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While most everything registrars and electoral boards do in their offices is considered preparation for the next Election Day, there are specific tasks that must be accomplished prior to each election.

The following checklist is a generic example and should be customized to meet your locality's needs. Adjust the timeline and provide additional detail based on the type of election, equipment used to record ballots, and type of pollbooks used to qualify voters at the polls.

Some of the information below may not be applicable to your locality. It is advisable to prepare an election checklist suited to your own locality which uses the information contained in this chapter. You should check this list at least once a week to ensure that you are meeting all applicable deadlines. While the information below is in chronological order, you may find it helpful to have a thematic checklist.

## **17.1 Annually**

### **17.1.1 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](#).

### **17.1.2 Officer of Election Training Schedule and Facility Reservations**

- Establish a training schedule sufficient to satisfy needs in accordance with standards
- Make reservations for training facilities in advance to ensure their availability

## **17.2 ED-90 Days**

### **17.2.1 Notify Officers of Election and Schedule Training Sessions**

- Provide sufficient notice to Officers of Election to allow scheduling of required training.

### **17.2.2 Notify Election Support Facilities of Election Schedule**

- Notify Security Departments, Warehouse Supervisors, School Superintendants, 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.

## 17.3 ED-60 Days

- Prepare a folder specific to the upcoming election. This folder will be used to deposit forms and other information particular to that election. Print out a copy of your checklist and attach it to the inside of your election folder.
- Review current versions of all Election Day forms, signs, envelopes, and materials.
- Order sufficient quantities in accordance with Department of Elections deadline instructions.
- Reproduce all other documents in sufficient quantities for the locality.
- Upon receipt, post a copy of the Department of Elections notice calling for election at the courthouse or publish the notice in a newspaper of general circulation in the locality. [§ 24.2-517](#).
- Design (or coordinate with the vendor to design) the ballots as soon as the offices, candidates, and issues have been determined.
- Submit (or coordinate with vendor to submit) ballot proofs to the Department of Elections for approval.
- Sign and fax back the Department of Elections approval fax upon receipt and verification and notify vendor and printer.
- Prepare ballots for voting (or submit a request to the printer) so that they are available for voting forty-five days before any election. [§ 24.2-612](#).
- Prepare Sample Ballots (be sure to review [§ 24.2-622](#)).
- Distribute Sample Ballots.
- Set a date to test voting machines.
- Provide notice of voting machine testing to parties/candidates. [§ 24.2-633](#).
- Prepare, test, and seal the counting equipment for the election. [§ 24.2-634](#).
- Publish notice of absentee voting days and hours.
- Complete form SBE-618(2) “Certificate of Number of Ballots Received from Printer” and file with the minutes of the Board. [§ 24.2-618](#).
- Conduct a refresher meeting with staff covering procedures for the upcoming election.
- Submit work orders for distribution and return of polling place equipment and materials.
- Establish Pre-Election Day office/support staffing
  - Final polling place material preparations and distribution plans
  - Electronic pollbook data management and testing
  - Sunday or Monday pollbook/supply pickup
  - Polling place equipment distribution
  - Saturday Absentee Voting support ([§ 24.2-701](#))
    - 2 Saturdays for general elections not held in May
    - 1 Saturday for primary, special, or May general election [[§ 24.2-701](#)].
- Establish Election Day office/support staffing
  - Polling place opening and reporting support
    - Machine Techs
  - Polling place operating support
    - Machine Techs
    - Electronic Pollbook Techs
    - Reliefs

- Rovers
  - Results reporting
  - Polling place closing support
- Establish after-Election Day office/support staffing
  - Material transfer between Clerk of Court and canvass site
  - Clerical and communication support for canvass
  - Canvass procedures and documentation
  - Polling place equipment/supply pickup
- Start charging electronic pollbooks and voting machines. Note that some voting machine companies recommend that their machines have a constant trickle charge.
- Ensure that you have a sufficient supply of “I Voted” stickers. If you do not, order enough for the upcoming election.

## 17.4 ED-45 Days

- Begin Absentee Voting for all Elections. [§ 24.2-612](#).
- If the Electoral Board has approved and documented the following steps for processing of Absentee Ballots prior to Election Day and after close of books. [§ 24.2-709.1](#):
  - Examine the ballot envelope (Envelope B) and verify the completion of the Statement of Voter. If the statement cannot be verified under the policies for substantial compliance, it must be notated for the officers of election to reject on Election Day. *See, GREB 11.*
  - For a CAP, mark that the voter has voted in the pollbook. This may only be done if the Statement of Voter has been verified in Step 1. If using electronic pollbooks (EPB), refer to your EPB procedures.
  - Open the ballot envelope (Envelope B) and insert the voted ballot into the optical scan counter. This may only be done if Steps 1 and 2 have been completed. **If this step is undertaken, two officers of election (one from each political party) must be present.**

NOTE: Under no circumstances may any vote totals be initiated on the tabulator for the election until after the polls close on Election Day. In addition, no person present while ballots are inserted into the tabulator may disclose any information concerning the voted ballots.

- Complete the certification of absentee voting readiness upon request by the Department of Elections

## 17.5 ED-30 Days

- Complete voter registrations for close of books. [§ 24.2-422](#), SBE Policy 2009-005; *see also, GREB 9.*
- Paper Pollbooks (if used):

- Verify complete
- Notify the Department of Elections
- Set up splits
- Hand correct for adds, deletes, changes, corrections
- Verify polling place communications.
- Send voided copy of ballot(s) to the Department of Elections.
- Print a Temporary Identification Document for any voter requesting the Virginia Photo Identification Card.
- Update Election Day emergency numbers.
- Prepare polling place materials.
  - Forms: Paper Pollbooks (if used), Pollbook Count Forms (if paper pollbooks used), Electronic Pollbook Summary Screen sheet (if electronic pollbooks used), Statement of Results #1, Statement of Results #2, Printed Return Sheet, Write-In Certification for each set of the Statement of Results, Officer of Election Oaths, Grievance, Affirmation of Eligibility, Machine Tracking Sheets, Ballot Record Report, Voter Name Mistake Report, Voter Registration Application, Provisional Ballot Envelope, Provisional Ballot Envelope – ID ONLY, Provisional Ballot Log, Provisional Voter Notice, Provisional Voter Notice – Identification, Voter Registration Cancellation Request, Notification of Death, Request for Assistance, Incident Report, Overvote Notice, Payroll, Receipt for AB ballot delivery, Sample Ballots (two for each type of voting machine used in the precinct), Officer of Election Suggestion, Officer of Election Interest, Results-tracking Call-in Sheets
  - Envelopes and Labels: 1A, 1B, 2, 2A, 4, 7B, 7C, 8, 10, 11 (GR – if used), 12 (GR – if used), 14 (DRE Access Cards/Encoders – if used), Signature Labels for Sealing Envelopes, Box 3 Labels, Box 6 Labels, Box 5 Labels (only used in precinct(s) that count absentee ballots)
  - Inside Signs: Attention All Voters/Acceptable ID, Upon Request . . . Legal Name/Current Residence Address, No Smoking, Leaving w/Ballot Misdemeanor (Department of Elections 24.2-1011-White), How to Vote (based on equipment used), Cell Phone Prohibited, Sample Ballot, Prohibited Area and Activities, Voter Rights and Responsibilities (HAVA-4), Notice-Election Date and Hours (HAVA-2), Voter ID Requirements (HAVA-3)
  - Outside Signs: Vote Here, Handicapped Access, Handicapped Parking, Voter Parking, Polling Place, Polling Place with Arrow, No Campaigning Beyond This Point, Precinct Name
  - Support Materials: Sealed Voting Machine Key envelopes ([§ 24.2-639](#)), packing tape, masking tape, painter’s tape, calculators, pens, pencils, ballot marking pens, paper clips, note paper, stapler and staples, rulers, scissors, tape measure, precinct maps, voter permits/access cards, numbered envelopes, labels, lanterns, umbrellas, uninterruptable power supplies, flashlights, sidewalk chalk, 40-foot marker lines, extension cords, surge protectors, band-aids, first aid kits, clip boards, magnifying sheets, pencil sharpeners, permanent markers, scotch tape and dispenser, rubber bands, rulers, wire cutters, hand sanitizer, “I Voted” stickers, Banker’s Boxes
- Prepare Election Day Guide for non-CAP precincts, Election Day Guide for CAP, and What Ifs document for use in the election.
- Prepare items that will be needed for the canvass:

- Checklist of items to be retained by the Registrar
- Provisional Voter Pollbook to be used by the Electoral Board if provisional votes are counted
- Tally Sheet for the Electoral Board to tally provisional votes that are counted

## **17.6 ED-20 Days**

- Send reminder notices to officers of election about instruction meeting.
- Send notices to party chairmen about programming of voting machines.
- Send notice to warehouse custodians regarding the programming/transport of machines.
- Power up electronic poll books to verify that they are functioning properly.
  - Charge the batteries.
  - Download initial pollbook data file(s) and DMV data file. Verify that the data is complete and accurate.
  - Build initial electronic pollbook election file. Verify accuracy.
- Prepare and publish public notice of Final Registration Day at least 10 days before the close of books. [§ 24.2-414](#), [415](#), [416](#).

## **17.7 ED-15 Days**

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

## **17.8 ED-10 Days**

- Package and seal ballots for polling places. [§ 24.2-620](#).
- Prepare receipts for delivery of ballots, Final AB List, and other election materials.
- Post notice of the canvass.

## **17.9 ED-3 Days (Saturday)**

- Final checks of paper pollbooks, supplies
- Alphabetize or sort election oath forms in order of Chief pickup schedule.
- Final in-person AB voting

## **17.10 ED-2 Days (Sunday)**

- Download and print Final AB List. [§ 24.2-710](#).
- Electoral Board signs Final AB List. [§ 24.2-710](#).
- Prepare AB ballots to deliver to precinct or to CAP if CAP established. [§ 24.2-710](#).

- Download final pollbook data for Electronic Pollbooks, create distribution files, and prepare EPBs for distribution.

### **17.11 ED-1 Day (Monday)**

- Chief Pollbook/Supply pickup.
- Final Emergency AB voting/update precinct lists.
- For November General Election, send certification to the Department of Elections that training of election officials has occurred. § [24.2-115](#).
- If not already sent to the Department of Elections, send the completed certification of L&A testing.

### **17.12 Election Day (Tuesday)**

- Have a GREAT ELECTION!
- Receive and report election results from polling places after polls close.
- Receive election materials from Chiefs after election.
- Deliver (or transfer) election materials to Clerk of Court in accordance with the letter “Procedures Concerning Election Records” delivered by the Department of Elections to the Clerk of Court and in accordance with local procedures approved by the Clerk of Court. Alternatively, the Electoral Board may instruct the officers of election to deliver materials to the Registrar’s Office. §§ [24.2-659](#) and [-668](#).

### **17.13 ED+1 Day (Wednesday)**

- To prepare for the canvass, print out the data that was entered into VERIS on Election Night. Use these print outs to compare to the data determined to be correct during the canvass.
- Receive copies of ID documents from provisional voters who lacked ID on Election Day
- Receive election materials from Clerk of Court.
- Check in returned election materials.
- Conduct Provisional Ballot Meeting. *See*, GREB 29.
  - If ID has not been provided by the end of meeting for any provisional ballots cast due to lack of ID, the meeting will have to be adjourned to a later date (no later than the Friday following the election).
- Conduct Canvass. *See*, GREB 19.
- Document completion of canvass using Abstract of Votes.
  - Fax copy of abstracts to the Department of Elections.
  - Mail copies of abstracts.
- Verify that the data entered into VERIS on Election Night matches the data determined to be correct at the canvass.
  - Precinct returns
  - CAP returns
  - Provisional Ballot results

- Enter VERIS Voter Provisional Ballot Data and process letters. *See*, GREB 29.
- Enter VERIS Voter Rejected Absentee Ballot Data and process letters. *See*, GREB 19.
- Process new voter registration applications.
- Re-seal and deliver materials to Clerk of Court.
- Upload data from electronic pollbooks to VERIS.

### **17.14 ED+2 Day (Thursday)**

- Receive copies of ID documents from provisional voters who lacked ID on Election Day

### **17.15 ED+3 Day (Friday)**

- Receive copies of ID documents from provisional voters who lacked ID on Election Day until noon.
- Completion of Provisional Ballot Meeting if persons that lacked ID were the only voters with unresolved situations.

### **17.16 ED+30 Days**

- Deliver AB ballots received after election to Clerk of Court. [§ 24.2-710](#).

### **17.17 Deadline for Challenging Election Passed/No Pending Action**

- Retrieve materials from Clerk of Court.
  - Oath completed by the officers of election.
  - Voting machine keys.
  - Voting machine memory cards.
  - Pollbooks (if used).
  - Pollbook count sheets (if used).
  - EPB thumb drives.
- Verify List of Those Who Voted.