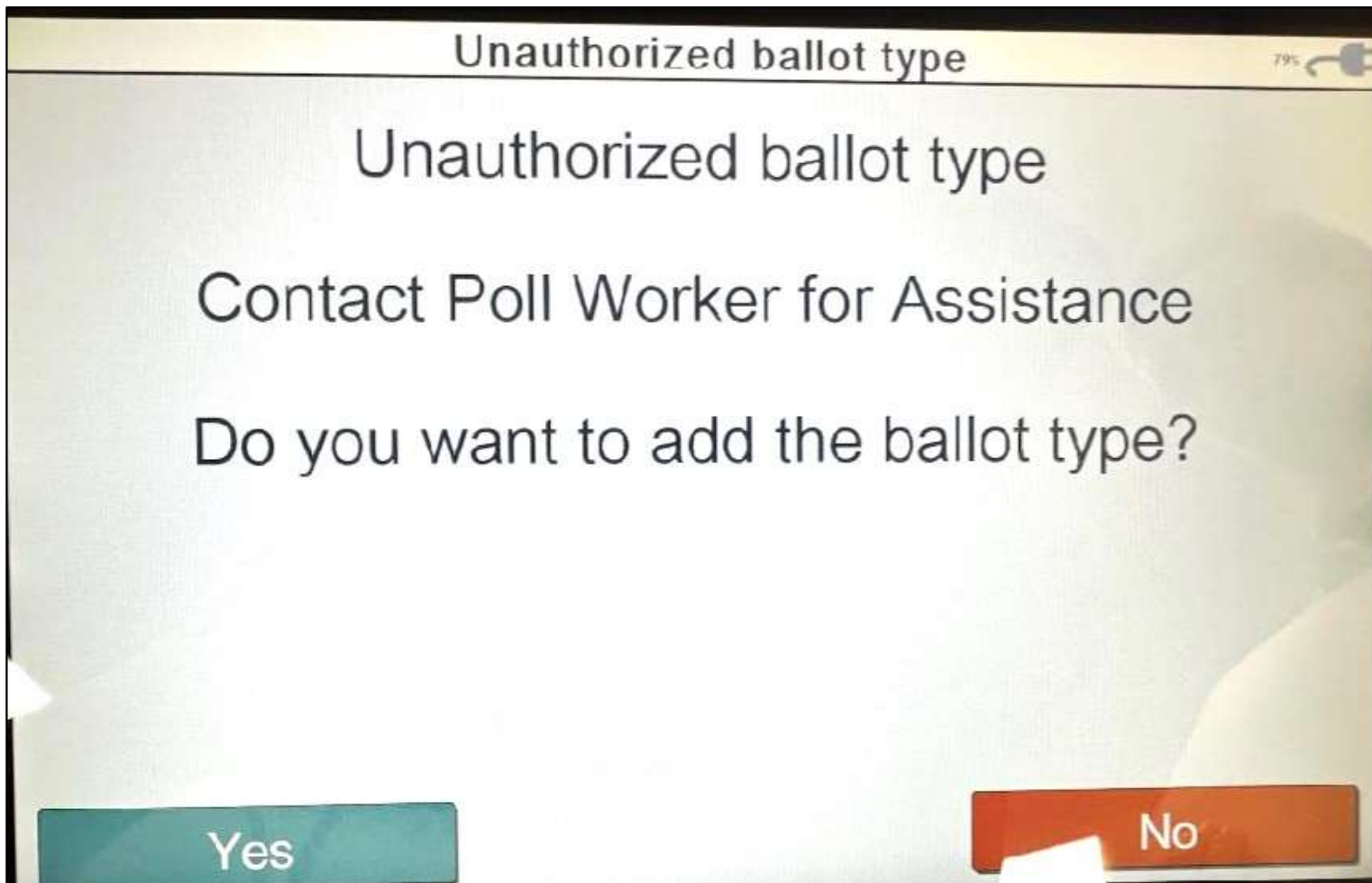
President and Vice President Member

- “Provisional Ballot” printed at the top center. Identifying precinct information is printed in the top right corner.
- These ballots are not pre-folded.

Provisional Ballots



FVS Scanner will show this screen if voter mistakenly inserts their Provisional Ballot. Officer will press “No.”





Poll Closing Tasks



Detailed Instructions: Pages 10 – 25 of “Election Day Guide for Officers of Election”

- **Pollbook Officers** will print 3 copies of the Pollbook Summary report before disassembling and packing equipment in the green cases.



Apply security seals to each Poll Pad case and record seal numbers on Pouch 7 Form.

- **Ballot Officers** will complete the Ballot Record Report, then pack unused ballots in #6 Box. Tape box closed, apply signed seals.



Poll Closing Tasks



Detailed Instructions: Pages 10 – 25 of “Election Day Guide for Officers of Election”

- **Voting Machine Officers** will print three copies of Scanner (FVS) and ADA Tablet (FVT) Closing Tapes following machine instructions. Place Scanner Thumb Drive in secured, clear Pouch.
- **Officers** will complete two copies of the SOR and one Printed Return Sheet.
- **Officers** will remove all polling place signs and adhesive tape. Leave polling place and area inside of 40' prohibited area clean and organized.



Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

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



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 and Poll Pad 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
- Make sure that all Officers sign this form. Place in Envelope 2A.
- After completing the SORs and the Printed Return Sheet, place any additional voting machine tapes in Envelope 2B.

Statement of Results

Single-Party Primary

Parts 1 through 3. Enter:

- “Turnout”: 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 Tally Sheet.

Part 4. Check Box Yes/No

- Does “Turnout” = Number of Pages Cast?

STATEMENT OF RESULTS		ENVELOPE 2B
Montgomery County, Virginia November 4, 2025 – General Election PCT: 101 A-1 Slusser's Chapel		↑ Staple
Part 1. Turnout Obtain this information from the Electronic Pollbook Summary Report		<u>Order of Tapes Top to Bottom</u> ☐ FVS Summary ☐ FVS Write-In Report (Nov. Only) ☐ FVS Zero Count Open ☐ FVT (ADA) Close Report ☐ FVT (ADA) Open Report ☐ Poll Pad Summary Report Close ☐ Poll Pad Summary Report Open
Total Number of Voters Checked In= Poll Pad Summary Report		
Part 2. Pages Cast Obtain this information from the FVS# 5076 FVS Machine Tape		
Total Number of Votes=Pages Cast on the FVS Machine		
Part 3. Curbside Obtain this information from the Curbside Voter Tally Sheet		
Total Number of Voters on Curbside Tally Sheet		
Part 4. Discrepancies. Does the TURNOUT (1) = the PAGES CAST (2)? ☐ Yes ☐ No		
If Yes, continue to Part 5. Certification. If "No," please provide an explanation below. If more space needed continue on the back.		
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)	
2	_____ (Assistant Chief)	
3	_____ (Officer)	
4	_____ (Officer)	
5	_____ (Officer)	
6	_____ (Officer)	
7	_____ (Officer)	
8	_____ (Officer)	
9	_____ (Officer)	
10	_____ (Officer)	
Rev. 8.18.2025 tof		

See “Election Day Guide for Officers of Election” for detailed instructions

Statement of Results

Single-Party Primary

- 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.

STATEMENT OF RESULTS		ENVELOPE 2B
Montgomery County, Virginia November 4, 2025 – General Election PCT: 101 A-1 Slusser's Chapel		↑ Staple
Part 1. Turnout Obtain this information from the Electronic Pollbook Summary Report Total Number of Voters Checked In= _____ Poll Pad Summary Report		Order of Tapes Top to Bottom ☐ FVS Summary ☐ FVS Write-In Report (Nov. Only) ☐ FVS Zero Count Open ☐ FVT (ADA) Close Report ☐ FVT (ADA) Open Report ☐ Poll Pad Summary Report Close ☐ Poll Pad Summary Report Open
Part 2. Pages Cast Obtain this information from the FVS# 5076 FVS Machine Tape Total Number of Votes=Pages Cast on the FVS Machine _____		
Part 3. Curbside Obtain this information from the Curbside Voter Tally Sheet Total Number of Voters on Curbside Tally Sheet _____		
Part 4. Discrepancies. Does the TURNOUT (1) = the PAGES CAST (2)? ☐ Yes ☐ No If Yes, continue to Part 5. Certification. If "No," please provide an explanation below. If more space needed continue on the back.		
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)		
2. _____ (Assistant Chief)		
3. _____ (Officer)		
4. _____ (Officer)		
5. _____ (Officer)		
6. _____ (Officer)		
7. _____ (Officer)		
8. _____ (Officer)		
9. _____ (Officer)		
10. _____ (Officer)		
Rev. 8.18.2025 tof		

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

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 _____

ELECT-C1289(B6) 9/15/2020

After the polls close, at least two 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.
- Officer transporting Ballot Bag to the Registrar's office must also sign.
- Place *Ballot Collection* form inside the bag and apply new seal to clasp. Record seal number on Pouch 7 Form.
- Do not collapse the bag before return.



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



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.
- 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.



Polls Closing Tasks

Seals for the Envelopes and Boxes

- A place for each Officer to sign.
- Color-coded to match the Envelopes and Forms.

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

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

Please use the actual sticky flap of the envelope.



Polls Closing Tasks



Seals for the Envelopes and Boxes

This information is needed for
Election Audit purposes.

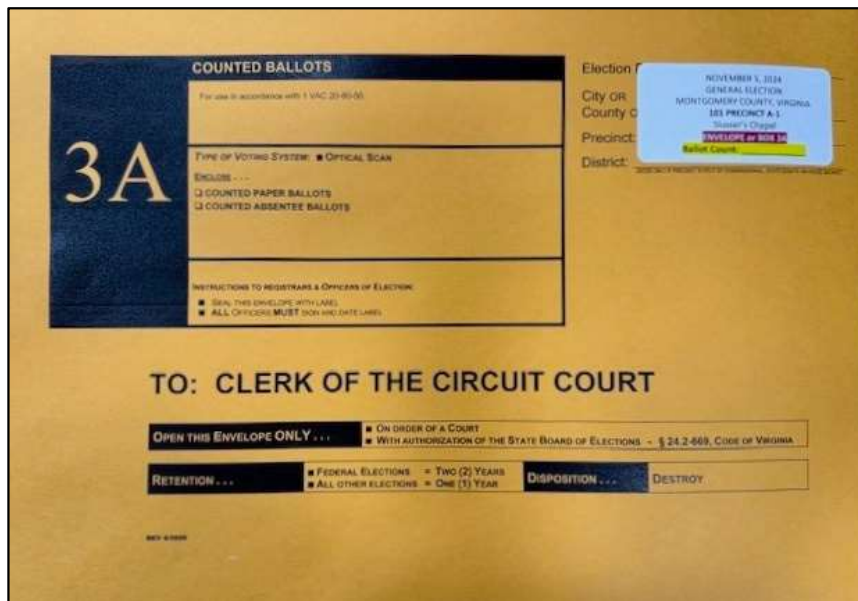
- Enter number of voted ballots contained in Envelope/Box 3A. This is the same as the number as “Pages Cast” on the Results Summary Tape.
- Seal lists the total number of Seals to apply to Box/Envelope if greater than one.

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

Envelope/Box 3A

Voted Ballots

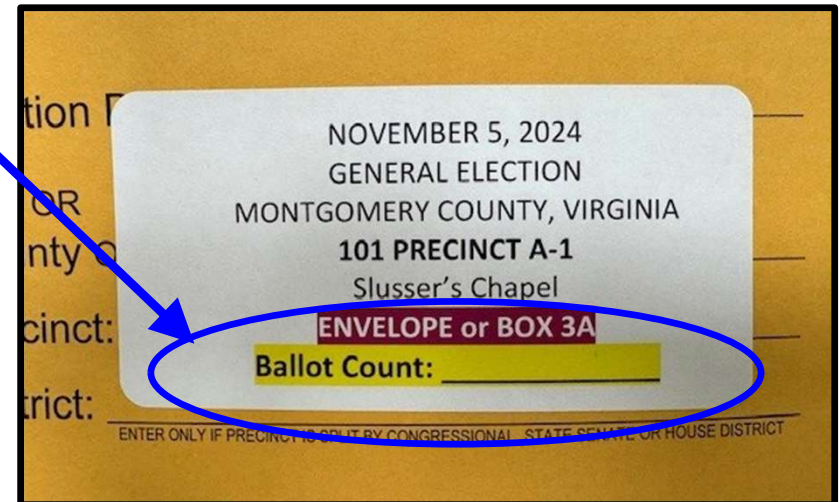
Also enter the total number of voted ballots enclosed in the Box/Envelope on the label.



The back of the envelope/box is labeled '3A' in large blue letters. It contains a 'COUNTED BALLOTS' section with instructions for use and a table for recording the number of counted ballots. Below this is a section for 'TO: CLERK OF THE CIRCUIT COURT' with checkboxes for 'OPEN THIS ENVELOPE ONLY' and 'RETENTION'. At the bottom, there is a 'DISPOSITION' section with checkboxes for 'FEDERAL ELECTIONS' and 'ALL OTHER ELECTIONS'.

COUNTED BALLOTS	
For use in accordance with 1 VAC 20-60-60	
Type of Voting System: ☐ Optical Scan	
ENCLOSURE: ☐ COUNTED PAPER BALLOTS ☐ COUNTED ABSENTEE BALLOTS	
INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTIONS: ■ SEAL THIS ENVELOPE WITH LAMB. ■ ALL OFFICERS MUST SIGN AND DATE LABELS.	

TO: CLERK OF THE CIRCUIT COURT	
OPEN THIS ENVELOPE ONLY ...	☐ ON ORDER OF A COURT ☐ WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-609, CODE OF VIRGINIA
RETENTION ...	☐ FEDERAL ELECTIONS - TWO (2) YEARS ☐ ALL OTHER ELECTIONS - ONE (1) YEAR
DISPOSITION ...	DESTROY

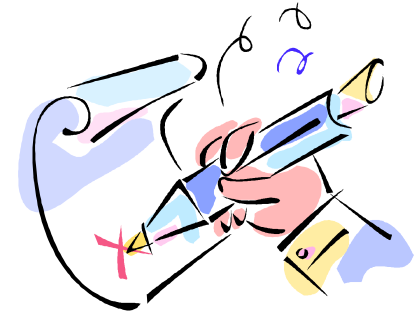


The front of the envelope/box contains a label with the following information: 'NOVEMBER 5, 2024 GENERAL ELECTION MONTGOMERY COUNTY, VIRGINIA 101 PRECINCT A-1 Slusser's Chapel'. Below this is a section for 'ENVELOPE or BOX 3A' with a 'Ballot Count:' field. A blue arrow points from the '3A' label on the back of the envelope to the 'Ballot Count:' field on the front. At the bottom of the label, it says 'ENTER ONLY IF PRECINCT IS COUNTY, CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT'.

NOVEMBER 5, 2024
GENERAL ELECTION
MONTGOMERY COUNTY, VIRGINIA
101 PRECINCT A-1
Slusser's Chapel
ENVELOPE or BOX 3A
Ballot Count: _____
ENTER ONLY IF PRECINCT IS COUNTY, CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

This information is needed for Election Audit purposes.

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!**
- 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.

DO NOT PACK POLL PAD CASES IN CAGE. Chief will bring Poll Pads back to office on Election Night.

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.



Repacking the Cage



Box/Envelope 6
UNUSED Ballots

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.

Stand-Up Ballot Marking Booths

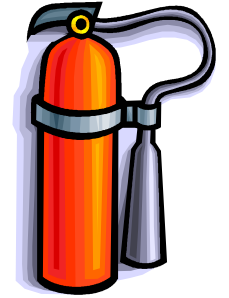


The case is 24 x 24 x 5 inches.

DO NOT PUT THESE BOOTHS IN THE CAGE. They must be transported to and from the polling place by the Chief or volunteer Officer.

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

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.



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: 540-382-5741



Election Day Emergencies

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

Call the Registrar: 540-382-5741



What to do in an Evacuation

- Voting Machine Officers should note “public counter” number on voting machine.
- *If possible*, take voting machines, electronic pollbooks, 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 ballot in emergency ballot box or turn ballot in to the Chief.

Closing Reminders



Review training documents before Election Day:

- *Basic Training presentation* (September 2025)
- *Election Day Guide for Officers of Election* (2025)
- *Voter Identification Chart* (July 2025)
- *Statement of Results Completed Example* (November 2024)
- *Dos and Don'ts (for Campaigners and Authorized Representatives)* (July 2025)

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

<https://www.montgomerycountywa.gov/1/departments-services/office-of-elections/officers-of-election>

Mission and Role of Precinct Officer

- To help every registered voter cast a ballot
- To ensure that each ballot is secure
- To provide a positive voting experience
- To ensure that the rights of everyone seeking to vote are protected
- To provide excellent customer service
- To be familiar with voter's rights
- To assist voters with disabilities

This could not be done without you!

Thank you!

