

CHECKLIST

OF POLLING PLACE OPERATIONS

PUNCH-CARD EQUIPMENT: PBC III D

GENERAL INFORMATION

- THE POLLS OPEN AT 6:00 A.M. AND CLOSE AT 7:00 P.M.
- ALL OFFICERS OF ELECTION MUST ARRIVE AT THE ASSIGNED POLLING PLACE NO LATER THAN 5:15 A.M. AND REMAIN AT THE POLLS UNTIL ALL ELECTION DOCUMENTS ARE SIGNED AND DUTIES ARE COMPLETED TO THE SATISFACTION OF THE CHIEF OFFICER OF ELECTION.
- THIS *ELECTION DAY GUIDE FOR OFFICERS OF ELECTION* PROVIDES AN OUTLINE OF THE ESSENTIAL DUTIES THAT MUST BE COMPLETED BEFORE THE POLLS OPEN, DURING THE DAY, AND AFTER THE POLLS CLOSE. THE **CHECKLIST DOES NOT** INCLUDE ALL REQUIRED ACTIONS, AND THE DUTIES ARE NOT LISTED IN THE EXACT ORDER OF OCCURRENCE. RATHER, THE DUTIES ARE TO BE CARRIED OUT CONCURRENTLY BY THE TEAM OF OFFICERS OF ELECTION ASSIGNED TO THE POLLING PLACE.
- THE CHIEF OFFICER IS RESPONSIBLE FOR SEEING THAT EACH ITEM ON THE CHECKLIST IS MARKED AS IT IS COMPLETED AND THE CHECKLIST IS RETURNED IN ENVELOPE #2.

ABBREVIATIONS

| | | | | | | | | |
|-----|---|---------------------|-----|---|----------------------|-----|---|------------------------------|
| AB | ✂ | ABSENTEE | DCO | ✂ | DEPUTY CHIEF OFFICER | R | ✂ | REPRESENTATIVE |
| ABL | ✂ | AB LIST | OP | ✂ | OUTSIDE POLLS | REP | ✂ | REPUBLICAN |
| AVL | ✂ | ABSENTEE VOTER LIST | PB | ✂ | POLLBOOK | S | ✂ | STATEMENT |
| CO | ✂ | CHIEF OFFICER | PR | ✂ | PRECINCT ROSTER | | | (AFFIRMATION OF ELIGIBILITY) |
| D | ✂ | DEMOCRAT | | | | | | |

PRE-ELECTION DAY DUTIES

ELECTION SUPPLIES

- ✂ CHECK OFF SUPPLIES AGAINST *SUPPLY LIST*

VERIFICATION OF BALLOT CARDS

- ✂ CONFIRM THE NUMBER OF BALLOTS ISSUED AGAINST INFORMATION ON **BOX C** LABEL

POLLING PLACE

- ✂ VISIT YOUR POLLING PLACE BEFORE ELECTION DAY
- ✂ MAKE ARRANGEMENTS TO GET INTO THE BUILDING AT 5:15 A.M. ON ELECTION MORNING
- ✂ CHECK THAT THE CORRECT VOTE COUNTER AND VOTOMATICS HAVE BEEN DELIVERED
- ✂ VERIFY THAT VOTOMATICS HAVE CORRECT BALLOT BOOK PAGES BY MATCHING PAGES AGAINST SAMPLE BALLOTS

NOTE: YOU MAY SET UP THE VOTOMATICS THE DAY BEFORE IF THEY WILL NOT INTERFERE WITH NORMAL TRAFFIC IN YOUR POLLING PLACE.

OFFICERS OF ELECTION

- ✂ CONTACT OFFICERS OF ELECTION
- ✂ ENSURE THAT ALL ELECTION OFFICIALS HAVE YOUR NAME AND TELEPHONE NUMBER IN THE EVENT OF AN EMERGENCY
- ✂ REMIND THEM OF REPORT TIME (5:15 A.M.) AND TO BRING SNACKS, DRINKS, LUNCH, ETC.
- ✂ DISTRIBUTE *OVERVIEW OF ASSIGNMENT* SHEETS TO ALL OFFICERS OF ELECTION -- REVIEW IF POSSIBLE

CELLULAR PHONES, AS APPLICABLE

- ✂ VERIFY THAT YOU CAN SEND AND RECEIVE CALLS FROM THE POLLING PLACE

ABSENTEE VOTERS

- ✂ MARK **"X-AB"** (BLUE INK) IN PRECINCT ROSTER USING THE LIST OF ABSENTEE VOTERS PACKED IN YOUR EMERGENCY BALLOT BOX (SUITCASE). ABSENTEE VOTERS WHO VOTED EARLY MAY HAVE AN **"AB"** OR **"X-AB"** PRINTED ON THE PRECINCT ROSTER (PR).
- ✂ BEFORE **12 NOON** ON MONDAY, THE DAY BEFORE THE ELECTION: CALL 748-1471(PRESS "5" IF MESSAGE BEGINS) OR STOP BY THE REGISTRAR'S OFFICE FOR THE SUPPLEMENTAL LIST OF THOSE WHO VOTED ABSENTEE ON SATURDAY.

BEFORE THE POLLS OPEN

AUTHORIZED REPRESENTATIVES (REPS)

- ✿ WELCOME REPS, IF ANY; CHECK WRITTEN AUTHORIZATION [SEE *AUTHORIZED REPRESENTATIVES*]

OATH OF OFFICER (CHIEF OFFICER)

- ✿ ADMINISTER *OATH OF OFFICER*; HAVE OFFICERS SIGN FORM
- ✿ CHIEF SIGNS FORM AT TOP AND BOTTOM
- ✿ PLACE *OATH OF OFFICER* FORM IN *ENVELOPE #2*

ELECTION SUPPLIES

- ✿ REMOVE ELECTION SUPPLIES, FORMS AND MATERIALS FROM SUITCASE (TURN SUITCASE UPSIDE DOWN TO MAKE SURE EVERYTHING HAS BEEN REMOVED)
- ✿ DISTRIBUTE OFFICER OF ELECTION BUTTONS

POLLING ROOM

- ✿ ARRANGE TABLES AND CHAIRS FOR BEST FLOW OF TRAFFIC
- ✿ PLACE VOTING EQUIPMENT AT LEAST 4 FEET FROM TABLES

VERIFICATION OF BALLOTS

- ✿ CONFIRM THAT THE BOX CONTAINING THE BALLOTS SHOWS YOUR PRECINCT NUMBER
- ✿ CONFIRM ON *STATEMENT OF RESULTS, PART A*, THE NUMBER OF BALLOTS PROVIDED TO THE PRECINCT [LINE 1: BALLOTS RECEIVED]

OPENING BALLOT COUNTER

- ✿ REMOVE THE VOTING MACHINE KEY FROM THE HANDLE OF THE SUITCASE IN PRESENCE OF OFFICERS
- ✿ OPEN AND TURN ON COUNTER
- ✿ CONFIRM PUBLIC COUNTER SHOWS "0000/INSERT BALLOT"
- ✿ CONFIRM THAT "0000" HAS BEEN ENTERED ON *STATEMENT OF RESULTS, PART B. COUNTER* [LINE 7: NUMBER ON PUBLIC COUNTER --*BEFORE POLLS OPEN*]

ZERO (0000) TAPE

- ✿ TURN ON BALLOT COUNTER [THE ZERO TAPE WILL RUN AUTOMATICALLY; DO NOT REMOVE TAPE]
- ✿ EXAMINE ZERO TAPE FOR CORRECT PRECINCT NUMBER AND NAME
- ✿ CONFIRM THAT ZERO TAPE SHOWS SAME OFFICE TITLES, LEGISLATIVE DISTRICT(S), CANDIDATES, AND ISSUES AS *SAMPLE BALLOT*
- ✿ EXAMINE ZERO TAPE TO CONFIRM THAT ALL POSITIONS SHOW FOUR ZEROS (0000). [CALL REGISTRAR'S OFFICE IMMEDIATELY IF DISCREPANCY FOUND]
- ✿ SIGN ZERO TAPE-IF NO ERRORS (FOUR SIGNATURES-- CHIEF, DEPUTY CHIEF AND TWO OFFICERS)
- ✿ LEAVE ZERO TAPE ATTACHED TO PAPER SPOOL

VOTING BOOTHS

- ✿ SET UP VOTING BOOTHS; POSITION BOOTHS FOR MAXIMUM PRIVACY
- ✿ COMPARE BALLOT PAGES IN BOOTH WITH *SAMPLE BALLOT*; CHECK OFFICES, LEGISLATIVE DISTRICT(S), CANDIDATES, AND ISSUES
- ✿ USE GOLD DEMONSTRATION BALLOT CARD TO PUNCH ALL VOTING POSITIONS IN EACH VOTING BOOTH
- ✿ SET UP A SECLUDED TABLE AND CHAIR FOR ELDERLY OR HANDICAPPED VOTERS AND VOTERS ELIGIBLE TO VOTE FEDERAL ONLY OR PRESIDENTIAL ONLY BALLOTS (IF APPLICABLE); REMOVE A TRAY FROM VOTE BOOTH AS NEEDED

ABSENTEE BALLOT LIST (ABL)

PRIMARY ELECTION ONLY

- ✿ CONFIRM THAT "*X-AB*" HAS BEEN ENTERED (BLUE INK) ON PR FOR EACH NAME LISTED ON THE *AB L*.
- ✿ **Post *ABL***

GENERAL/SPECIAL ELECTION

- ✿ CONFIRM "AB" HAS BEEN ENTERED IN BLUE INK ON PR FOR EACH NAME LISTED ON THE *ABL*.
- ✿ **Post *ABL***.

PRECINCT ROSTER (PR), POLLBOOKS (PB) & POLLBOOK COUNT SHEETS

ALPHABETICAL DIVISIONS, IF APPLICABLE

- ✿ CONFIRM THAT PR AND PB ARE SEPARATED INTO THE SAME ALPHABETICAL DIVISIONS, IF APPLICABLE (EXAMPLE: A - J AND K - Z)
- ✿ CONFIRM THAT YOU HAVE ONE *POLLBOOK COUNT* FORM FOR EACH ALPHABETICAL DIVISION OF THE POLLBOOK
- ✿ ENTER IDENTIFYING INFORMATION ON *POLLBOOK COUNT* FORM (TOP OF EACH PAGE)

EMERGENCY BALLOT BOX

- ✿ EMPTY THE SUITCASE THAT SERVES AS THE *EMERGENCY BALLOT BOX* (TURN BOX UPSIDE DOWN TO MAKE SURE IT IS EMPTY)
- ✿ LOCK THE BOX AND PLACE NEAR COUNTER

SIGNS

OUTSIDE POLLING PLACE

- ✿ SET UP *POLLING PLACE* SIGN
- ✿ Post *PROHIBITED AREA* POSTERS
- ✿ Post *HANDICAPPED PARKING/ENTRANCE* SIGN, IF NEEDED

INSIDE POLLING PLACE

- ✿ Post THE *ABSENTEE BALLOT LIST*
- ✿ Post THE *SAMPLE BALLOT*
- ✿ REMOVE LINE SIGNS (ALPHABETICAL DIVISION)FROM BLACK BAG(S); SET UP AND PLACE ON TABLE(S)
- ✿ POST OTHER SIGNS, AS DIRECTED

OPENING THE POLLS

- ✿ ANNOUNCE AT 6:00 A.M., "*THE POLLS ARE OPEN.*"

WHILE THE POLLS ARE OPEN--REMINDERS

AUTHORIZED REPRESENTATIVES (REPS)

- WELCOME REPS, IF ANY; CHECK WRITTEN AUTHORIZATION [SEE PAGE 5]

PRECINCT ROSTER (PR)

- ASK VOTER FOR FULL LEGAL NAME AND CURRENT ADDRESS
- CHALLENGE VOTER IF QUESTION MARK (?) IS NEXT TO NAME [SEE WHAT IF, PROBLEMS 3 - 6]
- ASK VOTER FOR ID IF ASTERISK (*) IS NEXT TO NAME
- MARK "X" (RED INK) IN VOTE REC COLUMN TO THE LEFT OF PERSON'S NAME, IF QUALIFIED TO VOTE

CHANGE OF ADDRESS OR NAME

[SEE WHAT IF, PROBLEMS 4 - 6]

- HAVE VOTER COMPLETE VIRGINIA VOTER REGISTRATION APPLICATION
- PLACE COMPLETED APPLICATIONS IN ENVELOPE #8

FORMS

- VERIFY THAT FORMS ARE COMPLETED COMPLETELY
- PLACE COMPLETED FORMS IN ENVELOPE #8

VOTER'S NAME NOT ON PR

- ASK VOTER FOR CORRECT SPELLING OF NAME
- ASK VOTER FOR A RECENT CHANGE OF NAME
- CHECK FOR NAME AT END OF ALPHABETICAL SECTION
- ASK WHEN AND WHERE PERSON REGISTERED TO VOTE
- OBTAIN VOTER'S FULL LEGAL NAME, ADDRESS, BIRTH DATE, AND SOCIAL SECURITY NUMBER BEFORE CALLING REGISTRAR'S OFFICE

CONDITIONAL BALLOT

- HAVE VOTER COMPLETE AN AFFIRMATION OF ELIGIBILITY FORM; PLACE COMPLETED FORM IN ENVELOPE #8
- PR - RECORD IDENTIFYING INFORMATION (RED INK) AT END OF ALPHABETICAL SECTION (DO NOT PLACE AN "X" IN THE VOTE REC COLUMN)
- POLLBOOK - DO NOT PROCESS VOTER IN THE PB
- DIRECT VOTER TO VOTING BOOTH TO MARK BALLOT CARD AND SEAL IT IN THE GREEN ENVELOPE
- PLACE THE SEALED GREEN ENVELOPE IN THE EMERGENCY BALLOT BOX
- INFORM VOTER THAT A DECISION WILL BE MADE BY THE ELECTORAL BOARD ON THE DAY FOLLOWING THE ELECTION.

POLLBOOK

- MARK OFF (X) OR CIRCLE (O) THE NEXT CONSECUTIVE NUMBER ON THE POLLBOOK COUNT FORM
- ENTER THE MARKED-OFF POLLBOOK COUNT NUMBER IN POLLBOOK IN COLUMN TO THE LEFT OF VOTER'S NAME (2ND COLUMN)

PERSON VOTES OUTSIDE POLLS

- WRITE "OP" IN POLLBOOK TO THE LEFT OF VOTER'S NAME (1ST COLUMN)

PERSON SIGNS AFFIRMATION OF ELIGIBILITY FORM

- WRITE "S" (FOR AFFIRMATION STATEMENT) IN POLLBOOK TO THE LEFT OF VOTER'S NAME (1ST COLUMN)

DEMONSTRATION

- OFFER A DEMONSTRATION TO EACH VOTER
- DIRECT VOTER'S ATTENTION TO SAMPLE BALLOT
- ENCOURAGE "HANDS-ON" PRACTICE WITH DEMONSTRATOR
- CAUTION VOTER TO VOTE FOR NOT MORE THAN THE NUMBER TO BE ELECTED FOR EACH OFFICE
- ENCOURAGE VOTER TO COMPARE NUMBERS PUNCHED WITH NUMBERS ON BALLOT PAGE--AFTER REMOVING CARD

- ENCOURAGE VOTER TO CHECK BACK OF BALLOT FOR "HANGING CHADS" (I.E., PIECES OF BALLOT CARD REMAINING ATTACHED TO CARD AFTER VOTER PUNCHES NUMBERED HOLE)

TIME

- CONFIRM THE TIME [CALL TELEPHONE SERVICE BEFORE POLLS CLOSE TO CONFIRM CORRECT TIME]

BALLOTS

- ISSUE BALLOT TO VOTER
- DIRECT VOTER TO EMPTY VOTE BOOTH

VOTING BOOTHS

- REMOVE CAMPAIGN MATERIAL LEFT IN BOOTHS
- CHECK BALLOT PAGES FOR MARKINGS
- TURN BALLOT PAGES BACK TO FIRST PAGE

BALLOT COUNTER

- STAND BEHIND OR TO SIDE OF BALLOT COUNTER SO THAT VOTER IS ASSURED OF SECRECY
- DIRECT VOTER TO INSERT BALLOT UNFOLDED INTO COUNTER
- BE ATTENTIVE TO VOTERS WHO MIGHT LEAVE THE POLLING ROOM BEFORE INSERTING BALLOT INTO COUNTER

VOTING OUTSIDE POLLS

[ELIGIBLE VOTER IS PHYSICALLY UNABLE TO ENTER POLLING PLACE]

- TAKE TO THE VOTER A BALLOT, AN "OUTSIDE POLLS" ENVELOPE, BALLOT-BOOK PAGES FROM A BOOTH, AND A REQUEST FOR ASSISTANCE FORM, IF NEEDED
- INSTRUCT VOTER TO PLACE VOTED BALLOT IN "OUTSIDE POLLS" ENVELOPE AND SEAL ENVELOPE
- RETURN SEALED "OUTSIDE POLLS" ENVELOPE TO THE POLLING ROOM; DEPOSIT ENVELOPE INTO BALLOT BOX

VOTER INSTRUCTION (Two OFFICERS)

- PROVIDE INSTRUCTION TO VOTER IN THE VOTING BOOTH, IF REQUESTED BY THE VOTER; LEAVE BOOTH BEFORE VOTER VOTES

REQUEST FOR ASSISTANCE

[VOTER IS PHYSICALLY DISABLED OR UNABLE TO READ OR WRITE]

- USE THE REQUEST FOR ASSISTANCE FORM IF VOTER REQUESTS ASSISTANCE IN CASTING THE BALLOT

BLIND VOTER

A BLIND VOTER AND THE ASSISTANT ARE NOT REQUIRED TO SIGN THE REQUEST FOR ASSISTANCE FORM. WRITE ON THE VOTER'S SIGNATURE LINE (SECTION A):

- "BLIND VOTER;" THEN PRINT VOTER'S NAME
- PRINT THE ASSISTANT'S NAME AND ADDRESS IN SECTION B

VOTER UNABLE TO SIGN

WRITE ON VOTER'S SIGNATURE LINE (SECTION A):

- "VOTER UNABLE TO SIGN" THEN PRINT VOTER'S NAME
- HAVE ASSISTANT SIGN AND PRINT NAME AND ADDRESS IN SECTION B

NUMBER OF BALLOTS CAST

- CHECK PERIODICALLY TO SEE THAT THE TOTALS FROM ALL POLLBOOK COUNT FORMS IS THE SAME AS THE NUMBER ON THE COUNTER. [CONTINUE THIS PROCESS, AS TIME PERMITS, ON REVERSE SIDE]

TIME PB COUNT #. COUNTER #
.....
.....
.....

ANNOUNCEMENT AT 6:45 P.M.

- ... "THE POLLS WILL CLOSE IN 15 MINUTES."

AFTER THE POLLS CLOSE

POLLS CLOSE: 7:00 P.M.

- ANNOUNCE PROMPTLY AT 7:00 PM, "THE POLLS ARE OFFICIALLY CLOSED."
- WRITE NAMES OF VOTERS, IF ANY, WAITING IN LINE (START LIST WITH NAME OF LAST PERSON IN LINE)

AUTHORIZED REPRESENTATIVES (REPS)

- WELCOME REPS; CHECK WRITTEN AUTHORIZATION [SEE PAGE 5]

CERTIFYING POLLS CLOSED (POLLBOOK)

- WRITE "POLLS CLOSED, (DATE), (TIME)" ON LAST PAGE OF EACH POLLBOOK
- SIGN NAME (ALL OFFICERS) AFTER WRITING "POLLS CLOSED"

CERTIFYING POLLBOOK COUNT

- ENTER THE LAST NUMBER MARKED OFF EACH POLLBOOK COUNT FORM IN THE CERTIFICATION SECTION (PAGE 4 OF FORM)
- SIGN POLLBOOK COUNT CERTIFICATION (POLLBOOK OFFICER)

EMPTYING BALLOT BOX

CONDITIONAL BALLOTS (GREEN ENVELOPES)

- UNLOCK BALLOT BOX; REMOVE, BUT DO NOT OPEN, SEALED CONDITIONAL BALLOTS IN GREEN ENVELOPES, IF ANY; ENCLOSE SEALED GREEN ENVELOPES IN LARGER GREEN ENVELOPE #1
- ENTER IN CERTIFICATION SECTION (ENVELOPE #1) THE NUMBER OF CONDITIONAL BALLOTS ENCLOSED; OTHERWISE, WRITE "NONE"

OTHER BALLOTS

- REMOVE BALLOTS FROM "OUTSIDE POLLS" ENVELOPES; INSERT BALLOTS INTO COUNTER
- INSERT ALL OTHER BALLOTS FROM BALLOT BOX INTO COUNTER

RUNNING RESULTS TAPES

- CONFIRM THAT ALL BALLOTS IN THE BALLOT BOX HAVE BEEN INSERTED INTO THE COUNTER

TAPE #1

- UNLOCK KEYPAD DOOR; PRESS ASTERISK (*) ONE TIME;
- PRESS "0" KEY TO RUN TAPE #1--IF ALL BALLOTS FROM BALLOT BOX HAVE BEEN INSERTED INTO COUNTER
- KEEP TAPE #1 ATTACHED TO ZERO TAPE
- MARK TAPE #1; SIGN TAPE (4 SIGNATURES: CO, DCO & TWO OFFICERS)
- ATTACH TAPE #1 TO STATEMENT OF RESULTS, COPY #1

TAPE #2:

- PRESS ASTERISK (*) TO RUN TAPE #2
- MARK TAPE #2; SIGN TAPE (FOUR OFFICERS)
- ATTACH TAPE #2 TO STATEMENT OF RESULTS, COPY #2

TAPE #3

- PRESS ASTERISK (*) TO RUN TAPE #3
- MARK TAPE #3; SIGN TAPE (4 SIGNATURES: CO, DCO & TWO OFFICERS)
- ATTACH TAPE #3 TO YELLOW PRINTED RETURN SHEET

TAPE #4:

- PRESS ASTERISK (*) TO RUN TAPE #4
- MARK TAPE #4; SIGN TAPE (4 SIGNATURES: CO, DCO & TWO OFFICERS)
- ATTACH TAPE #4 TO UNOFFICIAL TALLY SHEET

WRITE-IN BALLOTS, IF APPLICABLE

- REMOVE WRITE-IN BALLOTS FROM BALLOT BOX
- RECORD ON WRITE-INS CERTIFICATION (TWO COPIES) VALID AND INVALID WRITE-INS FOR EACH OFFICE
- WRITE "NONE" ON WRITE-INS CERTIFICATION (TWO COPIES) IF NO WRITE-IN BALLOTS ARE CAST

STATEMENT OF RESULTS (SOR) (TWO COPIES)

- COMPLETE PART A, BALLOTS; PART B, COUNTER; AND PART C, POLLBOOK COUNT
- ANSWER QUESTION IN PART D;
- WRITE EXPLANATION IF ANSWER IS "NO" TO QUESTION
- SIGN (ALL OFFICERS) COPY #1 OF THE SOR, PART F;
- ATTACH TAPE #1 AND ZERO TAPE TO SOR
- SIGN (ALL OFFICERS) COPY #2 OF THE SOR, PART F;
- ATTACH TAPE #2 TO SOR

PRINTED RETURN SHEET

- SIGN (ALL OFFICERS) YELLOW PRINTED RETURN SHEET; ATTACH TAPE #3 TO SHEET

CALLING IN & ANNOUNCING UNOFFICIAL RESULTS

- CALL IN UNOFFICIAL ELECTION RESULTS USING TAPE #4 ATTACHED TO UNOFFICIAL TALLY SHEET (CHIEF MAY DESIGNATE AN OFFICER TO CALL)
- ANNOUNCE UNOFFICIAL RESULTS OUTSIDE POLLS, IF REQUESTED

PACKING ENVELOPES [SEE PAGE 5]

- ASSIGN WORKERS TO BE RESPONSIBLE FOR SPECIFIC ENVELOPES
- CHECK OFF EACH ENVELOPE AS IT IS PACKED, SEALED AND SIGNED
- CONFIRM THAT PRECINCT NAME AND DATE OF ELECTION ARE PRINTED ON EACH ENVELOPE

PACKING BOXES [SEE PAGE 6]

- CHECK TO SEE THAT THE LARGE BOX LABELS (A AND C) SHOW THE PRECINCT NAME AND DATE
- ASSIGN WORKERS TO BE RESPONSIBLE FOR SPECIFIC BOXES
- REMOVE COUNTED BALLOTS FROM COUNTER
- PLACE COUNTED BALLOTS, INCLUDING BANDED WRITE-IN BALLOTS, IN Box A
- CONSOLIDATE FULL BALLOT PADS AND PACK IN Box C (USE ADDITIONAL BOXES AS NEEDED)

CLOSING AND LOCKING COUNTER

- TURN OFF COUNTER'S POWER SWITCH; LOCK KEYPAD DOOR
- PLACE CORD(S), DEMONSTRATION MODELS, AND BLACK BAGS (LINE SIGNS) INSIDE COUNTER; LOCK SIDE PANEL
- PACK THE VOTING EQUIPMENT KEYS IN ENVELOPE #7

VOTING BOOTHS

- DISMANTLE VOTING BOOTHS
- STACK CASES BESIDE THE LOCKED COUNTER

COLLECTING SIGNS

- RETURN TO POLLING ROOM ANY SIGNS POSTED OUTSIDE
- REMOVE PAPER SIGNS
- PACK REUSABLE SIGNS IN ENVELOPE #11
- DISCARD "NON-REUSABLE" SIGNS

FINAL DUTIES

- PACK ELECTION MATERIALS IN THE SUITCASE
- LEAVE VOTING AREA AS CLEAN AND ORGANIZED AS POSSIBLE

ASSIGNMENTS - PACKING ENVELOPES

ENV #1 ASSIGNED TO:

1 Seal and 2 Signatures

#1

- Challenged Ballot(s)
(Sealed Green ENvelope)

ENV #2 ASSIGNED TO:

1 Seal and 2 Signatures

#2

- Oath of Officer form
- Pollbooks
- Pollbook count forms
- Statement of Results (2 copies)
- Write-ins certification (2 copies)
- Incident Sheet
- Election Day Guide (Checklist)

ENV #2A ASSIGNED TO:

1 Seal and 2 Signatures

#2A

- Printed Return sheet (yellow)

ENV #3 ASSIGNED TO:

1 Seal and 2 Signatures

#3

- Ballot Stubs

ENV #4 ASSIGNED TO:

1 Seal and 2 Signatures

#4

- Spoiled Ballots
- Void Ballots
- Partially Used (last used) Ballot Pad

ENV #7 ASSIGNED TO:

1 Seal and 2 Signatures

#7

- Counter Key

ENV #8 ASSIGNED TO:

No Seal or Signature

#8

USED FORMS ONLY!

- VA Voter Registration Applications
- Affirmation of Eligibility forms
- Request for Assistance forms

ENV #9 ASSIGNED TO:

No Seal or Signature

#9

- Virginia Election Laws

ENV #10 ASSIGNED TO:

No Seal or Signature

#10

- Officer of Election buttons

ENV #11 ASSIGNED TO:

No Seal or Signature

#11

- Reusable Signs

ENV #12 ASSIGNED TO:

No Seal or Signature

#12

- Pay Sheet

ENV #14 ASSIGNED TO:

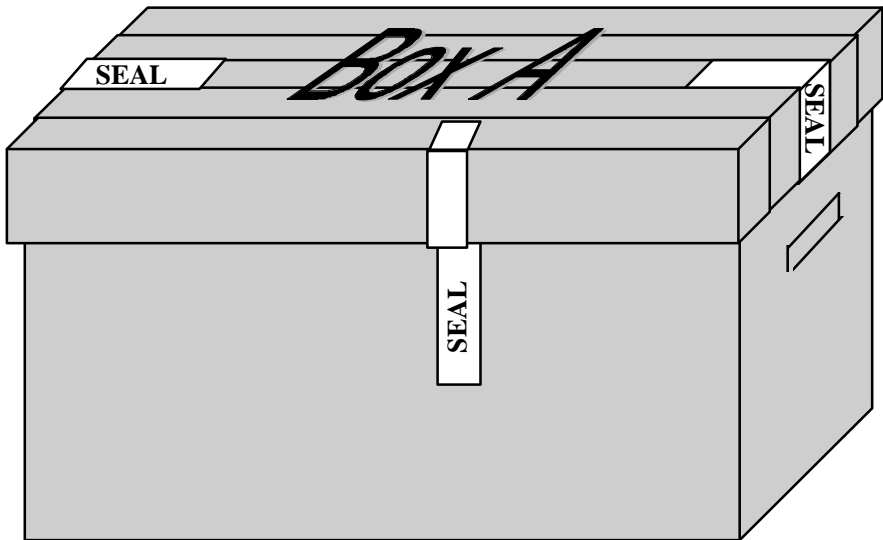
No Seal or Signature

#14

- Unofficial Tally Sheet with Printout Tape #4 Attached

ASSIGNMENTS - PACKING BOXES

Box A assigned to: _____



This box contains:

- Counted ballots
- Write-in Ballots (banded)

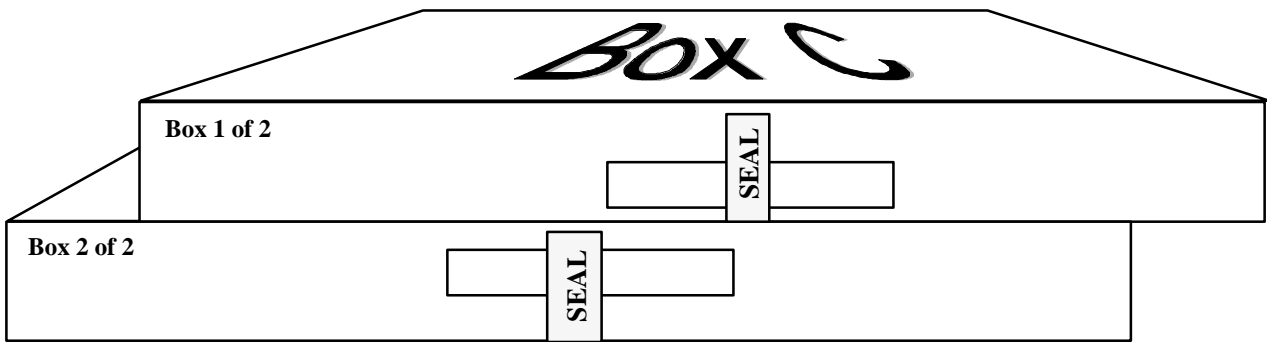
NOTE: If ballot was processed through the counter it is packed into this box.

Sealing & Signing Requirements

- Seal with 3 seals (white labels)
- All Officers sign & date

Box(es) C assigned to: _____

NOTE: White boxes which are not holding full ballot pads are to be returned empty.



Box(es) C contain:

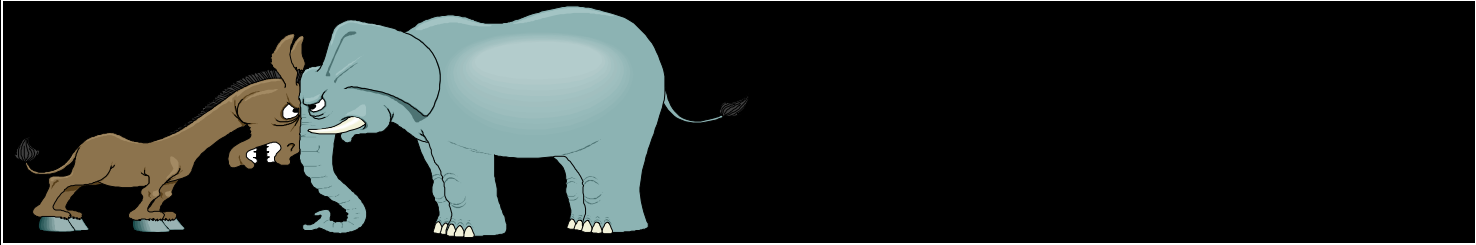
- Unused Ballot Pads

NOTE: If no ballots have been removed from the stub, that pad goes in these boxes.

Sealing & Signing Requirements:

- Seal front of box with 1 seal
- Sign & date label (2 officers)

PRIMARY ELECTIONS



WHAT IS A PRIMARY ELECTION?

A PRIMARY ELECTION IS ONE HELD FOR THE PURPOSE OF SELECTING A CANDIDATE TO REPRESENT A POLITICAL PARTY FOR ELECTION TO A CERTAIN OFFICE. IN A PRIMARY ELECTION, VOTERS DECIDE WHO WILL BE THE NOMINEE OF THE POLITICAL PARTY. IN A *MULTIPLE PRIMARY*, TWO OR MORE ELECTIONS ARE HELD ON THE SAME DAY. VIRGINIA LAW PERMITS A VOTER TO VOTE IN ONLY ONE OF THE ELECTIONS. (24.2-530, CODE OF VIRGINIA)

EXCEPTIONS TO GENERAL PROCEDURE

IN A PRIMARY ELECTION, WRITE-IN VOTES ARE NOT PERMITTED. (24.2-644, CODE OF VIRGINIA) THE OTHER PROCEDURES THAT ARE DIFFERENT FROM GENERAL ELECTIONS INCLUDE THE FOLLOWING:

| | REPUBLICAN PRIMARY | DEMOCRATIC PRIMARY | VIRGINIA REFORM PRIMARY |
|---|-----------------------------------|-----------------------------------|-----------------------------------|
| AB CENTRAL <i>BEFORE POLLS OPEN</i> ABSENTEE VOTERS ON PRECINCT ROSTER (PR) | ENTER "R-AB" (INSTEAD OF "AB") | ENTER "D-AB" (INSTEAD OF "AB") | ENTER "V-AB" (INSTEAD OF "AB") |
| NO AB CENTRAL <i>WHILE POLLS ARE OPEN</i> PRECINCT ROSTER (PR) | ENTER "R" (INSTEAD OF "X") | ENTER "D" (INSTEAD OF "X") | ENTER "V" (INSTEAD OF "X") |

| MULTIPLE PRIMARY ELECTION ONLY . . . | |
|--------------------------------------|--|
| VOTER MUST BE ASKED . . . | "Do you wish to vote in the REPUBLICAN PARTY PRIMARY?" OR "Do you wish to vote in the DEMOCRATIC PARTY PRIMARY?" OR "Do you wish to vote in the VIRGINIA REFORM PARTY PRIMARY?" ENTER: "R" OR "D" OR "V" ON THE PR, AS APPLICABLE |

AUTHORIZED REPRESENTATIVES

- REP MUST BE A QUALIFIED VOTER OF THE LOCALITY TO BE PRESENT IN THE POLLING PLACE
- REP MUST PRESENT A LETTER OF AUTHORIZATION TO THE CHIEF OFFICER OF ELECTION
- NO CAMPAIGNING IS PERMITTED BY ANYONE INSIDE THE POLLING PLACE

| BEFORE POLLS OPEN (24.2-639) | WHILE POLLS ARE OPEN (24.2-604) | AFTER POLLS CLOSE (24.2-655) |
|--|---|---|
| GENERAL & SPECIAL ELECTIONS . . . | | |
| <ul style="list-style-type: none">• ONE REP OF EACH POLITICAL PARTY• CITY OR TOWN ELECTION: ONE REP OF EACH CANDIDATE IF NO CANDIDATE IS A PARTY NOMINEE AND NO OTHER ELECTION HAVING PARTY NOMINEES IS BEING CONDUCTED | <ul style="list-style-type: none">• ONE REP OF EACH POLITICAL PARTY• ONE REP OF EACH INDEPENDENT CANDIDATE• CANDIDATES MAY ENTER POLLING PLACE ONLY TO VOTE OR TO VISIT FOR NO LONGER THAN TEN (10) MINUTES. <p><i>NOTE:</i> IF THE PR IS DIVIDED, ONE REP IS PERMITTED FOR EACH DIVISION. THIS NUMBER MAY NOT EXCEED THREE REPS OF ANY POLITICAL PARTY OR INDEPENDENT CANDIDATE AT ONE TIME.</p> | <ul style="list-style-type: none">• TWO REPS OF EACH POLITICAL PARTY HAVING A CANDIDATE ON THE BALLOT• ONE REP OF EACH INDEPENDENT CANDIDATE <p><i>NOTE</i> THE ABOVE NUMBERS APPLY REGARDLESS OF THE PR DIVISIONS</p> |
| PRIMARY ELECTIONS . . . | | |
| <ul style="list-style-type: none">• ONE REP OF EACH POLITICAL PARTY HOLDING A PRIMARY | <ul style="list-style-type: none">• ONE REP OF EACH CANDIDATE• CANDIDATES MAY ENTER POLLING PLACE ONLY TO VOTE OR TO VISIT FOR NO LONGER THAN TEN (10) MINUTES. [SEE <i>NOTE</i> ABOVE] | <ul style="list-style-type: none">• ONE REP OF EACH PRIMARY CANDIDATE [SEE <i>NOTE</i> ABOVE] |

