

**Supplemental Materials**  
**Prince William County Electoral Board**  
**May 24, 2023**

Draft materials for EB Meeting

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**General Registrar and  
Electoral Board  
Duties Review**

**2023**

**GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES - 2023 ROUGH DRAFT**

#	Duty/Task	Group	Stage	Resp.	Source	Notes
101	<b>Execution of Elections.</b> The general registrar and electoral board must conduct elections for the county or city in which their office is located.	Admin	0 - General/ Ongoing	Both GR/EB		
102	<b>Maintain an Office.</b> Maintain the office of the general registrar and establish and maintain additional public places for voter registration. Preserve order at and in the vicinity of the place of registration.	Admin	0 - General/ Ongoing	GR	Code 24.2-112	
103	<b>Office Contact Information.</b> The GR must ensure that the public can easily find contact information for the voter registration office and the office must be clearly marked	Admin	0 - General/ Ongoing	GR Only	Code 24.2-411	
104	<b>Organizational Plan.</b> Develop an organizational plan that addresses the changing needs of the Office and responds to changes in Virginia Code.	Admin	0 - General/ Ongoing	GR		County/city obligation
105	<b>Hire and Evaluate Staff.</b> The general registrar shall establish the duties of deputy registrars, appoint deputy registrars, and have authority to remove any deputy registrar who fails to discharge the duties of his office. At their discretion, the GR can to hire additional temporary, part time employees when necessary.	Admin	0 - General/ Ongoing	GR Delegated	Code 24.2-112	EB "sets the term for deputy registrars", not used
106	<b>General Registrar Evaluation.</b> Evaluate the GR annually and make hiring/firing decision, appoint at 4 year intervals ('23, '27)	Admin	0 - General/ Ongoing	EB Only	Code 24.2-110, 24.2-109.1	Eval by Aug 1 each year.
107	<b>Office Clearly Marked.</b> Registrar's office must have exterior and interior signs that make it easy for citizens to locate the office.	Admin	0 - General/ Ongoing	GR Only	Code 24.2-412	
108	<b>Public Communication.</b> Communicate important election events and deadlines to the public through both print and digital media.	Admin	0 - General/ Ongoing	GR		County/city obligation
109	<b>Communicate critical issues</b> to the Electoral Board, ELECT, and county leadership. Build relationships with county partner agencies and state officials to be a strong partner.	Admin	0 - General/ Ongoing	GR Only	Book of common sense	

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110	<b>Budget.</b> Oversee and manage the budget of the Office of Elections and keep activities within the overall budget. The "governing body of each county, city, and town [must] provide funds to enable the general registrar to provide adequate facilities at each polling place for the conduct of elections."	Admin	0 - General/ Ongoing	GR		County/city obligation
111	<b>Educate the Public.</b> Participate in programs to educate the general public and encourage registration.	Admin	0 - General/ Ongoing	GR	Code 24.2-112	
112	<b>Complete Required Trainings.</b> GRs must complete a first year training course and annual training requirements. EB members must complete a boot camp in first year and attend state trainings based on notice provided from ELECT.	Admin	0 - General/ Ongoing	Both GR/EB	Code 24.2-114	
113	<b>Election Public Notice.</b> The Secretary must post or publish any notice of a primary that is received from the Department of Elections or other appropriate authority on the official website of any county or city, in at least 10 public places in the county, <u>or</u> published at least once in a newspaper of general circulation in the county. This includes notices for special elections.	Admin	1 - Plan (45+ Days)	GR Delegated		Notice generally posted on pwcvotes web site
114	<b>Review EB &amp; GR Duties.</b> Periodically review duties on this list to make sure the duties of both the the GR and EB are in concert.	Admin	0 - General/ Ongoing	EB	GREB H'book	
115	<b>Accessible Office.</b> The EB, along with the GR, should ensure that all permanent registration sites comply with various state and federal acts designed to ensure the accessibility of all polling places to persons with disabilities, such as the Virginians with Disabilities Act, the Voting Accessibility for the Elderly and Handicapped Act, and the Americans with Disabilities Act.	Admin	0 - General/ Ongoing	GR	Code 24.2-413	

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116	<b>Support of Town Elections.</b> Must carry out elections for any town within its county and any town whose major portion is within its county. For November elections for town offices in any town split between two counties, see the GREB handbook and Virginia Code §24.2-671.	Admin	4 - Election Day	GR Delegated	Code 24.2-601	PWC has 4 towns
117	<b>Convene Electoral Board Meetings.</b> Set and meet for required meetings in February, March, and after each election. Schedule additional meetings as needed.	Admin	0 - General/ Ongoing	EB	Code 24.2-107	GR and staff support with content
201	<b>Register Voters.</b> Provide voter registration forms for the public. Determine eligibility and notify a voter of approval or denial. Indicate, when appropriate, that the registrant has registered by mail. Accept voter registration applications and requests for a transfer or change of address from residents of any county or city in the Commonwealth.	Voter Reg	0 - General/ Ongoing	GR	Code 24.2-114	
202	<b>Update and Maintain the Voter Registration Database.</b> Maintain the official registration records for their county or city in the voter registration system. Maintain accurate and current registration records and comply with all Code requirements for the transfer, inactivation, and cancellation of voter registrations.	Voter Reg	0 - General/ Ongoing	GR Only	Code 24.2-114	
203	<b>Maintain accurate voter registration records.</b> The GR (and the deputy registrars acting under his supervision) shall maintain accurate and current registration records and comply with the requirements of this title for the transfer, inactivation, and cancellation of voter registrations.	Voter Reg	0 - General/ Ongoing	GR Only	Code 24.2-114	
204	<b>Registration Denials.</b> If a registration or absentee ballot application is denied, the GR should provide the applicant with specific reasons why it was denied. The Board will automate this process through standard correspondence and VERIS.	Voter Reg	0 - General/ Ongoing	GR	VAC 20- 20-70 (B)	

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205	<b>Additional Office Locations.</b> EB must approve any agreement for ongoing registration sites at businesses or other governmental agencies	Voter Reg	0 - General/ Ongoing	EB Only	Code 24.2-412	Must be in writing by EB
206	<b>Additional Office Hours.</b> The EB or GR may set additional hours for the voter registration office to be open.	Voter Reg	0 - General/ Ongoing	EB	Code 24.2-411	Aside from statutory requirement
207	<b>Notification of Timely VR Processing.</b> GRs should notify the EB Secretary if having difficulty processing applications for voter registration in a timely fashion in order to maintain compliance with state and federal law.	Voter Reg	0 - General/ Ongoing	GR	VAC 20-20-70 (A)	
208	<b>Temporary Additional Locations.</b> The electoral board or general registrar may set additional occasional registration sites.	Voter Reg	0 - General/ Ongoing	Both GR/EB	Code 24.2-412	Unlikely to be nec.
301	<b>Candidate Filing.</b> Provide the ability for local candidates to file for office. Make critical documents/forms available and provide assistance to candidates who have questions about the filing forms, process, or how to use online resources.	Candidates	0 - General/ Ongoing	GR		
302	<b>Keep Candidates Up-to-Date in VERIS.</b> Through VERIS, the general registrar must provide ELECT, after the filing deadline for each election, a list of all offices to be filled and the names of all candidates who have filed for each office, including the names of any candidates who failed to qualify.	Candidates	1 - Plan (45+ Days)	GR Only	Code 24.2-612	
303	<b>Statement of Economic Interest.</b> A general registrar must also accept Statements of Economic Interests from candidates for a constitutional office.	Candidates	0 - General/ Ongoing	GR	Code 24.2-502	

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304	<b>Candidate Deficiencies.</b> (a) The general registrar must notify each disqualified candidate and enter the reason for their disqualification into VERIS. If you have additional questions, please submit a System Support ticket. (b) If requested by a candidate, the electoral board must notify the candidate of any deficiencies in his declaration of candidacy or his petitions “which can be corrected prior to the filing deadline.”	Candidates	1 - Plan (45+ Days)	GR Delegated	Code 24.2-505 (D)	Notice technically comes from the Secretary in Code
305	<b>Return of Filing Fees.</b> The electoral board must notify the locality’s treasurer or director of finance if any candidate is running unopposed in a primary, so that the candidate’s filing fee may be returned.	Candidates	1 - Plan (45+ Days)	GR Delegated	Code 24.2-524	
306	<b>Simultaneous filings.</b> In the event two or more candidates file simultaneously, the order of filing [is] then determined by lot by the electoral board.”	Candidates	1 - Plan (45+ Days)	EB	Code 24.2-529	
401	<b>Polling Place Selection.</b> Work with the local governing body to assist in the identification of polling places. Provide information to county officials regarding the suitability of polling places based on state criteria. Draft and assist with local ordinances as needed. Assist state/county officials with redistricting every 10 years.	Polling Places	0 - General/ Ongoing	GR	Code 24.2-310	Consider size, parking, accessibility, distance, and usability
402	<b>Polling Place ADA Compliance.</b> The electoral board must assist the local governing body in complying with various state and federal acts designed to ensure the accessibility of all polling places to persons with disabilities.	Polling Places	1 - Plan (45+ Days)	GR Delegated	Code 24.2-310	
403	<b>Polling Place Accessible Entrance.</b> The electoral board or the general registrar [must] provide and have posted outside each polling place appropriate signs to direct people with disabilities and elderly persons to any special entrance designed for their use.	Polling Places	4 - Election Day	GR	Code 24.2- 604.1	

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404	<b>Polling Places Changes.</b> The electoral board is responsible for reviewing all polling places after each election to determine that there will be polling places for the next election that meet the requirements of the Code of Virginia §§24.2-305-310.	Polling Places	0 - General/ Ongoing	GR Delegated	Code 24.2-305 through 310	Staff update Board on location changes/ issues
405	<b>Maintain precinct and polling place information.</b> Update the voter registration system to reflect changes to election districts, precincts, or polling places and notify each affected voter of these changes by mail.	Polling Places	0 - General/ Ongoing	GR Only	Code 24.2-113	
406	<b>Emergency Polling Place Readiness.</b> In addition to administering the locality polling places and precincts, the general registrar must take steps in an emergency to change the polling place.	Polling Places	1 - Plan (45+ Days)	GR	Code 24.2-310	Have emerg. polling places ready
407	<b>Voting System Instructions.</b> The general registrar must provide, to each polling place, a model of or materials displaying the ballot facing portion of the voting system in use, in order to instruct voters on how to use the machine.	Polling Places	4 - Election Day	GR Only	Code 24.2-647	Instructions displayed on the screen.
408	<b>Sample Ballots.</b> The board or general registrar must furnish two sample ballots to each precinct. These must be posted for public inspection at each polling place on Election Day.	Polling Places	4 - Election Day	GR	Code 24.2-641	
409	<b>Voting Booths.</b> The electoral board or the general registrar must provide voting booths to each polling place, including at least one designed for voting paper ballots. Voting booths must be well-lit and must permit a voter to cast their ballot in secret.	Polling Places	4 - Election Day	GR	Code 24.2-609	
410	<b>Polling Place Preparation.</b> The local electoral board is responsible for ensuring the general registrar has all voting equipment, furniture, and materials at the polling places before the polls open.	Polling Places	4 - Election Day	GR Delegated	Code 24.2-610	



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411	<b>Emergency Polling Place Changes.</b> If an emergency makes a normal polling place unusable or inaccessible, the electoral board or the general registrar must request emergency approval of a replacement polling place. Upon approval, notice must be given to impacted candidates and voters as is appropriate to the emergency.	Polling Places	4 - Election Day	GR Delegated	Code 24.2-310	Team effort in an emergency
501	<b>Election Officer Appointment.</b> The electoral board must appoint all officers of election and designate the precinct in which each will serve.	Officers	0 - General/ Ongoing	EB Only	Code 24.2-115	Cannot be delegated
502	<b>Election Officer Staffing Plan.</b> The general registrar will submit a plan to the electoral board that ensures that an adequate number of trained officers of election are available to serve in each election	Officers	1 - Plan (45+ Days)	GR Only	Code 24.2-115	
503	<b>Election Officer Assignments.</b> The electoral board (1) shall ensure a chief officer and assistant chief officer for each precinct from opposite parties when practicable, (2) "Not less than three [officers of election must] be appointed for each precinct." (3) "representation [must] be given to each of the two political parties having the highest and next highest number of votes" for governor in the last election, (4) no more than one-third of the total number of officers appointed for each precinct may be non-affiliated officers if practicable.	Officers	2 - Before (15-44 Days)	GR Delegated	Code 24.2-115	Board clarified roles and duties of staff, Board, and Chairs in policies adopted in Sept '22
504	<b>Removal of Officers.</b> The electoral board by a recorded majority vote may remove from office, on notice, any [...] officer of election who fails to discharge the duties of his office according to law."	Officers	0 - General/ Ongoing	Both GR/EB	Code 24.2-109	GR in moment, EB by appt. per 9/22 policy

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505	<b>Automatic Dismissal of Officers.</b> When an electronic voting machine is taken outside the polling place to assist a voter, if the required information is not recorded or it is later proven the information recorded was intentionally falsified, the electoral board or general registrar will dismiss, at a minimum (1) the chief officer or the assistant chief officer or both or (2) any other officer of election shown to have caused the failure to record or intentional falsification.	Officers	4 - Election Day	Both GR/EB	Code 24.2-638	
506	<b>Non-Affiliated Chief Officers.</b> If the electoral board appoints a chief or assistant chief officer not affiliated with a political party, the general registrar must notify political parties within 10 days to allow for additional nominations.	Officers	3 - Close (1-14 Days)	GR Delegated	Code 24.2-115	Staff dedicated to EO staffing
507	<b>Officer Oath.</b> An electoral board member, the general registrar, or designated officer of election must give an oath to each officer of election before the polls open.	Officers	4 - Election Day	GR	Code 24.2-611	
508	<b>Election Officer Public List.</b> The secretary of the EB or the GR [must] prepare a list of the officers of election that [must] be available for inspection and posted in the general registrar's office prior to March 1 each year. Whenever substitute or additional officers are appointed, the secretary of the electoral board or the general registrar [must] promptly add the names of the appointees to the public list.	Officers	0 - General/ Ongoing	GR Delegated	Code 24.2-115	
509	<b>Develop a Training Plan for Officers Before Election.</b> The Department of Elections recommends training (1) all <u>new</u> officers before each election, (2) all officers whenever there are major procedural changes in polling place operations, and (3) requires training on new changes to election laws at least three days prior to the first election in which the new laws take effect.	Officers	2 - Before (15-44 Days)	GR	Code 24.2-115	ELECT recommend.

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510	<b>Training Plan Review.</b> The EB will certify to the Department of Elections each year before the November general election that (1) they have reviewed and updated their training plan to meet training standards, including changes in laws and instructions from the Department of Elections, and (2) any officers of election trained within the last year have been trained according to these standards.	Officers	2 - Before (15-44 Days)	EB	Code 24.2-115	
511	<b>Election Training Minimums.</b> “The board or the general registrar [must] not permit any person to serve as an officer [of election] who is not fully trained to conduct an election properly with the equipment” used in the precinct.	Officers	3 - Close (1-14 Days)	GR	Code 24.2-636	
512	<b>Special Training.</b> The Code of Virginia also The Department of Elections requires training on issues, such as completing Statements of Results or using electronic pollbooks and requests the electoral board to conduct special workshops.	Officers	0 - General/ Ongoing	GR	Code 24.2-103	
513	<b>State Training Standards.</b> The Department of Elections sets the training standards for the officers of election to be fulfilled by the local electoral boards and general registrars. The electoral board must ensure that the general registrar certify to ELECT that training of the officers of election has been conducted consistent with the training standards. The annual and quadrennial certifications are combined on one form and are posted in the Forms Warehouse.	Officers	3 - Close (1-14 Days)	EB	Code 24.2- 115.2 (C), Code 24.2-103	
514	<b>Election Officer Training Certification.</b> The electoral board must ensure that the general registrar certifies to ELECT that training of the officers of election has been conducted consistent with training standards passed by the State Board of Elections.	Officers		Both GR/EB	Code 24.2- 115.2 (C)	GR executes, Board confirms

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601	<b>Ballot Order Preparation.</b> Prepare ballot order sufficient for the proper conduct of the election.	Ballots	1 - Plan (45+ Days)	GR Only	Code 24.2-612	
602	<b>Ballot Order Approval:</b> The EB must approve ballot order numbers proposed or request staff make adjustments.	Ballots	1 - Plan (45+ Days)	EB Only	Code 24.2-612	
603	<b>Ballot Layout.</b> The EB, along with ELECT, must design and layout ballots according to instructions titled "Ballot Standards and Verification Procedures"	Ballots	1 - Plan (45+ Days)	GR Delegated	Code 24.2-613	EB resp. not noted in the Code
604	<b>Ballot Proofs.</b> Send ELECT proofs of each ballot for verification and copies of each final ballot in the manner directed by ELECT.	Ballots	1 - Plan (45+ Days)	GR	Code 24.2-612	
605	<b>Ballot Printer Designee.</b> The EB or the GR [must] "designate one person to be continuously present in the room in which the ballots are printed."	Ballots	1 - Plan (45+ Days)	GR Delegated	Code 24.2-617	
606	<b>Affix Seal to Ballots.</b> EB or GR must designate a person to affix the electoral board seal* to each ballot and to sign a statement witnessing such. (NOTE: Statement goes in Minutes)	Ballots	2 - Before (15-44 Days)	GR	Code 24.2-619	*During print process, not manual any longer
607	<b>Receipt of Ballots.</b> EB or GR must designate one of its members, or a registrar, or an employee, to "receive the ballots after they are printed and [to] certify the number of ballots received. This certificate must be filed with other" election materials.	Ballots	2 - Before (15-44 Days)	GR	Code 24.2-618	
608	<b>Custody of Ballots.</b> The packages must remain in the exclusive possession of the GR until delivered to the officers of election of each precinct.	Ballots	3 - Close (1-14 Days)	GR	Code 24.2-620	
609	<b>Ballots Sorted by Precinct.</b> The EB or the GR must have the printed ballots sorted for each precinct with at least one electoral board member or designee of the board present.	Ballots	3 - Close (1-14 Days)	GR	Code 24.2-620	

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610	<b>Delivery of ballots to the precinct.</b> The EB must designate a member, or a registrar, or an employee, to “deliver to an officer of election of each precinct the official ballots for that precinct and obtain a receipt for the package or packages.”	Ballots	3 - Close (1-14 Days)	GR Delegated	Code 24.2-621	
611	<b>Unused Ballots.</b> Any unused ballots at the close of the polls on Election Day should be sent by the GR to the clerk of the circuit court.	Ballots	5 - Post-Election	GR	Code 24.2-669	These are the ballots in Box 6.
701	<b>Equipment Security Plan.</b> The board must take all necessary steps to assure the security of all voting equipment hardware, software, and firmware.	Equipment/Sec.	0 - General/ Ongoing	EB Only	Code 24.2-625	
702	<b>Equipment Custody.</b> The general registrar must keep custody of all voting equipment and maintain it in proper repair.	Equipment/Sec.	0 - General/ Ongoing	GR Only	Code 24.2-637	
703	<b>Ballot containers.</b> The board must provide a ballot containers for each precinct.	Equipment/Sec.	0 - General/ Ongoing	GR Delegated	Code 24.2-623	
704	<b>L&amp;A Testing.</b> Election equipment and pollbooks must be tested for logic and accuracy prior to each election. A board member, an authorized representative of the electoral board, or the general registrar must be present at the final testing of each machine before each election.	Equipment/Sec.	3 - Close (1-14 Days)	GR	Code 24.2-623	GR sets up/manages, but Board presence helpful
705	<b>Equipment custodians.</b> The board and general registrar must employ a person or persons (called “custodians”) to program, maintain, test, calibrate, and deliver <u>each</u> voting machine before <u>each</u> election. Custodians must be appointed and instructed at least 30 days before each election. A board member or a deputy registrar may serve as custodian but when the law requires the presence of both a board member or registrar and a custodian, the same person cannot fulfill both roles.	Equipment/Sec.	2 - Before (15-44 Days)	GR	Code 24.2-623	

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706	<b>Contracting voting equipment</b> . With the approval of ELECT, the electoral board or general registrar may contract with the voting equipment vendor or another contractor to program, prepare, and maintain the voting machines. If this is done, the custodian’s role will be to instruct and supervise the vendor or contractor technicians and oversee the programming, testing, calibrating, and delivering of the equipment.	Equipment/Sec.	2 - Before (15-44 Days)	GR	Code 24.2-632	
707	<b>L&amp;A Notice.</b> The general registrar must notify appropriate local party chairs (or independent candidates for a city or town election if there are no party nominees on the ballot for any office) of the time and place of the final testing and sealing of the voting equipment. The notice must be in writing and sent by mail. Each political party or candidate notified must be allowed to have one representative present to witness the testing and sealing.	Equipment/Sec.	3 - Close (1-14 Days)	GR Only	Code 24.2-633	ELECT manual says both Board and GR, Code only says GR
708	<b>Equipment Keys.</b> The general registrar must retain custody of all voting machine keys after the machines have been sealed. The board or the general registrar must deliver the keys in sealed packages to designated officers of election in each precinct before the polls open.	Equipment/Sec.	3 - Close (1-14 Days)	GR Only	Code 24.2-627	
801	<b>Make Absentee Applications Available.</b> The GR must make applications for absentee ballots available and accept them electronically.	Absentee	0 - General/ Ongoing	GR Only	Code 24.2-701	
802	<b>Absentee Application Rejection.</b> If a registration or absentee ballot application is denied, the GR should provide the applicant with specific reasons why it was denied.	Absentee	0 - General/ Ongoing	GR	1VAC20- 20-70	

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803	<b>Timely Absentee Response.</b> General registrars should notify ELECT if having difficulty processing applications for voter registration or absentee ballots in a timely fashion in order to maintain compliance with state and federal law (20-20-70(A))	Absentee	0 - General/ Ongoing	GR	1VAC20-20-70	
804	<b>Send Mail Ballots within 3 Days.</b> GR must send absentee ballots to requestors within three business days of receiving a completed absentee ballot application. The GR must certify to ELECT that absentee ballots were sent to applicants by the date required by law and must provide certain information required to ensure compliance with absentee voting deadlines.	Absentee	0 - General/ Ongoing	GR Only	Code 24.2-613	
805	<b>Military/Overseas Voters.</b> The GR must send absentee ballots electronically to eligible absent military and overseas voters who request.	Absentee	0 - General/ Ongoing	GR Only	Code 24.2-706	
806	<b>45-Day Absentee Mailing.</b> The GR must send absentee ballots to requestors 45 days before any election; after the 45-day deadline within three business days of receiving a completed absentee ballot application.	Absentee	1 - Plan (45+ Days)	GR Only	Code 24.2-612	
807	<b>45-Day Absentee Compliance.</b> EB and GR must certify its compliance with the (45-day) deadline to ELECT and report the number of ballots ordered. (ELECT lists in both GR and EB sections)	Absentee	1 - Plan (45+ Days)	GR Delegated	Code 24.2-612	ELECT emails a form the GR completes.
808	<b>Mark Receipt Date of Mail Ballots.</b> The EB or GR, must mark the date of receipt of any absentee ballot and deposit it in an appropriate container.	Absentee	2 - Before (15-44 Days)	GR	Code 24.2-710	
809	<b>Absentee Voter Assistance Forms.</b> The general registrar must provide a voting assistance form to any voters who indicate that they need assistance due to blindness, disability, or inability to read and write.	Absentee	2 - Before (15-44 Days)	GR	Code 24.2-704	Provided in abs. packet if marked

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<b>810</b>	<b>Absentee List.</b> On the day before the election, the GR must compose a list (in triplicate) of the names of everyone who applied for an absentee ballot through the third day before the election. By noon on the day before the election, the GR must deliver two copies of the list to the electoral board. The GR keeps one copy for their records.	Absentee	3 - Close (1-14 Days)	GR	Code 24.2-710	Pollbook, sent to Board via email
<b>811</b>	<b>Supplemental List for Precincts.</b> The GR must compose a supplementary list of everyone who voted absentee in person, or who applied for an emergency absentee ballot. The GR must deliver this list to the chief officer of election for every precinct by 5pm on the day before the election.	Absentee	3 - Close (1-14 Days)	GR Only	Code 24.2-711	Pollbook
<b>812</b>	<b>Final Absentee List.</b> The board must deliver one attested copy of the final absentee applicants list to the chief officer of election for each precinct on the day before the election.	Absentee	3 - Close (1-14 Days)	GR Delegated	Code 24.2-710	Pollbook
<b>813</b>	<b>Emergency Voting Adjudication.</b> The general registrar must rule on any request for an emergency absentee ballot from a voter where the cause of the voter's emergency is not one of the reasons specified in the Code.	Absentee	3 - Close (1-14 Days)	GR Only	Code 24.2-705	Day before Election Day
<b>814</b>	<b>Provided Provisional Ballots.</b> The GR must provide a provisional ballot to anyone who lost, returned unused, did not receive, or accidentally spoiled his or her absentee ballot.	Absentee	4 - Election Day	GR	Code 24.2-708, VAC 20- 60-60	Provided by EOs at in person voting
<b>815</b>	<b>Applications to Clerk of Court.</b> The general registrar must deliver all applications for absentee ballots, under seal, to the Clerk of the Circuit Court before noon on the day following the election.	Absentee	5 - Post-Election		Code 24.2-710	



**GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES - 2023 ROUGH DRAFT**

#	Duty/Task	Group	Stage	Resp.	Source	Notes
816	<b>Absentee Ballots Received after the Election.</b> The secretary of the electoral board [must] deliver all absentee ballots received after the election to the Clerk of Circuit Court.”	Absentee	5 - Post-Election	GR Delegated	Code 24.2-710	After new Fri. due date
817	<b>Preserve Unused Ballots.</b> The GR must note, and preserve, any absentee ballot returned unused.	Absentee	5 - Post-Election	GR	Code 24.2-708 (A)	
901	<b>Canvass.</b> The board must meet beginning on the day after the election to determine the official results. “Each electoral board [must] meet at the clerk’s or general registrar’s office of the county or city for which they are appointed at or before 5:00 p.m. on the day after any election" to ascertain the results. This meeting may be adjourned to another day as needed, within 7 days from the date of the election.	Certification	5 - Post-Election	Both GR/EB	Code 24.2	EB must have quorum, call to order, GR set up logistics, staff, etc.
902	<b>Provisional Ballot Adjudication.</b> A determination of the provisional ballots must be conducted within 7 days of the election.	Certification	5 - Post-Election	EB Only	Code 24.2-653	Cannot be delegated
903	<b>Completion of Abstracts.</b> The board must complete, certify, and sign abstracts of results for each office or question on any ballot in the locality. It must deliver copies of these abstracts to the appropriate authorities, depending on the type of election held. Provisions for referenda can also be found in Title 15.2.	Certification	5 - Post-Election	Both GR/EB	Code 24.2-532, 24.2-671, 24.2-675, 59.1-391	GR prints, Board verifies and signs, GR delivers to ELECT (digital, then mail)
904	<b>Certification.</b> The board must deliver the certification of the results of the count together with all ballots and envelopes to the clerk of Circuit Court.	Certification	5 - Post-Election	Both GR/EB	Code 24.2-653	Board certifies, GR supplies to state/clerks

**GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES - 2023 ROUGH DRAFT**

#	Duty/Task	Group	Stage	Resp.	Source	Notes
905	<b>Election Tiebreakers.</b> If a local election results in a tie, “the electoral board [must] proceed publicly to determine by lot which of the candidates shall be declared elected.”	Certification	5 - Post-Election	EB Only	Code 24.2-674	
906	<b>Winning Certificates.</b> The secretary must make, and deliver, certificates of election to all winners of local offices.	Certification	5 - Post-Election	Both GR/EB	Code 24.2-676	Staff makes, Sec/staff deliver
907	<b>Return of Materials on Election Day.</b> The board or general registrar may direct the return of all materials from the precincts to the office of the general registrar instead of to the Clerk of the Circuit Court.	Certification	4 - Election Day	GR	Code 24.2-668	Closing procedure returns
908	<b>Unused Ballots.</b> The board, along with the general registrar and the officers of election, must account for all used and unused paper ballots.	Certification	5 - Post-Election	GR	Code 24.2-666	Given to Clerk of Courts.
909	<b>Transfer of Election Materials to Clerk of Court.</b> The general registrar must secure and retain these materials in their office and must convey them to the Clerk of the Circuit Court by noon on the day following the electoral board’s ascertainment of the results.	Certification	4 - Election Day	GR	Code 24.2-668 (B)	
910	<b>Action for Election Materials Not Returned.</b> The board must inform the Clerk of Circuit Court of any officer of election who has failed to return the election materials by the time of the board’s meeting to ascertain the results.	Certification	5 - Post-Election	GR Delegated	Code 24.2-670	
911	<b>Retention of the SOR.</b> The general registrar must retain one copy of the statement of results for public inspection.	Certification	5 - Post-Election	GR Only	Code 24.2-668 (B)	GR's copy stored in office.

**Election Task  
Tracking and  
Compliance**

**2023 Primary  
Election**

Draft materials for FEB Meeting

## ELECTION TASK TRACKING AND COMPLIANCE- 2023 PRIMARY ELECTION (AS OF 5/22/23)

Due Date	E-	Type of Task	Department - Task Description	Status	Team
12/22/2022	180	Small Task	Officer - Schedule training sites	Completed	EO
12/22/2022	180	Large Task	Operations - Pollbook build	Completed	Ops
1/1/2023	170	Large Task	Officer - Meet with Chief Deputy and GR to discuss recruitment mailings	Completed	EO
1/21/2023	150	Small Task	Operations - Create and Send Facilities Letter	Completed	Ops
1/21/2023	150	Milestone	Operations - Update statewide cybersecurity compliance (NCSR,CISA,ETC)	Completed	Ops
1/21/2023	150	Large Task	Admin - Work with BOCS for any ordinance needed for election	Completed	Admin
1/31/2023	140	Small Task	Officer - Create assignment letter in EO Program	Completed	EO
1/31/2023	140	Small Task	Officer - Update officer training and staffing email templates	Completed	EO
1/31/2023	140	Large Task	Officer - Develop a recruitment plan for this election	Completed	EO
1/31/2023	140	Large Task	Officer - Draft of EO Manual	Completed	EO
2/15/2023	125	Small Task	Operations - Reserve Buckhall and any other necessary facilities	Completed	Ops
2/20/2023	120	<b>STATUTORY</b>	Absentee - Review Voter Assistance Forms for inserts	Completed	Abs
2/20/2023	120	Small Task	Absentee - Generating ongoing absentee ballots	Completed	Abs
2/20/2023	120	Small Task	Absentee - Inventory election mailing supplies	Completed	Abs
2/20/2023	120	Small Task	Admin - Publish ad for temp hires	Completed	Admin
2/20/2023	120	Small Task	Officer - Verify EO vendor registration before assigned	Completed	EO
2/20/2023	120	Small Task	Operations - Pack Clear Plastic Pouches	Completed	Ops
2/20/2023	120	Large Task	Absentee - Review K&H envelopes, get approval from ELECT if needed	Completed	Abs
2/20/2023	120	Large Task	Admin - Ballot Plan and Material Requirements, K&H	Completed	Admin
2/20/2023	120	Large Task	Admin - Build a list of critical req/PO/invoices during election	Completed	Admin
2/20/2023	120	Large Task	Admin - Review and approve AB envelopes, inserts, ballot wraps	Completed	Admin
2/20/2023	120	Large Task	Officer - Contact EOs that have not accepted Appointment Letter	Completed	EO
2/20/2023	120	Large Task	Officer - Examine feedback from previous election, build training plan	Completed	EO
2/20/2023	120	Large Task	Officer - Hire and Train Temps	Completed	EO
3/2/2023	110	Small Task	Operations - Get Vests Cleaned	Completed	Ops
3/2/2023	110	Small Task	Operations - Throw away unusable ballot boxes	Completed	Ops
3/2/2023	110	Milestone	Officer - Finalize content or updates to EO Manual	Completed	EO
3/7/2023	105	Small Task	Absentee - Check to be sure 100 day AB notice is linked to state	Completed	Abs
3/12/2023	100	<b>STATUTORY</b>	Admin - Calculate sufficient ballot order for election	Completed	Admin
3/12/2023	100	<b>STATUTORY</b>	Admin - Set ballot printer designee, have printer sign oaths	Completed	Admin
3/12/2023	100	<b>STATUTORY</b>	Comms - Post 100-day notice for overseas voters (VA Code 24.2-465)	Completed	Comms
3/12/2023	100	Milestone	Admin - Official voter projections for election	Completed	Admin
3/12/2023	100	Milestone	Officer - Send EO manual to printer if needed for this election	Completed	EO
3/12/2023	100	Large Task	Admin - AB Order with K&H	Completed	Admin
3/12/2023	100	Large Task	Admin - Set staff, equipment, and ballot allocations by precinct	Completed	Admin
3/12/2023	100	Large Task	Officer - Decide training format	Completed	EO
3/12/2023	100	Large Task	Operations - Update Monthly Registered Voter Stat Report	Completed	Ops
3/22/2023	90	<b>STATUTORY</b>	Admin - Get list to EB to appoint majority of officers before election	Completed	Admin
3/22/2023	90	<b>STATUTORY</b>	Comms - Post notice ordering the holding of a Primary	Completed	Comms
3/22/2023	90	Small Task	Absentee - Ensure adequate scans, laptops for Preprocessing/CAP/CAP-2	Completed	Abs

## ELECTION TASK TRACKING AND COMPLIANCE- 2023 PRIMARY ELECTION (AS OF 5/22/23)

Due Date	E-	Type of Task	Department - Task Description	Status	Team
3/22/2023	90	Small Task	Absentee - Set up Preprocessing/CAP/CAP-PE space and dates	Completed	Abs
3/22/2023	90	Small Task	Officer - Develop training schedule	Completed	EO
3/22/2023	90	Small Task	Operations - Check Ballot Boxes to be used in Election	Completed	Ops
3/22/2023	90	Small Task	Operations - Check TW Stands	Completed	Ops
3/22/2023	90	Small Task	Operations - Order Ballot-On-Demand Paper	Completed	Ops
3/22/2023	90	Small Task	Operations - Pack Tape, Buttons, I Voted Stickers, etc.	Completed	Ops
3/22/2023	90	Large Task	Admin - Identify any purchases needed for coming election	Completed	Admin
3/22/2023	90	Large Task	Admin - Identify needs for Absentee temp assignments	Completed	Admin
3/22/2023	90	Large Task	Admin - Identify needs for Election Day office temp assignments	Completed	Admin
3/22/2023	90	Large Task	Comms - Switch main page to voter guide with key dates	Completed	Comms
3/22/2023	90	Large Task	Officer - Develop content for training classes	Completed	EO
3/27/2023	85	STATUTORY	Officer - Provide training plan to EB for cert. with ELECT (General ONLY)	Completed	EO
3/27/2023	85	STATUTORY	Admin - Submit officer staffing plan to Board for approval	Not Completed	Admin
3/27/2023	85	Small Task	Officer - Place printing order EO Manual.	Completed	EO
3/27/2023	85	Small Task	Operations - Coordinate with PWCS Office of Facilities Management	Completed	Ops
3/27/2023	85	Small Task	Operations - Test Door Bells	Completed	Ops
4/1/2023	80	Small Task	Absentee - Set up cure log to track rejected ballots	Completed	Abs
4/1/2023	80	Small Task	Officer - Produce training calendar, share with staffing team	Completed	EO
4/1/2023	80	Small Task	Operations - Contact Print shop for any Election needs	Completed	Ops
4/1/2023	80	Small Task	Operations - Coordinate with PWCS Head of Construction	Completed	Ops
4/1/2023	80	Large Task	Officer - Start EO assignment list	Completed	EO
4/6/2023	75	Small Task	Admin - Postage Deposit of Permit Funding Confirmation to K&H	Completed	Admin
4/6/2023	75	Small Task	Officer - Train temp staff to assist with election	Completed	EO
4/6/2023	75	Small Task	Operations - EV Binders	Completed	Ops
4/6/2023	75	Small Task	Operations - EV DEMTECH Pollbook Inventory & Charging	Completed	Ops
4/6/2023	75	Small Task	Operations - Pack Green Accordians	Completed	Ops
4/6/2023	75	Small Task	Operations - Recruitment of new Early Voting EO's	Completed	Ops
4/6/2023	75	Milestone	Admin - Complete confirmation of all temp staff hires by dept	Completed	Admin
4/6/2023	75	Large Task	Admin - Finalize/approve staffing plan for temporary office staff	Completed	Admin
4/6/2023	75	Large Task	Operations - Order/Program Election Day Ipads, phones, etc, for EV/ED	Completed	Ops
4/14/2023	67	STATUTORY	Operations - Create and Proof Ballots, make sure layout state compliant	Completed	Ops
4/14/2023	67	Small Task	Notify party chairs (and other when relevant) of early/abs L&A testing	Completed	Admin
4/16/2023	65	STATUTORY	Admin - Qualify Local Candidates through VERIS	Completed	Admin
4/16/2023	65	Large Task	Operations - Program EPB Templates- EV, CAP, Pre-Processing	Completed	Ops
4/19/2023	62	Small Task	Officer - Set up space for EO training	Completed	EO
4/21/2023	60	STATUTORY	Officer - Finalize preliminary EO's assignment and email to officers	Completed	EO
4/21/2023	60	STATUTORY	Officer - Finalize training classes	Completed	EO
4/21/2023	60	STATUTORY	Operations - L&A of for EV, Spares	Completed	Ops
4/21/2023	60	STATUTORY	Absentee - L&A for Absentee (high-speed scanner)	Completed	Abs
4/21/2023	60	STATUTORY	Admin - Notify/Issue refunds to primary candidates not qualified/unopp.	Completed	Admin

## ELECTION TASK TRACKING AND COMPLIANCE- 2023 PRIMARY ELECTION (AS OF 5/22/23)

Due Date	E-	Type of Task	Department - Task Description	Status	Team
4/21/2023	60	STATUTORY	Admin - Get state approval on ballot proofs	Completed	Admin
4/21/2023	60	STATUTORY	Admin - Check budget status of election spending	Completed	Admin
4/21/2023	60	Small Task	Absentee - Determine potential CAP EOs	Completed	Abs
4/21/2023	60	Small Task	Admin - Ballot Faces and Reports to K&H	Completed	Admin
4/21/2023	60	Small Task	Admin - Make sure office doors open during weekend voting	Completed	Admin
4/21/2023	60	Small Task	Admin - Review Policies/Procedures for Observers, Public meetings	Completed	Admin
4/21/2023	60	Small Task	Admin - Set EV site information and hours with Board (or BOCS)	Completed	Admin
4/21/2023	60	Small Task	Admin - Test Email ballot set up and BallotTrax	Completed	Admin
4/21/2023	60	Small Task	Admin - Update primers for visitors to public events	Completed	Admin
4/21/2023	60	Small Task	Officer - Begin tracking EO attendance in training	Completed	EO
4/21/2023	60	Small Task	Officer - Create EO waitlist for election	Completed	EO
4/21/2023	60	Small Task	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resource	Completed	EO
4/21/2023	60	Small Task	Operations - EV Site Visits	Completed	Ops
4/21/2023	60	Small Task	Operations - Pack Grey Ballot Boxes	Completed	Ops
4/21/2023	60	Small Task	Operations - Pack Keys and Seals	Completed	Ops
4/21/2023	60	Small Task	Operations - Start EVEO assignment list	Completed	Ops
4/21/2023	60	Small Task	Operations - Verify EVEO vendor registration before assignment	Completed	Ops
4/21/2023	60	Small Task	Admin - Outline needs for Chief HQ - staff, phones, etc.	In Progress	Admin
4/21/2023	60	Small Task	Operations - Send ED Facility Reminders	In Progress	Ops
4/21/2023	60	Milestone	Absentee - Begin sending mailout reports to K&H	Completed	Abs
4/21/2023	60	Milestone	Absentee - Build election (BallotDNA) for UOCAVA email ballots	Completed	Abs
4/21/2023	60	Milestone	Operations - EV Security Compliance	Completed	Ops
4/21/2023	60	Large Task	Admin - Place Ballot Order including Test Desks	Completed	Admin
4/21/2023	60	Large Task	Admin - Hire temporary staff, all HR paperwork complete	Completed	Admin
4/21/2023	60	Large Task	Absentee - Set up managing mail process - apps & returned ballots	Completed	Abs
4/21/2023	60	Large Task	Absentee - Set up process to update Ballottrax	Completed	Abs
4/24/2023	57	Milestone	Officer - Finalize content, handouts, Powerpoint for training classes	Completed	EO
4/26/2023	55	Small Task	Absentee - Put the required code note & watermark on the sample ballots	Completed	Abs
4/26/2023	55	Small Task	Operations - Complete Satellite Early Voting Readiness Checklist	Completed	Ops
4/26/2023	55	Small Task	Operations - Place Uline Order	Completed	Ops
4/26/2023	55	Large Task	Absentee - UOCAVA and ADA BallotDNA template approval	Completed	Abs
4/26/2023	55	Large Task	Officer - Mock EO training class	Completed	EO
4/26/2023	55	Large Task	Operations - L & A of EPBs for EV, CAP, and Spares	Completed	Ops
4/26/2023	55	Large Task	Operations - Verify EV staffing is adequate	Completed	Ops
4/27/2023	54	Small Task	Operations - Provide staffing list to Director/Deputy Director	Completed	Ops
4/29/2023	52	Small Task	Officer - Set up workshop space	Completed	EO
4/29/2023	52	Small Task	Operations - Make Labels and Envelopes	In Progress	Ops
5/1/2023	50	STATUTORY	Admin - Review compliance with the EB election security plan	Not Completed	Admin
5/1/2023	50	Small Task	Absentee - Email info about upcoming election to the USPS rep.	Completed	Abs
5/1/2023	50	Small Task	Officer - Start EES Workshop	Completed	EO

## ELECTION TASK TRACKING AND COMPLIANCE- 2023 PRIMARY ELECTION (AS OF 5/22/23)

Due Date	E-	Type of Task	Department - Task Description	Status	Team
5/1/2023	50	Small Task	Operations - Organize EV Binders	Completed	Ops
5/1/2023	50	Small Task	Operations - Pack EV Precinct Signs	Completed	Ops
5/1/2023	50	Small Task	Operations - Develop SA training program	In Progress	Ops
5/1/2023	50	Large Task	Operations - Get Revised Security Plan from EB	In Progress	Ops
5/4/2023	47	Small Task	Operations - Facility Letter Due	Completed	Ops
5/5/2023	46	Small Task	Operations - Delivery and Setup EV sites	Completed	Ops
5/5/2023	46	Large Task	Operations - Manage EV Pollbook Builds and Deployment	Completed	Ops
5/6/2023	45	STATUTORY	Absentee - AB Compliance Survey (45 day) state required	Completed	Abs
5/6/2023	45	STATUTORY	Absentee - Process absentee applications for first mailout	Completed	Abs
5/6/2023	45	Small Task	Absentee - Create and send Preprocessing, CAP, CAP-PE EO survey	Completed	Abs
5/6/2023	45	Small Task	Comms - Ballot Drop-Off Locations Posted	Completed	Comms
5/6/2023	45	Small Task	Comms - TWEET: Early Voting Begins	Completed	Comms
5/6/2023	45	Small Task	Operations - Coordinate/Get Quote Paxton	Completed	Ops
5/6/2023	45	Small Task	Operations - Schedule Training sites	Completed	Ops
5/6/2023	45	Small Task	Admin - Finalize any purchases needed for election, get quotes	In Progress	Admin
5/6/2023	45	Small Task	Operations - ED Security Compliance	In Progress	Ops
5/6/2023	45	Small Task	Operations - Recruitment of Special Assistants	In Progress	Ops
5/6/2023	45	Milestone	Officer - Start EO Training	Completed	EO
5/6/2023	45	Large Task	Absentee - Begin ballot curing	Completed	Abs
5/9/2023	42	S	Admin - Send party chairs draft precinct staffing list	Completed	Admin
5/11/2023	40	STATUTORY	Admin - Notify EB Secretary if any trouble timely processing Voter Reg	Completed	Admin
5/11/2023	40	Small Task	Officer - Contact EOs who miss training and reschedule training	Completed	EO
5/11/2023	40	Small Task	Officer - Send Chiefs/Asst. Chiefs facility contact information	Completed	EO
5/11/2023	40	Small Task	Officer - Unassign all EOs that cancel (ongoing from here)	Completed	EO
5/11/2023	40	Small Task	Operations - Send Out Facilities Emergency Contact List to CO's	Completed	Ops
5/11/2023	40	Small Task	Operations - Send Facility Reminder	In Progress	Ops
5/16/2023	35	Small Task	Operations - Create truck routes for Paxton	Completed	Ops
5/16/2023	35	Small Task	Operations - Schedule CAP sites	Completed	Ops
5/16/2023	35	Large Task	Operations - Program EPB Templates- ED	In Progress	Ops
5/19/2023	32	Small Task	Officer - Set up space for CO training	Completed	EO
5/21/2023	30	STATUTORY	Operations - Pack Election Day Precinct Signs including sample ballots	Completed	Ops
5/21/2023	30	STATUTORY	Operations - Certify number of ballots received, complete QC process	Completed	Ops
5/21/2023	30	Small Task	Officer - Set up dummy precinct	Completed	EO
5/21/2023	30	Small Task	Officer - Share one month staffing list with Director/Deputy Director	Completed	EO
5/21/2023	30	Small Task	Operations - Coordinate with PWCS Office of Communication	Completed	Ops
5/21/2023	30	Small Task	Operations - Pack Electrical Bags	Completed	Ops
5/21/2023	30	Small Task	Operations - Pack Privacy Folders	Completed	Ops
5/21/2023	30	Small Task	Operations - Schedule Canvass site	Completed	Ops
5/21/2023	30	Small Task	Operations - Verify Special Assisant vendor reg. before assignment.	Completed	Ops
5/21/2023	30	Small Task	Absentee - Scheduling Preprocessing EOs based on survey results	In Progress	Abs

## ELECTION TASK TRACKING AND COMPLIANCE- 2023 PRIMARY ELECTION (AS OF 5/22/23)

Due Date	E-	Type of Task	Department - Task Description	Status	Team	
5/21/2023	30	Small Task	Officer - Assign Canvass & CAP EOs	In Progress	EO	
5/21/2023	30	Small Task	Officer - Assign Special Assistants	In Progress	EO	
5/21/2023	30	Small Task	Officer - Verify all precincts have all positions filled	In Progress	EO	
5/21/2023	30	Small Task	Operations - Pack Precinct Signs	In Progress	Ops	
5/21/2023	30	Large Task	Absentee - Update all docs for preprocessing CAP	Completed	Abs	
5/21/2023	30	Large Task	Admin - Finalize supply drop off plan	In Progress	Admin	
5/21/2023	30	Large Task	Officer - Start CO Training	Completed	EO	
<b>Current Preparation Status:</b>				<b>Completed</b>	<b>149</b>	<b>89%</b>
				<b>In Progress</b>	<b>16</b>	<b>10%</b>
				<b>Not Completed</b>	<b>2</b>	<b>1%</b>
5/23/2023	28	Small Task	Absentee - Determine number of Preprocessing teams	In Progress	Abs	
5/23/2023	28	Large Task	Admin - Finalize all EOs registration in Mobius	In Progress	Admin	
5/26/2023	25	Large Task	Operations - Facility Election Day Emergency Contact Sheet Completed	Completed	Ops	
5/29/2023	22	Small Task	Comms - TWEET: Last Day to Register/Update Registration	Not Completed	Comms	
5/30/2023	21	STATUTORY	Operations - Make sure emergency polling places are ready if needed	Not Completed	Ops	
5/30/2023	21	STATUTORY	Admin - Post notice of scanner L&A, sealing of equipment	Completed	Admin	
5/30/2023	21	Small Task	Admin - Finalize post-election Board schedule, post notice	Not Completed	Admin	
5/30/2023	21	Small Task	Operations - Pack EPB Clear pouches	Completed	Ops	
5/30/2023	21	Small Task	Absentee - Ensure all Preprocessing equipment is ready	In Progress	Abs	
5/30/2023	21	Small Task	Absentee - Ensure all Preprocessing materials/paperwork is ready	In Progress	Abs	
5/30/2023	21	Small Task	Admin - Test out results reporting system (new in 2023)	Not Completed	Admin	
5/30/2023	21	Large Task	Admin - Rough draft of Election Day assignments	Not Completed	Admin	
5/30/2023	21	Large Task	Operations - Mark ballots for Election Day L&A	In Progress	Ops	
5/31/2023	20	Small Task	Operations - ED DEMTECH Pollbook Inventory & Charging	In Progress	Ops	
5/31/2023	20	Small Task	Officer - Send provisional Brief Sheet to all officers	Not Completed	EO	
6/5/2023	15	STATUTORY	Admin - Send voter notice of any polling place changes (Primary)	Completed	Admin	
6/5/2023	15	Small Task	Absentee - Set up Preprocessing room	Not Completed	Abs	
6/5/2023	15	Small Task	Officer - Verify all precincts have all positions filled	Not Completed	EO	
6/6/2023	14	STATUTORY	Admin - GR signs officer oaths for officers to sign at polling place	In Progress	Admin	
6/6/2023	14	STATUTORY	Operations - L & A for Scanners for Election Day	Not Completed	Ops	
6/6/2023	14	Small Task	Operations - CO Supply Pickup	In Progress	Ops	
6/6/2023	14	Small Task	Operations - Gathering Supplies for Chief Binder	In Progress	Ops	
6/6/2023	14	Small Task	Admin - Finalize canvass staffing	Not Completed	Admin	
6/6/2023	14	Small Task	Officer - Letter to Quantico Marine Base for access to the Town	Not Completed	EO	
6/6/2023	14	Small Task	Officer - Remove all EOs that have not attended training	Not Completed	EO	
6/6/2023	14	Small Task	Operations - Test TallyPoint	Not Completed	Ops	
6/6/2023	14	Milestone	Absentee - Preprocessing begins	Not Completed	Abs	



## ELECTION TASK TRACKING AND COMPLIANCE- 2023 PRIMARY ELECTION (AS OF 5/22/23)

Due Date	E-	Type of Task	Department - Task Description	Status	Team
6/6/2023	14	Large Task	Operations - Create File for Paper Pollbook and send to Printer	Not Completed	Ops
6/6/2023	14	Large Task	Absentee - Voter correspondence - busier, includes calls	In Progress	Abs
6/6/2023	14	Large Task	Officer - Replace all EOs removed due to not attending training	Not Completed	EO
6/6/2023	14	Small Task	Officer - Send CO bag pick-up and supply drop-off reminder	Not Completed	EO
6/9/2023	11	<b>STATUTORY</b>	Admin - Notify party chairs of any unaffiliated Chief/AC	Not Completed	Admin
6/9/2023	11	Small Task	Comms - TWEET: Deadline to Request a Mail Ballot	Not Completed	Comms
6/9/2023	11	Milestone	Absentee - Process absentee applications for final mailout	Not Completed	Abs
6/9/2023	11	Large Task	Officer - Final draft of Election Day assignments	Not Completed	EO
6/10/2023	10	Small Task	Operations - Pack CO Bags	Not Completed	Ops
6/10/2023	10	Large Task	Operations - Emergency Precinct Coordination & Deployment	Not Completed	Ops
6/11/2023	9	Large Task	Operations - Pack #3 and #6 for Transport	Not Completed	Ops
6/13/2023	7	Small Task	Absentee - Ensure all CAP/CAP-2 materials/docs ready (envelopes/SORs)	In Progress	Abs
6/13/2023	7	Small Task	Absentee - Register military voters	In Progress	Abs
6/13/2023	7	Small Task	Admin - Prepare Provisional Templates	In Progress	Admin
6/13/2023	7	Small Task	Absentee - Ensure all CAP/CAP-2 equipment is ready	Not Completed	Abs
6/13/2023	7	Small Task	Absentee - Prepare provisional templates and spreadsheets	Not Completed	Abs
6/13/2023	7	Small Task	Admin - Send party chairs final precinct staffing list	Not Completed	Admin
6/13/2023	7	Small Task	Operations - Coordinate with Courthouse for Election Day Storage	Not Completed	Ops
6/13/2023	7	Small Task	Operations - Create What Ifs	Not Completed	Ops
6/13/2023	7	Small Task	Operations - Verify trucks with Paxton	Not Completed	Ops
6/13/2023	7	Large Task	Absentee - Process absentee denials and contact voters	In Progress	Abs
6/13/2023	7	Large Task	Admin - Draft Friday night letter to officers	Not Completed	Admin
6/13/2023	7	Large Task	Admin - Finalize roles and layout for Chief HQ	Not Completed	Admin
6/13/2023	7	Large Task	Admin - Notify EOs/staff of any observer/media groups	Not Completed	Admin
6/13/2023	7	Large Task	Comms - Notify EOs/staff of any observer/media groups	Not Completed	Comms
6/13/2023	7	Large Task	Admin - Final prep plans for Chief HQ	Not Completed	Admin
6/13/2023	7	Large Task	Operations - Test ED EPBs	Not Completed	Ops
6/15/2023	5	<b>STATUTORY</b>	Operations - L&A EPB Cert to Elect (via Integra)	Not Completed	Ops
6/15/2023	5	<b>STATUTORY</b>	Operations - L&A Scan/TW Cert to Elect (via Integra)	Not Completed	Ops
6/15/2023	5	Small Task	Officer - Send CO/AO final roster	Not Completed	EO
6/15/2023	5	Small Task	Operations - Election Day Pollbook Secure Login Codes	Not Completed	Ops
6/15/2023	5	Small Task	Operations - Final setup comms. with Facilities after chief pickup	Not Completed	Ops
6/15/2023	5	Small Task	Operations - Pack Specialist Bags	Not Completed	Ops
6/15/2023	5	Milestone	Officer - Finish training and workshops	Not Completed	EO
6/15/2023	5	Large Task	Admin - Finalize canvass procedures	Not Completed	Admin
6/15/2023	5	Large Task	Admin - Finalize provisional adjudication session procedures	Not Completed	Admin
6/15/2023	5	Large Task	Admin - Supply staff with key contact information sheet	Not Completed	Admin
6/15/2023	5	Large Task	Officer - End EO Training	Not Completed	EO
6/15/2023	5	Large Task	Officer - Verify all precincts have all positions filled	Not Completed	EO
6/17/2023	3	<b>STATUTORY</b>	Officer - Certify training of officers with GR for ELECT	Not Completed	EO

## ELECTION TASK TRACKING AND COMPLIANCE- 2023 PRIMARY ELECTION (AS OF 5/22/23)

Due Date	E-	Type of Task	Department - Task Description	Status	Team
6/17/2023	3	STATUTORY	Operations - Finalize Cages for Deployment	Not Completed	Ops
6/17/2023	3	Small Task	Comms - TWEET: Early Voting Ends	Not Completed	Comms
6/17/2023	3	Small Task	Officer - Close mock precinct	Not Completed	EO
6/17/2023	3	Small Task	Officer - End CO Training per Code	Not Completed	EO
6/17/2023	3	Large Task	Operations - Breakdown EV sites and Return Equip./Binders to Office	Not Completed	Ops
6/17/2023	3	Large Task	Officer - Train SA	Not Completed	Admin
6/18/2023	2	STATUTORY	Operations - Verify with registrar that cages/equipment conf. delivered	Not Completed	Ops
6/18/2023	2	STATUTORY	Admin - Certify pollbook logic and accuracy	Not Completed	Admin
6/18/2023	2	STATUTORY	Operations - Cage Drop Off	Not Completed	Ops
6/19/2023	1	STATUTORY	Admin - Email EB copy of the absentee list as of 3 days before election	Not Completed	Admin
6/19/2023	1	STATUTORY	Admin - GR must rule on any emergency ballots without Code reason	Not Completed	Admin
6/19/2023	1	Small Task	Operations - Election Day Pollbook Deployment	Not Completed	Ops
6/19/2023	1	Small Task	Operations - Final AB Numbers	Not Completed	Ops
6/20/2023	0	Small Task	Absentee - Precinct drop box ballots & chain of custodies	Not Completed	Abs
6/20/2023	0	Small Task	Absentee - Preliminary provisional ballot research	Not Completed	Abs
6/20/2023	0	Small Task	Absentee - Prepare thumbdrive with AB documents for courthouse	Not Completed	Abs
6/20/2023	0	Small Task	Absentee - Provide direct staff support to CAP	Not Completed	Abs
6/20/2023	0	Small Task	Absentee - Support phones	Not Completed	Abs
6/20/2023	0	Small Task	Comms - Add VAelect Unofficial Results Link to Homepage @ 7pm	Not Completed	Comms
6/20/2023	0	Small Task	Comms - TWEET: ELECTION DAY Ends @ 7pm	Not Completed	Comms
6/20/2023	0	Small Task	Comms - TWEET: ELECTION DAY Starts @ 6am	Not Completed	Comms
6/20/2023	0	Small Task	Operations - Assist with CO Supply Return	Not Completed	Ops
6/20/2023	0	Small Task	Operations - Assist with CO Supply Return	Not Completed	Ops
6/20/2023	0	Small Task	Operations - Assist with Communications via TallyPoint/Chief HQ	Not Completed	Ops
6/20/2023	0	Large Task	Absentee - Compile EOD numbers for CAP-EV and CAP-AB, report in VERIS	Not Completed	Abs
6/20/2023	0	Large Task	Absentee - Receive and check in mail ballots (Cynthia & temps)	Not Completed	Abs
6/20/2023	0	Large Task	Admin - Provisional Ballot Assesment and Research	Not Completed	Admin
6/20/2023	0	Large Task	Officer - Address all EO issues on election day	Not Completed	EO
6/20/2023	0	Large Task	Operations - Assist Day Equipment Supply	Not Completed	Ops
6/20/2023	0	Large Task	Operations - Chief Headquarters	Not Completed	Ops
6/21/2023	-1	STATUTORY	Admin - Inform Circuit Court of election materials not returned	Not Completed	Admin
6/21/2023	-1	STATUTORY	Admin: Coordinate Board and EOs for canvass proces	Not Completed	Admin
6/21/2023	-1	STATUTORY	Operations - Deliver #3 and #6, election materials to Courthouse	Not Completed	Admin
6/21/2023	-1	STATUTORY	Absentee - Deliver all absentee applications to Courthouse	Not Completed	Abs
6/21/2023	-1	Small Task	Comms - Convert Website to "Post Election" homepage	Not Completed	Comms
6/22/2023	-2	Small Task	Operations - Copy and backup all ballot images from Election day	Not Completed	Ops
6/22/2023	-2	Small Task	Operations - Copy/backup all Voter Credit from Election day	Not Completed	Ops
6/22/2023	-2	Milestone	Officer - Validate Officers have completed training	Not Completed	EO
6/22/2023	-2	Large Task	Officer - Prepare payroll document for Fiscal Spec. using Comp Sheets	Not Completed	EO
6/23/2023	-3	Small Task	Absentee - Finalize thumbdrive for courthouse	Not Completed	Abs

## ELECTION TASK TRACKING AND COMPLIANCE- 2023 PRIMARY ELECTION (AS OF 5/22/23)

Due Date	E-	Type of Task	Department - Task Description	Status	Team
6/23/2023	-3	Small Task	Absentee - Manage mail and drop box ballots	Not Completed	Abs
6/23/2023	-3	Small Task	Absentee - Provide direct staff support CAP-PE	Not Completed	Abs
6/23/2023	-3	Small Task	Absentee - Provisional credit	Not Completed	Abs
6/23/2023	-3	Small Task	Absentee - Provisional research/meeting/letters	Not Completed	Abs
6/23/2023	-3	Small Task	Admin - Provisional Credit Entered	Not Completed	Admin
6/23/2023	-3	Milestone	Absentee - Report CAP-PE numbers on VERIS	Not Completed	Abs
6/24/2023	-4	Small Task	Officer - Scan election Comp Forms	Not Completed	EO
6/27/2023	-7	<b>STATUTORY</b>	Compeltion of Board provisional ballot adjudiction	Not Completed	Admin
6/27/2023	-7	<b>STATUTORY</b>	Admin - Certify election, send abstracts/checklist to state	Not Completed	Admin
6/27/2023	-7	Small Task	Admin - Convert website back to default home page w/ results link	Not Completed	Admin
6/27/2023	-7	Small Task	Comms - Convert website back to default home page	Not Completed	Comms
6/27/2023	-7	Small Task	Comms - TWEET: Election Has been Certified	Not Completed	Comms
6/30/2023	-10	<b>STATUTORY</b>	Admin - Organize/retain SOR copy for public inspection	Not Completed	Admin
6/30/2023	-10	<b>STATUTORY</b>	Admin - Print winner certificates for Secretary to deliver	Not Completed	Admin
7/4/2023	-14	<b>STATUTORY</b>	Operations - Inventory voting equip., record/notify GR of damage, missing	Not Completed	Ops
7/4/2023	-14	Large Task	Comms - Digitize SORs for retention/requests	Not Completed	Comms

**Election Officer  
Appointments**

**May 24, 2023**

Draft materials for EB Meeting

#	First	Mid	Last	Party	Update	Prev Party	Pct.	Voter ID #
1	Bruce		Borko	R	Nomination approved by Rep Chair via email.	N	515	
2	Jeffrey		Rieke	R	Nomination approved by Rep Chair via email.	N	206	
3	Reem		Nouri	R	Nomination approved by Rep Chair via email.	N	Unk	
4	Paola	M	Jimenez	R	Nomination approved by Rep Chair via email.	N	712	
5	Benjamin		Zupan	D	Nomination approved by Dem Chair via email.	N	314	
6	Amy		Feinberg	D	Nomination approved by Dem Chair via email.	N	Unk	
7	Robert	J	Sullivan	D	Nomination approved by Dem Chair via email.	N	307	
8	Sonnie		Cuffey	D	Nomination approved by Dem Chair via email.	N	109	
9	Helen	P	Ellis-Brown	D	Nomination approved by Dem Chair via email.	N	703	
10	David	C.	Dooley	D	Nomination approved by Dem Chair via email.	N	614	
11	Bryan		Edwards	D	Nomination approved by Dem Chair via email.	N	609	
12	Laureen	M	Henderson	D	Nomination approved by Dem Chair via email.	N	512	
13	Cozenja	Meshell	Berry	D	Nomination approved by Dem Chair via email.	N	211	
14	Irma	E	Blount	D	Nomination approved by Dem Chair via email.	N	409	
15	Willie	L	Boykin	D	Nomination approved by Dem Chair via email.	N	401	
16	Maurice		Bryant	D	Nomination approved by Dem Chair via email.	N	612	
17	Daniel		Buckley	D	Nomination approved by Dem Chair via email.	N	307	
18	Michael	C	Bugge	D	Nomination approved by Dem Chair via email.	N	207	
19	Patricia	A	Dorsey	D	Nomination approved by Dem Chair via email.	N	703	
20	Theresa	A	Dukes-Beach	D	Nomination approved by Dem Chair via email.	N	307	
21	Katherine	E	Good	D	Nomination approved by Dem Chair via email.	N	711	
22	Krysha		Gregorowicz-He	D	Nomination approved by Dem Chair via email.	N	408	
23	Dereck		Harmon	D	Nomination approved by Dem Chair via email.	N	213	
24	Nasrin		Hossain	D	Nomination approved by Dem Chair via email.	N	514	
25	Laurence	B	Jones	D	Nomination approved by Dem Chair via email.	N	601	
26	Pamela	J	Lee Johnson	D	Nomination approved by Dem Chair via email.	N	203	
27	Audrey	B.	Lewis	D	Nomination approved by Dem Chair via email.	N	606	
28	Jean	MARCEAU	Lohier	D	Nomination approved by Dem Chair via email.	N	612	
29	Susan	E	Lukas	D	Nomination approved by Dem Chair via email.	N	403	
30	Brandy		Mahoney	D	Nomination approved by Dem Chair via email.	N	112	
31	Jennifer		McGuire	D	Nomination approved by Dem Chair via email.	N	207	
32	Michelle	M	Morris	D	Nomination approved by Dem Chair via email.	N	502	
33	Carol	B	Proven	D	Nomination approved by Dem Chair via email.	N	413	
34	Frances		Scott	D	Nomination approved by Dem Chair via email.	N	503	
35	Zohra	F	Sharief	D	Nomination approved by Dem Chair via email.	N	704	
36	Jane		Sonnenberg	D	Nomination approved by Dem Chair via email.	N	205	
37	William	Edward	Sullivan	D	Nomination approved by Dem Chair via email.	N	302	

#	First	Mid	Last	Party	Update	Prev Party	Pct.	Voter ID #
38	Nostalgia	Little Killer	Wright	D	Nomination approved by Dem Chair via email.	N	611	
39	Alexis	M	Holdman	D	Nomination approved by Dem Chair via email.	N	706	
40	Veronica	L	Marquez	D	Nomination approved by Dem Chair via email.	N	603	
41	Alberta	Wright	Townes	D	Nomination approved by Dem Chair via email.	N	610	
42	Debra		Willard	D	Nomination approved by Dem Chair via email.	N	109	

Draft materials for EB Meeting

**Report on Absentee &  
Voter List Maintenance**

**May 24, 2023**

Draft material for EB Meeting

## Permanent Absentee List Maintenance

The law requires that Permanent AB applications must be cancelled when a voter's registration status is changed to "Inactive" because they did not respond to an NCOA confirmation notice [VA Code § 24.2-703.1(D)].

Receiving a piece of official election mail back does not remove the voter from the Permanent Absentee list. Va. Code § 24.2-703.1(D) very clearly lays out the situations in which a voter can be removed from the Permanent Absentee list:

- The voter requests in writing to be removed,
- The voter's registration is cancelled pursuant to § 24.2-427,
- The voter's registration is placed on inactive status pursuant to § 24.2-428 or 24.2-428.1, or
- The voter moves to a different address in a new locality.

The reasons above are the only four that constitute removing a voter from the Permanent Absentee list.

VERIS does not automatically cancel a voter's Permanent AB application when the voter's registration is inactivated due to non-response to NCOA localities receive report from ELECT with those who need to be taken off AB rolls. The last report that was provided showed following numbers.

Locality	AB Applications to be cancelled
ARLINGTON COUNTY	56
FAIRFAX COUNTY	82
FAUQUIER COUNTY	15
LOUDOUN COUNTY	65
PRINCE WILLIAM COUNTY	0

## Voter Rolls Maintenance

Federal law (the National Voter Registration Act, hereafter "NVRA") requires each state to have a program that makes a reasonable effort to remove the names of ineligible voters from the official list of registered voters.

The National Change of Address (NCOA) mailing is part of a list maintenance process mandated by Va. Code §24.2-428 and the National Voter Registration Act (NVRA), which requires any out of jurisdiction letters that did not have a response provided 30 days after mail date be set to inactive in VERIS.

Under Va. Code § 24.2-428, ELECT or the general registrars are required to send a communication to voters who have moved within their jurisdiction. This message shall be in the form of a pre-addressed, prepaid return card by which the voter may verify or correct their updated address information.



List Maintenance Schedule:

Under Va. Code § 24.2-427 state performs following:

<b>Incoming Data</b>	<b>Frequency</b>
Sec. of the Commonwealth: Restoration of Rights	Monthly
Bureau of Vital Statistics: Deaths	Weekly
Virginia State Police: Felony Convictions	Monthly
DMV: Non-Citizens	Monthly
VA Circuit Courts: Mentally Incapacitated	Monthly
US District Courts: Felony Convictions	Quarterly
NCOA Mailing	Twice a year (once a year before)
OOS Mailing	Once a year
Duplicate Research Listing	Weekly
SSN Duplicate Registrant Listing	Weekly

<b>Removal Categories</b>	<b>2022</b>	<b>2023</b>
Mentally Incapacitated	22	5
Deceased	1,892	1,507
Felony	333	72
NCOA (notices mailed)	9,667	19,341
OOS (notices mailed)	1,803	2,882
<b>TOTAL</b>	<b>13,717</b>	<b>23,807</b>