



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

Electoral Board

Hon. Katherine K. Hanley
Chairman

Jeffrey K. Shapiro
Vice Chairman

**Amb. (ret.)
Christopher P. Henzel**
Secretary

Eric L. Spicer
General Registrar and
Director of Elections

ELECTORAL BOARD MEETING

Date: Wednesday, June 21, 2023

Time: 10:00 a.m.

Location: Conference Room 251

AGENDA

- I. Call to Order, Introduction of the Board, and Welcome
- II. Instructions for the Canvass of the Primary Elections
- III. Provisional Ballot Meeting – 12:00 p.m. (Subject to Call of the Chair)
Conference Room 8
- IV. Recess/Adjourn

Voter Services
Phone: 703-222-0776
Fax: 703-324-2205
TTY: 711 (Virginia Relay)
Email: voting@fairfaxcounty.gov

Election Administration
Phone: 703-324-4735
Fax: 703-324-4706
TTY: 711 (Virginia Relay)
Email: elect@fairfaxcounty.gov

Fairfax County Office of Elections
12000 Government Center Parkway
Suite 323
Fairfax, Virginia 22035
www.fairfaxcounty.gov/elections



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(Reconvened) ELECTORAL BOARD MEETING

Date: Saturday, June 24, 2023
Time: 12:00 p.m.
Location: Conference Room 315/319

AGENDA

- I. Call to Order
- II. Projected Timeline for Completion of Canvass
 - 12:00 p.m. CAP Canvass
 - 12:00 p.m. Adjudication of Provisional Ballots
 - 2:00 p.m. Extraction of Qualified Provisional Ballots
 - 3:00 p.m. Scanning of Qualified Provisional Ballots
 - 4:00 p.m. Pack and Seal Counted Ballots
 - 5:00 p.m. Prepare Provisional Statement of Results
 - 6:00 p.m. Preparation and Signing of Abstracts
- III. Recess/Adjourn

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CANVASS CHECKLIST (election day precincts)

Precinct:

Fairfax County – Democratic Primary – Jun 20, 2023

Canvass Team
(full names):

Canvass Procedures	Okay	Not Okay
<p>1. Documents:</p> <p>a. Verify these documents have been returned.</p> <ul style="list-style-type: none"><input type="checkbox"/> Statement of Results A<input type="checkbox"/> Statement of Results B<input type="checkbox"/> Election Officer Oath<input type="checkbox"/> Chief's Notes<input type="checkbox"/> Compensation Sheet<input type="checkbox"/> Machine Certification Form<input type="checkbox"/> Ballot Receipt<input type="checkbox"/> Ballot Worksheet<input type="checkbox"/> Voter Count Worksheet		
<p>2. DS200 Tapes:</p> <p>a. Verify all tapes returned from <u>each</u> DS200. Only if needed, detach and re-arrange tapes.</p> <p>b. If any tapes are missing, ask for and check Envelope #2A.</p> <p><u>SOR – A (original):</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Closing: Ballot Status Accounting Report<input type="checkbox"/> Closing: Voting Results Report<input type="checkbox"/> Closing: Voting Results Report<input type="checkbox"/> Opening: Configuration Report<input type="checkbox"/> Opening: Ballot Status Accounting Report<input type="checkbox"/> Opening: Zero Totals Report <p><u>SOR – B (copy):</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Closing: Voting Results Report<input type="checkbox"/> Closing: Write-In Report<input type="checkbox"/> Opening: Zero Totals Report		
<p>3. ERM Reports:</p> <p>a. Verify <u>total ballots cast</u> on ERM report matches DS200 voting results report(s).</p> <p>b. Verify <u>candidate votes</u> on ERM report match DS200 voting results report(s).</p>		
<p>4. SORs:</p> <p>a. Verify all sections of SOR are completed. Make corrections in RED.</p> <p>b. In Part 3, if there are any hand-counted ballots, <u>notify staff immediately.</u></p> <p>c. In Part 4, if no explanation was attempted, <u>notify staff. The officers must be called in.</u></p> <p>d. Verify Part 1 equals Part 3. If not, review numbers and make corrections or notes in red.</p> <p>e. Verify Part 5 equals Part 6. If not, review numbers and make corrections or notes in red. (Are there any obvious mistakes in Part 6? Numbers in Part 7 may help to cross-check.)</p> <p>f. Verify all entries on SOR A (original) and SOR B (copy) are identical.</p>		
<p>5. Signatures:</p> <p>a. Verify all officers signed Oath.</p> <p>b. Verify all officers signed SOR A (except officers that left early, like Collector Officers).</p> <p>c. Verify all officers signed SOR B (except officers that left early, like Collector Officers).</p>		

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

What to do at the beginning of the day

- Print opening tapes from each DS200.
- Have two officers sign all three zero totals reports on opening tapes.

What to do at the end of the day

- Record check-in and curbside numbers from Poll Pads in Parts 1 + 2.
- Print closing tapes from each DS200.
- Have two officers sign all three voting results reports on closing tapes.
- Fill out every section of SOR A and SOR B.
- Staple appropriate tapes to this page – see right column.
- Fold bottom of tape to fit on SOR.

1 Voters checked in

From each Poll Pad's home screen, review the top tan banner for the number of voters checked in. If there is an EDR number, add it to the number of voters checked in. For example, if it says "Check-ins: 99 (EDR: 1)", that is actually $99 + 1 = 100$ voters.

Number of voters checked in on Poll Pad #1	
Number of voters checked in on Poll Pad #2	+
Number of voters checked in on Poll Pad #3	+
Number of voters checked in on Poll Pad #4	+
Number of voters checked in on Poll Pad #5	+
Total number of voters checked in	=

2**Curbside voters**

On any Poll Pad, open Menu, then Summary Report.

Total number of curbside check-ins	
------------------------------------	--

3**Ballots cast**

Using the Ballot Status Accounting Report from each DS200's closing tape, record the number of ballots cast ("Public Count").

Number of ballots cast on DS200 #1	
Number of ballots cast on DS200 #2	+
Number of ballots counted by hand because they could not be scanned (<i>usually 0</i>)	+
Total number of ballots cast	=

4

Does the number of voters checked in (box 1) match the number of ballots cast (box 3)?

___ Yes ___ No, because...

- An election officer did not properly check in some voters (write details below):
- We had fleeing voters leave without casting their ballot (write details below):
- Other (write details below):



Staple DS200 tapes here
(with first item on top)

CLOSING TAPE

- Ballot Status Accounting Report
- Voting Results Report (with 2 signatures)

OPENING TAPE

- Configuration Report
- Ballot Status Accounting Report
- Zero Totals Report (with 2 signatures)



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

Fairfax County – Democratic Primary – Jun 20, 2023

5 Standard Ballots Issued

Number of ballots received in cart before election day

0Number of ballots received from Rover on election day (*usually 0*)**+****Total number of ballots issued****=****6 Standard Ballots Used and Unused**

"Total Standard Ballot Sheets" from all DS200 Ballot Status Accounting Report(s)

Number of hand-counted ballots (*usually 0*)**+**

Number of spoiled ballots in #4 envelope

+

Number of voided ballots in #4 envelope

+

Number of provisional ballots in all #1A and #1B envelopes

+Number of unopened ballot packs, multiplied by 200 (*e.g. 5 packs x 200 = 1,000*)**+**

Number of unused ballots remaining in the last pack(s) you opened

+**Total number of ballots used and unused****=****7 Other Ballots**

"Total ExpressVote Cards" from all DS200 Ballot Status Accounting Report(s)

Number of surrendered absentee ballots in #4 envelope

Number of absentee ballot envelopes collected from drop box

Check the box and explain if any of the following are true.

- There were more or less than 200 ballots in one or more of the packs (write details below)
- ___ ExpressVote cards were spoiled, voided, or used for provisional voters (write details below)

8 Collect signatures to certify

We hereby certify that the two copies of the Statement of Results are a complete record of this election and all information entered here is true and correct.

1	Chief	Name:	X
2	Asst. Chief	Name:	X
3	EO	Name:	X
4	EO	Name:	X
5	EO	Name:	X
6	EO	Name:	X
7	EO	Name:	X
8	EO	Name:	X
9	EO	Name:	X
10	EO	Name:	X
11	EO	Name:	X
12	EO	Name:	X

COMPLETE BOTH SIDES →



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To: Rachel Sizemore Heizer, Chairman
Members, Fairfax County School Board

From: Hon. Katherine K. Hanley, Chairman
Jeffrey K. Shapiro, Vice Chairman
Amb. (ret.) Christopher P. Henzel, Secretary

Date: June 26, 2023

Re: Request to Revise 2023-2024 School Calendar to
Accommodate the March 5, 2024, Presidential Primary Election

Fairfax County Public Schools is an invaluable partner with the Office of Elections, helping to provide the citizens of Fairfax County with safe, accessible, and secure places to vote. Thank you to all the many FCPS employees who go above and beyond their duties to assist us in the conduct of elections.

On March 5, 2024, both political parties will hold a presidential primary in Virginia. The newly adopted 2023-2024 school calendar reflects a regular school day on that date. By contrast, in 2016 and 2020, schools were closed for the presidential primary.

There are 265 polling places in Fairfax County of which 167 are in school facilities with 123 of these in elementary schools. To accommodate multiple pieces of electronic voting equipment, tables with separate chairs designated for ballot distribution and ballot marking, election staff, voters with disabilities and older voters, polling activities should be in either the gym or cafeteria, or in a space that provides at least 1500 square feet of unobstructed space. Within these buildings, the voting room must also support electronic communications. There is often little flexibility to move the voting room within the schools from the gym or cafeteria, locations that are in use when school is in session.

Parking for teachers, school staff, buses, voters, election officers, and poll watchers will present a serious issue at the elementary schools. By law, voter parking, including curbside, must be provided. Parking will be at a premium as these groups compete for available parking.

FCPS employs excellent security measures to keep our children safe. Visitors are required to ring for admittance and sign in. This procedure is not possible on Election Day. Voters legally must have unhindered access to their polling place.

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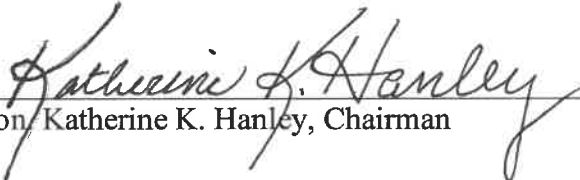
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On March 1, 2016, a dual-party presidential primary was held, and approximately 260,000 people voted on primary day. On March 3, 2020, a single-party presidential primary was held, and approximately 230,000 people voted on primary day. Since a dual-party presidential will be held on March 5, 2024, we expect at least 260,000 voters, although with the increased size of the electorate and interest in elections, the number may well be higher than 260,000.

Given these considerations, we respectfully request that the 2023-2024 school calendar year be revised to close schools on March 5, 2024, to accommodate the safe and efficient administration of the 2024 presidential primary election.

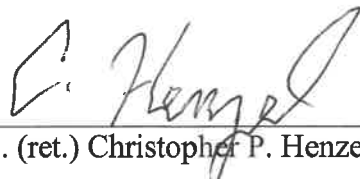
Sincerely,



Hon. Katherine K. Hanley, Chairman



Jeffrey K. Shapiro, Vice Chairman



Amb. (ret.) Christopher P. Henzel, Secretary

cc: Jeffrey C. McKay, Chairman, Fairfax County Board of Supervisors
Members, Fairfax County Board of Supervisors