

Date Printed: 06/16/2009

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JTS Box Number: IFES\_76  
Tab Number: 158  
Document Title: Precinct Election Official Manual  
Document Date: 2001  
Document Country: United States --  
Virginia  
Document Language: English  
IFES ID: CE02571



\* 7 9 A 4 F 9 1 E - B 4 C B - 4 E 6 1 - A C D 4 - A 8 C A 5 A F F 4 D A 6 \*

# **PRECINCT ELECTION OFFICIAL MANUAL**

**General Election**

**November 6, 2001**

**Prepared by Direction of  
The Alexandria Electoral Board**

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Oct. 26, 2001

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# INTRODUCTION

The Commonwealth of Virginia and the City of Alexandria are rich in history and tradition. The Commonwealth is the oldest constitutional democracy in the world. Alexandria is the home of the father of our country, George Washington, and stands as one of the true cradles of democracy. Administering elections in this community is a special opportunity and a special responsibility. Embrace your role as an election official with pride.

This manual is designed to assist election officials in Alexandria to conduct their duties. While it does not have the force of law, the manual is based on the laws of the Commonwealth of Virginia, regulations established by the Virginia State Board of Elections, and procedures established by the Alexandria Electoral Board. You should, therefore, read it carefully and follow instructions to the best of your ability. Legal citations which serve as the basis for particular passages from Virginia Election Laws 2001 Edition are indicated in parenthesis at the end of the passage. Example (24.2-100)

## I. CIVIC RESPONSIBILITY OF ELECTION OFFICIALS

As election officials you have been charged with a very important responsibility in the election. Of all the officials involved in the conduct of the election you will have the most personal direct contact with voters. They will look to you as they exercise their right to vote on election day. The manner in which you carry out your duties will have a great deal to do with the degree to which voters have confidence in the process.

As you conduct your official duties your personal views and political opinions must be put aside. You must faithfully serve all voters equally. It is an important public trust. Every action must be characterized by the following standards:

- Integrity:** Election officials must earn the trust of the electorate.
- Neutrality:** While acting as an election official all political preference and bias must be put aside.
- Transparency:** The best way to combat allegations of bias and to build trust is by making certain that the only thing secret about the election is the voter's ballot. Everything else must be open to scrutiny.
- Accuracy:** Take the time to thoroughly learn polling place procedures and follow them closely whether it's checking voter identities or recording election results.

Do not waver from these standards as you conduct the election in your precinct.

## **II. BEFORE ELECTION DAY**

- 1. Getting Ready**
- 2. Checking Your Polling Place**
- 3. Equipment, Marking Absentee Voters, Ballots**
- 4. Inventory Checklist**

Election officials should complete a number of tasks prior to election day.

### **1. Getting Ready**

All election officials should:

- Read this manual thoroughly prior to election day.
- Read any special instructions issued by the Alexandria Electoral Board and the State Board of Elections.
- Attend all meetings and training sessions offered by the electoral board and by your chief official.

Chiefs and assistant chiefs should:

- Consider which officials will be assigned which election day tasks. Consider how duties will be reassigned during brief periods when officials must be away from their posts.
- Call the electoral board and Office of the Registrar at **703-838-4050** if questions or uncertainties arise as you prepare for election day.

### **2. Checking Your Polling Place**

Within a few days prior to election day the chief official should call all of his/her coworkers to confirm they are working, provide them with any necessary information and invite them to a pre-election polling place visit.

The chief, assistant chief, and if possible, other election officials are advised to briefly visit their polling place. This is particularly important if the polling place is at a different building or in a different room from the previous election. Introduce yourselves to officials in charge of the space. Be respectful and courteous to them and thank them for their cooperation. Remember that they may be inconvenienced and are making a significant contribution to the process by allowing use of their space as a polling place.

Take the following steps as you visit your polling station:

- **Important Note:** Review emergency evacuation plans, make note of emergency exits, and see that they are clear of furniture or other obstructions.
- Confirm that the building will be open at 5:00 A.M. on election day.
- Find light switches, power outlets, phone jacks, and the circuit breaker box so as not to waste time during set-up on election morning.
- Determine the general layout of the room providing for smooth flow of traffic by voters as they enter, check in, vote and leave the polling place.
- Determine where poll watchers will be seated to observe the election according to their rights.
- Determine where official postings and signs will be best placed.
- Consider where sensitive materials such as unused ballots and official documents will be secured when not in use.
- Make a note of the 40-foot campaign exclusion line.
- Make a note of the phone number of the building contact in case of emergency or questions that might arise during the course of election day.

### **3. Equipment, Marking Absentee Voters, Ballots**

Before election day you will be provided with the necessary equipment, documents, materials, supplies, and ballots to conduct the election at your polling place.

The following equipment and supplies will be delivered to your precinct by Alexandria election officials prior to election day:

- Ballot Box which also serves as the platform for the AccuVote machine.
- Voting Booths: number depends on number of registered voters in the precinct.

In gray box:

Extension Cords (2)

Ballot Box Tray for Privacy Sleeves

Ballot Privacy Sleeves  
Picking up and Checking Supplies

"Vote Here" signs with stands

The chief will:

1. Pick up supplies and the AccuVote ballot scanner unit on Sunday between the hours of 2:00 P.M. and 4:00 P.M. before the election, by appointment (703-838-4050) or anytime between 8:00 A.M. and 6:00 P.M. on Monday, the day before the election.
2. Check the inventory checklist at the end of this section to confirm that all required materials are included.

#### Marking Absentee Voters on Roster/Pollbook

The chief will:

1. Review the Absentee Applicants List and place a "AB" in ink in the Consecutive Voter Number column of the Precinct Roster/Pollbook by the name of each person on the list.
2. Ask the assistant chief or other precinct election official, preferably from a different political party to review the list and Roster/Pollbook to ensure accuracy.

#### Ballots

Three hundred (300) ballots will be included with supplies and materials that are picked up Sunday or Monday before election day. Verify that the number of ballots delivered equals the number on the ballot receipt and sign the receipt. Unless voter turnout in your precinct is extraordinarily high this quantity should provide an adequate number of ballots for all voters.

**IMPORTANT:** Keep ballot receipts for reference. You will refer to these after the polls close when completing the Ballot Worksheet and Statement of Results.

#### **4. Inventory Checklist**

The following equipment, ballots, documents, and supplies are provided for use on election day. Prior to election day the chief precinct official should use the following checklist to be certain nothing has been overlooked.

- A. AccuVote Ballot Scanner Unit** in black canvas carrying case.



**B. The Blue Canvass Supply Case with black handles will contain the following materials.**

- Blue Aprons for Voter Ed Officers
- Clipboard
- Absentee Applicant List
- Precinct Roster/Pollbook of Registered voters (with add-on list taped to inside cover)
- City-wide List of Registered Voter (Alphabetical Order)

Telephone, standard or cellular

Ballots (300)

White cardboard box contains:

- Scissors
- Stapler
- Scotch Tape
- Masking Tape
- Duct Tape
- Packaging Tape
- Correction Tape
- Rulers
- Alpha Tags
- "I Voted" Stickers
- Lined Paper
- Triple Tap
- Measuring Tape
- Cellular Phone Charge  
(In precincts with cell phones)

- Blue Pens
- Red Pens
- AccuVote Pens
- Black Marker
- High lighter
- Pencils
- Post-It Note Pad
- Rings for Pollbook
- Rubber bands
- Paper Clips
- Name Tag Holders
- Magnifiers
- Finger Grips
- Cellular Phone Modem  
(In precincts with cell phones)

Official Forms and Documents

- Name Badges
- Officer of Election Oath
- Statement of Results
- Official Pollbook Count
- Closing Checklist

- Ballot Worksheet
- Manual
- Printed Return Sheet
- Unofficial Pollbook Count
- Sample Ballots

## C. The Blue Canvass Supply Case (continued)

### Signs and Postings

- Candidates Only
- No Smoking
- Full Legal Name
- Voting →
- Voter Questions
- Voting Instruction Poster
- Sample Ballots
- No Campaigning Beyond this Point
- No Cellular Phones
- Overvote Poster
- Exit
- Parking Permit
- Attention all Voters "Show ID"
- ← Voting
- Precinct Map
- Prohibited Area
- Footprint
- Joan Murphy Picture
- "Make Your Vote Count"

### Instructions and Forms

- Virginia Election Laws
- Election Official Manual
- Voter Instruction Card
- Conditional Ballot Envelope
- Outside the Polls Envelopes
- White Labels
- Incident Reports
- "Make Your Vote Count Handout"
- Overvote Notice/Instructions
- Opinion of the Attorney General
- Assignment Descriptions
- Demonstration Ballot
- Voter Assistance Forms
- Voter Registration Forms
- Notification of Death Forms
- Affirmation of Identity
- Election Day Problems

### Return Envelopes

- Return Envelope #1
- Return Envelope #2A
- Return Envelope #4
- Return Envelope #7
- Return Envelope #9
- Return Envelope #2
- Return Envelope #3
- Return Envelope #6
- Return Envelope #8

### **III. POLL WATCHERS, CANDIDATES, MEDIA, AND OTHER VISITORS AT THE POLLING PLACE**

- 1. Poll Watchers**
- 2. Candidates**
- 3. Media**
- 4. Polling Place Visitors**

Nearly every process in the conduct of elections, with the exception of the voter marking his or her ballot, should be done openly and transparently. The right of citizens, the media, parties, candidates and their representatives to have insight into the process ensures public trust and confidence that elections are conducted with integrity.

Through their presence and observations, poll watchers representing political parties and candidates, and the media:

- Provide transparency and insight into the electoral process for the public, candidates, political parties in order to raise confidence in the process.
- Reassure a sometimes skeptical public about the importance of electoral processes and the relevance of each citizen's participation.
- Deter those who might engage in intimidation tactics, improper activities, or fraud.
- Reduce opportunities for frivolous or misguided allegations of impropriety.
- Through their observations, reports, and objections, provide information on which election officials can assess the process and plan future improvements.

#### **1. Poll Watchers**

In a general election each political party and each independent candidate are entitled to appoint one poll watcher for each division of the voter list. (24.2-604C)

Poll watchers may remain at the polling place from the time preparations begin through closing procedures. After the polls close, and as the vote is being determined, each party is entitled to two poll watchers and each independent candidate is entitled to appoint one poll watcher in each polling place. If a poll watcher remains in the polling place after the close of voting he/she must remain until returns are electronically transmitted to the Electoral Board. (24.2-604C, 24.2-655)

## Credentials

Each party and independent candidate representative will present a statement to precinct election officials authorizing his/her representation signed by the political party chair or candidate as appropriate. (24.2-604C, 655)

## Rights of Poll Watchers

Poll Watchers have a right to:

- Be present at the polling place from the time preparations are underway through the vote count. (24.2-639, 643B, 655)
- Familiarize themselves with procedures, documents, and equipment used to conduct the election. (24.2-639)
- Hear the name of each voter who presents his/her self to vote on election day. (24.2-643B)
- Challenge the vote of any person on the voter list who is known or suspected not to be a qualified voter.(24.2-651)

Poll Watchers or any person in the polling place do not have the right to:

- Interfere in any way with the conduct of the election except as provided for above. (24.2-604D)
- Attempt to influence voters. (24.2-604D)

If a majority of the officials in a precinct determine a poll watcher or any person is violating the law, the violator is to be ordered out of the polling station and outside the campaign exclusion zone and further may be charged with a class 1 misdemeanor. (24.2-604E)

Call 703-838-4050 for assistance in the case of polling place disruptions or 911 in case of emergency.

## **2. Candidates**

Candidates are authorized to visit each polling place for up to 10 minutes. They are prohibited from acting as party or candidate representatives. (24.2-604E, 24.2-604C)

### **3. Media**

The media may visit polling places to report on election day activities. Cooperate with media representatives to the extent possible but the media should not:

- Disrupt election activities in any way. (24.2-604D)
- Observe, photograph, or tape in any way that might violate the voter's right to cast a secret ballot. (24.2-607)
- Conduct interviews with candidates or voters inside the 40 foot "no campaigning" zone. (24.2-604A,D)

### **4. Polling Place Visitors**

A voter may be accompanied to the voting booth by a child age 15 or under. (24.2-649B) In addition, due to Alexandria's proximity to the nation's capital, there may occasionally be short term visits from international groups. These visitors will normally be accompanied by an electoral board member. As with everyone that enters the polling place be considerate and be certain the conduct of the election and voter privacy are protected.

## IV. ELECTION DAY - BEFORE VOTING BEGINS

1. **Formalities**
2. **Preparing the AccuVote Machine and Verifying the Ballot Supply**
3. **Arranging Your Polling Place**
4. **Assigning Election Official Duties**
5. **Final Opening Procedures**

### 1. **Formalities**

All election officials should be assembled at their polling place at least one hour before the polls open.

- The chief official should swear in officials and all officials should sign the Officer of Election Oath. (24.2-120)
- **Emergencies:** Review evacuation procedures with Election Officials and be certain paths to and from emergency exits are unobstructed. If emergency evacuation becomes necessary and time permits:
  1. The chief should unlock and remove the AccuVote machine from the polling place, call 911 and call the voter registration office for instructions.
  2. An assistant chief and ballot officers will remove unmarked ballots and the Roster/Pollbook from the polling place.
- Greet poll watchers, check their credentials and invite them to observe opening procedures. Answer any questions they have to the best of your ability or refer them to the Office of the Registrar and Electoral Board at 703-838-4050.

### 2. **Preparing the AccuVote Machine and Verifying the Ballot Supply**

The AccuVote system is widely used throughout the nation. The scanner technology's error rate is lower than manual count and many times faster. Take the following steps carefully to ensure the machine and ballots are properly prepared for election day use.

Verify that the ballot box is empty by taking the following steps.

- In the presence of all officials and poll watchers break the seal on the AccuVote carrying case and remove the keys.

- Unlock the bottom lock on the front of the ballot box and lift open the top. Allow all present to verify that the three compartments of the ballot box are empty. Close and re-lock the box.

### Preparing the AccuVote Machine for Accepting and Counting Ballots

The following directions should be carried out by two officials. One will read from the instructions while the other will execute directions.

1. Unlock and open the front door of the ballot box.
2. Remove the AccuVote unit from its carrying case and guide it into position on top of the ballot box leaving enough room to reach the ON/OFF switch on the back of the unit.
3. Connect the power cord to the AccuVote unit and feed it through the cylindrical hole in the back of the ballot box.
4. Plug the power cord into an electrical outlet.
5. Using the AccuVote key, unlock and remove the printer cover.
6. Turn on the unit using the red power switch at the back of the unit. The "Zero Tape" will begin printing within a few seconds.
7. **Without tearing off the tape** verify that the total for each candidate is zero.
8. Using the bottom of the printer cover as a surface to write on, two officers will sign the bottom of the tape officially verifying the zero totals on the tape.
9. Fold or roll the tape and place it on top of the paper supply in the printer compartment.
10. Replace and lock the printer cover and remove the key.
11. **"Need another printout?"** appears on the display.
12. Press the no button on the front of the AccuVote unit.
13. Close and lock the front door to secure the AccuVote unit in place and remove the key.
14. Verify that the display is showing the polling place number and the Public Counter is ZERO.

15. The chief officer should keep the keys to the AccuVote unit and the ballot box on his/her wrist.
16. The AccuVote unit is now ready. Do not close the machine until the polls have closed at 7:00 p.m.
17. Assemble the "Ballot Box" sign and place on top of the AccuVote unit.

### Verifying the Ballot Supply

At this point the chief should assign officials to an assistant chief to verify the ballot supply. One or more of these assigned officials, depending on the number of splits of the voter list and the polling place set-up will be designated as ballot officers.

- Ballots are shrink wrapped in packages of 100.
- The assigned officers will count the ballot supply.
  1. Open the box marked "Ballots" and verify that the number of packages contained is equal to the number on the outside of the box.
  2. Open the number of packages equal to the number of Roster/Pollbook splits in your precinct.
  3. Count the ballots in the open packages. Each assigned officer should verify the number of ballots in both packages. To ensure an accurate count criss-cross stack the ballots in groups of ten or twenty five.
  4. If blank or misprinted ballots are discovered, include them in the count and place them in the envelope for spoiled ballots.
  5. Report the ballot count to the assistant chief.
  6. The assistant chief will record the actual number of ballots contained on the line with the same number as the ballot package in Part I of the Ballot Worksheet.
  7. As additional ballots are needed, open and repeat these steps.
  8. As the electoral board delivers additional boxes of ballots, verify that the number contained is equal to the number reflected on your receipt, which will be kept for use in completing the Statement of Results.



### **3. Arranging Your Polling Place**

Your next task is to organize the polling place and arrange the furnishings and equipment:

- Provide for the efficient flow of voters through the required steps of voting. If possible, configure the polling room so voters do not cross paths as they proceed through the voting steps. If the polling room has more than one door use both if it improves the flow.
- Place the Chief Election Official's table where he/she can both serve non-routine voters and supervise all aspects of voting.
- Place the Voter Education Officer with a table for materials if possible near the polling room entrance where he/she can assist voters with special needs and voters who want a demonstration of marking the AccuVote ballot.
- Place election officials and poll watchers in a place where they have the best vantage point for maximum insight and transparency.
- Store extra ballots and other election documents in an area that will ensure security.
- Place voting booths and the AccuVote machine in a way that maximizes voter privacy. If booths must be placed near windows, close blinds. Space booths as far apart as possible given space provided. Open the pens in each booth and tape them to their caps.

#### Telephone

If you have a regular telephone you should plug it into the wall jack, which is located near your set-up location.

If you have a cellular phone follow these steps:

1. Take the cellular phone charger from the red and white supply box and connect it to the cellular phone connector, which is located in the zipper compartment.
2. Connect the other end of the charger to an electrical outlet.
3. Turn the cellular phone on.
4. Raise the phone antenna.
5. Test the phone to ensure you have good reception. Move the phone to a different location if necessary to get good reception.

6. Leave the phone plugged in and turned on throughout the day to ensure the Electoral Board and Registrar can reach you if necessary.

### Postings

Before voting begins, make certain the following signs and posters are posted in appropriate places:

- Sample ballots and instructional posters in areas where voters must pass or line up before checking in;
- “Prohibited Area” signs at the entrance of the polling place;
- “No Campaigning Beyond this Point” signs beside walks leading to the polling place entrance at a distance of 40 feet from the entrance;
- “Candidates Only” signs along walkways 40 feet from polling place entrance;
- “No Smoking” signs at a point conspicuously visible as voters enter the polling place;
- “Full Legal Name and Address” sign at or above eye level behind the check-in table(s);
- “Vote Here” signs outside the polling place where they can be easily seen by passing traffic.

Post other signs as needed. For a complete list of postings refer to the “Inventory Checklist” on pages 6 and 7.

### **4. Assigning Election Official Duties**

At this point the Chief Election Officer should assign officials to the following roles.

- Voter Education Officer
- Roster/Pollbook Officer
- Ballot Officer
- AccuVote Officer

#### Voter Education Officer

The Chief Election Officer will give the Voter Education Officer the following materials:

- Clipboard and pen
- “Affirmation of Identity” forms
- Demonstration Ballot
- “Make Your Vote Count” flier

### Preparing for Check-in

The chief will assign one Precinct Roster/Pollbook Officer for each division of books.

- Give Roster/Pollbook, “Affirmation of Identity” forms, and pen, to the Roster/Pollbook Officer.
- Give a pen, and “Official Count Form” to the Ballot Officer. Instruct him/her to complete blank portions of the form.
- The chief will give copies of the job descriptions to the Roster/Pollbook Officer and Ballot Officer and briefly review procedures with them. (Check-in procedures are covered in detail in section V. Voting Begins).
- The chief should cover “change of address” and other special procedures with the assistant chiefs. These duties should be done at the table or work space set aside for the chief. (Check-in procedures for non-routine voters are covered in detail starting on page 23).

### **5. Final Opening Procedures**

The final steps to be taken prior to opening the polling place are as follows.

- The assistant chief will give the Ballot Officer, the “Official Count Form,” 100 ballots, and a supply of privacy folders.
- The chief or assistant chief will give the AccuVote Officer the “Notice to Voter” forms regarding overvotes and post him/her near the AccuVote Machine but not so close that the voter’s privacy will be compromised.
- The chief and assistant chiefs should do a final survey to verify that the polling place is prepared to begin voting.
- Call the Registrar at or before 6:00 A.M. at 703-838-4050 to verify that the polling place is prepared for voting.

## V. VOTING BEGINS

1. **Ballot Demonstration and Voter Assistance**
2. **Verifying Voter Eligibility and Issuing the Ballot**
3. **Depositing the Ballot in the AccuVote Machine**
4. **Processing Non-Routine Voters and Challenges**

Your polling place should be prepared at least 10 to 15 minutes prior to opening time. Call 703-844-2525 to verify the exact time. Promptly at 6:00 a.m. the chief will announce, "The polls are open."

- Regulate the number of voters in the check-in and voting areas to ensure privacy and smooth flow of traffic.
- Create single file lines to maintain order.
- Maintain neutrality by applying all procedures uniformly.
- Periodically check the 40-foot "campaigning prohibited" zone. If materials are being distributed within the zone politely warn campaigners of their obligation to stay outside the 40-foot line. In addition, the use of loudspeakers is prohibited within 300 feet of a polling place. If problems persist call the electoral board at 703-838-4050. If the behavior of campaigners becomes defiant, disruptive or violent call the police at 911 and then the electoral board. (24.2-604, 606, 607)
- Make certain voters conduct themselves in an orderly manner, do not in any way interfere with the conduct of elections, and leave the polling place without delay after voting. Notify any voter who may be interfering with the process that he/she must vote and leave the premises immediately. Call 911 and 703-838-4050 if problems persist. (24.2-604, 606, 607)
- Periodically check the voting area and voting booths to make certain no ballots or campaign material has been left behind by voters. **Important: Any voted or un-voted ballot left in a booth or a secrecy folder should NOT be put in the machine. It should be spoiled and a note should be made in the "Incident Report" form and accounted for in the "Statement of Results" with other spoiled ballots.**
- Call the Election Administrator at 703-838-4050 if your supply of ballots begins to run low. Additional ballots will be delivered without delay.
- Social security numbers are strictly confidential. Do not at any point divulge the social security number of any voter to anyone except election officials.

- Poll watchers and voters have the right, and election officials in some cases have the duty, to challenge a voter's eligibility. Immediately notify the chief election official when such challenges occur or when there are procedural questions regarding the conduct of the election. (24.2-651)
- Any questions or concerns regarding voter eligibility should, if necessary, be directed to the registrar's staff at 703-838-4050.
- If the AccuVote machine malfunctions or a power outage occurs, turn the machine around, unlock, and instruct voters to use the emergency ballot slot. Immediately call the Election Administrator staff at 703-838-4050 to report this or any other non-voter eligibility problem.

**Important: Do not feed ballots from emergency bin into AccuVote. This must be done by a member of the Electoral Board.**

- Encourage voters to address their questions or concerns to the above numbers if they are not satisfied with your explanations.
- Make a note of any irregularities or unusual circumstances in the "Statement of Results" or the "Incident Report," which should be attached to the "Statement of Results."

## 1. Ballot Demonstration and Voter Assistance

### Voter Education Officer

The Voter Education Officer is the voter's first contact in the polling room. As voters enter, this official will:

1. Indicate the opportunity to mark a demonstration ballot, which will be useful in particular for first-time voters and those who would like a refresher in marking the AccuVote ballot. All voters should be offered this opportunity.
2. Let voters know that special assistance is available upon request.
  - Elderly voters or voters with disabilities, who might find it difficult to stand in line *and ask*, should be taken directly to check-in.
  - Sight impaired voters, *who ask for assistance*, should be taken to the check-in and provided with a ruler and magnifier, or "Request for Assistance" form.
3. Remind voters of identification requirement. Provide an "Affirmation of Identity" form to voters without an acceptable form of identification.

## **2. Verifying Voter Eligibility and Issuing the Ballot**

Refer the following non-routine voters to the chief election official:

- Voter whose name does not appear on the Roster/Pollbook.
- Voter who gives an address different from the one on the Roster/Pollbook.
- Voter whose name is marked with a question mark(?).
- Voter marked with a number indicating he/she has already voted.
- Voter marked with an “AB” indicating he/she has voted absentee unless the voter is noted as having returned the absentee ballot.
- Voter who is challenged by you, a poll watcher, voter, or another election official.
- Voter who due to disability or age needs assistance to mark the ballot.

The Precinct Roster/Pollbook Officer and Ballot Officer will follow these steps carefully to ensure smooth voter processing and the establishment of accurate records.

**Note: Do not mark the Roster/Pollbook until the voter’s identification has been checked.**

### **Roster/Pollbook Officer:**

As the voter approaches the check-in table offer a pleasant greeting and ask, “What is your full legal name?” (Each voter must say his/her name and address. Do not say the voter’s name or address until the voter has stated them.)

Find the voter’s name in the Precinct Roster/Pollbook, which is listed in alphabetical order.

- If the name is not listed, check the inside front cover of the Roster/Pollbook for additions.
- If the voter’s name is not listed anywhere in the Roster/Pollbook, ask the voter to step out of line and ask the chief for assistance.
- If the voter already has a number in the “Consecutive Voter Number” column, ask the voter to step out of line and ask the chief for assistance.

After finding the name on the Roster/Pollbook ask the voter, “What is your current residence address?”

Verify that the voter’s address is the same as that listed in the Roster/Pollbook.

- If the voter’s name in the Roster/Pollbook is preceded by a question mark (?) this voter may have moved. Ask the voter to step out of line and refer him/her to the chief.
- If a voter gives an address different from the address in the Roster/Pollbook refer him/her to the chief election official.

Ask the voter to present his/her identification. (24.2-643) Acceptable forms of identification are:

- Virginia Voter Registration Card
- Social Security Card
- Valid Virginia driver's license (valid for voting 30 days after expiration)
- Identification issued by an agency of the Commonwealth of Virginia or one of its political subdivisions such as a city or county
- Identification issued by a federal agency
- Valid employee identification card containing a photograph of the voter

Check the identification to verify the voter's identify.

- If the voter has no identification or none of the acceptable forms of identification listed above, the Roster/Pollbook officer will instruct the voter to complete an "Affirmation of Identity" form **at the check-in table** and proceed as a routine voter.

**A voter with no identification, who refuses to sign the "Affirmation of Identity" will not be allowed to vote.**

When the identification is verified repeat voter's name and address loud enough for poll watchers to hear.

**Ballot Officer:**

When the Roster/Pollbook Officer announces the name of the voter the Ballot Officer will cross off the next number on the Pollbook Count Form.

Repeat the number to the Roster/Pollbook Officer.

**Roster/Pollbook Officer**

Enter the number given to you by the Ballot Officer in ink in the "Consecutive Voter Number" column to the left of the voter's name.

- If the voter voted outside the polls write "OP" to the left of the voter's name in the second column of the Roster/Pollbook, which is headed by an asterisk (\*).
- If the voter signed an "Affirmation of Eligibility" or "Affirmation of Identity" form write "S" in the same column to the left of the voter's name.

**Ballot Officer:**

Check that each ballot is properly printed and that there are not two ballots stuck together, place it in a privacy sleeve and when a booth is available, issue the ballot to the voter.

## Voting

An assistant chief should observe the voting area for problems.

**Important: Any voted or un-voted ballot left in a booth or in a secrecy folder should NOT be put in the machine. It should be spoiled and a note should be made in the “Incident Report” form and accounted for in the “Statement of Results” with other spoiled ballots.**

## Spoiled Ballots

If a voter mis-marks or over-votes the ballot, the voter will be directed to the chief or assistant chief officer in order that the ballot can be spoiled and a new ballot will be issued. The officer will instruct the voter to mark all candidates on the ballot to preserve his/her secrecy. When the voter returns the ballot, the officer will write “spoiled” on it and place it in the “spoiled ballot envelope.” Go over marking procedures with the voter using a demonstration ballot and when it appears the voter fully understands the marking method reissue a ballot. It may be advisable to offer the voter assistance in marking the ballot. (24.2-645)

## Flow of Traffic

Make sure voters waiting to vote, voters on their way to the booth, and voters leaving the voting area are not crossing paths. Lack of order in the polling place may result in voters whose eligibility has not been verified getting a ballot.

### **3. Depositing the Ballot in the AccuVote Machine**

#### AccuVote Officer

- After the voter marks the ballot, the AccuVote Officer should observe the voter deposit the ballot from a distance to preserve his/her right to privacy. If the voter needs help, approach him/her and offer assistance. Take care not to view ballot markings.
- The voter should then put the privacy sleeve in the tray on top of the machine and exit the polling place without delay.

**Important: Overvoted ballots will be rejected by AccuVote. An overvoted ballot occurs when the voter votes for more than one candidate for an office. The following procedures are followed when ballots are rejected due to overvotes.**

1. When this occurs the message screen will indicate “Overvoted Race #2,” for example. Confirm the message reads “Overvoted.” There may be other reasons a ballot is rejected. If the message display is blank instruct the voter to reinsert. The message will reappear.



2. Hand a “Notice to Voter” to the voter indicating the ballot was overvoted and instruct the voter to read it. If the voter is unable to read the notice, read or explain it to the voter.

A. If the voter chooses to spoil the ballot:

1) Tell the voter to go back to the booth, fill in all ovals. When the voter has marked all the ovals refer him/her to the chief or assistant chief election officer, who will write “spoiled” on the ballot and place it in Envelope #4, “Spoiled or Void Ballots.”

2) Re-instructing the voter:

- The chief or assistant chief will show the voter a demonstration ballot explaining marking procedures in detail and reissue the ballot.
- The chief should ask the voter if he/she would like assistance in marking the ballot and if so, assist the voter in filling out a “Request for Assistance” form.

**Important note: Do not touch or view a voter’s marked ballot unless the voter specifically requests assistance in identifying the ballot marking error.**

B. If the voter chooses to resubmit the overvoted ballot:

1) Unlock the front panel that holds the tabulator in place.

2) Push the “YES” button on the on the front of the AccuVote tabulator as the voter inserts the ballot.

### AccuVote Problems

**The following special instructions should be thoroughly read and implemented on election day. Call Eric Spicer at 703-838-4050 if you have questions.**

Occasionally, a ballot may be rejected for reasons other than an overvote. In this case the voter should be instructed to re-feed the ballot. If the ballot is rejected the second time it may be necessary to spoil the ballot and issue a new one to the voter. Explain the marking procedures again. If the voter has repeated problems, ask if he/she would like to be assisted. If so, complete the “Request for Assistance” form and proceed as instructed.

An occasional jam may occur when a ballot gets caught in the reader. If this happens check the message on the AccuVote display:

1. Check that there is not a double ballot.
2. Ask the voter if the ballot was marked with checks or x's instead of filling in the oval or marked outside the ovals.
3. If the message says, "counted ballot jammed in reader," unlock the small top door that secures the AccuVote in place. Pull the AccuVote out and push the ballot into the ballot box.
4. If the message says, "uncounted ballot jammed in reader," unlock the small top door that secures the AccuVote in place. Pull the AccuVote out and re-feed the ballot.
5. If the message screen is garbled turn the machine off, wait for a few seconds, and restart.
6. If it is determined the ballot was likely rejected due to a marking error such as marking in the hash marks on the edge of the ballot rather than in the ovals, send the voter to the chief or voter education for instructions.

**If the AccuVote Machine continues to malfunction after taking the previous steps, unlock and open the emergency slot on the upper left side of the machine. Direct voters to deposit ballots in the slot and call the Election Administrator at 703-838-4050. An Electoral Board member or designee will visit your polling place to correct the problem and supervise feeding of the ballots from the emergency bin into the AccuVote machine. This will be noted in the "Incident Report" and attached to the "Statement of Results."**

#### **4. Processing Non-Routine Voters and Challenges**

The chief election official will process voters who cannot be processed routinely. The following "non-routine" situations may be encountered. **The chief election official should call the Registrar in any case where there is any doubt about how to handle a situation. Call 703-838-4050.**

##### Name not Listed in Roster/Pollbook (24.2-652)

If the voter is not listed in the Roster/Pollbook, check the add-on list:

1. Check the City-wide Alpha List. If you find the voter's name, check his/her address and date of birth to verify the voters identity. Check the voter's precinct listed in the alpha list and direct the voter to that precinct.

2. If the voter's name is not on the alpha list, the chief will complete the "Election Day Voter Problems" form.
3. If the voter is not listed on the alpha list, call the voter registration office at 703-838-4050. The chief will state his/her name, precinct, the voter's name, and social security number to the assistant registrar.
  - Inform the assistant registrar of any special circumstances such as the voter registered at DMV and was issued or has a written "acknowledgment" form.
  - Write the assistant registrar's name on the "Election Day Problems" form.
4. If the office verifies that the voter should have been included on the Roster/Pollbook the chief will:
  - Complete the top section of the "Affirmation of Eligibility" form, initial it and instruct the voter to complete the lower section of the form and sign it.
  - Instruct the Roster/Pollbook Officer to add the voter's name and complete data to the Roster/Pollbook in red ink at the end of the alpha section in the Roster/Pollbook where the voter's name should have appeared.
  - Instruct the Roster/Pollbook Officer to write OK in the Roster/Pollbook and the name of the assistant registrar the chief spoke to.
  - Instruct the Roster/Pollbook Officer to sign the entry and write "S" in the column marked with an asterisk (\*) in the Roster/Pollbook.
  - The voter will then be processed as a routine voter. The Ballot Officer will mark the "Official Count Form."
5. If the registrar's office is unable to confirm the voter's registration or you are unable to contact the Registrar's Office the voter may cast a "Conditional Vote."
  - 1) First, instruct the voter to complete a voter registration application.
  - 2) Verify the voter's identification or if the voter has none, instruct him/her to sign an Affirmation of Identity.
  - 3) The voter will sign the statement on the back of the green "Conditional Vote" ballot envelope.

**Important:** If the voter and/or chief election official submit a written statement regarding the conditional ballot **DO NOT** put it inside the envelope with the ballot. Attach statements to the outside of the conditional vote envelope.

4) The chief will enter all information called for on the front of green envelope.

5) The Roster/Pollbook Officer will copy information from the green envelope to the Roster/Pollbook in red ink at the end of the alpha section where the voter's name might have appeared and initial it.

- The Ballot Officer will NOT mark the count form.
- The Roster/Pollbook Officer will NOT enter a number in the Roster/Pollbook.

6) When a booth is open, give a ballot and the green "conditional vote" ballot envelope to the voter and direct him/her to the booth to mark the ballot. Remind the voter not to put the ballot in AccuVote but to put it in the envelope and return it to you.

7) After the voter marks the ballot he/she will fold and seal it in the green envelope. The chief will place it in the larger green conditional vote envelope.

- Tell the voter his/her eligibility will be determined by the electoral board at 10:00 A.M. the next day at the office of the electoral board at 132 North Royal. The voter is welcome to attend this meeting.

Address of Voter in Question (24.2-401, 24.2-643)

A voter with a question mark (?) before the name in the Roster/Pollbook or who gives an address different from the one listed in the Roster/Pollbook may have moved.

- If, in the case of a question mark (?), the voter indicates his/her residence has not changed the chief will complete and initial the upper portion of an "Affirmation of Eligibility" form, instruct the voter to complete and sign the form and the voter will be permitted to vote in the ordinary manner.

**Note:** Any voter whose name or address has changed must fill out a voter registration application prior to voting.

- If the voter's stated address is different from the one listed:
  1. The chief will instruct the voter to fill out a voter registration application.
  2. The chief will then call the Registrar and give his/her name and precinct, the voter's name, social security number, old, and new address.
  3. If the voters' residence has changed:
    - To a new precinct in Virginia **on or after November 7, 2000** he/she is allowed to **VOTE** in the old precinct for all offices.
    - To a new precinct within Alexandria **on or after November 3, 1998** he/she is allowed to **VOTE** in the old precinct for all offices.
    - Within the precinct** he/she is allowed to **VOTE** for all offices.
    - To a new precinct in Virginia including Alexandria, **BEFORE November 3, 1998** he/she shall **NOT VOTE**.
    - Out of Virginia he/she shall **NOT VOTE**.

A voter who completes a voter registration application and is eligible to vote in the precinct will not be marked with an "S" in the pollbook.

A voter determined not eligible to vote in the precinct may be directed to vote in another precinct where he/she is eligible or may cast a conditional vote. These directions should be given in consultation with the Voter Registration Office.

#### Name Change

A voter whose name has changed as a result of marital status will be referred to the chief to complete a voter registration form and then processed in the usual manner.

#### Voter Marked with a Number in the "Consecutive Voter Number" column Indicating he/she has Already Voted (24.2-651.1)

If a voter is marked in the Roster/Pollbook with a number indicating he/she has voted election officials are obligated to challenge the voter. In this instance the chief will:

1. Explain the basis of the challenge to the voter.
2. If the voter says he has not voted and is qualified the chief will double check his/her identification against the voter's Roster/Pollbook entry.

3. If the identification matches, the voter will complete an “Affirmation of Eligibility” form and be permitted to vote in the usual manner.
4. The Pollbook will be marked with an “S” by the voter’s name in the column headed with an asterisk (\*) and the count forms will be marked. If this voter is already numbered in the pollbook he/she will be given an additional number. This second number will be the same as just marked on the count form.
5. The chief will note this action on the “Statement of Results” to explain the additional number in the Poll Book.

#### Voter Shown as Voted Absentee (24.2-708)

A voter whose entry in the Roster/Pollbook shows an “AB” in the VOTE REC column, with or without the absentee ballot, is **NOT allowed to vote at the polling place**. Please send him/her to the Voter Registration and Electoral Board Offices at 132 North Royal. **No absentee ballots will be accepted at the polling place.**

A voter who returned his/her unmarked absentee ballot to the Registrar’s Office prior to election day will be allowed to vote at the polls. This voter will be noted on the Roster/Pollbook and on the Absentee Voter List

#### Voter in Need of Assistance (24.2-649)

Any voter, 65 or older or physically disabled, is entitled to special assistance through curbside voting or by someone to accompany the voter to the booth.

- Curbside voting will be conducted by two (2) officials, ideally one from each major political party, designated by the chief official.

The designated officials will:

1. Verify that the voter is on the Roster/Pollbook.
2. Write information from the Roster/Pollbook on an “Election Day Problems” form, including social security number.
3. The designated officials will take the completed problems form, an “Affirmation of Identity” form, a ballot enclosed in an “Outside the Polls” envelope, and a pen to the voter at the curb.
4. Check the voter’s identification. If the voter has no proper identification have the voter fill out the “Affirmation of Identity” form.

5. Issue the ballot to the voter allowing him/her to vote in your presence while taking care to preserve the secrecy of the vote. Instruct the voter to place the ballot in the envelope after the ballot is marked.
  6. The officials will immediately return to the polling place where the voter will be numbered in the Roster/Pollbook and count form. In addition, an OP will be entered in the Roster/Pollbook headed with an asterisk (\*).
  7. The officials will then deposit the ballot in the AccuVote machine without looking at the markings.
- A voter who is blind, illiterate, or unable to mark the ballot for reasons of disability may request assistance in marking the ballot at the booth. The following steps must be followed to process this voter.
    1. The voter will designate an election official or other person to assist.
    2. The voter will complete and sign or make his/her mark on the "Request for Assistance" form, section A verifying the need for assistance. If the voter is unable to sign follow the directions at the bottom of the form.
    3. The assisting person will sign a statement verifying he/she will mark the ballot according to the wishes of the voter, not attempt to influence the voter, and not indicate in any way to anyone how the voter voted on any office or question, and that he/she is not the voter's employer or union representative or an agent of either.
    4. The person assisting will then accompany the voter to the booth and provide the requested assistance.

### Challenges (24.2-649)

If a voter's qualification or identity is called into question, the voter may be challenged by election officials, poll watchers, or voters. If this occurs, the chief and the voter will fill out an "Affirmation of Eligibility" form. The voter is then allowed to cast his/her vote in the ordinary manner. **If the voter refuses to complete and sign the affirmation he/she will not be allowed to vote.**

- Make a note of the circumstances of all challenges on the "Incident Report," which will be attached to the "Statement of Results."

### Notification of Death

If a voter indicates a member of his/her family or acquaintance should be removed from the voter list due to death, ask the voter to fill out a yellow "Notification of Death" form. The Registrar will confirm this information before removing the voter.

### Military and Overseas Exception

If the voter is a member of the armed forces or discharged within 60 days prior to the election, merchant marine, employed outside the U.S. or a spouse of anyone in these categories they are entitled to register on election day. Send them to the Registrar's Office at 132 North Royal.



## **VI. CLOSING THE POLLING PLACE, COUNTING VOTES, AND REPORTING RESULTS**

- 1. Closing the Polling Place**
- 2. Producing and Transmitting Results**
- 3. Certification of Write-in Votes**
- 4. Completing the Ballot Worksheet and Statement of Results**
- 5. Preparing Ballots and AccuVote System for Delivery to the Electoral Board**
- 6. Final Verifications and Packing**
- 7. Arranging Remaining Equipment and Materials**

The following section outlines proper procedures for closing the polling place, producing and transmitting results, and establishing closing documentation.

### **1. Closing the Polling Place**

The polling place closes at 7:00 p.m. Follow these steps carefully to ensure compliance with Virginia Election Law and transparency. (24.2-603)

1. At 6:45 p.m. the chief election official will announce to all present that the polls will close in 15 minutes.
2. At 7:00 p.m. the chief will announce outside the polls that the polls are closed.
3. At 7:00 p.m. election officials will list the names of all voters waiting in line to vote starting at the back of the line and working forward.. These voters will be permitted to vote but no person arriving after 7:00 p.m. will be allowed to vote.
4. When the last voter has voted, the Ballot Officer will write the number of the last number marked on the Roster/Poll Book Count Form and sign the signature line.
5. On the last page of the Roster/Pollbook under the last name find the "Polls Closed" sticker. The Roster/Pollbook Officer will fill in the date and time the polls closed and instruct each official to sign his/her name on the lines provided.
6. Invite poll watchers to observe the closing of the polls. Each candidate in a primary may have one representative. Check to see they have written authorization from the candidate. Inform all observers that no one may leave the precinct until the results are transmitted to the electoral board.

## **2. Producing and Transmitting Results**

Work carefully and as quickly as possible. In spite of all the effort that goes into successfully administering an election the public will judge performance based almost solely on the ability of election officials to accurately and speedily report results. Follow these steps to properly close out the AccuVote System, print, and transmit results to the Electoral Board.

1. Unlock and open the lower door to the emergency ballot compartment to verify it is empty.
2. Unlock and remove the printer cover.
3. Unlock and open the front door of the ballot box.
4. Remove the "ENDER CARD" from the bottom of the AccuVote carrying case.
5. Press and hold both the "YES" and "NO" buttons on the front of the AccuVote unit and insert the "ENDER CARD" in the same manner as a ballot is inserted. Within a few minutes the "Election Results Report" tape will begin to print.
6. After the printer stops you will see the question, "NEED ANOTHER COPY?"
7. Press the "Yes" button. The machine will print a second copy of the results. Repeat. A minimum of three (3) copies must be printed for the official record. Print additional copies only at the request of poll watchers or other officials. (24.2-658)
8. After all requests for printouts have been met press the "No" button.
9. "Print summary totals" will then appear on the display.
10. Turn off the AccuVote unit by using the red button at the back of the unit.
11. Detach the paper tape. The chief and one assistant will sign and place it next to the "Statement of Results." Close and lock the printer cover.
12. Complete steps 13 or 14 depending on the type of phone in use in your precinct.
13. Follow these steps if you are using a **regular telephone**:
  - 1) If necessary, unplug and move the AccuVote unit near the wall telephone jack. Plug the power cord into an electrical outlet.
  - 2) Remove the telephone cable from the AccuVote carrying case inside pocket.

- 3) Plug one end of the cable into the phone jack on the wall and the other into the line jack on the back of the AccuVote unit.
14. Follow these steps if you are using a **cellular phone**:
- 1) Place the phone near the AccuVote unit. Plug the AccuVote power cord into an electrical outlet.
  - 2) Remove the cellular modem from the supply box in the precinct case.
  - 3) Remove the phone cable from the AccuVote carrying case inside pocket.
  - 4) Plug the black cable on the cellular modem into the jack beneath the handset on the cellular phone.
  - 5) Plug one end of the telephone cable into the uncovered receptacle on the cellular modem.
  - 6) Plug the other end of the phone cable into the line jack on the back of the AccuVote unit.
  - 7) Turn the cellular phone off and then on again. The red light on the black cellular modem should be on.
    - A flashing red light on the cellular modem means a clear connection is not established.
    - Adjust the position of the phone and retry.
15. Turn on the AccuVote unit using the red power switch at the back of the unit. The question, "SEND RESULTS BY TELEPHONE?," will be displayed.
16. Press the "Yes" button on the front of the AccuVote unit. On the display you will see a telephone number followed by the question, "PHONE NUM OKAY?"
17. Press the "Yes" button on the front of the AccuVote unit. On the display you will see the question, "READY TO SEND RESULTS?"
18. Press the "Yes" button on the front of the AccuVote unit. You will hear a faint ringing sound followed by a high frequency tone, and a squealing sound. This means the data is uploading to the computer at Election Central. If you hear a busy signal the AccuVote will automatically redial.

19. After the results have been sent you will see the message:

RESULTS SENT OKAY  
TURN OFF UNIT

20. In the unlikely event that the transmission fails, check the above steps and make certain all connections are properly made. Make another attempt to send results.
21. If the unit again fails, call the Election Administrator at 703-838-4050 and a board representative will prompt you to read the results to be recorded manually (as well as undervotes and overvotes) or a representative will pick up your memory card and return it to the electoral board for processing.
22. Turn off the AccuVote unit using the red power switch at the back of the unit.
23. Unplug the AccuVote unit and place it in its carrying case. Put the power cord and phone cord, if used, in the case. Set the case aside.

### 3. Certification of Write-in Votes

Complete the following steps to accurately certify write-in results. Each officer must observe the completion of the write-in certification. Each copy must be completed independently.

1. Open the back of the ballot box and remove ballots with write-in votes found in the right side of the box.
2. Examine each ballot and separate those that contain a write-in for the first office on the ballot.
3. Write the name of the office in Column A. Write the total number of write-ins for the office from the "Election Results Report" tape in Column D on the same line as the office names.
4. Beneath the office name line in column B write the name of each person receiving write-in votes, consecutively number them in column A, tally votes for each person in column C and total the votes in column D.
5. **Verify that the number of ballots containing write-in votes for this office equals the total number of write-in votes for the office on the tape.**
  - If you cannot find the correct number of ballots, record the missing write-in votes as void.

6. With the following exceptions, record each write-in exactly as it appears on the ballot, including punctuation and capitalization.
  - If the voter filled in the oval to the left of the write-in line but did not write a name, record the write-in as “Blank.”
  - If the voter’s handwriting is not legible, record the write-in as “void”.
  - If a voter writes the name of a candidate whose name appears on the ballot for this office, record the write-in as “Void.”
  - If a voter writes a fictitious name such as Mickey Mouse, record the write-in as “Void.”
7. Verify that the number of write-ins recorded equals the total number of write-in votes on the tape for this office. Again, if you could not find the correct number of ballots, record the missing write-in votes as “Void.”
8. Resort write-in ballots for the second office and repeat the above steps and repeat for each subsequent office or question. Skip one line between each office on the Write-in Certification.

#### **4. Completing the Ballot Worksheet and Statement of Results**

Complete the following steps to establish the official record of the precinct results. All documentation should be completed under observation of all present and copies must be completed by two teams working independently.

1. Separate the paper tape between the copies of the precinct results. **DO NOT SEPARATE THE OPENING CERTIFICATION FROM THE FIRST COPY** of the “Election Results Report” tape.
2. Staple the first copy of the “Election Results Report” tape, which includes the opening certification, and the “Incident Report” to one copy of the “Statement of Results.”
3. Staple the second copy of the “Election Results Report” tape to the other copy of the “Statement of Results.”
4. Staple the third copy of the “Election Results Report” tape to the yellow “Printed Return Sheet.”

5. The Chief Officer and Assistant Chief Officer must sign each copy of the "Election Results Report" tape.
6. Complete Parts B and C of the Ballot Worksheet.
7. Transfer the number from Part C, line 13 of Ballot Worksheet to line 1 of the Statement of Results.
8. Transfer the number from Part C, line 14 of Ballot Worksheet to line 2 of the Statement of Results.
9. Transfer the number from Part C, line 12 of Ballot Worksheet to line 3 of the Statement of Results.
10. Two officers must count and agree on the number of ballots remaining in each opened package of ballots.
11. Add the total number of ballots remaining in opened packages to the number in unopened packages (assume each unopened package contains 100 ballots).
12. Enter the total number of unused ballots in line 4 of the Statement of Results.
13. Count and record the number of spoiled ballots in line 5 of the "Statement of Results."
14. Complete lines 6 through 17 as directed on the "Statement of Results."
15. Each officer in the precinct must sign the back of both copies of the "Statement of Results."
16. Each officer must sign the yellow "Printed Return Sheet."

## **5. Preparing Ballots and AccuVote System for Delivery to the Electoral Board**

Carefully complete the following steps to prepare various ballots and AccuVote system for delivery to the Electoral Board.

### Conditional Ballots

1. Place all "voted" Conditional Ballots, if any, in green envelope #1. Close the envelope and seal with a white label even if no conditional ballots were cast and the envelope is empty.

2. Record the number of voted Conditional Ballots the envelope contains on the back in the "Certificate of Officers" section. If none were cast enter 0.
3. Two officials must sign this envelope.
4. The chief will sign and date the seal.

#### Spoiled Ballots

1. Place spoiled ballots in envelope #4. Close and seal the envelope with a white label even if there are no spoiled ballots.
2. The chief will sign and date the seal.

#### Unused Ballots

Place all unused ballots, both opened and packaged, in envelope #6 if they fit or in a cardboard box.

- If the envelope is used, close and seal with a white label. The chief will sign and date the seal.
- If a box is used, tape Envelope #6 to the box using packing tape from the supply box. Tape the box closed. The chief will then sign and date four white labels and seal them over the tape, two on top and two on the bottom of the box.

#### Voted Ballots and ENDER Card

1. Remove the ENDER Card and all ballots from the ballot box.
2. Return the ENDER Card to the AccuVote carrying case where it will be stored beneath the AccuVote unit.
3. Place the ballots in Envelope #3 if they will fit, or in a cardboard box.
  - If the envelope is used close and seal with a white label. The chief will sign and date the label.
  - If a box is used, tape the envelope to the box and tape the box closed. The chief will close and seal the box with a white label and sign, date and seal it.

- If one cardboard box is not enough to hold all ballots, make a label with the same information as envelope #3, tape it to the second box and place the remaining ballots in the second box.
4. Tape the box or boxes closed using the packaging tape from the supply box.
  5. The chief will seal each box using 4 white labels, two top and two bottom, and sign and date the seals.

## **6. Final Verifications and Packing**

### Double Check Critical Documents

Verify that:

- Each official signed the Officer of Election Oath.
- Each official signed the last page of the last Roster/Pollbook division.
- Each officer signed the yellow Printed Return sheet.
- Each officer has signed the back of both copies of the Statement of Results.
- Each Officer has signed the Officer of Election Oath.
- The chief signed the Officer of Election Oath at the top of the form and at the bottom of the form as the administering officer.
- One officer signed the Pollbook Count form.
- Both copies of the Statement of Results are completed in ink.
- The first copy of the Election Results Report tape, which includes the opening certification and the first copy of the precinct results, is attached to one copy of the Statement of Results.
- The second copy of the Election Results Report tape is attached to the other copy of the Statement of Results, and the third copy is attached to the yellow Printed Return sheet.
- Two (2) officers signed the opening (Zero) certification tape on the first copy of the Election Results Report tape.



- Two (2) officers signed the closing certification on each of the three (3) copies of the Election Results Report tape.
- Two officers signed the back of Conditional Ballot envelope #1.

**AccuVote System**

1. Remove the keys from the AccuVote machine and place them in envelope #7. Seal the envelope with a white label.
2. The chief will sign and date the seal.
3. Place the AccuVote machine in the carrying case over the ENDER Card.
4. Close the carrying case and place it with your blue precinct supply case.

**Packing Envelopes and Supplies**

1. The following materials will be placed in envelope #2:

Statement of Results (2 copies)	Ballot Worksheet
Officer of Election Oath Form	Pollbook Count Form
Incident Report (attached to Statement of Results)	

Close and seal the envelope with a white label. The chief officer will sign and date the seal.

2. Place the yellow Printed Return Sheet in envelope #2A. Close and seal envelope #2A with a white label. The chief officer will sign and date the seal.
3. The following *completed forms* will be placed in envelope #8:

Voter Registration Forms	Voter Affirmation Forms
Voter Assistance Forms	

Close and seal envelope #8 and with a white label. The chief officer will sign and date the seal.

4. Place the Virginia Election Code Book in Envelope #9.
5. Turn off the cellular phone if you have one. Place it with charger and modem or regular phone in the blue precinct supply case.

6. Place box #6 or envelope #6, containing unused ballots in the blue precinct supply case.
7. Place the following materials in the blue precinct supply case, which is blue with black handles:

Envelope #s 1, 2, 2A, 4, 7,8,9

8. Box #3 will be carried using the luggage case.

**Warning: Be careful lifting this box. It's heavy.**

9. Place all other supplies in the gray plastic supply box and close lid.

**Summary of Return Envelopes**

Envelope #1	Voted Conditional Ballots
Envelope #2	Pollbook
	Officer of Election Oath
	Pollbook Count Form
	Statement of Results (2 Copies)
	Ballot Worksheet
	Incident Report
Envelope #2A	Printed Return Sheet
Envelope/Box #3	Counted Ballots
Envelope # 4	Spoiled or Void Ballots
Envelope/Box #6	Unused Ballots
Envelope #7	AccuVote Keys
Envelope #8	Completed Forms:   Affirmation of Eligibility Request for Assistance Voter Registration Applications
Envelope #9	Virginia Election Law Book

**7. Arranging Remaining Equipment and Materials**

Leave your polling place in good order. Place the equipment and material you are leaving behind out of the way and neatly stored. Follow these steps to make final preparations for taking materials to the board.

1. Cap pens in each voting booth.

2. Dismantle and close the booths by first placing the legs attached to the crossbar in the case.
3. Group the booths and ballot box plastic along the wall or in a corner out of the way.
4. Place the following materials in the blue case with the zipper:
  - a. Return signs and posters that were not damaged or torn to the envelope in which they came and place in bottom of the blue case. Throw away damaged signs and posters.
  - b. Official forms and documents including the Virginia Election Law enclosed in Envelope #9, Opinion of the Attorney General, in the "Instructions and Forms" envelope in the bottom of the blue case.
  - c. Red supply box including pens, tape rulers etc.
  - d. Unused voter registration, voter assistance, affirmation of eligibility forms.
  - e. Cellular or land line phone.
5. Place ONLY the following items in the gray plastic supply case:
  - a. "Vote Here" signs dismantled.
  - b. "Full Legal Name" sign showing the alphabetical division of the Roster/Pollbook, dismantled.
  - c. All extension cords, minimum of two (2).
  4. Secrecy Folders with tray and signs
6. Place the gray plastic case with booths and ballot box.
7. Properly dispose of empty envelopes and torn or damaged posters.

**Alexandria Electoral Board  
and  
Voter Registration Office**

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