

# *PRINCIPLES OF ELECTION OFFICIALS*

*We* subscribe to these Principles:

- Freedom is an inherent human right, but it is also fragile and can be lost through neglect or misuse.
- Freedom requires responsibility.
- Freedom can best be maintained and nurtured through the democratic process. The success of the democratic process requires fair and open elections which accurately reflect the intent of the electorate.
- Therefore, it is our unique role as election officials to serve as gatekeepers of Democracy.

It is our sacred honor to protect and promote public trust and confidence by our conduct of accurate and fair elections.

As the public's guardians of freedom within a democratic society, we are responsible for the integrity of the process. Our role demands that these principles must be placed above personal or partisan gain.

Nurturing and protecting Democracy is a team effort in the profession of elections administration. Our task requires wisdom, courage and the desire to remain focused on our vision of free and impartial elections despite changes in our society and its laws.

By dedicated adherence to these Principles, we demonstrate our loyalty to freedom, pride in our profession and a commitment to the excellence of the democratic process.

*Thank you for being a part of our team!*





*Commonwealth of Virginia*  
**County of Fairfax**

**Training Manual**  
**For**  
**Election Officers**

*The following pages detail the material being presented in this class. This booklet contains only the basic elements of polling place operations and is not intended to be used as a comprehensive presentation of Virginia election law or procedures.*



*A publication of Fairfax County, Virginia*

Fairfax County is committed to nondiscrimination in all county programs, services and activities. Reasonable accommodations will be made upon request. To request this information in an alternate format, contact:

Office of Elections  
12000 Government Center Pkwy, Suite 323  
Fairfax, Virginia 22035  
Phone (703) 324-4735, TTY 711, Fax (703) 324-4706  
E-mail: [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov)  
Web site: [www.fairfaxcounty.gov/elections/](http://www.fairfaxcounty.gov/elections/)

## **Table of Contents**

- I. General Information
- II. Election Day Procedures
  - Before the Polls Open
  - While the Polls Are Open
    - Security
    - Pollbook / Ballot Officers
    - Voting Machine Officers
  - After the Polls Close
- III. Fairfax County Voting Machine Systems
  - Touch Screen Machines
  - Optical Scan Machines
- IV. Electronic Pollbook System
- V. Glossary of Common Election Terms

## I. General Information

### **Frequently Asked Questions**

Thank you for agreeing to serve as an Election Officer for Fairfax County and for attending this training session. Following are the answers to many of your questions:

#### ***How long do I have to work?***

You must arrive at the polling place no later than 5:00 a.m. and remain until all work has been completed, usually by 10:00 p.m. For those working a split shift, you must arrive at your assigned time and may not leave until released by the Chief based on whether you are working morning or afternoon shift. (*Reminder: if your partner cannot make the other shift, you are expected to work the whole day.*) No Election Officer may leave the polling place during the election.

#### ***What should I wear?***

Business Casual is appropriate. Think comfort, especially shoes. We don't expect you to work 16 hours in high heels or coat and tie. Acceptable: men – sport shirt, slacks; women – dress, skirt or pants. You are representing Fairfax County; please...no jeans, t-shirts or sweatshirts.

Also think temperature. Wear layers and bring a sweater. Some of the facilities are cold and drafty early or late in the day, but may be hot midday. Be prepared!

#### ***What should I bring?***

Bring finger foods, snacks and drinks (absolutely no alcohol) in your own cooler...enough to last you the whole day. You may have several short breaks during the day, but there isn't time to "order out." Some precincts set up a coffee pot; check with your Chief Officer. Be sure to bring any medication that you need to take during your time in the polling place. Also bring something to read. Wi-Fi operating electronics are not allowed.

#### ***What will I be paid?***

Election Officers are paid \$100 for the day. Yes, the election stipend is taxable. You will be sent an IRS Form W-2 in late January. No, you are not paid for coming to training. Please be aware that it usually takes the County 4 to 5 weeks to issue checks.

#### ***What will I be doing?***

Your Chief Officer will make assignments and rotate them during the day. All officers will help with set-up and clean-up. While the polls are open, you will oversee the voting equipment and work at the Check In or Ballot tables. Your most important jobs are to ensure the integrity of the election in Fairfax County and to enable our citizens to have a positive experience as they exercise their *right to vote!*

#### ***How do I vote if I'm not serving in my own precinct?***

If you want to vote in any election and are not serving in your home precinct, you will need to vote absentee, either in-person or by mail. It is your responsibility to meet the deadlines. No special exceptions can be made, even for Election Officers.

***Reminder: Smoking is not permitted in any Fairfax County polling place.***

# **Election Participants – Who Does What & Where**

## **All Election Officers**

- Must be registered voters in the Commonwealth of Virginia.
- May not hold elected office nor be the employee or deputy of an elected official.
- Work as a team to ensure the integrity of the election.
- Subscribe to the required Constitutional Oath when accepting appointment.
- Attend a mandatory training class before serving for the first time, and again in the years of a presidential election or whenever new election equipment is introduced.
- Subscribe to the Election Officer Oath on Election Day.
- Accept appointment by the Electoral Board as a Fairfax County Election Officer for a two-year term expiring in even numbered years.
- Refrain from all political activity and partisan behavior on Election Day.
- Treat **all** voters with courtesy and respect, regardless of race, age, gender, sexual orientation, ethnic background or political affiliation.

## **Chief Officer**

- Assumes responsibility for the overall organization and operation of a precinct.
- Attends a mandatory training class prior to each election.
- Is responsible for all ballots, Smartcards, keys, legal documents and other election materials, returning the required documents after the polls close.
- Administers the Election Officer Oath and Election Page Oath.
- Handles the *What If* situations and communicates with the General Registrar to determine a voter's eligibility.

## **Assistant Chief Officer**

- Serves as the Chief Officer if the Chief is unable to fulfill his/her duties.
- Assists the Chief Officer with the overall organization and operation of a precinct.
- Usually does not represent the same political party as the Chief Officer.
- Attends a mandatory training class prior to each election.
- Is responsible for the back-up Smartcard and keys.
- Helps handle the *What If* situations and communicates with the General Registrar to determine a voter's eligibility.

## **Pollbook / Ballot Officers**

- Locate voter's name in the Pollbook (paper or electronic), check identification and verify current address.
- Mark the voter's name (by hand or electronically) in the Pollbook if voter is found eligible.
- Repeat the voter's name and address in an audible voice.
- Provide the voter with a Paper Ballot and privacy folder **or** a Voting Permit card for the Touch Screen machine, as appropriate, and then direct voter to the Voting Officers.
- Refer the voter to the Chief or Assistant Chief for help and to determine the voter's eligibility, i.e., if voter is not found on Pollbook, has applied for an Absentee Ballot, is already marked as having voted, has moved, changed name, needs assistance, wishes to vote outside the polls (curbside) or has a "?", "H", "T", or other code in front of name.
- Provide a replacement paper ballot for a voter who has returned a "spoiled" ballot.
- Certify final Pollbook Count after the polls close.

## ***Voting Officer(s)***

- Manage the lines; direct voters to the privacy booths or Touch Screen machines.
- Provide instructions for paper ballot voters, as needed.
- Direct paper ballot voters who have finished marking their ballot to the line for the Optical Scan machine.
- Inspect machines and booths after each voter has cast his/her ballot. (§ 24.2-638)

### **Touch Screen Officer**

- Activates the Touch Screen machines and assists disabled voters to access the machines.
- Gives voters who have finished voting an “I Voted” sticker; direct them to the exit.

### **Optical Scan Officer**

- Explains to the voters how to insert a paper ballot into the Optical Scan reader.
- Assists with ballots that are rejected by the Optical Scan reader.
- Sends voters who have “spoiled” their ballots to the Check In table to obtain a replacement.
- Gives voters who have finished voting an “I Voted” sticker; direct them to the exit.

## ***Election Pages***

- Are High School students who assist Election Officers and voters inside the precinct.
- Serve an assigned shift under the direction of the Chief Officer.
- Subscribe to the Election Page Oath on Election Day.
- May not assist with Pollbooks or operate voting machines; they may observe.
- May assist voters with disabilities to safely enter and exit the polling place.

## ***Rovers***

- Act as “Super Chiefs” in supporting the Election Officers in several precincts.
- Carry extra supplies and paper ballots to precincts on their routes on Election Day.
- Assist, within their abilities, with minor machine problems and difficult situations.
- Serve ‘on call’ to assist Office of Elections staff with pre-election material preparation, equipment servicing and staff support.

## ***Voting Machine Technicians***

- Are Rovers, Fairfax County DIT personnel or vendor technicians with county identification.
- May provide extra machines and supplies for emergencies.
- Provide phone support in Call Center and/or field support for the precincts, assisting with machine problems, opening and closing machines.

## ***Poll Watchers (inside the polling place)***

- Serve as authorized representatives of parties or independent candidates.
- Must be registered voters of the Commonwealth of Virginia.
- May observe, but not interfere with, the orderly conduct of the election.
- May not campaign or display campaign materials in the polling places.
- May not assist with Pollbooks or operate voting machines.
- May not assist or advise voters, nor wear any indication that they are authorized to do so.

## **Candidates**

- May vote at his/her polling place like any other voter.
- May visit or observe in any polling place for up to 10 minutes.
- May serve as a Poll Watcher before and/or after the polls are in operation.
- May not campaign or display campaign materials inside the polling places.

## **Campaign Workers and Others (outside the polling place)**

- May campaign and/or hand out literature outside the 40-ft Prohibited Area.
- May not hinder or delay a voter entering or leaving the polling place.
- Additional information is located on [page 8](#).

## **News Media – Print, Radio, TV**

- May visit and film or photograph inside a polling place...*with the permission of the Chief and if they do not disrupt voting.*
- May not film a voter if the voter asks that he/she not be filmed.
- May not film Pollbooks or a voter's ballot.
- May only conduct interviews outside the 40-ft Prohibited Area of the polling place.

## **Exit Pollsters**

- Represent news services or other organizations.
- May interview voters outside the 40-ft Prohibited Area, with the voter's permission.

## **The Fairfax County Electoral Board**

- Consists of three members appointed by the judges of the Circuit Court for staggered three-year terms. The majority on the board represents the party of the Governor.
- Appoints the General Registrar and establishes local policies.
- Ascertains the official results of each election.
- Meets to determine whether provisional ballots are entitled to be counted.
- May visit polling places on Election Day.

## **The General Registrar**

- Is appointed by the local Electoral Board for a four-year term.
- Maintains voter registration records and street files.
- Notifies voters of changes in their election districts, precincts or polling place.
- Verifies the accuracy of the Pollbooks provided for each election.

## **State Board of Elections**

- Consists of three members appointed by the Governor for four-year terms. The majority on the board represents the party of the Governor.
- Coordinates the work of the local Electoral Boards and General Registrars.
- Provides training for local Electoral Board members and General Registrars.
- Establishes policies and procedures to ensure uniformity in the conduct of elections throughout the Commonwealth.

## ***Registered Voters***

- Must be United States citizens.
- Must be residents of the Commonwealth of Virginia.
- Must be 18 years old by the day of the general election in November.
- May not claim the right to vote in any other state.
- May not be currently declared incompetent by a court of law.
- If a convicted felon, must have had the right to vote restored.
- Are entitled to vote a secret ballot.
- Must show acceptable identification before voting.
- If disabled, may request assistance from an Election Officer or another person.
- If disabled or 65 or older, may request a curbside (outside the polls) ballot.
- May be accompanied at the voting booth by a child who is age 15 or younger.

\* \* \* \* \*

## ***Campaign regulations concerning The Prohibited Area:***

***The expanse within 40 feet from any entrance to the polling place building. (§ 24.2-604)***

### ***Inside the Prohibited Area, while the polls are open...***

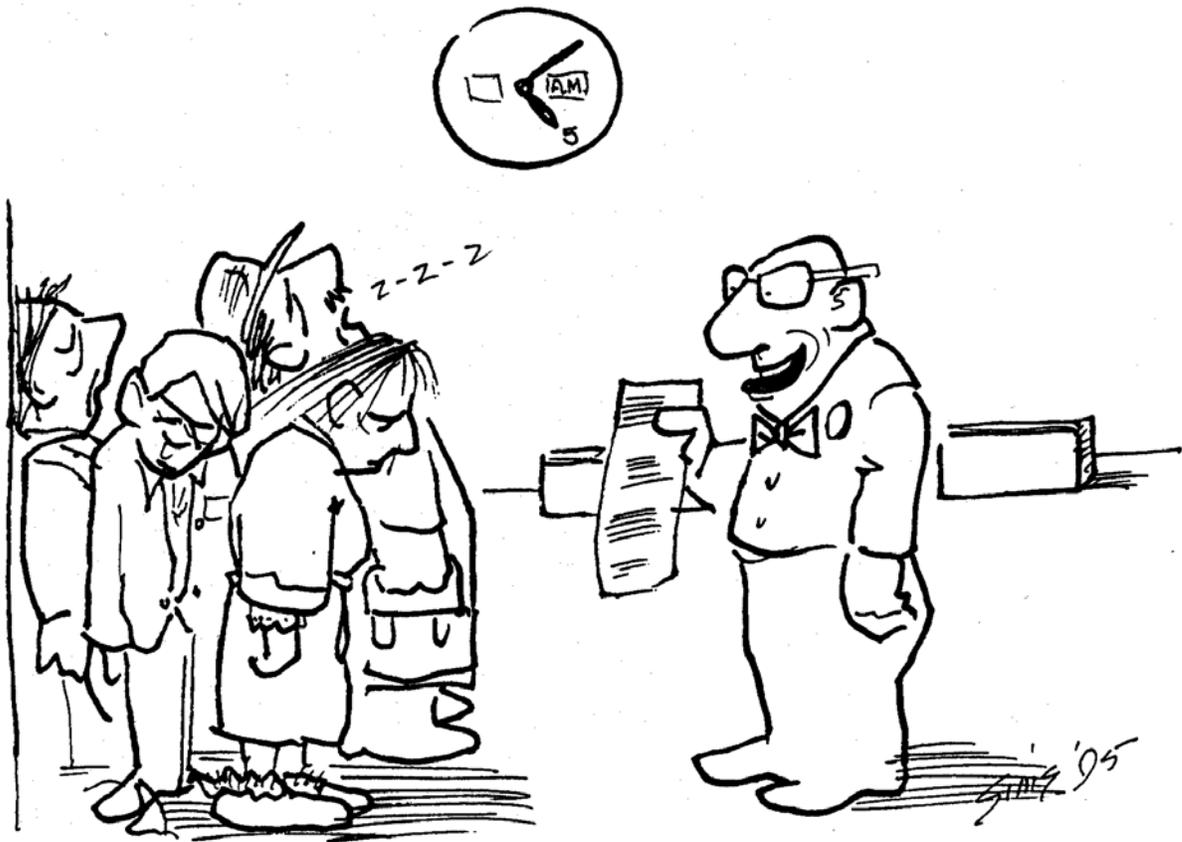
- It is unlawful to loiter or congregate.
- It is unlawful to give, tender, or exhibit any ballot, ticket or other campaign material.
- It is unlawful to solicit.
- It is unlawful to attempt to influence a person in casting his vote.
- It is unlawful to hinder or delay a qualified voter in entering or leaving the polling place.
- It is unlawful to hinder or delay any officer of election.
- It is unlawful to impede the orderly conduct of the election.
- **Poll watchers, observers and authorized visitors may not offer assistance to voters or wear any indication (badge/button) that they are authorized to assist voters inside the polling place or within 40 feet of any entrance to the polling place.**
- **HOWEVER**, as of 2009, it is lawful for voters to wear apparel, stickers or buttons with political slogans or candidate names inside the polling place when they come to vote.

### ***Outside the Prohibited Area...***

- It is unlawful to hinder, intimidate or interfere with any qualified voter so as to prevent the voter from casting a secret ballot. (§ 24.2-607)
- No person shall conduct himself in a noisy or riotous manner at or about the polls so as to disturb the election or insult or abuse an officer of election. (§ 24.2-607)
- Loud speakers cannot be used within 300 feet of the polling place. (§ 24.2-605)
- Citizens and organizations are entitled to exercise their right to free speech by campaigning, distributing flyers, conducting petition drives, exit polling, soliciting funds, etc., **as long as they do not hinder voters or disrupt the election.**
- Participants in these activities may not park in spaces reserved for voters.
- Participants in these activities must remove their tables, signs, flyers and trash from the polling place property immediately after the polls close.

WELCOME

# ELECTION OFFICERS



"GOOD MORNING! I SINCERELY HOPE YOU ELECTION OFFICERS ARE AS EXCITED AS I AM ABOUT THIS ELECTION!"

## **II. Election Day Procedures**

### **BEFORE THE POLLS OPEN - ALL OFFICERS ARRIVE NO LATER THAN 5:00 a.m.**

At the direction of the Chief, all officers will...

- Take the Election Officer Oath and sign the Oath form.
- Review emergency and safety procedures.
- Arrange tables, chairs, machines, supplies, etc.
- Post signs and required notices inside and outside the polling location.
- Place necessary materials or equipment on Check In table(s).
- Assist in opening and certifying voting machines under the direction of the Chief or Assistant Chief.  
[Reference Videos of the Electronic Pollbook, Touch Screen and Optical Scan Voting Machines are available at <http://www.fairfaxcounty.gov/elections/working.htm>.]
- Sign the compensation sheet.
- Prepare a "break" area for food and coffee away from the public and voting equipment.

To best serve the voters, all Election Officers should be familiar with the candidates and issues on a ballot. This is particularly true when there are several screens for making selections on a Touch Screen machine. The Election Officer must be able to answer the voter's questions without seeing the screen that the voter is talking about.

### **AT 6:00 a.m. – Chief announces THE POLLS ARE OPEN**

#### ***Polls MUST open at 6:00 a.m. (§ 24.2-603)***

*Election Officers as Voters:* Except for those officers working *out-of-precinct*, Election Officers may vote any time during the day, but NOT before 6:00 a.m., nor if there are long lines of voters waiting. Don't forget to vote before the polls close! Election Officers who are voting must follow the correct procedures, including showing identification.

*\*Note: Election Officers who are serving out-of precinct may vote in advance by absentee ballot. Select reason #4A on the absentee application.*

### **WHILE THE POLLS ARE OPEN**

The Chief Officer will assign Election Officers to work at the Check In Tables, or to monitor the privacy booths and voting machines. Job assignments will be rotated during the day.

ALL unusual problems or questions should be referred to the Chief or Assistant Chief.

Election Officers must follow proper procedures at all times and may not comment on candidates or issues, current or general, among themselves or with a voter.

When an Election Officer needs a short break, inform the Chief so that another officer can be moved to cover that responsibility. Neither Pollbooks nor voting machines may be left unsupervised at any time while the polls are open.

No matter the officer's assignment, all officers must remain vigilant to ensure that voters' privacy is maintained, that voters with special needs are properly served, and that no voter leaves the polling location without completing their vote after they have checked in.

**Special Situations during the day:**

- Children 15 years old or younger may accompany a voter at the booth. For safety, caution voters with small children to keep them away from the booth to prevent it from toppling over.
- Voters who are not familiar with the machines should be instructed using the demonstration posters, available in both English and Spanish.
- Provide chairs and assistance for seniors and voters with disabilities. Magnifiers are also available to assist visually-impaired voters.
- Voters requiring assistance may bring a designated representative to the booth after signing a Voter Assistance Form. (The Chief will handle this.)
- A voter may not have a spouse, adult child (age 16 or older) or another voter at the booth with him/her unless the Voter Assistance Form has already been completed.
- A person with a "Power of Attorney" may not vote for another person, unless the voter requests assistance and completes the *Voter Assistance Form*. (§ 24.2-123)

**A FLEEING VOTER is a serious matter. The State Board of Elections has issued a policy and procedure to deal with this situation. Directives for the Touch Screen or Optical Scan systems are on pages 16 and 17.**

**The Chief or Assistant Chief will take charge of the following situations:**

- Opening and Closing of the voting machines.
- Machine malfunctions.
- Resolving all issues from the SBE *What Ifs*.
- Voters who wish to vote curbside.
- Poll watchers and/or candidate representatives.
- Visits from candidates or press.

\* \* \* \* \*

**Reminder to All Election Officers: Be Alert!** Contact the Chief immediately if you notice any suspicious behavior, or if unknown person(s) are loitering in the polling place. Voting Machine Security is everyone's responsibility.

**TO STEAL OR TAMPER WITH VOTING EQUIPMENT IS BREAKING THE LAW**

**Per Code of Virginia, Election Laws:**

**§ 24.2-1009. Stealing or tampering with ballot containers, voting or registration equipment, software, records or documents.**

Any person who (i) steals or willfully, fraudulently, or wrongfully tampers with any part of any ballot container, voting or registration equipment, records, or documents, which are used in any way within the registration or election process, (ii) steals or willfully, fraudulently, or wrongfully tampers with the software used to prepare and operate voting equipment or the software or hardware used to collect and disseminate election returns, (iii) steals or willfully, fraudulently, or wrongfully tampers with an electronic activation device or electronic data storage medium of the type used to

prepare, operate or back-up electronic voting equipment, (iv) willfully, fraudulently, or wrongfully intercepts, alters or disrupts the electronic transmission of election returns or the posting of returns on the Internet, (v) fraudulently makes any entry, deletion, or alteration to any item listed in (i), or (vi) aids, abets, or permits any other person to violate the provisions of clauses (i) through (v), shall be guilty of a **Class 5 felony**.

(Code 1950, §§ 24-318, 24-404; 1952, c. 4; 1970, c. 462, §§ 24.1-273, 24.1-275; 1981, c. 425; 1991, c. 710; 1993, c. 641; 2003, c. 1015; 2004, cc. 993, 1010.)

### **§ 24.2-1010. Unauthorized possession or duplication of voting equipment key or electronic activation device.**

Any unauthorized person found in possession of any voting equipment key or electronic activation device of the type used to prepare or operate voting equipment or any unauthorized person who duplicates a voting equipment key or electronic activation device shall be guilty of a **Class 1 misdemeanor**.

(Code 1950, § 24-318; 1970, c. 462, § 24.1-275; 1991, c. 710; 1993, c. 641; 2004, cc. 993, 1010.)

\* \* \* \* \*

### **Election Officers must**

» » **Be vigilant.** Watch for voters who are...

- Carrying coffee, food or other items that could damage a machine.
- Not disabled, but taking an extra-long time to vote.
- Making a lot of unusual motions while standing at the machine.
- Taking unusual items out of their pockets, e.g., camera, pocket knife, tools.
- Accompanied by small children. Don't let the children pull or hang on the booth.
- Are impatient. They may leave the polling place without completing voting.

» » **Keep the Smartcard for Touch Screen machine (on black *wristband*) in hand or on your wrist at all times.** If you leave the polling room or rotate jobs, leave the band with the officer replacing you on the machine.

» » **If you are working the Optical Scan machine, never leave it unattended.**  
**Keep an eye on any extra Ballot Boxes that are nearby but not in use.**

» » **If asked**, reassure voters that the Office of Elections staff, county IT security team and vendor programmers have taken precautions to ensure that the data/software on all machines is secure. **Refer any voter questions or press inquiries** about machine software, security, etc., to the General Registrar (703) 222-0776 or the Office of Elections (703) 324-4735.

» » **Important: Alert the Chief of anyone claiming to be a technician before allowing him/her access to a voting machine. All Rovers, Electoral Board staff and technicians will have a Fairfax County photo identification badge. If any doubt, call the Office of Elections.**

» » **If there are any voting machine problems, take machine out of service.**

- First see if the machine can be rebooted...[page 21](#).
- If not, the Chief or Assistant Chief must contact the Call Center Hotline for assistance.
- The Chief always must document the details of the problem in Chief's Notes.
  - Serial number of machine; public counter and protective counter numbers.
  - Who – Voter/EO using/activating the machine.
  - What – type of problem, error message, what was observed?
  - When – Status of machine...before or during ballot activation or voting.
- The Chief or Assistant Chief will escort the technician to the machine on arrival.

## **At the Check In Table - the Pollbook Officer(s) and /or Ballot Officer will ...**

### **Ask each voter for Full Legal Name and check Identification (§ 24.2-643).**

*\*Note: New Virginia Voter Identification requirements were adopted in July 2012 and are currently pending Department of Justice approval. Use the current law as provided in precinct on Election Day.*

For most elections and most voters, acceptable ID's (see Exception below) include:

- Virginia Voter Registration Card.
- Valid Virginia Driver's License.
- Social Security Card.
- Any identification card issued by the government (federal, state or local.)
- Valid employee identification card with the voter's photograph that is issued by the voter's employer in the ordinary course of business.
- Valid Student identification card issued by a Virginia institute of higher learning
- Concealed handgun permit.
- Current utility bill, bank statement or government check that shows name and address (within 30 days.)

*\*Note: A voter who is in the Pollbook but is not able to show an acceptable form of identification will be offered a Provisional ballot. The voter must see the Chief to fill out the appropriate Provisional envelope and ballot.*

**HAVA Voter - Exception:** In a Federal Election (electing candidates for President, US Senate and/or US House of Representatives), if a voter has a "H" or "HA" by their name in the Pollbook, they are required to show one of these specific forms of identification the first time they vote:

- Valid Virginia Driver's License
- Virginia Voter Registration Card
- Any photo-identification card issued by the government (federal, state or local)
- Valid employee photo-identification that is issued by the voter's employer
- Government document or check – federal, state or local – with the voter's name and address
- Utility bill, bank statement or paycheck stub with voter's name and address

*\*Note: A HAVA voter without an acceptable form of identification must see the Chief and vote a Provisional Ballot.*

## **THE VOTER WILL BE CHECKED IN ON A PAPER POLLBOOK OR AN ELECTRONIC POLLBOOK...**

**NOTE: Once a voter is checked in and has received a paper ballot or Voting Permit card the voter must remain in the room, in sight of the Election Officers, until the ballot is cast. (§ 24.2-643)**

### ***Paper Pollbook***

- Locate voter's name in the Pollbook.

LINE	ENTER CONSECUTIVE VOTER NUMBER	**	*	NAME	ID NUMBER	BIRTH YEAR	G E N	SD --- SW	TOWN CODE	P C T	RESIDENCE ADDRESS / MAILING ADDRESS / ZIP C
1				JONES ALBERTA RANDALL	917167523	1929	F				7953 Janna Lee Av
2			?	JONES ANDREA MARIE	613005439	1974	F				7110 Mint Pl Apt 20
3		AB		JONES ANDRIAN JEAN	610274358	1989	F				7809 Belford Dr Apt
4				JONES BEVERLY JR.	306020534	1927	M				3115 Clayborne Av

- Confirm that the voter has not voted and has no restrictive codes in the columns to the left of the name. (If there is such a problem, contact the Chief.)
- Ask voter for current residence address. It must match what is in the Pollbook.

⇒ If name is found and address information is correct, the voter is qualified . . .

- Repeat voter's name and address in an audible voice so Poll Watchers can hear.
- Mark off the next consecutive number on the Pollbook Count Sheet.

X <sup>1</sup>	X <sup>2</sup>	X <sup>3</sup>	X <sup>4</sup>	X	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30

- Enter the Count Number in the appropriate place in the Pollbook.

LINE	ENTER CONSECUTIVE VOTER NUMBER	**	*	NAME	ID NUMBER	BIRTH YEAR	G E N	SD --- SW	TOWN CODE	P C T	RESIDENCE ADDRESS / MAILING ADDRESS / ZIP C
1				JONES ALBERTA RANDALL	917167523	1929	F				7953 Janna Lee Av
2			?	JONES ANDREA MARIE	613005439	1974	F				7110 Mint Pl Apt 20
3		AB		JONES ANDRIAN JEAN	610274358	1989	F				7809 Belford Dr Apt
	5			JONES BEVERLY JR.	306020534	1927	M				3115 Clayborne Av

- Give voter a Paper Ballot and Privacy Folder or a Voting Permit card – based on his/her choice of how to vote.
- Direct voter to the line for the Privacy Booths or Touch Screen machines.

⇒ If voter is not found, has moved or changed name, has applied for an absentee ballot, is already marked as having voted, needs assistance, wishes to vote outside the polls (curbside), or has some code designation in the starred columns . . .

**\*\*The Chief must resolve this voter's need before the voter is certified!!**

LINE	ENTER CONSECUTIVE VOTER NUMBER	**	*	NAME	ID NUMBER	BIRTH YEAR	G E N	SD --- SW	TOWN CODE	P C T	RESIDENCE ADDRESS / MAILING ADDRESS / ZIP C
1				JONES ALBERTA RANDALL	917167523	1929	F				7953 Janna Lee Av
2			?	JONES ANDREA MARIE	613005439	1974	F				7110 Mint Pl Apt 20
3				JONES ANDRIAN JEAN	610274358	1989	F				7809 Belford Dr Apt
4				JONES BEVERLY JR.	306020534	1927	M				3115 Clayborne Av

- Ask the voter to step out of line, so other voters are not delayed. Any special codes or information next to the voter's name in the Pollbook MUST be resolved by the Chief before the voter can be certified to vote [except if it is an "H" or "HA" and the voter showed the required form of identification].
  - The Chief will contact the Registrar if necessary to determine voter's eligibility and/or to complete the necessary paperwork/forms.
- ⇒ **When this voter is found to be qualified to vote . . .**
- Chief will direct the voter to the front of the line or will provide a curbside machine or ballot for the voter, as applicable.
  - Chief will indicate to the Pollbook Officer that the book should be marked with the next count number and an "OP" (outside precinct) or "S" (signed statement) as applicable.
- ⇒ **If voter is at the wrong precinct or is not qualified to vote . . .**
- *As instructed by the Registrar's Office*, Chief will direct voter to the proper precinct or issue a Provisional Ballot and/or explain voter qualifications and provide voter with a Voter Registration Form.

## Electronic Pollbook

The same steps to find and confirm a voter's eligibility to vote in a Paper Pollbook are used when searching for a voter in an Electronic Pollbook, except that it is done electronically – a quick and easy process. Each computer contains the voter registration data for all of Fairfax County which also enables you to redirect voters to their correct polling place.

After seeing the voter's correct form of Identification, the Election Officer enters the voter's name. The search screen immediately displays rows of voters with that criteria and includes essential information for finding the exact voter to check in. When you select a voter, you will see the necessary details for that voter and then be able to check the voter in to vote.

Refer to the separate *Electronic Pollbook* manual for more details.

**NOTE: Voters who have checked in and received a paper ballot or Voting Permit card must remain in the room, in sight of the Election Officers until their ballot is cast. This is a matter of election security. (§ 24.2-643)**

## Voting Officers will ...

Manage the lines by directing voters to the privacy booths or the Touch Screen machine, as appropriate.

- If necessary, remind voters that drinks and food are not permitted near the machines.
- Monitor the voting areas to assist voters who have questions.
- Ask the Chief or Assistant Chief to provide a "Voter Assistance Form" when needed.
- After each voter, inspect screen/booth for campaign literature/stickers or other personal items that were left behind. This is mandated by Code... (§ 24.2-638).
- Discard any campaign material that is found.

## For Touch Screen voters, the machine officer will

- Collect the Voting Permit card from the voter.

- Activate the machine by inserting the **BALLOT CARD** (black wrist-band) in the slot. Election officers should stand to the side of the booth so that the voter can see what is happening. (Detailed instructions on working this machine are on [pages 19-22.](#))
- Remember to select the ballot style and/or format (normal or zoom), then touch **Activate**.
- For blind or visually impaired voters use the audio headset on the voting machine on a table and provide a chair for the voter. The Chief or Assistant Chief will direct this voter.
- Stand away from booth so the voter's privacy is protected. Instruct the voter, if he/she has not used the machine before. See the video at <http://www.fairfaxcounty.gov/elections/winvote equip.htm> - Touch Screen Voting Machine Demonstration.
- Know what the ballot says, and where. All Election Officers must be able to guide the voter through the voting steps without seeing what is on the screen.
- When finished, give the voter an "I Voted" sticker. Thank him/her for voting as they depart.
- Check that the public counter number on the screen has advanced properly.
- As needed, wipe finger prints off screen using pre-moistened cleaning tissues provided.

***FLEEING VOTER! If a voter leaves without casting his/her ballot...***

Immediately try to catch the voter before he/she leaves. Make sure another Election Officer is watching the machine when you walk away from it.

If you can't catch the voter, immediately get the Chief or Assistant Chief.

The machine cannot be used until the ballot is cleared.

**YOU CANNOT CAST THE VOTER'S BALLOT!**

The State Board of Elections has issued a policy and procedure to deal with voters who have left without completing or casting their ballot on the machines. The Chief needs to make note of such events in the Chief's Notes and on the SOR, Parts C and F.

**For paper ballot voters...**

(Detailed instructions on [pages 22-23](#) or watch the video at <http://www.fairfaxcounty.gov/elections/winvote equip.htm> - Optical Scan Voting Machine Demonstration.)

- Direct voter to an open privacy booth. If all are occupied and the voter doesn't wish to wait, you may provide a clipboard and a pen for the voter to mark the ballot.
- If necessary, instruct the voter to carefully fill in the oval to the left of his/her choices.
- Instruct voters who have finished marking their ballot to place their voted ballot into the Privacy Folder and take the ballot to the Optical Scan reader.
- **If the voter has spoiled the ballot**, send him/her back to the Ballot Officer to obtain a replacement ballot.

**Optical Scan Officer will ...**

- Respectfully, from a slight distance, observe the voter as the ballot is inserted into the Optical Scan machine for tabulation.
- Instruct any voter that is unsure about how to insert the ballot into the OS machine.

- The ballot should stick out of the Privacy Folder about 2 inches, preferably with the back side facing up. Note that the ballot can be fed into the machine either face up or face down, head first or feet first.
- The ballot should not be forced into the reader – allow the reader to “grab” it.
- Watch to see that the TOT COUNT number advanced on the LCD display.
- Give voter “I Voted” sticker. Thank him/her for voting.
- See that extra Privacy Folders, pens and clipboards are returned to the Check In Table.
- **If the machine jams or kicks the ballot back out...**
  - Ask the voter to read the error message on the LCD screen with you.
    - If “**COUNTED BALLOT JAM**” message appears – This ballot has been scanned and will probably be found stuck between the back of the machine and the Ballot Entry Slot on the Ballot Box.
      - Ask the Chief to unlock the Retaining Door on the Ballot Box.
      - Slide the OS machine forward without unplugging the AC cord.
      - Without looking at the ballot, slide the ballot through the Ballot Entry Slot and allow it to drop in the bin. Push the machine back into place.
      - Close and relock the Retaining Door on the Ballot Box.
    - If a different message appears, see chart on [page 24](#) for options.
    - If voter needs to try again,
      - Have the voter re-insert the ballot into the Privacy Folder smoothing the edge of the ballot and/or trying another orientation (the other side on top or the other end).
      - Carefully re-insert the ballot into the machine.
  - If ballot is rejected a second time, read the message on the LCD display with the voter and make a note of it. Send the voter back to the Check In table with this information to obtain a replacement ballot.
- About every 200 voters (watch LCD numbers) give the ballot box a couple of good shakes to allow the ballots inside to settle to the bottom.
  - When approximately 1800 ballots are in the box, inform the Chief so he/she can prepare to switch the full box to an empty one. Note: When the ballot box is at capacity the ballots will begin jamming.
- **If a replacement ballot is required...**
  - The voter must return the spoiled ballot to the Ballot Officer in order to obtain a replacement ballot. Do not let the voter tear the ballot into pieces.
  - For privacy, the voter fills in all blank ovals on ballot to mask their selections.
  - “SPOILED” must be written across the face of the spoiled ballot by the Ballot Officer in the presence of the voter (§24.2-645).
  - These ballots are placed in the Spoiled Ballot Envelope (#4.) Make a tick mark on the front of Envelope #4 to keep track of the number of ballots that are placed in the envelope over the course of the day.
  - When providing a replacement ballot, as applicable to the situation...
    - clarify the voter’s understanding of how to fill in the ovals on the ballot and how many selections can be made in each race; or

- provide options: (1) try again on another paper ballot; (2) use the Touch Screen machine; or (3) get assistance in casting your vote (complete a Voter Assistance form).

Remember: **NO VOTER MAY LEAVE THE VOTING LOCATION WITH A PAPER BALLOT IN HAND!** It is a Class 1 misdemeanor - § 24.2-1011. **This is another type of FLEEING VOTER!**

Be observant. Try to catch a voter who appears to be leaving without putting the ballot through the scanner. Notify the Chief if a ballot is left in a voting booth and you were unable to catch the voter. The abandoned ballot must be voided and returned in Envelope #4. The Chief reports the incident on the SOR.

**AT 6:45 p.m. – Chief announces THE POLLS WILL CLOSE IN 15 MINUTES**

Remind campaign workers to remove any signs, flyers and trash from the polling place property as soon as the polls are closed. This is not a responsibility of the Election Officers.

**CLOSE POLLS AT 7:00 p.m. OR AFTER ALL VOTERS IN LINE AT 7:00 p.m. HAVE VOTED**

Caution: Although you are tired and anxious to get home, the closing process cannot be rushed. The Pollbooks, Pollbook Count Sheets, Results Tapes, Printed Return Sheet and Statement of Results (SOR) are the legal documents that certify the Election in your precinct. The Chief and Assistant Chief are simply following their mandated instructions to get all documents signed and sealed so they can be turned in to the Clerk of the Court.

**After the polls close and UNDER THE DIRECTION OF THE CHIEF . . .**

***All officers will assist in preparing returns and cleaning up.***

- Pollbook Officer on either electronic or paper Pollbook enters last number and signs the corresponding Pollbook Count certification sheet.
- If voted paper ballots were stored in the Auxiliary Ballot Bin of the Ballot Box, two officers will process them.
- Record machine Protective Counter and Public Counter numbers from the Touch Screen machines and the Public Counter (TOT COUNT) from the Optical Scan machine onto Envelope #7C.
- Print Results Tapes on voting machines.
- Close and seal machines; record seal numbers; return machines to the Precinct Cart.
- Chief and Assistant Chief enter appropriate data on two copies of the SOR, cut apart machine tapes and attach them to completed SOR – following specific instructions in Precinct Procedures notebook.
- Meanwhile Election Officers ...
  - Take down and remove tape from all signs and notices.
  - Pack up signs, supplies and replace in the big Blue Bag.
  - Clean up the area; remove trash, coffee pot, etc.
- SIGN... There are four places all Election Officers must sign at the end of the night!
  - All Election Officers sign both sets of the completed SOR. (#1 & 2)
  - All Election Officers sign completed yellow PRINTED RETURN SHEET. (#3)

- All Election Officers sign the seals on Envelope and Box(es) #3, Counted Paper Ballots #4.
- Chief and Assistant Chief prepare, seal and sign all Return Envelopes.
- Help the Chief carry everything to the car.

***Now you can go home!***

### **III. Fairfax County Voting Machine Systems**

#### **Touch Screen Voting Machines**

Every polling place will be equipped with an appropriate number of **Touch Screen** machines. These machines, also known as direct recording electronic (DRE) machines, have been used in Fairfax County since 2003.

The WINvote™ unit is a Touch Screen voting machine about the size of a large lap-top computer. It is designed to provide voters with special needs the ability to cast their votes unassisted. This light-weight machine may also be carried outside the polling place for curbside voters. Each machine is also equipped to use an audio headset that enables voters with visual impairments to cast a secret ballot without assistance.



#### **Equipment and Terminology:**

**SMARTCARD** – Electronic Activation Device is a small plastic card (the size of a standard credit card) that contains a microchip to communicate with the Touch Screen machine.

- The **LOCATION Smartcard** is primarily used during the opening and closing procedures. The Chief and Assistant Chief Officers are responsible for the **LOCATION Smartcard** and **Keys** that are on a **red wristband**.
- The **BALLOT Smartcards** are used to activate a machine for each voter while the polls are open. The Election Officers who operate the voting machines are responsible for the **BALLOT Smartcards** that are on the **black wristbands**. One card is provided for each machine, but the **BALLOT Smartcards** may be used on any Touch Screen machine.

**For security, all Smartcards must be kept in hand or locked up at all times!**

**BOOTH / CASE** – the black storage case that is used for securing and transporting the Touch Screen unit becomes a privacy / voting booth when assembled on Election Day.

#### **Setting up the Touch Screen Machines**

These machines will be delivered to your polling place in the same secure Precinct Cart as the Optical Scan machine. The Chief or Assistant Chief will verify the machine numbers and seal numbers with the pre-recorded numbers on Envelope #7C.

A training video on the set-up and operation of these machines can be found at <http://www.fairfaxcounty.gov/elections/working.htm>.

Working in pairs –

- Place case/booth flat on a table, logo side up, handle in front.
- Release latches on front of case, raise lid/top and unfold soft privacy side panels.
- Unsnap the black panels securing aluminum legs in top inside of case and remove the legs. Note: One or more machines may be placed on table(s) without using the legs to allow the elderly and disabled voters to vote while seated.
- Close the black panels and case. Secure case latches. Turn case over [upside down].
- Extend legs and insert, at a slight angle, one end of legs into the holes in bottom of booth; twist to secure tightly (legs are angled/slanted outward).
- Stand booth upright, open lid/top and unfold soft privacy side panels.
- Secure the sides by inserting corners into slots in upper corners of booth back.
- Plug power cord (thick cord) into left side of booth, then into wall outlet. Check that green light on the outside of booth comes on. (Units may be daisy-chained together if necessary.) The green light next to the plug indicates that wall outlet is “live.”
- Extend handle on back of the voting machine to prop it up in the booth.
- Check that the short cord is plugged into the transformer “brick”, and the “L” connector is plugged into the round port on top of the unit. Check for a green light on the brick.
- The Battery Charge/Low light on front of unit will begin blinking red/orange and become a steady green when the battery is fully charged. If this light is steady red, the machine is operating on battery. (Check that all cords are plugged in correctly, inside and outside the booth.) If this light is flashing green, the battery is not charging. (Unplug from wall socket and plug in again. Battery light should then start blinking red/orange.)

### Opening the Touch Screen machines

- The Chief and Assistant Chief are then responsible for preparing the machines for voting, and processing the opening paperwork. Provide assistance as requested with Chief or Assistant Chief reading instructions.

### For the voter –

#### Activate the ballot on the Touch Screen machines when voter is ready to vote

- After collecting the Voting Permit card from the voter, insert the BALLOT Smartcard on the *black wristband* into the card reader’s slot with the gold icon facing the top of the machine.
- Remove the BALLOT Smartcard when the red light turns green. Election Officers should stand to the side of the booth so that the voter can see what is happening.
- Direct the voter’s attention to the precinct name and number on the screen to confirm they will get the correct ballot. Also, if applicable, select the correct primary (Democrat or Republican) or the correct state Senate, Delegate or US Congressional District, if there is more than one in your precinct.
- Select ‘Normal’, or ‘Zoom’ format at the bottom of the screen, and then touch ‘**ACTIVATE**’ to load the ballot. Remember that it reverts to the last selected format for the next voter until changed again. When needed, the Chief or Assistant Chief will direct visually impaired voters in the use of the ‘Audio’ format.
- The **voter will select** the option of an English or Spanish ballot. Once that choice is made, all further screens will appear in the chosen language.

- At bottom of the next screen, draw the voter's attention to the blue *button*. **VOTERS ONLY** are to push it to initiate their voting process. They finish only after then push the RED 'Vote' button and the machine says 'Thank you'.
- Stand away from booth so the voter's privacy is protected.
- Give the voter an "I Voted" sticker. Thank him/her for voting as they depart.
- Check that the public counter number on the screen has advanced properly.
- As needed, wipe finger prints off screen using pre-moistened cleaning tissues provided.

### "How to vote" - general instructions for Touch Screen machines

(See the video at <http://www.fairfaxcounty.gov/elections/winvote equip.htm> - Touch Screen Voting Machine Demonstration.)

- When the ballot is loaded, direct voter's attention to the blue button which the **VOTER** touches when ready to start.
- Voter should make selections with a medium to light touch. It is not necessary to press hard on the screen. A simple gentle touch is usually sufficient to make a choice.
- A selection may be changed by touching it again (de-selecting your choice) and touching a new selection.
- A voter may do a *Write-in* vote, when allowed, using the alphabet touch screen. Follow the directions/options on the screen.
- Remind voter that ballot may consist of more than one screen.
- To progress from one screen to the next, there is a **NEXT** button at bottom of each screen.
- Summary Screen (second chance voting): The Summary Screen gives the voter the opportunity to review his/her selections before casting the ballot. Note: a flashing block indicates that no selection was made, or additional selections may be made. The voter may tap any box to return to the ballot to change or enter/add a selection. (No voter is required to make a selection for every race.)
- A **RETURN TO SUMMARY** button will appear at the bottom of the ballot screen to enable voter to review vote selections again.
- Remind the voter to touch the large, red, flashing **VOTE** button, after reviewing the Summary Screen, in order to cast his/her vote, and to wait until the **THANK YOU** screen confirms that the vote was recorded.

### Canceling a Ballot (before the VOTE button is pushed)

A ballot may be cancelled, before the vote is cast. This can be done by any Election Officer on the machine, i.e. if you need to change a ballot style. [Canceling a ballot for a FLEEING VOTER should be done under direction from the Chief.] Re-insert the **BALLOT Smartcard**. After a few seconds, the screen will ask you to confirm that you want to cancel the ballot. **(YES)** The public counter and protective counter numbers will **not** advance and **no** selections will be recorded. You then reactivate the machine, change the ballot style, and step back so the voter can vote.

**Remember:** Once the ballot has been cast (i.e., the **VOTE** button is touched) the voter is finished and may not "try again" or change his/her selections. If a voter leaves without completing or casting his/her ballot, try to call the voter back. If the voter is gone, get the Chief or Assistant Chief. You may NOT cast the ballot for a voter who left without doing so. It must be canceled.

### Re-booting a Touch Screen machine

On rare occasions, the voting machine (like any computer) may freeze or lock-up during voting or during the start-up process. Alert the Chief or Assistant Chief to reboot the problem machine. If a

voter has not completed voting when the machine freezes, allow the voter to start again using another machine. No votes will be lost since the machine automatically goes into a “Hibernate” or “suspend” mode when it turns off and has to be restarted/rebooted.

### Closing the Touch Screen machines

The Chief and Assistant Chief are responsible for coordinating the Tallying procedures. After all units have shut down, the Chief will close and lock the printer covers.

Election Officers should then step in and assist with closing booths and securing machines.

- Unplug power cord from wall and booth.
- Tip voting unit forward and slide handle over and down into the back so it will lie flat in booth. Ensure the transformer “brick” is firmly attached to the velcro strip on the booth and the “L” connector is plugged into the unit.
- Release and fold in the soft privacy side screens, close the top/lid, and secure the latches. Turn the unit over.
- Remove booth legs, extend and fold them. Reopen the case and secure the legs in the back of booth’s lid. Close and re-latch the case.
- Secure the machines with a red numbered seal. The Chief or Assistant Chief will record the seal number on the SORs and Envelope #7C.
- Place all cords in the canvas bag and put machines and bags in the Precinct Cart.

The specific procedures for Election Officers in monitoring these machines during the day can be found on [pages 15 and 16](#).

\* \* \* \* \*

## **Optical Scan Machines**

The Optical Scan (AccuVote™) machine system consists of an **Optical Scan machine** on top of a **Ballot Box** that collects the voted paper ballots. It has successfully been used in Fairfax County since 1996 for Absentee Voting, and has been used in all county polling places beginning in November 2008.



Voters mark their paper ballots by filling in the oval to the left of the candidate and/or issue response of their choice. The voter has the opportunity to review his or her final selections before

placing the voted ballot into the Optical Scan machine. The machine is easy for voters to use. It has reduced waiting lines in the precinct as it accepts and records a voted ballot in seconds.

The Optical Scan machine becomes an integral part of the Ballot Box on Election Day, and all compartments are locked. At the end of Election Day, *write-in ballots* are removed from the secondary voted ballot bin and manually tallied.

### **Opening the Optical Scan Machine**

The machine will be delivered to your polling place in the secure Precinct Cart. The Chief and Assistant Chief will verify the machine number with the 7C Envelope, and are responsible for all opening procedures. Election Officers can provide help as requested.

A training video on the set-up and operation of OS Machine can be found at <http://www.fairfaxcounty.gov/elections/working.htm>.

The specific procedures for Election Officers in monitoring these machines during the day can be found on [pages 16 and 17](#).

### **“How to vote” - general instructions for the Optical Scan Machine**

(See the video at [http://www.fairfaxcounty.gov/elections/winvote\\_equip.htm](http://www.fairfaxcounty.gov/elections/winvote_equip.htm) - Optical Scan Voting Machine Demonstration)

- Indicate your selection by completely filling in the appropriate oval.
- Use the pen that is provided.  
*Note: red pens, red markers and highlighters will not scan properly on these machines.*
- Once the ballot is marked, place it into the Privacy Folder with about 2 inches of the narrow end extending from the top.
- Take it to the voting machine for processing.
  - Place the exposed edge of the ballot into the feed slot on the voting machine.
  - Hold the Privacy Folder at the opposite end, so the ballot is not tightly gripped.
  - The ballot will automatically slide into the Optical Scan machine for scanning.
- Return the empty Privacy Folder where designated or to an Election Officer.

### **Ballots that are rejected by the Optical Scan Machine**

There are descriptors on the chart on [page 24](#) of the common problems that might cause the machine to kick back the ballot being processed. Most of these situations can be resolved by re-feeding the ballot into the machine. If the ballot is damaged or marked in error, the voter can return the SPOILED ballot to the Ballot Table and get a new one.

### **Closing the Optical Scan Machine**

The Chief and Assistant Chief are responsible for these procedures. Election Officers may be asked to help. Follow all directions carefully, especially if asked to empty the ballot bins or to help tally the unprocessed ballots.

## Appendix

### Optical Scan Machine Problem Messages and Solutions

Message Text	Explanation	Action to Take
<b>BALLOT NOT READ PLEASE REINSERT</b>	The ballot has been returned because the unit could not read the ballot.	Re-feed the ballot into the OS machine. If it doesn't read after several tries, send voter back to Ballot Table for a new ballot.
<b>BLANK VOTED CARD SEE OFFICIAL</b>	The unit has detected that the ballot has been left blank by the voter.	Explain what this means to the voter. If this is what the voter wants, get Chief to over-ride the problem. The voter can go back and mark choices if so desired.
<b>COUNTED BALLOT JAMMED IN READER</b>	A ballot that has been counted is caught in the unit.	Chief will handle this – Remove the ballot. Do NOT rescan it. Insert it by hand into the Ballot Entry slot behind the OS machine.
<b>INVALID MARK RACE # XXX</b>	The ballot has an unclear mark for the candidate selected in the specified race. OR The voter may have an extraneous mark on the ballot, other than a voting selection.	Have the voter look at the ballot and see if the mark can be clarified. Do not have the voter try to erase the mark. Try inserting the ballot into the machine again. If rejected once more, send the voter to get a new ballot.
<b>JAM CLEARED</b>	The OS machine is saying that a jam has been cleared and is ready to accept ballots.	You can start using the OS machine again.
<b>OVERVOTED RACE RACE # XXX</b>	A ballot that has overvoted race(s) has been detected and returned.	Instruct the voter that apparently too many selections were made for one of the races. The voter can return the SPOILED ballot and get a new one. OR The Chief can over-ride this problem.
<b>**POWER FAIL**</b>	The OS machine has lost AC power. It is running on battery!!	Check connections at the wall and on the back of the machine. Make sure the machine is solidly plugged in.
<b>RETURNED BALLOT</b>	A ballot was not properly read and has been returned.	Re-feed the ballot into the OS machine. Turn it around if needed. If rejected once more, send the voter back to get a new one.
<b>UNCOUNTED BALLOT JAMMED IN READER</b>	A ballot that has not been counted is stuck in the machine.	Remove the jammed ballot and attempt to re-insert it. Turn it around if needed. If rejected once more, send the voter back to get a new one.
<b>UNDEFINED MARK RACE #XXX</b>	A ballot with oval filled with a mark that covers less than 15% of the oval has been returned.	Have the voter look at the ballot and see if the indicated mark can be darkened more. Try inserting it into the machine again. If rejected once more, send the voter back to get a new one.
For other error messages or questions, find the Chief or Assistant for help in resolving them.		

#### **IV. Electronic Pollbook System**

Electronic Pollbooks are being re-introduced across Fairfax County to provide a fast, accurate record of the voters coming to the precinct for voting. The system is called the Advocate™ Precinct Control Center (PCC) by its manufacturer, Data Card Corporation of Minnesota. The computer-based system enables the Election (Pollbook) Officer to confirm a voter's eligibility and to show that they checked in to vote. If a voter is in the wrong location within Fairfax County, it identifies the name of the precinct where the voter is registered to vote. All information contained in its records is strictly confidential!

#### **V. Glossary of Common Election Terms**

**AskED™:** An electronic PDA device used in Fairfax County polling places on Election Day. It contains the list of all registered voters in the county so an Election Officer can ascertain if a voter is registered and determine that voter's proper polling location with minimal disruption to the operation of a voting location.

##### **Ballots –**

**Ballot:** An official paper or electronic document listing the candidates and/or issues for the current election. A ballot is marked (manually or electronically) and cast by the voter on the Optical Scan (paper) or Touch Screen (electronic) voting machine for tallying on Election Day.

**Absentee Ballot (AB/A):** A paper ballot that is provided to voters who, for a valid reason, cannot get to the polling location on Election Day. This ballot is applied for in advance and must be returned, by mail or in person, to the Office of Elections by the close of the polls on Election Day. In Fairfax County, voters can also vote Absentee In-Person, usually on a Touch Screen machine, at special locations during a set time period in advance of Election Day. A list of these voters is provided to each precinct on Election Day, and their names are marked off on the Pollbook as having already voted.

**Blank Ballot:** The voter has made no indication of choices on the ballot. This ballot will be accepted on the Touch Screen machines; however, a warning is given to the voter that he/she is about to cast a blank ballot. A blank ballot will be kicked back on the Optical Scan machine, and the voter will have the option of marking the selections they desire or of voting a blank ballot.

**Cancelled Ballot:** This is another term for a "Voided Ballot" in the Optical Scan system. This also refers to a vote that is not completed on a Touch Screen machine because the voter left without touching the VOTE button.

**Federal Ballot (F/FEO):** A ballot used for certain voters who were registered in Virginia before moving overseas. These voters can vote a special ballot only in Federal elections, usually by Absentee Ballot. See the *What Ifs*.

**Presidential Only (PRES ONLY):** A ballot used for voters who were registered in a Virginia precinct but who have moved out of state less than 30 days before a presidential election. The voter will be able to vote only for President in that election. See *What Ifs* for when to use.

**Provisional Ballot:** A paper ballot, with its attendant certifying paperwork, that is completed by voters whose eligibility to vote cannot be confirmed through the Registrar's Office. It is submitted

in the Green envelopes and returned to the Office of Elections in Envelope #1A or #1B for evaluation by the Electoral Board the following day.

**Spoiled Ballot:** A paper ballot that has been marked by the voter but cannot be processed in the OS machine because of extra marks, creases, etc. The voter should be given a replacement ballot to make his/her voting selections. Spoiled Ballots are returned in Envelope #4.

**Voided Ballot:** A paper ballot not processed in the Optical Scan machine because the Fleeing Voter left the polling location without casting it. Voided Ballots are accounted for on the SOR and returned in Envelope #4.

**Ballot Box:** A secure storage box/area for paper ballots that have been cast through the OS machine. It also secures paper ballots that will need to be processed after the polls close or need to be conveyed to the Office of Elections for later evaluation (Provisional Ballots).

**(Big) Blue Bag:** A large (blue) bag of supplies (signs, forms, etc.) that is provided to each polling place for use on Election Day. It arrives in the Precinct Cart and is returned by the Chief to the Government Center at the end of the day.

**Canvass:** The process, overseen by the county Electoral Board, in which the voting tallies from the county precincts are opened and checked. This meeting is held the day after the election. By ascertaining the correctness of the reported votes, the Electoral Board then certifies the vote count for each candidate or issue on the ballot. These become the official results and are reported to the State Board of Elections for final certification at that level.

**Close Report:** The machine-produced report that confirms, by candidate and issue, the tally of votes that were cast on that machine for the day's election. One report is run on each voting machine... the Unit Close Report. A second report is run on the Master Touch Screen Machine as the Location Close Report.

**Ender Card:** The card-stock sheet that is coded to close the polls at the end of Election Day on an Optical Scan machine.

**Fleeing Voter:** A voter who leaves the polling place without casting a ballot, either by pushing the rec Vote button on the Touch Screen machine or by inserting the paper ballot into the Optical Scanner for reading. The Chief must be notified of this situation immediately when it happens in order to keep a record of these numbers for completing the SOR at the end of the evening.

**40-Foot Prohibited Area:** The distance *outside* the polling location doors beyond which campaigning and other political activities are allowed to take place. No one may congregate, loiter or campaign inside the prohibited area.

**HAVA...Help America Vote Act (2002):** The national law mandating that all states upgrade voting machines, registration and election procedures to enable all qualified Americans to access their right to vote.

**Location:** The term used to describe the group of Touch Screen machines that are being used within a precinct. A LOCATION SMARTCARD controls the operation of all the machines in the polling place.

**Open Report (Zero Count Report):** The machine-produced report that confirms, by candidate and issue, that no vote has been cast on that machine before the polls open for each election. One report is run on each voting machine...the Unit Open Report. A second report is run on the Master Touch Screen machine as the Location Open Report.

**Optical Scan (OS) machines:** This voting system is comprised of a paper ballot that is fed through an optical scanner to read the voter's selections. The "read" ballots are deposited into large Ballot Boxes. Fairfax County uses the **AccuVote™** Optical Scan machines.

**Overvote:** An indication that the voter has made more selections than allowed in a particular race or referendum. The Optical Scan machine will reject a ballot with an overvote.

**Outside the Polls (OP, voting Curbside):** A voter who is 65 or older or disabled may request to vote outside the polls (curbside). After being certified to vote, at the direction of the Chief Officer, a paper ballot or voting machine is taken outside for the voter to cast his/her ballot.

**Page:** The high school government student who is volunteering in the polling place on Election Day. Under the direction of the Chief, this individual can help with the general needs of the voters and Election Officers. These students cannot provide support on the Pollbooks or the voting machines.

**Pollbook:** A computer-generated, electronic or paper listing of the names and other required data of the voters who are registered in a particular precinct. The Pollbook is the official record of those who voted. The paper version is often divided alphabetically for use in elections.

**Pollbook Count Form (PCF):** This number grid is used in conjunction with a paper Pollbook to keep track of the number of voters who have passed through a Check In table in a polling location.

**Polling Location:** The building in which voting takes place on Election Day.

**Poll Watchers:** Also known as **Authorized Representatives**. These individuals are workers for a candidate or political party who are approved to observe the operation of the election from inside the polling location. Their activities are governed by the *Virginia Election Laws*.

**Precinct:** The actual territory/area that is designated as an election district within the county. This term is sometimes used interchangeably with "polling location".

**Precinct Cart:** A metal cart on wheels that is delivered to each precinct. It contains the voting machines, the cardboard voting booths, signs, Big Blue Bag and other supplies for Election Day.

**Privacy Folder:** A manila folder that is used to cover the selections made by the voter until the ballot can be inserted into the Optical Scan voting machine.

**Protective Counter Number:** The number count on Touch Screen machines indicating how many times the machine has been voted on since it was first put in operation.

**Public Counter Number:** The number count on each voting machine that indicates how many voters have voted on the machine that day. (Called **TOT COUNT** on the Optical Scan machine.)

**Recount:** The process by which a defeated candidate in a close race may request that the results of his/her election be re-tallied to ensure that no mistakes were made.

**Statement of Results (SOR):** The certification paperwork that is prepared within each voting location to reconcile and report that precinct's vote count for a particular election.

**Touch Screen Voting Machine:** This is a WINvote™ voting system, also known as a Direct Recording Electronic (DRE) system. It is a self-contained unit that operates like a computer and is activated by the Election Officer with a Smartcard.

**Undervote:** An indication that the voter has made fewer selections than allowed in a particular race. Neither Touch Screen nor Optical Scan machine will reject a ballot with an undervote.

**Unit:** The term used to describe a single Touch Screen or Optical Scan voting machine.

**Voter Card:** A voter information card mailed to each registered voter. It shows the voter's polling location and details the voter's federal, state, and local representation. It is accepted as a valid voter ID on Election Day.

**Voting Permit card:** The colored card with the county seal that is given at Check In to a voter who wishes to use the Touch Screen voting machine. The card is presented to an Election Officer when the voter is given access to the voting machine.

**What If:** The "Quick Reference Guide" of explanations provided by the State Board of Elections to answer problem situations that might arise during the day in the polling place.