

COMMONWEALTH OF VIRGINIA
STATE BOARD OF ELECTIONS

Election Day Guide

For

Officers of Election



<u>Checklist Subject</u>	<u>Page</u>
General Reminders	2
Chief Officer	2
Demonstration Officer	7
Pollbook Officer	8
Machine/Booth Officer	11
List of Attached References	12
Ballot Officer	13
Packing Envelopes and Boxes Chart	14
Packing Envelopes and Boxes Chart, Optional Envelopes	15
Persons Allowed Inside Polling Place List and Authorized Representatives	16
Primary Election Instructions	17
Completing SOR Instructions	18

Checklist of Polling Place Operations

ELECTION DAY GENERAL REMINDERS

*****Voters ARE allowed to take Sample Ballot Guides and campaign material with them into the voting booth!*****

*****§ 24.2-604(K) allows a person who approaches or enters the polling place for the purpose of voting to wear a shirt, hat, or other apparel, or a sticker or button attached to his apparel, on which a candidate's name or a political slogan appears. The Code excludes this permission to candidates, representatives of candidates and any other person who enters the polling place for a purpose other than voting.*****

1. Arrive at assigned polling place on Election Day at the instructed time.
2. Do not leave the working precinct on Election Day.
3. Officers registered to vote in the precinct in which they are working may vote there on Election Day. Otherwise, they are eligible and encouraged to vote absentee by the deadline.
4. Voters are first! Limit conversations with voters and friends.
5. Non-voters, including family and friends, should not be visiting.
6. Continuously observe the polling area.
7. Do not eat at the pollbook desk or near any voting equipment.
8. Strictly adhere to the required 6:00 a.m. opening and 7:00 p.m. closing times.
9. Voters in line at 7:00 p.m. must be allowed to vote.
10. Check and sign both copies of the Statement of Results.

CHIEF ELECTION OFFICER

Chief—Before The Polls Are Open

Arrive at polling place as instructed.

Welcome authorized representatives (Reps)

- Welcome Reps; check written authorization and verify registration.
- See *Dos and Don'ts for Campaigners and Authorized Representatives*.

Complete Oath of Officer

- Administer *Officer of Election Oath* and have each sign the form.
- Sign and complete the *Officer of Election Oath* form at bottom.
- Place *Officer of Election Oath* form in *Envelope # 2*.

Emergency Procedures

- Review emergency procedures with all officers:
 - Evacuation route and location of exits
 - Evacuation assignments
 - Designate a safe location to meet and wait outside the building
 - Designate a precinct official to contact the Electoral Board

Verify election supplies

- Check supplies, forms, and materials against supply list.

Set up polling room

- Arrange tables and chairs for best flow of traffic.
- Place voting equipment and booths at least 4 feet from tables.
- Set up EPBs per your locality's EPB procedures.
or Place the pollbook and pollbook count sheet (and divisions if any) side-by-side.

Supervise/set up voting equipment and EPBs

- Immediately report unsealed equipment to the General Registrar.
- Enter or confirm machine serial and seal numbers, private (or "protective") and public counter numbers on **SOR Part B-1 and B-2 if applicable**.
- Each officer must examine the equipment or tape to see that no vote has been cast and the counters register zero; any REP present may also examine but not touch the equipment or tape.
- Chief and Assistant Chief or designated officers print and sign zero tape(s).
- Set up EPBs per your locality's EPB procedures.
- Voting equipment and EPBs must be operational by 6:00 a.m.
- Ensure an adequate supply of SBE-653 LOG – Precinct Provisional Ballots Log forms are easily accessible to the Pollbook table in case the precinct must transition from sporadic to full-time provisional voting (e.g. EPB fails and no alternative voter list or pollbook is available or court orders an extension to voting hours).

Verify paper and/or optical scan ballots

- Confirm that ballots are for your precinct and match your sample ballots.
- Confirm that number of ballots on hand equals the number of ballots provided by the Electoral Board, and enter or confirm on **SOR Part A-1**.

Emergency ballot box

- Ensure emergency ballot box is available, emptied, and locked. Position the box in an obvious but secure location.

Verify final absentee ballot report (AB List)

- Verify "AB" is indicated in the Pollbook ** (double asterisk column) for each name listed on the *AB List*. Call the General Registrar's Office if there are any discrepancies.
- DO NOT Post AB List. Make it available for public inspection (by any person) upon request.
- If absentee ballots are counted at the precinct, enter the number of voted absentee ballots received from the Electoral Board before the polls are open on **SOR Part A-2**.

Post signs

Outside Polling Place – Section 24.2-310(E) gives the local electoral board flexibility in the designation of the 40-foot prohibited area if an entrance to the building is from an adjoining building, or if establishing the prohibited area outside the polling place would hinder or delay a qualified voter from entering or leaving the building.

- Set up "Polling Place" and "Vote Here" signs at most visible sites.
- Post "Prohibited Area" sign visible at 40-foot line from each polling place entrance or in the area designated by the electoral board (see above).
- Post "Disabled Parking/Entrance" signs as needed.

Inside Polling Place --

- Post the "Sample Ballot".
- Post Alphabetical Division signs (if applicable).
- Place ". . . *Legal Name*" sign in front of each Pollbook Position.

- Post “Voters’ Rights and Responsibilities” poster.
- Post “Attention All Voters” ID sign.
- Post other signs as directed.
- Place “Election Day Complaint” brochures where they are easily accessible.
Reminder: For accessibility, post signs at eye level for all voters. For signs with lots of text and smaller print (for example the Voter’s Rights poster), if you have a sufficient number of magnifiers available, you may want to place one near those signs.

Open the polls

- **Verify the correct time. At exactly 6:00 a.m., announce outside (loudly and clearly), “*The polls are open.*”**

Welcome authorized representatives (Reps)

- □ Welcome Reps on arrival; check written authorization and verify registration. See *Dos and Don’ts for Campaigners and Authorized Representatives (Rev 8/2012)*.

Chief--While The Polls Are Open

*****NEVER STOP VOTING!!!*****

Number of ballots cast

- Periodically verify that the total number of voters from all pollbook count forms or EPBs is the same as the total number from the public counter on each voting unit plus any paper ballots cast. Continue this process, as time permits, in the space provided.

Unit Number	Counter Number	Paper Ballots	Total Number	Time

***Account for number of cancelled DRE ballots and voided optical scanner ballots

- Enter total number of ballots delivered by the Electoral Board while the polls are open (if any) on **SOR Part A-1 (Line A2)**.
- Enter total number of ballots reproduced while the polls are open (if any) on **SOR Part A-1 (Line A3)**. (See *Procedure for Use of Form SBE-646.1, Authorization to Reproduce Ballots.*)

Verify the correct time. At 6:45 p.m., announce outside (loudly and clearly), “*The polls will close in 15 minutes.*”

Chief--After The Polls Close

Close the polls

- **Verify the correct time. At exactly 7:00 p.m., announce outside (loudly and clearly), "*The Polls are Officially Closed.*"**
- Record names of voters, if any, waiting in line (start list with name of last person in line and work forward).
- Anyone in line when the polls close at 7:00 PM must be allowed to vote using the voting equipment.
- Do not begin ascertaining the results until the last person has voted and departed.
- After all voting is completed, close the polls on each EPB per your locality's EPB procedures.

Welcome and instruct authorized representatives (Reps)

- □ Welcome Reps; check written authorization and verify registration. *Dos and Don'ts for Campaigners and Authorized Representatives (Rev 8/12)*. **Explain to Reps that they may not leave the polling place until the tabulation of results has been completed and announced to Election Headquarters.**
- □ If no more than four Reps request to be present, the officers shall select from among any bystanders, so that as many as four Reps and bystanders are present while the votes are counted [see *Dos and Don'ts for Campaigners and Authorized Representatives (Rev 8/12)*.]

Supervise obtaining of results (closing the polls)

- Refer to Voting Machine User Instructions.

Supervise counting of absentee ballots – if applicable

- Begin to process absentee ballots after 7:00 p.m. and after the last person has voted and departed (do not certify the closing of the polls until the last AB is cast).

Empty ballot box

- Unlock and open ballot box.
- Remove, but do not open, sealed provisional ballots in green and lime green envelopes, if any.
- Enclose used sealed green and lime green envelopes and accompanying Precinct Provisional Ballots Log in the larger green Envelope #1A (If so instructed by EB/GR, attach Precinct Provisional Ballots Log to the front of the 1A envelope).
- Enter in the Certification section (reverse side Envelope #1A) the number of green envelopes (both green and lime green) enclosed.
- Two Officers must sign Certification section (Envelope #1A)."
- **If "None," two officers may instead complete a [CERTIFICATION REGARDING PROVISIONAL VOTES ENVELOPE 1A](#)** . When there are no provisional votes, this form can be sent to the Circuit Court for retention allowing reuse of the empty envelope. The unused, unmarked envelope should be returned in the supply case.

Special Procedures, only if voting hours are extended by court order:

- All voters voting after normal voting hours must vote by provisional ballot (reason #3 on PV envelope), and a separate Precinct Provisional Ballots Log (Reason code 3 must be circled for these voters).
- Separate out all provisional ballots with reason #3 checked (even if another reason is also checked).
- Enclose these "after hours" provisional ballots in the larger green Envelope #1B (If so instructed by EB/GR, attach Precinct Provisional Ballots Log to the front of the 1B envelope).

- Enter in the Certification section (reverse side Envelope #1B) the number of green envelopes (both green and lime green) enclosed.
- Two Officers must sign Certification section (Envelope #1B) if voting hours extended.
- If voting hours are not extended, leave envelope 1B unmarked and unused, and return in supply case.

NOTE: Do not put empty or unused small green\lime green envelopes in large green Envelope #1A or Envelope #1B. Return them in supply case.

Announce unofficial results

- The Chief (or designated Officer of Election), if required, **IMMEDIATELY** call in unofficial election results to the General Registrar's office.
- Announce unofficial results inside and outside polls if media reps or others waiting; REPS MAY LEAVE AT THIS TIME.

Complete the Statement of Results (SOR) (two identical copies)

- See Completing SOR Instructions.

Complete SBE-658 Printed Return Sheet (SBE-658 may be printed on yellow or white paper)

- ALL OFFICERS** sign the *Printed Return Sheet*.
- Attach results tape #3 to Printed Return Sheet.
- Seal signed Printed Return Sheet in Envelope # 2A.

Supervise/pack envelopes and boxes [see References section]

- Check off each envelope/box as it is packed, sealed and signed.
- Confirm that precinct name and/or number and date of election are printed on each envelope/box [If necessary, enter this information in the upper right corner of each envelope/box label].

Optional

- If the precinct uses the Empty Envelope Certification (SBE-Empty Envelope Certification), complete it and include it in Envelope 2. The unused, unmarked envelopes should be returned to the supply case.
- If the precinct uses the Certification of Materials Used in Election (SBE-659, -668) form, complete it and include it in Envelope 2. Any unused, unmarked envelopes should be returned to the supply case.

Supervise/take down voting equipment and EPBs

- Refer to Voting Machine User Instructions.
- Refer to your locality's EPB procedures.

Supervise/make final checks

- Remove all signs and return as instructed.
- Pack election materials in the supply container and return as instructed.
- Leave polling place and inside of 40' prohibited area clean and organized.

DEMONSTRATION OFFICER

Demonstration Officer--Before The Polls Are Open

Set up demonstration equipment and all instructional materials

- Set up equipment and ensure instructional aids are easily visible.
- Be prepared to provide instruction if demo equipment fails.

Demonstration Officer--While The Polls Are Open

Offer a demonstration to each voter

- Direct the voter's attention to any instructional posters and explain how to vote using the equipment available (e.g. Constitutional Amendment Explanation Poster).
- If asked, provide write-in instructions (except in primaries; write-ins are not allowed in primaries).
- If using equipment that allows an overvote, caution voter against overvoting.
- Inform the voter that, if he wants to change his vote while voting on a DRE, he may return to previous screens and change his choices at any time before the ballot is CAST; clearly show the voter how to return to previous screens or change his choice, especially if voter must press the selected candidate again to clear the choice before selecting a different candidate. Good demonstrations can dramatically reduce voter complaints about equipment.
- If using an optical scanner, inform the voter that they may return the ballot in exchange for a new one (see Spoiled Ballot section) if they want to change their vote.
- Direct voter's attention to the *SAMPLE BALLOT*.
- Remind the voter that they may ask an officer of election for further instructions at any time.

Demonstration Officer--After The Polls Close

Take down demonstration equipment

- Take down and secure demo equipment.
- Pack up instructional aids.
- Assist with other duties as directed.

Definitions and explanations

Note: For EPBs, all AB applicants should be included in the EPB database except those who applied on Monday before the election (emergency applicants who will be listed separately). Alphabetic sections and PBC forms are not used with EPBs. Refer to your locality's EPB procedures for detailed instructions.

- Final Absentee Ballot Applicant List (AB List): record of voters who were issued an absentee ballot before Election Day.
 - "AB" has been pre-printed or hand-written on the pollbook for some voters. Confirm that this has been done, and mark AB for any absentee voters with no "AB" on the pollbook.
 - Do not post the AB List; instead, retain the list for inspection by any person who asks to see it.
 - Treat each name marked AB on the pollbook as a person who has already voted. Refer to *What If (problem 19)* for guidance if a person offers to vote and AB is marked next to his name.
- Pollbook: the official record of registered voters in the precinct. In addition to the identifying information listed for each voter, the pollbook will show, to the left of some voters' names, a symbol that affects a voter's qualification to vote.
 - **Question Mark (?)** (may appear as "inactive" in the EPB message box) means that there is a **question** about the voter's current resident **address** (see problems 3 - 7 in the *What If*)
 - A capital A (**A**) means that the voter has an assigned number instead of a social security number in his voting records (see problem #18 in the *What If*)
 - A capital F (**F**) means the voter is an overseas voter eligible to vote in **federal elections only** (problem #8, *What If*); Also check AB list to see if a ballot has been sent (see problem 19 in the *What If*)
 - All voters who qualified to vote after the books were printed will have been hand-entered at the end of the appropriate alphabetical section or will be listed on a supplemental pollbook page

Alphabetic sections: The pollbook may be divided into alphabetical sections (A-J, K-Z, etc.), depending on the number of voters in the precinct. Plan ahead to redivide pollbook should long lines appear on Election Day. (Alphabetic sections are not used with EPBs.)

Legislative Districts: A precinct may be split between two or more districts. The districts applicable to all voters in the precinct are printed at the bottom of each page of the pollbook. Specific information appears on the line for each voter.

Town Voters: When town elections are held in November, the precinct may contain voters who are not in the town. The pollbook will indicate which voters are within the town. If a town voter has moved out of the town, see WHAT IF (problems #4 - 7).

Pollbook Count Form (PBC): A pre-printed form that lists numbers 1 – 1000 in consecutive order. A separate pollbook count form is used for each alphabetical section of each pollbook.

Pollbook Officer--Before The Polls Open

Confirm pollbook and pollbook count forms

- Using a black (or blue) pen, mark “AB” (for absentee ballot) in the ** (double asterisk) column of the pollbook for each name listed on the AB List, or confirm that this already has been done.
- Confirm that you have one Pollbook Count form for each alphabetical division of the Pollbook.
- Confirm identifying information on Pollbook Count form (top of each page).
- All voters who qualified to vote after the books were printed will have been hand-entered at the end of the appropriate alphabetical section or will be listed on a supplemental pollbook page.
- For EPBs all AB applicants should be included in the EPB database except those who applied on Monday before the election (emergency applicants who will be listed separately). PBC forms are not used. Refer to your locality’s EPB procedures for detailed instructions.

Suggestion: To assist in keeping a record of the number of voters voting by paper ballots, use a different colored pen to mark off the *Pollbook Count* number, or mark a “P” (instead of “X” or “O”) in the numbered space on the *Pollbook Count* form.

Pollbook Officer--While The Polls Are Open

*****Keep the line(s) moving*****

Determine if voter is qualified

When determining a person’s qualification to vote, if you encounter a problem that cannot be resolved quickly, direct the person to the Chief or Assistant Chief.

Note: Pollbook Count Number procedures listed below do not apply to EPBs. Refer to your locality’s EPB procedures for detailed instructions.

The majority of voters will be checked in following the procedures outlined below,
Steps 1 — 8:

STANDARD PROCEDURE □	WHAT TO DO IF . . .
<p>1. Ask the voter for his full legal name and ID (even if you know the person).</p>	<p>If you have questions about which IDs are acceptable, see <i>WHAT IF</i> (problem #1).</p> <p>Problem #1 also explains the special ID requirement for a voter with “H” (for "HAVA") in the column to left of voter’s name (requirement only applies in federal elections).</p> <p>If voter has no acceptable ID, see <i>WHAT IF</i> (problem #2).</p>
<ul style="list-style-type: none"> • Locate voter’s name on the Pollbook. 	<p>If “?” is printed next to voter’s name or if the voter has moved, see <i>WHAT IF</i> (problems # 3-7).</p> <p>If voter’s name is already marked with a consecutive number on Pollbook, see <i>WHAT IF</i> (problem #14).</p> <p>If "A" or "F" is indicated next to voter’s name, see <i>What If</i> (problems #8, 18).</p>

3. Ask voter to state current resident address.	
4. Compare voter's current address with the address printed on the Pollbook.	If voter's address has changed, see <i>WHAT IF</i> (problems #4 - 7).
5. Repeat in a clear voice: voter's full name (last name first) and current address.	If voter's qualification to vote is challenged by another voter or an officer of election, see <i>WHAT IF</i> (problem # 13).
6. Mark off Pollbook Count number.	
7. Enter the marked-off number in the Pollbook in the 2 nd column titled "Enter Consecutive Voter Number."	
8. Give the voter an entry/voting permit and direct the voter to the next Officer. After being checked in and marked on the pollbook, the voter must remain in the polling place until he has cast his vote.	
IF . . .	THEN, IN ADDITION TO ENTERING THE POLLBOOK COUNT NUMBER . . .
Voter votes outside the polls . . .	Enter "OP" opposite voter's name in Pollbook (in ** column)
Voter is required to sign the <i>Affirmation of Eligibility</i> statement . . .	Enter "S" opposite voter's name in Pollbook (in ** column)
Voter is required to vote a paper\optical scan ballot . . . (outside polls, emergency or Presidential only)	Enter "P" opposite voter's name in Pollbook (In ** column)

See *What If* for all other issues and detailed instructions on the issues above.

DUAL PRIMARY ELECTION: Mark the voter's name with the pollbook count number in the pollbook for the primary in which he is voting. Voter may only vote in one party's primary when dual primaries are held on the same day. See "Primary Elections" at end of this document.

Pollbook Officer--After The Polls Close

Certify Pollbook Count form (Does not apply to EPBs)

- Enter the last number marked off on the Pollbook Count Form in the Certification section (page 4 of the form).
- Sign Pollbook Count Certification (ONLY the LAST Pollbook Officer for each pollbook is required to sign).
- Provide pollbook count certification number to officers completing the **SOR** to enter in **Part C**.
- For EPBs: Refer to locality's EPB procedures for detailed instructions to obtain count for **SOR Part C**.

MACHINE/BOOTH OFFICER

Machine/Booth Officer--Before The Polls Open

- Immediately report unsealed equipment to the Chief.
- Verify seals are intact and match the seal numbers of voting machines assigned to the precinct listed on Envelope 7C; remove each seal (when required) and insert in Envelope 7C.
- Set up machines (refer to Voting Machine User Instructions).
- Position machines so no person other than the voter can see the voter's DRE screen or ballot marking surface, and no voters, officers or observers will walk behind any voter where they can see (even unintentionally) how the voter is voting. The voter's perception of privacy in voting is as important as actual privacy.

Machine/Booth Officer--While The Polls Are Open

- Direct voter to next available machine; ready machine for voter.
- Do not activate ballot until voter presents entry/voting permit.
- Remind voter that he/she may ask an officer of election for instructions on how to use the ballot or equipment at any time. Voter and assistant must complete *Request For Assistance* form if the voter needs assistance in reading or marking their ballot due to blindness, physical disability or inability to read or write. This includes translation of the ballot into another language, and there are new procedures (effective 7/2009) if a voter asks an officer to assist them by translating the ballot. See *What IF* problems # 15, 16 and 17 and new *Assistance* form for details.
- Stand near the voting machine while voter is voting to be readily available to answer technical questions, while protecting the voter's privacy.
- Remind voter to confirm choices, and ensure voter has cast ballot.
- As soon as the voter has left the booth, confirm ballot has been cast, remove any extraneous materials and make sure there are no marks on the equipment or booth.
- If the voter leaves the booth without casting the ballot and has left the polling place, notify the Chief immediately (the unvoted ballot must be cancelled).
- For curbside voting requests, see *What IF* (problem # 17).
- Offer and, if acceptance is acknowledged, hand "I VOTED" sticker to voter that completes voting.

For optical scan/marksense ballot --

Spoiled ballot (voter wants a replacement)

- Instruct the VOTER to fill in all the candidate ovals on the ballot.
- Mark the ballot "Spoiled" and place in Envelope #4.
- Enter one tally mark on the Ballot Record Report under "Spoiled".
- Issue the voter a new ballot (do not assign another pollbook count number).

Void ballot (voter leaves ballot in booth or removes ballot from polls)

- Retrieve ballot, if possible, mark "VOID", and place in Envelope #4.
- Enter one tally mark on the Ballot Record Report under "Void".
- DO NOT issue another ballot. Do not erase, change or reuse voter's pollbook count number.

Machine/Booth Officer--After The Polls Close

For optical scan/marksense ballots or paper ballots:

- Process ballots from emergency ballot box, if used (DO NOT open green\lime green envelopes containing voted Provisional Ballots).
- Process ballots according to locality's instructions.

All users:

- Close the polls on the voting machines as directed by Chief Officer.
- Print required number of results tapes and give to the Officers completing the SORs.
- Pack up and secure all voting machines (refer to Voting Machine User Instructions and tailored locality instructions).
- At Chief's direction, seal voting machines and record seal numbers on Envelope 7C.

REFERENCES

References attached

- Ballot Officer Section (for localities using optical scanners)
- Packing Envelopes and Boxes Chart
- Packing Envelopes and Boxes Chart, Optional Envelopes
- Persons Allowed Inside Polling Place List and Authorized Representatives. See Prohibited Area Poster and Dos and Don'ts for Campaigners and Authorized Representatives.
- Primary Election Instructions
- Completing SOR Instructions

BALLOT OFFICER

(For localities using optical scanners)

Ballot Officer--Before The Polls Open

- At direction of Chief, count optical scan (marksense) ballots. Verify number of sealed packages (if provided in pre-counted packages); count individual ballots if not in sealed packages. Verify ballot count for each individual package when it is first opened. Do not open packages that are not needed.

Ballot Officer--While The Polls Are Open

- Issue ballot to voter who has been qualified by pollbook officer.

Ballot Officer-- After The Polls Close

- Count unused ballots (leaving sealed, pre-counted packages sealed).
- Report count to Officers completing the SOR.

BALLOT OFFICER

(For localities using optical scanners and DREs)

Ballot Officer--Before The Polls Open

- At direction of Chief, count optical scan (marksense) ballots (see above).

Ballot Officer--While The Polls Are Open

- Issue ballot and/or activation device to voter who has been qualified by pollbook officer.

Ballot Officer-- After The Polls Close

- Count unused ballots and secure any activation devices.
- Report count to Officers completing the SOR.

PACKING ENVELOPES AND BOXES

ENVELOPE NUMBER	CONTENTS	SEALING AND SIGNING*
<input type="checkbox"/> ENVELOPE #1A AND CERTIFICATION REGARDING PROVISIONAL VOTES ENVELOPE 1A to be used if none ----- <input type="checkbox"/> ENVELOPE #1B ONLY IF INSTRUCTED	<ul style="list-style-type: none"> • PROVISIONAL BALLOT(S) VOTED [SEALED GREEN/LIME GREEN ENVELOPE(S)] • PRECINCT PROVISIONAL BALLOT LOG <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • PROVISIONAL BALLOT(S) CAST AFTER HOURS BY COURT ORDER EXTENDING TIME • PRECINCT PROVISIONAL BALLOT LOG (AFTER HOURS) 	<u>CERTIFICATION OF OFFICERS</u> <ul style="list-style-type: none"> • ENTER NUMBER OF ENVELOPES ENCLOSED • SIGN CERTIFICATION (TWO OFFICERS) • SEAL WITH LABEL • SIGN & DATE LABEL (TWO OFFICERS)
<input type="checkbox"/> ENVELOPE #2	<ul style="list-style-type: none"> • OATH OF OFFICER FORM • POLLBOOKS • POLLBOOK COUNT FORMS • STATEMENT OF RESULTS (TWO IDENTICAL COPIES) • INCIDENT REPORT (IF USED) • BALLOT RECORD REPORTS (IF USED) • REJECTED AB LOG (IF USED) • EPB THUMBDRIVES (1 FROM EACH PRECINCT) 	<ul style="list-style-type: none"> • SEAL WITH LABEL • SIGN & DATE LABEL (TWO OFFICERS)
<input type="checkbox"/> ENVELOPE #2A	<ul style="list-style-type: none"> • SBE-658 PRINTED RETURN SHEET WITH CONSOLIDATION OR RESULTS TAPES ATTACHED 	<ul style="list-style-type: none"> • SEAL WITH LABEL • SIGN & DATE LABEL (TWO OFFICERS)
<input type="checkbox"/> Box/ENVELOPE #3	<ul style="list-style-type: none"> • COUNTED BALLOTS • COUNTED BALLOTS WITH WRITE-INS (KEEP SEPARATED) 	<ul style="list-style-type: none"> • SEAL WITH LABEL • SIGN & DATE LABELS (ALL OFFICERS)
<input type="checkbox"/> ENVELOPE #4	<ul style="list-style-type: none"> • SPOILED BALLOTS • VOID BALLOTS 	<ul style="list-style-type: none"> • SEAL WITH LABEL • SIGN & DATE LABEL (TWO OFFICERS)
<input type="checkbox"/> Box/ENVELOPE #5	<ul style="list-style-type: none"> • ABSENTEE BALLOT MATERIAL (IF APPLICABLE) • ABSENTEE BALLOTS RETURNED UNUSED • REJECTED/UNOPENED AB ENVELOPE • EMPTY AB ENVELOPES • EMPTY AB RETURN ENVELOPES 	<ul style="list-style-type: none"> • SEAL WITH LABEL • SIGN & DATE LABEL (TWO OFFICERS)
<input type="checkbox"/> Box/ENVELOPE #6	<ul style="list-style-type: none"> • UNUSED BALLOTS 	<ul style="list-style-type: none"> • SEAL WITH LABEL • SIGN & DATE LABEL (TWO OFFICERS)
<input type="checkbox"/> ENVELOPE #7B	<ul style="list-style-type: none"> • OPTICAL SCANNER KEYS • DRE KEY 	<ul style="list-style-type: none"> • SEAL WITH LABEL • SIGN & DATE LABEL (TWO OFFICERS)
<input type="checkbox"/> ENVELOPE #7C	<ul style="list-style-type: none"> • OPTICAL SCANNER MEMORY CARDS • DRE MEMORY CARDS/CARTRIDGES • MACHINE SEALS 	<ul style="list-style-type: none"> • SEAL WITH LABEL • SIGN AND DATE LABEL (TWO OFFICERS)
<input type="checkbox"/> ENVELOPE #8	<ul style="list-style-type: none"> • USED VOTER REGISTRATION APPLICATIONS • USED AFFIRMATION OF ELIGIBILITY FORMS • USED REQUEST FOR ASSISTANCE FORMS • AUTHORIZED REP (POLL WATCHER) FORMS • OTHER COMPLETED PAPERWORK 	<ul style="list-style-type: none"> • NO SEAL REQUIRED

***TWO OFFICERS MEANS:**

- GENERAL/SPECIAL/DUAL PARTY PRIMARIES: OFFICERS OF DIFFERENT POLITICAL PARTIES
- ONE PARTY PRIMARY: ANY TWO OFFICERS

Optional

- If the precinct uses the Empty Envelope Certification (SBE-Empty Envelope Certification), complete it and include it in Envelope 2. The unused, unmarked envelopes should be returned in the supply case.
- If the precinct uses the Certification of Materials Used in Election (SBE-659, -668) form, complete it and include it in Envelope 2. Any unused, unmarked envelopes should be returned in the supply case.

PACKING ENVELOPES AND BOXES

OPTIONAL ENVELOPES

ENVELOPE NUMBER	CONTENTS	SEALING AND SIGNING*
<input type="checkbox"/> ENVELOPE #9 (OPTIONAL)	<ul style="list-style-type: none"> • VIRGINIA ELECTION LAWS 	<ul style="list-style-type: none"> • NO SEAL REQUIRED
<input type="checkbox"/> ENVELOPE #10 (OPTIONAL)	<ul style="list-style-type: none"> • OFFICER OF ELECTION BUTTONS/NAME BADGES 	<ul style="list-style-type: none"> • NO SEAL REQUIRED
<input type="checkbox"/> ENVELOPE #11 (OPTIONAL) HAND DELIVER TO GENERAL REGISTRAR'S OFFICE	<ul style="list-style-type: none"> • <i>OPTICAL SCANNER RESULTS TAPE #4</i> • <i>DRE RESULTS TAPE #4</i> • <i>ELECTION MACHINE WORKSHEET</i> 	<ul style="list-style-type: none"> • SEAL WITH LABEL • SIGN AND DATE LABEL (TWO OFFICERS)
<input type="checkbox"/> ENVELOPE #12 (OPTIONAL)	<ul style="list-style-type: none"> • <i>DUPLICATES AND NAME MISTAKES LIST</i> • <i>NOTIFICATION OF DEATH OF REGISTERED VOTER</i> 	<ul style="list-style-type: none"> • SEAL WITH LABEL • SIGN AND DATE LABEL (TWO OFFICERS)
<input type="checkbox"/> ENVELOPE #14 (OPTIONAL)	<ul style="list-style-type: none"> • <i>DRE SUPERVISOR CARD</i> • <i>DRE VOTER ACCESS CARDS</i> • <i>DRE VOTER ACCESS CARD ENCODERS</i> 	<ul style="list-style-type: none"> • SEAL WITH LABEL • SIGN AND DATE LABEL (TWO OFFICERS)

***TWO OFFICERS MEANS:**

- **GENERAL/SPECIAL/DUAL PARTY PRIMARIES:** OFFICERS OF DIFFERENT POLITICAL PARTIES
- **ONE PARTY PRIMARY:** ANY TWO OFFICERS

Optional

- If the precinct uses the Empty Envelope Certification (SBE-Empty Envelope Certification), complete it and include it in Envelope 2. The unused, unmarked envelopes should be returned in the supply case
- If the precinct uses the Certification of Materials Used in Election (SBE-659, -668) form, complete it and include it in Envelope 2. Any unused, unmarked envelopes should be returned in the supply case

Envelopes 9 and 10 will no longer be provided by SBE as stocks are exhausted. Localities may provide their own and use them if desired.

Envelopes 11 - 14 are NOT provided by SBE, but localities may provide their own and use them, if desired.

PERSONS ALLOWED INSIDE POLLING PLACE (SEE PROHIBITED AREA POSTER)

- Officers of Election
- Qualified Voters offering to vote and persons assisting them at their request
- Candidates may enter to vote or visit (but not to campaign) for no longer than ten (10) minutes per day per polling place
- Minors age 15 or younger accompanying a parent (may also enter voting booth with parent)
- Any member or authorized representative of the Electoral Board
- Any authorized party representative (See below for details)
- Any authorized candidate representative (See below for details)
- Voting equipment custodians
- News media representatives (see § 24.2-604(J) for permitted activities and *limitations*)
- Neutral observers or others as authorized in writing by Electoral Board (see § 24.2-604(I))
- High school election pages
- Minors voting in a simulated election (see § 24.2-604(G))

ACTIVITIES PROHIBITED INSIDE POLLING PLACE (SEE PROHIBITED AREA POSTER)

- CAMPAIGNING is NOT permitted by anyone inside the polling place
- No person may give, tender, or exhibit any ballot, ticket, or other campaign material to any person
- No person may solicit or in any manner attempt to influence any person in casting his vote
 - (See Page 2 Election Day General Reminders on worn items (political apparel/stickers/buttons))
- No one may hinder or delay any Officer of Election or Voter
- Neutral observers (§ 24.2-604(J)) and candidate or party authorized representatives (§ 24.2-604(C) (other than interpreters) are prohibited from assisting voters with voting, or wearing any indication that they are authorized to assist voters either inside the polling place or within 40 feet of any entrance to the polling place. See *Dos and Don'ts for Campaigners and Authorized Representatives (Rev 8/2012)*.

PRIMARY ELECTIONS

What is a Primary Election?

A primary is an election held for the purpose of selecting one or more candidates to represent a political party for election to particular office(s). In a primary election, voters decide who will be the nominee(s) of the political party. In a *Dual Primary* or *Multiple Primary*, two or more parties' primaries are held on the same day. Virginia law permits a voter to vote in either primary, but in only one of the primaries held on the same day. (§ 24.2-530)

Currently only two parties meet the definition of "political party" (§ 24.2-101) eligible to request a primary election or to nominate candidates to the ballot -- the Democratic Party and Republican Party. Other parties may qualify to list their name by their candidates (for offices with party names listed on the ballot) but may not call for a primary or place their candidates directly on the ballot.

Exceptions to general procedures

In a Primary Election, write-in votes are not permitted. (§24.2-644, *Code of Virginia*). The other procedures that are different from a general election are as follows:

MULTIPLE PRIMARY ELECTIONS ONLY . . .

Voter must be asked. . .

“In which party’s Primary do you wish to vote?”

Note: For EPBs, refer to your locality’s EPB procedures for detailed instructions.

Look up voter in both pollbooks to make sure voter has not already voted in either primary (including voting absentee).

Mark the Pollbook Count Sheet for the selected primary only.

Enter the Pollbook Count Number in the pollbook for the selected primary only.

Do not mark the *other* party's Count Sheet or Pollbook.

Give the voter the entry ticket for they party primary they have selected only.

Give the voter the ballot for the party primary they have selected only.

COMPLETING THE STATEMENT OF RESULTS

LOCATE COPIES OF THE STATEMENT OF RESULTS (SOR). ENTER REQUIRED INFORMATION AND DUPLICATE IN THE QUANTITIES NEEDED.

- NUMBER OF COPIES:
TWO COPIES ARE REQUIRED FOR EACH PRECINCT; THE FORMS WILL BE PREPARED BY THE EB/GR FOR USE AT EACH PRECINCT.
- DUAL / MULTI-PARTY PRIMARY:
IF YOUR LOCALITY IS HOLDING A DUAL OR MULTI- PARTY PRIMARY, TWO SOR COPIES ARE REQUIRED FOR EACH PARTY'S PRIMARY.
- INFORMATION REQUIRED:
YOUR ELECTORAL BOARD OR GENERAL REGISTRAR MAY ENTER THE FOLLOWING INFORMATION ON THESE FORMS, PRIOR TO GIVING THEM TO THE OFFICERS OF ELECTION FOR USE AT EACH POLLING PLACE. IF NOT, IT MUST BE ENTERED AT THE POLLING PLACE.
 1. THE NAME OF THE COUNTY, CITY OR TOWN AND OF THE PRECINCT IN WHICH THE FORM IS TO BE USED;
 2. IN **PART B**, COLUMN (VM-1) THE NUMBER OF THE FIRST MACHINE TO BE USED IN THE PRECINCT;
 3. IN SUCCEEDING COLUMNS (VM-) AND SUCCEEDING LINES, THE NUMBERS OF ANY OTHER MACHINES TO BE USED IN THE PRECINCT;
 4. IN **PART D**, IN THE ORDER IN WHICH THEY WILL APPEAR ON THE BALLOT:
 - CENTERED IN THE ROW DESIGNATED FOR OFFICE TITLE, THE NAME OF THE OFFICE; AND
 - IN THE COLUMNS DESIGNATED FOR CANDIDATE NAMES, THE NAMES OF THE CANDIDATES THAT WILL APPEAR ON THE BALLOT.
 5. IN **PART D**, AFTER THE LAST OFFICE ON THE BALLOT:
 - CENTERED IN THE ROW DESIGNATED FOR THE ISSUE, THE TITLE OF THE REFERENDUM OR BOND ISSUE;
 - IN THE COLUMNS DESIGNATED FOR ISSUE RESPONSES, THE ANSWERS TO EACH LOCAL QUESTION THAT WILL APPEAR ON THE BALLOT; AND
 - AFTER THE LAST ANSWER FOR EACH QUESTION, A COLUMN FOR TOTAL VOTES CAST FOR OFFICE/ISSUE.
 6. COMPLETE SOR IN **DUPLICATE** ACCORDING TO INSTRUCTIONS ON SOR FORM AND ANY ADDITIONAL INSTRUCTIONS FROM YOUR ELECTORAL BOARD OR GENERAL REGISTRAR.

COMPLETE ENTRIES FOLLOWING THE INSTRUCTIONS AND SAMPLE FORMAT PROVIDED BELOW. .

PART D - VOTES CAST						
OFFICE OR ISSUE		<i><u>Total Number Voting</u></i>	MEMBER, SENATE OF VIRGINIA 26TH DISTRICT			
CANDIDATE OR RESPONSE			MAXINE HOPE ROLES (D)	MARK D. OBENSHAIN (R)		Write-In Votes
VOTES CAST:						
D1	On all DRE Machines	<u>From Line B8 Total</u>	<p>ENTER THE NAME OF EACH CANDIDATE FOR THE OFFICE IN THE MANNER IN WHICH IT APPEARS ON THE BALLOT, FOLLOWED BY THE APPROPRIATE PARTY DESIGNATION EVEN IF THE PARTY ID DOES NOT APPEAR ON THE BALLOT.</p>		<p>WRITE-IN VOTES (THIS COLUMN FOLLOWS THE LAST CANDIDATE COLUMN IN ALL GENERAL AND SPECIAL ELECTION CANDIDATES; IT NEVER IS LISTED IN A PRIMARY ELECTION OR REFERENDUM.)</p>	
D2	By Paper Ballots	<u>From Line A9</u>				
D3	Total votes cast (= D1 + D2)					

PART D - VOTES CAST						
OFFICE OR ISSUE		<i><u>Total Number Voting</u></i>	FOOD AND BEVERAGE TAX			
CANDIDATE OR RESPONSE			YES	NO		
VOTES CAST:						
D1	On All DRE Machines	<u>From Line B8 Total</u>	<p>FOR A REFERENDUM (ISSUE), ENTER YES AND NO IN COLUMN</p>		<p>SAMPLE</p>	
D2	By Paper Ballots	<u>From Line A9</u>				
D3	Total votes cast (= D1 + D2)					