



👋 Best Practices - Accuracy of Election Night Results Reporting

Teri Smithson

Hanover County

General Registrar | Director of Elections

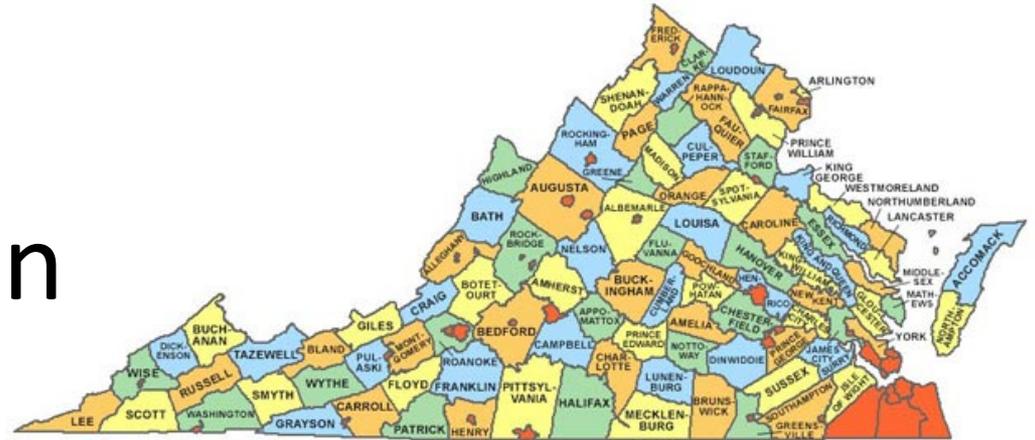


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This Is How We Do It...

- ① Resources
- ② Preparation
- ③ Training
- ④ Process
- ⑤ Best Practices Recap



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Resources

ELECT

- Reminder Emails

GREBook

- Chapter 19
- Chapter 29

VERIS Step-by-Step Instructions

- Election Results



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Preparation

- Training Materials
 - Update ALL
- Master Documents
 - SORs
 - Tally Sheet
 - Ballot Record Report
 - Excel Canvass Workbook

Envelope #8 (red plastic)

TALLY SHEET - UNOFFICIAL RESULTS

Precinct: 0110 Ashland Town
 Hanover County *Voter Registration & Elections Office*

May 3, 2016 GENERAL AND SPECIAL ELECTIONS

General Election			
Member Town Council	Number of votes cast		
Kathy Abbott:			
George F. Spagna Jr.:			
Steven P. Trivett:			
Write-Ins:			
Over Votes:			
Under Votes:			
Total Votes:			

Provisional Ballots Cast	Number of Ballots cast
Code Non-Registered: #1 & #2 Voter's name is NOT on the EPB	
Code Other: #3 court order; or #4 Absentee can't confirmed; or #5 EPB shows already voted; or #6 Other	
Code No ID: Voter failed to present photo identification	

Special Elections Call In Phone Numbers:

Provisional Ballots Cast	Number of Ballots cast
Code Non-Registered: #1 & #2 Voter's name is NOT on the EPB	
Code Other: #3 court order; or #4 Absentee can't confirmed; or #5 EPB shows already voted; or #6 Other	
Code No ID: Voter failed to present photo identification	

Non-Registered Provisional	No ID Provisional	Other Provisional	Total
<input style="width: 80%;" type="text" value="0"/>			

Preparation

Precinct # Name

DUAL PRIMARY WHAT IFs 2016 – Express Checklist

Precinct # and Name

Electronic Poll Book Voter Messages

EPB Icon	Click on Voter's Name to see Voter Detail Screen
	Voter Messages  Ready to Check In
	 Checked In
	 Registered in precinct 601 - V

Envelopes *Express* Checklist (by the number) ALL OFFICER OF ELECTIONS MUST SIGN, DATE FORMS AND SEAL ENVELOPES

Envelope #1A: (if used) All Green Provisional Votes cast during *Regular* Polling Hours

- Follow instructions on the back of #1A
- Insert individual PROVISIONAL VOTE sealed green envelope(s)
- Include Precinct Provisional Ballot Log

Envelope #1B: (if used) All Green Provisional Votes cast *After* Regular Polling Hours by Court

- Follow instructions on the back of #1A
- Insert individual PROVISIONAL VOTE sealed green envelope(s)
- Precinct Provisional Ballot Log (if used After Hours)

Envelope #2:

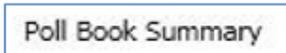
- Oath Forms
 - Officer of Elections
 - Election Pages (if working)
- 2 Statement of Results with M100 Tapes attached
- Statement of Results Write-In Certification (**NOT in Primaries**)
- SBE Incident, Problem or Complaint Report Form (if used)
- EPB Poll Book Summary Worksheet
- 1 Thumb/Flash Drive from EPB
- Reusable White envelope with
 - Paper Poll Book
 - Count Sheet
 - Final Absentee Ballot List

Master Documents

Preparation

👉 Consistent Reiteration

Pollbook Summary Report: *One PC at a time*

- 1. Open the Poll Book Summary Report – Click  and select .
- 2. Record the counts on the EPB Summary Screen Opening and **Closing Report** for each EPB.
- 3. Attach to SOR#1.

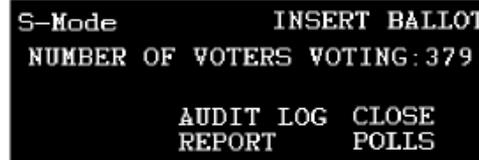


M100 Ballot Box - Express Checklist

Closing the Polls



- 1. Open the Key Access Panel and remove the Printer Panel, insert the Red Control key, and turn it to the OPEN/CLOSE POLL.



S-Mode INSERT BALLOT
NUMBER OF VOTERS VOTING: 379
AUDIT LOG CLOSE
REPORT POLLS

- 2. Press 'CLOSE POLLS' to officially close the polls. The scanner will automatically print 3 results report Tapes to be used with the SORs Envelope #2 and Printed Return Sheet Envelope #2A Use the results tape to complete the Tally Sheet (in Tab 5- Closing the Polls) and CALL the GR's office to report the unofficial election results.
- 3. All officers must sign ALL the tapes. The POLLS CLOSED menu will appear after printing the results Tapes is complete. Be sure to leave the Zero Tape connected to the first Results Tape. Tear off and separate the other two results tapes and attach tape #2 to the 2nd SOR and the tape #3 to the Printed Return Sheet.

Preparation



Canvass Workbook Quality Control

The structure follows the optical scan results tape.

Certification	
County of Hanover	
November 8, 2016 General	
OFFICE: President and Vice President	Provisional Ballots
REPUBLICAN PARTY	
DEMOCRATIC PARTY	
CONSTITUTION PARTY	
LIBERTARIAN PARTY	
GREEN PARTY	
WRITE-IN	
Over Votes:	
Under Votes:	
Total Votes:	0

Provisionals	Provisional Public	Canvass	Write-Ins Pres	Write-Ins House
--------------	--------------------	---------	----------------	-----------------

PROVISIONAL BALLOTS LOG											November 8, 2016						
Hanover County											General Election						
Prec#	#	Voter's Full Name	Virginia Address	SSN	DOB: MM/DD	DOB: YYYY	M/F	Phone#	Reason Code						EB count ed?	If not counted, reason why:	MARK ED in VERIS
									1	2	3	4	5	6	ID		
101	1	James Gregory Voter	123 Center St. 23005	xxxxxxxx	xx/xx	1776	x	xxxxxxxx	1							Y	
	2								1	2	3	4	5	6	ID		

PROVISIONAL BALLOTS LOG		November 8, 2016	
Hanover County		General Election	
Voter's Name	Address	Year of Birth	
James Gregory Voter	123 Center St. 23005	1776	
0	0	0	
0	0	0	

Under Votes:	
Total Votes:	0
PROPOSED CONSTITUTIONAL AMEDEMMENTS	Provisional Ballots
YES	
NO	
Over Votes:	
Under Votes:	
Total Votes:	0

1	2	3	4	5	6	ID	Grand Totals	
1	0	0	0	0	0	0		

Training

Officers of Elections

- Checklists
- Actions to be Taken
- Hands On

Staff

- Checklists
- Who does what
- When to do it

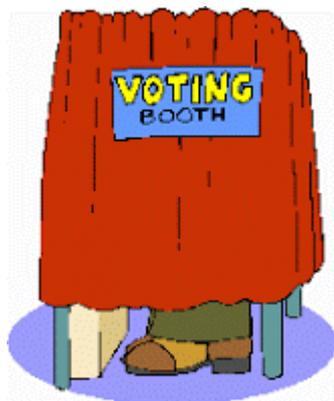


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Training

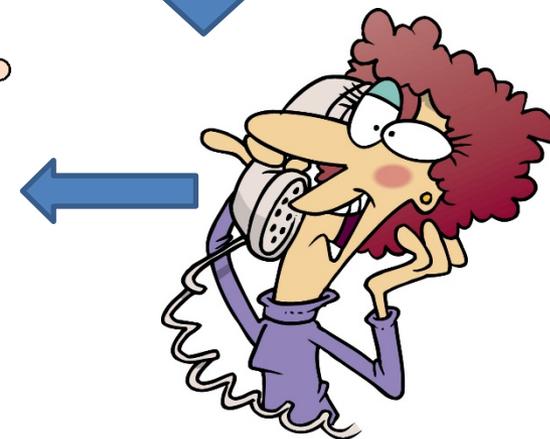
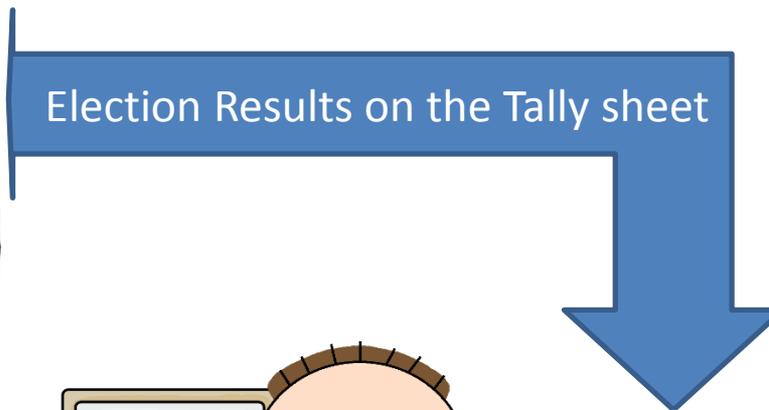
The Flow of Election Results Reporting



Precinct



OOE



GR Office



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The Need for Accuracy

Virginia Election Data Project

[Virginia Department of Elections](#) > [Results/Reports](#) > Data Project

In response to Governor McAuliffe's pledge to provide more government transparency and accountability, the Department of Elections, in conjunction with the State Board of Elections, collaborated with The Pew Charitable Trusts to review the large amount of election data maintained by the Department. This collaboration resulted in the transformation of this locally-provided data into a user-friendly format that provides election officials and voters with the ability to quickly assess and compare various performance measures as well as the impact specific legislation has at the local level. The Virginia Election Data Project (VEDP) provides an assessment of election administration at the local level based on specific performance metrics and provides detailed information from all 133 localities across the state.

- Voter Registration Activity
- Voter Registration Activity - By Source
- Voter Registrations Denied for Incomplete Information
- Voter Registration List Maintenance Activity
- Absentee Ballot Processing Times
- Voter Turnout
- Voter Turnout Comparison
- Changes to Unofficial Results Activity

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- Voter Registration Activity - By Source
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- Voter Turnout
- Voter Turnout Comparison
- Changes to Unofficial Results Activity



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The Process - Election Night

❑ Provisional Counts:

Non-Registered Provisional	No ID Provisional	Other Provisional	Total
0	0	0	0

Election Results	▶	Import Election Results
<u>Referendum Results</u>	▶	Enter By Precinct ★
Turnout and Outcome	▶	Enter By Office ★
Turnout - 2007 and Prior	▶	Election Night Provisional Counts

- ❑ Election Results: You may enter the results by Precinct or by Office, your choice. ★
- ❑ Referendum Results: Select 'By Referendum'



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The Process – Election Night

Provisional Ballots Cast	Number of Ballots cast
Code Non-Registered: #1 & #2 Voter's name is NOT on the EPB	
Code Other: #3 court order; or #4 Absentee can't confirmed; or #5 EPB shows already voted; or #6 Other	
Code No ID: Voter failed to present photo identification	

Provisional Counts

This information is taken from our Tally Sheet.

👉 Instruct OOE's about the different types of Provisional Ballots.

Non-Registered Provisional	No ID Provisional	Other Provisional	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

The Process - Election Night

Election Results

Precinct Name								
AB - Central Absentee Precinct (01)	Republican <input type="text"/>	Democratic <input type="text"/>	Constitution <input type="text"/>	Libertarian <input type="text"/>	Green <input type="text"/>	Write-In N/A <input type="text"/>	Overvotes <input type="text"/>	Total Votes Cast <input type="text" value="0"/>
Provisional Votes (01)	Republican <input type="text"/>	Democratic <input type="text"/>	Constitution <input type="text"/>	Libertarian <input type="text"/>	Green <input type="text"/>	Write-In N/A <input type="text"/>	Overvotes <input type="text"/>	Total Votes Cast <input type="text" value="0"/>
101 - ASHLAND(01)	Republican <input type="text"/>	Democratic <input type="text"/>	Constitution <input type="text"/>	Libertarian <input type="text"/>	Green <input type="text"/>	Write-In N/A <input type="text"/>	Overvotes <input type="text"/>	Total Votes Cast <input type="text" value="0"/>
104 - SLIDING HILL(01)	Republican <input type="text"/>	Democratic <input type="text"/>	Constitution <input type="text"/>	Libertarian <input type="text"/>	Green <input type="text"/>	Write-In N/A <input type="text"/>	Overvotes <input type="text"/>	Total Votes Cast <input type="text" value="0"/>
105 - BERKLEY(01)	Republican <input type="text"/>	Democratic <input type="text"/>	Constitution <input type="text"/>	Libertarian <input type="text"/>	Green <input type="text"/>	Write-In N/A <input type="text"/>	Overvotes <input type="text"/>	Total Votes Cast <input type="text" value="0"/>
106 - KERSEY CREEK(01)	Republican <input type="text"/>	Democratic <input type="text"/>	Constitution <input type="text"/>	Libertarian <input type="text"/>	Green <input type="text"/>	Write-In N/A <input type="text"/>	Overvotes <input type="text"/>	Total Votes Cast <input type="text" value="0"/>

REMEMBER – Undervotes are NOT captured!!



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The Process - Election Night

Referendum Results > By Referendum

Precinct Name	Yes Votes	No Votes	Overvotes
AB - Central Absentee Precinct (01)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Provisional Votes (01)	<input type="text"/>	<input type="text"/>	<input type="text"/>
101 - ASHLAND(01)	<input type="text"/>	<input type="text"/>	<input type="text"/>
104 - SLIDING HILL(01)	<input type="text"/>	<input type="text"/>	<input type="text"/>
105 - BERKLEY(01)	<input type="text"/>	<input type="text"/>	<input type="text"/>
106 - KERSEY CREEK(01)	<input type="text"/>	<input type="text"/>	<input type="text"/>
107 - CHICKAHOMINY(01)	<input type="text"/>	<input type="text"/>	<input type="text"/>
201 - BEAVERDAM(01)	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>



Have someone call out the results.



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The Process – At Canvass

- Voter Turnout
- Curbside Voters
- Provisional Turnout

Election Results	▶
Referendum Results	▶
Turnout and Outcome	▶
Turnout - 2007 and Prior	▶

Election Turnout
Provisional Turnout
Winners *

Run Reports Library > Election:

- Election Results with Errors v2 – by office
- Votes Cast and Turnout Details @ 3%
- Abstract Of Votes

Reports Library	
Report Name	
1st	Election Error Results v2 - by Office
	Votes Cast and Turnout Details
3rd	Abstract Of Votes

The Process – At Canvass

Information you will need for Turnout Results

- Electronic Poll Book Summary
- Provisional Turnout

Hanover County DEMOCRAT PARTY and REPUBLICAN PARTY **ATTACH TO SOR #1**
 PREIDENTIAL PRIMARY
 March 1, 2016

Precinct: 101 - ASHLAND

Electronic Poll Book (EPB) Summary Report

OPENING COUNTS EPB#1

Voter Count:

Checked in Count:

% Turnout:

Democrat Count:

Republican Count:

Voted Curbside Count:

Absentee Count:

Provisional Count:

Pollbook Officer Initials: _____

CLOSING COUNTS EPB#1

Voter Count:

Checked in Count:

% Turnout:

Democrat Count:

Republican Count:

Voted Curbside Count:

Absentee Count:

Provisional Count:

Pollbook Officer Initials: _____

Chief Initials: _____

Prec#	#	Voter's Full Name	Virginia Address	SSN	DOB: MM/DD	DOB: YYYY	M/F	Phone#	Reason Code							EB counted?	If not counted, reason why:	MARKED in VERIS
									1	2	3	4	5	6	ID			
101	1	James Gregory Voter	123 Center St. 23005			1776												
									1	2	3	4	5	6	ID			
									20	0	0	0	0	0	16	Grand Totals		

The Process – At Canvass

Provisional Voter Turnout

District	Provisional Votes
All Precincts	49
CD 07	49

Central Absentee Precinct Voter Turnout

CAP	District	In Person	Absentee	Curbside
AB - Central Absentee Precinct	All Precincts	0	1540	0
AB - Central Absentee Precinct	CD 07	0	1540	0

Precinct Voter Turnout

Precinct	CD	In Person	Curbside
406 - BEAVERDAM CREEK	07	261	0
502 - RURAL POINT	07	1223	4
503 - NEWMAN	07	991	3
504 - STUDLEY	07	839	1
505 - TOTOPOTOMOY	07	691	1
506 - GEORGETOWN	07	940	1
507 - LAUREL MEADOW	07	1087	1
601 - VILLAGE	07	1814	1
602 - LEE DAVIS	07	1254	0
603 - MECHANICSVILLE	07	776	5
604 - HANOVER GROVE	07	836	1
701 - FARRINGTON	07	1235	1
702 - MONTPELIER	07	1125	4
703 - ROCKVILLE	07	1222	2
704 - ELMONT	07	1302	0
705 - SOUTH ANNA	07	648	0
Total		37315	72

Election Results	▶	
Referendum Results	▶	Election Turnout
Turnout and Outcome	▶	Provisional Turnout
Turnout - 2007 and Prior	▶	Winners

Only for people that showed up in CAP on Election Day.

Total Absentee Voters numbers from the SOR (EPB if used) and of those In-Person ABs in your office, the tally sheet of Curbside Voter.

Data taken from the EPB Summary.

The Process – At Canvass

❑ Provisional Turnout

Provisional Voter Turnout															
District	Provisional (Absentee)									Provisional (Non-Absentee)					Total Provisional Voters
	Never Received	Lost	Returned Damaged or Spoiled	Returned Unused	Marked Already Voted	No ID	Poll Book	Open Late	Other	No ID	Poll Book	Open Late	Marked Already Voted	Other	
All Precincts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Central Absentee Precinct Voter Turnout															
CAP	District	Provisional (Absentee)									Provisional (Non-Absentee)				
		Never Received	Lost	Returned Damaged or Spoiled	Returned Unused	Marked Already Voted	No ID	Poll Book	Open Late	Other	No ID	Poll Book	Open Late	Marked Already Voted	Other
AB - Central Absentee Precinct	All Precincts	<input type="text" value="0"/>													

Precinct Voter Turnout															
Precinct	Provisional (Absentee)									Provisional (Non-Absentee)					
	Never Received	Lost	Returned Damaged or Spoiled	Returned Unused	Marked Already Voted	No ID	Poll Book	Open Late	Other	No ID	Poll Book	Open Late	Marked Already Voted	Other	
ASHLAND - 0110	<input type="text" value="0"/>														
Total	0														

Provisional (Non-Absentee)				
No ID	Poll Book	Open Late	Marked Already Voted	Other
<input type="text" value="0"/>				

Save Clear

The Process – At Canvass

Precinct Voter Turnout										Provisional (Non-Absentee)				
Precinct	Provisional (Absentee)									No ID	Poll Book	Open Late	Marked Already Voted	Other
	Never Received	Lost	Returned Damaged or Spoiled	Returned Unused	Marked Already Voted	No ID	Poll Book	Open Late	Other					
ASHLAND - 0110	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Absentee side is for any #4 reason codes.

All other reason codes are Non-Absentee.

Provisional Ballots Cast
Code Non-Registered: #1 & #2 Voter's name is NOT on the EPB
Code Other: #3 court order; or #4 Absentee can't confirmed; or #5 EPB shows already voted; or #6 Other
Code No ID: Voter failed to present photo identification

OFFICER OF ELECTION: Use this envelope only when (A) the name of the voter IS NOT on the pollbook and you either have no way to contact the General Registrar or the General Registrar authorizes its use or (B) the voter's name IS on the pollbook but voter meets conditions 3 - 6 below. Have voter complete the top portion. Read the statement below to the voter and have the voter verify the information and sign. You also must sign. Voter must vote a paper ballot and seal the voted ballot in this envelope. Enter voter's information in Precinct Provisional Ballots Log. Do NOT mark pollbook. Electoral Board will determine voter qualification.

STATEMENT OF VOTER – I hereby make the following statement, subject to felony penalties: I am qualified and registered to vote in this precinct, and [check box(es) that apply]:

A. VOTER'S NAME IS NOT ON POLLBOOK

- I am now or have been an actual resident of this precinct at some time since the November general election last year; OR
- I have been an actual resident of this precinct at some time since the second preceding general federal election, I am now an actual resident of this county or city, and my present residence is in the same congressional district as this precinct.

B. OTHER REASON(S) STATED BELOW. (MULTIPLE REASONS MAY APPLY)

- I am voting after the normal poll closing time due to a court order extending the time established by state law for closing the polls; OR
- I applied for an absentee ballot but do not have it with me for the following reason: never received lost returned unused spoiled OR returned damaged; OR
- I am shown in the pollbook as having already voted; OR
- Other: _____

To the best of my knowledge, I am not disqualified from voting by the Constitution and laws of this Commonwealth and my registration is not subject to cancellation. The information given on the reverse side of this document is true and correct, and I have not voted and will not vote in this election at any other time or place.

WARNING: INTENTIONALLY 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.

Voter ALSO did not present required identification. For Office Use: Voter later provided copy of required identification (attach copy). Initials of Election Official _____ Date _____

SIGNATURE OF OFFICER OF ELECTION Mr. Chief SIGNATURE OF VOTER Ms. Smith

DATE March 1, 2016 SBE-653 REV 9/2013

The Process – At Canvass

Run Reports Library > Election:

Abstract Of Votes

COMPLETE THIS FORM ONLY IF (I) TOTAL NUMBER OF WRITE-INS IS 5% OR MORE OF THE TOTAL NUMBER OF VOTES CAST FOR OFFICE OR (II) A WRITE-IN CANDIDATE WAS ELECTED TO THE OFFICE.

WRITE-INS CERTIFICATION

HANOVER General Special Election

Member Town Council ELECTION DATE May 3, 2016

OFFICE TITLE Page 1 of 1

0110 DISTRICT NAME OR NUMBER, IF APPLICABLE

WRITE-INS - SUMMARY

1. Invalid Write-Ins	0	ENTER TOTAL INVALID
2. Valid Write-Ins	25	ENTER TOTAL VALID
3. Total Write-Ins	25	ADD LINES 1 AND 2

[ENTER THIS FIGURE ON LINE FOR TOTAL WRITE-IN VOTES ON ABSTRACT FOR THIS OFFICE.]

VALID WRITE-INS - DETAIL

LIST VALID WRITE-INS IN ALPHABETICAL ORDER BELOW AND ON CONTINUATION PAGES, AS NEEDED. ALL VALID WRITE-INS WHEN ADDED TOGETHER MUST EQUAL TOTAL ENTERED 2 ABOVE.

	Total Votes RECEIVED (IN FIGURES)
Coronado, Caroline	1
Henson III, Edward	1
Henson, Ned	1
Lowry, Hank	1
Moore III, James	1
Nelson, Chopper	1
Proffitt III, Tammy Howard	1
Proffitt Jr, Tommy	1
Winston-Abel, Terri	17

CONTINUED ON PAGES N/A THROUGH N/A

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 4, 2016, do hereby certify that, with the continuation pages indicated, the above is a true and correct certification of the write-in votes cast at said election for the office indicated above.

Given under our hands this 4 day of May, 2016.

A copy testis.

Robert Barnett Chairman
Tommy Spaw Vice Chairman
Ronald L. Borjas Secretary
Ronald L. Borjas Secretary, Electoral Board



ABSTRACT of VOTES

Cast in the Town of ASHLAND in HANOVER COUNTY, VIRGINIA at the 2016 May Town General Election held on May 03, 2016 for,

Member Town Council
District: ASHLAND

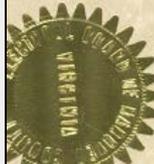
NAMES OF CANDIDATES ON THE BALLOT	TOTAL VOTES RECEIVED (IN FIGURES)
Steven P. Trivett	239
Kathy Abbott	238
George F. Spagna Jr.	232
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write-Ins = Total Write In Votes]	25
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 03, 2016, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Town Council.

1. Steven P. Trivett
2. Kathy Abbott
3. George F. Spagna Jr.

Given under our hands this 4TH day of MAY, AD 2016

Robert Barnett Chairman
Tommy Spaw Vice Chairman
Ronald L. Borjas Secretary
Ronald L. Borjas Secretary, Electoral Board




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👋 Best Practices Recap 👋

👋 Consistent Reiteration

👋 Create Master Documents

👋 Checklists

👋 Canvass Workbook

👋 Have Results Called Out



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👋 Best Practices - Accuracy of
Election Night Results Reporting

QUESTIONS



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