



COUNTDOWN TO ELECTION DAY

Using a Checklist to Keep Track of the Details

Boot Camp for New Director's of Election 2019

ELECTION PREPARATION

Preparing for an election begins months to a year or more in advance of the actual date of the election.

TOPICS

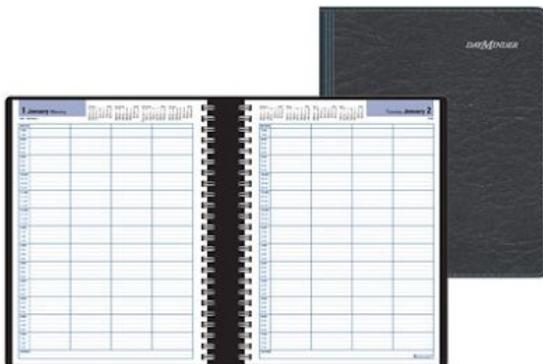
- 1. Best Practices**
- 2. Calendars and Timelines**
- 3. A Checklist is Your Friend**
- 4. Overview of Timeline of Events**
- 5. Election Day**
- 6. Canvass Day**
- 7. Post Canvass**

1. BEST PRACTICES

Do NOT procrastinate

Set up an election year calendar with key dates and deadlines

Some options include:



Google



Calendar

Home Page Layout



Home

- Election Call Summary
- Election Checklist
- Ballot Request
- Election Affidavit
- Proxies
- Election Registration
- Statement of Results
- Miscellaneous Information
- Project Network Centers

Important Dates

Absentee Voting Begins	April 22, 2018
Registration Deadline	May 21, 2018
Request Absentee by Mail	June 5, 2018
Absentee Voting in Person	June 9, 2018

Days Until

-48

Important Information

Deadline	June 12, 2018
Deadline/Type	Legal Election
Dual Primary	N
Deadline/Type/Date	April 18, 2018
Mailbox Opening/Time	10:00 AM



Best Practice

Schedule an Electoral Board meeting well ahead of the election.

- ✓ Define who is responsible for what task
- ✓ An EB checklist is helpful

Utilize a checklist to keep up with the details.

- ✓ Do general election tasks early such as notifying facilities of election dates, setting training dates, and inventorying supplies
- ✓ Several examples of checklists are available among the GR population

2. CALENDARS AND TIMELINES

Advantages of different calendar formats

- ✓ Paper – Easy to use. One tip is to begin on the Monday prior to the Election numbering backwards for about 100 days. You can see at a glance how many days out you are from the election.
- ✓ Google Calendar – Easy to share calendar with your EB's; can sync calendar with your phone and set up reminders for deadlines
- ✓ Google Sheets or Excel – Can set up a Master Election Workbook to track election officer information, precinct information, voting equipment, election day checklist and more!

Calendars

A number of calendars can be found on ELECT's website at elections.virginia.gov.

- ✓ Candidate/Pac tab - Candidate reporting calendar for campaign finance
- ✓ Media tab– 5-Year Schedule and 2019 Election Deadline Calendar and more.
- ✓ The 5-Year calendar is useful for long range planning and keeping precinct facility managers informed
- ✓ You may want to develop a 3-year or election specific calendar for the EB, election officers, staff or other stakeholders

Calendars & Schedules

[Virginia Department of Elections](#) > [Media](#) > Calendars & Schedules

2019 Election Calendar

- [Upcoming Elections](#)
- [2019 Election Deadline Calendar \(.xls\)](#)
- [Candidate Lists](#)

General Elections

- [5-Year Schedule of General Elections \(.pdf\)](#)
- [Board of Supervisors \(.pdf\)](#)
- [Soil and Water Directors \(.pdf\)](#)
- [City Council \(.pdf\)](#)
- [Town Council \(.pdf\)](#)
- [City School Board \(.pdf\)](#)
- [County School Board \(.pdf\)](#)
- [Town School Board \(.pdf\)](#)

5 -Year Calendar of Elections

COMMONWEALTH OF VIRGINIA

SCHEDULE OF GENERAL ELECTIONS

DEPARTMENT OF ELECTIONS

2018	2019	2020	2021	2022
<p>MAY 1 City Council (17 cities) (terms vary - set by Charter)</p> <p>City School Boards (11 cities) (terms same as City Council)</p> <p>Town Council (106 towns) (terms vary - set by Charter)</p> <p>City or Town Mayor Town Treasurer Town Recorder (Clerk) if designated within Charter (terms vary - set by Charter)</p> <p>Primary if held: March 6</p>	<p>MAY 7 Town Council (1 Town) Vienna (2-year term)</p>	<p>MAY 5 City Council (17 cities) (terms vary - set by Charter)</p> <p>City School Boards (11 cities) (terms same as City Council)</p> <p>Town Council (103 towns) (terms vary - set by Charter)</p> <p>City or Town Mayor Town Treasurer Town Recorder (Clerk) if required by Charter (terms vary - set by Charter)</p> <p>Primary if held: March 3</p>	<p>MAY 4 Town Council (1 town) Vienna (2-year term)</p>	<p>MAY 3 City Council (17 cities) (terms vary - set by Charter)</p> <p>City School Boards (11 cities) (terms same as City Council)</p> <p>Town Council (106 towns) (terms vary - set by Charter)</p> <p>City or Town Mayor Town Treasurer Town Recorder (Clerk) if required by Charter (terms vary - set by Charter)</p> <p>Primary if held: March 1</p>
<p>NOVEMBER 6 U. S. Senator (1) (6-year term)</p> <p>U. S. Representative (11) (2-year term)</p> <p>County Board (1 county) Arlington (4-year term)</p> <p>County School Board (1 county) Arlington (4-year term)</p> <p>City Council (17 cities) (terms vary - set by Charter)</p> <p>City School Board (9 cities) (terms vary - set by Charter)</p> <p>Town Council (66 towns) (terms vary - set by Charter)</p> <p>Town School Board (2 towns) (terms vary - set by Charter)</p> <p>Primary if held: June 12</p>	<p>NOVEMBER 5 Virginia Senate (40) (4-year term)</p> <p>House of Delegates (100) (2-year term)</p> <p>Soil and Water Directors (4-year term)</p> <p>Counties: 4-year terms: *Commonwealth's Attorney *Sheriff Commissioner of Revenue *Treasurer</p> <p>Boards of Supervisors (95 counties) School Boards (91 counties)</p> <p>Cities: 8-year terms: *Clerk of Court</p> <p>City Council (3 cities) (terms vary - set by Charter)</p> <p>City School Board (3 cities) (terms vary - set by Charter)</p> <p>Town Council (14 Towns) (terms vary - set by Charter)</p> <p>Primary if held: June 11</p>	<p>NOVEMBER 3 President (4-year term)</p> <p>U. S. Senator (1) (6-year term)</p> <p>U. S. Representative (11) (2-year term)</p> <p>County Board (1 county) Arlington (4-year term)</p> <p>County School Board (1 county) Arlington (4-year term)</p> <p>City Council (17 cities) (terms vary - set by Charter)</p> <p>City School Board (9 cities) (terms vary - set by Charter)</p> <p>Town Council (63 towns) (terms vary - set by Charter)</p> <p>Town School Board (2 towns) (terms vary - set by Charter)</p> <p>Presidential/May Primary (if held: March 3)</p> <p>Primary - All Other Offices (if held: June 9)</p>	<p>NOVEMBER 2 Governor Lieutenant Governor Attorney General (4-year term)</p> <p>House of Delegates (100) (2-year term)</p> <p>Cities: 4-year terms: *Commonwealth's Attorney *Sheriff Commissioner of Revenue *Treasurer</p> <p>Counties: 4-year terms: Boards of Supervisors (58 counties) School Boards (56 counties)</p> <p>City Council (4 cities) (terms vary - set by Charter)</p> <p>City School Board (4 cities) (terms vary - set by Charter)</p> <p>Town Council (15 Towns) (terms vary - set by Charter)</p> <p>Primary if held: Date to be determined by the 2021 General Assembly due to redistricting implementation.</p>	<p>NOVEMBER 8 U. S. Representative (11) (2-year term)</p> <p>County Board (1 county) Arlington (4-year term)</p> <p>County School Board (1 county) Arlington (4-year term)</p> <p>City Council (17 cities) (terms vary - set by Charter)</p> <p>City School Board (9 cities) (terms vary - set by Charter)</p> <p>Town Council (66 towns) (terms vary - set by Charter)</p> <p>Town School Board (2 towns) (terms vary - set by Charter)</p> <p>Primary if held: June 14</p>

* If a city shares these offices with a county, then the city elects at the same time as the county.

REV 9/2018

ELECT posts a detailed calendar each new year.

 ★ VIRGINIA DEPARTMENT of							
Election	Deadline	Type	Who	CODE	Handbook Chapter(s)	TIME FRAME	
May 07, 2019	Fri, 10/19/18	election admin	ELECT	§ 24.2-509 & 24.2-516	N/A	At least 135 days prior to the primary.	
May 07, 2019	Wed, 01/02/19	election admin	Candidate	§ 24.2-506 and SBE Policy 2010-003	16	After January 1st; by first Tuesday in March @ 7 PM.	
Jun 11, 2019	Wed, 01/02/19	election admin	Candidate	§ 24.2-503 and SBE Policy 2010-003	16	After January 1st; by no later than 5:00 pm on the seventy-fifth day before the primary.	
Nov 05, 2019	Wed, 01/02/19	election admin	Candidate	§ 24.2-506, 24.2-521, and SBE Policy 2010-003	16	After January 1st; by second Tuesday in June @ 7 pm., or, 81 days before Nov in certain Special Elections.	
Nov 05, 2019	Tue, 01/15/19	campaign finance	Candidate & Referendum Committees	§ 24.2-947.6 & 24.2-951.4	17	All candidates and referendum committees with open campaign finance accounts must file disclosing all activity covering the period from the last report through December 31, 2018.	
Qtr Report	Tue, 01/15/19	campaign finance	PAC and Parties	§ 24.2-949.6 & 24.2-950.6	17	Political Action and Party committees must file disclosing all activity covering the period from the last report through December 31, 2018.	
May 07, 2019	Fri, 01/25/19	election admin	ELECT	§ 24.2-465	N/A	At least 100 days before election (100th day is Sun, 1/27/19).	
Jun 11, 2019	Fri, 01/25/19	election admin	ELECT	§ 24.2-509 & 24.2-516	N/A	At least 135 days prior to the primary.	
Nov 05, 2019	Fri, 01/25/19	election admin	ELECT	§ 24.2-509 & 24.2-516	N/A	At least 135 days prior to the primary.	
May 07, 2019	Mon, 02/04/19	election admin	Clerk & GR	§ 24.2-502	16	Annual SOEIs are due on or before February 1st.	
Nov 05, 2019	Mon, 02/04/19	election admin	Clerk & GR	§ 24.2-502	16	Annual SOEIs are due on or before February 1st.	
May 07, 2019	Wed, 02/06/19	election admin	Court	§ 24.2-226	N/A	Not allowed within 90 days of the next such general election.	
Nov 05, 2019	Wed, 02/06/19	election admin	Party	§ 24.2-516	N/A	125 days prior to Primary; Ends 105 days before Primary.	
Nov 05, 2019	Wed, 02/06/19	election admin	ELECT	§ 24.2-516	N/A	125 days prior to Primary; Ends 105 days before Primary.	
May 07, 2019	Fri, 02/15/19	election admin	Court	§ 24.2-682	N/A	At least 81 days before election.	

Calendars

Calendar for Electoral Board and Staff

This is very helpful when you have overlapping elections!

It's helpful to highlight the dates the electoral board needs to be present



Important Dates for May 1 Local Election and June 12 Primary Election

Date and Time	Event
May 1	General Election – 3 seats City Council 3 seats School Board
March 6	7 p.m. Filing deadline for candidate qualifying paperwork
March 15	9:00 a.m. Electoral Board conducts logic and accuracy testing for absentee voting equipment.
March 17	Absentee Voting begins for May 1 General Election.
April 9	Deadline to register to vote for May 1 General Election. Postmarked applications accepted.
April 19	9:00 a.m. Electoral Board logic and accuracy testing for May General precinct voting machines.
April 24	Deadline to request a mail absentee ballot for May General. Absentee applications must be received by the local registrar by close of business at 5 p.m.
April 26	9:00 a.m. Electoral Board conducts logic and accuracy testing for <u>June Primary</u> absentee voting equipment.
April 28	9:30 a.m. Group training for Officers of Election -Last day to vote in person absentee for May General Election. -First day to vote in person absentee for June Primary Election. Office will be open Saturday from 8 am to 5 pm
May 1	Election Day. Polls open from 6 am to 7 pm.
May 2	10:00 a.m. Canvass of votes for May General. Room 102 at 10:00 a.m. (If large crowd will be moved to City Council Chambers)
May 21	Deadline to register to vote for June 12 Primary Election. Postmarked applications accepted.
May 28	Memorial Day Holiday
May 31	9:00 a.m. Electoral Board conducts logic and accuracy testing for June precinct voting equipment.
June 5	Deadline to request a mail absentee ballot for June Primary. Absentee applications must be received by the local registrar by close of business at 5 p.m.
June 9	Last day to vote in person absentee for June General Election. Office will be open Saturday from 8 am to 5 pm
June 12	Primary Election Day. Polls open from 6 am to 7 pm.
June 13	10:00 a.m. Canvass of votes for May General. Room 102 at 10:00 a.m.

3. A CHECKLIST IS YOUR FRIEND

Elections are complex with many details. A checklist will keep you on track.

- ✓ Checklists may be date or task oriented
- ✓ It may be helpful to group tasks together such as ballot prep, absentee voting, notifications/advertising, etc.

“Under conditions of complexity, not only are checklists a help, they are required for success. There must always be room for judgment, but judgment aided—and even enhanced—by procedure.” The Checklist Manifesto by Atul Gawande

Checklist

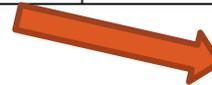
Chronological Date Orientated Schedule



ELECTION ACTIVITY SCHEDULE

November 2018 General Election

DUE DATE	ACTIVITY	RESPONSIBLE PERSON	DATE COMPLETE
March 30	Develop November election warehouse work schedule; after GR approves, issue. Dates to include are: VM prep (September 13-16); EB VM certification (September 17 & 18); classes; packing; VM delivery (October 29 – November 9); and, post-election unpacking and inventory (November 10 – 20)	Chief VM Officer	
June 4	Contact temp service to identify 3 temps for November to interview first week in July and start 7/16; may also need 3 more just for August for NCOA, depending on size (known early July).	Deputy GR	
June 12	Primary Election day	All staff	
	Independent candidate filing deadline		
June 13-19	Post primary election activities (see June schedule)	All staff	
June 14	Deadline for ELECT to forward to the general registrars for verification		
June 20	5 PM Deadline for general registrar and EB Secretary to certify all local candidates for the November election with a second Tuesday in June filing deadline to ELECT	Kirk/EB Secretary	
	Deadline for GR to provide notice to disqualified local candidates (§24.2-612)	Kirk	
June 23	Backlog of VR transactions from books close processed	All staff	
June 25 & 26	SBE training	EB/GR	
June 25	Deadline for candidates that did not qualify to file the appeal		
June 26	Deadline for ELECT to certify June primaries. The meeting also presents the Board with an opportunity to conduct the drawing for political party ballot position order for the November election		
June 26 – 28	GR analyzes information submitted with appeal	Kirk	
June 29	Campaign finance report reminders to all candidates with an open account	Keith and Don	
	Deadline for EB to hear candidate appeals	EB	
July	Prepare recommended adjustments to machines/lines and officers and other election arrangements for November.	Kirk	
	Update election officer training session attendance response sheet to go in training memo and prepare draft memo to election officers regarding: machines/lines/officer/training/AB voting		
	Revise CAVED election officer memo to go to AB Chief if necessary		
	Revise memo to polling places, including polling place contacts information to be verified; send to Board for approval if necessary		
	Revise canvass forms, checklist, & instruct. if necessary		



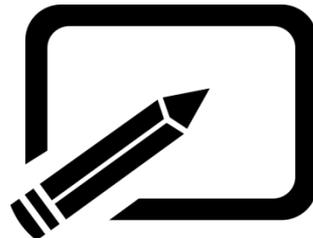
Checklist

Task Orientated Checklist

Add reminders where needed.



You can modify the checklist to fit your situation such as using the name of your voting equipment, news outlet or delivery person!



Election Prep Checklist

Use this form to check to ensure that tasks have been performed prior to the election.

ELECTION and Date _____

Task	Date Completed	Cost / Notes
Election Machines		
Download Election from BOX		
Certify candidates		
Notify chairs/candidates about L&A testing		
L&A testing		
Pre-test L&A		
Ballots		
**To verify Ballot Style Detail Report - Go to Reports>Certification of Candidates, Referendums or Cert. of Statewide Candidates whichever is appropriate for the type of election. Sometimes you will find the information listed under two different categories for instance in a Federal Election with State Constitutional Amendments so check all of them. From the report, you can confirm names, party, and order on the ballot.		
Content approved - see above		
ESO ballot order form submitted		
Submit ACTUAL Certification of Candidate sheet from VERIS Report to ESO for ballot mock up. ESO forms for ballot order, coding and final Certification are found in BOX under forms.		
AB Ballots rec'd		
Ballots (regular) rec'd		
OVO/OVI ballots tested (L&A)		
Pack ballot bags		
Complete ELECT survey on Ballot Readiness		
Registration Deadline and Advertising		
Bristol Herald Courier ad for close of registration books - See Va. Code § 24.2-415		
If special election, BHC ad by Secretary notifying public of special election	N/A	
2 nd Press release for COB & AB		
Radio and TV		
Post notice at courthouse, City Hall, GR's office, library		
Facilities		
Notice to key people at polling places that election will be held		
Survey of Polling Places		
General Services		
Contact Michael Maine-cover signs, deliver barriers, cones, election sign at VA High		
Russ Malone supply list		
Delivery vehicle scheduled		
Materials delivered to Clerk's office on day after election		
Police Dept/ Central Dispatch		

Checklist

Task Specific Checklist

This type of checklist is helpful for detailed processes as with absentee voting.

This example includes tasks divided into:

- ✓ Pre-absentee preparation
- ✓ First mailing preparation
- ✓ Setting ballot ready
- ✓ Email ballots
- ✓ Daily in-person voting

Absentee Voting			
	Check	Task	Notes
Pre-Absentee Voting Preparation		FWAB Notice posted on website no later than 100 days prior to Election	
		Notify machine tech/EB/Party Chairmen/Independ. Candidates of L&A time (24.2-633)	
		Press release prior to Absentee beginning	
		Prepare AB in person Poll Book/spreadsheet	
		Reserve room for CAP 60 - 90 days prior	
		Copy CAP poll location in VERIS	
		Absentee ready no later than 45 days (24.2-612)	
		Oath by Deputy REGISTRAR/machine custodian	
		Check Ongoing and FPCA to see if still active	
		Prepare mail ballot packets ahead of time	
		Set EMAIL ONLY Ballot Ready in VERIS	
		Send EMAIL ballots asap after ballot PDF approved	Do not wait on paper ballots
		Post Sample Ballot for office AB/public places/website	
AB Voting		Press release for mail AB prior to deadline to request (24.2-701(B2))	
		Ballot Readiness Survey #1	prior to deadline to begin AB voting
		Ballot Readiness Survey #2	
		Ballot Readiness Survey #3	
		BALANCE machine totals with PB/report daily	
		Print Final AB Report/Reconcile all ballots	
		CAP Poll Book, Final AB Report, sign SOR's in designated areas for Registrar/Assistant	
		Ballots rec'd AFTER election go to Clerk	
Preparing Absentee Ballots to be Mailed			
Preparation		1) Enter ALL AB applications	
		2) Run Daily AB Report BEFORE set Ballot Ready using beginning date through current date	
		3) Verify applications checking: Registration type Type of ballot (full, federal, email) Ballot mailing address N/A form needed or not ID Notice required	

4. OVERVIEW OF TIMELINE OF EVENTS

It is important to break down the details into manageable size pieces.

- ✓ Review Chapter 10 in the GREB Manual for detailed guidance
- ✓ Review other election-related chapters in the GREB
- ✓ Review Chapter 6 and 7 of Election Law and other chapters if you have candidates, etc.



90+
Days

60 Days

45 Days

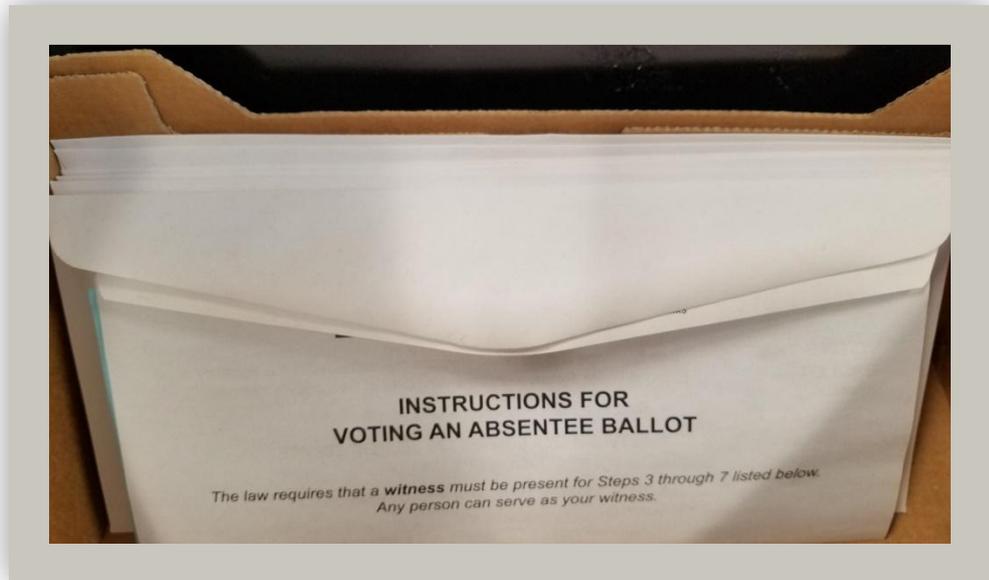


Notification and Communication

- ✓ Notify election officers
- ✓ Notify support facilities
- ✓ Establish support plan with emergency personnel
- ✓ Update the website. Either post or link to ELECT's 100 Day Notice of Election
- ✓ Inventory and order needed supplies
- ✓ Prepare absentee ballot packets in preparation for mailing absentee ballots

Prepare absentee ballot packages

- ✓ Assemble absentee ballot packets with (1) instructions, (2) B envelope for ballot return, (3) return envelope and (4) outside envelope
- ✓ Once absentee ballots arrive and are counted, seal a set number in envelope A. Remember to subtract the ballot contained in an envelope from your count ONCE mailed. Store in a secure area.





60 Days

Ballots and form preparation

- ✓ Determine the number of ballots needed for the election
- ✓ Design or work with the vendor to design the ballot using the candidate certification as your guide
- ✓ Prepare an election folder
- ✓ Prepare any forms that are not likely to change
- ✓ Prepare newspaper notices, social media posts and other standard media notifications (big time saver!)
- ✓ Conduct logic and accuracy testing for the absentee voting equipment once test ballots are available

Determining the number of ballots needed

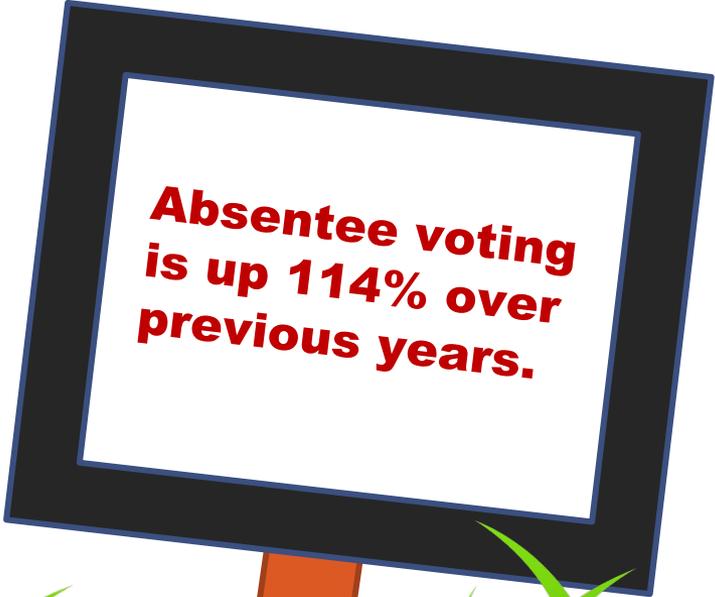
History of Ballot Orders									
Type of Election	Date	Turnout	Total Full Ballots Ordered/ Dem/Rep Republican(w ith AB)	Absentee Turnout	*Breakout of Ballots ordered for Absentee D/R	Ballots Federal(or Pres.only) / Federal absentee	Early Absentee Ballots/ State offices only	registere d voters	%turnout
November General									
US Senate/US House	11/6/2018	5293	7000	428	200	25		11097	47.7
Governor/constitutionals	11/7/2017	4321	6000	285	300	0	0	10822	39.9
Presidential/US House	11/8/2016	7046	12000	772	2000	50/50	0	11760	60.01
State Senate/House	11/3/2015	773	2000	28	100	0	0	11330	6.8
US senate/Hou US House	11/4/2014	3832	6000	176	0	25	0	11494	33.3
Governor/constitutionals	11/5/2013	4063	5000	194	350				
Presidential House/Senate	11/6/2012	7431	9000	663	1500				
State Senate/House/Clerk	11/8/2011	2828	5000	127	200				
US House	11/2/2010	4866	4200	240	200				
Governor/constitutionals	11/3/2009	3838	5900	210	400				
Presidential House/Senate	11/4/2008	7408	10800	918	600				
VA House and Senate	11/6/2007	656	2100	16	100				
US Senate/House	11/7/2006	4968	5000	222	300				
Governor/constitutionals	11/8/2005	4222	5300	161	500				
Presidential House/Senate	11/2/2004	6902		440					
VA Senate/House/Cir ct	11/4/2003	748		14					
US Senate/House	11/5/2002	3963		99					



Timeline

§24.2-612 Each general registrar shall have printed the number of ballots he determines will be sufficient to conduct an election. Such determination SHALL be based on the number of active registered voters and historical election data, including voter turnout, and shall be subject to the approval by the electoral board.

Never ignore obvious signs that something is different about an election! Order more ballots if needed even if that means placing a second order.



**Absentee voting
is up 114% over
previous years.**



45 Days

Absentee voting begins

- ✓ By law you **MUST** begin sending absentee ballots regardless of if they are mail or email
- ✓ Conduct daily checks and balances of ballots used, ballots mailed, and ballots voted in person
- ✓ If you plan to preprocess ballots, first review 1VAC20-70-40 regarding alternative processing procedures for absentee ballots and §24.2-709.1

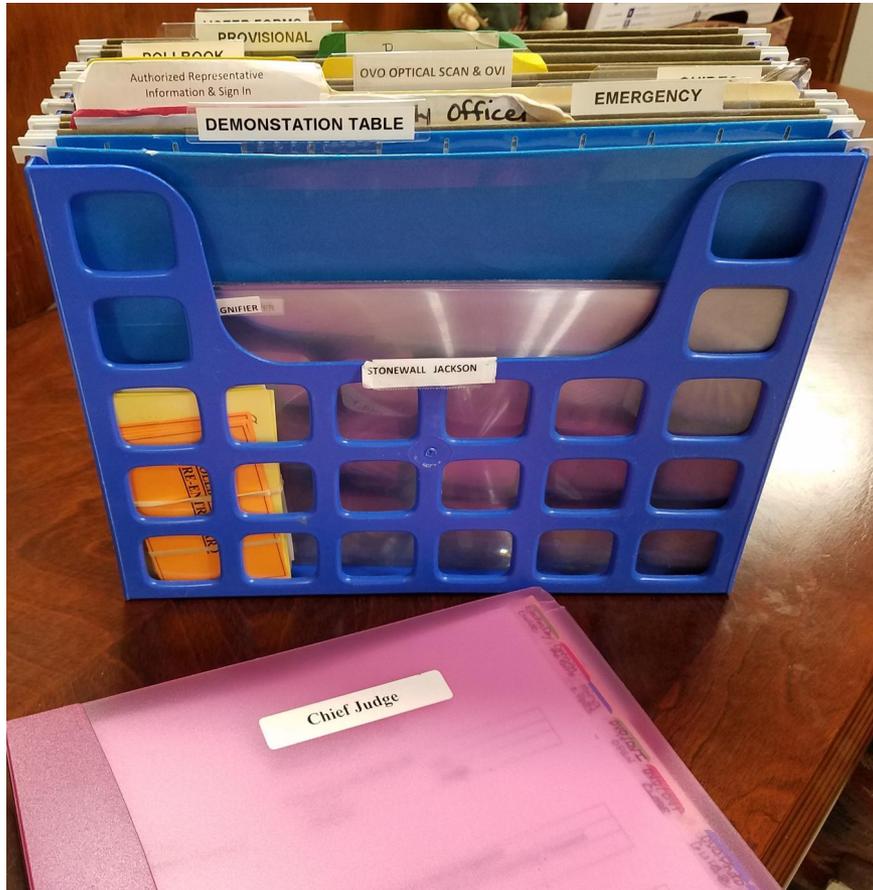


Close of registration. Prepare election boxes and polling place materials.

- ✓ Prepare and publish public notice for final day of registration
- ✓ Close of books/complete adding registrations to VERIS
- ✓ Remember to update pollbooks if using paper
- ✓ Send reminder to polling precincts and delivery support
- ✓ Update Election Day emergency numbers
- ✓ Prepare Election Day Guides, What If's
- ✓ **Pack election boxes if not already completed**
- ✓ Train officers of election



Help your election officers find necessary supplies by packing an organized box.



ELECTION DAY SIGNS

WHERE TO PLACE SIGN	NAME OF SIGN
NEAR THE FRONT ENTRANCE	"ATTENTION ALL VOTERS"
	CANVASS NOTICE
	ELECTION DATE AND HOURS NOTICE
	NO FIREARMS
	NO SMOKING
	NO RESTROOMS
	REMOVAL OF ID
ON DEMONSTRATION TABLE ("See folder in blue box")	VOTERS RIGHTS AND RESPONSIBILITIES
	EXPLANATION OF POLITICAL PARTY ABBREVIATION
	COMPLAINT FORMS
	REPRESENTATIVE CONTACT
FRONT ENTRANCE/40 FT MARK	SAMPLE BALLOTS
	VOTING INSTRUCTIONS
	CONSTITUTIONAL AMENDMENTS
ON OR NEAR POLLBOOK TABLE	PROHIBITED AREA
	FULL LEGAL NAME & ID
	WHAT IF (In Pollbook Folder)
ACCESSIBILITY TABLE	
PROVISIONAL VOTING TABLE	VOTERS WITH DISABILITIES
EXIT SIGNS	PROVISIONAL VOTING
ON DOORS AFTER POLLS	PRECINCT EXIT DOORS
CLOSE(7:00PM)	POLLS CLOSED



Final preparations

- ✓ Send reminder email to OE's about training
- ✓ Finalize training materials if not completed yet
- ✓ Registrar staff or EB's conduct OE training
- ✓ Conduct L & A on precinct voting machines if not already completed
- ✓ Test and charge electronic pollbooks
- ✓ Run test/backup pollbook data file

Timeline

10 to 15
Days

Final Communications and checks

- ✓ Prepare tally/reporting sheets
- ✓ Notice of final absentee voting deadlines on social media and other media outlets
- ✓ Prepare back up data file for EPB
- ✓ Pack ballots
- ✓ Review checklist for anything overlooked



Verify and perform back up procedures

- ✓ Verify paper pollbooks (if used) updated with adds/deletes
- ✓ Print back up paper pollbooks
- ✓ Prepare oaths and organize forms for chief to sign/pick up
- ✓ Prepare emergency/hospital pollbook
- ✓ Post canvass notice
- ✓ Download final data file for electronic pollbooks after absentee voting ends
- ✓ Print Final Absentee List after absentee voting complete for EB Secretary to sign

5. ELECTION DAY

Ensure the Command Center is Ready to Go

- ✓ Have resource guides handy such as What If, machine guides, contact numbers, etc.
- ✓ Have Turnout Sheet ready by phone for results call-ins
- ✓ Go to Post Office for final mail deliveries
- ✓ Update Ballot Tracker, CAP forms, and VERIS of any additional ballots received
- ✓ Have Unofficial results sheet by phone for 7PM call-ins
- ✓ Begin preparing for the canvass of votes meeting



ELECTION DAY Call-In Times

Office numbers: 462-5277 462-5127

Please call the Voter Offices at these approximate times and provide your counts:

5:45 to 6:00 am Call us as soon as you are ready to Open		
Time	Total	Provisionals
10 or 10:30 am		

Precinct Call-in for Voter Turnout								
June 11, 2019								
Chief	PCT	Mid-Morning	Mid-Afternoon	End of Day	Close of Polls	Provisional Count	Precinct Registered Voters	Turnout
Sandy	101	0	0	0	0	0	1721	0.00%
Jennife	201	0	0	0	0	0	1616	0.00%
Linda	301	0	0	0	0	0	1,265	0.00%
Lisa	302	0	0	0	0	0	633	0.00%
Kisha	401	0	0	0	0	0	1538	0.00%
Carol	501	0	0	0	0	0	1895	0.00%

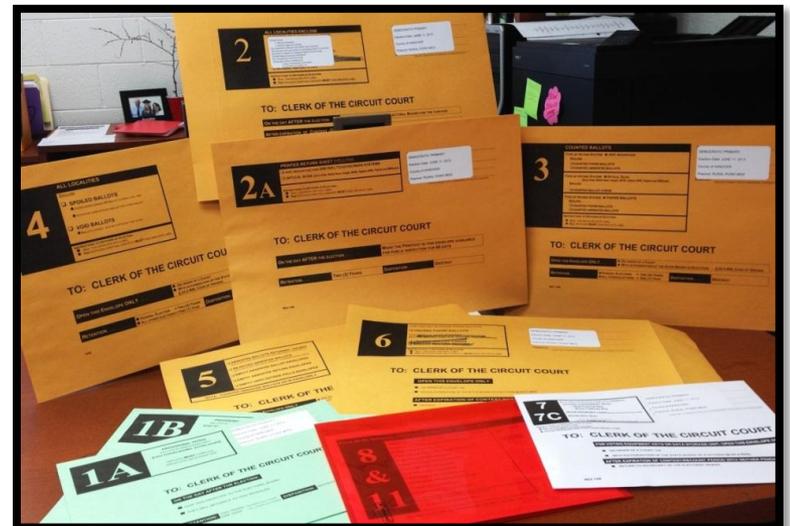
After the polls close

- ✓ Enter provisional vote information into VERIS
- ✓ Enter unofficial results into VERIS
- ✓ Print out data entered into VERIS for Canvass
- ✓ Check in voting equipment and election officer paperwork
- ✓ Separate envelopes that will be used for the canvass



6. CANVASS DAY

- ✓ Run any reports needed for meeting
- ✓ Upload Voter Credit into VERIS
- ✓ Sort Election Envelopes and gather Envelopes #1 and #2
- ✓ Gather needed office supplies for meeting (pens, pencils, paper, staplers, calculators, etc..)
- ✓ IF provisional votes were cast, prepare and print a provisional SOR and a provisional pollbook
- ✓ Conduct the provisional vote meeting followed by the Canvass
- ✓ Prepare and print abstracts for Board Members to sign
- ✓ Return all required election materials and envelopes to the Clerk's office



7. POST CANVASS

- ✓ Enter VERIS Turnout and any changes needed to previous results entry
- ✓ Complete the Certification Checklist from ELECT
- ✓ Scan and upload Abstracts to Formsites and wait for approval
- ✓ Once approval received, mail abstracts, VOIDED ballot, and certification
- ✓ Calculate Officer of Election compensation and turn in payroll
- ✓ Turn in Precinct rent invoices or donations to be paid
- ✓ Turn in Electoral Board member mileage expenses
- ✓ Distribute Abstracts to Clerk and other required offices

In Local Elections

- ✓ Type up Certificates of Winners

The form is titled "November 6, 2018 General and Special Elections Results Certification Checklist" and is issued by the Virginia Department of Elections. It includes a checklist of items to be certified, such as election results, canvass completion, and voting credit. The form also contains signature lines for the General Registrar and the Secretary of the Electoral Board, along with contact information for the Department of Elections.

November 6, 2018 General and Special Elections Results Certification Checklist

We hereby certify to the Department of Elections that [] has completed the tasks identified below for the November 6, 2018 general and special elections:

- Election results, Election Night Provisional Counts, and voter turnout entries are accurate in VERIS and properly reflected on the Department of Elections website. § 24.2-105.1
- The electoral board concluded its canvass within seven calendar days. § 24.2-471
- Certified copies of the Abstracts of Votes Cast and, if applicable, Write In Certifications will be mailed to the Department of Elections. § 24.2-473
- Voting credit for these elections has been entered into VERIS and been reviewed for accuracy. § 24.2-114(10)
- Voting credit completion deadline extended since the locality uses paper pollbooks that remain in the Circuit Court Clerk's office until recount and/or contest provisions expire or conclude. Notice of completion of this checklist item will be emailed to ea@elections.virginia.gov within five business days after paper pollbook release or conclusion of recount and/or contest provisions.

Signatures:

General Registrar - Signature	General Registrar - Printed Name	Date
Secretary of Electoral Board - Signature, or Acting Secretary of Electoral Board - Signature	Secretary of Electoral Board - Printed Name, or Acting Secretary of Electoral Board - Printed Name	Date

Enclose this signed document with the envelope that is transmitting the Abstract for this election to the Department of Elections.

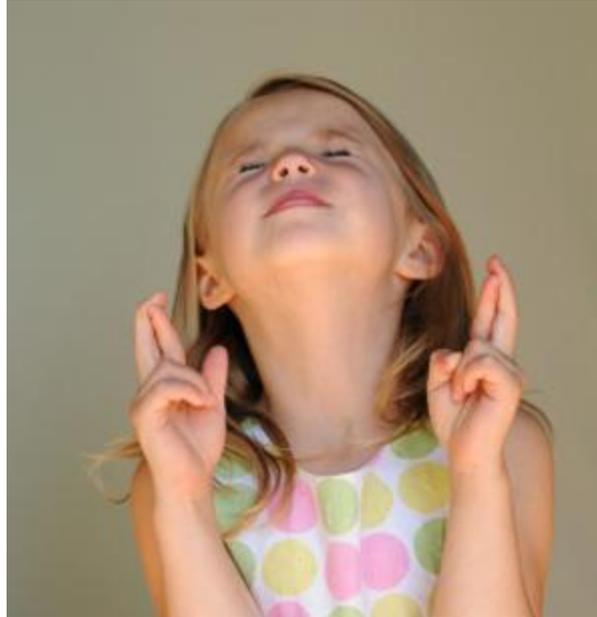
Department of Elections
ATTN: Election Administration
1100 Bank Street, 1st Floor
Richmond, VA 23219

ELECT-105(A) REV 10/2018

Wynnton Building
1100 Bank Street, First Floor
Richmond, VA 23219-0947
www.Elections.Virginia.gov

(804) 344-9911
Toll Free: (800) 552-0746
Info@Elections.Virginia.gov

IT'S A WRAP!!!!!!!!!!!!!!



- ✓ Pat yourself on the back!
- ✓ Give thanks
- ✓ Book a vacation

TAKE A NAP!!!!!!!!!!!!!!