

ELECTRONIC POLLBOOKS - POLICY FOR USE BY POLITICAL COMMITTEES

Office of Elections

County of Fairfax, Virginia



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GENERAL INFORMATION

The Fairfax County Electoral Board will permit the political parties and their various district committees to use the Office of Elections' Electronic Pollbooks (EPBs) for the purpose of conducting their party caucuses or nominating events, with the following limitations:

- Requests must be received at least 3 weeks (15 business days) prior to the event. Reasonable notice will be given in the event a special election is called.
- Event location(s) must be within Fairfax County or Fairfax City.
- A maximum of 27 EPBs may be requested per date.
- EPBs may only be used as stand-alone look-up devices or as networked check-in stations.
- Committees may request that an assistant registrar be available in the Office of Elections to verify registration information during the event.
- The political committee will pay the cost for data preparation, onsite supervision, assistant registrar availability and creating a post-election report. A cost estimate will be provided after the User Request Form has been received.
- If multiple requests are received for the same date, the requests will be considered in the order received.
- All EPB requests are subject to the availability of equipment and staff when election preparations are underway.

OFFICE OF ELECTIONS RESPONSIBILITIES:

The Office of Elections will provide the following:

- Transportation of EPBs to and from the event. No overnight storage will be permitted.
- All EPB laptops with their required peripherals, including a mouse, mouse pad, USB thumb drive, surge protector, network cable and network hub, as needed. Sufficient back-up equipment will also be provided.
- EPB data preparation, including downloading registration lists from the Virginia Election and Voter Registration Information System (VERIS.) Note that the EPB data is encrypted and that the social security number and birth day and month will be removed from voter records. No paper lists will be printed or provided.
- One or more onsite supervisors, depending upon the duration and expected attendance for the event, beginning approximately one hour before the event for set-up and remaining until conclusion.
- If requested, one or more assistant registrars in the Office to verify registration information.
- If requested, a post-event report of voters checked-in will be provided in PDF or Excel formats.

COMMITTEE RESPONSIBILITIES

The political committee requesting EPBs is responsible for the following:

- Completing and submitting the User Request Form 3 weeks (15 business days) prior to the event and providing the ballot information, i.e., header information, candidates, order of candidates, etc.
- Signing a Memorandum of Agreement as required by the County Attorney.
- Determining the method of voting and the rules for the event.
- Making all arrangements with the school/facility, including tables, chairs, extension cords, etc.
- Providing a sufficient number of Office of Elections trained Election Officers to operate the EPBs.
- Paying the cost for EPB usage within 30 days of receiving the invoice.