

GREB Study Group – Subset of Survey of Duties

ELECTORAL BOARD MEMBER RESPONSIBILITIES (NONEXCLUSIVE ADVISORY GUIDANCE PREPARED BY STATE BOARD OF ELECTIONS STAFF)			
CODE SECTION	TOPIC	QUESTION	ACTION REQUIRED
§24.2-115, 115.1, 117, 119	Begin: Officers of Election	4	Recruit officers of election.
§24.2-115		5	Notify officers of election of appointment
§24.2-115		6	Determine number of officers and placement.
§24.2-115		7	Name Chief and Assistant Chiefs. Notify parties at least 10 days before election if partisan chief or assistant unavailable.
§24.2-115		8	Conduct training of officers of election.
§24.2-115, 117		9	Appoint substitutes and additional officers of election as needed
§24.2-115		10	List / Database preparation and maintenance. Secretary responsible to post list and update with new appointments as made. Public list should not contain personal information. List is for inspection with no authorization to copy. Party or candidate can request copy with party designations and precincts.
§24.2-117		11	Appoint substitute to serve in place of officer of election with specified family relationships to candidate.
§24.2-115, 115.1		12	Ensure that officers of election are eligible and sworn.
	End: Officers of Election		
§24.2-310	Begin: Polling Place	13	Ensure adequate facilities for polling places are provided.
§24.2-310		14	Ensure accessibility of polling places (as required by the provisions of the Virginians with Disabilities Act (§ 51.5-1 et seq.), the Voting Accessibility for the Elderly and Handicapped Act (42 U.S.C. § 1973ee et seq.), and the Americans with Disabilities Act relating to public services (42 U.S.C. § 12131 et seq.).
§24.2-310		15	Provide for alternative polling place if required in emergency. Approval of SBE Secretary required.
§24.2-310		16	Provide notice to voters of alternative polling place.
§24.2-712		17	Recommend locality adoption of ordinance establishing Central Absentee Precinct (CAP) including town elections .
§24.2-604		24	Authorize neutral observers at polling places
§24.2-604.1		25	Provide polling place signage for handicapped entrances
§24.2-609		26	Provide voting booths, at least one for printed ballots
§24.2-610		27	Provide copies of §24.2 at polling places for officers of election
§24.2-610		28	Follow requirements of §24.2 and the instructions of the State Board to ensure that the pollbooks, ballots, voting equipment keys, and other materials and supplies required to conduct the election are delivered to the polling place before 6:00 a.m. on the day of the election and delivered to the proper official following the election
§24.2-611		29	Administer Election Day Oath to Officers of Election (stored with pollbook). Determine whether to use of electronic pollbooks of type approved by SBE and plan for provisional balloting if EPBs fail and no back up provided. Localities continuing to paper pollbooks are responsible for associated costs starting 11.2.2010. 2008-2010 Appropriations Act, § 1-89).

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CODE SECTION	TOPIC	QUESTION	ACTION REQUIRED
	End: Polling Place		
§24.2-612	Begin: Election and Ballots	30	Forward to SBE a list of county, city and town offices and candidates to be on ballot. . Forward to SBE list of candidates disqualified and reasons See SBE Calendar of Events
§24.2-612		31	Determine the number of ballots to be printed. Notify SBE.
§24.2-612		32	Affix EB seal to any SBE provided statewide ballots.
§24.2-612		33	Make printed ballots available for absentee voting.
§24.2-612		34	Provide to SBE a statement of the number of printed ballots ordered to be printed, proofs of each printed and voting equipment ballot for verification, and copies of each final ballot.
§24.2-614		35	Have presidential ballot printed at least 45 days before election.
§24.2-616		36	Provide for contract with ballot printer.
§24.2-617		37	Provide for representative to be present during ballot printing with signed statement under felony penalty (compensate \$20 unless board member).
§24.2-618		38	Receive and certify number of ballots received from printer.
§24.2-619		39	Cause seal of EB to be affixed to each ballot
§24.2-620		40	Make one or more packages of ballots for each precinct in the election district. Each package shall contain a number of ballots determined by the board. Each of these packages shall be securely sealed in the presence of a member of the board or such designated person so that the ballots shall be invisible, and so that the packages cannot be readily opened without detection. On each of the packages shall be endorsed the name of the precinct for which it is intended and the number of ballots therein contained. Thereafter the packages designated for each precinct shall be delivered to the secretary of the board and remain in his exclusive possession until delivered by him, or by another board member, board employee, the general or an assistant registrar designated by the board, to the officers of election of each precinct as provided in § 24.2-621.
§24.2-620		41	Deliver sufficient number of ballots to GR for absentee voting
§24.2-621		42	Before every election the secretary, or another board member, board employee, or the general or an assistant registrar designated by the board, shall deliver to an officer of election of each precinct the official ballots for that precinct and obtain a receipt for the package or packages and a certificate that the seals are unbroken. If the secretary or other such designated person is unable to deliver the official ballots, another member of the board shall deliver them.
§ 24.2-626.1		44	Assure each polling place, including CAP, has at least one accessible voting system with alternative language accessibility when required.
§24.2-627		45	Determine the number of voting or counting machines to be used in election.
§24.2-631, 632		46	Request SBE approval for test use of new equipment.
§24.2-632		47	Employ one or more voting machine custodians (may be employee shared with locality).
§24.2-632		48	Receive SBE approval for contractor to perform machine duties.

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CODE SECTION	TOPIC	QUESTION	ACTION REQUIRED
§24.2-632		49	Observe final testing and sealing of voting equipment
§24.2-633		50	Mail written notice to party chairs of final testing
§24.2-634		51	Retain custody of machine keys and deliver to Officers of Elections
§24.2-635		52	Designate times and places for machine demonstrations
§24.2-636		53	Train officers of elections on machine operation
§24.2-637		54	Have the voting and counting equipment and all necessary furniture and materials at the polling places, with counters on the voting or counting devices set at zero (000), and otherwise in good and proper order for use at the election
§ 24.2-638		55	Dismiss officers of election responsible for failing to record or falsifying required information for machine assisted curbside voting.
§24.2-639		56	Deliver keys to the equipment and any electronic activation devices that are required for the operation of electronic voting equipment to the officer of election designated in a sealed envelope on which has been written or printed the name of the precinct for which it is intended.
§24.2-641		57	Sample ballots - The board shall provide for each precinct in which any voting or counting machines or direct electronic voting devices are used, two sample ballots, which shall be arranged as a diagram of the front of the voting device as it will appear with the official ballot for voting on election day. Such sample ballots shall be posted for public inspection at each polling place during the day of election.
§24.2-642		58	Inoperative equipment - When any voting or counting machine becomes inoperative in whole or in part while the polls are open, the officers of election shall immediately notify the board. If possible, the board shall dispatch a qualified technician to the polling place to repair the inoperative machine, or substitute the machine...No voting or counting machine that has become inoperative and contains votes may be removed from the polling place while the polls are open and votes are being ascertained. If the officers of election are unable to ascertain the results from the inoperative machine after the polls close in order to add its results to the results from the other machines in that precinct, the officers of election shall lock and seal the machine without removing the memory card, cartridge or data storage medium and deliver the machine to either the clerk of court or registrar's office as provided for in § 24.2-659. On the day following the election, the board shall meet and ascertain the results from the inoperative machine in accordance with the procedures prescribed by the machine's manufacturer and add the results to the results for the precinct to which the machine was assigned.
§24.2-642		59	Direct officers of election on procedures to follow in counting ballots.
§24.2-647		60	Provide demonstration equipment or signage on how to operate voting equipment.
§§24.2-659, -668		62	Secure equipment keys and election materials with Clerk of Court or General Registrar. Request SBE Secretary permission to inspect when needed. Arrange with clerk for disposition after required retention periods in compliance with Library of Virginia schedule GS-01.
§24.2-406(A)		68	Within 60 days after election, transmit list of those who voted to SBE for incorporation in lists made available under § 24.2-406. Recount or contest extends time to send.
§24.2-683		69	Post copy of Writ for special election called.
§24.2-684		70	Prepare referenda ballots and distribute to precincts, certify results to SBE, court which ordered referendum, other authority.
	End: Election and Ballots		

SUMMARY OF CODE SECTIONS

Officers of Election

§24.2-115
§24.2-115.1
§24.2-117
§24.2-119

Polling Place

§24.2-310
§24.2-712
§24.2-604
§24.2-604.1
§24.2-609
§24.2-610
§24.2-611

Election and Ballots

§24.2-612
§24.2-614
§24.2-616
§24.2-617
§24.2-618
§24.2-619
§24.2-620
§24.2-621
§ 24.2-626.1
§24.2-627
§24.2-631
§24.2-632
§24.2-633
§24.2-634
§24.2-635
§24.2-636
§24.2-637
§ 24.2-638
§24.2-639
§24.2-641
§24.2-642
§24.2-647
§§24.2-659
§24.2-668
§24.2-406(A)
§24.2-683
§24.2-684