



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

## Electoral Board

**Hon. Katherine K. Hanley**  
Chairman

**Jeffrey K. Shapiro**  
Vice Chairman

**Amb. (ret.)  
Christopher P. Henzel**  
Secretary

---

**Eric L. Spicer**  
General Registrar and  
Director of Elections

## ELECTORAL BOARD MEETING

Date: August 7, 2023

Time: 4:00 p.m.

Location: Conference Room 315

## AGENDA

- I. Call to Order, Welcome, and Introduction
- II. Adoption of the Agenda
- III. Approval of the Minutes
  - June 14, 2023
  - June 21, 2023
- IV. Election Officer Appointments
- V. General Registrar's Report
- VI. Electoral Board Reports
- VII. New Business
  - Satellite Resource Allocation for the November 7, 2023, General and Special Elections
- VIII. Public Comment
- IX. Adjourn

---

Voter Services  
Phone: 703-222-0776  
Fax: 703-324-2205  
TTY: 711 (Virginia Relay)  
Email: [voting@fairfaxcounty.gov](mailto:voting@fairfaxcounty.gov)

Election Administration  
Phone: 703-324-4735  
Fax: 703-324-4706  
TTY: 711 (Virginia Relay)  
Email: [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov)

**Fairfax County Office of Elections**  
12000 Government Center Parkway  
Suite 323  
Fairfax, Virginia 22035  
[www.fairfaxcounty.gov/elections](http://www.fairfaxcounty.gov/elections)

MINUTES  
Fairfax County Electoral Board  
June 14, 2023

The Fairfax County Electoral Board (Board) met on Wednesday, June 14, 2023, in Conference Room 315 at the Fairfax County Government Center located at 12000 Government Center Parkway, Fairfax. Chairman Hon. Katherine K. Hanley; Vice Chairman Jeffrey K. Shapiro; Secretary Amb. (ret.) Christopher P. Henzel; General Registrar Eric L. Spicer; Deputy General Registrar Cheryl Jones; and Clerk to the Electoral Board Beth Dixon Methfessel were present.

IT Business Analyst Khamthakone Betts; Election Manager Ravi Udeshi; Deputy Registrar for Voter Registration Bushra Ardan; Deputy Registrar for Voter Satellite Offices Helen Chaikovsky; Deputy Registrar for Absentee Voting Sean Stewart; Voting Equipment and Logistics Manager Tyrone Allen; Supply Manager Kay Garrison; Financial Specialist Teresa Maza; Jean Thoensen, and Elise Yang (Office of Elections (Office) staff); Gregory Brandon (Fairfax County Democratic Committee (FCDC) Central Communications); Andi Bayer, Jim Emery, and Shari Emery (Fairfax County Republican Committee (FCRC) Election Integrity Task Force); Barbara Palmer-Tengs, Pat O'Brien and Troella Tyznik (member FCRC); Tyler Lincks (Printelect); Maggi Luca (Fairfax League of Women Voters (LWV)) and Jean Thoensen (Office staff and/or rovers) also attended the meeting in person.

The following individuals participated using the Zoom videoconferencing platform: FOIA Coordinator Pat Ferguson; Office staff and/or rovers Florence Brown; Lisa Hogle, Ben Jarratt, B. Gissell Jimenez, Dan Per-Lee, Abigale Peters, Todd Strelow, and Jerald Taylor; Christine Brim (FCRC Election Integrity Task Force); Peggy Morrison (FCDC Voter Registration and Education); Maria Vorel (FCDC Precinct Operations); Deb Wake (VA LWV); Arina van Breda (Fairfax LWV); Stephen Spitz (member FCDC); Audrey Dutton, Phyllisa Goldenberg, David Lopez, Jill Mobley, and Elizabeth Woodruff (Fairfax County election officers and/or residents of Fairfax County or neighboring jurisdictions).

Ms. Hanley called the meeting to order at 4:00 p.m. and introduced the Board. Mr. Henzel moved approval of the agenda, and the motion passed by a vote of 3-0. Mr. Henzel made a motion to adopt the Draft Minutes of the Board meeting held on May 1, 2023. By a vote of 3-0, the Minutes of the Board meeting held on May 1, 2023, were adopted.

Mr. Henzel made a motion to appoint of 173 election officers (EO) (95 Democrats, 16 Republicans, and 62 Unaffiliated) for a term ending February 28, 2025. The motion passed by a vote of 3-0.

Under the General Registrar's (GR) report dated May 1, 2023 (attached and made a part of this record), Mr. Spicer updated the voter registration numbers since the last Electoral Board meeting:

<b>Registered Voters</b>	<b>As of June 12, 2023</b>	<b>Change from 5/1</b>
Active registered voters	717,116	2,109
Inactive registered voters	63,821	-2,112
<b>TOTAL</b>	<b>780,937</b>	<b>-3</b>

<b>Registration Transactions</b>	<b>June 2023 (4/30 to 6/12)</b>	<b>Year-to-Date (1/1 to 6/12)</b>
DMV online voter registration transactions	16,155	63,439
Web voter registration transactions	1,412	3,363
Third-party voter transactions	517	2,249
Other voter registration transactions	1,316	11,968
<b>TOTAL</b>	<b>19,400</b>	<b>81,019</b>

<b>Voter Cancellations</b>	<b>June 2023 (4/30 to 6/12)</b>	<b>Year-to-Date (1/1 to 6/12)</b>
Deceased	594	1,774
Out-of-state	331	5,929
Other	128	7,040
<b>TOTAL</b>	<b>1,053</b>	<b>14,743</b>

Mr. Henzel asked if any extra or ongoing effort was made by the Office or the Department of Elections (ELECT) to cause the decrease in the number of inactive voters. Mr. Spicer responded that the number of inactive voters is a result of routine, ongoing list maintenance.

ELECT authorized the emergency temporary relocation of Greenspring precinct's polling place. As required by law, the voters in this precinct have received the official notification of the new polling place.

As of June 10, 2023, 39,747 ballot applications have been received for the June 2023 Democratic Party Primary Elections (June Primaries). This includes 37,349 permanent applications, 1,067 overseas applications, and 1,331 one-time applications for the June Primaries only. Pre-processing absentee by mail ballots will begin on Tuesday, June 13. This process will continue through Monday, June 19.

In-person early voting began at Government Center, Mount Vernon, and North County on Friday, May 5. An additional thirteen in-person satellite voting locations will open on Saturday, June 10. As of June 10, a total of 5,508 individuals voted in person at these sixteen locations with 39 Same Day Registration (SDR) voters at the satellites.

As of June 10, voter statements on 277 of the 11,306 returned absentee by mail ballots required curing. Of the 277, 114 were cured. Mr. Henzel asked if all the 114 cured ballots will be counted. Ms. Jones responded that the cured ballots will now continue through the process with a second review by the absentee ballot processing team. Mr. Shapiro asked about the status of the remaining 167, and Ms. Jones replied that all 277 voters were notified but 167 have not yet responded. Mr. Steward added that all curing must be completed by noon on the Friday after the Primary Elections (June 23).

Chief EOs will pick up Poll Pads, black kits, and other election supplies on Monday, June 19 at one of four depots: the Fairfax County Government Center, Mount Vernon Governmental Center, North County Governmental Center, or Marshall High School. Chief EOs will take Poll Pads and election supplies directly to their assigned polling place. Monday, June 19 is the Juneteenth holiday, however, Fairfax County Public Schools (FCPS) agreed to a 4-hour set-up window in all FCPS facilities used as polling places.

Bushra Ardalan received a promotion to the position of Voter Services/SDR Manager. In this capacity, Bushra will be responsible for managing and overseeing all voter registration, voter services, and Same Day Registration (SDR) functions. Gretchen Coleman was hired as the Election Officer Manager, and she will start working on August 21. Recruitment efforts are ongoing for a Training and Operations Coordinator.

As requested by the Electoral Board during the April 12, 2023, Electoral Board meeting, staff sent a request to the Facilities Management Department (FMD) to trim the tree branches that were partially obstructing one of the two cameras that monitor the permanent drop box at the main Government Center complex. FMD completed the requested work during the week of May 29. Staff, in coordination with County Security, have confirmed that the camera's view of the drop box is not obstructed.

A new EO position, SDR Specialist, was created to help process same day registration voters at each precinct. EOs in this new position will help assist SDR voters, ensure SDR voters correctly and fully complete their provisional ballot envelope and voter registration application, and enter these voters in the provisional ballot log. For the Primary Elections, SDR Specialists will be assigned in the 25 largest precincts with the expectation to assign an SDR Specialist in all 265 precincts for the November general election.

All assignments for the Primary Elections have been confirmed with 265 chiefs and 247 assistant chiefs representing the Democratic Party, and 18 assistant chiefs are unaffiliated officers.

The tentative schedule for the canvass was discussed, and the Electoral Board tentatively set the provisional ballot adjudication meeting for 10:00 AM, Saturday, June 24.

In late July, a voting equipment demonstration was scheduled with the four voting equipment vendors certified in Virginia. This event, however, has been cancelled because only one company, the County's current vendor ES&S, offers voting equipment designed to meet the new VVSG 2.0 standards. The other three vendors declined the request for a demonstration. The new VVSG 2.0 standards include the requirement for two-factor authentication. In the future the federal testing lab will only test voting equipment designed to meet these standards. Staff will continue to gather pricing, specifications, and other information from the four certified companies, including ES&S, on any equipment they have or are developing to meet the new 2.0 standards. During discussion, realistic expectations for the deployment of new voting equipment will be 2025.

The three-year lease with KnowInk for the current electronic pollbooks will end in early 2025, at which time they will be replaced. In the interim, staff is collecting pricing and information from vendors on their electronic pollbooks certified in Virginia. The current Ballot on Demand devices at the voter satellite offices will continue and will be compatible with the electronic pollbooks that are selected.

Under the Secretary's report, Mr. Henzel attended the State Board of Elections (SBE) meeting on May 30, 2023. He reported that the SBE discussed and encouraged localities to considering Rank Choice Voting (RCV) compatible new voting equipment. He mentioned that draft guidance was adopted, but he has not seen or received it. Ms. Hanley mentioned that Arlington County will be testing RCV for the Primary Elections, and it will be interesting to hear the results. At the SBE meeting, Mr. Henzel also commented to the SBE that given the challenges of understanding the RCV process and to maintain voter confidence in the system, both parties should have insight into each step of the development of the RCV guidance. Discussions with staff after the meeting were not encouraging, and from his point of view, reinforced his deep skepticism about RCV, but he noted that he does not sense it will be implemented in Fairfax County.

Under the Vice Chairman's report, Mr. Shapiro expressed his appreciation for the successful tree trimming operation.

There was no Chairman's report.

Under Public Comments, Ms. Hanley reminded the public that comments are limited to three minutes. The Board may provide the information; however, an answer may be deferred if more research is required.

Mr. Brandon expressed concern about adequate parking at the new polling place for Tysons precinct, the PARC at Tysons. Ms. Hanley responded that parking is available at the back of the building, which is where voters will enter, but staff will follow up.

Ms. Wake also attended the SBE meeting and mentioned that because legislation now allows localities to opt in to RCV, the SBE was attempting to set code-compliant standards for the opt in process. Mr. Henzel opined that despite reassurances from staff that the canvass would afford oversight, the standards did not adequately provide for input from authorized

representatives of the political parties. Mr. Henzel remarked that he looks forward to reviewing the SBE guidance when it becomes available.

Ms. Hanley moved that the Board go into Closed Session, pursuant to Virginia Code Section 2.2-3711(A)(1) to discuss personnel matters, as permitted by Va. Code § 2.23711(A)(1), specifically, to complete the annual review of the General Registrar as required by Va. Code § 24.2-109.1. Without objection, and by a vote of 3-0, the Board entered a Closed Session at 4:27 p.m.

At 4:42 p.m. the Board concluded the Closed Session. Chairman Hanley read the following statement:

“In accordance with *Virginia Code* § 2.2-3712(D), I am asking the Secretary of the Electoral Board to conduct a roll call vote to certify that to the best of each member’s knowledge that (i) only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were conducted in the closed meeting and (ii) only such public business as was identified in the motion for the closed meeting, by which the closed meeting was convened, was heard, discussed or considered in the closed meeting of the Electoral Board. That roll call vote shall be recorded and included in the minutes of the Electoral Board.”

Secretary Henzel then called the roll for the vote on the above statement:

Voting Yes:	Chairman Hanley
	Vice Chairman Shapiro
	Secretary Henzel

Mr. Henzel made the following motion:

At the May 1, 2023, meeting, the Fairfax County Electoral Board appointed Eric Spicer to a new four-year term as General Registrar and Director of Elections, beginning July 1, 2023. At that time, his compensation was not established because, according to our understanding, the General Assembly had not completed the 2023 session budget actions. As of today, nothing new has happened. Therefore, I move that beginning July 1, 2023, the Registrar/Director’s annual base salary will be \$173,677, which is the appropriate amount calculated for Fairfax County listed in the adopted state budget. Additionally, he will receive the Fairfax County approved 5.44% cost of living increase and the merit bonus of 2%, for a total annual salary of \$186, 787.

The motion passed by a vote of 3-0.

There being no further business, Mr. Henzel moved to adjourn. The motion was carried, and without objection, the meeting was adjourned at 4:45 p.m.

Attachments

---

Hon. Katherine K. Hanley, Chairman

---

Jeffrey K. Shapiro, Vice Chairman

---

Amb. (ret.) Christopher P. Henzel, Secretary

DRAFT

MINUTES  
Fairfax County Electoral Board  
June 21, 2023

The Fairfax County Electoral Board (Board) met on Wednesday, June 21, 2023, in Conference Room 251 at the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, to receive the election materials necessary to canvass the returns and ascertain the results of the Democratic Party Primary Elections held on Tuesday, June 20, 2023. Chairman Katherine K. Hanley, Vice Chairman Jeffrey K. Shapiro, Secretary Amb. (ret.) Christopher P. Henzel, Election Manager Ravi Udeshi, and Clerk to the Board Beth Dixon Methfessel were present. In addition, rovers, and Office of Elections (Office) staff were present to conduct the Canvass.

Ms. Hanley called the Canvass to order at 10:04 a.m., introduced the Board, and welcomed the Canvass workers. She thanked everyone for a well-run, successful primary election, and reminded the rovers to submit any polling place concerns to the Clerk. Ms. Hanley asked Mr. Udeshi to give instructions on conducting the Canvass. Mr. Udeshi explained to the fifteen assembled teams that they will focus on canvassing the accurate completion of the election officer oath form and the statement of results (SOR) including verifying that all tapes are properly attached in the correct order and that they match the SOR and the ERM (Election Results Management-ElectionWare) reports. If any signatures or documents are missing, the Office will follow-up. Corrections should be made in red. Additionally; the Office will review all remaining election materials to ensure completion and accuracy. Any issues or problems regarding the Canvass should be brought to the Board. The Chief's Notes will be set aside for Board review.

At 12:00 p.m. in Conference Room 232, the Electoral Board convened the provisional part of the canvass as required by Va. Code § 24.2-653(B) to allow voters casting provisional ballots in the June 20, 2023, Democratic Party Primary Elections, to present any information that might prove they are qualified, registered voters in the precinct where they cast their provisional ballot. There were no provisional voters. Ms. Hanley recessed the provisional ballot meeting subject to the call of the chair.

The Canvass teams recessed for lunch at 12:00 p.m. The doors were secured, and at 1:00 p.m. the conference room was re-opened, and the Canvass continued.

Staff reported that there will be approximately **800** provisional ballots to adjudicate. The provisional voter log was completed and distributed to Bryan Graham, Chairman of the Fairfax County Democratic Committee (FCDC) at 12:13 p.m.

Under New Business, Ms. Hanley informed the Board that the proposed 2023-2024 Fairfax County Public School (FCPS) school calendar was released. The day of the March 2024 dual-party presidential primary election will be a school day. Ms. Hanley called for a motion to write the school Board and ask that the schedule be adjusted so that school is not in session on that day. She explained that 167 schools are used as polling places for 195 of the 265 precincts. Schools cannot be locked on any Election Day. Mr. Henzel moved that, given



the considerations of safety, flexibility, and access, the Board draft a letter to the School Board requesting that schools be closed on Tuesday, March 5, 2023.

At 3:30 p.m. the Canvass concluded for all 265 precincts. The Canvass recessed at 3:35 p.m. and will reconvene on Saturday, June 24, 2023.

Thursday, June 22, 2023

An updated notice was emailed to the Electoral Board Notice List indicating that the Central Absentee Precinct (CAP) canvass and the provisional ballot adjudication will begin at 12:00 p.m. on Saturday, June 24, 2023.

Friday, June 23, 2023

An updated provisional ballot log was emailed to the Chairman of the FCDC.

Saturday, June 24, 2023

Reconvened Canvass and Provisional Ballot Meeting

At approximately 12:00 p.m. the Electoral Board reconvened the Canvass in Conference Room 315/319 as required by Va. Code § 24.2-653 to allow voters casting provisional ballots in the November 8, 2022, General Election to present any information that might prove they are qualified, registered voters in the precinct where they cast their provisional ballot. There were no provisional voters. There were no authorized representatives.

Ms. Hanley reviewed the projected Timeline for Completion of Canvass as follows:

- 12:00 p.m. CAP Canvass
- 12:00 p.m. Adjudication of Provisional Ballots
- 2:00 p.m. Extraction of Qualified Provisional Ballots
- 3:00 p.m. Scanning of Qualified Provisional Ballots
- 4:00 p.m. Pack and Seal Counted Ballots
- 5:00 p.m. Prepare Provisional Statement of Results
- 6:00 p.m. Preparation and Signing of Abstracts

At 12:02 p.m. Ms. Hanley moved that the Board enter a Closed Session for the purpose of considering whether each person who submitted a provisional vote at the election was qualified to do so. Other than appropriate staff and legal counsel of the Electoral Board, attendance at this meeting shall be permitted for the persons whose provisional votes are being considered with their legal counsel, if present, as well as one authorized representative of each political party or independent candidate, as specified in §24.2-653(B). There were no authorized representatives. The motion passed by a vote of 3-0, and the Board moved into Closed Session at 12:05 p.m.

At 12:45 the Canvass of the fifteen satellite voter offices plus the Fairfax County Government Center was completed.

At 1:08 p.m. the Board concluded the Closed Session. Ms. Hanley moved that the Fairfax County Electoral Board certify that in the Closed Session just concluded, the only matters discussed were the qualifications of provisional voters, as permitted by Virginia Code § 24.2-653, and as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act. The motion passed by a vote of 3-0.

Ms. Hanley moved that 757 out of the 804 Provisional Ballots cast and entered as qualified on the Master Provisional Ballot Log be **accepted and counted** for the reasons determined by a majority vote of the Electoral Board. The Provisional Ballot Log shall be retained and incorporated into the Minutes of the Canvass for the June 20, 2023, Democratic Party Primary Elections. The motion passed by a vote of 3-0.

Ms. Hanley moved that the remaining 47 out of the 804 Provisional Ballots entered as disqualified on the Master Provisional Ballot Log be **rejected** for the reasons determined by a majority vote of the Electoral Board. The Provisional Ballot Log shall be retained and incorporated into the Minutes of the Canvass for the June 20, 2023, Democratic Party Primary Elections. The motion passed by a vote of 3-0.

Of the 804 provisional ballots cast, 94% received a recommendation to be qualified and counted.

Mr. Udeshi reported that a total of 96 ID Confirmation Statements were submitted, 33 in the voter satellite offices, and 63 in the precincts on primary day.

The Board reviewed and signed the memorandum to the FCPS School Board requesting a revision of the 2023-2024 school calendar to close schools on March 5, 2024, for the dual-party presidential primary election (attached and made a part of this record).

The 757 qualified provisional ballots were extracted and scanned on the high-speed DS850. Once scanning was completed, the results were uploaded into ERM, and a report was generated for the statement of results.

Once the results from the provisional adjudication and the CAP Canvass were uploaded and verified in the ERM system, the Board completed the Statement of Results for the qualified provisional voters for the June 20, 2023, Democratic Party Primary Elections. The Board then certified the results of the election. Due to a change in process by ELECT, Enhanced Voting was used to generate the Abstracts, instead of VERIS. The new system requires additional reporting and cross-checking of data by precinct; therefore, the Abstracts will be printed until Monday, June 26, 2023. The Board will meet on Tuesday, June 27, 2023, to sign the Abstracts.

A second updated notice was emailed to the Electoral Board Notice List indicating that the Abstracts will be signed on Tuesday, June 27, 2023, at 2:00 p.m.

The Canvass recessed at 5:37 p.m. and will reconvene on Tuesday, June 27, 2023, at 2:00 p.m.

Tuesday, June 27, 2023  
Reconvened Canvass

At 2:00 p.m. Ms. Hanley reconvened the canvass. The Board certified the results of the election and signed the Abstracts. At 2:48 p.m. the Abstracts were sent electronically for review to the Department of Elections.

Mr. Shapiro moved that there being no further business, the Board conclude the June 20, 2023, Democratic Party Primary Elections. By a vote of 3-0, and without objection, the Board adjourned at 2:50 p.m.

Attachments

\_\_\_\_\_  
Hon. Katherine K. Hanley, Chairman

\_\_\_\_\_  
Jeffrey K. Shapiro, Vice Chairman

\_\_\_\_\_  
Amb. (ret.) Christopher P. Henzel, Secretary



# County of Fairfax, Virginia

## GENERAL REGISTRAR'S REPORT

**DATE:** August 4, 2023

**TO:** Hon. Katherine K. Hanley, Chairman of the Fairfax County Electoral Board  
Jeffrey K. Shapiro, Vice Chairman of the Fairfax County Electoral Board  
Amb. (ret.) Christopher Henzel, Secretary of the Fairfax County Electoral Board

**FROM:** Eric L. Spicer, General Registrar and Director of the Office of Elections

**CC:** Beth Dixon Methfessel, Clerk to the Electoral Board  
Office of Elections – All staff

**SUBJECT:** General Registrar's Report for the August 7, 2023 Electoral Board Meeting

### Voter Registration

Registered Voters	As of August 3, 2023	Change from 5/1
Active registered voters	721,683	+6,676
Inactive registered voters	62,676	-3,257
<b>TOTAL</b>	<b>784,359</b>	<b>+3,419</b>

Registration Transactions	August 2023 (5/1 to 8/1)	Year-to-Date (1/1 to 8/1)
DMV online voter registration transactions	51,897	99,181
Web voter registration transactions	3,739	5,690
Third-party voter transactions	806	2,538
Other voter registration transactions	3,297	13,949
<b>TOTAL</b>	<b>59,739</b>	<b>121,358</b>

Voter Cancellations	August 2023 (5/1 to 8/1)	Year-to-Date (1/1 to 8/1)
Deceased	1,117	2,297
Out-of-state	646	6,244
Other	197	7,109
<b>TOTAL</b>	<b>1,960</b>	<b>15,650</b>

Fairfax County Office of Elections

12000 Government Center Parkway, Suite 323, Fairfax, Virginia 22035  
Phone: 703-222-0776 | Fax: 703-324-4706 | TTY: 711 | [voting@fairfaxcounty.gov](mailto:voting@fairfaxcounty.gov)  
<https://www.fairfaxcounty.gov/elections>

---

## **NCOA Confirmation Mailings**

---

The USPS National Change of Address (NCOA) confirmation mailing is part of a list maintenance process mandated by Va. Code [24.2-428](#) and the National Voter Registration Act (NVRA) that is managed by the Virginia Department of Elections in Richmond (ELECT). During most years ELECT only sends the one legally required confirmation mailing. This year, they are sending out two confirmation mailings in an effort to improve the accuracy of the voter list.

ELECT sent an NCOA confirmation mailing to 40,851 Fairfax County voters on February 3. This included 37,738 voters who moved out of Fairfax County and 3,113 voters who moved within Fairfax County. As a result of this mailing 5,273 voters who moved out of the state were removed from the Fairfax County voter list, 30,239 voters were changed to an “Inactive” status because their confirmation mailing was returned undeliverable or they did not respond within 30 days, and the remaining 2,226 voters had other changes or actions relating to their voter registration.

ELECT sent a second NCOA confirmation mailing to 13,681 Fairfax County voters on July 24. This included 11,423 voters who moved out of Fairfax County and 2,258 voters who moved within Fairfax County.

Prior to July 1, only voters who moved outside of their local jurisdiction or Virginia were automatically moved to an “Inactive” status approximately 30 days after the mailing date if they did not respond to their NCOA correspondence. Beginning July 1, voters who moved within the jurisdiction who fail to respond to the NCOA mailing will be processed in the same manner as “out of state” or “out of the jurisdiction” voters: they will now be coded as “Inactive” in VERIS.

---

## **New Absentee by Mail Return Envelope**

---

Earlier this year, the General Assembly changed some of the statutory requirements for absentee by mail voting (Va. Code § 24.2-706). Effective July 1, absentee voters are required to provide the last four digits of their Social Security number and year of birth instead of a witness signature when completing their “statement of voter.” Due to these legislative changes, we are making necessary revisions to the absentee ballot return envelope.

The new absentee envelope design will continue to provide an intuitive template for absentee voters to complete their voter statement while providing for the privacy of their newly required personal information. The return envelope will allow the absentee voter submission to be processed while the ballot remains sealed in the envelope. We are working with our third-party printer/mailer to ensure that the return envelope complies with USPS guidelines and supports effective postal processing.

---

## **Absentee by Mail Requests for November 2023 Election**

---

As of August 3, we have received **58,029** absentee ballot applications for the November 2023 Election. This includes **55,782** permanent applications, **1,620** overseas applications, and **627** one-time applications.



---

**Satellite Plan for November 2023 General Election**

---

We are preparing for in-person absentee voting at Government Center and satellite locations for the November General Election. All in-person absentee voting locations will be staffed with election officers. The Chief at each location will represent the Republican Party and the Assistant Chief will represent the Democratic Party. We will do our best to balance Republican and Democratic Party representation among election officers with some unaffiliated officers. All locations will have a one-to-one Poll Pad to Ballot on Demand printer set up that will enable the check-in officer to provide the correct precinct ballot to each voter as they are checked in.

Three locations (Government Center, Mount Vernon, and North County) will be open starting on Friday, September 22 and they will also be open on Saturday, September 23. An additional 13 locations will open on Thursday, October 26. Then all locations will be open for 10 days in a row until November 4 including Sunday, October 29.

The satellite hours of operation remain consistent with past elections:

**Government Center**

Monday – Friday	8 a.m. to 4:30 p.m.
Saturdays (9/23, 10/28, 11/4)	9 a.m. to 5 p.m.
Sunday (10/29)	1 p.m. to 5 p.m.

**Mt. Vernon and North County**

Monday – Friday	1 p.m. to 7 p.m.
Saturdays (9/23, 10/28, 11/4)	9 a.m. to 5 p.m.
Sunday (10/29)	1 p.m. to 5 p.m.

**13 additional locations**

Monday – Friday	1 p.m. to 7 p.m.
Saturdays (10/28, 11/4)	9 a.m. to 5 p.m.
Sunday (10/29)	1 p.m. to 5 p.m.

Training for satellite staff is scheduled for the week of September 11 and the weeks of October 9 and October 16. The satellite Chiefs and Assistant Chiefs will be prepared for Same Day Registration.

---

**Resource Allocation for Satellites**

---

The attached Resource Allocation for satellites provides information on the allocation of Poll Pads, DS200s, ExpressVote accessible ballot marking machines, Ballot-on-Demand printers, and blank ballot paper for the satellite voting locations.



---

## Logic and Accuracy Testing for Poll Pads, Voting Equipment, and Ballot on Demand

---

The following is our Logic and Accuracy Testing Schedule for the November 2023 Election:

**Friday, September 8 (9:00 a.m.)** (Fairfax Government Center, 12000 Government Center Parkway, Fairfax, VA) (Suite 251) – Testing and setup of Poll Pads for in-person absentee satellite voting.

**Tuesday, September 12 (9:00 a.m.) to September 13** (Morrissette Warehouse, 8600 Morrissette Drive, Springfield, Virginia) – Testing of voting equipment and Ballot on Demand systems for three (45-Day) Satellite Voting locations.

**Tuesday, September 26 (9:00 a.m.) to October 13** (Morrissette Warehouse, 8600 Morrissette Drive, Springfield, Virginia) – Testing of voting equipment and Ballot on Demand systems for the remaining 13 (10-Day) Satellite voting locations and all Election Day polling places.

**Tuesday, October 10 (9:00 a.m.) to October 11** (Fairfax Government Center, 12000 Government Center Parkway, Fairfax, VA) (Suite 339) – Testing of DS850s that will be used to count mail ballots.

**Sunday, November 5 (9:00 a.m.)** (Fairfax Government Center, 12000 Government Center Parkway, Fairfax, VA) (Suite 251) – Testing and setup of all Poll Pads for Election Day.

---

## Office Personnel

---

Nazila Arefi was hired as an Administrative Assistant for the HR Division on July 15. Previously, Nazila served as a non-merit (seasonal) employee in the Election Administration Division for 8 years. Nazila has also assisted with HR and Finance functions a great deal over the past year.

---

## FOIA

---

We have received 15 VFOIA requests and 4 NVRA requests since the June 14 Board Meeting. We received a total of 51 VFOIA requests between January 1 and August 3.

---

## Voting Equipment and Replacement Project

---

We have continued researching the status of voting equipment that any of the four certified vendors in Virginia have developed or are developing that would meet the new 2.0 standards. Our current vendor, ES&S, has indicated they have voting equipment that will meet the new 2.0 standards. HART has said they are developing voting equipment that will meet the new 2.0 standards. The other two companies, Dominion and Unisyn, have indicated they have not yet developed new voting equipment, prototypes, or plans to meet the new 2.0 standards.



---

**Voting Equipment and Replacement Project (Continued)**

---

Both ES&S and HART have agreed to attend an Electoral Board meeting in late September to provide information about the 2.0 compliant equipment that they are developing. Depending on where they are on the timeline for developing this equipment there may be limitations on the information that they can provide at that time. Staff will continue collecting information, specifications, and proposals.

Our current equipment is 9 years old and near the end of its useful life, but it is fully functional and performs very well. Our current plan is to make a decision concerning the purchase of new voting equipment by December 2023 or January 2024, work on the contract during 2024, and acquire the new equipment in early 2025. We will not take possession of any equipment until it has been certified based on the new 2.0 standards. At this time, neither ES&S nor HART have voting equipment that has been certified as 2.0 compliant but both companies expect to have certified equipment by the end of 2024.





## November 7, 2023 General Election - Satellite Resource Allocation

Days open before election day	Satellite	Nov 2021 Turnout	Nov 2022 Turnout	Turnout %	Blank ballot paper for BOD	Poll Pads	BOD printers	Express Votes	DS200 Scanners	Admin Tablet
45	Fairfax County Government Center	24,632	19,789	3.4%	26,000	6	5	2	2	1
45	Mount Vernon Government Center	11,433	8,474	1.6%	12,000	6	5	2	2	1
45	North County Government Center	11,337	8,021	1.6%	12,000	6	5	2	2	1
13	Burke Centre Library	5,264	4,041	0.7%	6,000	5	4	2	2	1
13	Centreville Regional Library	4,173	2,781	0.6%	5,000	5	4	2	2	1
13	Franconia Government Center	5,248	4,497	0.7%	6,000	5	4	2	2	1
13	Great Falls Library	3,148	2,244	0.4%	4,000	5	4	2	2	1
13	Herndon Fortnightly Library	4,161	3,155	0.6%	5,000	5	4	2	2	1
13	Lorton Community Center	1,266	1,831	0.3%	3,000	5	4	2	2	1
13	Mason Governmental Center	6,137	4,463	0.8%	7,000	6	5	2	2	1
13	McLean Governmental Center	7,860	5,587	1.1%	8,000	6	5	2	2	1
13	Providence Community Center	5,480	3,707	0.8%	6,000	6	5	2	2	1
13	Sully Governmental Center	3,672	2,586	0.5%	4,000	5	4	2	2	1
13	Thomas Jefferson Library	3,558	2,361	0.5%	4,000	5	4	2	2	1
13	Tysons-Pimmit Regional Library	5,175	3,432	0.7%	6,000	5	4	2	2	1
13	West Springfield Governmental Center	7,220	5,199	1.0%	8,000	6	5	2	2	1
-	Backups	-	-	-	28,000	11	5	6	6	3
-	Training	-	-	-	-	25	2	2	2	11
<b>TOTALS</b>		<b>109,764</b>	<b>82,168</b>	<b>15.1%</b>	<b>150,000</b>	<b>123</b>	<b>78</b>	<b>40</b>	<b>40</b>	<b>30</b>



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: August 14, 2023

SUBJECT: **REVISED:** Impact of 2023 Veterans Day Holiday on November Post-Election Deadlines

WHY THIS IS NEEDED: ~~Two~~ **Three** important deadlines fall at noon on the third day after each election. These deadlines are adjusted when they conflict with the observance of a federal/state holiday.

ELECT has received several inquiries regarding the impact of the November 10, 2023 Veterans' Day holiday (observed) on post-election deadlines.

HOW THIS AFFECTS YOU: Due to Friday, November 10, 2023 falling on an observed holiday, the ***deadline for receipt moves to Monday, November 13, 2023, at 12 noon*** for the following:

- Mailed absentee ballots postmarked by Election Day must be received.
- Provisional No ID voters must provide a copy of acceptable ID via fax, email, mail, or in person to GR or local EB.
- **ADDED: Absentee ballot envelopes must be cured or rejected.**

**These are the ONLY deadlines that change due to the holiday.** By-mail absentee voters must still ensure their ballots are *postmarked on or before Election Day*, but the deadline for the general registrar's office to receive the ballot moves to noon on Monday, November 13, 2023 (vs Friday, November 10, 2023). **No other deadlines change.**

- ACTION ITEMS:
1. Process all Same Day Registration (SDR) applications by 5:00 pm on Friday, November 10, 2023 (no change).
    - ELECT will still run the SDR Duplicate report on Saturday, November 11, 2023.
    - If your office will be closed in observance of the Friday holiday, you will need to process all of your SDR applications by Thursday, November 9, 2023.
  2. **Allow absentee ballots to be cured up to 12 noon on Monday instead of Friday due to the holiday.**
  3. Process any remaining mailed absentee ballots and No ID provisional ballots, **and reject all uncured absentee ballots** after 12 noon Monday instead of Friday due to the holiday.

4. Complete your locality's provisional ballot meeting and canvass by Tuesday, November 14, 2023 (no change).

**CONTACT:** **For technical matters:** Submit a JIRA ticket to the System Support team for all VERIS-related issues

**For Election Admin:** [EA@elections.virginia.gov](mailto:EA@elections.virginia.gov)

**For all other matters:**

Region 1 (Tidewater) Viki Mainwaring 804-593-2274 [victoria.mainwaring@elections.virginia.gov](mailto:victoria.mainwaring@elections.virginia.gov)

Region 2 (South Central) Viki Mainwaring 804-593-2274 [victoria.mainwaring@elections.virginia.gov](mailto:victoria.mainwaring@elections.virginia.gov)

Region 3 (North Central) Phoenecia Hill 804-864-8954 [phoenecia.hill@elections.virginia.gov](mailto:phoenecia.hill@elections.virginia.gov)

Region 4 (South Western) Tanya Pruett 804-864-8931 [tanya.pruett@elections.virginia.gov](mailto:tanya.pruett@elections.virginia.gov)

Region 5 (Northern) Phoenecia Hill 804-864-8954 [phoenecia.hill@elections.virginia.gov](mailto:phoenecia.hill@elections.virginia.gov)

Region 6 (Western) Conrad Faett 804-774-4700 [conrad.faett@elections.virginia.gov](mailto:conrad.faett@elections.virginia.gov)

Region 7 (Southern) Viki Mainwaring 804-593-2274 [victoria.mainwaring@elections.virginia.gov](mailto:victoria.mainwaring@elections.virginia.gov)

**ADVISORY NUMBER:**  **CAB-1825** - REVISED: Impact of 2023 Veterans Day Holiday on November Post-Election Deadlines **PUBLISH ADVISORY**