GREBook

# 15 Managing Paper Ballots

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These instructions are issued to assist you in performing the duties required for the printing and management of all ballots.

## 15.1 Sample Ballots

When preparing sample ballots, observe the following procedures:

- Sample ballots printed by electoral boards must be a duplication of the official ballot for the election with the following exceptions:
  - Samples of paper ballots *must* be printed on yellow paper.
  - The word "**OFFICIAL**" in the heading of the ballot must be replaced with "**SAMPLE**" in upper case, bold face, and twenty-four-point type.
  - The following disclaimer must be printed at the bottom of the ballot:

    Authorized by Electoral Board of
    (Name of county or city)
    (Address of Board)

- The copy provided to the printer for the sample ballot must be accurate.
- Check the proofs carefully before authorizing printing since SBE will not verify the accuracy of any sample ballot.
- Advise any candidate or other individual or organization printing their own sample ballots that the disclaimer of the electoral board must be replaced with one of their own that meet the requirements of § 24.2-956 (for candidates) or § 24.2-956.1 (for individuals or other organizations). These requirements are detailed in the State Board's campaign finance laws and policies summary documents posted on the "Laws and Policies" section of its website.
- Also, remind them that samples of paper ballots must be printed on a paper color *other than* white or yellow.

ⓘ For the purposes of ballots and sample ballots, canary is considered the same color as yellow.

## 15.2 Selecting a Printer

The printer the locality selects must understand and agree to the following conditions:

- They must meet the locality's deadlines.
- There will be delays in the ballot approval process to allow for local verification and for SBE verification.
- They will take and sign any required oaths. *See* GREB 15.11.
- The procedures specified in § 24.2-612 State Board's Ballot Standards and Verification Procedures document must be met. *See below*, GREB 15.3.

Determine that the printer has the required type styles in the sizes specified. Determine whether the printer can affix the required seal. *See* GREB 15.4 (describing how to properly affix seals to ballots).

If the printer is expected to lay out the ballots rather than just typesetting from your layout, be sure he/she understands this before taking the job. The locality will pay extra for this service.

## 15.3 § 24.2-612 State Board's Ballot Standards and Verification Procedures

Localities must follow the verification and submission procedures for ballot approval as specified in § 24.2-612 State Board's Ballot Standards and Verification Procedures. The document is available on the State Board of Elections' SharePoint website (SBE Portal>General Registrar and Electoral Board>Shared Documents>SBE Ballot Standards and Verification Procedures Rev 5.12). If complications arise in acquiring the document, please contact SBE's Information Center (info@sbe.virginia.gov).

### 15.3.1 Deadlines

The deadlines for submitting absentee ballot proofs and for having final official ballots ready for absentee voting will be set forth in the letter with which SBE transmits the certification of candidates and ballot forms. These dates also are shown on the SBE's SharePoint calendar.

These deadlines *must* be met! Be sure to set a schedule with the printer.

## 15.4 Affixing Seal to Ballots

The official seal of the electoral board must be affixed to the back side of each official paper and optical scan ballot. This seal may be a printed seal or an embossed seal.

If it is a printed seal, the printer should affix it as the ballots are printed.

If it is an embossed seal, it should be affixed by the printer if he/she has the capability to do so; otherwise, it must be affixed to each ballot by a member of the electoral board or the board's designated representative.

In either case, any person who participates in affixing the seal and packaging the ballots must sign an affidavit on the form provided by the SBE. *See*, form SBE-619(2) posted to SharePoint>SBE Portal>General Registrar and Electoral Board>Forms Warehouse>Election Management>Ballots. § 24.2-619.

### 15.4.1 Witness to Printing and Sealing

A member of the electoral board or the board's designated representative must witness (i) the printing of the ballots, and (ii) the affixing of the seal and packaging of the ballots. The same or different persons may perform these two tasks.

The electoral board may designate as its representative a person provided by the vendor with whom the vendor contracts for the layout and printing of ballots. There is usually an extra fee for this service.

Any person who is to witness the printing of the ballots must take the required oath. Any person who witnesses the affixing of the seal must complete and sign the required affidavit. *See*, forms SBE-617 and SBE-619(1) posted to SharePoint>SBE Portal>General Registrar and Electoral Board>Forms Warehouse>Election Management>Ballots. §§ 24.2-617 and 24.2-619.

## 15.5 Quantity Ordered

Electoral boards are required to certify to SBE the number of paper/optical scan ballots ordered for each election. This is accomplished by completing the State Board's Absentee Ballot Readiness Survey. § 24.2-612.

> ⓘ If the SBE determines the quantity ordered to be insufficient, the locality will be required to order an additional quantity.

Order enough paper/optical scan ballots to assure an adequate supply for absentee voting. Also, order enough paper ballots/optical scan ballots for each voting precinct to accommodate any of the following scenarios:

- voting equipment failure;
- curbside voting (if DRE equipment is not taken curbside); and
- provisional voting.

Section 24.2-613 permits a locality that uses optical scan ballots in at least one precinct, including its central absentee precinct, to use a photocopy of the optical scan ballot in lieu of the official paper ballot. A locality must have permission from the State Board before preparing photocopies of its optical scan ballot. After granted approval, the photocopies of the optical scan ballot must be produced in a manner consistent with official ballot preparation. A locality may use the photocopy of the optical scan ballot if voting equipment fails, curbside voting or provisional voting.

## 15.6 How Packaged

Plan to order official ballots packaged in quantities that will make the task of counting and dividing them into packages for each precinct easier. Label each package as to its quantity and type of each ballot. For example, a locality decides to provide each precinct using voting equipment and containing no more than 2,000 registered voters with 200 ballots for provisional voters, curbside voters and emergency use. It is easier if the ballots are packaged so that they can be sent out in these quantities (in packages of 50, perhaps). This way the ballots need not be counted *individually* until the packages are opened, as needed, at the precinct.

Understand, however, that costs increase as packaging and labeling requirements increase. Additionally, if the electoral board, rather than the printer, affixes the seal, the locality will have to package the ballots and label them itself.

## 15.7 Delivery to Electoral Board

Official ballots may be delivered to the electoral board by the printer (by whatever method agreed upon) or may be picked up from the printer and delivered by a representative designated by the electoral board. The printer or electoral board designee must complete and sign the required certificate as to the number of ballots delivered. *See*, form SBE-618(1) posted to SharePoint>SBE Portal>General Registrar and Electoral Board>Forms Warehouse>Election Management>Ballots.

The electoral board must receive the ballots and verify the number received. All members must sign the required certificate as to the number of ballots received. *See*, form SBE-618(2) posted to SharePoint>SBE Portal>General Registrar and Electoral Board>Forms Warehouse>Election Management>Ballots. However performing this action is not a "meeting" under the Virginia Freedom of Information Act so long as "no other discussion or deliberation takes place which would otherwise constitute a meeting." *See*, § 24.2-107; *see also*, GREB 26. The certificate must be filed with the minutes of the board. § 24.2-618.

## 15.8 Official Ballot to Be Submitted and Filed

One copy of each final official paper/optical scan ballot must be immediately forwarded to the SBE. Write the word "void" through the seal on the back of the ballot. Do not put any marking of any kind on the front of the ballot.

Enter one copy of each official ballot in the minute book of the electoral board.

## 15.9 Preparing Ballots for Use

The electoral board must prepare packages of official ballots for use by the general registrar for in-person absentee voting and for each polling place.

With proper planning, this is a simple process. If not, the electoral board must count individual ballots, package, and label the packages themselves.

Using a list developed by the electoral board of the number of ballots required for each purpose, proceed as follows:

- Count out in packages or, if necessary, individually the number of ballots needed for each of the following:
  - In-person absentee voting to be given to the general registrar (it is helpful to package these in quantities not greater than 50 so that large numbers of ballots are not stored loose)
  - Each polling place using voting equipment which needs paper/optical scan ballots for provisional voting and for emergency use in the event the equipment fails
  - Each polling place using voting equipment that cannot be taken curbside
- Package the ballots and seal each package in such a manner that any tampering with the seal will be immediately obvious.
- Label each package as appropriate:
  - Identify the name of the precinct in which the ballots are to be used (or enter "General Registrar" on the package(s) to be used for in-person absentee voting).
  - Identify the number of ballots contained in the package.
  - If more than one ballot type is in use, identify the type of ballot.

## 15.10 Receipt for Ballots

The officer of election to whom the ballots are delivered or, in the case of ballots for in-person absentee voting the general registrar, must sign a receipt for the ballots. *See*, forms SBE-621 and SBE-621(T) posted to SharePoint>SBE Portal>General Registrar and Electoral Board>Forms Warehouse>Election Management>Ballots. § 24.2-621.

## 15.11 Oaths to Be Taken

There are a number of oaths and affidavits required to be executed by various individuals in the course of work performed in preparing official ballots. The SBE prescribes and provides all required oath and affidavit forms. Localities must download or print additional supplies from SBE's SharePoint Forms Warehouse website.

- Statement of Printer
  - Before the work is commenced, the printer with whom the local electoral board contracts for the printing of any ballot must take and sign the oath prescribed by § 24.2-616 on the appropriate form provided by SBE. Form SBE-616 is to be used for all elections except town elections. This form must be printed on white 8 ½" x 11" paper.
  - For town elections only, use form SBE-616(T) for the oath to be taken by the printer. This form must be printed on white 8 ½" x 11" paper.

- Statement of Electoral Board Representative
  - The electoral board member or the representative of the electoral board who witnesses the printing of the paper ballots must take and sign the oath prescribed by § 24.2-617. Use Form SBE-617. This form must be printed on white 8 ½" x 11" paper.

- Statement of Person Affixing Seal and Packaging Ballots
  - The person(s) who affixes the seal of the electoral board to the ballots must complete the affidavit and take and sign the oath prescribed by § 24.2-619. Use Form SBE-619(2). This form must be printed on white 8 ½" x 11" paper.

- Statement of Electoral Board Representative who Witnessed the Affixing of Seal on Ballots
  - The representative of the electoral board who witnesses the affixing of the seal must complete the affidavit and take and sign the oath prescribed by § 24.2-619. Use Form SBE-619(1). This form must be printed on white 8 ½" x 11" paper.

- Certificate of Number of Ballots Delivered to Electoral Board
  - The representative of the electoral board who delivers the printed ballots to the electoral board must certify the number delivered on the certificate prescribed by § 24.2-618. Use Form SBE-618(1). This form must be printed on white 8 ½" x 11" paper.

- Certificate of Number of Ballots Received from Printer
  - The electoral board must receive the ballots and certify the number delivered as prescribed by § 24.2-618. Use Form SBE-618(2). This form must be printed on white 8 ½" x 11" paper. Performing this task is not a "meeting" under the Virginia Freedom of Information Act so long as "no other

discussion or deliberation takes place which would otherwise constitute a meeting." *See*, § 24.2-107; see also, GREB 26.
  - The certificate must be filed with the minutes of the board. § 24.2-618.

- Receipt for Ballots
  - When the paper/optical scan ballots to be used at each polling place are delivered, the officer of election receiving the ballots must sign a receipt as prescribed by § 24.2-621. The electoral board should enter all required information on this form so that it is ready for the signature of the officer upon delivery. The general registrar must also sign this form when ballots for in-person absentee voting are delivered. Use Form SBE-621. This form must be printed on 8 ½" x 11" white paper.
  - For town elections only, use Form SBE-621(T) for the receipt signed by the officer of election receiving the ballots delivered to the polling place. This form must be printed on 8 ½" x 11" white paper.

## 15.12 Signed Oaths to Be Filed

The originals of all of the required oaths, affidavits, and receipts, when properly completed and signed, must be filed in the records of the electoral board for the election and retained for two years following the election. At the end of this retention period, they may be destroyed. File copies in the minutes of the electoral board.

## 15.13 Disposition of Unused Ballots

Any official ballots remaining unused after the election and in the possession of either the electoral board or the general registrar must be packaged under seal and delivered to the clerk of circuit court by noon on the day following the election (Envelope 6).

## 15.14 Preparation of Paper Ballot Reconciliation Form

The paper ballot reconciliation form (SBE-666) must be completed for each type of paper ballot used in each election held in your county or city. *See* Exhibit B. To complete the reconciliation form properly, follow the directions in Sections 15.14.1, 15.14.2, 15.14.3, 15.14.4 and 15.14.5.

### 15.14.1 Ballot Type

A ballot type refers to the office(s) displayed on the paper ballot and varies from election to election.

This year, the paper ballot types include:

- Governor, Lieutenant Governor and Attorney General
- House of Delegates
- Board of Supervisors/County Board and School Board (a locality can split this combined ballot into two separate ballots)
    - Board of Supervisors/County Board
    - School Board
- City Constitutional Officers (non-shared)
- City Council and School Board (a locality may split this combined ballot into two separate ballots
    - City Council
    - School Board
- Town Council
- Local vacancies
- Local referenda

### 15.14.2 Fill In

- The date of the election
- Items 1 through 7 with the appropriate figures.

### 15.14.3 Sign and Date

This form is to be completed by the secretary of the electoral board who must sign and date it. The form then must be placed in an "Unused Ballot" envelope together with the unused ballots. All completed forms and unused ballots may be placed in one "Unused Ballot" envelope (Envelope 6). It is not necessary to place each ballot type in a separate envelope.

### 15.14.4 Seal Envelope

The "Unused Ballot" envelope must then be sealed and a white label placed across the flap. The secretary of the electoral board must then sign and date the label.

### 15.14.5 Transmit To Clerk of Circuit Court

The sealed "Unused Ballot" envelope containing the proper reconciliation form(s) and unused ballots must be transmitted to the clerk of circuit court no later than noon on the day following the election.

Reconciliation forms are not required by localities using DRE or optical scan voting systems.

## 15.15 Guide to Printing Paper Ballots

The following subsections of 15.15 provide all the information necessary for designing and printing a paper ballot. These specifications must be used when designing a ballot for your local printer and when reviewing the ballot proofs prior to submission to SBE for verification. If followed carefully, there should be no need for SBE to require correction of paper ballots.

### 15.15.1 Form of Official Paper Ballot - Camera Ready Copy

When SBE provides a camera-ready copy of a Form of Official Paper ballot for an upcoming election, the local typesetter must simply strip the name of the locality onto the ballot heading, cut away above the black rule, shoot 100 %, and run. Use an upper case, twelve-point type, in a style similar to that used throughout the heading. No other type on the camera-ready copy may be re-set.

### 15.15.2 Type/Font

All type/font used for any ballot must be in a style which is clear and easy to read. It should approximate the styles used in the examples provided in this section. Bold face type is used throughout this guide to denote copy that must appear on ballots. In typesetting the ballot, however, bold face type is to be used only when specified herein.

### 15.15.3 Ballot Heading

- One-quarter inch of space must be left between each line in the heading of the ballot.
- Each line of the heading must be centered.
- The first line of the heading of any official paper ballot must read "COMMONWEALTH OF VIRIGINIA" and must be in upper case, twelve-point type.
- The second line of the heading must read "OFFICIAL BALLOT" and must be in upper case, bold face and twenty-four-point type.
- The third line must read "COUNTY OF," "CITY OF," or "TOWN OF," followed by the name of the county, city or town. This line must be in upper case twelve-point type.
- **For a General or Special Election:**
    - The fourth line must read either "GENERAL ELECTION" or "SPECIAL ELECTION," whichever is applicable, and must be in upper case, eighteen point type.
    - The fifth line must indicate the day and date of the election and must be in upper and lowercase, bold face fourteen-point type.

- **For a Primary Election:**
  - The fourth line must indicate the day and date of the election and must be in upper and lowercase, bold face fourteen-point type.
  - The fifth line must indicate the party for which the election is held; either "DEMOCRATIC PARTY" or "REPUBLICAN PARTY" in upper case eighteen-point type.
  - The sixth line must be set immediately below the fifth line and must read "PRIMARY ELECTION" in upper case and eighteen-point type.
- Leave one-half inch of space between the bottom of the last line of the ballot heading and the top of the first line of the first office title or referendum caption.

## 15.15.4 Office Title

- Office titles must appear on the ballot in the manner and style in which they are shown on Exhibit C.
- If there is more than one line in the office title, one-eighth inch of space must be left between each line.
- Each line in the title of each office on the ballot must be centered and must be in upper and lower case, bold face fourteen-point type.
- **For a Special Election to fill a vacant seat:**
  - The following statement must be set one-eighth inch below the office title in eight-point, medium face type: "For unexpired term to end".
  - The appropriate date, as certified by the SBE, must be set one-eighth inch below this line in eight-point, medium face type; the month must be spelled out: for example, "December 31, 2015".

## 15.15.5 Note Indicating Number of Candidates to Be Voted For

- One-eighth inch below the title of each office on the ballot the following statement must be set in ten-point type: for example, "Vote for not more than ____."
- Only the word "Vote" is to be capitalized.
- The applicable number must be spelled out (as "one," "two," etc.) and inserted at the end of this statement.

## 15.15.6 Ballot Squares

- The first ballot square for an office must appear one-quarter inch below the "Vote for not more than" statement. In the case of a referendum, the first ballot square must appear one-quarter inch below the last line in the text of the question.
- Each side of the ballot square must measure one-quarter inch as measured from the inside of each rule.

- The square must consist of one-point rules.
- **For General and Special Elections:**
  - One-eighth inch space must be left between all ballot squares for a referendum or for an office when there is only one candidate nominated by each party or when all the candidates were nominated as independents (non-party) or when the same party nominated all.
  - When there is more than one candidate of the same party running for the same office, one-quarter inch space must be left between ballot squares for candidates of different parties or candidates of parties and independents and one-eighth inch space between ballot squares for candidates of the same party or for each independent.
- **For Primary Elections:** One-eighth inch space must be left between all ballot squares for an office.
- All ballot squares must be aligned with the ballot squares adjacent to the longest candidate name; thus, by centering the longest candidate line (the "candidate line" includes both the ballot square and the name of the candidate) on the ballot, the position for the remainder of the ballot squares is established.
- In the event that there are more available votes for an office than there are candidates listed on the ballot, the number of ballot squares must equal the number of votes each voter may cast for the office. The required number of additional ballot squares must appear aligned below the ballot squares adjacent the name(s) of the candidate(s) for the office. These ballot squares allow the voter to write in, if he/she so desires, names of candidates not appearing on the ballot. *See* Exhibit D.
- If there are no candidates listed on the ballot for an office, ballot squares equal in number to the number of votes available for the office are required to be printed on the ballot. The ballot square(s) must appear one-quarter inch below the "Vote for not more than" statement, one-half inch to the right of the left edge of the ballot. *See* Exhibit E.

## 15.15.7 Candidate Names

- Begin each candidate's name one pica to the right of the corresponding ballot square.
- Candidate names must be set in upper and lower case in twelve-point type.
- When nicknames are used, they must be enclosed in quotation marks, e.g., "Ted." *See*, GREB 10, Section 10.2.3.2.
- **For all General or Special Elections:**
  - Candidates of political parties will appear on the ballot in the order determined in a drawing conducted by SBE and are certified by SBE in this order.
  - If there is more than one candidate representing the same party for any office, the names are shown alphabetically within their party group.
  - The names of independent candidates are shown alphabetically following the last party group.

- The name of the party represented by the candidate appears on the ballot only for federal, statewide and General Assembly offices. § 24.2-613.
- The name of the political party, the name of the "recognized political party," or term "Independent" may be shown by an initial or abbreviation to meet ballot requirements. § 24.2-613.

- **For Primary Elections:**
  - The names of candidates appear in the order in which the candidates filed and are certified by SBE in this order.
  - If two or more candidates filed simultaneously, the order of the names of those candidates is determined as follows:
    - For statewide, congressional, state legislative, and shared constitutional offices, by a drawing conducted by SBE.
    - For all other offices, by a drawing conducted by the local electoral board.

## 15.15.8 Write-In Space

- For each office for which the voter may vote for only one candidate, leave three-quarters inch space below the ballot square for the last candidate for the office and above the next office title (or the end of the ballot). This space allows the voter to write in, if he/she so desires, the name of a candidate not appearing on the ballot.
- If the voter may vote for more than one candidate for an office, add an additional quarter-inch space to the minimum three-quarter inch space for each additional possible vote. *See* Exhibit F.

## 15.15.9 Paper Color and Cut

Official ballots must be printed on white paper and cut four inches wide and no less than six inches long unless otherwise specified by SBE.

## 15.15.10 Referenda

- The ballot for a referendum must be a separate ballot and must use the ballot heading designated for a Special Election. *See above*, GREB 15.15.3.
- One-half inch below the day and date of the election in the ballot heading must be printed the caption for the referendum, exactly as certified by SBE.
- The caption must be centered and set in upper case, bold face twelve-point type.
- One-quarter inch below the caption must appear the text of the referendum exactly as shown on the court order or, for statewide or regional referendums, as certified by SBE.
- The text of the referendum must be printed in upper and lower case, twelve-point type, with one point spacing between lines of the text.
- One-quarter inch below the final line of the referendum text, and one pica to the right of the left margin of the text of the referendum, must be printed a ballot square one-quarter inch in size.

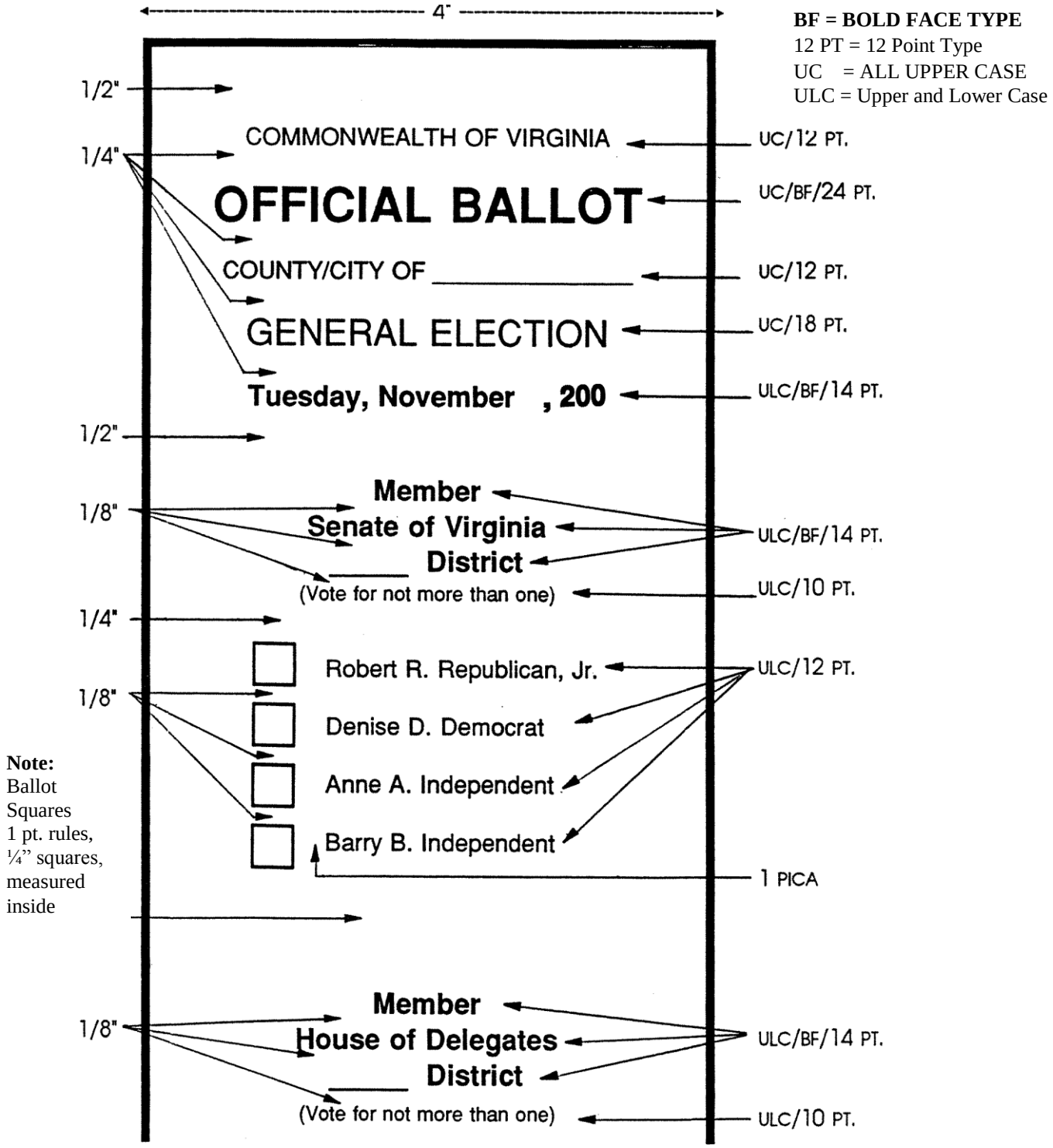
- One pica to the right of this ballot square must be printed the first response, either "Yes" or "For," whichever SBE has certified as appropriate to the election.
- One-eighth inch below this ballot square must be printed a second ballot square of the same size, one pica to the right of which must be printed the second response, either "No" or "Against," whichever SBE has certified as appropriate.
- Responses must be set in upper case, bold face fourteen-point type.
- More than one referendum may appear on a single ballot unless the court orders otherwise. If there is more than one referendum to be placed upon a single ballot, a space of at least one-half inch must be provided between the bottom of the ballot square for the last response for one referendum and the top of the caption for the next.
- At least one-half inch must be provided between the last response on the ballot and the lower edge of the ballot.

## 15.15.11 Alternate Official Paper Ballot

The Unilect Patriot Absentee Ballot Guide may be modified and used in lieu of an Official Paper Ballot. *See* Exhibit G. This format was approved by the State Board of Elections at its September 8, 2008 meeting.

## 15.16 Exhibits

### 15.16.1 Exhibit A: Official Ballot Requirements



## 15.16.2 Exhibit B: Paper Ballot Reconciliation

*COMMONWEALTH OF VIRGINIA*

**PAPER BALLOT RECONCILIATION**

Ballot Type _____

for

_____
DATE OF ELECTION

This form must be prepared for **each ballot type** used in the election, inserted in an Unused Ballot envelope and returned to the Clerk of Circuit Court.

1. Number ballots received from printer _____

2. Number filed with State Board[1] ____1____

3. Number filed in Electoral Board minutes[1] ____1____

4. Number used for absentee voting _____

5. Number sent to all precincts _____

6. **Total** (Add lines 2 through 5) _____

7. Number returned by Electoral Board to Clerk of Circuit Court
   (Subtract line 6 from line 1) * _____

_____
DATE

_____
SIGNATURE OF SECRETARY OF THE ELECTORAL BOARD

[1]The word *Void* must be written through the seal on the **back** of these three ballots.
*This should equal the actual number of ballots returned in the envelope to the Clerk of Circuit Court's office.

SBE-666 REV 5/02

### 15.16.3 Exhibit C: Office Titles

**1.** **President**
**and**
**Vice President**
(Vote for not more than one)

**2.** **Member**
**United States Senate**
(Vote for not more than one)

**3.** **Member**
**House of Representatives**
**1st District**
(Vote for not more than one)

**4.** **Governor**
(Vote for not more than one)

**5.** **Lieutenant Governor**
(Vote for not more than one)

**6.** **Attorney General**
(Vote for not more than one)

**7.** **Member**
**Senate of Virginia**
**40th District**
(Vote for not more than one)

**8.** **Member**
**House of Delegates**
**100th District**
(Vote for not more than one)

**9.** **Clerk of Court**
(Vote for not more than one)

**10.** **Commonwealth's Attorney**
(Vote for not more than one)

**11.** **Sheriff**
(Vote for not more than one)

**12.** **Commissioner of Revenue**
(Vote for not more than one)

**13.** **Treasurer**
(Vote for not more than one)

**14.** **Soil and Water**
**Conservation Director**
**James River District**
(Vote for not more than )

**15.** **Chairman**
**Board of Supervisors**
(Vote for not more than one)

**16.** **Member**
**Board of Supervisors**
**At Large**
(Vote for not more than one)

**17.** a. **Member**
**Board of Supervisors**
**Annandale District**
(Vote for not more than )

**or** b. **Member**
**Board of Supervisors**
**District Four**
(Vote for not more than )

**or** c. **(Arlington County only)**

**Member**
**County Board**
(Vote for not more than )

**18.** **Tiebreaker**
**Board of Supervisors**
(Vote for not more than one)

**19.** **Mayor**
(Vote for not more than one)

**20.** **Member**
**City Council**
**At Large**
(Vote for not more than )

**21.** **Member**
**City Council**
**District 1**
(Vote for not more than )

**22.** **Member**
**School Board**
**At Large**
(Vote for not more than )

**23.** **Member**
**School Board**
**First District**
(Vote for not more than )

**24.** **Member**
**Town Council**
**At Large**
(Vote for not more than )

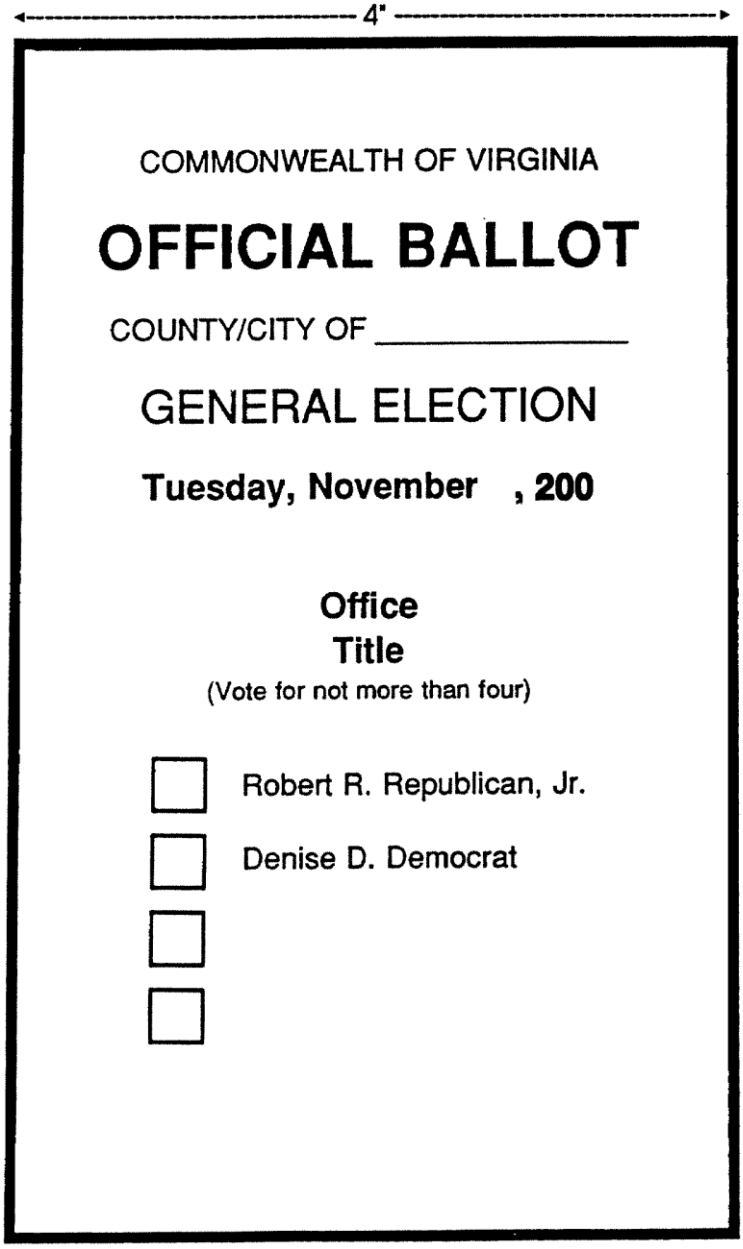
**25.** **Member**
**Town Council**
**First Ward**
(Vote for not more than )

**26.** **Recorder**
(Vote for not more than one)

## 15.16.4 Exhibit D: Ballot Squares

In the event that there are more available votes for an office than there are candidates, the number of ballot squares must equal the number of votes each voter may cast for the office. The required number of additional ballot squares must appear aligned below the ballot squares adjacent to the name(s) of the candidate(s) for the office. These ballot squares allow the voter to write-in, if he/she so desires, names of candidates not appearing on the ballot.

**Example:**

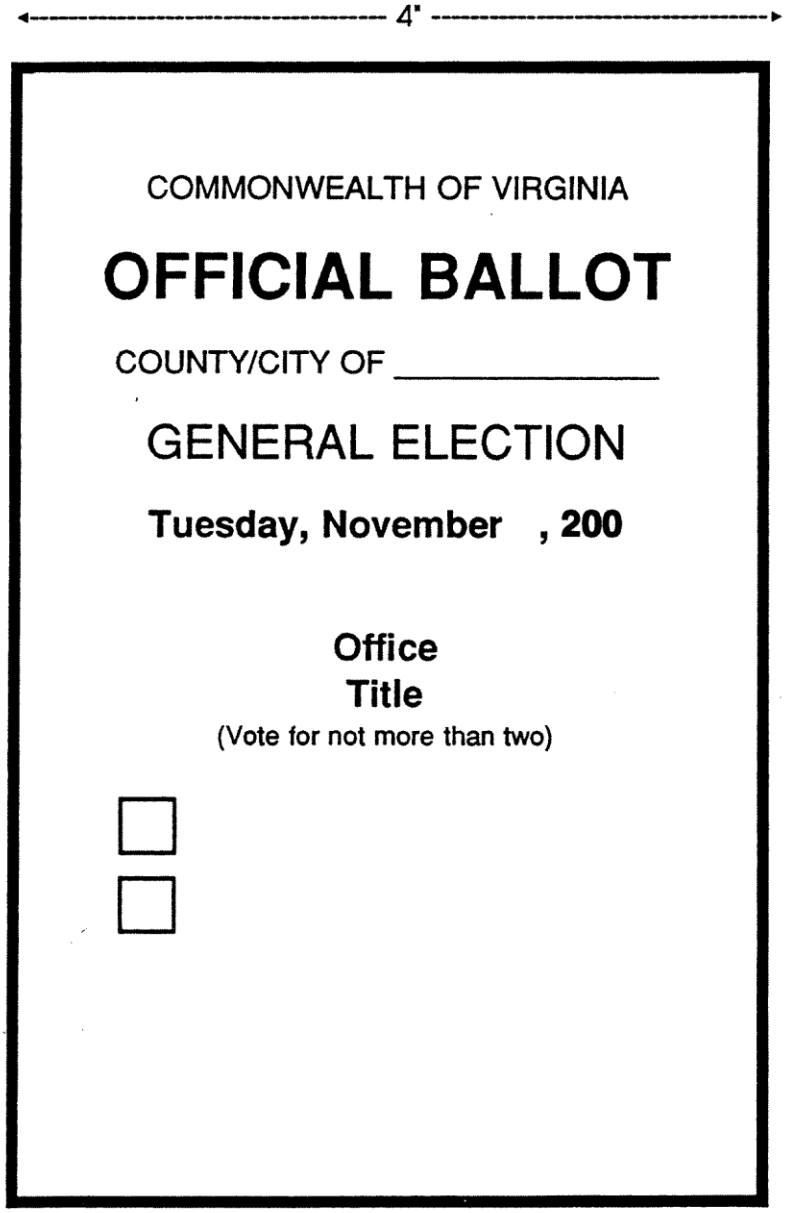



The number of ballot squares must be equal to the number of votes each voter is eligible to cast for the office.

Because there are already two write-in spaces available opposite ballot squares, the space below the final ballot square need account for only two write-in spaces: ¾" + ¼" = 1"

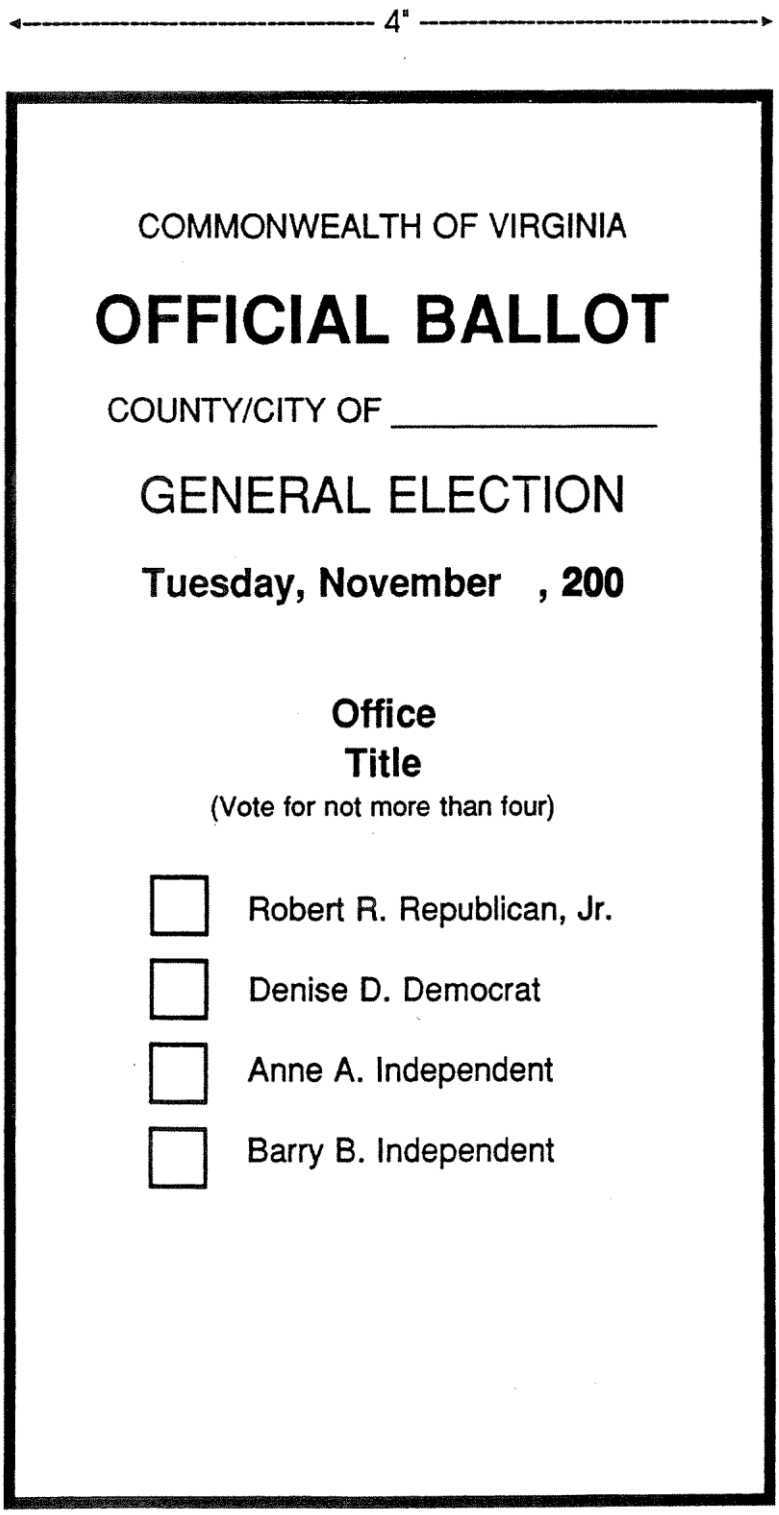
## 15.16.5 Exhibit E: Ballot Squares: No Candidates

If there are no candidates for an office, ballot squares equal in number to the number of votes available for the office are required to be printed on the ballot. The ballot square(s) must appear one-quarter inch below the (Vote for not more than ____) statement, one-half inch to the right of the left edge of the ballot.



## 15.16.6 Exhibit F: Write-In Space

If the voter may vote for more than one candidate for an office, add an additional quarter-inch space to the minimum three-quarter inch space for each additional possible vote.




Three-quarter inch write-in space for the first possible write-in plus three-quarter inch additional space allotted for the remaining three possible write-ins for this office.

## 15.16.7 Exhibit G: Unilect Patriot Alternate Paper Ballot - SAMPLE

Commonwealth of Virginia, County of Augusta
Official Ballot
General Election
Tuesday, November 6, 2007

**Voting Instructions**

**Place a cross (X), check mark (✔) or a circle (O) in the column to the left of the name of each candidate or question response for which you want to vote. For each office, vote only for the number of candidates indicated.**

If you wish to vote for a person whose name is not on the ballot, write in the name of your choice in the write-in space for the office for which the write-in applies.

| **Member**<br>**Senate of Virginia**<br>**24th District**<br>(Vote for not more than one) | |
|---|---|
| | **R. David Cox - D** |
| | **Emmett W. Hanger, Jr. - R** |
| | **Arin W. Sime - L** |
| | Write-in<br>. |

| **Member**<br>**House of Delegates**<br>**20th District**<br>(Vote for not more than one) | |
|---|---|
| | **Christopher B. Saxman - R** |
| | **Phillip Brown** |
| | Write-in<br>. |

| **Clerk of Court**<br>(Vote for not more than one) | |
|---|---|
| | **John B. Davis** |
| | **Walter Franklin** |
| | Write-in<br>. |

| **Commonwealth's Attorney**<br>(Vote for not more than one) | |
|---|---|
| | **A. Lee Ervin** |
| | **George Allan** |
| | Write-in<br>. |

| **Sheriff**<br>(Vote for not more than one) | |
|---|---|
| | **Randall D. Fisher** |
| | **Frank Smith** |
| | Write-in<br>. |

| **Commissioner of Revenue**<br>(Vote for not more than one) | |
|---|---|
| | **W. Jean Shrewsbury** |
| | **Betty Davis** |
| | Write-in<br>. |

| **Treasurer**<br>(Vote for not more than one) | |
|---|---|
| | **Richard T. Homes** |
| | **John Jones** |
| | Write-in<br>. |

| **Soil and Water**<br>**Conservation Director**<br>**Headwaters District**<br>(Vote for not more than two) | |
|---|---|
| | **Charles E. Horn** |
| | **Charles C. Schooley** |
| | Write-in<br>. |
| | Write-in<br>. |

Jolivue - **Page 1**

BALLOT CONTINUES ON OTHER SIDE

## Exhibit G: Unilect Patriot Alternate Paper Ballot - SAMPLE (Continued)

Commonwealth of Virginia, County of Augusta
Official Ballot
General Election
Tuesday, November 6, 2007

| **Member**<br>**Board of Supervisors**<br>**Beverley Manor District**<br>(Vote for not more than one) | |
|---|---|
| | **Elizabeth P. "Lee" Godfrey** |
| | **Jeremy L. Shifflett** |
| | Write-in<br>. |

| **Member**<br>**School Board**<br>**Beverley Manor**<br>(Vote for not more than one) | |
|---|---|
| | **Roger L. Zirkle** |
| | **Wilma Winters** |
| | Write-in<br>. |

Jolivue - **Page 2**

END OF BALLOT