



Electoral Board Job Description

(must certify receipt and review and affirm adherence in ELECT-119 Certificate of Eligibility form prior to court appointment)

Summary:

The electoral board of each county and city in Virginia is made up of three members who serve three-year staggered terms. The makeup of the board includes two members of the political party that most recently received the most votes for governor of the Commonwealth and one member of the political party that received the second most votes for governor. The chair and secretary must represent different political parties, unless the position is declined in writing by the member representing the party. Although the bipartisan board is appointed by the circuit court based upon local party recommendations, each member must carry out official duties in a nonpartisan manner.

The authority for the administration of many aspects of elections for the locality is vested in the electoral board, including oversight of the general registrar/director of elections who handles voter records and election administration tasks. The State Board of Elections (SBE) and Department of Elections (ELECT) conduct oversight and provide guidance in that local administration. Generally, the work of the electoral board should be shared equally by all three members, although the secretary has additional responsibilities prescribed by law. Unless expressly provided, members do not individually possess the powers or authority granted by law to the electoral board.

Consistent with § 24.2-106.01 of the Code of Virginia (the Code), this Job Description sets forth a summary of the duties and responsibilities of electoral board members under Virginia law. For the full text of these duties, review Title 24.2 of the Code and Title 1, Agency 20 of the Virginia Administrative Code (the Administrative Code), including the following:

- Title 24.2 of the Code
 - Chapter 1, Article 3 – Local Electoral Boards
 - Chapter 1, Article 4 – Registrars
 - Chapter 1, Article 5 – Officers of Election
 - Chapter 3, Article 3 – Requirements for Election Districts, Precincts, and Polling Places
 - Chapter 4, Article 2 – Virginia Voter Registration System
 - Chapter 4, Article 3 – Locations and Times for Registration
 - Chapter 4, Article 3.1 – Mail Registration
 - Chapter 4.1 – Uniform Military and Overseas Act
 - Chapter 5, Article 2 – Independent Candidates
 - Chapter 5, Article 4 – Conduct of Primaries
 - Chapter 5, Article 5 – Death, Withdrawal, or Disqualification of a Party Nominee
 - Chapter 6, Article 1 – General Provisions; Polling Places
 - Chapter 6, Article 2 - Ballots
 - Chapter 6, Article 3 – Voting Equipment and Systems
 - Chapter 6, Article 4 – Conduct of Election; Election Results
 - Chapter 7 – Absentee Voting
 - Chapter 8, Article 1 – Recounts
- Title 1, Agency 20 of the Administrative Code
 - Chapter 50 – Candidate Qualification
 - Chapter 60 – Election Administration
 - Chapter 80 – Recounts and Contested Elections

Electoral board members must also review the *General Registrar/Electoral Board (GREB) Handbook*, *Electoral Board Duties and Delegations*, and *Electoral Board Overview of Certification Period*, all available on ELECT's website at elections.virginia.gov.



I. Responsibilities:

A. Election administration includes:

1. Recommend and approve polling places within the precincts established by the local government.
2. Approve voting equipment to be used, and development and annual approval of a security plan to keep all equipment and materials secure.
3. Ensure the creation, production and proper custody of ballots.
4. Ensure the proper conduct of Logic and Accuracy (L&A) test to be sure equipment is programmed correctly for each election.
5. Assist in conducting absentee voting when requested by the general registrar/director of elections.
6. Appoint officers of election and ensure that training, assignment and review of precinct officers of election occurs.
7. Ensure coordination with other local government departments (e.g., police, sheriff, public works, IT, schools) to ensure smooth conduct of each election.
8. Assist in procuring, packing and delivering supplies to polling places in coordination with the general registrar/director of elections.
9. Ensure proper setup of polling places prior to each election.
10. Assist in polling places and offices as needed on Election Day.
11. Be available to respond to inquiries from media, voters, and political parties.
12. Conduct post-election canvass to ascertain that all reported results from precincts are consistent with totals produced by voting systems.
13. Based on consultation with the general registrar/director of elections, determine validity and count provisional ballots.
14. Certify results following the canvass (this is a ministerial duty, meaning members do not have discretion in whether to certify results as determined in the canvass¹).

B. The electoral board has additional responsibilities, including:

1. As soon as practicable upon the vacancy of the office of chair or secretary, conduct a meeting to appoint officers of the electoral board.
2. Appointment, removal and annual performance evaluation of general registrar.
3. Certification of candidates, when required.
4. Compliance with the Freedom of Information Act (FOIA) in carrying out duties, including in the conduct of meetings.
5. Familiarity with federal and state laws and regulations that must be followed in conducting elections.
6. Attendance at training programs provided by ELECT.
7. Together with the general registrar/director of elections, administration of the office of elections, including budgeting and working with local government officials, as needed.
8. The secretary of the electoral board has specific tasks and responsibilities according to the Code, including taking and keeping accurate minutes of all board meetings.
9. Adherence to the decisions and established procedures approved by the electoral board as a whole, including delegations of authority to the general registrar/director of elections.

II. Electoral Board Activity Prohibitions:

- A. Collecting any fee as a notary during the time of such appointment.
- B. Engaging in political activities when performing official duties or political activities that will adversely impact the electoral board in carrying out its duties, including activities that create the appearance of partisanship on the part of the electoral board member or the electoral board.
- C. Soliciting signatures for candidate petitions in a public building.
- D. Harassing or abusing fellow electoral board members, the general registrar/director of elections, staff, officers of election, voters, or members of the public.

III. Qualifications:

Being a qualified voter of the county or city, in good legal standing.

IV. Disqualifications:



- A. Being directly related to another electoral board member or general registrar or to a candidate or holder of elected office.
- B. Serving as chair of a political party at local, district or state level; holding elected office; or offering to be a candidate for elected office.
- C. Being employed by or holding incompatible office under a federal, state, or local government entity.

V. **Additional desirable characteristics:**

- A. Customer-service orientation in dealing with voters.
- B. Computer literacy, as much business is conducted via email.
- C. Ability to travel around the locality.
- D. Public speaking ability to conduct training or address groups.
- E. Writing ability to create training materials, state legislative positions, and analyze questions brought to the electoral board.
- F. Basic budgeting skills and knowledge.
- G. Knowledge of basic legal concepts and judicial proceedings; willingness to become deeply familiar with United States Code Title 52 and Virginia Code Title 24.2 governing elections (and related administrative regulations).
- H. Assertive manner when needed to enforce compliance with the law.
- I. Ability to work with colleagues and stakeholders in a professional, civil, and productive manner regardless of party affiliation.

VI. **Conditions:**

Service on the electoral board is a serious responsibility with strict attendance obligations throughout the year. Electoral board members must be present for a general election every year in November and a primary election in June. In addition, there are special elections whenever called. Electoral board members must be available (or otherwise ensure adequate coverage in coordination with the general registrar/director of elections) for:

- A. Logic and Accuracy testing
- B. Election operations (including, in consultation with the general registrar/director of elections, during early voting)
- C. Abstract review and revision
- D. Managing Authorized Representatives
- E. Communication with political parties
- F. Post Election provisional ballot meeting and canvass
- G. Risk limiting audits
- H. Recounts

During early voting prior to an election, the board may need to be available a few times per week for a few hours. The week prior to and the week of the election, the board must be available most of the time, including 5am-10pm or later on Election Day. Immediately following the election, the board must be available for the canvass, adjudication of provisional ballots, risk-limiting audit activities, and signing and completion of abstracts (including any required adjustments thereto). At other times the board may meet monthly and may attend training or networking meetings or conferences. Members may be asked to address local groups or attend meetings of interest.