



Welcome to the Fairfax County Office of Elections! See below for important information about serving as an election officer.

## Training

Every election officer must complete training before their first election and again at the start of each new appointment term (generally every 2 years).

As a first-time officer, you must complete an in-person training class for an overview of election procedures and hands-on training using voting equipment. We will email you more information about how to enroll in this class in the coming weeks.

## Payment

All election officers are eligible for a \$250 stipend for serving on election day.

Payments are directly deposited into your bank account 4 - 6 weeks after election day.

## Election Day

All election officers must arrive at their polling place on election day **no later than 5:00 AM**. Each precinct team has only 1 hour to complete the polling place setup and must open at 6:00 AM sharp, so it is vitally important that all election officers arrive on time.

**Arrive on time!** If you arrive after 5:00 AM, you may be penalized \$25 or dismissed immediately. We strongly encourage you to set multiple alarms to make sure this does not happen! If you are serving in an unfamiliar location, you may want to also drive to your polling place before election day to familiarize yourself with the route and location. Make sure to check with your Chief or Assistant Chief about the building entrance and voting room.

**You may not leave the polling place during the day.** Bring food and beverages to last you the whole day, any necessary medication, and something to read during breaks. If you forget anything, someone may drop it off.

**Dress in clean, neat clothing and comfortable shoes.** Wear layers! Schools and other public buildings serving as polling places may not turn on their heat or AC until their regular business hours.

**You must be non-partisan in the polling place.** You can support your preferred candidate or party on your own time but, on election day, you may not engage in political or partisan speech at your assigned polling place – even with your fellow election officers or during breaks.

For further reference, read our election officer code of conduct:  
[portal.electionofficers.com/code-of-conduct/](http://portal.electionofficers.com/code-of-conduct/)

# Assignments

## Timeline:

We will assume you are available for the remaining elections during the 2023-2024 appointment term unless you indicate otherwise. Mark your calendar now for all upcoming elections!

- Primary: **Tuesday, June 18, 2024**
- General: **Tuesday, November 5, 2024**

About 2 months before each election, we will email all election officers to confirm your availability. We will also ask about your interest in specialized positions in the precinct, such as Collector Officers, who return the election materials at the end of the day, and SDR Specialists, who assist with same day voter registrations. If you agree to serve in one or more of these roles, it will be easier to find you an assignment.

About 1 month before each election, we will email precinct assignments to all assigned officers. You must accept or decline your assignment in the election officer portal.

## Vote Early

Virginia law requires you to vote in your registered precinct on election day. If you are not assigned to your regular voting precinct, you must vote early!

- Upcoming elections and important dates: <https://www.fairfaxcounty.gov/elections/upcoming>
- Early voting locations, dates, and hours: <https://www.fairfaxcounty.gov/elections/early-voting/>
- Vote-by-mail info & application: <https://www.fairfaxcounty.gov/elections/absentee-voting-mail/>

## Assignment Criteria:

NOTE: We cannot guarantee all new officers will be assigned to serve in the next election. We hope to assign all new officers, but it will depend on the number of existing officers who are available to serve. Election officers who respond to emails and other communications in a timely manner are given higher priority in assignments.

You may be asked to serve outside of your regular voting precinct if we need your help filling a different location or to achieve party balance, as required by law.

Election officers perform non-partisan job duties. You do not register by party to vote in Virginia, but the Code of Virginia requires us to consider party affiliation in assigning election officers and to try to assign an equal number of officers of each party in each precinct.

Unaffiliated officers are assigned after Chiefs, Assistant Chiefs, and party-affiliated officers. If you are no longer able to serve on election day for any reason, notify our office as far before election day as possible. Failure to notify us in a timely manner will affect whether we assign you to serve in future elections.

**Thank you for becoming an election officer.  
We look forward to working with you!**