NEW CHIEF
JUN 2019

GUIDING PRINCIPLES

- **Integrity**
  We will uphold the highest standards in the conduct of the election.

- **Neutrality**
  We will treat all voters in a fair and unbiased manner.

- **Accuracy**
  We will strive for perfection in every part of the election process.

- **Transparency**
  Nothing we do is secret except the voter’s ballot.

THE BASICS

REVIEWING THE BASICS YOU NEED TO BE A NEW CHIEF

- Acceptable IDs
- Ballot Types (overvoted, undervoted, etc.)
- Poll Pads & how to check in voters
- DS200s & how to cast ballots

We will assume you are familiar with these topics. Any questions before we move on?

PRE-ELECTION CHIEF TASKS

- **Chiefs and Asst Chiefs:** Attend Chiefs’ Briefing
  Required before each election. You will pick up election materials, Chief’s Notebook, & precinct roster.

- **Chiefs Only:** Contact Election Officers
  Go over basic information. If an officer is no longer able to serve, let us know ASAP!

- **Chiefs Only:** Receive Sheriff’s Envelope
  Sheriffs will drop off an envelope at the Chief’s home the day before the election. You do not have to be present.

CLASS NOTES

- **No food or drinks (even water!) allowed on the table.**
- **Please silence your phones.**
- **Restrooms & water fountains are outside across the hall.**

- **Class Topics:**
  - Basics
  - Non-Routine Voters, Pt. 1
  - Provisional Ballots
  - **SHORT BREAK**
  - Non-Routine Voters, Pt. 2
  - Statement of Results (SOR)
  - Election Day Tips
PRE-ELECTION CHIEF TASKS

Visit your polling place the week before the election:
Meet with custodian, view voting room, locate gray equipment cart.

Setup your voting room the day before the election:
Set up room, tables, chairs, and indoor signs. Do NOT open ballots or voting equipment.

CHIEFS’ NOTEBOOK:
Contains detailed instructions for all election day situations - you don’t need to memorize everything!
You will use this throughout the day.

CHIEF’S TABLE

HAVE THESE IMMEDIATELY AVAILABLE

- **CHIEF’S NOTEBOOK:** Black binder with detailed instructions for all situations you may encounter on election day.
- **CHIEF’S NOTES:** Document significant issues or technical problems in your Chief’s Notes throughout the day.
- **VOTER REFERRAL WORKSHEET:** Use for all non-routine voters referred to the Chief or Assistant Chief.
- **REQUEST FOR ASSISTANCE FORM:** Use for all voters who require assistance within voting booth (e.g. physical disability, needs ballot translated).
- **AFFIRMATION OF ELIGIBILITY:** Use for all voters who appear as inactive in the pollbook.
- **VOTER REGISTRATION FORM:** Use for new voters, voters who need to correct their name, or voters who have moved.

NUMBERED ENVELOPES

- **#1A PROVISIONAL ENVELOPE:** All provisional ballots are individually sealed and stored in this envelope.
- **#2 BLUE POUCH:** Election forms: Oath, SOR, Chiefs’ Notes, etc.
- **#7 ORANGE POUCH:** Small items: keys, seals, iSync drive, etc.
- **#4 SPOILED AND VOIDED BALLOTS:** Spoiled ballot: voter made a mistake and you gave them a new ballot. Voided ballot: voter left without casting ballot.
- **#8 FORMS ENVELOPE:** Voter forms: Completed voter registrations, Affirmations of Eligibility, Requests for Assistance, etc.

NON-Routine VOTERS, PART 1

How to use the What-Ifs - the most confusing part of the Chief's Notebook!
Regular election officers help all ROUTINE voters.

The Chief or Assistant Chief help all NON-Routine voters.

The What-Ifs are a state-issued document.

But we can help explain them so they’re easier to use!

IF VOTER IS NOT IN POLLBOOK...

- If voter’s name has changed or has a typo, simply complete a Voter Registration form.
- Otherwise, call the Office of Elections.
- Always offer voter a provisional ballot.
- But if voter is in wrong precinct, strongly encourage them to go to correct precinct! (Virginia law stipulates you must vote in your registered precinct.)
- What-If: #9
  Form/Action: Provisional
  Can this person vote: Yes

IF VOTER IS MARKED AS ALREADY VOTED

- This is a common mistake if someone checks in John Smith instead of John Smith, Jr.
- Do not edit previous check-in.
- Offer voter provisional ballot.
- What-If: #14
  Form/Action: Provisional
  Can this person vote: Yes
ABSENTEE VOTER

• If the voter has the absentee ballot with them at the precinct...
  • Voter surrenders ballot.
  • Chief voids ballot.
  • Voter may vote normally.
  • What-If: #19
    Form/action: Surrender absentee ballot
    Can this person vote: Yes

• If the voter does NOT have the absentee ballot with them...
  • Offer provisional ballot.
  • After we verify they did not also mail absentee ballot, provisional ballot will be counted.
  • What-If: #19
    Form/action: Provisional
    Can this person vote: Yes

PROVISIONAL BALLOTS

They’re not as confusing as they seem, promise!

PROVISIONAL BALLOTS can’t be counted immediately, but are adjudicated by the Electoral Board within 3 days of the election.
If valid, they WILL count in the final vote totals.

THE 2 KINDS OF PROVISIONAL BALLOTS...

• Voter has no valid ID ➔ lime green envelope
• Not in poll book or other registration issue ➔ regular green envelope
VERY IMPORTANT!

- Both voter and election officer must sign envelope or ballot will **NOT** be counted.
- Envelope is not opened unless counted, so put additional information on **OUTSIDE** of envelope.
- Voter may return to polling place to provide copy of ID to include with provisional envelope. But once someone has voted provisionally, they may **NOT** vote normally later that day.

PROVISIONAL NOTICE:
Offer to each voter so they are aware of their rights and responsibilities.

PROVISIONAL LOG:
Record all provisional voters here.

Number codes are explained at the bottom.

Do not fill out the 2 rightmost columns - those are reserved for the Electoral Board.

PROVISIONAL STEPS

1. Issue the provisional notice to the voter.
2. Ask voter to complete front of provisional envelope.
3. Voter AND Chief must sign envelope to be valid.
4. Enter voter’s information in the Provisional Ballot Log.
5. Issue a ballot to the voter. They should fill it out at the Chief’s Table.
6. Put voted ballot in the small green envelope and seal it.
7. Put ballot envelope in large #1A envelope.

LET’S PRACTICE!

Now let’s practice completing some provisional ballots with the person next to you!

1. Process a No ID provisional ballot.
   **SITUATION:** The only photo identification Johnny Election has with him is a Costco membership card.

   **SITUATION:** Bob Voter is marked as having already voted. He mentions that his son, Bob Voter Jr, lives with him and voted earlier.

(1) PROCESSING NO ID PROVISIONAL

- *Use lime green envelope*
- Chief completes 3 fields: Precinct, signature, today’s date.
- Voter completes all other fields.
- **Do not mark or write anything on the back of the envelope. That is for the Electoral Board!**
(2) PROCESSING REGULAR PROVISIONAL

- Use regular green envelope
- Voter and Chief complete front of envelope in same way.
- Don’t forget to complete back of envelope… select a checkbox and write notes!

Voter appears to have already voted. He mentioned that his son, Bob Voter Jr., voted earlier today. We believe a check-in officer checked in the wrong person at 10:30 AM.

(3) PROVISIONAL BALLOT LOG

- Did you remember to complete your Provisional Ballot Log?
- The number columns are explained at the bottom of the page.
- Do not fill out the 2 rightmost columns - those are for the Electoral Board.

That wasn’t so bad, was it?

Now you’re ready for any provisional ballots in your precinct!

5 MINUTE BREAK
BATHROOMS & WATER FOUNTAINS ARE OUTSIDE AND ACROSS THE HALL

1 MINUTE REMAINING
BATHROOMS & WATER FOUNTAINS ARE OUTSIDE AND ACROSS THE HALL

NON-Routine Voters, Part 2
How to use the What-Ifs - the most confusing part of the Chief’s Notebook!
VOTER HAS MOVED

- You will frequently consult page 5 of the What-Ifs.
- If allowed to vote, voter must go to their registered ("old") precinct.

What-If: #4-7
Form/action: Voter Registration form (to update address)
Can this person vote: It depends! (but in their "old" precinct)

INACTIVE VOTER

- Voters become "inactive" if they move but do not notify or respond to mailings from the Office of Elections.
- Voters may also become "inactive" if they have not voted in 2 consecutive federal elections.

Steps:
- Voter must complete Affirmation of Eligibility form.
- On Poll Pad, mark "Voter Signed Oath" flag.

What-If: #3
Form/action: Affirmation of Eligibility
Can this person vote: Yes

AFFIRMATION OF ELIGIBILITY FORM (PAGE 1):
Voter is inactive or voter is challenged.

For inactive voters, you do not need to complete bottom section of page 1.

VOTER NEEDS ASSISTANCE

- If a voter needs help marking or casting a ballot, they may have someone assist them.
- Almost anyone may assist a voter (except a candidate on the ballot, poll watchers, the voter’s employer, or the voter’s union representative).

Steps:
- Voter & assistant complete Request for Assistance form. (The assistant must always sign the form, no matter their age.)

What-If: #15-16
Form/action: Request for Assistance form
Can this person vote: Yes
**REQUEST FOR ASSISTANCE FORM:**

Voter requires assistance within voting booth (e.g., physical disability, needs ballot translated). Voter and companion must fill out this form.

This form is NOT required for regular curbside voters.

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**CURBSIDE VOTER**

- **Voters who are disabled or 65+ may request to vote outside the polls.**

- **No form is required.**

- But you may want to still take Request for Assistance forms with you outside - many curbside voters need assistance marking their ballot.

- **What-if: #17 Form/action: None required**
  - Can this person vote: Yes!

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**FAIRFAX COUNTY**

Mount Vernon Special Election - 11/09/2018

**VOTER REQUIRES ASSISTANCE:**

Complete Request for Assistance form. Check “Assisted” flag.

**CURBSIDE VOTER:**

No forms necessary. Check “Outside Polls (OP)” flag.

**INACTIVE VOTER:**

Complete Affirmation of Eligibility form. Check “Voter Signed Oath” flag.

**PROVISOAL BALLOTS:**

NEVER check-in on Poll Pad. You will never use “Provisional” flag.

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**STATEMENT OF RESULTS**

- **Steps:**
  - 2 officers go outside to get voter’s photo ID, return inside and check-in voter.

- **Voter has moved**

  - What if a voter moved in January 2018 to a different precinct in Fairfax County (same congressional district)?
    - What if #6: Voter Registration form Can this person vote: In old precinct
  
  - What if a voter moved in January 2018 to another county in Virginia?
    - What if #6: Voter Registration form Can this person vote: No

  - What if a voter moved in April 2019 to Maryland?
    - What if #7: Cancel Registration form Can this person vote: No

- **Voter is inactive**

  - What if a voter is inactive, but did not move?
    - What if #9: Affirmation of Eligibility form Can this person vote: Yes

- **Voter needs assistance**

  - What if a voter asks for assistance voting?
    - What if #15: Request for Assistance form Can this person vote: Yes

  - What if a voter would like to vote curbside?
    - What if #17: No form required Can this person vote: Yes

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**STATEMENT OF RESULTS**

- Complete the Statement of Results (SOR) at the end of the day. It is the record of votes at your precinct.

- **The SOR helps answer basic questions:**
  - How many people were checked in on the Poll Pad?
  - How many votes were cast on a DS200?
  - How many ballots did you use?
  - Who won?
Let’s look at the November 2018 SOR...

**PART A:** Total voters checked in (from Poll Pad Certification Form)

<table>
<thead>
<tr>
<th>Number of Voters</th>
</tr>
</thead>
<tbody>
<tr>
<td>2132</td>
</tr>
</tbody>
</table>

**PART B:** Total ballots cast on DS200 (from DS200 closing tapes)

<table>
<thead>
<tr>
<th>Number of Ballots</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

**PART C:** Explain any discrepancies (it’s OK, mistakes happen!)

**PART D:** How many ballots did you use?

**PART E:** All officers sign the SOR. (Do NOT pre-sign!)

**PART F:** How many votes did each candidate get? (Use numbers from DS200 closing tapes)

**NUMBERS FOR STATEMENT OF RESULTS**

- **Poll Pad Certification:**
  - 2132 voters checked in on Poll Pads
  - **Unused ballots:**
    - 880 printed ballots
    - 85 ExpressVote cardstock
  - **Envelope #1A/#1B:**
    - 8 provisional ballots
  - **Envelope #4:**
    - 5 void ballots from fleeing voters
    - 2 void ballots from absentees surrendered
    - 5 spoiled ballots

Assume all other values are zero.
Let's review a real SOR from a past June primary!
**ELECTION DAY TIPS**

**STAY CALM AND EVERYTHING WILL GO SMOOTHLY!**

**ROOM LAYOUT TIPS:** Process voters in a CIRCULAR pattern so they never cross the path of another voter. If possible, use separate doors for entrance and exit.

Open polls promptly at 6:00 a.m.!

(even if you haven’t finished setting up ExpressVote, putting up signs, or other non-essential tasks)

**ELECTION OFFICER TIPS**

- Assign each officer a number.
  Each officer should sign all documents using the same number.

- During opening and closing, delegate tasks and work in parallel.
  Everyone should be helping.

- Assign officers based on skills and experience.
  Put your best officers on the Poll Pads at 6 AM.

- Rotate officer duties every 2-4 hours.
  (don’t wait for officers to ask!)

- Schedule breaks so only 1 or 2 officers are on break at a time.

**EQUIPMENT TIPS**

- **POLL PADS:**
  - Will stop syncing if more than 30 feet apart
  - Will stop syncing if you leave them on the summary screen

- **DS200s:**
  - Beeping? Ensure power cable is properly seated
  - Open blue flaps or it will jam

- **EXPRESSVOTE**
  - Turn up volume!
POLL WATCHER REMINDERS

• **POLL WATCHERS:**
  Authorized representatives of a party or candidate allowed inside a polling place.
  • They must submit a signed authorization form.
    (They cannot just show you an email on their phone.)
  • They are permitted anywhere inside the polling place.
    (As long as they do not impede on voters or voting equipment.)
  • They may stay during closing, but they cannot leave or communicate until you call in voting results.
    (They cannot use their cell phones!)

SIGNATURE REMINDER

• If any required documents are missing an officer’s signature, we will call the Chief and Assistant Chief to come into the office to sign them within 2 days.
• Better to sign them on election day than to come to our office the next day to sign them!

But do **NOT** have your officers “pre-sign” forms and labels during the day!

CLOSING PROCEDURES TIPS

• All voters inside the polling place at 7:00 PM can vote!
  (Not just the voting room. If they are inside the building and walking to the voting room, they can vote.)
• **DELEGATE!** Anyone can do any task.
• Insert the iSync drive into **ALL** Poll Pads.
• **Call in the results ASAP.**
  Don’t wait until you are done packing.
  (A lot of people want to know who won!)
• **Dismiss election officers only after ALL work is complete.**
• **Chief must drive materials to Government Center.**
  (Your election officers should help pack your car!)

Turn in your quiz to receive credit for attending today’s class!

703-324-4735
ElectionOfficers@fairfaxcounty.gov

OFFICE OF ELECTIONS WEBSITE:
Training videos and PDF guides
http://www.fairfaxcounty.gov/elections/

ELECTION OFFICER PORTAL:
Your availability, assignment, and training
https://www.vote4fairfax.com