June 18, 2024

Republican Primary for U.S. Senate

Highlights Training

Montgomery County
Officer of Election Training

Introductions

Electoral Board:

Richard D. Langford

Kenneth L. Stiles

Carroll D. Williams

Registrar:

Connie Viar

Chief Deputy Registrar:

Trina French

Primary Elections

- Write-in votes are <u>not</u> permitted in a Primary.

- The FVS Scanner will not print a Write-In Report tape at closing.

Closing and locking the Cage

When you close the doors and 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

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: a box for each primary

Marking Booths (5)

Clear Plastic Box

Machine Instructions w/Headphones

Power Cords

Surge Protectors

Clipboards

Privacy Folders

Ballot Receipt Box

Top Shelf – <u>Back Row</u>

(2) Two Poll Pads

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

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 Tablet Voting Machine

Marking Booths (5)

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.

Emergency Ballot Compartment

DON'T TALK POLITICS

Your work on Election Day is <u>non-partisan</u>.

Please do NOT discuss candidates, parties, issues, etc. with Voters or with other Officers on Election Day.

Electronic Pollbooks

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

Election Day Set Up
Pollbook Officers

- Print one Pollbook Opening Summary Report from <u>each</u> of the three Poll Pads according to the Poll Pad setup instructions.

- The 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. (This change was implemented with last March's primary.)

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 you are short-staffed, Pollbook Officers may retain Ballot Receipt and issue the ballot directly to 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."

*"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

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."

Approved Identification

Effective July 1, 2020, Revised August 2023

★ VIRGINIA ★ DEPARTMENT *of* ELECTIONS

Voter Identification

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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
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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

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 has been flagged with "Confirmation Mailing"

- 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.

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 ID listed above.

- If they do not have one of these IDs, send the Voter to the Chief. The Voter may NOT complete an ID Confirmation Statement.

See *What Ifs*… Page 6, Problem 1.

Ballot Officer
Before the Polls Open

- When Officers open the Boxes/Envelope #6, they will find:

  - The ***Receipt for Ballots.*** Remove it and set it aside.

  - An envelope with 10 pre-folded Provisional Ballots

  - Shrink-wrapped packs of regular ballots. (100 ballots/pack)

Ballot Officer
Before the Polls Open

- Record the number of ballots received on the **Ballot Record Report** form. (Include the number of pre-folded Provisionals.)

- 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. The Chief will keep this form for return in Envelope 2B.

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

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.

BALLOT RECORD REPORT
Envelope 2B

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	TJ 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

Rev 5.3.2024tf

Ballot Record Report
Single-Page Format

- 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.

Example Paper Ballot (June 2024)

Commonwealth of Virginia, SAMPLE BALLOT

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

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

Ballot Style: 1

Name of Primary

Ballot Style

Ballot Officer
While the Polls Are Open

- Responsible for handing out ballots to voters
  - Take the **Ballot Receipt** from the voter and place in Ballot Receipt Box.
  - Remind voters to:
    - Fill in ovals completely and neatly
  - Insert ballot in privacy folder and hand folder with ballot to the voter.
  - Direct voter to marking booth area.

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>!

Equipment Seals

Morning Tasks - Follow Opening Instructions!

- Check that exterior seals of both machines are intact.
- Compare <u>SERIAL</u> and <u>SEAL</u> 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.

Poll Closing Tasks

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

- Pollbook Officers print 3 copies of the Pollbook Summary report before disassembling and packing equipment in the green cases. **Apply security seals to each case and record seal numbers on Envelope 7.**

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

- Voting Machine Officers print three copies of Scanner (FVS) and ADA Tablet (FVT) Closing Tapes following machine instructions.

- Officers complete two copies of the SOR and one Printed Return Sheet.

- 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 <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?

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.

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.

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, <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.

Envelope/Box 3A
Voted Ballots

- Please enter the date and total number of voted ballots enclosed on the sticker.

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

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
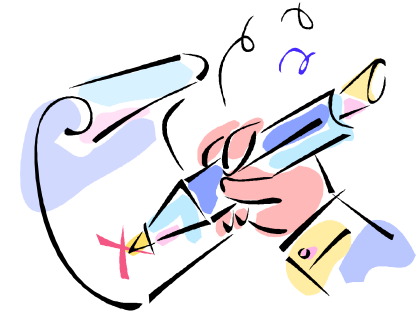
Best practice: Everybody sign everything!

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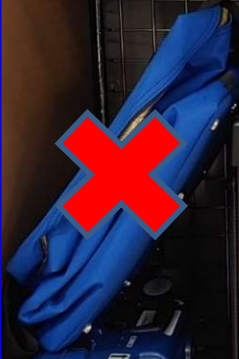
Repacking the Cage

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

Stand-Up Ballot Marking Booths
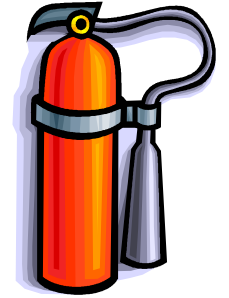

5 Inches

24 Inches

24 Inches

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.

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: 382-5741

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

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:

- *Election Day Guide* (2023)

- *Basic Training presentation* (June 2024)

- *SOR Example* (June 2024)

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

https://www.montgomerycountyva.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!