OVERVIEW

WORKING HOURS: All election officers serve from 5:00 AM to approximately 9:00 PM (when dismissed by Chief after all work is complete).

You must arrive at the polling place no later than 5:00 a.m. to begin opening procedures. The polling place must be set up and operational by 6:00 a.m., when polls open.

Polls close at 7:00 p.m. If voters are in line at 7:00 p.m., the polls do not close until the last voter in line exits the polling place.

Your work day is not complete until all equipment is shut down and packed, supplies are returned to the appropriate location, and the election results are called in to the Fairfax County Office of Elections.

COMPENSATION: Election officers are paid $175.00 for a full day of service.

Chief and Assistant Chief receive additional pay.

Officers who arrive after 5:00 a.m. may be penalized $25.00. Officers who arrive significantly late may be sent home immediately, without pay.

WHAT TO WEAR: Business casual. Comfortable clothing and shoes are essential as election day can last in excess of 16 hours. Jeans are acceptable, as long as they are business casual.

Dress in layers. Bring additional clothing, as not all polling places have an accessible thermostat.

Do not wear anything politically-oriented or offensive in nature.

WHAT TO BRING: Lunch, snacks, and drinks in your own cooler; any medication that you may need to take during the day; something to read during slow periods (newspapers/magazines containing political coverage are not permitted).

A friend or family member may deliver forgotten items to you. You may not leave the polling place for any reason. If you leave, you cannot return.

DURING THE DAY: Do not comment on candidates or political issues, current or past. Do not engage in electioneering. Electronic devices are permitted but may not be used while assisting voters. Smoking is not permitted inside the polling room or at the polling place entrance.

POSITIONS

CHIEF and ASSISTANT CHIEF: Supervisors of the precinct and responsible for the overall organization and operation of the polling place. The Chief and Assistant Chief will rotate officers among tasks during the day, help non-routine voters who encounter an issue as they check-in, and handle any irregularities or questions on election day.

ELECTION OFFICERS: Maintain the integrity of the election process by administering the policies and procedures established by the Virginia Department of Elections and the Fairfax County Office of Elections.

Each election officer will be assigned to either greet voters, help with the check-in process, issue ballots, direct voters to voting booths, or provide assistance at voting machines. All officers, including the Chief and Assistant Chief, help with set-up and clean-up.

LANGUAGE OFFICERS: Officially designated election officers who speak an additional language and are assigned to help bilingual voters in certain precincts.

HALF-DAY OFFICERS: A small number of precincts may be assigned a half-day officer, usually to assist with opening procedures and other duties during the first half of the day. Half-day officers are used in very limited numbers and are not used in all elections.

PAGES: High school students who assist at the discretion of the Chief and Assistant Chief. Pages only serve in November elections, are not registered voters, and cannot operate voting equipment.
**EQUIPMENT**

**POLL PAD:**
An electronic pollbook device that contains a list of registered voters in Fairfax County. Poll Pads are specific to each precinct and are used to check in voters registered in that precinct. You cannot check in voters outside of your precinct.

Each precinct will receive up to 6 Poll Pads, including 1 special Chief’s Poll Pad. This Chief’s Poll Pad can print directions for voters in the wrong precinct.

During setup on election day, don’t forget to import the updated voter file from the iSync drive on ALL Poll Pads in a precinct!

**EXPRESSVOTE:**
An ADA-compliant ballot marking device that enables a voter with special needs the ability to mark his or her ballot without assistance. In accordance with federal law, marking devices cannot record votes. Instead, the ExpressVote acts as a pen, and prints out a marked ballot card which the voter then inserts into the DS200.

Voters may use the touch screen, keypad (includes braille), sip and puff device, or rocker paddle device. All options can be used in conjunction with an audio ballot.

Each precinct is required to set up at least one ExpressVote.

**DS200 SCANNING DEVICE:**
A ballot voting device in which voters cast their marked ballot.

The DS200 uses a digital scanner that tabulates and stores a digital image of each ballot cast. Voted ballots are dropped into and secured in the blue Ballot Security Case and returned to the Fairfax County Office of Elections after the polls close. If there is an issue with the voter’s ballot, the DS200 will not accept the ballot or ask the voter on-screen to confirm they want to vote their ballot as-is.

When setting up a DS200, always inspect the Auxiliary Compartment and blue Ballot Security Case to confirm that they are empty before setting up the machine for voting.

The Protective Count is the total number of votes that have been cast on the DS200 since it was first used. The Public Count is the total number of votes that have been cast on the DS200 in the current election.

There is a backup battery inside the machine, but always plug a DS200 into a wall outlet during election day.

Election officers should always stand 5-feet to the side of the DS200 to ensure voter privacy – you should never see a voter’s ballot!
**TIMELINE – BEFORE ELECTION DAY**

3 months before: SUBMIT AVAILABILITY

We will send you an email asking you to log in to the Election Officer Portal to indicate if you are available to serve in the upcoming election.

2 months before: ENROLL IN TRAINING

All officers must take a required training class once during each two-year election term. We also offer optional workshops and open houses before each election.

All Chiefs and Assistant Chiefs must also attend a Pre-Election Chiefs’ Briefing before each election.

1 month before: CONFIRM PRECINCT ASSIGNMENT

We will email your precinct assignment. You must log in to the Election Officer Portal to officially accept your precinct assignment.

If you are no longer able to serve, notify the Office of Elections immediately so we can find a replacement.

2-6 weeks before: VOTE ABSENTEE

ALL election officers are strongly encouraged to vote absentee in-person or by mail before an election.

If you are assigned to a precinct other than your home precinct, you can NOT vote there on election day and you cannot leave the precinct to go to your usual polling location to vote.

1 week before: CHIEF CONTACTS OFFICERS

The Chief or Assistant Chief should contact all election officers by phone or email 3-7 days before the election to confirm attendance.

**TIMELINE – ON ELECTION DAY**

Election Day: 5:00 AM – 6:00 AM

OPENING PROCEDURES: Designate a primary entrance and exit. Designate accessible parking for voters. Arrange check-in tables and the voting area.

Set up Poll Pads, DS200, and ExpressVote. Post all indoor and outdoor signs. Review emergency and security procedures. Administer and sign the election day Oath and Compensation Sheet.

Promptly open polls at 6 AM!

Election Day: 6:00 AM – 7:00 PM

Help voters check-in and cast ballots throughout the day. All officers should rotate through all duties, at the Chief’s direction.

Election Day: 7:00 PM – APPROXIMATELY 9:00 PM

CLOSING PROCEDURES: Close all equipment, take down all signs, and return all tables and chairs to designated locations. Sign all forms and envelopes. Call in unofficial vote tally to the Office of Elections.

**TIMELINE – AFTER ELECTION DAY**

The day after: CANVASS BEGINS

The Office of Elections reviews unofficial vote tallies for errors. Documents and signatures are verified.

*If you forget to sign a required document on election night, you must come to the Office of Elections within 2 days to sign it, as required by law!*

The week after: COMPLETE SURVEY

We will send you a survey about your election day experience. Your answers help us improve future elections!

4-6 weeks after: RECEIVE PAYMENT

You will receive your stipend for serving as an election officer by direct deposit or mailed paycheck.

We review and submit all payroll within 1 week of an election to the Department of Finance, who take about 1 week to process it. Because the county operates on a 2-week delayed pay schedule, you will ultimately receive payment 4-6 weeks after an election.
Acceptable Forms of Photo Identification

- Valid Virginia driver’s license or other Virginia DMV-issued identification
- Valid government-issued photo ID from:
  - Virginia state government
  - Local government (within Virginia)
- Valid employee photo ID (need not be a Virginia employer)
- Valid student photo ID issued by any public or private high school or college located in Virginia
  - Includes out-of-state colleges with Virginia campuses
  - Chief’s Notebook has a complete list of accepted colleges
- Voter Photo Identification Card issued by the Virginia Department of Elections
- Temporary Photo ID issued by the Fairfax County Office of Elections (valid for 30 days)

For voting purposes, “Valid” means the document appears genuine, it bears the photograph of the voter, and there is no expiration date or the expiration date is not more than 12 months ago.

Required:

**NAME & PHOTO**

Ignore:

**ADDRESS**

*(must use the address voter says when checking in, even if different)*

Optional: **EXPIRATION DATE**

*(but if listed, may not have expired more than 12 months ago)*
iSYNC DRIVE

Each precinct will receive 1 iSync drive. The iSync drive is delivered to the Chief the day before the election in the Sheriff’s envelope.

**CONTENTS:** The iSync drive contains a list of all registered and absentee voters. The iSync drive is prepared 2 days before the election and contains the latest list of absentee voters. The backup paper pollbooks each precinct receives are prepared 2 weeks before the election and do not have the most updated list of absentee voters, requiring you to manually update them. This is why it is so important to remember to use the iSync drive to update each Poll Pad in your precinct!

**OPENING PROCEDURES:** During opening procedures (5:00 AM – 6:00 AM), make sure to insert the iSync drive into each Poll Pad you will use during the day to import the updated voter file. As long as you insert the iSync drive before you check in a voter on that Poll Pad, it will be properly updated. If you forget to do this, your Poll Pads will be out sync throughout the day and it will take the Office of Elections up to 4 hours to reconcile the data for each Poll Pad in each precinct that forgets this step. *In the November 2017 General Election, almost 10% of precincts forgot to update at least one of their Poll Pads!*

**CLOSING PROCEDURES:** During closing procedures, make sure to again insert the iSync drive in each Poll Pad to export the voter check-in data. If your Poll Pads did not sync properly during the day, for any reason, we can reconcile the data – so long as you exported the data on to the iSync drive.

**JUST REMEMBER:** Insert iSync drive in each Poll Pad once in the morning & once in the evening. That’s it!

---

**ELECTION DAY FLAGS**

When checking in voters on Poll Pad, remember to use the appropriate election day flags as required:

- **Voter requires assistance:** Voter and companion must fill out Request for Assistance form. Check “Assisted” flag.
- **PROVISIONAL BALLOT:** Send provisional voters to the Chief! **NEVER** check-in on Poll Pad or use “Provisional” flag.
- **CURBSIDE VOTER:** Voters who are disabled or 65+ may request to vote outside the polls. Check “Outside Polls (OP)” flag.
- **INACTIVE VOTER:** Moved or not voted in some time. Send to Chief. If permitted to vote, complete Affirmation of Eligibility form. Check “Voter Signed Oath” flag.
(1) Pollbook Officers

1) For each voter at the check-in table, say: “May I please have your photo ID?”
   - If no Photo ID or not sure if ID is acceptable—refer voter to the Chief to possibly vote a Provisional Ballot.
   - If a voter provides an alternative approved ID, do NOT ask for their driver’s license!

2) Find the voter’s name on the Poll Pad and ask “What is your full legal name and current residential address?”
   - If you are unable to locate the voter in the pollbook or if this is a non-routine situation, send to the Chief.
   - Voters may provide their name and address in writing rather than verbally (24.2-643B). This includes the option of indicating that the name/address on their ID is current. Election officers must still repeat the information to authorized candidate and party representatives.

3) Review the ID and address provided by the voter.
   - The name on the ID should match the pollbook.
   - The address provided by the voter should match the pollbook (ignore the address on the ID).
   - If the ID has an expiration date, it must not have expired more than 12 months ago.

4) Repeat the voter’s name and address. Touch ‘Accept’.

5) Hand the voter a Ballot or a Ballot Permit Card.

(2) Ballot Officer

1) When there is an open booth, place the appropriate ballot in a privacy folder and hand it to the voter.

2) Use the “pinch and slide” method to ensure that you issue only one ballot per voter.

3) Tell the voter (or group of voters): “I am issuing you a paper ballot. Fill in the oval to the left of your choice(s) using the ballpoint pen in the voting booth. When you are done marking your ballot, please take it to the ballot scanner.” (Point toward the DS200.)

4) If voters indicate that they prefer to vote on the accessible ExpressVote, an election officer will go with the voter to the ExpressVote to assist them.

5) If voters have questions about marking the ballot, please use the Demonstration Ballot to assist them. It is important not to point to real candidate names on an actual ballot, or official sample ballot.

(3) Voting Booth Officer

1) Direct voters with ballots to an open voting booth.

2) As voters finish marking their ballots, direct them to the voting machines.

3) Watch for voters asking for help marking their ballots, or taking a long time to mark their ballots. If a voter needs help, follow these steps (use the Demonstration Ballot if necessary):
   - Go to the booth where a voter has requested help.
   - Stand beside the privacy screen, to protect the voter’s secret ballot.
   - Ask voters how you may assist and walk them through the process.
   - Complete a “Request for Assistance” form if you will see the ballot.

4) Maintain the voting booth area.
   - Remove and discard any campaign literature that is left behind by voters.
   - Replace any ballot marking pens that are missing (or out of ink) and remove miscellaneous pens that voters may have left behind.
   - Try to make sure that voters do not leave ballots in the voting booths. If a voter leaves their ballot in a voting booth, the Chief or Assistant Chief will have to void the ballot.

(4) Voting Machine Officer

1) Monitor the scanner from a minimum of 5-feet away – never close enough to see the ballot while the voter inserts it into the DS200 (unless the voter asks for help).

2) Ensure that each voter casts only one ballot, no provisional ballots are cast on the scanner, and voters do not leave the polling place with a ballot.

3) Provide voters with assistance as required.
   - Most voters will see the “Thank you for voting” message after their ballot is scanned.
   - The voter’s ballot will be returned by the DS200 if it is completely blank or contains over-votes. The voter has the option of casting the ballot anyways.
   - If a voter’s ballot is rejected and there is no message, ask the voter to rescan their ballot (the ballot might have been skewed in the scanner).

4) If a voter leaves a ballot on the scanner (a fleeing voter), an election officer may cast their ballot.

5) Monitor the Privacy Folders and periodically transfer them back to the ballot officer.
WITHIN THE PROHIBITED AREA

State law does not permit loitering, congregating, or electioneering within 40 feet of any polling place entrance. It is unlawful to offer campaign material, solicit a voter, attempt to influence a voter in casting their ballot, hinder or delay qualified voters, hinder or delay election officers, or impede the orderly conduct of the election in the Prohibited Area.

School bake sales are not permitted within the Prohibited Area.

Voters can wear a shirt, button, or other material that displays a political message in the polling place while casting their ballot. However, a voter is not allowed to linger in the polling place or Prohibited Area after he or she has voted.

OUTSIDE THE PROHIBITED AREA

Loud speakers cannot be used within 300 feet of the polling place.

Citizens and organizations are entitled to exercise their right to free speech by campaigning, distributing flyers, conducting petition drives, exit polling, soliciting funds, etc., as long as they do not hinder voters or disrupt the election.

Participants in these activities may not park in spaces reserved for voters.

Participants in these activities must remove their tables, signs, flyers, and trash from the polling place property immediately after the polls close.

All other activities are permitted outside the Prohibited Area.

PEOPLE & ACTIVITIES AT THE POLLING PLACE

POLL WATCHERS:

Party or candidate representatives are referred to as Poll Watchers or Authorized Representatives.

A Poll Watcher must be a qualified Virginia voter and must provide a written statement signed by the party chairman or the independent candidate he or she represents (emails are not acceptable).

Poll Watchers may observe opening procedures as election officers examine voting machines to see that no vote has been cast and that the counters register zero. Poll Watchers may observe closing procedures, but may NOT leave or communicate with anyone until all election results are phoned in to the Office of Elections.

Poll Watchers may mark and notate their own list of those who have voted. An Election Officer cannot provide any lists to representatives. Poll Watchers may NOT handle ballots or assist with any voting equipment.

NEWS MEDIA & INTERVIEWS:

Refer all questions from news media to the Office of Elections.

You may provide basic facts (e.g. number of voters checked in so far), but do not give opinions or forecasts (e.g. how many voters you think will check-in by the end of the day).

The following activities are prohibited within the polling place and Prohibited Area: interviews, live broadcasts, and taping of a reporter’s remarks.

ELECTRONIC DEVICES:

Voters are allowed to use personal electronic devices inside a precinct, including to take photos or make phone calls.

News media and voters may film or photograph in the polling place, as long as they do not film or photograph a voter without his or her permission, show how a voter marked his or her ballot, or film or photograph any voter information.
ASSISTANCE & ACCESSIBILITY

VOTER ASSISTANCE:
Voters may be accompanied by and receive assistance from another person of their choosing (except the voter’s employer, an agent of the voter’s employer, an officer of the voter’s union, a poll watcher or observer, or a candidate) in reading, translating, marking, or casting a ballot.

An election officer may serve as someone’s assistant. If a voter requests assistance to vote, the voter and the assistant must complete a Request for Assistance form.

VOTERS WITH CHILDREN OR COMPANIONS:
Children age 15 or younger may accompany a voter to the privacy booth without filling out an assistance form. However, if the child acts as an assistant for the parent (e.g. marks or casts a ballot), they must complete a Request for Assistance form.

Anyone 16 or older (e.g. adult child, spouse, another voter) may NOT accompany a voter to the privacy booth without a Request for Assistance form.

VOTERS REQUESTING TRANSLATION:
All signs and documents are translated into 4 major languages: English, Spanish, Vietnamese, and Korean.

The Office of Elections has provided a language translation phone line for more than 100 languages.

Language officers may assist bilingual voters as they check-in and receive a ballot. If the voter asks an election officer to translate the ballot (as an assistant), the election officer must sign the Request for Assistance form. Before the election officer assists as an interpreter, Poll Watchers must be notified.

VOTERS WHO ARE BLIND OR HAVE LOW VISION:
A voter who has vision impairments may choose to vote by marking a ballot using the ExpressVote.

Offer your arm if you are guiding the voter and inform them of any obstacles (stairs, tables, chairs, etc.).

If the voter uses a cane or walking device or service animal, walk on the opposite side. Do not pet a service animal without asking the owner.

Verbalize what you are doing to help the voter. Give directions and do not rely on visual information.

VOTERS WITH PHYSICAL DISABILITIES:
A voter who has a disability may choose to vote curbside by marking a ballot or using the ExpressVote.

Keep ramps and wheelchair accessible doors to the polling place free of clutter.

If there is inclement weather (rain or snow), contact the building manager or custodian. Floors should be kept as dry as possible.

VOTERS WITH SPEECH OR HEARING NEEDS:
Patience is essential. Speak calmly, slowly, and directly to the voter. Refer to visual aids and other printed information.

A voter who cannot speak audibly may provide his or her name and current residential address by writing it down. The Election Officer must repeat the voter’s name and address in an audible voice loud enough so that it may be clearly heard by Poll Watchers.

EMERGENCY PROCEDURES

BEFORE:
- Be ready. *(An earthquake happened on election day not long ago!)*
- Identify emergency exits and posted evacuation route.
- Designate an outside location as a meeting place.

DURING:
- Direct voters and poll watchers to the nearest exit.
- Call 911 and building authorities, as appropriate.
- Notify the Office of Elections of the emergency.

AFTER:
- If time permits, take ballots and voting materials outside.
- If possible, the Chief will direct officers to continue voting outside.
**BALLOT TYPES – VOTER MAY TRY TO CAST ON A DS200**

**REGULAR BALLOT:** A properly voted ballot with a selection made for each contest. The DS200 will accept a regular ballot without any additional confirmation.

**OVER-VOTED BALLOT:** A voter made too many selections in one or more contests (for example, selected two candidates for Governor). The DS200 will inform the voter which contests contain overvotes. Inform the voter that no vote will be recorded for the overvoted contest(s). The voter may cast the ballot as-is or choose to spoil the ballot and obtain a new one.

**UNDER-VOTED BALLOT:** A voter made too few selections in at least one contest (for example, voted for Governor but not Lieutenant Governor). The DS200 will accept an under-voted ballot without any additional confirmation.

**BLANK BALLOT:** A voter made zero selections in all contests. Some voters will choose to do this. The DS200 will ask the voter to confirm before accepting this type of ballot.

**MISMARKED BALLOT:** A voter makes marks on a ballot outside the oval to the left of his or her selections (for example, circled the candidate instead of filling in bubble). The DS200 will not accept this type of ballot. The voter may choose to spoil the ballot and obtain a new one.

**WRITE-IN:** A voter may choose to write-in a candidate in some contests. If the ballot includes a write-in option, the DS200 will digitally scan and save images of all write-in submissions. The DS200 will print these images on the Write-In Report when you export vote totals at the end of the day.

**EXPRESSVOTE:** A ballot marked by an ExpressVote may be cast on a DS200, just like any other ballot.

**BALLOT TYPES – SHOULD NEVER BE CAST ON A DS200**

**PROVISIONAL BALLOT:** A Provisional Ballot is completed by a voter whose eligibility to vote cannot be confirmed. It is submitted in a green envelope that is signed by the voter and the election officer. The Electoral Board evaluates provisional ballots and all accompanying information before determining to count or reject them. Do NOT check in Provisional Ballot voters on a Poll Pad.

Provisional Ballots may also be issued to voters with no acceptable photo ID. Such voters must submit a copy of an acceptable form of ID no later than noon on the Friday after the election to count their ballot.

**SPOILED BALLOT:** When a voter has made an error in marking their ballot and needs a replacement ballot. Ask voter to fill in all bubbles and write SPOILED across face of ballot. Spoiled ballots are saved and returned to the Office of Elections.

**VOID BALLOT:** When a voter leaves the precinct without casting a ballot, it must be voided. Write VOID across face of ballot. Voided ballots are saved and returned to the Office of Elections. Another form of void ballot is when a voter has received a mailed absentee ballot, but surrenders it on election day so they may vote routinely at their polling place.

**OTHER BALLOT TYPES**

**ABSENTEE BALLOT:** Ballot provided to voters who, for a valid reason, cannot get to their polling location on election day. Voters may apply for a mailed absentee ballot or can vote an in-person absentee ballot at the Fairfax County Government Center or 9 satellite locations up to 45 days before an election.

Don’t forget to vote absentee in-person or by mail yourself! Serving as an Election Officer is a valid reason to request an absentee ballot.

**FEDERAL ONLY BALLOT:** Ballot used for voters who were registered in Virginia before moving overseas. These voters can vote a special ballot only in Federal elections, usually by Absentee Ballot.

**PRESIDENTIAL ONLY BALLOT:** Ballot used for voters who were registered in Virginia but moved out of the state less than 30 days before a Presidential Election. The voter will be able to vote only for President in that election.
**GLOSSARY**

**ACCESSIBILITY:** A polling location is accessible when all voters can enter the facility, travel the polling room and voting area, and vote without obstacles.

**CANVASS:** A meeting held the day after the election, overseen by the Electoral Board, in which the voting tallies from the precincts are opened and checked. Any errors made tabulating in a precinct or when calling in unofficial results are corrected at this time. By ascertaining the correctness of the reported votes, the Electoral Board then certifies the vote count for each candidate or issue on the ballot. These become the official results and are reported to the Virginia Department of Elections for final certification. This happens after every election and is different from a recount.

**CENTRAL ABSENTEE PRECINCT (CAP):** Location inside the Fairfax County Government Center on election day that is responsible for processing mailed-in ballots. On election day, all election officers serve in either one of Fairfax County’s 243 voting precincts or in the Central Absentee Precinct.

**CURBSIDE VOTING:** Voters who are 65 or older, or have a physical disability, may request to vote outside the polls without leaving their vehicle. After being certified to vote, at the direction of the Chief or Assistant Chief, a ballot is taken outside to the voter.

**DUAL POLLING PLACE:** When two precincts share a single polling location. Each precinct may use a different room in the building or different sides of a shared room. Also referred to as a co-located precinct.

**ELECTIONEERING:** Distributing political material (literature, posters, banners, or buttons) or soliciting votes. Prohibited inside the polling place and within 40 feet of the entrance to the polling place.

**ELECTORAL BOARD:** Consists of three members appointed by the judges of the Circuit Court for staggered, three-year terms. The Electoral Board is responsible for appointing the General Registrar, establishing local policies, ascertaining the official results of each election, and meeting to determine whether provisional ballots are entitled to be counted.

**FLEEING VOTER:** Voter who has been checked in on Poll Pad and then leaves the polling place without casting a ballot. If a fleeing voter leaves their marked ballot on a DS200, an election officer may cast the ballot on their behalf.

**GENERAL REGISTRAR:** Appointed by the Electoral Board for a four-year term. Maintains voter registration records and street files. Notifies voters of changes in their election districts, precincts or polling places. Verifies the accuracy of the Poll Pads provided for each election.

**HAVA:** Help America Vote Act (2002). A national law mandating that all states upgrade voting machines, registration and election procedures to enable all qualified Americans to access their right to vote. Includes a provision for individuals who register to vote by mail and do not send an acceptable copy of ID with their voter registration application.

**PRECINCT:** Territory/area designated as an election district. This term is often used interchangeably with polling location.

**ROVER:** A member of the Office of Elections staff who visits and monitors multiple precincts on election day. Rovers carry extra supplies and can assist with machine problems and difficult situations.

**SATELLITE VOTING LOCATION:** In-person absentee voting locations used up to 45 days before election day.

**STATEMENT OF RESULTS (SOR):** Certification paperwork that is prepared within each precinct on election night to reconcile and report the precinct’s vote count for a particular election. The SOR is reviewed during the canvass process for tabulation errors.

**WHAT-IFS:** Reference guide of explanations provided by the Virginia Department of Elections to answer problem situations that might arise during the day in the polling place. Used by the Chief and Assistant Chief to assist non-routine voters.