

1 A BILL to amend and reenact §§ 24.2-115, 24.2-115.1, 24.2-117, 24.2-119, 24.2-310, 24.2-
2 406, 24.2-604, 24.2-604.1, 24.2-609, 24.2-610, 24.2-611, 24.2-612, 24.2-614, 24.2-616,
3 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-
4 632, 24.2-633, 24.2-634, 24.2-635, 24.2-636, 24.2-637, 24.2-638, 24.2-639, 24.2-641,
5 24.2-642, 24.2-647, 24.2-659, 24.2-668, 24.2-683, 24.2-684, and 24.2-712 of the Code
6 of Virginia, relating to duties of the electoral board.

7
8 **Be it enacted by the General Assembly of Virginia:**

9
10 **1. That §§ 24.2-115, 24.2-115.1, 24.2-117, 24.2-119, 24.2-310, 24.2-406, 24.2-604, 24.2-**
11 **604.1, 24.2-609, 24.2-610, 24.2-611, 24.2-612, 24.2-614, 24.2-616, 24.2-617, 24.2-618, 24.2-**
12 **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-**
13 **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-**
14 **668, 24.2-683, 24.2-684, and 24.2-712 of the Code of Virginia are amended and**
15 **reenacted as follows:**

16
17 **§ 24.2-115. Appointment, qualifications, and terms of officers of election.**

18 Each electoral board at its regular meeting in the first week of February of the year in
19 which the terms of officers of election are scheduled to expire shall appoint officers of election.
20 Their terms of office shall begin on March 1 following their appointment and continue, at the

21 discretion of the electoral board, for a term not to exceed three years or until their successors are
22 appointed. The general registrar as director of elections shall prepare a plan to ensure adequate
23 numbers of trained officers of election are available to serve in each election.
24

25 Not less than three competent citizens shall be appointed for each precinct. However, a
26 precinct having more than 4,000 registered voters shall have not less than five officers of election
27 serving for a presidential election, and the electoral board shall appoint additional officers as
28 needed to satisfy this requirement. Insofar as practicable, each officer shall be a qualified voter
29 of the precinct he is appointed to serve, but in any case a qualified voter of the Commonwealth.
30 In appointing the officers of election, representation shall be given to each of the two political
31 parties having the highest and next highest number of votes in the Commonwealth for Governor
32 at the last preceding gubernatorial election. The representation of the two parties shall be equal at
33 each precinct having an even number of officers and shall vary by no more than one at each
34 precinct having an odd number of officers. If practicable, officers shall be appointed from lists of
35 nominations filed by the political parties entitled to appointments. The party shall file its
36 nominations with the secretary of the electoral board at least 10 days before February 1 each
37 year. The electoral board may appoint additional citizens who do not represent any political party
38 to serve as officers. If practicable, no more than one-third of the total number of officers
39 appointed for each precinct may be citizens who do not represent any political party.
40

41 Officers of election shall serve for all elections held in their respective precincts during
42 their terms of office unless a substitute is required to be appointed pursuant to § 24.2-117 or the
43 electoral board decides that fewer officers are needed for a particular election, in which case

44 party representation shall be maintained as provided above. For a primary election involving
45 only one political party, persons representing the political party holding the primary shall serve
46 as the officers of election if possible.

47

48 The electoral board shall ~~designate~~ ensure that the general registrar designates one officer
49 is designated as the chief officer of election and one officer as the assistant for each precinct. The
50 officer designated as the assistant for a precinct, whenever practicable, shall not represent the
51 same political party as the chief officer for the precinct. Notwithstanding any other provision of
52 this section, where representatives for one or both of the two political parties having the largest
53 number of votes for Governor in the last preceding gubernatorial election are unavailable, ~~the~~
54 ~~electoral board may designate as the chief officer and the assistant chief officer~~ citizens who do
55 not represent any political party may be designated as the chief officer and the assistant chief
56 officer. In such case, ~~the electoral board shall provide notice~~ shall be provided to representatives
57 of both parties at least 10 days prior to the election that it intends to use nonaffiliated officers so
58 that each party shall have the opportunity to provide additional nominations. The electoral board
59 may ~~also~~ appoint at least one officer of election who reports to the precinct at least one hour prior
60 to the closing of the precinct and whose primary responsibility is to assist with closing the
61 precinct and reporting the results of the votes at the precinct.

62

63 The electoral board ~~registrar~~ electoral board shall ensure that instruct each chief officer
64 and assistant is instructed in his duties not less than three nor more than 30 days before each
65 election. Each electoral board ~~registrar may instruct each~~ officer of election may be instructed in
66 his duties at an appropriate time or times before each November general election, and shall

67 conduct training of the officers of election consistent with the standards set by the State Board
68 pursuant to subsection B of § 24.2-103. Each ~~electoral board~~ registrar electoral board shall
69 certify to the ~~State Board~~ Department that such training has been conducted every four years.

70

71 Notwithstanding the provisions of § 24.2-117, if an officer of election is unable to serve
72 at any election during his term of office, the electoral board may at any time appoint a substitute
73 who shall hold office and serve for the unexpired term.

74

75 Additional officers shall be appointed in accordance with this section at any time that the
76 electoral board determines that they are needed or as required by law.

77

78 If practicable, substitute officers or additional officers appointed after the electoral
79 board's regular meeting in the first week of February shall be appointed from lists of nominations
80 filed by the political parties entitled to appointments. The ~~electoral board shall inform~~ electoral
81 board or general registrar shall inform the political parties of ~~its~~ the electoral board's decision to
82 make such appointments and the party shall file its nominations with the ~~secretary of the~~
83 ~~electoral board~~ general registrar secretary of the electoral board within five business days.

84

85 The ~~secretary of the electoral board~~ secretary of the electoral board or general registrar
86 shall prepare a list of the officers of election that shall be available for inspection and posted in
87 the general registrar's office prior to March 1 each year. Whenever substitute or additional
88 officers are appointed, the ~~secretary~~ secretary or general registrar shall promptly add the names
89 of the appointees to the public list. Upon request and at a reasonable charge not to exceed the

90 | actual cost incurred, the ~~secretary~~ secretary or general registrar shall provide a copy of the list of
91 | the officers of election, including their party designation and precinct to which they are assigned,
92 | to any requesting political party or candidate.

93

94 | **§ 24.2-115.1. Officers of election; hours of service.**

95 | The ~~electoral board~~ electoral board or general registrar may provide that the officers of
96 | election for one or more precincts may be assigned to work all or a portion of the time that the
97 | precinct is open on election day or reassigned to another precinct for the remaining portion of
98 | election day, as needed. Any officer of election assisting with the closing of the precinct and
99 | reporting the results of the votes at the precinct shall be required to report to the precinct at least
100 | one hour prior to the closing of the precinct. However, the chief officer and the assistant chief
101 | officer, appointed pursuant to § 24.2-115 to represent the two political parties, shall be on duty at
102 | all times. The ~~electoral board~~ electoral board or general registrar may provide for the
103 | administration of the oath of office provided for in § 24.2-120 and the oath required in § 24.2-
104 | 611 to be kept with the pollbook at times convenient for officers of election assigned to work
105 | only a portion of the time that the precinct is open on election day.

106

107 | **§ 24.2-117. Request for removal of officer of election.**

108 | A candidate may require the removal of an officer of election for the election in which he
109 | is a candidate by a request in writing, filed at least seven days before the election with the
110 | electoral board appointing the officer, on the grounds that the officer is the spouse, parent,
111 | grandparent, sibling, child, or grandchild of an opposing candidate. A member of the electoral
112 | board may also request the removal of an officer of election whom he knows to be the spouse,

113 parent, grandparent, sibling, child, or grandchild of a candidate in the election by a request in
114 writing, filed at least seven days before the election with the electoral board. The electoral board
115 ~~may appoint a substitute who shall hold office and serve for that election.~~ shall ensure that the
116 general registrar assigns a different officer is assigned to work at the precinct to comply with a
117 timely written request under this section.

118

119 **§ 24.2-119. Restrictions on persons holding other offices serving as member of**
120 **electoral board, registrar, or officer of election.**

121 No person, nor the deputy of any person, who is employed by or holds any office or post
122 of profit or emolument, or who holds any elective office of profit or trust, under the governments
123 of the United States, the Commonwealth, or any county, city, or town, shall be appointed a
124 member of the electoral board or general registrar. No person, nor the deputy or the employee of
125 any person, who holds any elective office of profit or trust under the government of the United
126 States, the Commonwealth, or any county, city, or town of the Commonwealth, shall be
127 appointed an assistant registrar or officer of election.

128

129 **§ 24.2-310. Requirements for polling places.**

130 A. The polling place for each precinct shall be located within the county or city and either
131 within the precinct or within one mile of the precinct boundary. The polling place for a county
132 precinct may be located within a city (i) if the city is wholly contained within the county election
133 district served by the precinct or (ii) if the city is wholly contained within the county and the
134 polling place is located on property owned by the county. The polling place for a town precinct

135 may be located within one mile of the precinct and town boundary. For town elections held in
136 November, the town shall use the polling places established by the county for its elections.

137
138 B. The electoral board shall ensure that the governing body of each county, city, and
139 town shall provide funds to enable the ~~electoral board~~ general registrar to provide adequate
140 facilities at each polling place for the conduct of elections. Each polling place shall be located in
141 a public building whenever practicable. If more than one polling place is located in the same
142 building, each polling place shall be located in a separate room or separate and defined space.

143
144 C. Polling places shall be accessible to qualified voters as required by the provisions of
145 the Virginians with Disabilities Act (§ 51.5-1 et seq.), the Voting Accessibility for the Elderly
146 and Handicapped Act (52 U.S.C. § 20101 et seq.), and the Americans with Disabilities Act
147 relating to public services (42 U.S.C. § 12131 et seq.). The ~~State Board~~ Department of Elections
148 shall provide instructions to the local electoral boards and general registrars to assist the
149 localities in complying with the requirements of the Acts.

150
151 D. If an emergency makes a polling place unusable or inaccessible, the ~~electoral board~~
152 | electoral board or general registrar shall provide an alternative polling place and give notice of
153 the change in polling place, including to all candidates, or such candidate's campaign, appearing
154 on the ballot to be voted at the alternative polling place, subject to the prior approval of the ~~State~~
155 ~~Board~~ Commissioner. The ~~electoral board~~ general registrar shall provide notice to the voters
156 appropriate to the circumstances of the emergency. For the purposes of this subsection, an

157 "emergency" means a rare and unforeseen combination of circumstances, or the resulting state,
158 that calls for immediate action.

159

160 E. It shall be permissible to distribute campaign materials on the election day on the
161 property on which a polling place is located and outside of the building containing the room
162 where the election is conducted except as specifically prohibited by law including, without
163 limitation, the prohibitions of § 24.2-604 and the establishment of the "Prohibited Area" within
164 40 feet of any entrance to the polling place. However, and notwithstanding the provisions of
165 clause (i) of subsection A of § 24.2-604, and upon the approval of the local ~~electoral board~~
166 registrar-electoral board, campaign materials may be distributed outside the polling place and
167 inside the structure where the election is conducted, provided that the "Prohibited Area" (i)
168 includes the area within the structure that is beyond 40 feet of any entrance to the polling place
169 and the area within the structure that is within 40 feet of any entrance to the room where the
170 election is conducted and (ii) is maintained and enforced as provided in § 24.2-604. The local
171 ~~electoral board~~ registrar-electoral board may approve campaigning activities inside the building
172 where the election is conducted when an entrance to the building is from an adjoining building,
173 or if establishing the 40-foot prohibited area outside the polling place would hinder or delay a
174 qualified voter from entering or leaving the building.

175

176 F. Any local government, local electoral board, or the ~~State Board~~ Department of
177 Elections may make monetary grants to any non-governmental entity furnishing facilities under
178 the provisions of § 24.2-307 or 24.2-308 for use as a polling place. Such grants shall be made for
179 the sole purpose of meeting the accessibility requirements of this section. Nothing in this

180 subsection shall be construed to obligate any local government, local electoral board, Department
181 or the State Board to appropriate funds to any non-governmental entity.

182

183 **§ 24.2-406. Lists of persons voting at elections.**

184 A. The Department of Elections shall furnish, at a reasonable price, lists of persons who
185 voted at any primary, special, or general election held in the four preceding years to (i)
186 candidates for election or political party nomination to further their candidacy, (ii) political party
187 committees or officials thereof for political purposes only, (iii) political action committees that
188 have filed a current statement of organization with the Department of Elections pursuant to §
189 24.2-949.2 or with the Federal Elections Commission pursuant to federal law, for political
190 purposes only, (iv) incumbent officeholders to report to their constituents, and (v) members of
191 the public or a nonprofit organization seeking to promote voter participation and registration by
192 means of a communication or mailing without intimidation or pressure exerted on the recipient,
193 for that purpose only. Such lists shall be furnished to no one else and shall be used only for
194 campaign and political purposes and for reporting to constituents. Unless such lists are not
195 available due to a pending recount or election contest, the ~~electoral board~~ general registrar shall
196 submit the list of persons who voted to the Department of Elections within 14 days after each
197 election. The ~~electoral boards~~ general registrars of localities using nonelectronic pollbooks shall
198 submit the list of persons who voted to the Department of Elections within seven days after the
199 pollbooks are released from the possession of the clerk of court. The Department of Elections
200 shall make available such lists no later than seven days after receiving them from the ~~electoral~~
201 ~~board~~ general registrar.

202 B. The Department of Elections shall furnish to the Chief Election Officer of another state, on
203 request and at a reasonable price, lists of persons who voted at any primary, special, or general election

204 held for the four preceding years. Such lists shall be used only for the purpose of maintenance of voter
205 registration systems and shall be transmitted in accordance with security policies approved by the State
206 Board of Elections.

207 C. In no event shall any list furnished under this section contain the social security number, or
208 any part thereof, of any registered voter, except for a list furnished to the Chief Election Officer of
209 another state permitted to use social security numbers, or any parts thereof, that provides for the use of
210 such numbers on applications for voter registration in accordance with federal law, for maintenance of
211 voter registration systems.

212 D. Any list furnished under this section shall contain the post office box address in lieu of the
213 residence street address for any individual who has furnished at the time of registration or subsequently,
214 in addition to his street address, a post office box address pursuant to subsection B of § [24.2-418](#).

215
216 **§ 24.2-604. Prohibited activities at polls; notice of prohibited area; electioneering;**
217 **presence of representatives of parties or candidates; simulated elections; observers;**
218 **news media; penalties.**

219
220 A. During the times the polls are open and ballots are being counted, it shall be unlawful
221 for any person (i) to loiter or congregate within 40 feet of any entrance of any polling place; (ii)
222 within such distance to give, tender, or exhibit any ballot, ticket, or other campaign material to
223 any person or to solicit or in any manner attempt to influence any person in casting his vote; or
224 (iii) to hinder or delay a qualified voter in entering or leaving a polling place.

225
226 B. Prior to opening the polls, the officers of election shall post, in the area within 40 feet
227 of any entrance to the polling place, sufficient notices which state "Prohibited Area" in two-inch

228 type. The notices shall also state the provisions of this section in not less than 24-point type. The
229 officers of election shall post the notices within the prohibited area to be visible to voters and the
230 public.

231
232 C. The officers of election shall permit one authorized representative of each political
233 party or independent candidate in a general or special election, or one authorized representative
234 of each candidate in a primary election, to remain in the room in which the election is being
235 conducted at all times. A representative may serve part of the day and be replaced by successive
236 representatives. The officers of election shall have discretion to permit up to three authorized
237 representatives of each political party or independent candidate in a general or special election,
238 or up to three authorized representatives of each candidate in a primary election, to remain in the
239 room in which the election is being conducted. The officers shall permit one such representative
240 for each pollbook station. However, no more than one such representative for each pollbook
241 station or three representatives of any political party or independent candidate, whichever
242 number is larger, shall be permitted in the room at any one time. Each authorized representative
243 shall be a qualified voter of any jurisdiction of the Commonwealth. Each representative shall
244 present to the officers of election a written statement designating him to be a representative of
245 the party or candidate and signed by the county or city chairman of his political party, the
246 independent candidate, or the primary candidate, as appropriate. If the county or city chairman is
247 unavailable to sign such a written designation, such a designation may be made by the state or
248 district chairman of the political party. However, no written designation made by a state or
249 district chairman shall take precedence over a written designation made by the county or city
250 chairman. Such statement, bearing the chairman's or candidate's original signature, may be

251 photocopied, and such photocopy shall be as valid as if the copy had been signed. No candidate
252 whose name is printed on the ballot shall serve as a representative of a party or candidate for
253 purposes of this section. Authorized representatives shall be allowed, whether in a regular
254 polling place or central absentee voter precinct, to be close enough to the voter check-in table to
255 be able to hear and see what is occurring; however, such observation shall not violate the secret
256 vote provision of Article II, Section 3 of the Constitution of Virginia or otherwise interfere with
257 the orderly process of the election. Any representative who complains to the chief officer of
258 election that he is unable to hear or see the process may accept the chief officer's decision or, if
259 dissatisfied, he may immediately appeal the decision to the local ~~electoral board~~ [electoral board](#)
260 [or registrar](#). Authorized representatives shall be allowed, whether in a regular polling place or
261 central absentee voter precinct, to use a handheld wireless communications device, but shall not
262 be allowed to use such a device to capture a digital image inside the polling place or central
263 absentee voter precinct. The officers of election may prohibit the use of cellular telephones or
264 other handheld wireless communications devices if such use will result in a violation of
265 subsection A or D or § 24.2-607. Authorized representatives shall not be allowed in any case to
266 provide assistance to any voter as permitted under § 24.2-649 or to wear any indication that they
267 are authorized to assist voters either inside the polling place or within 40 feet of any entrance to
268 the polling place.

269
270 D. It shall be unlawful for any authorized representative, voter, or any other person in the
271 room to (i) hinder or delay a qualified voter; (ii) give, tender, or exhibit any ballot, ticket, or
272 other campaign material to any person; (iii) solicit or in any manner attempt to influence any
273 person in casting his vote; (iv) hinder or delay any officer of election; (v) be in a position to see

274 the marked ballot of any other voter; or (vi) otherwise impede the orderly conduct of the
275 election.

276

277 E. The officers of election may require any person who is found by a majority of the
278 officers present to be in violation of this section to remain outside of the prohibited area. Any
279 person violating subsection A or D shall be guilty of a Class 1 misdemeanor.

280

281 F. This section shall not be construed to prohibit a candidate from entering any polling
282 place on the day of the election to vote, or to visit a polling place for no longer than 10 minutes
283 per polling place per election day, provided that he complies with the restrictions stated in
284 subsections A, D, and K.

285

286 G. This section shall not be construed to prohibit a minor from entering a polling place on
287 the day of the election to vote in a simulated election at that polling place, provided that the local
288 ~~electoral board~~ [electoral board or registrar](#) has determined that such polling place can
289 accommodate simulated election activities without interference or substantial delay in the orderly
290 conduct of the official voting process. Persons supervising or working in a simulated election in
291 which minors vote may remain within such polling place. The local ~~electoral board~~ [electoral](#)
292 [board or registrar](#) and the chief officer for the polling place shall exercise authority over, but
293 shall have no responsibility for the administration of, simulated election related activities at the
294 polling place.

295

296 | H. A ~~local electoral board, and its~~ local electoral board or its general registrar, may
297 | conduct a special election day program for high school students, selected by the ~~electoral board~~
298 | electoral board or registrar in cooperation with high school authorities, in one or more polling
299 | places designated by the ~~electoral board~~ electoral board or registrar, other than a central absentee
300 | voter precinct. The program shall be designed to stimulate the students' interest in elections and
301 | registering to vote, provide assistance to the officers of election, and ensure the safe entry and
302 | exit of elderly and disabled voters from the polling place. Each student shall take and sign an
303 | oath as an election page, serve under the direct supervision of the chief officer of election of his
304 | assigned polling place, and observe strict impartiality at all times. Election pages may observe
305 | the electoral process and seek information from the chief officer of election, but shall not handle
306 | or touch ballots, voting machines, or any other official election materials, or enter any voting
307 | booth.

309 | I. A ~~local electoral board~~ local electoral board or registrar may authorize in writing the
310 | presence of additional neutral observers as it deems appropriate, except as otherwise prohibited
311 | or limited by this section. Such observers shall comply with the restrictions in subsections A and
312 | D and shall not be allowed in any case to provide assistance to any voter as permitted under §
313 | 24.2-649 or to wear any indication that they are authorized to assist voters either inside the
314 | polling place or within 40 feet of any entrance to the polling place.

316 | J. The officers of election shall permit representatives of the news media to visit and film
317 | or photograph inside the polling place for a reasonable and limited period of time while the polls
318 | are open. However, the media (i) shall comply with the restrictions in subsections A and D; (ii)

319 shall not film or photograph any person who specifically asks the media representative at that
320 time that he not be filmed or photographed; (iii) shall not film or photograph the voter or the
321 ballot in such a way that divulges how any individual voter is voting; and (iv) shall not film or
322 photograph the voter list or any other voter record or material at the precinct in such a way that it
323 divulges the name or other information concerning any individual voter. Any interviews with
324 voters, candidates or other persons, live broadcasts, or taping of reporters' remarks, shall be
325 conducted outside of the polling place and the prohibited area. The officers of election may
326 require any person who is found by a majority of the officers present to be in violation of this
327 subsection to leave the polling place and the prohibited area.

328
329 K. The provisions of subsections A and D shall not be construed to prohibit a person who
330 approaches or enters the polling place for the purpose of voting from wearing a shirt, hat, or
331 other apparel on which a candidate's name or a political slogan appears or from having a sticker
332 or button attached to his apparel on which a candidate's name or a political slogan appears. This
333 exemption shall not apply to candidates, representatives of candidates, or any other person who
334 approaches or enters the polling place for any purpose other than voting.

335
336 **§ 24.2-604.1. Signs for special entrances to polling places.**

337
338 The ~~electoral board~~ electoral board or general registrar shall provide and have posted
339 outside each polling place appropriate signs to direct people with disabilities and elderly persons
340 to any special entrance designed for their use.

341

342 **§ 24.2-609. Voting booths.**

343

344 Each ~~electoral board~~ electoral board or general registrar shall provide at each polling
345 place in its county or city one or more voting booths. At least one booth shall be an enclosure
346 which permits the voter to vote by printed ballot in secret and is equipped with a writing surface,
347 operative writing implements, and adequate lighting. Enclosures for voting equipment shall
348 provide for voting in secret and be adequately lighted. "Voting booth" includes enclosures for
349 voting printed ballots and for voting equipment.

350

351 **§ 24.2-610. Materials at polling places.**

352

353 A. The ~~State Board~~ Department shall provide copies of this title to each ~~electoral board~~
354 general registrar for each precinct in its county or city and each member of the electoral board.
355 The ~~electoral board~~ general registrar shall furnish a copy of this title to each precinct for the use
356 of the officers of election on election day.

357

358 B. Pursuant to subdivision A 7 of § 24.2-404, the ~~State Board~~ Department shall transmit
359 to the general registrar of each county and city pollbooks for each precinct in which the election
360 is to be held. The data elements printed or otherwise provided for each voter on the pollbooks
361 shall be uniform throughout the Commonwealth.

362

363 C. The electoral board, general registrar, and officers of election shall comply with the
364 requirements of this title and the instructions of the State Board and the Department of Elections

365 to ensure that the pollbooks, ballots, voting equipment keys, and other materials and supplies
366 required to conduct the election are delivered to the polling place before 6:00 a.m. on the day of
367 the election and delivered to the proper official following the election.

368

369 **§ 24.2-611. Form and signing of pollbooks; records of persons voting; electronic**
370 **pollbooks.**

371

372 A. The following oath shall be on a form prescribed by the ~~State Board~~ Department,
373 administered to all officers of election, and kept by the officers of election with the pollbook:

374

375 "I do solemnly swear (or affirm) that I will perform the duties for this election according to law
376 and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse
377 in conducting this election."

378

379 The oath shall be administered to each officer of election by the general registrar, a
380 member of the electoral board, or an officer of election designated by the general registrar and
381 secretary of the electoral board, who shall be so identified on the form. The oath shall be signed
382 by each officer of election and the person administering the oath. The pollbook shall be marked
383 to identify the election for which it is used.

384

385 B. The ~~State Board~~ Department shall provide the pollbook pursuant to subdivision A 7 of
386 § 24.2-404. The pollbook shall (i) provide a space for the officer of election to record the name
387 and consecutive number of the voter at the time he offers to vote and (ii) be retained in

388 accordance with the provisions governing pollbooks in this title. The ~~State Board~~ Department
389 shall make available a numerical check sheet required to be used with pollbooks in printed form
390 to determine the consecutive number to be recorded with the name of the voter by the officer of
391 election. In electronic pollbooks, the consecutive number shall be entered automatically when the
392 officer of election records that the voter has voted. When the name and number of the last
393 qualified voter have been entered on the pollbook, the officer of election responsible for that
394 pollbook shall sign a statement on the check sheet, or on a separate form if an electronic
395 pollbook is used, certifying the number of qualified registrants who have voted. The ~~State Board~~
396 Department shall provide instructions to the local electoral boards, general registrars, and
397 officers of election for the conduct of the election and for procedures for entering a voting record
398 for each voter and recording each voter's name, including voters unable to enter the polling
399 place, and for verifying the accurate entry of the voting record for each registrant on the Virginia
400 Voter Registration System. Notwithstanding any other provision of this title, for any election
401 held on or after November 1, 2010, all pollbooks provided by the ~~State Board~~ Department shall
402 be in electronic form only.

403

404 C. The ~~State Board~~ Department shall incorporate safeguards to assure that the records of
405 the election, including the pollbook, voter count sheets, or other alternative records, will provide
406 promptly an accurate and secure record of those who have voted.

407

408 D. Any locality may expend its own funds to purchase electronic pollbooks that have
409 been approved for use in elections by the State Board.

410

411 E. In the event that the electronic pollbooks for a precinct fail to operate properly and no
412 alternative voter list or pollbook is available, the officers of election, in accordance with the
413 instructions and materials approved by the ~~State Board~~ Department, shall (i) maintain a written
414 list of the persons voting and (ii) provide to each person voting a provisional ballot to be cast as
415 provided in § 24.2-653.

416

417 **§ 24.2-612. List of offices and candidates filed with Department of Elections and**
418 **checked for accuracy; when ballots printed; number required.**

419

420 Immediately after the expiration of the time provided by law for a candidate for any
421 office to qualify to have his name printed on the official ballot and prior to printing the ballots
422 for an election, each ~~electoral board~~ general registrar shall forward to the Department of
423 Elections a list of the county, city, or town offices to be filled at the election and the names of all
424 candidates who have filed for each office. In addition, each ~~electoral board~~ general registrar shall
425 forward the name of any candidate who failed to qualify with the reason for his disqualification.
426 On that same day, the ~~electoral board~~ general registrar shall also provide a copy of the notice to
427 each disqualified candidate. The notice shall be sent by email or regular mail to the address on
428 the candidate's certificate of candidate qualification, and such notice shall be deemed sufficient.
429 The Department of Elections shall promptly advise the ~~electoral board~~ general registrar of the
430 accuracy of the list. The failure of any ~~electoral board~~ general registrar to send the list to the
431 Department of Elections for verification shall not invalidate any election.

432

433 Each ~~electoral board~~ general registrar shall have printed the number of ballots ~~it~~ the
434 electoral board determines will be sufficient to conduct the election.

435
436 Notwithstanding any other provisions of this title, the Department of Elections may print
437 or otherwise provide one statewide paper ballot style for each paper ballot style in use for
438 presidential and vice-presidential electors for use only by persons eligible to vote for those
439 offices only under § 24.2-402 or only for federal elections under § 24.2-453. The Department of
440 Elections may apportion or authorize the printer or vendor to apportion the costs for these ballots
441 among the localities based on the number of ballots ordered. Any printer employed by the
442 Department of Elections shall execute the statement required by § 24.2-616. The Department of
443 Elections shall designate a representative to be present at the printing of such ballots and deliver
444 them to the appropriate ~~electoral boards~~ general registrars pursuant to § 24.2-617. Upon receipt
445 of such paper ballots, the ~~electoral board~~ electoral board or general registrar shall affix ~~its~~ the
446 electoral board seal. Thereafter, such ballots shall be handled and accounted for, and the votes
447 counted as the Department of Elections shall specifically direct.

448
449 The ~~electoral board~~ general registrar shall make printed ballots available for absentee
450 voting not later than 45 days prior to any election or within three business days of the receipt of a
451 properly completed absentee ballot application, whichever is later. In the case of a special
452 election, excluding for federal offices, if time is insufficient to meet the applicable deadline
453 established herein, then the ~~electoral board~~ general registrar shall make printed ballots available
454 as soon after the deadline as possible. For the purposes of this chapter, making printed ballots
455 available includes mailing of such ballots or electronic transmission of such ballots pursuant to §

456 24.2-706 to a qualified absentee voter who is eligible for an absentee ballot under subdivision 2
457 of § 24.2-700. Not later than five days after absentee ballots are made available, each ~~electoral~~
458 ~~board~~ general registrar shall report to the Department of Elections, in writing on a form approved
459 by the Department of Elections, whether it has complied with the applicable deadline.

460
461 Only the names of candidates for offices to be voted on in a particular election district
462 shall be printed on the ballots for that election district.

463
464 The ~~electoral boards~~ general registrars shall send to the Department of Elections a
465 statement of the number of ballots ordered to be printed [is this still required?](#), proofs of each
466 printed ballot for verification, and copies of each final ballot. If the Department of Elections
467 finds that, in its opinion, the number of ballots ordered to be printed by any local electoral board
468 is not sufficient, it may direct the ~~local board~~ registrar to order the printing of a reasonable
469 number of additional ballots.

470
471 **§ 24.2-614. Preparation and form of presidential election ballots.**

472
473 As soon as practicable after the seventy-fourth day before the presidential election, the
474 State Board shall certify to the ~~secretary~~ general registrar of each county and city ~~electoral board~~
475 the form of official ballot for the presidential election which shall be uniform throughout the
476 Commonwealth. Each ~~electoral board~~ general registrar shall have the official ballot printed in
477 time to begin sending ballots at least forty-five days preceding the election.

478

479 The ballot shall contain the name of each political party and the party group name, if any,
480 specified by the persons naming electors by petition pursuant to § 24.2-543. Below the party
481 name in parentheses, the ballot shall contain the words "Electors for _____,
482 President and _____, Vice President" with the blanks filled in with the names of the
483 candidates for President and Vice President for whom the candidates for
484 electors are expected to vote in the Electoral College. A printed square shall precede the name of
485 each political party or party designation.

486
487 Groups of petitioners qualifying for a party name under § 24.2-543 shall be treated as a
488 class; the order of the groups shall be determined by lot by the State Board; and the groups shall
489 immediately precede the independent class on the ballot. The names of the candidates within the
490 independent class shall be listed alphabetically.

491
492 **§ 24.2-616. Duties of printer; statement; penalty.**

493 The printer contracting with or employed by the ~~electoral board~~ electoral board or general
494 registrar to print the ballots shall sign a statement before the work is commenced agreeing,
495 subject to felony penalties for making false statements pursuant to § 24.2-1016, that he will print
496 the number of ballots requested by the ~~electoral board~~ electoral board or general registrar in
497 accordance with ~~its~~ the registrar's instructions; that he will print, and permit to be printed,
498 directly or indirectly, no more than that number; that he will at once destroy all imperfect and
499 perfect impressions other than those required to be delivered to the ~~electoral board~~ general
500 registrar; that as soon as such number of ballots is printed he will distribute the type, if any, used

501 for such work; and that he will not communicate to anyone, in any manner, the size, style, or
502 contents of such ballots.

503

504 A similar statement shall be required of any employee or other person engaged in the
505 work.

506

507 **§ 24.2-617. Representative of electoral board to be present at printing; custody of**
508 **ballots; electoral board may disclose contents, style, and size.**

509

510 The ~~electoral board~~ electoral board or general registrar shall designate one person to be
511 continuously present in the room in which the ballots are printed from the start to the end of the
512 work and ensure that the undertakings of the printer's statement are complied with strictly. For
513 the discharge of this duty the person, other than a board member, shall receive at least twenty
514 dollars per day.

515

516 As soon as the ballots are printed they shall be securely wrapped and sealed, and the
517 designated person shall assure their delivery to the ~~electoral board~~ general registrar, allowing no
518 one to examine them until delivery.

519

520 The designated person shall sign a statement, subject to felony penalties for making false
521 statements pursuant to § 24.2-1016, that he has faithfully performed his duties, that the printer
522 has complied with the requirements of law, and that only the requested number of ballots have
523 been printed and are being delivered to the ~~electoral board~~ general registrar.

524

525 | This section shall not be construed to prohibit any ~~electoral board~~ [electoral board or](#)
526 | [general registrar](#) from publishing or otherwise disclosing the contents, style, and size of ballots,
527 | which information ~~electoral boards~~ [electoral boards or general registrars](#) are authorized to
528 | publish or otherwise disclose.

529

530 | **§ 24.2-618: Delivery of ballots ~~to electoral board~~; checking and recording number.**

531 | ~~The electoral board shall designate one of its members or employees or the general or an~~
532 | ~~assistant registrar to~~ shall receive the ballots after they are printed. ~~The member of the board or~~
533 | ~~other such designated person~~ general or assistant registrar shall certify the number of ballots
534 | received. ~~This certificate shall be filed with the minutes of the board.~~ The general registrar shall
535 | file this certificate with other materials for the election.

536

537 | **§ 24.2-619. Sealing ballots.**

538 | ~~The electoral board shall designate one of its members or some other person to~~ [electoral](#)
539 | [board or general registrar](#) or his designee shall cause the seal of the board to be affixed in his
540 | presence to every ballot printed as provided in this chapter. The seal shall be on the side reverse
541 | from that on which the names of the candidates appear. The seal may be affixed on the ballot
542 | either mechanically or manually. ~~The member of the board~~ [member of the board or general](#)
543 | [registrar](#) or other person designated shall sign a statement, subject to felony penalties for making
544 | false statements pursuant to § 24.2-1016, that the seal of the electoral board was affixed to the
545 | ballots in his presence in the manner prescribed by law, setting forth the name of every person
546 | taking part in the affixing of the seal, and stating that he has faithfully performed his duties. His

547 statement shall be filed with the minutes of the board. For his services in causing the seal to be
548 affixed to the ballots, the person designated, other than a board member, general or assistant
549 registrar, shall receive at least twenty dollars per day.

550

551 Any person, ~~other than the secretary of the board,~~ designated to attend to the stamping of
552 to seal the ballots, shall return the seal to the secretary as soon as the stamping of sealing the
553 ~~ballots~~ is completed.

554

555 Every person taking part in affixing the seal to the ballots or in placing the ballots in
556 packages shall give his statement, subject to felony penalties for making false statements
557 pursuant to § 24.2-1016, that he has faithfully performed his duties and that he will not divulge
558 to anyone the contents of the ballots or any part thereof. ~~These~~ The general registrar shall retain
559 these statements ~~shall to~~ be filed with the secretary of the board and ~~retained with the minutes of~~
560 ~~the board~~ pollbooks for the election minutes of the board.

561

562 **§ 24.2-620. Dividing ballots into packages for each precinct; delivery of absentee**
563 **ballots.**

564

565 The ~~electoral board~~ electoral board or general registrar shall cause to be made, in the
566 presence of at least one member of the board, or ~~an employee~~ designee of the board ~~or the~~
567 ~~general or an assistant registrar designated by the board,~~ one or more packages of ballots for each
568 precinct in the election district. Each package shall contain a number of ballots determined by the
569 ~~board~~ board or general registrar. Each of these packages shall be securely sealed in the presence

570 of a member of the board or such designated person so that the ballots shall be invisible, and so
571 that the packages cannot be readily opened without detection. On each of the packages shall be
572 endorsed the name of the precinct for which it is intended and the number of ballots therein
573 contained. Thereafter the packages designated for each precinct shall be delivered to the
574 ~~secretary of the board~~ general registrar and remain in his exclusive possession until delivered by
575 him, or by ~~another~~ a board member, board ~~employee~~ designee, ~~the general or an assistant~~
576 registrar ~~designated by the board~~, to the officers of election of each precinct as provided in §
577 24.2-621.

578
579 The electoral board shall ~~have~~ ensure that sufficient ballots for those offering to vote
580 absentee are delivered to the general registrar and ~~secretary of the electoral board~~ by the deadline
581 stated in § 24.2-612. Any such ballots remaining unused at the close of the polls on election day
582 shall be sent by the general registrar or the electoral board and ~~the secretary of the electoral~~
583 ~~board~~ to the clerk of the circuit court of the county or city.

584
585 **§ 24.2-621: Delivery of packages to officers; opening packages.**

586
587 Before every election, ~~the secretary of the electoral board, or another board member,~~
588 ~~board employee, or~~ a member of the electoral board or the general or an assistant registrar
589 ~~designated by the board~~, shall deliver to an officer of election of each precinct the official ballots
590 for that precinct and obtain a receipt for the package or packages and a certificate that the seals
591 are unbroken. ~~If the secretary or other such designated person registrar is unable to deliver the~~
592 ~~official ballots, another~~ a member of the electoral board shall deliver the ballots.

593

594 Before opening the polls, the officers of election shall open the sealed package and carefully
595 count the ballots. If there is more than one package, additional packages shall be opened as
596 needed and the ballots counted as provided in this section.

597

598 **§ 24.2-626.1. Acquisition and use of accessible voting devices.**

599

600 The governing body of any county or city shall provide for the use of a voting or
601 counting system in all elections that shall:

602

603 1. Provide for at least one voting system equipped for individuals with disabilities at each
604 polling place, including nonvisual accessibility for the blind and visually impaired, in a manner
605 that provides the same opportunity for access and participation (including privacy and
606 independence) as for other voters; and

607

608 2. Provide alternative language accessibility when required by § 203 of the Voting Rights
609 Act of 1965 (52 U.S.C. § 10503).

610

611 **§ 24.2-627. Electronic voting or counting machines; number required.**

612

613 A. The governing body of any county or city that adopts for use at elections direct
614 recording electronic machines shall provide for each precinct at least the following number of
615 voting machines:

616

617 In each precinct having not more than 750 registered voters, 1;

618

619 In each precinct having more than 750 but not more than 1,500 registered voters, 2;

620

621 In each precinct having more than 1,500 but not more than 2,250 registered voters, 3;

622

623 In each precinct having more than 2,250 but not more than 3,000 registered voters, 4;

624

625 In each precinct having more than 3,000 but not more than 3,750 registered voters, 5;

626

627 In each precinct having more than 3,750 but not more than 4,500 registered voters, 6;

628

629 In each precinct having more than 4,500 but not more than 5,000 registered voters, 7.

630

631 B. The governing body of any county or city that adopts for use at elections ballot

632 scanner machines shall provide for each precinct at least one voting booth with a marking device

633 for each 425 registered voters or portion thereof and shall provide for each precinct at least one

634 scanner. However, each precinct having more than 4,000 registered voters shall be provided with

635 not less than two scanners at a presidential election, unless the governing body, in consultation

636 with the general registrar and the electoral board, determines that a second scanner is not

637 necessary at any such precinct on the basis of voter turnout and the average wait time for voters

638 in previous presidential elections.

639

640 C. The ~~local electoral board of any county or city~~ general registrar shall be authorized to
641 conduct any May general election, primary election, or special election held on a date other than
642 a November general election with the number of voting or counting machines ~~it~~ the registrar
643 determines is appropriate for each precinct, notwithstanding the provisions of subsections A and
644 B.

645

646 D. For purposes of applying this section, an ~~electoral board~~ general registrar may exclude
647 persons voting absentee in its calculations, and if it ~~does~~ so, the ~~electoral board~~ general registrar
648 shall send to the Department a statement of the number of voting systems to be used in each
649 precinct. If the ~~State Board~~ Department finds that the number of voting systems is not sufficient,
650 it may direct the local ~~board~~ registrar to use more voting systems.

651

652 **§ 24.2-631. Experimental use of voting systems and ballots prior to approval of the**
653 **system.**

654

655 The State Board is authorized to approve the experimental use of voting or counting
656 systems and ballots for the purpose of casting and counting absentee ballots in one or more
657 counties and cities designated by the Board (i) that have established central absentee voter
658 election districts and (ii) whose ~~electoral board~~ electoral board or general registrar submits to the
659 ~~Board~~ Department for approval a plan for the use of such system and ballots. The Board is also
660 authorized to approve the experimental use of voting or counting systems and ballots in one or
661 more precincts in any county or city whose ~~electoral board~~ electoral board or general registrar

662 submits to the Board for approval a plan for such use. The use of such systems and ballots at an
663 election shall be valid for all purposes.

664

665 **§ 24.2-632. Voting equipment custodians.**

666 A. For the purpose of programming and preparing voting and counting equipment,
667 including the programming of any electronic activation devices or data storage media used to
668 program or operate the equipment, and maintaining, testing, calibrating, and delivering it, the
669 ~~electoral board~~ electoral board or general registrar shall employ one or more persons, to be
670 known as custodians of voting equipment. The custodians shall be fully competent, thoroughly
671 instructed, and sworn to perform their duties honestly and faithfully, and for such purpose shall
672 be appointed and instructed at least 30 days before each election. With the approval of the ~~State~~
673 ~~Board~~Department of Elections, the ~~electoral board~~ electoral board or general registrar may
674 contract with the voting equipment vendor or another contractor for the purpose of programming,
675 preparing and maintaining the voting equipment. The voting equipment custodians shall instruct
676 and supervise the vendor or contractor technicians and oversee the programming, testing,
677 calibrating and delivering of the equipment. The vendor or contractor technicians shall be sworn
678 to perform their duties honestly and faithfully and be informed of and subject to the
679 misdemeanor and felony penalties provided in §§ 24.2-1009 and 24.2-1010.

680

681 The final testing of the equipment prior to each election shall be done in the presence of
682 ~~an electoral board member or a representative of the electoral board~~ electoral board or the
683 general registrar. The ~~electoral board~~ electoral board or general registrar may authorize a
684 representative to be present at the final testing only if it is impracticable for a ~~board member~~ him

685 | them to attend, and such representative shall in no case be the custodian or a vendor or contractor
686 technician who was responsible for programming the ballot software, electronic activation
687 devices, or electronic data storage media.

688
689 B. Notwithstanding the provisions of subsection A, the ~~local electoral board~~ general
690 registrar may assign ~~a board member or assistant~~ registrar to serve as a custodian without pay for
691 such service. The ~~board member or assistant~~ registrar serving as custodian shall be fully
692 competent, thoroughly instructed, and sworn to perform his duties honestly and faithfully, and
693 for such purpose shall be appointed and instructed at least 30 days before each election.

694 | Whenever the presence of ~~an electoral board member~~ electoral board or the general registrar and
695 custodian is required by the provisions of this title, the same person shall not serve in both
696 capacities.

697

698 **§ 24.2-633. Notice of final testing of voting system; sealing equipment.**

699

700 Before the final testing of voting or counting machines for any election, the ~~electoral~~
701 ~~board~~ general registrar shall mail written notice (i) to the chairman of the local committee of
702 each political party, or (ii) in a primary election, to the chairman of the local committee of the
703 political party holding the primary, or (iii) in a city or town council election in which no
704 candidate is a party nominee and which is held when no other election having party nominees is
705 being conducted, to the candidates.

706

707 The notice shall state the time and place where the machine will be tested and state that
708 the political party or candidate receiving the notice may have one representative present while
709 the equipment is tested.

710
711 At the time stated in the notice, the representatives, if present, shall be afforded an
712 opportunity to see that the equipment is in proper condition for use at the election. When a
713 machine has been so examined by the representatives, it shall be sealed with a numbered seal in
714 their presence, or if the machine cannot be sealed with a numbered seal, it shall be locked with a
715 key. The representatives shall certify for each machine the number registered on the protective
716 counter and the number on the seal. When no party or candidate representative is present, the
717 custodian shall seal the machine as prescribed in this section in the presence of ~~a member of the~~
718 ~~electoral board~~ electoral board or the general registrar or its his-their representative.

719
720 **§ 24.2-634. Locking and securing after preparation.**

721 When voting equipment has been properly prepared for an election, it shall be locked
722 against voting and sealed, or if a voting or counting machine cannot be sealed with a numbered
723 seal, it shall be locked with a key. The equipment keys and any electronic activation devices
724 shall be retained in the custody of the ~~electoral board~~ general registrar and delivered to the
725 officers of election as provided in § 24.2-639. After the voting equipment has been delivered to
726 the polling places, the ~~electoral board~~ general registrar shall provide ample protection against
727 tampering with or damage to the equipment.

728
729 **§ 24.2-635. Demonstration of equipment.**

730 In each county, city, or town in which voting or counting equipment is to be used, the
731 ~~electoral board~~ electoral board or general registrar may designate times and places for the
732 exhibition of equipment containing sample ballots, showing the title of offices to be filled, and,
733 so far as practicable, the names of the candidates to be voted for at the next election for the
734 purpose of informing voters who request instruction on the use of the equipment. No equipment
735 shall be used for such instruction after being prepared and sealed for use in any election. During
736 exhibitions, the counting mechanism, if any, of the equipment may be concealed from view.

737

738 **§ 24.2-636. Instruction as to use of equipment.**

739 No fewer than three nor more than thirty days before each election, the ~~electoral board~~
740 electoral board or general registrar shall instruct, or cause to be instructed, on the use of the
741 equipment and his duties in connection therewith, each officer of election appointed to serve in
742 the election who has not previously been so instructed. The ~~board~~ electoral board or general
743 registrar shall not permit any person to serve as an officer who is not fully trained to conduct an
744 election properly with the equipment. This section shall not be construed to prevent the
745 appointment of a person as an officer of election to fill a vacancy in an emergency.

746

747 **§ 24.2-637. Furniture and equipment to be at polling places.**

748 Before the time to open the polls, each ~~electoral board~~ general registrar shall have the
749 voting and counting equipment and all necessary furniture and materials at the polling places,
750 with counters on the voting or counting devices set at zero (000), and otherwise in good and
751 proper order for use at the election.

752

753 The ~~board~~ general registrar shall have the custody of such equipment, furniture, and
754 materials when not in use at an election and shall maintain the equipment in accurate working
755 order and in proper repair.

756

757 **§ 24.2-638. Voting equipment to be in plain view; officers and others not permitted**
758 **to see actual voting; unlocking counter compartment of equipment, etc.**

759 During the election, the exterior of the voting equipment and every part of the polling
760 place shall be in plain view of the officers of election.

761

762 No voting or counting machines shall be removed from the plain view of the officers of
763 election or from the polling place at any time during the election and through the determination
764 of the vote as provided in § 24.2-657. However, an electronic voting machine that is so
765 constructed as to be easily portable may be taken outside the polling place pursuant to subsection
766 A of § 24.2-649 and to assist a voter age 65 or older or physically disabled so long as: (i) the
767 voting machine remains in the plain view of two officers of election representing two political
768 parties or, in a primary election, two officers of election representing the party conducting the
769 primary, provided that if the use of two officers for this purpose would result in too few officers
770 remaining in the polling place to meet legal requirements, the machine shall remain in plain view
771 of one officer who shall be either the chief officer or the assistant chief officer; (ii) the voter casts
772 his ballot in a secret manner unless the voter requests assistance pursuant to § 24.2-649; and (iii)
773 there remain sufficient officers of election in the polling place to meet legal requirements. After
774 the voter has completed voting his ballot, the officer or officers shall immediately return the
775 voting machine to its assigned location inside the polling place. The machine number, the time

776 that the machine was removed and the time that it was returned, the number on the machine's
777 public counter before the machine was removed and the number on the same counter when it was
778 returned, the names of the voters who used the machine while it was removed provided that
779 secrecy of the ballot is maintained in accordance with guidance from the ~~State Board~~Department
780 of Elections, and the name or names of the officer or officers who accompanied the machine
781 shall be recorded on the statement of results. If a polling place fails to record the information
782 required in the previous sentence, or it is later proven that the information recorded was
783 intentionally falsified, the ~~local electoral board~~ electoral board or registrar shall dismiss at a
784 minimum the chief officer or the assistant chief officer, or both, as appropriate, and shall dismiss
785 any other officer of election who is shown to have caused the failure to record the required
786 information intentionally or by gross negligence or to have intentionally falsified the
787 information. The dismissed officers shall not be allowed thereafter to serve as an officer or other
788 election official anywhere in the Commonwealth. In the case of an emergency that makes a
789 polling place unusable or inaccessible, voting or counting machines may be removed to an
790 alternative polling place pursuant to the provisions of subsection D of § 24.2-310.

791

792 The equipment shall be placed at least four feet from any table where an officer of
793 election is working or seated. The officers of election shall not themselves be, or permit any
794 other person to be, in any position or near any position that will permit them to observe how a
795 voter votes or has voted.

796

797 One of the officers shall inspect the face of the voting machine after each voter has cast
798 his vote and verify that the ballots on the face of the machine are in their proper places and that

799 the machine has not been damaged. During an election, the door or other covering of the counter
800 compartment of the voting or counting machine shall not be unlocked or open or the counters
801 exposed except for good and sufficient reasons, a statement of which shall be made and signed
802 by the officers of election and attached to the statement of results. No person shall be permitted
803 in or about the polling place except the voting equipment custodian, vendor, or contractor
804 technicians and other persons authorized by this title.

805

806 **§ 24.2-639. Duties of officers of election.**

807 The officers of election of each precinct at which voting or counting machines are used
808 shall meet at the polling place by 5:15 a.m. on the day of the election and arrange the equipment,
809 furniture, and other materials for the conduct of the election. The officers of election shall verify
810 that all required equipment, ballots, and other materials have been delivered to them for the
811 election. The officers shall post at least two instruction cards for direct recording electronic
812 machines conspicuously within the polling place.

813 The keys to the equipment and any electronic activation devices that are required for the
814 operation of electronic voting equipment shall be delivered, prior to the opening of the polls, to
815 the officer of election designated by the ~~electoral board~~ electoral board or general registrar in a
816 sealed envelope on which has been written or printed the name of the precinct for which it is
817 intended. The envelope containing the keys and any electronic activation devices shall not be
818 opened until all of the officers of election for the precinct are present at the polling place and
819 have examined the envelope to see that it has not been opened. The equipment shall remain
820 locked against voting until the polls are formally opened and shall not be operated except by
821 voters in voting.

822

823 Before opening the polls, each officer shall examine the equipment and see that no vote
824 has been cast and that the counters register zero. The officers shall conduct their examination in
825 the presence of the following party and candidate representatives: one authorized representative
826 of each political party or independent candidate in a general or special election, or one authorized
827 representative of each candidate in a primary election, if such representatives are available. Each
828 authorized representative shall be a qualified voter of any jurisdiction of the Commonwealth.
829 Each representative, who is not himself a candidate or party chairman, shall present to the
830 officers of election a written statement designating him to be a representative of the party or
831 candidate and signed by the county or city chairman of his political party, the independent
832 candidate, or the primary candidate, as appropriate. If the county or city chairman is unavailable
833 to sign such a written designation, such a designation may be made by the state or district
834 chairman of the political party. However, no written designation made by a state or district
835 chairman shall take precedence over a written designation made by the county or city chairman.
836 Such statement, bearing the chairman's or candidate's original signature, may be photocopied and
837 such photocopy shall be as valid as if the copy had been signed.

838

839 If any counter, other than a protective or private counter, on a ballot scanner or direct
840 recording electronic machine is found not to register zero, the officers of election shall
841 immediately notify the ~~electoral board~~ which general registrar who shall, if possible, substitute a
842 machine in good working order, that has been prepared and tested pursuant to § 24.2-634. No
843 ballot scanner or direct recording electronic machine shall be used if any counter, other than a
844 protective or private counter, is found not to register zero.

845

846 **§ 24.2-641. Sample ballot.**

847 The ~~electoral board~~ electoral board or general registrar shall provide for each precinct in
848 which any voting or counting machines are used, two sample ballots, which shall be arranged as
849 a diagram of the front of the voting or counting machine as it will appear with the official ballot
850 for voting on election day. Such sample ballots shall be posted for public inspection at each
851 polling place during the day of election.

852

853 **§ 24.2-642. Inoperative equipment.**

854 A. When any voting or counting machine becomes inoperative in whole or in part while
855 the polls are open, the officers of election shall immediately notify the ~~electoral board~~ electoral
856 board or general registrar. If possible, the ~~electoral board~~ electoral board or general registrar shall
857 dispatch a qualified technician to the polling place to repair the inoperative machine. All repairs
858 shall be made in the presence of two officers of election representing the two political parties or,
859 in the case of a primary election for only one party, two officers representing that party. If the
860 machine cannot be repaired on site, the ~~electoral board~~ general registrar shall, if possible,
861 substitute a machine in good order for the inoperative machine and at the close of the polls the
862 record of both machines shall be taken and the votes shown on their counters shall be added
863 together in ascertaining the results of the election.

864

865 No voting or counting machines, including inoperative machines, shall be removed from
866 the plain view of the officers of election or from the polling place at any time during the election

867 and through the determination of the vote as provided in § 24.2-657 except as explicitly provided
868 pursuant to the provisions of this title.

869
870 No voting or counting machine that has become inoperative and contains votes may be
871 removed from the polling place while the polls are open and votes are being ascertained. If the
872 officers of election are unable to ascertain the results from the inoperative machine after the polls
873 close in order to add its results to the results from the other machines in that precinct, the officers
874 of election shall lock and seal the machine without removing the memory card, cartridge, or data
875 storage medium and deliver the machine to either the clerk of court or registrar's office as
876 provided for in § 24.2-659. On the day following the election, the electoral board shall meet and
877 ascertain the results from the inoperative machine in accordance with the procedures prescribed
878 by the machine's manufacturer and add the results to the results for the precinct to which the
879 machine was assigned.

880
881 Nothing in this subsection shall prohibit the removal of an inoperative machine from a
882 precinct prior to the opening of the polls or the first vote being cast on that machine. Any
883 machine so removed shall be placed in the custody of an authorized custodian, technician,
884 general registrar or electoral board representative. If the inoperative machine can be repaired, it
885 shall be retested and resealed pursuant to § 24.2-634 and may be returned to the precinct by an
886 authorized custodian, technician, general registrar or electoral board representative. The officers
887 of election shall then open the machine pursuant to § 24.2-639.

888

889 B. In any precinct that uses a ballot that can be read without the use of the ballot scanner
890 machine, if the ballot scanner machine becomes inoperative and there is no other available
891 scanner, the uncounted ballots shall be placed in a ballot container or compartment that is used
892 exclusively for uncounted ballots. If an operative scanner is available in the polling place after
893 the polls have closed, such uncounted ballots shall be removed from the container and fed into
894 the scanner, one at a time, by an officer of election in the presence of all persons who may be
895 lawfully present at that time but before the votes are determined pursuant to § 24.2-657. If such a
896 scanner is not available, the ballots may be counted manually or as directed by the electoral
897 board.

898
899 C. An officer of election may have copies of the official paper ballot reprinted or
900 reproduced by photographic, electronic, or mechanical processes for use at the election if (i) the
901 inoperative machine cannot be repaired in time to continue using it at the election, (ii) a
902 substitute machine is needed to conduct the election but is not available for use, (iii) the supply
903 of official printed ballots that can be cast without use of the inoperative machine is not adequate,
904 and (iv) the local electoral board approves the reprinting or reproducing of the official paper
905 ballot. The voted ballot copies may be received by the officers of election and placed in the
906 ballot container and counted with the votes registered on the voting or counting machines, and
907 the result shall be declared the same as though no machine has been inoperative. The voted ballot
908 copies shall be deemed official ballots for the purpose of § 24.2-665 and preserved and returned
909 with the statement of results and with a certificate setting forth how and why the same were
910 voted. The officer of election who had the ballot copies made shall provide a written statement of

911 the number of copies made, signed by him and subject to felony penalties for making false
912 statements pursuant to § 24.2-1016, to be preserved with the unused ballot copies.

913

914 **§ 24.2-647. Voting systems; demonstration on election day.**

915

916 The ~~electoral board~~ general registrar shall provide at each polling place on election day, for the
917 voting system in use, a model of or materials displaying a portion of its ballot face. The model or
918 materials shall be located on the table of one of the officers or in some other place accessible to
919 the voters. An officer of election shall instruct any voter who requests instruction before voting
920 on the proper manner of voting. The officer may direct the voter's attention to sample ballots so
921 that the voter may become familiar with the location of questions and names of offices and
922 candidates.

923

924 For ballot scanner machines, an officer of election, using a demonstration ballot and machine,
925 shall show each voter who requests, immediately on entry to the polling place, the manner in
926 which the ballot is to be voted.

927

928 If any voter, after entering the voting booth, asks for further instructions concerning the
929 manner of voting, two of the officers from different political parties shall give such instructions
930 to him, but no officer shall in any manner request or seek to persuade or induce any such voter to
931 vote for or against any particular ticket, candidate, or question. After giving such instructions and
932 before the voter votes, the officers shall leave the voting booth, and the voter shall cast his ballot
933 in secret.

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§ 24.2-659. Locking voting and counting machines after election and delivering keys to clerk; printed returns as evidence.

A. If the voting or counting machine is secured by the use of equipment keys, after the officers of election lock and seal each machine, the equipment keys shall be enclosed in an envelope that shall be sealed and have endorsed thereon a certificate of an officer of election stating the election precinct, the number of each machine, the number on the seal, and the number of the protective counter, if one, on the machine. The sealed envelope shall be delivered by one of the officers of the election to the clerk of the circuit court where the election was held. The custodians of the voting equipment shall enclose and seal in an envelope, properly endorsed, all other keys to all voting equipment in their jurisdictions and deliver the envelope to the clerk of the circuit court by noon on the day following the election. If the voting or counting machines are secured by the use of equipment keys or electronic activation devices that are not specific to a particular machine, after the officers of election lock and seal each machine, the equipment keys and electronic activation devices shall be enclosed in an envelope that shall be sealed and have endorsed thereon a certificate of an officer of election stating the election precinct. The sealed envelope shall be delivered by one of the officers of election to the clerk of the circuit court where the election was held.

If the voting or counting machine is secured by removal of the data storage device used in that election, the officers shall remove the data storage device and proceed to lock and seal each machine. The data storage device shall be enclosed in an envelope that shall be sealed and have

957 endorsed thereon a certificate of an officer of election stating the election precinct, the number of
958 each machine, the number on the seal, and the number of the protective counter, if one, on the
959 machine. The sealed envelope shall be delivered by one of the officers of election to the clerk of
960 the circuit court where the election was held. The equipment keys used at the polls shall be
961 sealed in a different envelope and delivered to the clerk who shall release them to the ~~electoral~~
962 ~~board~~ general registrar upon request or at the expiration of the time specified by this section.

963
964 If the voting or counting machine provides for the creation of a separate master electronic
965 back-up on a data storage device that combines the data for all of the voting or counting
966 machines in a given precinct, that data storage device shall be enclosed in an envelope that shall
967 be sealed and have endorsed thereon a certificate of an officer of election stating the name of the
968 precinct. The sealed envelope shall be delivered by one of the officers of election to the clerk of
969 the circuit court where the election was held. The data storage device for the individual machines
970 may remain sealed in its individual machine until the expiration of the time specified by this
971 section. The equipment keys and the electronic activation devices used at the polls shall be
972 sealed together in a separate envelope and delivered to the clerk who shall release them to the
973 ~~electoral board~~ electoral board or general registrar upon request or at the expiration of the time
974 specified by this section.

975
976 The voting and counting machines shall remain locked and sealed until the deadline to
977 request a recount under Chapter 8 (§ 24.2-800 et seq.) has passed and, if any contest or recount is
978 pending thereafter, until it has been concluded. The machines shall be opened and all data
979 examined only (i) on the order of a court of competent jurisdiction or (ii) on the request of an

980 | authorized representative of the ~~State Board Commissioner~~ or the ~~electoral board~~ [electoral board](#)
981 | [or general registrar](#) at the direction of the ~~State Board Commissioner~~ in order to ensure the
982 | accuracy of the returns. In the event that machines are examined under clause (ii) of this
983 | paragraph, each political party and each independent candidate on the ballot, or each primary
984 | candidate, shall be entitled to have a representative present during such examination. The
985 | representatives and observers lawfully present shall be prohibited from interfering with the
986 | officers of election in any way. The ~~State Board Commissioner~~ or ~~local electoral board~~ [general](#)
987 | [registrar](#) shall provide such parties and candidates reasonable advance notice of the examination.
988 |

989 | When recounts occur in precincts using direct recording electronic machines with printed
990 | return sheets, the printed return sheets delivered to the clerk may be used as the official evidence
991 | of the results.
992 |

993 | When the required time has expired, the clerk of the circuit court shall return all voting
994 | equipment keys to the electoral board.
995 |

996 | B. The local ~~electoral board~~ [electoral board or general registrar](#) may direct that the
997 | officers of election and custodians, in lieu of conveying the sealed equipment keys to the clerk of
998 | the circuit court as provided in subsection A, shall convey them to the principal office of the
999 | general registrar on the night of the election. The general registrar shall secure and retain the
1000 | sealed equipment keys and any other electronic locking or activation devices in his office and
1001 | shall convey them to the clerk of the court by noon of the day following the ascertainment of the
1002 | results of the election by the electoral board.

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§ 24.2-668. Pollbooks, statements of results, and ballots to be sealed and delivered to clerk or general registrar.

A. After ascertaining the results and before adjourning, the officers shall put the pollbooks, the duplicate statements of results, and any printed inspection and return sheets in the envelopes provided by the ~~State Board~~Department of Elections. The officers shall seal the envelopes and direct them to the clerk of the circuit court for the county or city. The pollbooks, statements, and sheets thus sealed and directed, the sealed counted ballots envelope or container, and the unused, defaced, spoiled and set aside ballots properly accounted for, packaged and sealed, shall be conveyed by one of the officers to be determined by lot, if they cannot otherwise agree, to the clerk of court by noon on the day following the election.

The clerk shall retain custody of the pollbooks, paper ballots, and other elections materials until the time has expired for initiating a recount, contest, or other proceeding in which the pollbooks, paper ballots, and other elections materials may be needed as evidence and there is no proceeding pending. The clerk shall (i) secure all pollbooks, paper ballots and other election materials in sealed boxes; (ii) place all of the sealed boxes in a vault or room not open to the public or to anyone other than the clerk and his staff; (iii) cause such vault or room to be securely locked except when access is necessary for the clerk and his staff; and (iv) upon the initiation of a recount, certify that these security measures have been taken in whatever form is deemed appropriate by the chief judge.

1026 After that time the clerk shall deliver the pollbooks to the general registrar who shall
1027 return the pollbooks or transfer a copy of the electronic data to the ~~State Board~~ Department as
1028 directed by § 24.2-114 for voting credit purposes. ~~After the pollbooks are returned by the State~~
1029 ~~Board Department, the~~ The general registrar shall retain the pollbooks in his principal office for
1030 two years from the date of the election. The clerk shall retain the statement of results and any
1031 printed inspection and return sheets for two years and may then destroy them.

1032
1033 B. The local ~~electoral board~~ electoral board or registrar may direct that the officers of
1034 election, in lieu of conveying the materials to the clerk of the circuit court as provided in
1035 subsection A of this section, shall convey the materials to the principal office of the general
1036 registrar on the night of the election or the morning following the election ~~as the board directs~~.
1037 The general registrar shall secure and retain the materials in his office and shall convey to the
1038 clerk of the court, by noon of the day following the ascertainment of the results of the election by
1039 the electoral board, all of the election materials. The general registrar shall retain for public
1040 inspection one copy of the statement of results.

1041
1042 C. If an electronic pollbook is used, the data disc or cartridge containing the electronic
1043 records of the election, or, alternately, a printed copy of the pollbook records of those who voted,
1044 shall be transmitted, sealed and retained as required by this section, and otherwise treated as the
1045 pollbook for that election for all purposes subsequent to the election. Nothing in this title shall be
1046 construed to require that the equipment or software used to produce the electronic pollbook be
1047 sealed or retained along with the pollbook, provided that the records for the election have been
1048 transferred or printed according to the instructions of the ~~State Board~~ Department.

1049

1050 **§ 24.2-683. Writ for special election to fill a vacancy.**

1051 Whenever the Governor, Speaker of the House, President pro tempore of the Senate, or
1052 either house of the General Assembly orders a special election, he, or the person designated to
1053 act for the house, shall issue a writ of election designating the office to be filled at the election
1054 and the time to hold the election. He shall transmit the writ to the ~~secretary of the electoral board~~
1055 secretary of the electoral board and general registrar of each county or city in which the election
1056 is to be held. Each ~~secretary~~ registrar shall post a copy of the writ on the official website for the
1057 county or city or at not less than 10 public places or have notice of the election published once in
1058 a newspaper of general circulation in his jurisdiction at least 10 days before the election. If the
1059 special election is held in more than one county or city, the ~~secretaries~~ secretaries and registrars
1060 may act jointly to have the notice published once before the election in the affected jurisdictions.

1061

1062 Whenever a special election is ordered to fill a vacancy otherwise than under the preceding
1063 paragraph, the officer ordering the election shall issue his writ of election at the time the vacancy
1064 occurs, designating the office to be filled at the election and the time and place to hold the
1065 election. He shall direct and transmit the writ to the ~~secretary of the electoral board~~ secretary of
1066 the electoral board and general registrar of each county or city in which the election is to be held.
1067 The ~~secretary~~ secretary or registrar, or ~~secretaries~~ secretaries or registrars if the election will be
1068 held in more than one county or city, shall proceed to cause public notice to be given of the
1069 election in the same manner as is required in the preceding paragraph.

1070 A copy of any order calling a special election to fill a vacancy shall be sent immediately
1071 to the ~~State Board~~ Department.

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§ 24.2-684. How referendum elections called and held, and the results ascertained and certified.

Notwithstanding any other provision of any law or charter to the contrary, the provisions of this section shall govern all referenda.

No referendum shall be placed on the ballot unless specifically authorized by statute or by charter.

Whenever any question is to be submitted to the voters of any county, city, town, or other local subdivision, the referendum shall in every case be held pursuant to a court order as provided in this section. The court order calling a referendum shall state the question to appear on the ballot in plain English as that term is defined in § 24.2-687. The order shall be entered and the election held within a reasonable period of time subsequent to the receipt of the request for the referendum if the request is found to be in proper order. The court order shall set the date for the referendum in conformity with the requirements of § 24.2-682.

A copy of the court order calling a referendum shall be sent immediately to the ~~State Board~~ Department by the clerk of the court in which the order was issued.

The ballot shall be prepared by the appropriate ~~electoral board~~ general registrar and distributed to the appropriate precincts. On the day fixed for the referendum, the regular election officers shall open the polls and take the sense of the qualified voters of the county, city, town, or other local subdivision, as the case may be, on the question so submitted. The ballots for use at any such election shall be printed to state the question as follows:

1093 "(Here state briefly the question submitted)

1094 [] Yes

1095 [] No"

1096 The ballots shall be printed, marked, and counted and returns made and canvassed as in other
1097 elections. The results shall be certified by the ~~secretary of the appropriate electoral board~~
1098 electoral board or general registrar to the ~~State Board Department~~, to the court ordering the
1099 election, and to such other authority as may be proper to accomplish the purpose of the election.

1100 **§ 24.2-712. Central absentee voter precincts; counting ballots.**

1101
1102 A. Notwithstanding any other provision of law, the governing body of each county or city
1103 may establish one or more central absentee voter precincts in the courthouse or other public
1104 buildings for the purpose of receiving, counting, and recording absentee ballots cast in the county
1105 or city. The decision to establish any absentee voter precinct shall be made by the governing
1106 body by ordinance; the ordinance shall state for which elections the precinct shall be used. The
1107 decision to abolish any absentee voter precinct shall be made by the governing body by
1108 ordinance. Immediate notification of either decision shall be sent to the Department of Elections
1109 and the electoral board.

1110
1111 B. Each central absentee voter precinct shall have at least three officers of election as
1112 provided for other precincts. The number of officers shall be determined by the ~~electoral board~~
1113 electoral board or general registrar.

1114

1115 C. If any voter brings an unmarked ballot to the central absentee voter precinct on the day
1116 of the election, he shall be allowed to vote it. If any voter brings an unmarked ballot to the
1117 general registrar on or before the day of the election, he shall be allowed to vote it, and his ballot
1118 shall be delivered to the absentee voter precinct pursuant to § 24.2-710.

1119
1120 The officers at the absentee voter precinct shall determine any appeal by any other voter
1121 whose name appears on the absentee voter applicant list and who offers to vote in person. If the
1122 officers at the absentee voter precinct produce records showing the receipt of his application and
1123 the certificate or other evidence of mailing for the ballot, they shall deny his appeal. If the
1124 officers cannot produce such records, the voter shall be allowed to vote in person at the absentee
1125 voter precinct and have his vote counted with other absentee votes. If the voter's appeal is denied,
1126 the provisions of § 24.2-708 shall be applicable, and the officers shall advise the voter that he
1127 may vote on presentation of a statement signed by him that he has not received an absentee ballot
1128 and subject to felony penalties for making false statements pursuant to § 24.2-1016.

1129
1130 D. Absentee ballots may be processed as required by § 24.2-711 by the officers of
1131 election at the central absentee voter precinct prior to the closing of the polls but the ballot
1132 container shall not be opened and the counting of ballots shall not begin prior to that time. In the
1133 case of machine-readable ballots, the ballot container may be opened and the absentee ballots
1134 may be inserted in the counting machines prior to the closing of the polls in accordance with
1135 procedures prescribed by the Department of Elections, including procedures to preserve ballot
1136 secrecy, but no ballot count totals shall be initiated prior to that time.

1137

1138 As soon as the polls are closed in the county or city the officers of election at the central
1139 absentee voter precinct shall proceed promptly to ascertain and record the vote given by absentee
1140 ballot and report the results in the manner provided for counting and reporting ballots generally
1141 in Article 4 (§ 24.2-643 et seq.) of Chapter 6.

1142

1143 E. The ~~electoral board~~ electoral board or general registrar may provide that the officers of
1144 election for a central absentee voter precinct may be assigned to work all or a portion of the time
1145 that the precinct is open on election day subject to the following conditions:

1146

1147 1. The chief officer and the assistant chief officer, appointed pursuant to § 24.2-115 to
1148 represent the two political parties, are on duty at all times; and

1149

1150 2. No officer, political party representative, or other candidate representative shall leave
1151 the precinct after any ballots have been counted until the polls are closed and the count for the
1152 precinct is completed and reported.

1153

1154 F. The general registrar may provide that the central absentee voter precinct will open
1155 after 6:00 a.m. on the day of the election provided that the office of the general registrar will be
1156 open for the receipt of absentee ballots until the central absentee voter precinct is open and that
1157 the officers of election for the central absentee voter precinct obtain the absentee ballots returned
1158 to the general registrar's office for the purpose of counting the absentee ballots at the central
1159 absentee voter precinct and provided further that the central absentee voter precinct is the same
1160 location as the office of the general registrar.