

General Registrar / Electoral Board Duties

Please review the description of duties below and check whether they are performed exclusively by the General Registrar, exclusively by the Electoral Board, or performed jointly. These questions are to measure who ACTUALLY performs the work, NOT who is responsible.

Similar questions are being sent to the Electoral Board Secretaries. Please do not collaborate with your Secretary. Part of this exercise is to determine the perspective of the General Registrar and the Electoral Boards.

1. Locality

2. Name

3. Notify SBE of EB membership changes and contact info. Notify SBE and other EB members of disqualifying relationship requiring circuit court to appoint new member.

- GR Exclusive
- EB Exclusive
- Jointly

4. Recruit officers of election.

- GR Exclusive
- EB Exclusive
- Jointly

5. Notify officers of election of appointment

- GR Exclusive
- EB Exclusively
- Jointly

6. Determine number of officers and placement.

- GR Exclusive
- EB Exclusive
- Jointly

7. Name Chief and Assistant Chiefs.

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

8. Conduct training of officers of election.

- GR Exclusive
- EB Exclusive
- Jointly

9. Appoint substitutes and additional officers of election as needed

- GR Exclusive
- EB Exclusive
- Jointly

10. List / Database preparation and maintenance. Secretary responsible to post list and update with new appointments as made. Public list should not contain personal information. List is for inspection with no authorization to copy. Party or candidate can request copy with party designations and precincts.

- GR Exclusive
- EB Exclusive
- Jointly

11. Appoint substitute to serve in place of officer of election with specified family relationships to candidate.

- GR Exclusive
- EB Exclusive
- Jointly

12. Ensure that officers of election are eligible and sworn.

- GR Exclusive
- EB Exclusive
- Jointly

13. Ensure adequate facilities for polling places are provided.

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

14. Ensure accessibility of polling places (as required by the provisions of the Virginians with Disabilities Act (§ 51.5-1 et seq.), the Voting Accessibility for the Elderly and Handicapped Act (42 U.S.C. § 1973ee et seq.), and the Americans with Disabilities Act relating to public services (42 U.S.C. § 12131 et seq.).

- GR Exclusive
- EB Exclusive
- Jointly

15. Provide for alternative polling place if required in emergency, including obtain necessary approval.

- GR Exclusive
- EB Exclusive
- Jointly

16. Provide notice to voters of alternative polling place.

- GR Exclusive
- EB Exclusive
- Jointly

17. Recommend locality adoption of ordinance establishing Central Absentee Precinct (CAP) including town elections .

- GR Exclusive
- EB Exclusive
- Jointly

18. Notify the governing body of the locality of presidential precinct turnout exceeding 4,000 in time for locality to adjust within in 6 months. Watch for redistricting precinct freeze.

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

19. Notify treasurer or director of finance to whom fee was paid if candidate is unopposed so that filing fee can be refunded. Determine primary ballot order for simultaneous filers. Prepare abstracts and certificates of votes.

- GR Exclusive
- EB Exclusive
- Jointly

20. Post notice of order for election.

- GR Exclusive
- EB Exclusive
- Jointly

21. In counties, control elections of situated towns: Lesser EB reports results to greater EB For split towns.

(IF NO TOWNS, JUST SKIP THIS QUESTION.)

- GR Exclusive
- EB Exclusive
- Jointly

22. Determine location of counting ballots in emergency

- GR Exclusive
- EB Exclusive
- Jointly

23. Allow election-day programs (e.g., pages and simulated elections) for students at polling places

- GR Exclusive
- EB Exclusive
- Jointly

24. Authorize neutral observers at polling places

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

25. Provide polling place signage for handicapped entrances

- GR Exclusive
- EB Exclusive
- Jointly

26. Provide voting booths, at least one for printed ballots

- GR Exclusive
- EB Exclusive
- Jointly

27. Provide copies of §24.2 at polling places for officers of election

- GR Exclusive
- EB Exclusive
- Jointly

28. Follow requirements of §24.2 and the instructions of the State Board to ensure that the pollbooks, ballots, voting equipment keys, and other materials and supplies required to conduct the election are delivered to the polling place before 6:00 a.m. on the day of the election and delivered to the proper official following the election

- GR Exclusive
- EB Exclusive
- Jointly

29. Administer Election Day Oath to Officers of Election (stored with pollbook). Determine whether to use of electronic pollbooks of type approved by SBE and plan for provisional balloting if EPBs fail and no back up provided. Localities continuing to paper pollboks are responsible for associated costs starting 11.2.2010. 2008-2010 Appropriations Act, § 1-89).

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

30. Forward to SBE a list of county, city and town offices and candidates to be on ballot.

Forward to SBE list of candidates disqualified and reasons

- GR Exclusive
- EB Exclusive
- Jointly

31. Determine the number of ballots to be printed. Notify SBE.

- GR Exclusive
- EB Exclusive
- Jointly

32. Affix EB seal to any SBE provided statewide ballots.

- GR Exclusive
- EB Exclusive
- Jointly

33. Make printed ballots available for absentee voting.

- GR Exclusive
- EB Exclusive
- Jointly

34. Provide to SBE a statement of the number of printed ballots ordered to be printed, proofs of each printed and voting equipment ballot for verification, and copies of each final ballot.

- GR Exclusive
- EB Exclusive
- Jointly

35. Have presidential ballot printed at least 45 days before election.

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

36. Provide for contract with ballot printer.

- GR Exclusive
- EB Exclusive
- Jointly

37. Provide for representative to be present during ballot printing with signed statement under felony penalty (compensate \$20 unless board member).

- GR Exclusive
- EB Exclusive
- Jointly

38. Receive and certify number of ballots received from printer.

- GR Exclusive
- EB Exclusive
- Jointly

39. Cause seal of EB to be affixed to each ballot

- GR Exclusive
- EB Exclusive
- Jointly

40. Make one or more packages of ballots for each precinct in the election district. Each package shall contain a number of ballots determined by the board. Each of these packages shall be securely sealed in the presence of a member of the board or such designated person so that the ballots shall be invisible, and so that the packages cannot be readily opened without detection. On each of the packages shall be endorsed the name of the precinct for which it is intended and the number of ballots therein contained. Thereafter the packages designated for each precinct shall be delivered to the secretary of the board and remain in his exclusive possession until delivered by him, or by another board member, board employee, the general or an assistant registrar designated by the board, to the officers of election of each precinct as provided in § 24.2-621.

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

41. Deliver sufficient number of ballots to GR for absentee voting

- GR Exclusive
- EB Exclusive
- Jointly

42. Before every election the secretary, or another board member, board employee, or the general or an assistant registrar designated by the board, shall deliver to an officer of election of each precinct the official ballots for that precinct and obtain a receipt for the package or packages and a certificate that the seals are unbroken. If the secretary or other such designated person is unable to deliver the official ballots, another member of the board shall deliver them.

- GR Exclusive
- EB Exclusive
- Jointly

43. Prepare a Voting Equipment Security Plan. Meetings may be closed to discuss voting equipment security (other than security breach in conducting election).

- GR Exclusive
- EB Exclusive
- Jointly

44. Assure each polling place, including CAP, has at least one accessible voting system with alternative language accessibility when required.

- GR Exclusive
- EB Exclusive
- Jointly

45. Determine the number of voting or counting machines to be used in election.

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

46. Request SBE approval for test use of new equipment.

- GR Exclusive
- EB Exclusive
- Jointly

47. Employ one or more voting machine custodians (may be employee shared with locality).

- GR Exclusive
- EB Exclusive
- Jointly

48. Receive SBE approval for contractor to perform machine duties.

- GR Exclusive
- EB Exclusive
- Jointly

49. Observe final testing and sealing of voting equipment

- GR Exclusive
- EB Exclusive
- Jointly

50. Mail written notice to party chairs of final testing

- GR Exclusive
- EB Exclusive
- Jointly

51. Retain custody of machine keys and deliver to Officers of Elections

- GR Exclusive
- EB Exclusive
- Jointly

52. Designate times and places for machine demonstrations

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

53. Train officers of elections on machine operation

- GR Exclusive
- EB Exclusive
- Jointly

54. Have the voting and counting equipment and all necessary furniture and materials at the polling places, with counters on the voting or counting devices set at zero (000), and otherwise in good and proper order for use at the election

- GR Exclusive
- EB Exclusive
- Jointly

55. Dismiss officers of election responsible for failing to record or falsifying required information for machine assisted curbside voting.

- GR Exclusive
- EB Exclusive
- Jointly

56. Deliver keys to the equipment and any electronic activation devices that are required for the operation of electronic voting equipment to the officer of election designated in a sealed envelope on which has been written or printed the name of the precinct for which it is intended.

- GR Exclusive
- EB Exclusive
- Jointly

57. Sample ballots - The board shall provide for each precinct in which any voting or counting machines or direct electronic voting devices are used, two sample ballots, which shall be arranged as a diagram of the front of the voting device as it will appear with the official ballot for voting on election day. Such sample ballots shall be posted for public inspection at each polling place during the day of election.

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

58. Inoperative equipment - When any voting or counting machine becomes inoperative in whole or in part while the polls are open, the officers of election shall immediately notify the board. If possible, the board shall dispatch a qualified technician to the polling place to repair the inoperative machine, or substitute the machine...No voting or counting machine that has become inoperative and contains votes may be removed from the polling place while the polls are open and votes are being ascertained. If the officers of election are unable to ascertain the results from the inoperative machine after the polls close in order to add its results to the results from the other machines in that precinct, the officers of election shall lock and seal the machine without removing the memory card, cartridge or data storage medium and deliver the machine to either the clerk of court or registrar's office as provided for in § 24.2-659. On the day following the election, the board shall meet and ascertain the results from the inoperative machine in accordance with the procedures prescribed by the machine's manufacturer and add the results to the results for the precinct to which the machine was assigned.

- GR Exclusive
- EB Exclusive
- Jointly

59. Direct officers of election on procedures to follow in counting ballots.

- GR Exclusive
- EB Exclusive
- Jointly

60. Provide demonstration equipment or signage on how to operate voting equipment.

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

61. Receive all provisional ballots and determine if valid. During meeting in which EB is determining validity of provisional ballots, only persons authorized by § 24.2-653(B) those whose ballots are being considered along with their representative or legal counsel, and appropriate staff and legal counsel of the electoral board are permitted to be present at the electoral board meeting where the validity of provisional ballots are determined. The authorized representative of a political party of independent candidate will be permitted to stay in the room while the decision on validity of the provisional ballot is made as long as they are merely an observer and do not participate in or impede the process.

- GR Exclusive
- EB Exclusive
- Jointly

62. Secure equipment keys and election materials with Clerk of Court or General Registrar. Request SBE Secretary permission to inspect when needed. Arrange with clerk for disposition after required retention periods in compliance with Library of Virginia schedule GS-01.

- GR Exclusive
- EB Exclusive
- Jointly

63. Meet the day after the election to ascertain results, deliver one copy of SORs to GR, and deliver materials to Clerk of Court.

- GR Exclusive
- EB Exclusive
- Jointly

64. Announce results of any post-election audits.

- GR Exclusive
- EB Exclusive
- Jointly

65. Summon officers of election if needed to correct results

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

66. Make out and certify abstracts with EB seal and deliver to SBE.

- GR Exclusive
- EB Exclusive
- Jointly

67. Make out Certificates of Election for each office, deliver to each person elected.

- GR Exclusive
- EB Exclusive
- Jointly

68. Within 60 days after election, transmit list of those who voted to SBE for incorporation in lists made available under § 24.2-406. Recount or contest extends time to send.

- GR Exclusive
- EB Exclusive
- Jointly

69. Post copy of Writ for special election called.

- GR Exclusive
- EB Exclusive
- Jointly

70. Prepare referenda ballots and distribute to precincts, certify results to SBE, court which ordered referendum, other authority.

- GR Exclusive
- EB Exclusive
- Jointly

71. Absentee ballots for registered voters.

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

72. FPCA applications for statewide office, EB issues printed ballots at least 90 days before election.

- GR Exclusive
- EB Exclusive
- Jointly

73. Replace AB ballots for certain disabled or ill voters

- GR Exclusive
- EB Exclusive
- Jointly

74. On receipt of an application from an applicant marked to indicate he will require assistance, the board shall deliver, with the items required by § 24.2-706, the voter assistance form furnished by the State Board pursuant to § 24.2-649.

- GR Exclusive
- EB Exclusive
- Jointly

75. Determine whether an applicant qualifies for emergency ballot

- GR Exclusive
- EB Exclusive
- Jointly

76. Provide an emergency AB ballot to designee for incapacitated or hospitalized voters, follow set procedures.

- GR Exclusive
- EB Exclusive
- Jointly

77. Review AB applications received from GR.

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

78. Send ABs with all required forms to applicants, obtain certificate of mailing, and follow SBE instructions on AB procedures. UOCAVA voters outside Virginia may request emailed ballots (effective 7.1.09).

- GR Exclusive
- EB Exclusive
- Jointly

79. Provide for casting of AB votes on voting machines if CAP used.

- GR Exclusive
- EB Exclusive
- Jointly

80. Receive unused ballots from applicants who decide not to use. Confirm receipt of unused ballot when voter seeks to cast a regular ballot.

- GR Exclusive
- EB Exclusive
- Jointly

81. The EB shall note on the absentee voter applicant list, opposite the name of the person returning the ballot, the fact that the ballot was returned unused and the date of the return. The EB shall carefully preserve all ballots returned unused and deliver them, together with other returned ballots, to the officers of election on election day.

- GR Exclusive
- EB Exclusive
- Jointly

82. Decide opening time for CAP by agreement with GR if late (after 6 am before noon).

- GR Exclusive
- EB Exclusive
- Jointly

83. The local EB shall assist the Court as needed in recount procedures.

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

84. Primary responsibility for local candidates who file locally, shared responsibility for reports required to be filed locally and with SBE.

- GR Exclusive
- EB Exclusive
- Jointly

85. Local candidates shall file “statement of organization” forms with EB. Efile option starting 2007.

- GR Exclusive
- EB Exclusive
- Jointly

86. Request for exemption from reporting filed with EB.

- GR Exclusive
- EB Exclusive
- Jointly

87. Paper reports of independent expenditures concerning local offices are filed with the EB.

- GR Exclusive
- EB Exclusive
- Jointly

88. CF reports may be filed electronically with SBE.

- GR Exclusive
- EB Exclusive
- Jointly

89. Non electronic CF filings for GA reports are filed both with SBE and the local EB.

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

90. Special large single pre-election contributions must be filed with the EB by 5 pm next day (or Mon. if Sat.). If within 24 hrs. of Election Day must receive day before Election Day.

- GR Exclusive
- EB Exclusive
- Jointly

91. EBs may close dormant files if certain conditions met.

- GR Exclusive
- EB Exclusive
- Jointly

92. CF reports on file are available for inspection and copying for cost.

- GR Exclusive
- EB Exclusive
- Jointly

93. EBs may grant extension for CF filings due to EB for good cause

- GR Exclusive
- EB Exclusive
- Jointly

94. EBs must report CF violations relating to locally filed reports to the Commonwealth's Attorney

- GR Exclusive
- EB Exclusive
- Jointly

General Registrar / Electoral Board Duties

95. EB shall receive, catalog and review CF reports to verify that they are complete and filed timely. Notify the person within 21 days of report due date that information is incomplete or inaccurate. EB Secretary per SBE instructions shall assess and collect civil penalties; if unable to collect, report same to Commonwealth's Attorney for enforcement. Report to SBE penalties assessed, collected and reported to CA. Penalties collected on EB or GR initiative payable to local government.

- GR Exclusive
- EB Exclusive
- Jointly

96. Prior to assessing a penalty pursuant to this section for the filing of an incomplete report, the Secretary of the State Board or the general registrar or secretary of the local electoral board, as appropriate, shall notify, by certified mail, the candidate and treasurer, or person or political committee required to file a report with that board, that a filed report has not been completed, citing the omissions from the report. No penalty shall be assessed if the information required to complete the report is filed within 10 days of the date of mailing the written notice.

- GR Exclusive
- EB Exclusive
- Jointly

97. Conduct the canvass of each election.

- GR Exclusive
- EB Exclusive
- Jointly