



★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

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A Review of Duties and Responsibilities  
of  
Electoral Boards  
and  
General Registrars

## INTRODUCTION

The Code of Virginia establishes general registrars to maintain voter registration records, electoral boards to administer elections, and a State Board of Elections and Department of Elections to supervise and coordinate their work “to obtain uniformity in their practices and proceedings and legality and purity in all elections.” Increasing population and rapid advances in technology require study to clarify the lines of authority, reduce duplication of responsibilities, restore efficiencies, establish uniformity of access and exercise of the franchise, and ensure the integrity of the system for the voters of the Commonwealth and their posterity.

Two resolutions in the 2014 session of the Virginia General Assembly proposed studies related to general registrar duties and compensation (HJ22 (Minchew), HJ24 (Webert)). The proposed study resolutions noted more than 20 years have passed since the last comprehensive study by JLARC in 1992. The House Committee on Rules suggested these study requests be referred to the State Board of Elections.

At the May 14, 2014, meeting of the State Board of Elections, the Virginia Electoral Boards Association (VEBA) and the Voter Registrars Association of Virginia (VRAV) presented a resolution requesting a broader study, which would examine the duties and responsibilities of both groups in maintaining voter registrations and administering elections.

The Board voted unanimously to approve the study.

## THE STUDY

The Study shall:

- (i) analyze existing voter registration data in the 133 localities of the Commonwealth including the cost of administering the current system at both local and state levels
- (ii) gather data over a four-year election cycle to identify specific workloads for federal, state, local and primary elections and costs per vote in each locality
- (iii) examine the duties of general registrars and electoral board members set out in the Code of Virginia and the Virginia Administrative Code;
- (iv) compare those statutory and regulatory duties with the duties currently undertaken by general registrars and electoral board members;
- (v) identify any duties generally undertaken by general registrars but currently designated to the electoral boards;
- (vi) evaluate the effects on local offices of increases and shifts in the overall number of registered voters in the Commonwealth;
- (vii) analyze the impact on the workload of general registrars and electoral board members caused by changes in the manner in which votes are cast on and preceding election day;
- (viii) review the educational requirements, qualifications and training of general registrars and electoral board members, and compensation schedules associated with the office;
- (ix) identify efficiencies that may be achieved by uniform application of advances in technology utilized for voter registration and election administration;
- (x) seek out “best practices” within the Commonwealth and beyond that offer improvements in the elections process

## THE WORKGROUP

The Study shall be conducted by a Workgroup appointed by the State Board of Elections consisting of

- Charles Judd, State Board of Elections representative;
- Jean Jensen, Workgroup Co-Chair;
- John Hager, Workgroup Co-Chair;
- Renee Andrews, Virginia Electoral Boards Association representative;
- Mary P. (“Tommie”) Doxey, Virginia Electoral Boards Association representative;
- Bill Bell, Virginia Electoral Boards Association representative;
- Larry Haake, Voter Registrars Association of Virginia representative;
- Tracy Howard, Voter Registrars Association of Virginia representative; and
- Robin Lind, Virginia Electoral Boards Association representative;
- Barbara Gunter, Voter Registrars Association of Virginia representative.

Department of Elections Staff Martha Brissette and Rose Mansfield will provide administrative and technical support as requested by the workgroup.

The State Board shall request agencies of the Commonwealth to provide assistance to the Workgroup for this Study, as needed.

The Workgroup shall meet at least three times and submit a Report to the State Board of Elections on or before December 31, 2014 with an executive summary of its findings and recommendations. Upon acceptance and approval, the State Board shall transmit the Report to the House and Senate Committees on Privileges and Elections and to the office of the Governor for such actions as may be necessary and desired.

