



Virginia Elections Conference

ANNUAL TRAINING EVENT



Virginia
Elections
Conference

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**PREPARING FOR
NOVEMBER 8, 2016
ELECTION DAY MATERIAL**

**BALLOT CREATION
EPBS AND DAGR
PREPARATION MILESTONES**

Presented by: Reiko Dogu, Senior Elections Administrator
Department of Elections

Order Materials Now

<https://www.surveymonkey.com/r/H682D5K>

This survey will close at 4:00 P.M. July 1. SMS will ship to you during the month of September.

Print or otherwise stock up on any materials that ELECT does not provide.



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Election Day Materials

SBE-701(A) Rev 6/15 Absentee ballot application (long version)

SBE-701(B) Rev 6/15 Absentee ballot application (short version)

SBE-706-1 Rev 8/99 Ballot within / Envelope A

SBE-706-2 Rev 7/12 Ballot(s) / Envelope B

SBE-706-2 Rev 6/15 Ballot(s) UOCAVA only / Envelope B

SBE-653 Rev 6/15 Provisional vote envelope / used by voter

SBE-653ID Rev 6/15 Provisional vote envelope / ID Only

SBE-649A Rev 7/94 Outside Polls voter envelope

Envelope 1A Rev 3/05 For provisional votes cast DURING normal voting hours

Envelope 1B rev 3/05 For provisional votes cast AFTER normal voting hours

Envelope 2 Rev 4/06 For poll books

Envelope 2A Rev 10/15 For machine results printout / for printed return sheet

Envelope 3 Rev 1/08 For counted ballots

Envelope 4 Rev 10/15 For spoiled/void ballots

Envelope 5 Rev 10/15 For unused and rejected absentee ballots / empty absentee ballots and outside polls envelopes

Envelope 6 Rev 1/08 For unused ballots (paper, optical scan, and ballot cards)

Envelope 7A/AVC Rev 7/04 For memory cartridges (AVC Advantage only)

Envelope 7B Rev 1/08 For voting equipment keys (Optical scan and DRE dial/touch-screen)

Envelope 7/7C Rev 1/08 7: AVE Advantage equipment keys, 7C: Optical scan and DRE data storage units and seals

Envelope 8 Rev 7/12 For unused Affirmation of Eligibility and Request for Assistance forms

SBE-710-1ABA Rev 7/02 for GR to transmit absentee ballot applications to the Clerk of court

SBE-710-2BAL Rev 7/02 for EB to transmit absentee ballots received after election to the Clerk of court

SBE-FED Rev 7/02 For Federal Write-in Absentee Ballots voided

SBE-643A Rev 7/12 Attention All Voters

SBE-604 Rev 6/15 Prohibited Areas and Activities poster

HAVA-4 Rev 6/15 Voter rights and responsibilities poster



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Forms Warehouse Documents

- [Absentee Voting](#)
- [Abstract of Votes - General and Special Elections](#)
- [Accessibility](#)
- [Ballot Access Candidate Qualification](#)
- [Campaign Finance](#)
- [Election Management](#)
- [Emergency Procedures](#)
- [Local Administration](#)
- [Officers of Election](#)
- [Posters and Publications](#)
 - [Easy Voter Guide](#)
 - [Election Day Signs](#)
 - [Attention All Voters \(Acceptable ID\)\(SBE 643A\).docx](#)
 - [Explanation of Political Party Abbreviations \(SBE-613\) Rev 9.15.doc](#)
 - [HAVA 2 Date Hours.doc](#)
 - [NOTICE OF WITHDRAWAL Poster template.docx](#)
 - [Prohibited Area and Activities \(SBE-604\).pdf](#)
 - [Voter Rights and Responsibilities \(HAVA-4\).pdf](#)
- [Records Access and Retention](#)
- [Recount](#)
- [Statement of Results/Other Results](#)
- [VERIS - Voter Registration](#)
- [Voter Photo ID](#)
- [Voting Equipment](#)

If you're looking for posters and envelopes that aren't on the order sheet, you may find them here in the Forms Warehouse



Annually

Election Support Facility Notification

- Ask well in advance of the election that an election representative be added to the school district's "calendar committee" to have direct input into the school schedule.
- Notify polling place facility managers of all possible dates for all scheduled elections based on the 5-year Schedule of General Elections which is available on the Department of Election's website.
- Notify polling place facility managers when it is known that a primary election definitely will or will not be held.
- Notify polling place facility managers of upcoming special elections as soon as the date is known.
- Schedule meeting facilities for the canvasses that year. If a canvass will not take place in the Circuit Court Clerk's Office or in the Registrar's Office, prepare written directions, for posting, to the location of the canvass. § 24.2-671.



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Officer of Election Training Schedule and Facility Reservations

- Establish a training schedule sufficient to satisfy needs in accordance with standards (Chiefs, OOE's, Techs)
- Make reservations for training facilities in advance to ensure their availability



ED-90 Days (Wednesday, August 10)

- **Notify Officers of Election and Schedule Training Sessions**
 - Provide sufficient notice to Officers of Election to allow scheduling of required training.
- **Notify Election Support Facilities of Election Schedule**
 - Notify Security Departments, Warehouse Supervisors, School Superintendents, Principals, Custodians and other Building Managers of increased activity at locations where election preparations are performed.
 - Establish election support procedures with police/sheriff/emergency management department.
 - Verify canvass meeting space is available.
 - Notify your IT department of the dates and times your office must have access to computers, the computer network, and the Internet. Examples include the week that voter registration ends prior to an election, the final week of absentee voting, and the Saturday(s) before an election. If the election is a November presidential election, confirm that you will have computer and Internet access all weekends between the beginning of absentee voting as well as weeknights until at least 12am.



ED-60 Days (Friday, September 9)

- Design your ballots as soon as all offices, candidates, and issues are determined.
 - Submit proofs to ELECT for secondary approval.
 - Submit proofs to vendor/printer
 - Prepare and distribute Sample Ballots. *See §622.*
 - Prepare, test, and seal the counting equipment for the election. *See §634.*
- Prepare to pack election day materials for distribution to precincts.
 - Start charging EPBs and voting machines.



Ballot Creation

After all candidates and referenda are certified (September)

1. Run the Certification of Candidates report from VERIS.
 - A. This report shows you
 - i. The candidates for each office
 - ii. The order in which they should appear
 - B. This report may not show you
 - i. The order of offices
 - ii. The correct title for your office
 - iii. Any referenda
2. Confirm the information on the report.
3. Provide the report along with any specific instructions to your printer or equipment vendor/programmer.
4. When they send you the ballot proof check for compliance with SBE Ballot Standards and the Va. Code § 24.2-613 Form of Ballot. Commonly identified deviations:
 1. Ballot header
 2. Office header
 3. Office order
 4. Candidate names
 5. Candidate order
 6. Voting instruction (vote for ~~not more than~~ only one)



ED-Prior to 45 DAYS

- Schedule and perform L&A testing 24.2.633 for In-Person AB
- Mail overseas ballots
- Prepare AB In-person site
- Prepare EPBs
- Provide In-person AB training



ED-30 Days (Monday, October 10)

- Complete voter registrations for close of books. *See* § 422, SBE Policy 2009-005.
- If you use paper poll books, verify they are complete, set up splits, and hand correct for adds, deletes, changes, and corrections.
- Verify polling place communications.
- Send voided ballot to ELECT.



ED-20 Days (Wednesday, October 19)

- Send reminder notices to officers of election about instruction meeting.
- Send notices to party chairmen about programming of voting machines.
- Prepare to program/transport machines.
- Power up EPBs to verify they are functioning properly.
 - Charge the batteries
 - Download initial poll book and DMV data files.
 - Build initial EPB file and verify accuracy.
- Prepare and publish notice of Final Registration Day at least 10 days before the close of books. §§ 414-416.



ED-15 Days (Monday, October 24)

- Prepare paper and/or results tally sheets.
- Provide copies of tally sheets to personnel assisting with reporting results.



ED-10 Days (Saturday, October 29)

- Package and seal ballots for polling places. *See* § 24.2-620.
- Prepare receipts for delivery of ballots, Final AB List, and other election materials.
- Post notice of the canvass.



In-Person AB

- Open 5 days per week
- Open both Saturdays before the election
- In-person AB ends Saturday, November 5, 2016 except for emergency voting on Monday 1 day prior



EPBs

- Create Database
- Deploy to Precinct PCs after In-person AB
- Deliver poll books



EQUIPMENT/SUPPLIES DELIVERY

- Deliver all equipment to polling place by November 7, 2016
- Have Chiefs pick up all required paperwork



ELECTION DAY

ALL IS WELL



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The Day After

- Voting equipment returned
- Ballots sent to Clerk of Court
- Canvass begins



QUESTIONS



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THANK YOU



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