



# 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: Wednesday, January 11, 2023

Time: 10:00 a.m.

Location: Conference Room 315

## AGENDA

- I. Call to Order, Introduction of the Board, and Welcome
- II. Instructions for the Canvass of the Special Election  
Election Operations Manager Ravi Udeshi
- III. Provisional Ballot Meeting – 12:00 p.m. (Subject to Call of the Chair)
- IV. Recess/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)

# CANVASS CHECKLIST (election day precincts)

Precinct: **100 PATRIOT (Jan 2023)**

Fairfax County – Special Election – Jan 10, 2023

Canvass Team (full names):

Phase 1: Verify election results	Okay	Not Okay
<p>1. <b>Tapes for SORs:</b></p> <p>a. Detach all tapes from SOR A and SOR B. Cut tapes so each report is separate.</p> <p>b. Verify all tapes are present from <b>each</b> DS200 used. If any missing, check Envelope #2A.</p> <p>c. Re-staple tapes in this order (first on top).</p> <p style="margin-left: 40px;"> <u>SOR – A (original):</u>  <input type="checkbox"/> Closing: <b>Ballot Status Accounting Report</b>  <input type="checkbox"/> Closing: <b>Voting Results Report</b>  <input type="checkbox"/> Opening: <b>Configuration Report</b>  <input type="checkbox"/> Opening: <b>Ballot Status Accounting Report</b>                      a. <input type="checkbox"/> Opening: <b>Zero Totals Report</b> </p> <p style="margin-left: 40px;"> <u>SOR – B (copy):</u>  <input type="checkbox"/> Closing: <b>Voting Results Report</b>  <input type="checkbox"/> Closing: <b>Write-In Report</b>  <input type="checkbox"/> Opening: <b>Zero Totals Report</b>  <input type="checkbox"/> <b>ERM Report</b> </p>		
<p>2. <b>ERM Reports and DS200 results tapes</b></p> <p>a. Verify total ballots cast number on ERM report matches DS200 voting results report(s).</p> <p>b. Verify total votes for each candidate on ERM report match DS200 voting results report(s).</p>		
<p>3. <b>Hand Count Report</b></p> <p>a. Verify there are zero hand-counted ballots on SORs (Part 3) and Hand Count Report.</p> <p>b. If there are any hand-counted ballots, notify staff immediately.</p>		
<p>4. <b>Front of SORs</b> – Confirm following are correct. <b>Make corrections in RED.</b></p> <p>a. Verify Part 1 is correctly summed.</p> <p>b. Verify Part 2 is completed.</p> <p>c. Verify Part 3 correctly copied from DS200 Ballot Status Accounting Report.</p> <p>d. Verify Part 4 includes explanation, if there were any discrepancies.</p> <p>e. Verify all entries on front of SOR A (original) and front of SOR B (copy) are identical.</p>		
<p>5. <b>Back of SORs:</b> Confirm following are correct. <b>Make corrections in RED.</b></p> <p>a. Verify Total Standard Ballot Sheets correctly copied from Ballot Status Accounting Report.</p> <p>b. Verify Total ExpressVote Cards correctly copied from Ballot Status Accounting Report.</p> <p>c. Verify Part 5 is correctly summed.</p> <p>d. Verify Part 6 is correctly summed.</p> <p>e. Verify Part 5 and Part 6 are equal, if everything correctly entered.</p> <p>f. Verify all entries on SOR A (original) are identical to entries on SOR B (copy).</p>		

Phase 2: Review forms and signatures	Document returned?	Document completed?	Document fully signed?
6. <b>Chief's Notes</b>			n/a
7. <b>Machine Certification Form</b> – 2 signatures			
8. <b>Ballot Receipt</b> – 1 signature			
9. <b>Ballot Worksheet</b>			n/a
10. <b>Hourly Data Worksheet</b>			n/a
11. <b>Compensation Sheet</b> – all officers should have signed			
12. <b>Oath</b> – all officers sign (Chief must sign twice)			
13. <b>SOR A</b> – all officers sign (except Collector Officers or left early)			
14. <b>SOR B</b> – all officers sign (except Collector Officers or left early)			
15. <b>SOR A tapes</b> – 2 signatures on Zero Report & Voting Results Report		n/a	
16. <b>SOR B tapes</b> – 2 signatures on Zero Report & Voting Results Report		n/a	

**Explanation of any items checked as “Not Okay” or other issues**

  
  
  
  
  
  
  
  
  
  

(Continue on back if necessary)

- Place any forms with missing signatures in the Signature Envelope.
- Place all other items in the bin next to your table (keep Canvass Checklist on top).