



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

PUBLIC MEETING

ELECTORAL BOARD MEETING

Date: Wednesday, November 8, 2023, subject to recess and reconvening

Time: 10:00 a.m.

Location: Conference Rooms 251 and 364

AGENDA

- I. Call to Order, Introduction of the Board, and Welcome
- II. Appointment of Additional Electoral Board Representatives
- III. Instructions for the Canvass of the General and Special Elections and the Write-in Transcription Process
- IV. Provisional Ballot Meeting – 12:00 p.m. (Subject to Call of the Chair) Conference Room 8
- V. Tentative Timeline for Completion of the Canvass - **Updated November 9, 2023, 11:00 a.m.**
 - 9:00 a.m., Thursday, November 9 – Complete precinct canvass and write-in transcription, Conference Room 251, Suite 364
 - 9:30 a.m. – Hand count of ballots unable to be digitally scanned, Suite 339
 - 10:00 a.m., Sunday, November 12 – Provisional ballot adjudication; write-in transcription for absentee by mail ballots, Election Day drop-box ballots, and hand-counted ballots, Conference Rooms 315, 319
 - 6:00 p.m., Monday, November 13- Write-in transcription for absentee ballots received by 12:00 noon, Conference Rooms 315, 319

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

- 8:00 a.m., Tuesday, November 14 - CAP canvass, preparation of Write-in Certifications, completion of Abstracts, Conference Rooms 315, 319

VI. Closed Session for the following reasons – **Updated November 9, 2023, 3:30 p.m.**

- Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Va. Code § 2.23711(8); and
- Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, pursuant to Va. Code § 2.2-3711(A)(7).

VII. Adjourn/Recess

CANVASS CHECKLIST (election day precincts)

Precinct: «PRECINCT»

Fairfax County – General Election – Nov 7, 2023

Canvass Team
(full names):

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Canvass Procedures	Okay	Not Okay		
<p>1. Documents:</p> <p>a. Verify these documents have been returned.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <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 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Compensation Sheet <input type="checkbox"/> Machine Certification Form <input type="checkbox"/> Ballot Receipt <input type="checkbox"/> Voter Count Worksheet </td> </tr> </table>	<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"/> Voter Count Worksheet		
<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"/> 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> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>SOR – A (original):</u></p> <input type="checkbox"/> Closing: Ballot Status Accounting 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 </td> <td style="width: 50%; vertical-align: top;"> <p><u>SOR – B (copy):</u></p> <input type="checkbox"/> Closing: Voting Results Report <input type="checkbox"/> Closing: Write-In Report <input type="checkbox"/> Opening: Zero Totals Report </td> </tr> </table>	<p><u>SOR – A (original):</u></p> <input type="checkbox"/> Closing: Ballot Status Accounting 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> <input type="checkbox"/> Closing: Voting Results Report <input type="checkbox"/> Closing: Write-In Report <input type="checkbox"/> Opening: Zero Totals Report		
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<p>3. ERM Reports:</p> <p>a. Verify <u>candidate votes</u> on ERM report match DS200 voting results report(s). If available, you may use the Results Worksheet to help check vote totals.</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</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

CANVASS CHECKLIST (early voting satellites)

Precinct: «SAT_SHORTNAME»

Fairfax County – General Election – Nov 7, 2023

Canvass Team
(full names):

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Canvass Procedures	Okay	Not Okay
<p>1. 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> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p><u>SOR – A (original):</u></p> <p><input type="checkbox"/> Closing: Ballot Status Accounting Report</p> <p><input type="checkbox"/> Closing: Voting Results Report</p> <p><input type="checkbox"/> Opening: Configuration Report</p> <p><input type="checkbox"/> Opening: Ballot Status Accounting Report</p> <p><input type="checkbox"/> Opening: Zero Totals Report</p> </div> <div style="width: 45%;"> <p><u>SOR – B (copy):</u></p> <p><input type="checkbox"/> Closing: Voting Results Report</p> <p><input type="checkbox"/> Closing: Write-In Report</p> <p><input type="checkbox"/> Opening: Zero Totals Report</p> </div> </div>		
<p>2. ERM Reports:</p> <p>a. Verify <u>candidate votes</u> on ERM report match DS200 voting results report(s).</p>		
<p>3. 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</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>		

Review forms and signatures	Document returned?	Document completed?	Document fully signed?
4. Daily Reconciliation Worksheet – 2 signatures, one form per day			<i>n/a</i>
5. Machine Certification Form – 2 signatures			
6. Daily DS200 Log			
7. Daily BOD Oaths – all officers sign (Chief signs 3 times)			
8. Oath – all officers sign (Chief signs twice)			
9. SOR A – 2 officers sign			
10. SOR B – 2 officers sign			
11. SOR A tapes – 2 signatures on Zero Report & Voting Results Report		<i>n/a</i>	
12. SOR B tapes – 2 signatures on Zero Report & Voting Results Report		<i>n/a</i>	

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