



★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

BOARD MEETING

Thursday, April 28, 2016
General Assembly Building
Room C
11:00AM

SBE Board Working Papers



**STATE BOARD OF ELECTIONS
AGENDA**

DATE: April 28, 2016
LOCATION: General Assembly Building, Room C
TIME: 11:00 a.m. – 2:00p.m.

- I. CALL TO ORDER** *James B. Alcorn
SBE Chair*
- II. APPROVAL OF MINUTES** *SBE Board Members*
March 15, 2016
April 9, 2016
- III. COMMISSIONER'S REPORT** *Edgardo Cortés
ELECT Commissioner*
- IV. OLD BUSINESS**
- A. Campaign Finance** *Brooks Braun
ELECT Policy Analyst*
- B. Voter Registration Form** *Edgardo Cortés
ELECT Commissioner*
- V. NEW BUSINESS**
- A. June 2016 Primaries Update** *Paul Stenbjorn & Reiko Doğu
Director of Elections
Administrator & Senior Elections
Administrator*
1. Candidate Qualification
 2. Redistricting
 3. Special Election for SOV District 1
- B. Polling Place Access- Proposed Regulations** *Elizabeth Howard
Deputy Commissioner*
- C. SBE Training Standards** *Clara Belle Wheeler
SBE Board Member*
- VI. OTHER BUSINESS & PUBLIC COMMENT**
Next Meeting – June 14, 2016-Washington Building-B27 @ 8am
- VII. ADJOURNMENT**



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STATE BOARD *of* ELECTIONS

Call to Order

BOARD WORKING PAPERS
James Alcorn
SBE Chair



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STATE BOARD *of* ELECTIONS

Approval of Minutes
March 15, 2016
April 9, 2016

BOARD WORKING PAPERS
SBE Board Members



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STATE BOARD *of* ELECTIONS

Approval of Minutes March 15, 2016

BOARD WORKING PAPERS
SBE Board Members

1 MINUTES

2

3 The State Board of Elections Board Meeting was held on Tuesday, March 15,
4 2016. The meeting was held in the General Assembly Building, Richmond, Virginia –
5 Room C. In attendance, representing the State Board of Elections (SBE) was James
6 Alcorn, Chairman; Clara Belle Wheeler, Vice Chair; and Singleton McAllister, Secretary.
7 Also in attendance, representing the Department of Elections (ELECT) was Edgardo
8 Cortés, Commissioner; Elizabeth Howard, Deputy Commissioner; Martin Mash, Policy
9 Advisor, and Rose Mansfield, Clerk. Anna Birkenheier, Assistant Attorney General and
10 Counsel to SBE and ELECT attended. Chairman Alcorn called the meeting to order at
11 10:20AM. Secretary McAllister arrived at 10:25AM.

12 The first order of business was the approval of the minutes from the State Board
13 of Elections Board Meetings held on January 8, 2016, February 4, 2016, and March 1,
14 2016. Chairman Alcorn asked if board members had any additions or corrections to the
15 Board Meeting minutes presented. Vice Chair Wheeler noted a change to the January 8,
16 2016 minutes and notified the Clerk. Vice Chair Wheeler moved *to adopt the minutes for*
17 *the January 8, 2016, February 4, 2016, and March 1, 2016 meetings as amended and or*
18 *presented*. Chairman Alcorn seconded the motion. The Board unanimously approved the
19 motion.

20 The next order of business was the Commissioner Report presented by Edgardo
21 Cortés, ELECT Commissioner. Commissioner Cortés stated that the process of removing
22 Mr. Guiffré, Prince William Electoral Board Secretary, as recommended by SBE during a
23 previous meeting, was sent to the State Supreme Court to appoint a special judge who
24 would be responsible for appointing a special commonwealth attorney. Commissioner
25 Cortés stated that Mr. Guiffré term expired on February 29, 2016 and a new electoral
26 board member was appointed on March 1, 2016 to fill the vacancy.

27 Commissioner Cortés stated that as a result of legislation a bill moved through the
28 General Assembly that requires ELECT to establish a base-line for training officers of
29 elections and that the new training coordinator would handle this responsibility.
30 Commissioner Cortés reported that Kevin Hill; ELECT Business Manager and Paul
31 Stenbjorn; Director of Election Administration recently began their employment at

32 ELECT. Commissioner Cortés stated that legislation also affected the voter registration
33 form which has an effective date of July 1, 2016. Commissioner Cortés stated that the
34 budget included funding to bring all general registrars to full-time status and included
35 reimbursement of presidential primary costs to the localities. Commissioner Cortés stated
36 that there was a federal court order for redistricting of several congressional districts and
37 that ELECT is working to implement the plan to comply with the court order. ELECT has
38 communicated the new boundary lines to the party leaders. Commissioner Cortés stated
39 that this process will assist ELECT in the census redistricting that will occur in 2021.
40 Secretary McAllister questioned the placement of the new boundaries with the appeal
41 process regarding redistricting. Ms. Birkenheier stated that the boundaries will be in place
42 until the appeal process is complete.

43 The next order of business was the Campaign Finance Updates presented by
44 Brooks Braun, ELECT Policy Analyst. Mr. Brooks provided an update regarding the
45 campaign finance issue related to Mr. McCollum that was heard at the January 8, 2016,
46 SBE meeting. SBE requested that the complaint go the Commonwealth Attorney in
47 Virginia Beach and a resolution has not been received by ELECT.

48 Mr. Brooks stated that the Stand by Your Ad complaints are included in the
49 boards' working papers. Mr. Brooks stated that the first complaint was Townsend Van
50 Fleet previously heard by SBE in December 2015. SBE determined that the campaign did
51 have a violation and asked for follow-up on what constituted an occurrence and violation
52 of print media standard. After review, ELECT is recommending that the Board use the
53 standard of publication as a guide. Mr. Brooks stated that ELECT is recommending the
54 Van Fleet campaign be assessed a fine of \$400.00 which represents \$100.00 each for
55 each of the violations. Chairman Alcorn stated that an occurrence would represent when
56 the ad or broadcast was published and directed ELECT to document this guidance in the
57 campaign finance materials for candidates. Secretary McAllister moved *that the Van*
58 *Fleet Campaign be assessed a fine of \$400 for the violations.* Vice Chair Wheeler
59 seconded the motion. Chairman Alcorn asked if a representative for Mr. Van Fleet was
60 presented and there was none. Mr. Brooks indicated that no response was received from
61 the campaign. The Board unanimously approved the motion.

62 Mr. Brooks stated that the second campaign finance complaint was Jacqueline
63 Smith. Mr. Brooks reported that the campaign notified ELECT that they did not receive
64 the SBE hearing notice. The Smith campaign has requested and extension on this matter.
65 SBE agreed to grant an extension.

66 Mr. Brooks stated that the next campaign finance complaint was Dusty Sparrow
67 Reed regarding yard signs utilized in her campaign. Mr. Brooks stated that ELECT
68 recommends a fine of \$200 for improperly disclosed yard sign distributed within the 14
69 days on or before an election. SBE members reviewed the photos provided associated to
70 the complaint. Chairman Alcorn asked if Ms. Reed was present.

71 Ms. Reed approached the podium. Ms. Reed supplied the actual signs utilized in
72 the campaign for members to analysis. Ms. Reed explained that the circumstances around
73 the distribution and display of her yard signs noting that the changes to the yard sign
74 requirements created some concern and she did contact ELECT with questions and
75 requested guidance. Ms. Reed stated that disclaimers were printed and added to her
76 existing supply of signs by campaign volunteers prior to display. SBE members reviewed
77 the evidence submitted. Chairman Alcorn moved *that the complaint against the Reed*
78 *campaign be dismissed*. Secretary McAllister seconded the motion and the Board
79 unanimously approved the motion.

80 Mr. Brooks stated that the next campaign finance complaint was Constance Kelly-
81 Rice regarding undisclosed sample ballots utilized in her campaign. Mr. Brooks stated
82 that ELECT recommends a \$200.00 fine for improperly disclosed sample ballots
83 distributed within 14 days on or before the election. SBE members reviewed the
84 submitted materials and were informed that Ms. Rice submitted an explanation of her
85 absence to the Clerk. Ms. Rice, in her correspondence, admitted to printing sample
86 ballots without the disclosure. Chairman Alcorn moved *that the Rice campaign is*
87 *accessed a fine of \$200.00 for being in violation of Stand by Your Ad requirements*. Vice
88 Chair Wheeler seconded the motion and the Board unanimously approved the motion.

89 Mr. Brooks stated that the next campaign finance complaint was Timothy Puryear
90 regarding undisclosed yard signs. Mr. Brooks stated that ELECT recommends a fine of
91 \$200.00 for improperly disclosed yard signs with 14 days on or before the election. SBE
92 members reviewed the submitted materials and noted that the candidate was not present.

93 Mr. Brooks explained that the signs did state “Paid for by the Candidate” however the
94 *Code* does state that the candidates’ name must be utilized in the disclaimer. Vice Chair
95 Wheeler stated that a reasonable person would assume that Mr. Puryear paid for the
96 signs. Commissioner Cortés stated that as a matter of substantial compliance, which
97 previously was interpreted by the Board narrowly, with any ambiguity in the reading of
98 the disclaimer would be considered a violation. Secretary McAllister stated that the
99 Board should remain consistent with previous decisions. Ms. Birkenheier stated that the
100 candidates would have to have knowledge of the Boards’ decisions. Commissioner
101 Cortés stated that the candidates will need to be informed of the previous interpretations
102 and decisions regarding substantial compliance since discussed in January, 2016.
103 Chairman Alcorn moved *that the Board dismiss the complaint as presented*. Vice Chair
104 Wheeler seconded the motion. Chairman Alcorn asked if there were additional questions
105 or concerns. Secretary McAllister stated that she agreed that the Board should maintain
106 constituency and continuity in their decisions and it is imperative that the public be made
107 aware of the standards utilized by SBE. Chairman Alcorn asked if there were additional
108 comments and there were none. The Board unanimously approved the motion.

109 Mr. Brooks stated that the next campaign finance complaints concerned the matter
110 of expressed advocacy. Mr. Brooks stated that the process of defining expressed
111 advocacy as defined by *Code* has been a work in progress and may require legislation as
112 a result. Mr. Brooks stated that because of this uncertainty ELECT is recommending that
113 the complaints be dismissed. Chairman Alcorn inquired if there was a timeframe to
114 handle these complaints. Commissioner Cortés stated that it would be problematic to hear
115 complaints that have aged as the process of defining express advocacy will be lengthy.
116 Commissioner Cortés stated that because of this reason ELECT is recommending that the
117 complaints be dismissed. Chairman Alcorn requested research on “Expressed Advocacy”
118 by SBE Counsel. Chairman Alcorn moved *that the complaints before the Board be tabled*
119 *until further guidance is provided*. Secretary McAllister seconded the motion. The Board
120 unanimously approved the motion.

121 The next order of business was the Certification of the Presidential Primary
122 presented by Reiko Doğu, Senior Elections Administrator. Ms. Doğu stated that the
123 Electoral Boards of Virginia certified the results of the March 1, 2016, Presidential

124 Primary elections to ELECT. The results from each city and county were verified for
125 accuracy and the totals from various localities are summarized in the Abstracts of Votes.
126 SBE Board Members reviewed the documents and signed the certificates of Certification
127 of Results. Ms. Doğu stated that after this action is completed the results will be official.
128 Chairman Alcorn moved *that SBE certify the results of the 2016 Presidential Primary*
129 *Elections to the Political Parties of Virginia*. Vice Chair Wheeler seconded the motion
130 and without public comment the Board unanimously approved the motion.

131 Commissioner Cortés provided a review of Election Day and the preparations
132 leading up to and including March 1, 2016. Commissioner Cortés stated ELECT
133 advertised the requirements of the Voter Photo Identification Laws extensively statewide
134 to include radio, cable television, public transportation marquees, social media,
135 newspaper, and print advertising. ELECT focused on the forms of acceptable
136 identification for voters on Election Day and the availability of free identification from
137 the General Registrars' Office. Commissioner Cortés thanked Tanya Pruett, Outreach
138 Coordinator for her efforts and dedication. Commissioner Cortés noted the increase in
139 social media and website hits since 2014 with an increase of 500% or more.
140 Commissioner Cortés noted that ELECT had 787 individuals requested free
141 identifications since November 2015 thru March 4, 2016. ELECT will see an increase in
142 identifications requests leading up to the November 2016, General Election. ELECT will
143 continue the outreach efforts regarding free voter identification. Commissioner Cortés
144 stated that the ELECT Call Center was activated and 3500 calls were received from
145 voters in the Commonwealth. Commissioner Cortés stated that over 800 voters called to
146 confirm their voter registration status and over 600 callers inquired about voter
147 identification. Commissioner Cortés stated that the call center will be activated prior to
148 the November General Elections. Commissioner Cortés stated that ELECT is conducting
149 further analysis of the types of calls received to determine how to further assist voters.
150 Commissioner Cortés stated that the election night reporting portal was extremely
151 successful and experience no lag time in generating results. Commissioner Cortés stated
152 that over seven million hits were received on Election Day and during the peak over 850
153 hits occurred every second. Commissioner Cortés thanked the entire IT team for their
154 efforts and reported that other states are looking to Virginia as a leadership example.

155 Commissioner Cortés stated that there were 2036 provisional votes in the Democrat
156 Primary and 1456 provisional votes’ casts in the Republican Primary. Chairman Alcorn
157 asked how many provisional voters were counted. Commissioner Cortés stated this
158 information will be reported in the future and this issue will be emphasized during annual
159 training. Commissioner Cortés stated that the on-line absentee application requests were
160 made available to voters prior to the election and the program was a success.
161 Commissioner Cortés stated that this option was promoted through social media and
162 without a budget; ELECT is pleased to report that 43% of the application requests for the
163 Republican Party came through the state citizens’ portal and the Democrat Party
164 experienced a 52% request rate. ELECT is leveraging all the technology available to meet
165 the requests of the voters. Chairman Alcorn thanked ELECT for their work and requested
166 the number of provisional ballots that were counted so that trends can be analyzed.

167 Commissioner Cortés stated that ELECT invited several localities to attend the
168 SBE meeting as part of “Lessons Learned”. Commissioner Cortés stated that Franklin
169 County had a ballot printing error of absentee ballots. The General Registrar had a
170 scheduling conflict but did provide an analysis of the situation. Their response and
171 resolve was rapid, forthright, and appropriate. The error was caught during ballot
172 proofing at ELECT and at the local level. There were approximately 17 voters affected
173 and new ballots with the corrected information were generated and mailed.

174 Commissioner Cortés stated that the City of Hampton had an issue with absentee
175 ballots. Commissioner Cortés stated that the vendor sent a packet of test marked ballots
176 for L & A testing and those ballots accidentally were sent to voters who requested absentee
177 ballots. Commissioner Cortés stated that the General Registrar, Tara Morgan and the
178 vendor representative for PrintElect, Gary Fox, were present and available for questions.

179 Tara Morgan, General Registrar of the City of Hampton approached the podium.
180 Ms. Morgan explained the situation and circumstances around the test ballots accidentally
181 being mailed to voters. Ms. Morgan stated that she notified her electoral board
182 immediately regarding the error. Ms. Morgan explained that an envelope of test ballots
183 was unknowingly included in the box of ballots received by the General Registrars’
184 Office. Ms. Morgan stated that Terry Wagoner, ELECT Absentee Ballot Coordinator,
185 came to the office and assisted with the reconciliation of ballots and assisted with the

186 resolve. The City of Hampton Electoral Board Members thanked Ms. Wagoner for her
187 assistance and spirit of calm resolve. ELECT drafted a letter that was sent to all absentee
188 voters regarding the situation asking the voters to call the office. Ms. Morgan stated that
189 additional training will be conducted with the local absentee ballot coordinator. Ms.
190 Morgan apologized for the error and any inconvenience cause to the voters. Chairman
191 Alcorn expressed that SBE was appreciative of the collaborative effort and the ownership
192 accepted by the City of Hampton regarding the error. Chairman Alcorn stated that the
193 “Lesson Learned” was that absentee ballots should be mailed separately. Vice Chair
194 Wheeler stated that all the localities will learn from this error and Ms. Morgan will look
195 to the City of Hampton as a leader.

196 Gary Fox, PrintElect Representative, approached the podium. Mr. Fox stated that
197 hence forward the test ballots will be mailed in a separate container marked clearly as
198 coding material. Mr. Fox explained that the ballots are marked in advance so that the
199 locality can test their equipment prior to Election Day. Mr. Fox provided samples of the
200 test ballots to the Board Members and stated that the text “Test” will be clearly mark in
201 the two upper corners of the test ballot. Commissioner Cortés stated that ELECT is
202 developing new protocols that will assist general registrars as they transition to paper
203 based ballot systems.

204 Commissioner Cortés stated that there were ballot printing issues on Election
205 Day, noting that Arlington County experienced the need to print emergency ballots for
206 their voters due to a shortage of ballots. Commissioner Cortés stated that Arlington
207 County General Registrar, Linda Lindberg, was invited to this meeting to discuss
208 “Lessons Learned” and declined the invitation sending a letter indicating this intent.
209 Commissioner Cortés stated that the localities were asked to print extra ballots as there
210 was an indication that there was a probability of high voter turnout. Commissioner
211 Cortés requested that Mr. Stenbjorn address the situation of ballot printing.

212 Mr. Stenbjorn stated that ELECT reviewed the historical data on voting trends in
213 other states similar to Virginia and ELECT noted that some localities experienced 40%
214 voter turnout. ELECT reviewed localities that did not order ballots to cover at least 60%
215 of their voters. Chairman Alcorn stated that SBE does have the authority to review ballot
216 orders, and the risks are too high for issues, if the right amounts of ballots are not

217 ordered. Vice Chair Wheeler inquired if any of the localities ran out of ballots.
218 Commissioner Cortés stated that Arlington County ran out of preprinted ballots and did
219 have to use emergency ballots. These ballots had to be hand counted at the close of polls.
220 Secretary McAllister asked about the cost of printing ballots. Commissioner Cortés stated
221 that the costs were nominal: approximately \$00.20 per ballot. Commissioner Cortés
222 stated that a record setting turnout will occur this November and the Department will
223 recommend that localities order ballots at a ratio of 100% of their registered voters.
224 Commissioner Cortés stated that emails were sent to the field regarding the information
225 on printing emergency ballots and monitoring precincts for the need of those ballots.
226 Commissioner Cortés invited Greg Riddlemoser, General Register of Stafford County to
227 the podium to discuss his counties preparation for Election Day.

228 Mr. Riddlemoser approached the podium. Mr. Riddlemoser stated that Stafford
229 County is a paper based system and it is difficult to monitor voter turnout. Mr.
230 Riddlemoser stated that they order 40% for each party's primary. Mr. Riddlemoser stated
231 that the timing of ordering the ballots from the vendor is essential. Mr. Riddlemoser
232 stated that you could have a logistical problem if the number of ballots ordered does not
233 fit the needs of the precincts which are difficult to predict. Mr. Riddlemoser stated that in
234 the *Code* and in guidance a pdf of the ballot is down loaded on to the computer. Mr.
235 Riddlemoser stated that when the precinct would call with an issue the office would
236 check the voter turnout numbers and therefor monitoring and constant analysis of
237 available ballot numbers was occurring throughout the day. Mr. Riddlemoser stated that it
238 is important to have a printer source available and the support of the emergency
239 management department. Mr. Riddlemoser stated that it is important to have all resources
240 and support on alert in case the plan for delivery is activated. Chairman Alcorn noted that
241 the plan Mr. Riddlemoser had in place for the printing of emergency ballots was excellent
242 and the relationships with local authority was commendable. Chairman Alcorn asked if
243 there were any other suggestions. Mr. Riddlemoser stated that it is important for general
244 registrars to have the financial support of their localities. Secretary McAllister asked if
245 the pool of election officers was high enough to support the upcoming elections in 2016.
246 Mr. Riddlemoser stated that all localities need assistance with the recruitment and
247 retention of election officers. Commissioner Cortés stated that ELECT has entered into a

248 partnership with the Bipartisan Policy Center (BPC) which will assist with data tracking
249 on varying parameters; such as how many people were in line. This will assist with trends
250 and patterns that effect the polling locations as related to Election Day preparation.
251 Chairman Alcorn thanked Mr. Riddlemoser for his time and sharing of information to
252 benefit the election community.

253 Chairman Alcorn moved *that SBE go into recess until 12:50PM*. Vice Chair Wheeler
254 seconded the motion and without public comment the Board unanimously approved the
255 motion. The Board went into recess at 12:35PM. Chairman Alcorn moved *that the Board*
256 *reconvene at 12:55PM*. Vice Chair Wheeler seconded the motion and without public
257 comment the Board unanimously approved the motion.

258 The next order of business was a presentation by Clyde Mathews, Legal Director of
259 the Disability Law Center of Virginia (DLCV). Mr. Mathews stated that states are required
260 by law to designate a protection advocacy program for the rights of people with disabilities.
261 Mr. Mathews provided an overall of the program and stated that the agency assists general
262 registrars on ADA compliance. Mr. Mathews stated that the staff visited 31 localities and
263 surveyed 202 polling locations on March 1, 2016. Mr. Mathews provided summaries of the
264 findings stating that 20% of the sites were not accessible. Mr. Mathews stated that each of the
265 General Registrar's surveyed will receive a detailed letter outlining the findings of DLCV.
266 The goal of the program is to improve ADA accessibility before Election Day. Mr. Mathews
267 stated that hopefully site selection will improve regarding accessibility. Mr. Mathews stated
268 that: (i) SBE should impress upon the General Registrar's that it is their legal responsibility
269 to select polling sites that comply with ADA, (ii) SBE should allow access to all polling
270 locations to access suitability under ADA, and (iii) if SBE through a policy statement, could
271 recognize DLCV has a role in assuring that the polling locations are ADA accessible. Mr.
272 Mathews noted that during the visits several election officials, when asked: "how would a
273 voter exercise curbside voting at this location and do you have an alternative voting machine
274 available for persons with visual impairments?" did not have clear guidance or did not know
275 how to operate the curbside voting equipment. Mr. Mathews stated that DCLV received
276 three complaints regarding accessibility on Election Day.

277 Chairman Alcorn inquired if there were HAVA funds available to assist the localities
278 in meeting ADA requirements. Commissioner Cortés stated that funding is almost depleted
279 and the localities did receive reimbursement monies to cover ADA equipment already

280 purchased. Secretary McAllister thanked Mr. Mathews for the information and stated that it
281 is important that Virginia is compliant with the ADA to serve all voters in the
282 Commonwealth. Commissioner Cortés stated that the Department of Justice has been
283 increasing ADA enforcement and voters often do not know about the availability of
284 equipment. Commissioner Cortés stated that it would be beneficial for SBE to provide
285 direction and access to polling locations through regulations as there are entities that need
286 access in order to meet their legal mandates. Commissioner Cortés stated that there needs to
287 be a greater focus on accessibility. SBE Board Members thanked Mr. Mathews for his time
288 and dedication to the efforts of increasing awareness of the accessibility and for his concern
289 for the voters of the Commonwealth. Chairman Alcorn asked if there were any public
290 comments. Walt Latham, York County General Registrar and Greg Riddlemoser, Stafford
291 County General Registrar provided public comment.

292 The next order of business was the General Registrar's Full-Time Request presented
293 by Martin Mash, ELECT Policy Advisor. Mr. Mash stated that Charles City County, City of
294 Covington, and the City of Emporia Electoral Boards have requested temporary full-time
295 status for their general registrars. Chairman Alcorn moved *that the Board approve the*
296 *requests from the Electoral Boards for the three localities for the time period noted in the*
297 *Board Working Papers*. Vice Chair Wheeler seconded the motion and without public
298 comment the Board unanimously approved the motion.

299 The next order of business was the Periodic Review of Regulation – Chapters 60 &
300 80 presented by Myron McClees, ELECT Policy Analyst. Mr. McClees stated that the
301 periodic review started in 2013. Mr. McClees stated that the request is to place these two
302 chapters out for public comment to review out dated terminology and change of name from
303 the State Board of Elections to the Department of Elections. Mr. McClees review the changes
304 needed as a result of litigation and legislation. Mr. McClees stated that guidance was sought
305 from the Office of the Attorney General to ensure that the process was complete and
306 conducted correctly. Commissioner Cortés stated that the comments received will be
307 presented to SBE for consideration and the Board will vote on final adoption. Vice Chair
308 Wheeler requested that a communication be sent to the field to notify the elections
309 community of the open comment period. Chairman Alcorn moved *that the Board seek public*
310 *comment, for a period of 21 calendar days, on the proposed amendments to its regulations in*
311 *Chapters 60 & 80 to implement recommendations received from the Department of Elections.*

312 Secretary McAllister seconded the motion. Chairman Alcorn asked if there was public
313 comment. Greg Riddlemoser, Stafford County General Registrar and Walt Latham, York
314 County General Registrar provided comment. Chairman Alcorn asked if there were
315 additional comments and there were none. The Board unanimously approved the motion.

316 The next order of business was the Recodification of §24.2, Election Laws, presented
317 by Martha Brissette, ELECT Policy Analyst. Ms. Brissette stated that recodification of §24.2
318 occurred in 1970 & 1993. Ms. Brissette stated that during the January 2016, SBE meeting the
319 subject of recodification was discussed as a result of the GREB Workgroup charge for 2016.
320 SBE requested additional details regarding the process. Ms. Brissette provided an example of
321 the need to recodify that is a result of technological changes over the last 20 years. Ms.
322 Brissette stated that the complexity of the code hinders compliance. Ms. Brissette stated that
323 the process can take about two years. Ms. Brissette stated that the Virginia Division of
324 Legislative Services (DLS) provides staff support. Ms. Brissette stated that the ELECT staff
325 would have a labor intensive effort to update the guidance documents once the recodification
326 occurred. SBE expressed concern that the recodification effort would occur prior to the
327 November 2016 elections and task the ELECT staff at an inappropriate time. Ms. Brissette
328 stated that the letter to the Virginia Code Commission could request a start time. Chairman
329 Alcorn moved *that the Board direct the Commissioner to prepare a letter to the Chair of the*
330 *Virginia Code Commission requesting recodification of Title 24.2 as soon as the*
331 *Commission's schedule will allow and offering the support of the Department of Elections*
332 *policy team.* Vice Chair Wheeler seconded the motion and without public comment the Board
333 unanimously approved the motion.

334 The next order of business was the 2016 Presidential Election Preparation and
335 Planning presented by James Alcorn, SBE Chairman. Chairman Alcorn stated that the
336 process of establishing the goals of SBE over the next year was discussed previously.
337 Chairman Alcorn stated that he previously asked the election community for a list of
338 priorities for SBE for the upcoming year. The comments and suggestions have been compiled
339 into a document presented to members. Chairman Alcorn discussed the top three to five
340 topics to address. Chairman Alcorn stated that it is important to realize that there is a
341 difference between what the Department will complete and what SBE will address. Chairman
342 Alcorn stated that each SBE member will be assigned different topics similar to the
343 workgroups with each member having input with each of the workgroups. SBE members

344 discussed each of the opportunities for development. Chairman Alcorn asked for public input
345 regarding the selection of topics.

346 Robin Lind, Goochland County Electoral Board Secretary stated that the most
347 important subject is funding to ELECT, as currently, the lack of funding is hindering the
348 efforts of the Department. Commissioner Cortés stated that the message that ELECT is
349 suffering is clear and the proposed budget does have funds for outreach. The Department is
350 preparing for the shift away from HAVA monies and ELECT is developing programs to
351 allow in-house technology that will generate savings to the agency. Commissioner Cortés
352 stated that the Governors’ Office is supportive and when a need arises they have provided the
353 resources. ELECT has worked diligently to educate the General Assembly and its’ members
354 on the budget concerns of the agency and how it relates to existing needs and future needs
355 with newly enacted legislation.

356 Felix Sarfo-Kantanka, Deputy Secretary of Administration (SOA), approached the
357 podium. Mr. Sarfo-Kantanka stated that the time and efforts of the SBE members is valuable
358 and there are times when the SOA will reach out to ELECT and times the SOA will reach out
359 to members of SBE. Mr. Sarfo-Kantanka stated that all stakeholders are involved on matters
360 of legislation.

361 Chairman Alcorn concluded the discussion on the assignment of topic areas for board
362 members to adopt.

363 SBE Board members chosen assignments:

- 364 ❖ Chairman James Alcorn – Voter Registration Application-Substantial
365 Compliance
- 366 ❖ Vice Chair Clara Belle Wheeler – Education & Training
- 367 ❖ Secretary Singleton McAllister – Polling Place Selection – ADA Compliance

368
369 Commissioner Cortés stated that ELECT will be in contact with SBE members to
370 brief members on what the Department has initiated in each of the chosen areas and a
371 discussion of timeline and goals will ensue.

372 Chairman Alcorn asked if there were any public comments. Bill Bell, Isle of
373 Wright Electoral Board Secretary and Greg Riddlemoser, Stafford County General
374 Registrar provided comment.

375 Chairman Alcorn asked if there were additional public comments and there were none.

376 Chairman Alcorn moved *that the Board adjourn*. Secretary McAllister seconded
377 the motion and without further comment the Board voted unanimously to adjourn.

378 The meeting was adjourned at approximately 4:35PM. The Board shall
379 reconvene on April 9, 2016 at 8:45AM in Hot Springs-Homestead, Virginia.

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Secretary

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Chair

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Vice Chair

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STATE BOARD *of* ELECTIONS

Approval of Minutes April 9, 2016

BOARD WORKING PAPERS
SBE Board Members

1 MINUTES

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3 The State Board of Elections Meeting was held on Saturday, April 9, 2016. The
4 meeting was held in the Omni Homestead, 1766 Homestead Drive, Monroe Room, Hot
5 Springs, Virginia. In attendance, representing the State Board of Elections (SBE) was
6 James Alcorn, Chairman; Clara Belle Wheeler, Vice Chair; Singleton McAllister,
7 Secretary. Also in attendance, representing the Department of Elections (ELECT) was
8 Edgardo Cortés, Commissioner. Chairman Alcorn called the meeting to order at 8:45AM.

9 Chairman Alcorn announced the passing of Martha Brissette, ELECT Policy
10 Analyst. Chairman Alcorn stated that Ms. Brissette's value to the elections community,
11 her wit, dedication, and personality will be truly missed by all in the entire elections
12 community.

13 Chairman Alcorn stated that this meeting of SBE was designed to gather
14 comments from the public and the elections community. Chairman Alcorn stated that it
15 has been a practice of the Board to receive comment and input regarding the election
16 practices and shared lessons in the Commonwealth. Chairman Alcorn discussed the SBE
17 workplan that was established at the last SBE meeting on March 15, 2016. Chairman
18 Alcorn stated that three major areas of exploration were established and that each
19 member of SBE will be leading a different effort. Chairman Alcorn stated that those
20 assignments were as follows; Chairman Alcorn – Voter Registration, Vice Chair Wheeler
21 – Election Official Training, and Secretary McAllister - Access to the polls. Chairman
22 Alcorn stated that the assignments were based off of the feedback previously received
23 from the elections community. Chairman Alcorn asked if there were any comments or
24 questions for the Board members. Comments were received by SBE Board members and
25 responses to questions were provided by SBE and the Commissioner.

26 Secretary McAllister moved *that the Board adjourn*. Vice Chair Wheeler
27 seconded the motion and without further comment the Board voted unanimously to
28 adjourn. The meeting was adjourned at approximately 9:30AM.

29 The Board shall reconvene on April 28, 2016 at 11:00AM in the General
30 Assembly Building, Room C, Richmond, Virginia.

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Secretary

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Chair

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Vice Chairman

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★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

Old Business

BOARD WORKING PAPERS



★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

Campaign Finance

BOARD WORKING PAPERS
Brooks Braun
ELECT Policy Analyst



Memorandum

To: James Alcorn, Chairman
ClaraBelle Wheeler, Vice Chair
Singleton McAllister, Secretary

From: Brooks C. Braun, Policy Analyst

Date: March 15, 2016

Re: Stand by Your Ad Complaint – Supporters of Jacqueline Smith for Clerk of the Circuit Court

Executive Summary: Darrell Jordan submitted a complaint to the Department of Elections that alleged that Supporters of Jacqueline Smith for Clerk of the Circuit Court had distributed pamphlets and posted a website with disclosure statements that deviate from those required by statute. The Department recommends a fine of \$400; \$100 for each of three different improperly disclosed pamphlets, and an additional \$100 for an improperly disclosed website.

Complainant: Darrell Jordan

Background: On July 24 and August 12, 2015, Mr. Jordan sent letters to the State Board of Elections that alleged several violations of Stand by Your Ad law related to advertisements for Ms. Smith that omitted the necessary disclosures. These advertisements include pamphlets and the campaign website: www.smithforclerk.com. Scans of the letters, photos of the advertisements, and screen grabs of the website in question are attached.

Relevant Statutory and Policy Provisions:

§ 24.2-955 states that “The disclosure requirements of this Chapter [Stand by Your Ad] apply to any sponsor of an advertisement in the print media [...] the cost or value of which constitutes an expenditure or contribution required to be disclosed under Chapter 9.3 [the Campaign Finance Disclosure Act].”

§ 24.2-955.1 defines “Advertisement” as “any message appearing in the print media [...] that constitutes an expenditure under Chapter 9.3.”

§ 24.2-955.1 defines “Print Media” as “billboards, cards, newspapers, newspaper inserts, magazines, printed material disseminated through the mail, pamphlets, fliers, bumper stickers, periodicals, website, electronic mail, yard signs, and outdoor advertising facilities. If a single print media advertisement



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consists of multiple pages, folds, or faces, the disclosure requirement of this section applies only to one page, fold, or face.”

§ 24.2-945.1 defines “expenditure” as “money and services of any amount, and any other thing of value, paid [...] by any candidate, [or] campaign committee [...] for the purpose of expressly advocating the election or defeat of a clearly identified candidate.”

§ 24.2-956 requires a print media advertisement sponsored by a candidate committee to “[bear] the legend or includes the statement: ‘Paid for by _____ [Name of candidate or campaign committee].’ Alternatively, if the advertisement is supporting a candidate who is the sponsor and the advertisement makes no reference to any other clearly identified candidate, then the statement ‘Paid for by _____ [Name of sponsor]’ may be replaced by the statement ‘Authorized by _____ [Name of sponsor].’”

§ 24.2-955.3(A) provides that “Any sponsor violating [the print media requirements] of this chapter shall be subject to (i) a civil penalty not to exceed \$1,000.”

§ 24.2-955.3(E) provides that “It shall not be deemed a violation of this chapter if the contents of the disclosure legend or statement convey the required information.” At its December 16, 2015 meeting the Board decided that this provision was meant to protect committees that are in substantial compliance with the law. At its January 8, 2016 meeting the State Board decided that if a disclosure statement is at all ambiguous in conveying the information required by the chapter, the committee shall be found in violation of Stand by Your Ad.

In its November 16, 2015 meeting the State Board set a practice of fining on a per occurrence basis for violations of print media requirements. During that same meeting, the Board also set a practice of fining first time violators of Stand by Your Ad \$100 per occurrence.

Analysis: The first step in an analysis of a Stand by Your Ad complaint is to determine if the communication at issue falls within the scope of the law requiring disclosures. To do so, § 24.2-955 requires a communication to be an “advertisement” as defined by § 24.2-955.1. The definition of “advertisement” requires the communication be an “expenditure” according to § 24.2-945.1. According to the definition in that section, something is a reportable expenditure only when it is “for the purpose of expressly advocating the election or defeat of a clearly identified candidate.” Therefore, for a communication to fall under the scope of § 24.2-955 it must contain what is known as “express advocacy.” Express advocacy is a term of art which includes any communication containing express words of advocacy of election or defeat, such as “vote for,” “elect,” “support,” “cast your ballot for,” “Smith for Congress,” “vote against,” “defeat,” “reject,” or some variation thereof. These are the so called “magic words.”

The communications disseminated by the Smith campaign contain the magic words “Elect Jacqueline Smith” and therefore qualify as express advocacy. They also appear to be communications for which the



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Smith campaign paid something of value and are therefore expenditures under § 24.2-945.1. Furthermore, these communications (pamphlets and a website) fall squarely within the definition of print media and therefore qualify as advertisements under § 24.2-955.1. Because these communications are advertisements falling within the scope of the Stand by Your Ad law provided in § 24.2-955, they are required to contain disclosure statements.

The second step in an analysis of a Stand by Your Ad complaint is to determine whether an advertisement within the scope of that law contains the appropriate disclosure. For an advertisement in print media purchased by a candidate or their campaign committee, the required disclosure is provided in § 24.2-956. The advertisement must include the statement "Paid for by _____ [Name of sponsor]," or "Authorized by _____ [Name of sponsor]" for an advertisement that mentions no other candidate. However, § 24.2-955.3(E) provides that "It shall not be deemed a violation of this chapter if the contents of the disclosure legend or statement convey the required information."

The print media advertisements disseminated by the Jacqueline Smith campaign do not contain either of the specific disclosure statements provided by § 24.2-956; however, each of the advertisements in question do contain what appear to be disclosure legends. The information provided by those disclosure legends may constitute substantial compliance under § 24.2-955.3(E). In its November 16, 2015 meeting, the Board referenced § 24.2-955.3(E) in finding that an advertisement with the disclosure legend "sponsored by [Name of sponsor]" was in substantial compliance with the law. Before finding any other advertisements in substantial compliance under that subsection, the Board requested that the Department look into the history § 24.2-955.3(E).

The language used in § 24.2-955.3(E) was first introduced to the *Code of Virginia* in 2005, in a previous version of the Stand by Your Ad law. That language was retained when what is now Chapter 9.5 of Title 24.2 was enacted by the legislature in 2006. A conversation with Chris Piper, former manager of Election Services for the Department and co-writer of the language in question, revealed that the section was intended to function as a substantial compliance provision. Mr. Piper described the motivating incident to be one where a candidate used the disclosure legend "[Name of campaign] paid for this ad." The candidate was accused of violating the provisions of Stand by Your Ad because of the absence of the exact wording "Paid for by [Name of campaign]." Mr. Piper also indicated that to his knowledge the State Board had never been presented with a case that caused it to take up interpreting this subsection.

In light of this history, at its December 16, 2015 meeting, the Board voted to adopt a narrow standard for interpreting substantial compliance. The Board decided that an advertisement is only substantially compliant under § 24.2-955.3(E) if the words used in the disclosure statement *unambiguously* convey the information required by Chapter 9.5. Under this standard, advertisement disclaimers must communicate to a reasonable person what is intended by the statute and may not admit to alternative interpretations.

This matter now comes back for consideration, and the Board is tasked with determining whether or not the disclosure legends provided in advertisements disseminated by the Jacqueline Smith campaign constitute substantial compliance under § 24.2-955.3(E).



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The advertisements in question are print media sponsored by a candidate campaign committee alone that make no reference to any other candidate. As such, these advertisements fall under the requirements in § 24.2-956(1). That section requires that the campaign disclose who “paid for” or “authorized” the advertisements. The Meriam Webster’s Dictionary Online defines “pay” as follows:

- 1: to give (as money) in return for services received or for something bought <Pay the taxi driver.> <I paid for a ticket.>
- 2: to give money for (something owed) <I have to pay the rent.>
- 3: to get even with <She wants to pay them back for the insult.>
- 4: to give or offer freely <pay a compliment> <pay attention>
- 5: to have a worthwhile result: be worth the effort or pains required <It pays to drive carefully.>

Of these, definitions 1 and 2, which imply the exchange of money for goods, are most relevant. The same source offers the following definition of “authorize”:

- 1: to give power to: give authority to <Their guardian is authorized to act for them.>
- 2: to give legal or official approval to <Who authorized the closing of school?>

Under the standard adopted by the State Board the disclosure statement used by the Smith campaign must have a meaning that is the same as “paid for” or “authorized by” but may not admit to any other meaning.

Ms. Smith’s campaign provides two different disclosure legends in the advertisements in question. The first, found on the pamphlets, reads “Created in-house by volunteers for the supporters of Jacqueline Smith for Clerk of the Circuit Court.” It is the opinion of the Department that the “Created in-house...” disclosure statement fails to communicate either of the required meanings.

First, the words used in the disclosure statement fail to clearly communicate who paid for or authorized the advertisements. According to the Meriam Webster Dictionary Online the word “create” means “to cause to exist: bring into existence: produce.” The word “created” does not imply the exchange of money for goods nor does it imply a grant of official approval. Even if it did, it would also imply production, rendering it ambiguous and outside the scope of the substantial compliance provision in § 24.2-955.3(E).

Furthermore, even if “create” or “created in house” did unambiguously imply the exchange of money for goods or a grant of official authority the wording of the advertisement would communicate that either the volunteers did the paying/authorizing on behalf of the Smith campaign or that an organization called “Volunteers for the friends of Jacqueline Smith for Clerk of the Circuit Court” did the paying/authorizing. In any case, the meaning is ambiguous and outside the scope of the substantial compliance provision in § 24.2-955.3(E).



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The second disclosure legend used by the Jacqueline Smith campaign, found on the campaign website, reads “Website courtesy of the Supporters of Jacqueline Smith for Clerk of the Circuit Court.” It is the opinion of the Department that this disclosure also fails to unambiguously convey the required information.

The Meriam Webster’s Dictionary Online defines “courtesy” as follows:

- 1 a: behavior marked by polished manners or respect for others: courteous behavior
- b: a courteous and respectful act or expression
- 2 a: general allowance despite facts: indulgence <hills called mountains by courtesy only>
- b: consideration, cooperation, and generosity in providing something (as a gift or privilege); also: agency, means —used chiefly in the phrases through the courtesy of or by courtesy of or sometimes simply courtesy of

Of these the second definition is most relevant. “Allowance” and “consideration” may be construed to mean something like “authorized” (i.e. a grant of authority). Consideration and generosity could mean something like “paid for” (i.e. exchange of money for goods). However, the statement “courtesy of [Name of campaign]” could also include the meaning “by agency or means.” In this case it is ambiguous and more like the “created in house...” disclosure statement discussed above. Simply indicating who produced an advertisement might obscure who paid for and who authorized the advertisement. Because of the ambiguity inherent in the language used by the Jacqueline Smith campaign it is uncertain whether the disclosure statement used on the campaign website communicates to voters who paid for or who authorized the creation of the website.

The forgoing analysis rests on the finding by the Board that the substantial compliance provision in § 24.2-955.3(E) should be read narrowly for all the reasons articulated in the January 8, 2016 Substantial Compliance – History and Standards memo. First, it would encourage political committees under the scope of Stand by Your Ad to read and carefully comply with the law as written. Second, it would ensure that the information that the legislature intended be communicated to voters is actually communicated. Third, it would prevent the exception from becoming so capacious that it could be used for nefarious purposes like concealing the source of funds.

Conclusion: Supporters of Jacqueline Smith for Clerk of the Circuit Court has failed to properly comply with Stand by Your Ad in regards to the print media advertisements at issue.

Staff Recommendations: The State Board should find that Jacqueline Smith for Clerk of the Circuit Court has violated the provisions of Stand by Your Ad and should fine the campaign accordingly in an amount not to exceed \$1,000. Since Ms. Smith is a first time violator of Stand by Your Ad, the Department would suggest her campaign be fined \$100 per occurrence; or a total of \$400 in this instance.



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Suggested Motion: “I move that, subject to the Board’s authority under § 24.2-955.3 of the *Code of Virginia*, Supporters of Jacqueline Smith for Clerk of the Circuit Court has been found to be in violation of the print media disclosure requirements of Stand by Your Ad for the first time and on four separate instances and is thereby fined \$400.”

Authority: § 24.2-955.3(D) provides that “The State Board, in a public hearing, shall determine whether to find a violation of this chapter and to assess a civil penalty.” § 24.2-955.3(A) provides that “Any sponsor violating Article 2 [...] of this chapter shall be subject to (i) a civil penalty not to exceed \$1,000.”



Appendix A: Letters

July 24, 2015

Mr. James B. Alcorn
Dr. Clara Belle Wheeler
Ms. Singleton B. McAllister
State Board of Elections
1100 Bank Street First Floor
Richmond, VA 23219

28 JUL 2015 11:33

Dear State Board of Elections Members:

The campaign committee of Supporters of Jacqueline Smith for Clerk of the Circuit Court has not affixed proper authorization per § 24.2-956. Requirements for print media advertisements sponsored by a candidate campaign committee. Both a palm card (a copy of which is enclosed) and website lack a statement of "Paid for" or "Authorized by".

Website www.smithforclerk.com has the following information:
"Website courtesy of the Supporters of Jacqueline Smith for Clerk of the Circuit Court
"Copyright Supporters of Jacqueline Smith for Clerk of the Circuit Court. All rights reserved."

In her most recent campaign report she did not indicate any in-kind contributions. I request that not affixing proper authorization be investigated.

In addition, I have sent a letter to Commonwealth Attorney Paul Ebert requesting that he investigate the following per § 24.2-1019

It appears that Jacqueline C. Smith, Democrat candidate for Clerk of Court, did not file a statement of organization within 10 days of payment of a filing fee for any party nomination method § 24.2-947.1.

Item 2 of the Democratic Call to Caucus states there is a \$50 fee for any person filing as a Candidate. www.pwcdems.com states that on May 12 the election was cancelled due to only one filing.

The Statement of Organization was not filed until June 5.

I appreciate your immediate attention to this.

Sincerely,

Sincerely,
Darrell Jordan
Vice Chairman, Prince William County Republican Committee
4431 Prince William Pkwy, Woodbridge, VA 22192, (703) 680-7388



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DEPARTMENT *of* ELECTIONS

August 12, 2015

Mr. James B. Alcorn
Dr. Clara Belle Wheeler
Ms. Singleton B. McAllister
State Board of Elections
1100 Bank Street First Floor
Richmond, VA 23219

Dear State Board of Elections Members:

On July 24, I wrote you to bring to your attention a violation with the campaign committee of Supporters of Jacqueline Smith for Clerk of the Circuit Court (it had not affixed proper authorization per § 24.2-956). Accompanied to this letter is another violation of requirements for print media advertisements sponsored by a candidate campaign committee. These palm cards lack a statement of "Paid for" or "Authorized by".

My July 24 letter also accompanies this letter. I appreciate your immediate attention to this.

Sincerely,

Sincerely,
Darrell Jordan
Vice Chairman, Prince William County Republican Committee
4431 Prince William Pkwy, Woodbridge, VA 22192, (703) 680-7388

Received by SBE AUG 14 15



Appendix B: Evidence

Exhibit 1: Pamphlet A

<p style="text-align: center;">★ ELECT JACQUELINE ★ SMITH CLERK OF THE CIRCUIT COURT</p>  <p style="text-align: center;">FOR A BALANCED, EFFICIENT & RESPONSIVE CIRCUIT COURT</p> <p style="text-align: center;">SMITHFORCLERK.COM <i>Received by SBE AUG 14 '15</i></p> <p style="text-align: center;"><small>CREATED IN-HOUSE BY VOLUNTEERS FOR THE SUPPORTERS OF JACQUELINE SMITH FOR CLERK OF THE CIRCUIT COURT</small></p>	<p style="text-align: center;">★ ELECT JACQUELINE ★ SMITH CLERK OF THE CIRCUIT COURT</p> <p style="text-align: center;"><u>BALANCED</u></p> <p>Our Problem: Clerk and the appointed Deputy Clerk created an environment hostile to some members of our county based on their religious beliefs, the color of their skin and their sexual identity.</p> <p>Smith's Promise: Ensure justice and services are available to ALL Prince William County taxpayers.</p> <p style="text-align: center;"><u>EFFICIENT</u></p> <p>Our Problem: Computerized documents and files are disorganized and can be unavailable to judges, clerks and taxpayers.</p> <p>Smith's Promise: Ensure electronic files are available to judges and Prince William County taxpayers.</p> <p style="text-align: center;"><u>RESPONSIVE</u></p> <p>Our Problem: Phones not answered by a live person and taxpayers' questions left unanswered.</p> <p>Smith's Promise: Ensure phones will be answered by staff so taxpayers' questions are answered promptly.</p> <p style="text-align: right;"><i>Received by SBE AUG 14 '15</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><small>Check the facts</small></p> <ol style="list-style-type: none"> 1. Va. Republican Leaders Call on GOP Party Treasurer to Resign Over Facebook Post, <i>Washington Post</i>, February 27, 2014 2. Va. GOP Treasurer is Said to Offer Resignation After Facebook Post on Muslims, <i>Washington Post</i>, July 31, 2014 3. Va. GOP Official Resigns After Controversial Facebook Post, <i>Washington Post</i>, August 7, 2014 4. Prince William Clerk Part of Same Sex Marriage Case, <i>Prince William Times</i>, January 25, 2014 </div>
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Exhibit 2: Website

www.smithforclerk.com

Elect
JACQUELINE SMITH
CLERK OF THE CIRCUIT COURT

HOME ABOUT JACQUELINE WHY JACQUELINE? CONTACT

www.smithforclerk.com

Court in Dumfries, Virginia.
November 3 at 8:24am
Pete Singh came over from the office to wish us luck!

Website courtesy of the Supporters of Jacqueline Smith for Clerk of the Circuit Court.
Copyright Supporters of Jacqueline Smith for Clerk of the Circuit Court. All rights reserved.



Exhibit 3: Pamphlet B

ELECT
JACQUELINE
SMITH
CLERK OF THE
CIRCUIT COURT
FOR A BALANCED,
EFFICIENT &
RESPONSIVE
CIRCUIT COURT
SMITHFORCLERK.COM

CREATED IN-HOUSE BY VOLUNTEERS FOR
THE SUPPORTERS OF JACQUILINE SMITH FOR CLERK OF THE CIRCUIT COURT



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Exhibit 4: Pamphlet C

ELECT
★ JACQUELINE ★
SMITH
CLERK OF CIRCUIT COURT



**FOR A FAIR,
EFFICIENT
& RESPONSIVE
CIRCUIT COURT**

CREATED BY: HERSELF BY VOLUNTEERS FOR THE SUPPORTERS
OF JACQUELINE SMITH FOR CLERK OF THE CIRCUIT COURT
SMITHFORCLERK.COM
(571) 762-2191

ELECT
★ JACQUELINE ★
SMITH
CLERK OF CIRCUIT COURT

★ FAIR ★

The Problem: Clerk and the appointed Deputy Clerk created an environment hostile to some members of our county based on their religious beliefs, the color of their skin and their sexual identity.*

Smith's Promise: Ensure justice and services are available to ALL Prince William County taxpayers.

★ EFFICIENT ★

The Problem: Computerized documents and files are disorganized and can be unavailable to judges, clerks and taxpayers.

Smith's Promise: Ensure electronic files are available to judges and Prince William County taxpayers.

★ RESPONSIVE ★

The Problem: Phones not answered by a live person and taxpayers' questions left unanswered.

Smith's Promise: Ensure phones will be answered by staff so taxpayers' questions are answered promptly.

Check the facts:

1. Va. Republican Leaders Call on GOP Party Treasurer to Resign Over Facebook Post, *Washington Post*, February 27, 2014
2. Va. GOP Treasurer to Step to Offer Resignation After Facebook Post on Muslims, *Washington Post*, July 31, 2014
3. Va. GOP Official Resigns After Controversial Facebook Post, *Washington Post*, August 7, 2014
4. Prince William Clerk Part of Same-Sex Marriage Case, *Prince William Times*, January 25, 2014



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DEPARTMENT *of* ELECTIONS

Appendix C: Letter From Jacqueline Smith's Attorney,
Dated December 15, 2015



SMITH
FRANCIS
LAW
GROUP

December 15, 2015

Via Email

Brooks C. Braun, Esquire
1100 Bank Street
Washington Building-First Floor
Richmond, VA 23219-3974

Re: Supporters of Jacqueline Smith for Clerk of the Circuit Court (the "Committee")

Dear Mr. Braun:

Thank you for your response to my November 17, 2015 letter, which my client received on December 10, 2015. Per your request, please allow me to share with you my initial thoughts concerning the complaint filed against my client. Specifically, my client has been accused of violating Virginia Code Section 24.2-956 (Requirements for print media advertisements sponsored by a candidate campaign committee) because the print advertising materials and website allegedly did not include the "magic words" "paid for by" or "authorized by" as listed in the statute. As you will recall, an attribution statement did appear on each piece in question. More specifically, the website included the following statement "Website courtesy of the Supporters of Jacqueline Smith for Clerk of the Circuit Court". Likewise, the print materials in question included the statement "Created in-house by volunteers for the Supporters of Jacqueline Smith for Clerk of the Circuit Court".

Although it has been asserted that the attribution statements violate the statute because they do not include the "magic words", Virginia Code Section 24.2-955.3 (E) (Penalties for violations of this chapter) mandates "It *shall not* be deemed a violation of this chapter if the contents of the disclosure legend or statement *convey the required information*" (*emphasis added*). In this case, my client made clear that the advertisements were paid for and authorized by the Committee as they were created in-house using the Committee's resources and labor. Further, the resources used to create these items were timely reported as expenditures to the State Board of Elections.

Furthermore, the phrase "authorized by" has been met by the print advertising materials and the website. "Authorized by" as used in Virginia Code Section 24.2-956 is defined in Virginia Code Section 24.2-955.1 as having the same definition as "authorization" from Virginia Code Section 24.2-945.1. "Authorization" is defined by Virginia Code Section 24.2-945.1 as "express approval or express consent by the candidate, the candidate's campaign committee, or an agent of the candidate or his campaign committee after coordination." Materials which are "Created in-house by volunteers for the Supporters of Jacqueline Smith for Clerk of the Circuit Court" are necessarily "authorized by" as defined by the Virginia Code, and a "Website courtesy of the Supporters of Jacqueline Smith for Clerk of the Circuit Court" is also necessarily "authorized by" as defined by the Virginia Code. Even if it is somehow determined that "authorized by" has not been met, the attribution statements clearly "convey the required information." For these reasons, the complaint filed against my client must immediately be dismissed.

As you know, my client and I were prohibited from attending the November 16, 2015 public hearing of the complaint filed against my client as we did not receive notice of the hearing until after the hearing was held. Similarly, as you are aware, we are unable to attend the hearing set for December 16,

2525 POINTE CENTER COURT, SUITE 150, DUMFRIES, VIRGINIA 22026

TEL (571) 529-9379

FAX (571) 659-6194



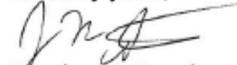
★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS



SMITH
FRANCIS
LAW
GROUP

2015 as we only received notice of same on Thursday. We respectfully request that the complaint filed against my client be immediately dismissed, or in the alternative, that the hearing of this complaint be continued to the next available hearing date. I understand from our recent telephone conference that you are confident a continuance will be granted. I look forward to hearing from you soon.

Sincerely yours,



Jonathan N. Francis

2525 POINTE CENTER COURT, SUITE 150, DUMFRIES, VIRGINIA 22026
TEL (571) 529-9379 FAX (571) 659-6194



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

March 31, 2016

Supporters of Jacqueline Smith for Clerk of the Circuit Court
C/o Jonathan Francis
2525 Main Street, Suite 150
Dumfries, VA 22026

Dear Ms. Smith,

The Department of Elections received a complaint about a possible violation of Virginia's Stand by Your Ad law; specifically, your campaign website www.smithforclerk.com and pamphlets made by your campaign (attached), which omitted the disclosure statement required by § 24.2-956 of the Code of Virginia. Stand by Your Ad provisions require disclaimers on political advertisements appearing in print media, television ads and on radio.

Section 24.2-955.3 of the Code of Virginia provides that all disclaimer complaints go to the State Board of Elections to determine whether a violation of the law has occurred and the amount of civil penalties to be assessed. Civil penalties for violations of the print media requirements of Stand by Your Ad may not exceed \$2500.

The Board is set to hear the complaint on Thursday, April 28, 2016 at 11:00 a.m. You may attend and/or provide information to the Board which may help the Board reach a decision. If you cannot appear you will be notified by letter of the Board decision. Should the Board decide to assess a penalty, payment must be made within 30 days of the receipt of a letter advising you of the Board decision.

If you need further information please contact me at 1-800-552-9745 ext. 8924.

Sincerely,

Brooks C. Braun, Esq.
Policy Analyst



Pamphlet 1

★ ELECT JACQUELINE ★
SMITH
CLERK OF THE
CIRCUIT COURT



**FOR A BALANCED,
EFFICIENT &
RESPONSIVE
CIRCUIT COURT**

SMITHFORCLERK.COM
Received by SBE AUG 14 '15

CREATED IN-HOUSE BY VOLUNTEERS FOR
THE SUPPORTERS OF JACQUELINE SMITH
FOR CLERK OF THE CIRCUIT COURT

★ ELECT JACQUELINE ★
SMITH
CLERK OF THE
CIRCUIT COURT

BALANCED

Our Problem: Clerk and the appointed Deputy Clerk created an environment hostile to some members of our county based on their religious beliefs, the color of their skin and their sexual identity.

Smith's Promise: Ensure justice and services are available to ALL Prince William County taxpayers.

EFFICIENT

Our Problem: Computerized documents and files are disorganized and can be unavailable to judges, clerks and taxpayers.

Smith's Promise: Ensure electronic files are available to judges and Prince William County taxpayers.

RESPONSIVE

Our Problem: Phones not answered by a live person and taxpayers' questions left unanswered.

Smith's Promise: Ensure phones will be answered by staff so taxpayers' questions are answered promptly.

Received by SBE AUG 14 '15

Check the facts:

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2. Va. GOP Treasurer is Said to Offer Resignation After Facebook Post on Muslims. *Washington Post*, July 31, 2014
3. Va. GOP Official Resigns After Controversial Facebook Post. *Washington Post*, August 7, 2014
4. Prince William Clerk Part of Same Sex Marriage Case. *Prince William Times*, January 25, 2014



Website

www.smithforclerk.com

Elect
JACQUELINE SMITH
CLERK OF THE CIRCUIT COURT

HOME ABOUT JACQUELINE WHY JACQUELINE? CONTACT

www.smithforclerk.com

Court in Dumfries, Virginia.
November 3 at 8:24am
Pete Singh came over from the office to wish us luck!

Website courtesy of the Supporters of Jacqueline Smith for Clerk of the Circuit Court.
Copyright Supporters of Jacqueline Smith for Clerk of the Circuit Court. All rights reserved.



Pamphlet 2

ELECT
JACQUELINE
SMITH
CLERK OF THE
CIRCUIT COURT
FOR A BALANCED,
EFFICIENT &
RESPONSIVE
CIRCUIT COURT
SMITHFORCLERK.COM

CREATED IN-HOUSE BY VOLUNTEERS FOR
THE SUPPORTERS OF JACQUELINE SMITH FOR CLERK OF THE CIRCUIT COURT



Pamphlet 3

ELECT
★ JACQUELINE ★
SMITH
CLERK OF CIRCUIT COURT



★ FOR A FAIR,
EFFICIENT
& RESPONSIVE
CIRCUIT COURT ★

CREATED BY HER SEVEN VOLUNTEERS FOR THE SUPPORTERS OF JACQUELINE SMITH FOR CLERK OF THE CIRCUIT COURT

SMITHFORCLERK.COM
(571) 762-2191

ELECT
★ JACQUELINE ★
SMITH
CLERK OF CIRCUIT COURT

★ FAIR ★

The Problem: Clerk and the appointed Deputy Clerk created an environment hostile to some members of our county based on their religious beliefs, the color of their skin and their sexual identity.*

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★ EFFICIENT ★

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★ RESPONSIVE ★

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1. Va. Republican League Calls on GOP Party Treasurer to Resign Over Facebook Post, *Washington Post*, February 27, 2014
2. Va. GOP Treasurer to Step to Offer Resignation After Facebook Post on Muslims, *Washington Post*, July 31, 2014
3. Va. GOP Official Resigns After Controversial Facebook Post, *Washington Post*, August 7, 2014
4. Prince William Clerk Part of Same-Sex Marriage Case, *Prince William Times*, January 25, 2014



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STATE BOARD *of* ELECTIONS

Voter Registration Form

BOARD WORKING PAPERS
Edgardo Cortés
ELECT Commissioner



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DEPARTMENT *of* ELECTIONS

Memorandum

To: Members of the State Board of Elections
From: Edgardo Cortés, Commissioner
Date: April 28, 2016
Subject: Proposed changes to the Virginia Voter Registration Application and associated regulations in 1 VAC 20-40-70

Suggested motion for a Board member to make:

I move that the Board adopt the changes proposed by the Department of Elections to the Virginia Voter Registration Application and associated regulations in 1 VAC 20-40-70.

Applicable Code Sections: 52 USC 20505; Article II, Section 2 of the Virginia Constitution; Virginia Code §§ 24.2-103, 24.2-105, 24.2-404, 24.2-418, 24.2-418.1

Attachments:

- 1) Final Proposed Virginia Voter Registration Application
- 2) Final Proposed Regulations: 1 VAC 20-40-70. Applications for voter registration; affirmation of United States citizenship.

Background:

At the May 13, 2015 meeting of the State Board of Elections (“State Board”), the Department of Elections (“the Department”) proposed a revised Virginia Voter Registration Application (the “Application”) and changes to the associated regulations. Pursuant to the State Board’s instructions, the proposed form and regulations were published on Virginia Town Hall and in the Virginia Register for public comment. The public comment period was extended multiple times and written comments were accepted through August 3, 2015. In addition, public comments regarding the revised voter registration form and regulations were accepted at the June

22, 2015 and July 28, 2015 public meetings of the State Board of Elections. The Department has reviewed all oral and written comments from voters, election officials, legislators, nonprofit organizations, members of the public, and the State Board of Elections. Moreover, during the 2016 legislative session, the General Assembly passed two bills that Governor McAuliffe signed into law requiring revisions to the Virginia Voter Registration Application by July 1, 2016. After making various revisions in response to statutory changes and numerous public comments, the Department consulted usability experts and performed usability testing to assess contemplated revisions. The final revised Virginia Voter Registration Application and associated regulations incorporating public comments and feedback from usability experts are presented today for final adoption.

In Virginia, to be eligible to register to vote, an individual must be a citizen of the United States, a resident of Virginia, eighteen (18) years old by the next general election,¹ and have had voting rights restored if previously convicted of a felony or previously adjudicated mentally incapacitated. The voter registration application is a tool for the voter and the general registrar to determine whether the applicant meets these criteria. If an applicant meets these criteria, the general registrar must register the eligible voter. In general, the revisions incorporated in the Application presented today have streamlined the application for the purpose of making it easier for eligible Virginians to register to vote.

Details:

Box 1

The first revision made to the draft Application in response to public comments appears in Box 1. Several commenters expressed concern that an omission of a “No” option in response to the statement: “I am a citizen of the United States of America” might lead to ineligible people registering to vote. The Application’s revised affirmation statement requires the applicant to sign a statement expressly affirming that the applicant meets all voter eligibility criteria, including U.S. citizenship. Thus, the Department concluded that it was not inappropriate to provide an option for an applicant to indicate “No” in response to this statement in Box 1. Further in response to public comment, the Department struck the proposed insertion to 1 VAC 20-40-70 (identifying a failure to respond “Yes” to this question as an immaterial omission).

¹ Seventeen (17) year olds who will be 18 years old by the next November general election may register to vote in the presidential primary.



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Next, the Department amended the language related to the provision of an applicant's social security number ("SSN"). To emphasize to the applicant that it is mandatory to provide a complete social security number (as opposed to merely the last four digits) the final Application calls for the applicant to provide their "*Full* social security number." Also, while some election officials expressed concerns that applicants who have a social security number may indicate "No SSN was ever issued," the Department concluded that the warning regarding providing false information on the form is a felony which is statutorily required and must be signed by the applicant is sufficient to ensure that applicants do not provide false information to this question – or any other question on the form.

The Department revised the request for the applicant to provide "gender." The Constitution of Virginia establishes voter eligibility criteria in Virginia. Although the Constitution does not require an applicant to provide gender on a voter registration form, the Constitution does allow the application to require "such additional information as may be required by law." Va. Const. Art. II, Sec. 2. As required by Va. Code Ann. § 24.2-418, the current form asks for "gender" in Box 2. Although the current form only provides a binary choice in response to this question, "gender," dissimilar to "sex," may have multiple appropriate responses. As the legislature expressly required the form to request "gender" (as opposed to "sex"), the Department believes it is appropriate to enable applicants to provide an accurate response to the gender question. To ensure that this is possible for all applicants, the revised form eliminates the binary choice and simply includes a blank line upon which the applicant may provide the best response in Box 1.

Additionally, although Va. Code Ann. § 24.2-418 requires the Application to request the gender of the applicant, an applicant's gender is not germane to the applicant's eligibility. As federal law [52 USC §10101(a)(2)(B)] prohibits denying an applicant's voter registration application for failure to provide information that is not relevant to their eligibility, 1 VAC 20-40-70 continues to identify a failure to respond to the gender question as an immaterial omission on the Application. This is not a change to the existing regulations. As such, General registrars may not deny a voter registration application for failure to respond to the gender question.

Box 2

It is important to note that the regulations related to the proper processing of Applications with incomplete information about an applicant's middle name have NOT been revised. The current regulations which provide specific instructions to general registrars in the event that an applicant does not provide complete information to this question have not been revised. See 1 VAC 20-40-70(C) (except to indicate that these procedures do not apply in the event that the applicant indicates no middle name). Although several commenters expressed concerns related to these regulations, not only have these regulations not been revised, they have been in effect for several years.

The only change on the Application related to the middle name question involves the deletion of "or maiden name" which appears on the current Application in conjunction with the request for middle name as follows: "Full Middle or Maiden Name." The request for "maiden name" has been removed from the Application presented today as this information is not required under state or federal law.

The current Application, and the Application presented today, allow for an applicant to check a box to indicate "none" in response to the middle name question. The only relevant change to the regulations expressly recognizes that a failure to provide a middle name is an immaterial omission if the applicant indicates that she does not have a middle name.

Separately, the placement of the requests for email address and phone number have been revised from the current form and from the originally proposed revised form. They have been moved and now appear in Box 2. In addition, 1 VAC 20-40-70 has been revised to identify the failure to provide an email address as an immaterial omission. The existing language of 1 VAC 20-40-70 already identifies phone number as an immaterial omission. As whether an applicant has and/or provides an email address or phone number is not relevant to determining an applicant's eligibility, it is impermissible, pursuant to federal law, to deny a voter registration application based on the failure to respond to this question.

Box 3

A 2016 amendment to Virginia Code § 24.2-418 requires revision of the questions appearing in Boxes 4 and 5 of the current Application related to previous felony conviction and declarations of mental incapacity. Due to this statutory change, the Application proposed today combines both questions into the following: "Have you ever been convicted of a felony or



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judged mentally incapacitated and disqualified to vote?” In further compliance with the legislative changes, the questions related to the state in which the felony conviction occurred and the date of restoration have been struck. Finally, Section K of 1 VAC 20-40-70 has been added, which prohibits general registrars from placing additional burdens on eligible Virginians who have been previously convicted of a felony if the applicant’s restoration information appears in the Secretary of the Commonwealth’s database which is accessible by the general registrars.

Box 4

Box 4 on the Application presented today was revised to ensure that all applicants who qualify for protected voter status, and are otherwise eligible to provide a mailing address in addition to a residence address, may easily do so. The current Application does not clearly identify which applicants are authorized to provide a mailing address. This revision will benefit both the voter and the general registrars who process these applications.

In recognition of the special status that the General Assembly has bestowed upon certain military members, their families, and overseas citizens, the revised regulations require general registrars to notify applicants who may qualify for an extended voter registration deadline of these rights. Specifically, Virginia Code §§24.2-419 and 24.2-420.1 allow certain qualified individuals to register in person up to and including the day of the election. Finally, allowing military and overseas voters to identify their status on the registration form will ensure these voters receive their full rights under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). The Federal Voting Assistance Program (FVAP) is urging states to create mechanisms on state registration and absentee forms to more clearly identify UOCAVA voters.

Box 5

Amendments to Virginia Code §§ 24.2-114 and 24.2-418 require the Department of Elections to electronically notify the proper authorities in other states of a Virginia voter registrant’s written authorization to cancel their prior voter registration. This legislative change removes the need for individual general registrars to mail what currently appears as Section 7 of the Virginia Voter Registration Application Form to the state in which the applicant was previously registered. Therefore, Section 7 of the current form has been streamlined to ensure

that duplicative information is not requested and only requires the applicant to provide the state in which he was previously registered. This change will enable the Department to properly notify other state election officials and provide sufficient information to allow cancellation by the state of prior registration. The authorization to cancel the voter's previous voter registration statement now appears in the revised Affirmation Statement found in Box 7 of the Application presented today. This legislatively mandated change will reduce the administrative burden on local registrars.

1 VAC 20-40-70 has also been revised to indicate that if an applicant is currently registered in Virginia, the failure to indicate "Virginia" as the state in which the applicant is currently registered is an immaterial omission. The requirement to provide the state in which the applicant is currently registered is solely for the purpose of enabling the Department to notify the state in which the applicant was previously registered that the applicant is now registered to vote in Virginia. This information is not necessary if the applicant was already registered in Virginia, since the prior registration information will appear in VERIS. The revised regulations prohibit the denial of a voter registration application that fails to indicate that the applicant is currently registered in Virginia.

Box 7

The Application presented today includes a stronger and clearer affirmation statement related to an applicant's eligibility. This Affirmation Statement expressly includes the voter eligibility requirements and requires the applicant to affirm that he meets each individual requirement. This revised Affirmation, coupled with the statutorily required and unchanged Warning Statement related to the punishment for making false statements on the form are a true improvement to the current Affirmation and provide additional assurances that the applicant meets all Virginia eligibility requirements, including U.S. citizenship, residency, and are not prohibited from voting due to felony conviction or adjudication of incapacity.

In addition, in compliance with Article II, Section 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the form. While not required to sign the form, these individuals must affirm both that they 1) are an individual with physical disabilities, and 2) they affirm the Affirmation Statement. Therefore, while these applicants are expressly exempt from the signature requirement, these applicants must affirm to the same information that all other applicants must affirm. To ensure compliance with this Constitutional



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provision, 1 VAC 20-40-70 has been revised to indicate that failure to provide a signature is an immaterial omission if the applicant indicates physical disability status, and that failure to indicate physical disability status is an immaterial omission if the applicant includes a signature.

Other changes

In addition to the revisions specified above, the Application proposed today is formatted for standard sized paper (8.5" x 11"). This change, coupled with the decrease in the number of pages of the form from four pages to two pages, will significantly lower printing and production costs. More than half of all voter registration forms processed in the state come from the Department of Motor Vehicles (DMV). DMV applications are printed on 8.5"x11" paper. In addition, the use of online voter registration has been increasing at a steady pace. While registrars are not required to print those applications, if they choose to print them, the forms would print out on 8.5"x11" paper. Forms printed by individual from the internet and individuals using the National Voter Registration Form print those forms on 8.5"x11" paper. Although several election officials commented that this change may require general registrars to purchase new filing cabinets, that seems unlikely since the transition to standard size 8.5"x11" paper has been happening for years and well more than half of their current registration activity happens on standard size paper or by paperless methods. It is no longer necessary to limit the registration form to costly specialty sized paper that constrains the available space to make the form more usable and readable.

Section F of the proposed regulations formalizes common practice throughout the Commonwealth that the registration application can be utilized to conduct a change of address by an existing voter. This regulation is consistent with federal law allowing changes of address to be submitted using the voter registration application and Virginia Code §24.2-424.

To ensure uniformity across the Commonwealth, Section H of the proposed regulations requires general registrars to accept or deny applications within 30 days of receipt. This will prevent applications from being kept in a pending status for extended periods of time. This ensures voters will know the disposition of their application in a timely fashion.

Finally, the proposed regulations add language allowing prior versions of the registration application to be accepted and processed by general registrars. Processing older applications would be governed by the regulations in 1 VAC 20-40-70, which ensures applicants will not be denied for failure to provide information that is not currently required or considered not material to determining eligibility. This will be especially important during the transition period to the new registration application.

Virginia Voter Registration Application

Use blue or black ink

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied (See instructions on reverse side).

1. YES NO
* I am a citizen of the United States of America.

* Full social security number No SSN was ever issued.

* Date of birth

Gender _____

2. * Last name _____ Jr. Sr. II III IV (Circle if applicable)
* First name _____ * Middle name _____ None
* Residence address (May not be a P.O. Box) _____ Apt # _____
* City/Town _____ * ZIP _____
E-mail _____ Phone _____

3. * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? YES NO If YES, has your right to vote been restored? YES NO

4. I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
 I am providing a mailing address (below) because my residence address is not serviced by the U.S. Postal Service or I am homeless.
▶ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because:
 I am an active or retired law enforcement officer, judge, U.S. or Virginia Attorney General attorney
 I have a court issued protective order for my benefit
 I have evidence of filing a complaint with law enforcement that either myself or a household member is in fear for personal safety from another person who has threatened or stalked either myself or a household member
 I am a participant in the Virginia Attorney General's Address Confidentiality Program

My mailing address (Complete only if you have checked a box in this section)

5. I am currently registered to vote in another state: _____ . (Indicate State of previous registration)

6. I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.

7. **AFFIRMATION: I affirm that I meet Virginia's requirements for U.S. citizenship, age and residency and am not prohibited from voting due to felony conviction or adjudication of incapacity. I authorize the cancellation of any prior voter registration. I understand that intentionally voting more than once in an election or making a willfully false material statement on this form is a felony punishable by up to 10 years in prison and a fine of \$2,500.**

* Signature _____ Today's date: _____

By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

* Virginia Voter Registration Application Receipt

The application collector must submit your completed application within 10 days or by the deadline to register for the next election, whichever comes first. You can check your voter registration status online at elections.virginia.gov/register. If you do not receive confirmation of your voter registration status within 30 days, contact your local voter registrar or the Virginia Department of Elections.

Name, phone and e-mail of office, group or individual receiving application

Date application received

Thank you for applying to vote in Virginia!

Virginia Voter Registration Application

With this form, you can register to vote in elections in Virginia. You can also use this form to change the information on your Virginia voter registration.

Register to Vote

If you are currently registered to vote, you do not have to use this form unless you have moved or changed your name.

ATTENTION: Overseas citizens, uniformed service voters, qualifying spouses and dependents may register using the Federal Post Card Application (FPCA), available at www.fvap.gov.

Go Online

You may complete your voter registration application online at elections.virginia.gov/register. You may also check your voter registration status online at elections.virginia.gov/status.

Your Address

You must provide a street address or description of your physical dwelling place as a residence address. If your residence address is not serviced by the U.S. Postal Service, or if you are homeless, you can list a mailing address in Box 4. Overseas citizens, uniformed service members, qualifying spouses and dependents can list a mailing address in Box 4. If you are a qualified protected voter, you must list a Virginia post office box to protect your residential address from public disclosure in Box 4. No other applicant can list a mailing address.

How to Mail

- Mail your completed application to your local registrar. Use the online address lookup tool if you do not know your registrar's address: elections.virginia.gov/localGR or mail your application to:

Virginia Department of Elections
1100 Bank Street
Richmond VA 23219

- Mailed applications must be postmarked at least 22 days before the next election in which you plan to vote. A qualified active-duty uniformed services member, spouse or dependent is NOT subject to the mailing deadline if by reason of active duty, you are normally absent from the locality in which you reside.
-

Questions?

Call your local voter registration office or call (800) 522-9745 • TTY 711.

Privacy Act Notice

When registering to vote, Article II, Section 2 of the Constitution of Virginia (1971) requires you to provide your social security number, if you have one. If you do not provide your social security number, your application will be denied. Voting officials use the social security number as a unique identifier to ensure that no voter is registered in more than one place.

Your application will only be open to inspection by the public if the social security number is removed. Your social security number will appear on reports produced only for official use by voter registration and election officials, for jury selection purposes by courts, and all lawful purposes. Your decision to decline to register to vote as well as the office where you submit your application, if you choose to do so, are confidential and will only be used for voter registration purposes

Photo ID

All voters must show one acceptable, valid photo ID when voting in-person. For a complete list of acceptable forms of photo identification visit: elections.virginia.gov/voterID. All acceptable forms of photo ID can be used up to a year after the ID has expired.

Need more information? Go Online: elections.virginia.gov Or Call: (800) 552-9745 TTY: 711

WARNING: INTENTIONALLY VOTING MORE THAN ONCE IN AN ELECTION OR 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, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.

1 1VAC20-40-70
2 1VAC20-40-70. Applications for voter registration; affirmation of United States citizenship.
3 A. Form and signature.

4 1. Applications for voter registration shall be on a form approved by the State Board of Elections
5 or appropriate federal agency.

6 ~~2. Applications for voter registration must be signed by the applicant. If the applicant is unable to~~
7 ~~sign due to a physical disability, the name and address of the person assisting the voter shall be~~
8 ~~entered on the application according to the form instructions. A signature is required by each~~
9 ~~applicant for voter registration unless the applicant is an individual with physical disabilities. An~~
10 ~~applicant with physical disabilities who does not sign the form must indicate physical disability~~
11 ~~[in Box 7 or the application will be denied.] [by checking the appropriate box.]~~

12 B. ~~Material omissions on applications for voter registration in general.~~ The following omissions
13 are not material if any of the following, or combination thereof, exists and a voter registration
14 application [may shall] not be denied for failure to include one or more of the following:

15 1. Daytime telephone number [or email address] ;
16 ~~2. Description of a rural address;~~
17 ~~3. 2. Mailing address [different from residence address] ;~~
18 4. 3. Date of the application;
19 ~~5. Whether the applicant is interested in working as an election official~~ 4. Response indicating
20 interest in serving as an [election] officer [of election] ;
21 ~~6. Whether the applicant requests to have his residence address excluded from published lists~~ 5.
22 ~~[Protected voter code. Response indicating protected voter status, military status, overseas~~
23 ~~status, or any other information requested in box 4] ;~~

24 7. ~~Whether the applicant has a disability that requires accommodation in order to vote~~ 6.
25 Response indicating the applicant has a physical disability [if the application is signed by the
26 applicant] ; ~~or~~

27 ~~8. 7. Gender;~~
28 8. Social security number if the applicant [writes-indicates] "none" [~~in Box 1~~] ;
29 ~~[9. Response indicating military service or status as a qualified spouse or dependent;~~
30 10. Response indicating U.S. citizenship in Box 1 if the applicant has signed the affirmation;

31 11. Response affirmatively indicating that the applicant is not a felon in Box 5 if the applicant
32 has signed the affirmation;

33 ~~12 Response affirmatively indicating that the applicant has not been previously adjudicated to be~~
34 ~~mentally incapacitated in Box 5 if the applicant has signed the affirmation;~~

35 ~~13-9.] Signature of applicant if applicant indicates that he is an individual with physical~~
36 ~~disabilities [in Box 7] ;~~

37

38 ~~[14. Address at which the voter is previously registered if the previous voter registration~~
39 ~~address is available in the Virginia Election and Registration Information System. 10. State in~~
40 ~~which the applicant is currently registered if the applicant is currently registered in Virginia.~~

41 ~~15. Witness signature in Box 7;~~

42 ~~16-11.] Middle name if the voter indicates "none"; or~~

43 ~~[17-12.] Generational suffix.~~

44 C. Middle name may be material to determining eligibility to vote. If the applicant does not
45 include a middle name and does not indicate none, the registrar shall:

46 1. As far as practical, attempt to contact the applicant and obtain his middle name or lack thereof
47 to determine if the application is complete.

48 a. If the applicant indicates that he has no middle name, the registrar shall process the
49 application.

50 b. If the applicant indicates that he has a middle name, the registrar shall inform the applicant
51 that the middle name is required, deny the application, and send the applicant a new application.

52 2. If the registrar is unable to contact the applicant and therefore unable to determine if the
53 application is incomplete, he shall give the benefit of doubt to the applicant and process the
54 application.

55 D. A general registrar shall not change information provided by an applicant on an application
56 for voter registration without written authorization signed by the applicant.

57 E. Persons identified as noncitizens in reports from the Department of Motor Vehicles or other
58 state or federal government sources shall have the opportunity to affirm United States citizenship
59 status using any approved voter registration application or other form containing the required
60 affirmation. The ~~[State Board Department]~~ of Elections shall automate the process for
61 requesting affirmation of United States citizenship prior to cancellation.

62 F. If the individual submitting this form is currently a registered voter in Virginia, then the
63 registrar must process the form as a request to update or change the registered voter's information
64 if the form contains new information and is signed by the voter. [If a registered voter with a
65 physical disability only includes a mark in Box 7, then the request must also be signed by a
66 witness in Box 7.]

67 ~~F. G.~~ For cases not covered by this section, the general registrar in consultation with the
68 ~~[electoral board and] State Board Department~~ of Elections ~~[staff]~~ shall determine materiality
69 on a case-by-case basis that may result in further amendment of this regulation.

70 [H. General registrars must provide the voter notice of having accepted or denied a voter
71 registration applicant within 30 days of receiving a voter registration application.

72 I. General registrars may not ask for additional information from any applicant who indicates
73 that their voting rights have been restored if the applicant’s restoration information appears in the
74 Secretary of the Commonwealth’s database accessible to general registrars.

75
76 J. Prior versions of any voter registration application shall be accepted for registration. Prior
77 forms may not be denied for failure to provide information that is deemed not material in this
78 section.

79
80 K. If a general registrar receives an application by mail after the voter registration records have
81 been closed pursuant to Va. Code 24.2-416 from an applicant who indicates active duty
82 uniformed services member, spouse or dependent or overseas citizen status, then the general
83 registrar must contact the applicant to determine whether the applicant qualifies for an extended
84 voter registration deadline. The general registrar may accept information from the applicant
85 indicating that the applicant is qualified either orally or in writing.]

86
87 1VAC20-40-9998

88 FORMS (1VAC20-40)

89 ~~Virginia Voter Registration Application Form, SBE 416.2 (rev. 7/13)~~

90 [Virginia Voter Registration Application Form, VA-NVRA-1 (rev. 7/15)]

91 National Voter Registration Application Form, Register to Vote in Your State by Using this
92 Postcard Form and Guide (rev. 3/06)

93 Voter Photo Identification Card Application (undated)

94



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New Business

BOARD WORKING PAPERS



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STATE BOARD *of* ELECTIONS

June 2016 Primaries Update

BOARD WORKING PAPERS
Paul Stenbjorn & Reiko Doğu
Director of Elections Administrator & Senior Elections Administrator



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Polling Place Access Proposed Regulations

BOARD WORKING PAPERS
Elizabeth Howard
Deputy Commissioner



Memorandum

To: James Alcorn, Chairman; ClaraBelle Wheeler, Vice Chair; Singleton McAllister, Secretary

From: Elizabeth Howard, Deputy Commissioner

Date: April 28, 2016

Re: Proposed Regulation 1VAC20-60-35 – Polling Place Accessibility Assessments

Suggested Motion: I move that the Board seek public comment, for a period of 21 calendar days, on proposed 1VAC 20-60-35: Polling Place Accessibility Assessments.

Affected Regulations: 1VAC20-60-35

Applicable Code Sections: Va. Code § 24.2-310, and § 51.5 et seq.; 42 U.S.C. § 20101 et seq., 42 U.S.C. § 15461, 52 U.S.C. § 20101 et seq.

Board Materials: Proposed 1VAC20-60-35

Background:

Va. Code § 24.2-310(C) requires all polling places to be accessible to all qualified voters as required under the Virginians with Disabilities Act (§ 51.5-1 et seq.), the Voting Accessibility for the Elderly and Handicapped Act (52 U.S.C. § 20101 et seq.), and the Americans with Disabilities Act relating to public services (42 U.S.C. § 12131 et seq.). The statute further *requires* the State Board of Elections (“SBE”) to provide instructions to the localities to ensure compliance with this statute. Va. Code 24.2-310(C) (“The State Board shall provide instructions to local electoral boards and general registrars to assist localities in complying with the requirements of the Acts.”).

The Help America Vote Act authorizes the protection and advocacy system of each state to “ensure full participation in the electoral process for individuals with disabilities, including registering to vote, casting a vote and accessing polling places.” (42 U.S.C. § 15461). Pursuant to Va. Code § 51.5-39.13, the Governor appointed the Virginia disAbility Law Center (“DLCV”) as the protection and advocacy program in Virginia. In this role, DLCV is charged with “*protect[ing] and advocat[ing]* for the rights of persons with mental, cognitive, sensory, physical, or other disabilities and to receive federal funds on behalf of the Commonwealth of Virginia to implement the federal Protection and Advocacy for Individuals with Mental Illness Act, the federal Developmental Disabilities Assistance and Bill of Rights Act, the federal Rehabilitation Act, the Virginians with Disabilities Act (§ 51.5-1 et seq.), and such other related programs as may be established in state or federal law.” Va. Code § 51.5-39.13 (emphasis added).

In furtherance of its mission, DLCV randomly selected more than 30 localities in which to conduct accessibility audits of polling locations during the March 1, 2016 presidential primary. At the March 15, 2016 SBE meeting, Clyde Matthews, Deputy Director of DLCV, presented the initial findings from



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DLCV's accessibility audits. These initial findings indicate that approximately 20% of the polling locations audited did not comply with Va. Code § 24.2-310(C). To better address this problem going forward, DLCV requested the following:

- 1) Reminder from the State Board to all localities stating that general registrars are legally responsible for selecting polling locations that are accessible as required pursuant to Va. Code § 24.2-310(C);
- 2) Official authorization to conduct audits for the purpose of assessing accessibility;
- 3) Policy Statement from the State Board acknowledging DLCV's role in ensuring polling place accessibility.

Considering the startling initial findings, coupled with the fact that multiple localities refused to allow DLCV access to their polling places to conduct these important audits, these requests are more than reasonable. As the State Board is mandated to provide instructions to ensure full compliance with this important statute, the State Board should adopt the attached proposed regulations.

Before official adoption, the Department requests that the Board first approve a 21 day public comment period for the proposed regulations. There are multiple reasons for having a public comment period, most important of which is that the practice is required in Governor McAuliffe's Executive Order Number 17. The materials made available for comment will include the attached draft regulation and the background information included in this memorandum.

1 **Chapter 60 Election Administration**

2 **1 VAC 20-60-35. Polling Place Accessibility Assessments.**

3 (1) This section applies to the staff or other individuals designated by Virginia’s protection and
4 advocacy program designated by the Governor pursuant to Va. Code § 51.5-39.13 and the Help
5 America Vote Act, a member of the State Board of Elections, the Commissioner of Elections and
6 individuals designated by the Commissioner to assess the compliance of a polling place with §
7 24.2-310(C) of the Code of Virginia.

8 (2) Individuals identified in section (1) are authorized to access any polling place on or before
9 any election day to conduct activities related to assessing compliance with § 24.2-310(C) of the
10 Code of Virginia.

11 (3) When practical, any person observing under this section for the purpose of assessing polling
12 place accessibility shall notify the general registrar at least 24 hours in advance of their intent to
13 assess polling place accessibility.

14 (4) Designated accessibility observers shall be allowed to take accessibility measurements to
15 ensure compliance with polling place accessibility requirements unless it is disruptive or
16 interferes with the administration of the election.

17 (5) Designated accessibility observers shall be allowed to take photos and video to document
18 compliance with the accessibility requirements unless it is disruptive or interferes with the
19 administration of the election.

20 (6) Designated accessibility observers shall be allowed to wear shirts or name tags identifying
21 themselves as official designated accessibility observers.

22 (7) Election officials, including poll workers, shall facilitate the work of designated accessibility
23 observers in making their accessibility assessments.



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Exempt Action Proposed Regulation Agency Background Document

Agency name	Department of Elections
Virginia Administrative Code (VAC) citation(s)	1 VAC 20-60-35
Regulation title(s)	Polling Place Accessibility Assessments
Action title	Creation of 1 VAC 20-60-35
Date this document prepared	04/28/2016

While a regulatory action may be exempt from executive branch review pursuant to § 2.2-4002 or § 2.2-4006 of the Administrative Process Act (APA), the agency is still encouraged to provide information to the public on the Regulatory Town Hall using this form. Note: While posting this form on the Town Hall is optional, the agency must comply with requirements of The Virginia Register Act, Executive Orders 17 (2014) and 58 (1999), and the *Virginia Register Form, Style, and Procedure Manual*.

Brief summary

Please provide a brief summary of the proposed new regulation, proposed amendments to the existing regulation, or the regulation proposed to be repealed. Alert the reader to all substantive matters or changes. If applicable, generally describe the existing regulation.

Va. Code § 24.2-310(C) requires all polling places to be accessible to all qualified voters as required under the Virginians with Disabilities Act (§ 51.5-1 et seq.), the Voting Accessibility for the Elderly and Handicapped Act (52 U.S.C. § 20101 et seq.), and the Americans with Disabilities Act relating to public services (42 U.S.C. § 12131 et seq.). The statute further *requires* the State Board of Elections (“SBE”) to provide instructions to the localities to ensure compliance with this statute. Va. Code 24.2-310(C) (“The State Board shall provide instructions to local electoral boards and general registrars to assist localities in complying with the requirements of the Acts.”).

The Help America Vote Act authorizes the protection and advocacy system of each state to “ensure full participation in the electoral process for individuals with disabilities, including registering to vote, casting a vote and accessing polling places.” (42 U.S.C. § 15461). Pursuant to Va. Code § 51.5-39.13, the Governor appointed the Virginia disAbility Law Center (“DLCV”) as the protection and advocacy program in Virginia. In this role, DLCV is charged with “*protect[ing] and advocat[ing]* for the rights of persons with mental, cognitive, sensory, physical, or other disabilities and to receive federal funds on behalf of the Commonwealth of Virginia to implement the federal Protection and Advocacy for Individuals with Mental Illness Act, the federal Developmental Disabilities Assistance and Bill of Rights Act, the federal Rehabilitation Act, the Virginians with Disabilities Act (§ 51.5-1 et seq.), and such other related programs as may be established in state or federal law.” Va. Code § 51.5-39.13 (emphasis added).

In furtherance of its mission, DLCV randomly selected more than 30 localities in which to conduct accessibility audits of polling locations during the March 1, 2016 presidential primary. At the March 15, 2016 SBE meeting, Clyde Matthews, Deputy Director of DLCV, presented the initial findings from DLCV’s accessibility audits. These initial findings indicate that approximately 20% of the polling locations audited did not comply with Va. Code § 24.2-310(C). To better address this problem going forward, DLCV requested the following:

- 1) Reminder from the State Board to all localities stating that general registrars are legally responsible for selecting polling locations that are accessible as required pursuant to Va. Code § 24.2-310(C);
- 2) Official authorization to conduct audits for the purpose of assessing accessibility;
- 3) Policy Statement from the State Board acknowledging DLCV’s role in ensuring polling place accessibility.

Considering the startling initial findings, coupled with the fact that multiple localities refused to allow DLCV access to their polling places to conduct these important audits, these requests are more than reasonable. As the State Board is mandated to provide instructions to ensure full compliance with this important statute, the State Board should adopt the proposed regulations.

Family impact

Please assess the impact of this regulatory action on the institution of the family and family stability including to what extent the regulatory action will: 1) strengthen or erode the authority and rights of parents in the education, nurturing, and supervision of their children; 2) encourage or discourage economic self-sufficiency, self-pride, and the assumption of responsibility for oneself, one’s spouse, and one’s children and/or elderly parents; 3) strengthen or erode the marital commitment; and 4) increase or decrease disposable family income.

None.



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STATE BOARD *of* ELECTIONS

SBE Training Standards

BOARD WORKING PAPERS
Clara Belle Wheeler
SBE Vice Chair



Standard	Code Section	Content
1. Each electoral board shall develop a written plan for training officers of election based on the Election Day Guide, the “What If…” document, records of incidents, complaints, reviews of officer of election performance in previous elections, and problems encountered in previous elections. Each electoral board shall certify in writing to the Department of Elections that the plan has been developed.	§24.2-103-(A) & (B)	Each training plan shall include: <ul style="list-style-type: none">• Training Materials• Expected Costs• Evaluation program
2. The electoral board shall review the training plan annually and update as needed to reflect changes in election laws and instructions from the Department of Elections. The Department of Elections shall be notified by written or electronic notice that the review has been conducted.	§24.2-103 (B)	In reviewing the training plan the board shall: <ul style="list-style-type: none">• Evaluate the performance of officers of election in the preceding election;• Examine records of complaints received regarding officers of election or the conduct of the election;• Identify errors discovered during the Canvass of Results that need to be corrected.
3. The electoral board shall ensure that all chief officers and assistant chiefs are trained before each election and that both receive identical training on the overall operation of the polling place.	§24.2-604 § 24.2-626.1 §24.2-638 § 24.2-647 §24.2-649 §24.2-710 - 712	This training shall include: <ul style="list-style-type: none">• The function of all officer positions within their precinct;• How to open and close the polls;• Accessibility;• How to set up, ensure the proper operation of and extract results from all equipment used in the precinct.
4. All chief officers and assistant chiefs shall be trained on emergency procedures or other disruptions that may occur on Election Day.	§ 24.2-604 §24.2-606 §24.2-607 §24.2-608	This training shall include how to respond to: <ul style="list-style-type: none">• Natural disasters such as weather;• Terrorist attacks and bomb threats;



		<ul style="list-style-type: none"> • Human interference with the voting process such as campaigning in the prohibited area or disorderly conduct; • Accidental occurrences such as fire, or power outage; • Assignment of officers to secure the polling place under emergency conditions or on the event of an evacuation; • Procedures for reproduction ballots in emergency.
<p>5. The electoral board shall train officers of election to carry out their responsibilities for preventing fraud, deceit and abuse in the conduct of the election.</p>	<p>§24.2-611 § 24.2-649</p>	<p>This shall include:</p> <ul style="list-style-type: none"> • How to preserve order in the polling place; • How to recognize and respond to voter intimidation and fraud; • The role of observers inside the polling place and outside the polling place; • The role of assistants and translators. • Activities prohibited and permitted inside and outside the polling place. • Curbside voting.
<p>6. All chief officers and assistants shall, and all officers should be trained on procedures to be followed when a provisional ballot is cast and when the polling hours are extended by order of a court of competent jurisdiction.</p>	<p>§24.2-653</p>	<p>This training shall include:</p> <ul style="list-style-type: none"> • How to process voters who are not listed properly in the pollbook; • The circumstances under which polling hours may be extended; • The procedures to be followed if polling hours are to be extended; • How to process a valid order to extend polling hours; • How to explain to a provisional voter the time and place of the voting canvass and their right to appear.



7. All chief officers and assistant chiefs shall be trained on the proper completion of the Statement Of Results and any other tasks associated with determining and properly securing the results of the election.	§24.2-654 §24.2-655 through §24.2-668	This training shall include proper procedures for closing the polls: <ul style="list-style-type: none">• A detailed explanation of the various component parts of the Statement Of Results;• How to prepare a proper Statement Of Results including placement of voting machine tapes;• Common errors and best practices in preparing the Statement Of Results;• Correct procedures for securing, packing and delivering materials to the electoral board.
8. All electoral boards shall train officers on the types of equipment used in the polling place.	§ 24.2-626.1 §24.2-636 §24.2-642 §24.2-647 §24.2-648 § 24.2-649	This training shall include: <ul style="list-style-type: none">• How to demonstrate the use of the equipment to voters;• Hands on use of the voting equipment used in the polling place;• How to process voters on the electronic pollbooks if these are used in the polling place;• How to assist a voter who needs instruction on the use of the voting equipment after entering the machine;• How to proceed when voting equipment is inoperative
9. All officers of election shall receive training on how to process on the poll book a person who offers to vote.	Constitution of Virginia, Art. II §1 §24.2-400 §24.2-643	This training shall include: <ul style="list-style-type: none">• Who is a qualified voter;• What identification is required of a voter in order to vote;• How to handle a voter who does not have identification;• How to handle a voter whose name does not appear on the poll book;• How to handle a voter whose address does not match the poll book or the proffered identification documentation.



<p>10. Electoral boards shall train all new officers of election in accordance with applicable federal and state laws, regulations and constitutional requirements, and the instructions and policies adopted by the Department of Elections, to carry out their duties in a courteous, knowledgeable and impartial manner. Required items of instruction include, but are not limited to the Election Day Guide, “What If” guidance document provided by the Department of Elections</p> <ul style="list-style-type: none"> • Election Day Guide • “What If” guidance document provided by the Department of Elections • Records Retention and Voter Privacy 	<p>§24.2-103 §24.2-604</p>	<p>Officers of election shall be instructed:</p> <ul style="list-style-type: none"> • How to provide prompt, courteous service to all voters and persons entitled to enter the polling place; • How to exercise sensitivity in dealing with elderly voters and voters with disabilities; • How to determine the identification requirements for voting; • How to determine the qualifications of a qualified voter; • How to process a provisional voter and the circumstances which may cause a voter to be asked to cast a provisional ballot.
<p>11. The electoral board shall train officers in the requirements and processes of absentee voting.</p>	<p>§24.2-700 §24.2-711</p>	<p>All officers shall understand what to do if an absentee voter appears in person in a polling place in a locality where absentee ballots are processed in a Central Absentee Precinct.</p> <p>All officers working in a Central Absentee Precinct or in a polling place where absentee ballots are counted shall understand:</p> <ul style="list-style-type: none"> • The requirements for casting an absentee ballot; • The procedures for determining the validity of a received ballot; • How to process ballots by the method in use in the polling place; • What to do when a person who has applied for an absentee ballot appears in person; • Be instructed in the rules and procedures that apply to these polling places.



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STATE BOARD *of* ELECTIONS

Adjournment

BOARD WORKING PAPERS



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STATE BOARD *of* ELECTIONS

BOARD MEETING

Thursday, April 28, 2016
General Assembly Building
Room C
11:00AM

SBE Board Working Papers
Prepared by Rose Mansfield
SBE Clerk