

VOTING EQUIPMENT USAGE - 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 rent the Office of Elections' DS200 Digital Scanners and the ExpressVote accessible ballot marking devices 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 18 DS200s and 18 ExpressVotes may be requested per date.
- 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, transportation, 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 voting equipment 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:

- A draft ballot and machine test to be approved by the committee representative(s).
- A PDF file of the ballot artwork for the committee's printer¹. After the party receives ballots from their printer, another test will be run to verify the printed ballot are able to be scanned correctly.
- Transportation of equipment to and from each location(s.) No overnight storage will be permitted.
- All machines with their required peripherals, including power strips and extension cords.
- 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.
- One or more copies of the zero report and results tape, as requested.

COMMITTEE RESPONSIBILITIES

The political committee requesting the voting equipment 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.
- Approving the draft ballot and witnessing the testing of the voting equipment.
- Making arrangements with a ballot printer and paying the cost for the printed ballots.
- Providing a sufficient number of Office of Elections trained Election Officers to operate the voting equipment.
- Paying the cost for the voting equipment usage within 30 days of receiving the invoice.

¹ The Office of Elections strongly recommends that an ES&S certified printer be used to print ballots.
Electoral Board Adoption_041615