



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

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## GREB Handbook

### Chapter 10

### Preparations for Election Day

June 2016

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## 10. Preparations for Election Day

This section provides a generic example of an election day checklist. Adjust the timeline and provide additional details based on the type of election, equipment used to record ballots, and the type of pollbooks used to qualify voters at the polls. Prepare an election checklist suited to your locality using the information contained in this chapter.

### 10.1 ANNUALLY

#### 10.1.1 Schedule Access to Polling Places

- 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.<sup>1</sup>

#### 10.1.2 Officer of Election Training Schedule and Facility Reservations

Establish a training schedule compliant with the State Board of Elections training standards.<sup>2</sup> Each officer of election must complete training using training materials developed by the State Board of Elections. Alternatively, officers of election may complete the training course offered on the Department of Elections website. Officers of election must complete this training before serving in their first election. This requirement applies to each term for which the officer of election is appointed. Make reservations for training facilities in advance to ensure their availability.

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<sup>1</sup> [§ 24.2-671.](#)

<sup>2</sup> [§§ 24.2-103, 115.](#)



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## 10.2 ED-90 DAYS

### 10.2.1 Notify Officers of Elections and Schedule Training Sessions

Provide sufficient notice to officers of election to allow scheduling of required training. Training for officers of election must be either 1) the standardized training program developed by the SBE using the standardized training materials; or 2) the online training course on the Department of Elections website.

### 10.2.2 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 availability.

## 10.3 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 instructions.
- Reproduce all election day instructions and forms in sufficient quantities.
- 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.<sup>3</sup>
- 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.
- Prepare ballots for voting (or submit a request to the printer) so that they are available for voting forty-five days before any election.<sup>4</sup>
- Prepare sample ballots (be sure to review [§ 24.2-622](#)).

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<sup>3</sup> [§ 24.2-517](#).

<sup>4</sup> [§ 24.2-612](#).



- Distribute sample ballots.
- Set a date to test voting machines.
- Provide notice of voting machine testing to parties/candidates.<sup>5</sup>
- Prepare, test, and seal the counting equipment for the election.<sup>6</sup>
- Publish notice of absentee voting days and hours.
- Complete form ELECT-618(2) “Certificate of Number of Ballots Received from Printer” and file with the minutes of the Board.<sup>7</sup>
- 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 staffing for the following duties:
  - 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;<sup>8</sup>
    - 2 Saturdays for general elections not held in May
    - 1 Saturday for primary, special, or May general election.<sup>9</sup>
- Establish election day staffing for the following duties:
  - 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 staffing for the following duties:

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<sup>5</sup> [§ 24.2-633.](#)

<sup>6</sup> [§ 24.2-634.](#)

<sup>7</sup> [§ 24.2-618.](#)

<sup>8</sup> [§ 24.2-701.](#)

<sup>9</sup> [§ 24.2-701.](#)



- Material transfer between clerk of circuit 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.

#### 10.4 ED-45 DAYS

- Begin absentee voting for all elections.<sup>10</sup>
- 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<sup>11</sup>:
  - 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.<sup>12</sup>
  - 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.

#### 10.5 ED-30 DAYS

- Complete voter registrations for close of books.<sup>13</sup>

<sup>10</sup> [§ 24.2-612](#).

<sup>11</sup> [§ 24.2-709.1](#).

<sup>12</sup> See Chapter 7 Absentee Voting.

<sup>13</sup> [§ 24.2-416](#); ELECT Policy 2009-005; *see also* Chapter 3 Voter Registration.



- 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)<sup>14</sup>
    - Electronic pollbook summary screen sheet (if electronic pollbooks used)
    - Statement of Results #1, Statement of Results #2<sup>15</sup>
    - Printed Return Sheet<sup>16</sup>
    - Write-In Certification for each set of the Statement of Results<sup>17</sup>
    - Officer of Election Oaths<sup>18</sup>
    - Officer of Election Suggestion
    - Officer of Election Interest
    - Grievance<sup>19</sup>
    - Affirmation of Eligibility<sup>20</sup>
    - Machine tracking sheets
    - Ballot Record Report<sup>21</sup>
    - Voter Name Mistake Report
    - Voter Registration Application<sup>22</sup>
    - Provisional Ballot Envelope<sup>23</sup>

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<sup>14</sup> [ELECT-643 PBC.](#)

<sup>15</sup> [Statement of Results – DRE Voting Systems + Optical Scan EPB.](#)

<sup>16</sup> [ELECT-658.](#)

<sup>17</sup> [Statement of Results \(SOR\) Write-ins Certification.](#)

<sup>18</sup> [ELECT-120.](#)

<sup>19</sup> [Voter Complaint Form ELECT-11512.](#)

<sup>20</sup> [Affirmation of Eligibility.](#)

<sup>21</sup> [Ballot Record Report, Federal or Optical Scan.](#)

<sup>22</sup> [Voter Registration Application.](#)

<sup>23</sup> [ELECT-653.](#)



- Provisional Ballot Envelope – ID ONLY<sup>24</sup>
- Provisional Ballot Log<sup>25</sup>
- Provisional Voter Notice<sup>26</sup>
- Provisional Voter Notice – Identification<sup>27</sup>
- Voter Registration Cancellation Request
- Notification of Death<sup>28</sup>
- Request for Assistance<sup>29</sup>
- Incident Report<sup>30</sup>
- Overvote Notice
- Payroll
- Receipt for absentee ballot delivery
- Sample ballots (two for each type of voting machine used in the precinct)
- Results-tracking Call-in Sheets
- Envelopes and Labels:<sup>31</sup>
  - Envelope 1A – Provisional Ballots<sup>32</sup>
  - Envelope 1B – after hours provisional, used only if instructed
  - Label 2 – Oaths, Pollbooks, SORs, etc.<sup>33</sup>
  - Envelope 2A – yellow printed return sheet<sup>34</sup>
  - SBE Envelopes/Box Labels 3 & 5<sup>35</sup>
  - Envelope 4 – spoiled and void ballots
  - Envelope 6 – unused ballots<sup>36</sup>
  - Envelope 7 – voting equipment keys, memory cards/cartridges, machine seals
  - Envelope 8 – completed paperwork<sup>37</sup>
  - Envelope 10 – Officer of Election Buttons/Name Badges
  - Envelope 11 – 4<sup>th</sup> set of optical scanner result tapes for HAND delivery to GR office (if used)

<sup>24</sup> [ELECT-653ID.](#)

<sup>25</sup> [ELECT-653 LOG.](#)

<sup>26</sup> [HAVA-5.](#)

<sup>27</sup> [Provisional Voter Notice – Identification.](#)

<sup>28</sup> [ELECT-427.](#)

<sup>29</sup> [Request for Assistance.](#)

<sup>30</sup> [Incident Report.](#)

<sup>31</sup> [Checklist Certification of Materials Used in Elections, ELECT-659-668.](#)

<sup>32</sup> [Officer certification to reuse empty provisional votes envelope 1A.](#)

<sup>33</sup> [Label 2.](#)

<sup>34</sup> [Envelope 2A.](#)

<sup>35</sup> [ELECT Envelopes 3 5 Combined.](#)

<sup>36</sup> [Officer certification for Unused Envelopes.](#)

<sup>37</sup> [Label Envelope 8.](#)



- Envelope 12 – duplicate and name mistakes list, notification of death of registered voter
- Envelope 14 – DRE supervisor cards, access cards and card encoders signature labels for sealing envelopes,
- Inside Signs:
  - Attention All Voters/Acceptable ID<sup>38</sup>
  - 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<sup>39</sup>
  - Explanation of Political Party Abbreviations<sup>40</sup>
  - Voter Rights and Responsibilities<sup>41</sup>
  - Notice-Election Date and Hours<sup>42</sup>
  - 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,<sup>43</sup> 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,

<sup>38</sup> Attention All Voters (Acceptable ID) ([ELECT 643A](#)).

<sup>39</sup> [Prohibited Areas and Activities](#).

<sup>40</sup> Explanation of Political Party Abbreviations ([ELECT-613](#)).

<sup>41</sup> [Voter Rights and Responsibilities](#) (HAVA-4).

<sup>42</sup> HAVA 2 Date Hours.

<sup>43</sup> [§ 24.2-639](#).



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 for use in the election.<sup>44</sup>
- Prepare items that will be needed for the canvass:
  - Checklist of items to be retained by the registrar
  - Provisional vote log 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

### 10.6 ED-20 DAYS

- Send reminder notices to officers of election about instruction meeting.
- Send notices to party chairs about programming of voting machines.
- Send notice to warehouse custodians regarding the programming/transport of machines.
- Power up electronic pollbooks 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.<sup>45</sup>

### 10.7 ED-15 DAYS

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

### 10.8 ED-10 DAYS

- Package and seal ballots for polling places.<sup>46</sup>
- Prepare receipts for delivery of ballots, final absentee ballots list, and other election materials.
- Post notice of the canvass.

### 10.9 ED-3 DAY (SATURDAY)

- Final checks of paper pollbooks, supplies.

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<sup>44</sup> Click [here](#) to find these forms.

<sup>45</sup> §§ 24.2-414, 415, 416.

<sup>46</sup> § 24.2-620.



- Alphabetize or sort election oath forms in order of chief pickup schedule.
- Final in-person absentee ballot voting.

### 10.10 ED-2 DAYS (SUNDAY)

- Download and print Final AB List.<sup>47</sup>
- Electoral board signs Final AB List.<sup>48</sup>
- Prepare AB ballots to deliver to precinct or to CAP if CAP established.<sup>49</sup>
- Download final pollbook data for electronic pollbooks, create distribution files, and prepare EPBs for distribution.

### 10.11 ED-1 DAY (MONDAY)

- Chief Pollbook/Supply pickup.
- Final emergency absentee ballot voting/update precinct lists.
- For November general election, send certification to the Department of Elections that training of election officials has occurred.<sup>50</sup>
- If not already sent to the Department of Elections, send the completed certification of L&A testing.

### 10.12 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.<sup>51</sup>

### 10.13 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.

<sup>47</sup> [§ 24.2-710.](#)

<sup>48</sup> [§ 24.2-710.](#)

<sup>49</sup> [§ 24.2-710.](#)

<sup>50</sup> [§ 24.2-115.](#)

<sup>51</sup> [§§ 24.2-659](#) and [-668.](#)



- Check in returned election materials.
- Conduct provisional ballot meeting. *See* Chapter 17 Provisional Ballots.
  - 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* Chapter 18 Canvassing Results.
- Document completion of canvass using Abstract of Votes Cast.
  - Email a copy of abstracts to the Department of Elections.
  - Mail abstracts to the Department of Elections.
- 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 provisional ballot data and process letters. *See* Chapter 17 Provisional Ballots.
- Enter VERIS rejected absentee ballot data and process letters. *See* Chapter 18 Canvassing Results.
- Process new voter registration applications.
- Re-seal and deliver materials to clerk of court.
- Upload data from electronic pollbooks to VERIS.

#### 10.14 ED+2 DAYS (THURSDAY)

- Receive copies of ID documents from provisional voters who lacked ID on election day.

#### 10.15 ED+3 DAYS (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.

#### 10.16 ED+ 30 DAYS

- Deliver absentee ballots received after election to Clerk of Court.<sup>52</sup>

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<sup>52</sup> § 24.2-710.



**10.17 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 and upload voter credit.

