



ELECTORAL BOARD MEETING

AUGUST 22, 2024

PRINCE WILLIAM COUNTY, VIRGINIA

CALL TO ORDER / PLEDGE



APPROVAL OF MINUTES





APPROVAL OF MINUTES

- Minutes for July 9 Meeting
- Minutes for July 22 Emergency Meeting

BOARD MEMBER REPORTS



GENERAL REGISTRAR'S REPORT



OPEN HOUSE EVENT



Open House

Overview

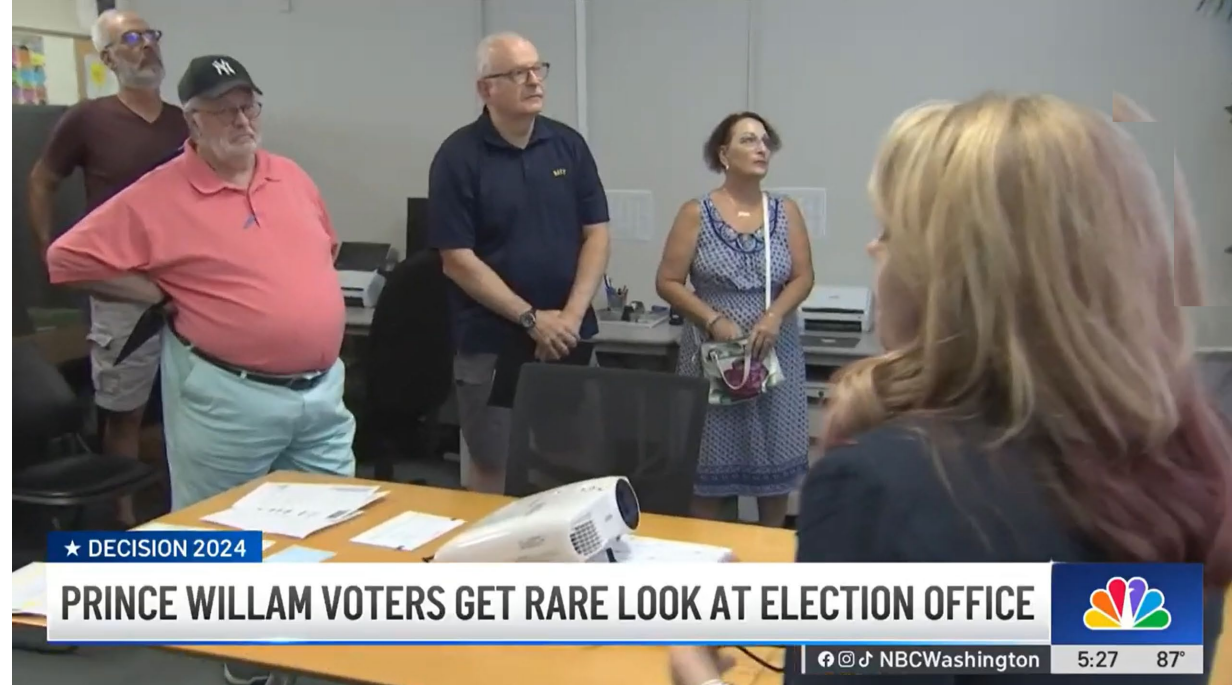
- August 16th & 17th
- Nearly 300 attendees, waiting list
- Print and TV media coverage
- Covered many areas of election operations



Open House

Outcomes

- Great feedback
- Media coverage from several outlets
- Attendance by the Commissioner, Supervisors, and the County Manager
- Likely will hold an Open House again



TASK PROGRESS: NOVEMBER ELECTION





Task Progress

- Review task progress this election
- 20 tasks a little behind, 19 tasks ahead of pace
- Any Board concerns/questions?

VOTER REG REPORT





Voter Registration Report

Population Growth: Active voter growth from 292,262 to 292,720



Voter Registration Report

Transaction Trends: Charts show a decrease in transactions during February and March and an increase in transactions during April and July.



Voter Registration Report

Rising Transactions: Uptick in transaction volume starting in July compared to last year's figures.



Voter Registration Report

Ongoing Maintenance: Continue to follow maintenance procedures - over 2,600 voters were cancelled from rolls.



Voter Registration Report

Confirmation Mailing Results: Sent to over 7,000 registered voters.

- More than 5,700 voters moved to inactive status.
- Over 800 voters were cancelled.

ORGANIZATION PROGRESS: 3 YEARS LATER





Organization

- Board reviewed, clarified duties
- Reorganized structure, job classifications
- Added “performance hiring” structure
- Added Assistant Director positions, Communications Specialist, IT position
- Exceeded budget goals



Organization

- Improved procurement review process
- Organizational culture – accountability, transparency, inclusiveness, innovation, and excellence
- Board has added many routine reports and updates to meetings



Key Employee Measures

Response Area	2021	2023	2024	County	Diff.
Action Taking	34	56	70	54	+16
Collaboration	27	60	84	66	+18
Feedback	41	81	94	78	+16
Leadership - Dept	25	74	88	65	+23
Physical Safety	57	68	72	76	-4
Recognition	27	59	81	67	+14
Resources	36	62	84	68	+18
Respectful Treatment	50	75	91	74	+17
Speak My Mind	-	60	84	62	+22
ELECTIONS OVERLL	61	71	82		
PWC COUNTY OVERALL	67	71	73		



Issues/Growing Pains

- **New GRs First Week**
- **Ballots cut incorrectly** by contractor during a special election
- **“Bad batch”** – One group of a few hundred voters got the wrong ballot
- **Results reporting** – One election where one contest did not export properly



Highlights of Progress and Improvements



Voter Registration

- Continued to follow list maintenance
- Updated envelopes with instructions
- Established challenge process

	Active	Inactive	Total
Jan 1, 2022	292,718	15,818	308,536
August 1, 2024	292,720	33,503	326,223

Mail Voting



- Improved workspace/security issues by using a mail ballot contractor
- Easier instructions for voters, fewer envelopes
- Added high-speed scanner – improves accountability and results reporting
- Cure rate improvement from 45% to 60%



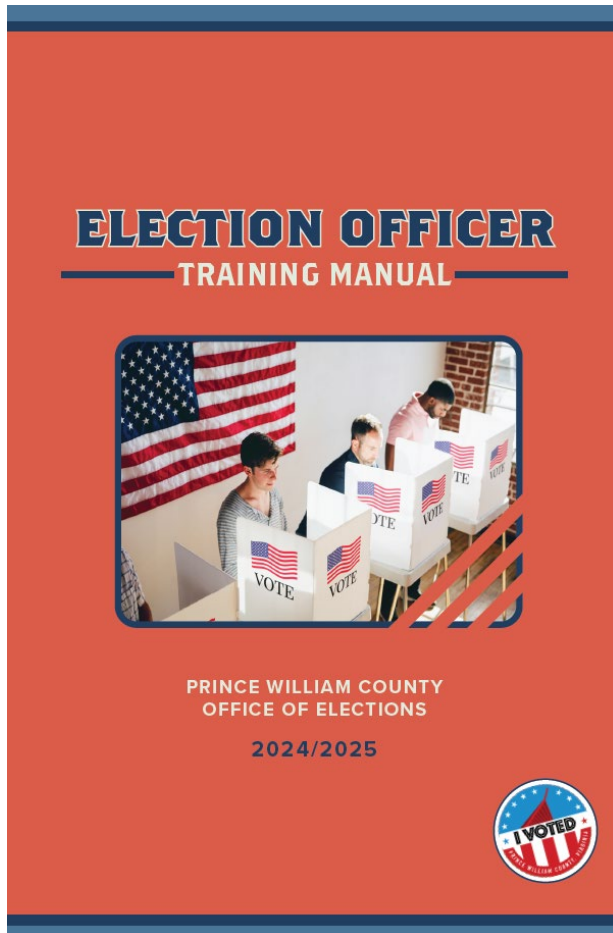
Election Officer Staffing

- Exceptionally prepared every election
- Code compliant, party inclusive, balanced
- Massive recruitment efforts
- Communications/system improvements

Election	Dem	Rep
2020 General	468*	291*
2024 General	400	400



Election Officer Training



- Better training manual
- Modified program structure to add more class types, certification
- Expanded training team
- Consistent ratings improvements
- Online & in-person options



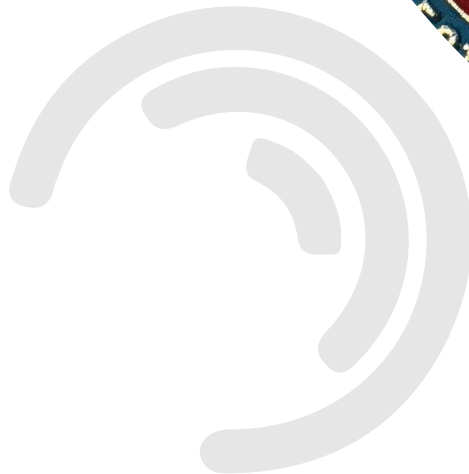
Election Operations

- Outstanding early voting coordination
- Meeting expanding demands of facility and security standards
- Expanded L&A quality controls
- Added software to build our own ballots
- Equipment operation improvements

NEW BUSINESS



APPOINT ELECTION OFFICERS



NEW OFFICERS



282 new election officers to appoint

Total Summer 2024 Recruitment

- More than 500 new officers
- Roughly 130 officer party updates



Board Action

- **Motion/Action:** Appoint new officers as reviewed/approved by the Party Chairs

APPROVAL OF NOV. '24 OFFICER STAFFING PLAN



OFFICER STAFFING PLAN



Total Officers = 1,054

- 9-12 officers depending on the location
- 3-person leadership team that all must be certified before this election
- Check-in officers = pollbooks + 1
- 3-4 officers for greeting, scanner, etc.
- Backup officers



Board Action

- **Motion/Action:** Approval of staffing plan or modifications/changes to staffing plan

BALLOT VERIFIER



CIVERA

We bring public data to life.

EXPLORE OUR PRODUCTS





Ballot Verifier

What is it?

- Service that allows localities to take CVR (cast vote record) and ballot images and show them side-by-side
- Verification of how the machine scanned each ballot

CVR & Ballot Images



29,649 CAST VOTE RECORDS IN YOUR SEARCH ⓘ

 25455C4D-5C36-4D1E-B897-C6BE79B98FA6	 5D6E8DEA-6BE7-47C7-B63A-0FA155FC3CAB	 08017862-85EA-41FE-B083-0E99787AA84A	 9A58B1C0-ADC4-4E08-90A0-B69E2CF81186	 CC246A54-A0BB-45AA-90D1-37A989B3540F	 3AF3C445-4FBD-43DC-A229-04BF68D443D7	 609BC907-F31A-4937-BD20-698D5B952817	 8E040C20-ACFF-4D3F-BIDD-7539D88F8CDF
 2EEB4E4A-5E4D-469B-A7EB-165707B958DB	 847759B7-3A45-4D35-9A0B-850945EC2A97	 629BBD09-5F62-4FF1-B173-3FB54094A33B	 DB58127D-CDC0-4727-8F2D-79C1340DBE0	 3DF56936-C9A2-4D44-8E8F-C124325BCC6E	 D2238A1C-E1B0-43CE-9ED7-25D918BBFE77	 39BF8286-C5AC-47D5-B606-9C765880ECAE	 FF1EE4D4-6EE1-4454-AD61-ECD9BD3530AE
 BAA3A1B9-309A-4920-92B4-265DACE5367B	 BB89E3A5-F20C-4F0B-B0F6-92FC63FB0710	 622156A2-C01B-47ED-B3F9-34B54FD2A4B7	 CD547361-3393-4B07-BEFO-121474CBC085	 94F49DC8-AE6B-429D-8F8C-98682BDEA595	 11DE9B37-0CBC-41E8-A771-D32845FC26F4	 DF36F2E3-A7E2-4FB8-A73B-15B4994C0696	 6DAA9C2D-0FA7-4CAA-A13B-8A7501C23D0C

Source:
Ada County,
Idaho

Don't see the contest you're looking for? Try checking [Side 2](#)

Ballot Side: 1 2

CVR Report

Election Day
Run Time: 2:12 PM
Run Date: 06/16/2023

ADA COUNTY, IDAHO

OFFICIAL CONSOLIDATED ELECTION BALLOT

5/16/2023
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Unofficial results

Registered Voters
29649 of 179102 = 16.55%
Precincts Reporting
137 of 137 = 100.00%

Precinct: 2118 - A
Party:
Polling Place: 2118/2119
Voting Type: Election Day Voting
Central Batch Id:
Device Type: Scan
Device Serial: S2115797709
Device Data Id: B.LI[2UQVS-D.%_001]JT
Cvr Id: 08017862-85EA-41FE-8083-0E99787AA84A

Contest Title	Option
MERIDIAN LIBRARY TRUSTEE - 4 year term	Josh Cummings
MERIDIAN LIBRARY TRUSTEE - 6 year term	Destinie Hart
JOINT SCHOOL DISTRICT NO. 2 (WEST ADA) SCHOOL PLANT FACILITIES RESERVE FUND LEVY	IN FAVOR OF authorizing the levy in the amount of up to \$50,000,000 per year for ten (10) years

Official Ballot



OFFICIAL CONSOLIDATED ELECTION BALLOT
May 16, 2023
ADA COUNTY, IDAHO

Precinct 2118-A

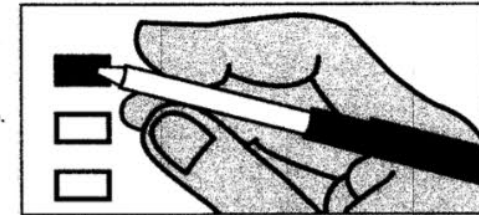
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INSTRUCTIONS TO VOTER

To vote, fill in the box next to the candidate or measure of your choice with a black or blue ink pen.

To write in a candidate, fill in the box to the left of "Write-in:" and print the name clearly on the dotted line.

If you make a mistake, request a new ballot from an Election worker.



94041 v1

CANDIDATES FOR MERIDIAN LIBRARY TRUSTEE

MERIDIAN LIBRARY TRUSTEE - 4 year term

(Vote for One)

Josh Cummings

David J. Tizekker

Write-in

MERIDIAN LIBRARY TRUSTEE - 6 year term

(Vote for One)

Destinie Hart

Xavier Torres

Write-in

OFFICIAL LEVY BALLOT

JOINT SCHOOL DISTRICT NO. 2 (WEST ADA) SCHOOL PLANT FACILITIES RESERVE FUND LEVY

Shall the Board of Trustees of Joint School District No. 2 (West Ada), Ada and Canyon Counties,



Adopted

- ✓ Ada County, Idaho (Boise)
- ✓ Tarrant County, Texas (Ft. Worth)
- ✓ Several other counties and states considering using this

GR had several meetings with their team and got a quote, rejected by ELECT

Code of Virginia

[Table of Contents](#) » [Title 24.2. Elections](#) » [Chapter 6. The Election](#) » [Article 4. Conduct of Election; Election Results](#) » [§ 24.2-669. Clerk to keep ballots; inspection; destruction](#)

← Section →

Print

PDF

email

§ 24.2-669. Clerk to keep ballots; inspection; destruction.

The clerk to whom the counted and uncounted ballots are delivered shall, without breaking the seal, deposit them in a secure place in his office, where they shall be kept for the time required by this section. He shall not allow the ballots to be inspected except (i) by an authorized representative of the State Board or by the electoral board at the direction of the State Board to ensure the accuracy of the returns or the purity of the election, (ii) by the officers of election, and then only at the direction of the electoral board in accordance with [§ 24.2-672](#) when the provisions of [§ 24.2-662](#) have not been followed, (iii) on the order of a court before which there is pending a proceeding for a contest or recount under Chapter 8 ([§ 24.2-800](#) et seq.) of this title or before whom there is then pending a proceeding in which the ballots are necessary for use in evidence, or (iv) for the purpose of conducting a risk-limiting audit pursuant to [§ 24.2-671.2](#). In the event that ballots are inspected under clause (i), (ii), or (iv) of this paragraph, each political party and each independent candidate on the ballot, or each primary candidate, shall be entitled to have a representative present during such inspection. The representatives and observers lawfully present shall be prohibited from interfering with the officers of election in any way. The State Board or local electoral board shall provide such parties and candidates reasonable advance notice of the inspection.

After the counted ballots for a federal election have remained in the clerk's office for two years, if no election



Interpretation

- Ballots vs. ballot images
- §24.2-669 regards the Clerk, not the General Registrar
- Legislative intent – custody, ballot privacy, or both



Positives

- Provides some confidence in how the machines work
- Allows voters to examine the ballots themselves
- Progressive step in transparency



Negatives

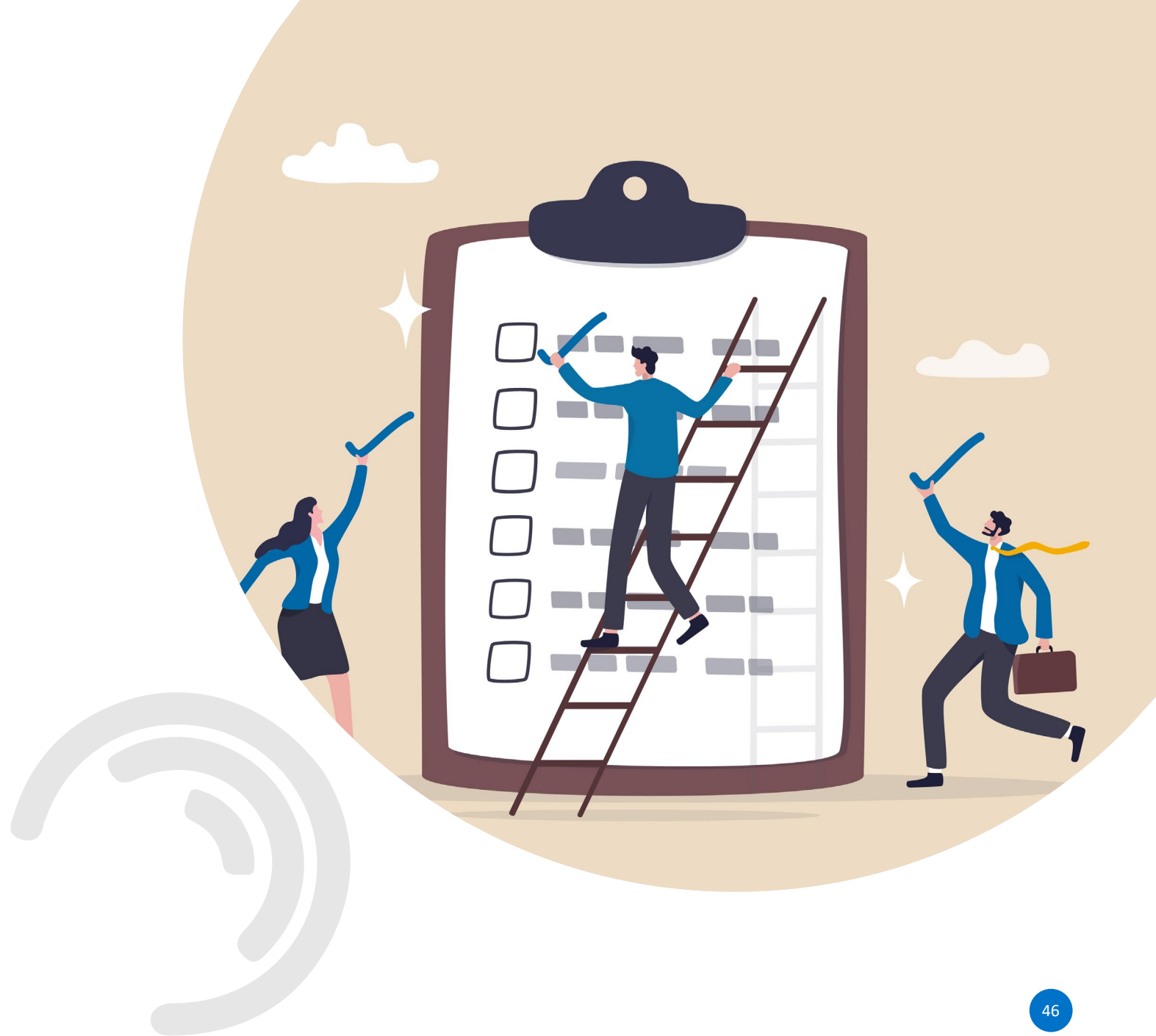
- Costs more than \$50,000/year
- Recount in PWC separated by 2 last year verified to the ballot
- Solution without a problem
- How widespread is the interest?
- Would it actually alleviate concerns?



Board Action

- Chair or Secretary can write a letter asking for an AG's opinion
- **Motion/Action:** Send a letter to the AG requesting a review of the permissiveness of Ballot Verifier's use

REVIEW OF BOARD & REGISTRAR DUTIES





EB/GR Duties

- Discussion of any duty shifts/changes
- **Motion/Action:** Approve a list of duties to meet a guideline recommendation of ELECT

ADA SITE CERTIFICATION



ADA Survey



- **Report from Staff** - 3 sites where we need remediation, plan in place for that
- **Motion/Action:** Approve the ADA plan and the Secretary must sign the compliance confirmation form to

PUBLIC COMMENTS 3-MINUTE TIME LIMIT



THANK YOU!

Meeting is going
to closed session.



ADJOURNMENT



2024 General Election - Election Officer Staffing

#	Pct Name	Est. Reg. Voters	ED Turn Proj	Polling Place Staffing							Total
				CO	AO	EPS	Poll	Booth	Scan	Greet	
101	Brentsville	3275	1513	1	1	1	4	1	1	1	10
102	Cedar Point	2953	1364	1	1	1	3	1	1	1	9
103	Glenkirk	4132	1909	1	1	1	4	1	1	2	11
104	Nokesville	4347	2008	1	1	1	4	1	1	2	11
105	Piney Branch	3518	1625	1	1	1	4	1	1	2	11
106	Unity Reed	1495	691	1	1	1	3	1	1	1	9
107	Marsteller	4056	1874	1	1	1	4	1	1	2	11
108	Victory	4001	1848	1	1	1	4	1	1	2	11
109	Chris Yung	4061	1876	1	1	1	4	1	1	2	11
110	Buckland Mills	4328	2000	1	1	1	4	1	1	2	11
111	Limestone	4691	2167	1	1	1	5	1	1	2	12
112	Burke-Nickens	4898	2263	1	1	1	5	1	1	2	12
113	Lakes	3477	1606	1	1	1	4	1	1	2	11
114	Bristow Run	4346	2008	1	1	1	4	1	1	2	11
201	Hylton	3520	1626	1	1	1	4	1	1	2	11
202	West Gate	2675	1236	1	1	1	3	1	1	1	9
203	Bennett	4428	2046	1	1	1	4	1	1	2	11
204	Ellis	2805	1296	1	1	1	3	1	1	1	9
205	Buckhall	2634	1217	1	1	1	3	1	1	1	9
206	Coles	3679	1700	1	1	1	4	1	1	2	11
207	Spriggs	3215	1485	1	1	1	4	1	1	1	10
208	Colgan	2077	960	1	1	1	3	1	1	1	9
209	Independent Hill	2599	1201	1	1	1	3	1	1	1	9
210	Yates Ford	3738	1727	1	1	1	4	1	1	2	11
211	Signal Hill	2287	1057	1	1	1	3	1	1	1	9
212	Yorkshire	3497	1615	1	1	1	4	1	1	2	11
213	Parkside	2884	1333	1	1	1	3	1	1	1	9
214	Lucasville	3545	1638	1	1	1	4	1	1	2	11
215	Rosa Parks	3207	1481	1	1	1	4	1	1	1	10
301	Dumfries	3446	1592	1	1	1	4	1	1	1	10
302	Potomac	3688	1704	1	1	1	4	1	1	2	11
303	Graham Park	2615	1208	1	1	1	3	1	1	1	9
304	Quantico	1491	689	1	1	1	3	1	1	1	9
305	Forest Park	3448	1593	1	1	1	4	1	1	1	10
306	Four Seasons	3290	1520	1	1	1	4	1	1	1	10
307	Henderson	2909	1344	1	1	1	3	1	1	1	9
308	Montclair	2059	951	1	1	1	3	1	1	1	9
309	Ashland	2624	1212	1	1	1	3	1	1	1	9
310	PW Forest Park	3238	1496	1	1	1	4	1	1	1	10
311	Swan Creek	3222	1489	1	1	1	4	1	1	1	10
312	Triangle	3920	1811	1	1	1	4	1	1	2	11
313	Cardinal	3612	1669	1	1	1	4	1	1	2	11

2024 General Election - Election Officer Staffing

#	Pct Name	Est. Reg. Voters	ED Turn Proj	Polling Place Staffing							Total
				CO	AO	EPS	Poll	Booth	Scan	Greet	
314	Cabin Branch	2771	1280	1	1	1	3	1	1	1	9
315	Williams	3701	1710	1	1	1	4	1	1	2	11
316	Potomac Shores	3376	1560	1	1	1	4	1	1	1	10
401	Evergreen	3563	1646	1	1	1	4	1	1	2	11
402	Gravely	4559	2106	1	1	1	5	1	1	2	12
403	Bull Run	3648	1685	1	1	1	4	1	1	2	11
402	Unity Braxton	2397	1107	1	1	1	3	1	1	1	9
405	Ben Lomond	3249	1501	1	1	1	4	1	1	1	10
406	Alvey	3840	1774	1	1	1	4	1	1	2	11
407	Heritage Hunt	4467	2064	1	1	1	4	1	1	2	11
408	Sudley	2310	1067	1	1	1	3	1	1	1	9
409	Tyler	5166	2387	1	1	1	5	1	1	2	12
410	Mountain View	4752	2196	1	1	1	5	1	1	2	12
411	Mullen	3862	1784	1	1	1	4	1	1	2	11
412	Catharpin	2575	1189	1	1	1	3	1	1	1	9
413	Reagan	3921	1811	1	1	1	4	1	1	2	11
414	Seymour	2792	1290	1	1	1	3	1	1	1	9
501	Springwoods	4174	1928	1	1	1	4	1	1	2	11
502	Occoquan	3731	1724	1	1	1	4	1	1	2	11
503	Mohican	2330	1076	1	1	1	3	1	1	1	9
504	Rockledge	2486	1149	1	1	1	3	1	1	1	9
505	Lake Ridge	3835	1772	1	1	1	4	1	1	2	11
506	Old Bridge	3081	1423	1	1	1	4	1	1	1	10
507	Chinn	4061	1876	1	1	1	4	1	1	2	11
508	Penn	3525	1628	1	1	1	4	1	1	2	11
509	McCoart	3870	1788	1	1	1	4	1	1	2	11
510	County Center	1022	472	1	1	1	3	1	1	1	9
511	Westridge	4112	1900	1	1	1	4	1	1	2	11
512	York	2763	1276	1	1	1	3	1	1	1	9
513	Woodbridge	4174	1928	1	1	1	4	1	1	2	11
514	Antietam	3851	1779	1	1	1	4	1	1	2	11
515	Marshall	2906	1343	1	1	1	3	1	1	1	9
516	Kerrydale	1593	736	1	1	1	3	1	1	1	9
601	Dale	3526	1629	1	1	1	4	1	1	2	11
602	Beville	4052	1872	1	1	1	4	1	1	2	11
603	Hampton	3482	1609	1	1	1	4	1	1	2	11
604	Gar-Field	2982	1378	1	1	1	3	1	1	1	9
605	Minnieville	2273	1050	1	1	1	3	1	1	1	9
606	Bel Air	3273	1512	1	1	1	4	1	1	1	10
607	Jenkins	2517	1163	1	1	1	3	1	1	1	9
608	Enterprise	4207	1944	1	1	1	4	1	1	2	11
609	King	2475	1143	1	1	1	3	1	1	1	9

2024 General Election - Election Officer Staffing

#	Pct Name	Est. Reg. Voters	ED Turn Proj	Polling Place Staffing							Total
				CO	AO	EPS	Poll	Booth	Scan	Greet	
610	Fitzgerald	3804	1758	1	1	1	4	1	1	2	11
611	Neabsco	3878	1791	1	1	1	4	1	1	2	11
612	Elm Farm	2196	1014	1	1	1	3	1	1	1	9
613	Hoadly	900	416	1	1	1	3	1	1	1	9
614	McAuliffe	3527	1629	1	1	1	4	1	1	2	11
615	Commons	411	190	1	1	1	3	1	1	1	9
616	Markham	1125	520	1	1	1	3	1	1	1	9
701	Belmont	4167	1925	1	1	1	4	1	1	2	11
702	Library	4045	1869	1	1	1	4	1	1	2	11
703	Lynn	3031	1400	1	1	1	4	1	1	1	10
704	Porter	3862	1784	1	1	1	4	1	1	2	11
705	Potomac View	2616	1208	1	1	1	3	1	1	1	9
706	Rippon	4161	1922	1	1	1	4	1	1	2	11
707	Kilby	3334	1540	1	1	1	4	1	1	1	10
708	River Oaks	4026	1860	1	1	1	4	1	1	2	11
709	Freedom	3179	1469	1	1	1	4	1	1	1	10
710	Powells Creek	3908	1806	1	1	1	4	1	1	2	11
711	Grayson	3817	1763	1	1	1	4	1	1	2	11
712	Leesylvania	3401	1571	1	1	1	4	1	1	1	10
TOTAL		340,560	157,339	103	103	103	383	103	103	156	1,054

ADA Compliance Confirmation

At a public meeting of the Electoral Board of _____

(County/City) on _____ (date), the following was

confirmed by a majority vote of all members of the Electoral Board present, with the vote being recorded in the minutes of the meeting:

1. All polling places in the locality stated above have been assessed for accessibility using an Americans with Disabilities Act (ADA) checklist provided either by the Virginia Department of Elections (ELECT) or by the U.S. Department of Justice (DOJ).
2. The ADA checklist for each polling place has been filed and will be maintained within the records of the local electoral board in accordance with the Virginia Freedom of Information Act (§2.2-3700 et. seq.).
3. Pursuant to §24.2-310(C), all polling places in the locality stated above are currently compliant with the requirements of the ADA (§42 USC 12132), the Voting Accessibility for the Elderly and Handicapped Act (§52 USC 20102), and the Virginia with Disabilities Act (§51.5-1 et seq.).

This confirmation is attested by:

Secretary of the Electoral Board (printed)

Secretary of the Electoral Board (signature)

Upon the signing of this confirmation, the original confirmation is to be kept within the records of the local electoral board, and a copy of this confirmation is to be sent to ELECT to be kept in its records.

Review of General Registrar and Electoral Board Duties



**Prince William County Electoral Board
2023**

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
101	Execution of Elections. 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	Maintain an Office. 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	Office Contact Information. 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	Organizational Plan. Develop an organizational plan that addresses the changing needs of the Office, plans for emergencies, and responds to changes in Virginia Code.	Admin	0 - General/ Ongoing	GR		County/city obligation
105	Hire and Evaluate Staff. 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"
106	General Registrar Evaluation. Evaluate the GR annually and make hiring/firing decision, appoint at 4 year intervals ('23, '27, etc.)	Admin	0 - General/ Ongoing	EB Only	Code 24.2-110, 24.2-109.1	Eval by Aug 1 each year.
107	Office Clearly Marked. 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	Public Communication. Communicate important election events and deadlines to the public through both print and digital media.	Admin	0 - General/ Ongoing	GR		County/city obligation
109	Facilitate state, local, and Board communication. Communicate critical issues 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	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
110	Budget. 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	Code 24.2-310, Code 24.2-114	County/city obligation
111	Educate the Public. Participate in programs to educate the general public and encourage registration.	Admin	0 - General/ Ongoing	GR	Code 24.2-112	
112	Complete Required Trainings. 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	Election Public Notice. 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	Code 24.2-517	Notice generally posted on web site
114	Review EB & GR Duties. 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 (1.2.1.3)	
115	Accessible Office. 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	
116	Support of Town Elections. 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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
117	Convene Electoral Board Meetings. 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	Register Voters. 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	Update and Maintain the Voter Registration Database. 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	Maintain accurate voter registration records. 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	Registration Denials. 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)	
205	Additional Office Locations. 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	Additional Office Hours. 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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
207	Notification of Timely VR Processing. 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	Temporary Additional Locations. 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	Candidate Filing. 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	Keep Candidates Up-to-Date in VERIS. 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	Statement of Economic Interest. 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	
304	Candidate Deficiencies. (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)	Both GR/EB	Code 24.2- 505 (D)	Notice technically comes from the Secretary in Code
305	Return of Filing Fees. 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	Simultaneous filings. 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	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
401	Polling Place Selection. 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	Polling Place ADA Compliance. 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	Polling Place Accessible Entrance. 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	
404	Polling Places Changes. 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	Maintain precinct and polling place information. 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	Emergency Polling Place Readiness. 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	Voting System Instructions. 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.

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
408	Sample Ballots. 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	Voting Booths. 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	Polling Place Preparation. 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	
411	Emergency Polling Place Changes. 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	Election Officer Appointment. 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	Election Officer Staffing Plan. 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	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
503	Election Officer Assignments. 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	Removal of Officers. 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
505	Automatic Dismissal of Officers. 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	Non-Affiliated Chief Officers. 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	Officer Oath. 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	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
508	Election Officer Public List. 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	Develop a Training Plan for Officers Before Election. 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- GR 44 Days)		Code 24.2- 115	ELECT recommend.
510	Training Plan Review. 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- Both GR/EB 44 Days)		Code 24.2- 115	
511	Election Training Minimums. “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	Special Training. The Code of Virginia also 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	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
513	State Training Standards. 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)	Both GR/EB	Code 24.2-115.2 (C), Code 24.2-103	
514	Election Officer Training Certification. 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	3 - Close (1-14 Days)	Both GR/EB	Code 24.2-115.2 (C)	GR executes, Board confirms
601	Ballot Order Preparation. Prepare ballot order sufficient for the proper conduct of the election.	Ballots	1 - Plan (45+ Days)	GR Only	Code 24.2-612	
602	Ballot Order Approval: 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	Ballot Layout. 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	Ballot Proofs. 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	Ballot Printer Designee. 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	Affix Seal to Ballots. 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

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#	Duty/Task	Group	Stage	Resp.	Source	Notes
607	Receipt of Ballots. 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	Custody of Ballots. 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	Ballots Sorted by Precinct. 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	
610	Delivery of ballots to the precinct. 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	Unused Ballots. 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	Equipment Security Plan. The board must take all necessary steps to assure the security of all voting equipment hardware, software, and firmware.	Equip/Secur	0 - General/Ongoing	EB Only	Code 24.2-625	
702	Equipment Custody. The general registrar must keep custody of all voting equipment and maintain it in proper repair.	Equip/Secur	0 - General/Ongoing	GR Only	Code 24.2-637	
703	Ballot containers. The board must provide a ballot containers for each precinct.	Equip/Secur	0 - General/Ongoing	GR Delegated	Code 24.2-623	
704	L&A Testing. 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.	Equip/Secur	3 - Close (1-14 Days)	GR	Code 24.2-623	GR sets up/manages, but Board presence helpful

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#	Duty/Task	Group	Stage	Resp.	Source	Notes
705	Equipment custodians. 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.	Equip/Secur	2 - Before (15-44 Days)	GR	Code 24.2-623	
706	Contracting voting equipment . 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.	Equip/Secur	2 - Before (15-44 Days)	GR	Code 24.2-632	
707	L&A Notice. 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.	Equip/Secur	3 - Close (1-14 Days)	GR Only	Code 24.2-633	ELECT manual says both Board and GR, Code only says GR
708	Equipment Keys. 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.	Equip/Secur	3 - Close (1-14 Days)	GR Only	Code 24.2-627	
801	Make Absentee Applications Available. The GR must make applications for absentee ballots available and accept them electronically.	Absentee	0 - General/Ongoing	GR Only	Code 24.2-701	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
802	Absentee Application Rejection. 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	
803	Timely Absentee Response. 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	Send Mail Ballots within 3 Days. 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	Military/Overseas Voters. 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	45-Day Absentee Mailing. 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	45-Day Absentee Compliance. 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	Mark Receipt Date of Mail Ballots. 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	Absentee Voter Assistance Forms. 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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
810	Absentee List. 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
811	Supplemental List for Precincts. 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
812	Final Absentee List. 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
813	Emergency Voting Adjudication. 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
814	Provided Provisional Ballots. 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
815	Applications to Clerk of Court. 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	GR	Code 24.2-710	
816	Absentee Ballots Received after the Election. 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	Preserve Unused Ballots. The GR must note, and preserve, any absentee ballot returned unused.	Absentee	5 - Post-Election	GR	Code 24.2-708 (A)	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
901	Canvass. 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	Provisional Ballot Adjudication. 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	Completion of Abstracts. 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	Certification. 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
905	Election Tiebreakers. 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	Winning Certificates. 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	Return of Materials on Election Day. 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

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#	Duty/Task	Group	Stage	Resp.	Source	Notes
908	Unused Ballots. 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	Transfer of Election Materials to Clerk of Court. 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	Action for Election Materials Not Returned. 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	Retention of the SOR. 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.

The delegation and allocation of required duties for the Prince William County General Registrar (supported by the staff and officers of the Office of Elections) and Electoral Board herein are adopted by this Board on this date of _____. The delegation of duties within are, when allowed by the Virginia Code, at the discretion of the Electoral Board and subject to annual review to modify or replace the appropriation of those duties defined in this document.

Chair

Vice-Chair

Secretary

TASK PROGRESS - 2024 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task (Team - Description)	Type
150	6/8/2024	Completed	Operations - (Primary Only) Create and Send Facilities Letter for Year	Small Task
150	6/8/2024	Completed	Officer - Reserve training sites/rooms	Small Task
140	6/18/2024	Completed	Officer - Meet with Chief Deputy and GR to discuss possible recruitment mailings	Large Task
140	6/18/2024	Completed	Admin - Planning Binder-Phase 1 returned to K&H - approved or with changes noted	Small Task
140	6/18/2024	Completed	Officer - Contact community groups for recruitment speaking engagements	Large Task
140	6/18/2024	Completed	Officer - Update officer training and staffing email templates	Small Task
140	6/18/2024	Completed	Officer - Develop a recruitment plan this election	Large Task
140	6/18/2024	Completed	Officer - Create assignment letter in EO Program	Small Task
140	6/18/2024	Completed	Officer - Draft of EO Manual	Large Task
125	7/3/2024	Completed	Operations - Reserve Buckhall and OMCH (and/or any other necessary facilities)	Small Task
120	7/8/2024	In Progress	Admin - Build a list of critical req/PO/invoices during election	Large Task
120	7/8/2024	Completed	Officer - Contact EOs that have not accepted Appointment Letter	Large Task
120	7/8/2024	In Progress	Admin - Review and approve AB envelopes, inserts, ballot wraps	Large Task
120	7/8/2024	Completed	Admin - Work with BOCS for any ordinance needed for election	Large Task
120	7/8/2024	Completed	Admin - Ballot Plan and Material Requirements, K&H	Large Task
120	7/8/2024	In Progress	Absentee - Inventory election mailing supplies	Small Task
120	7/8/2024	Completed	Absentee - Review K&H envelopes, inserts, etc.	Large Task
120	7/8/2024	Completed	Admin - Initial Envelope Art Files to K&H	Small Task
120	7/8/2024	Completed	Operations - Pack Clear Plastic Pouches	Small Task
120	7/8/2024	In Progress	Admin - Publish ad for temp hires	Small Task
115	7/13/2024	Completed	Admin - Review any Voter Assistance Forms for compliance	Statutory
115	7/13/2024	Completed	Officer - Finalize content or updates to EO Manual	Milestone
110	7/18/2024	Completed	Officer - Examine feedback from previous election, determine key training needs	Large Task
110	7/18/2024	In Progress	Operations - Throw away unusable ballot boxes	Small Task
110	7/18/2024	In Progress	Operations - Get Vests Cleaned	Small Task
100	7/28/2024	Completed	Admin - Finalize official voter projections for election, distribute to staff	Milestone
100	7/28/2024	In Progress	Admin - Set staff, equipment, and ballot allocations by precinct	Large Task
100	7/28/2024	Completed	Admin - I voted sticker Order Qty & Final Approved Art	Small Task
100	7/28/2024	Completed	Admin - Envelope Order Qty & Final Approved Art	Small Task
100	7/28/2024	Completed	Officer - Decide training format	Large Task

TASK PROGRESS - 2024 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task (Team - Description)	Type
95	8/2/2024	Completed	Admin - Finalize/prepare staffing plan for Board	Large Task
90	8/7/2024	Completed	Absentee - Work with Logistics team for Preprocessing/CAP space and dates	Small Task
90	8/7/2024	Completed	Operations - (Annual) Publish ADA surveys for all voting sites, notify GR	Milestone
90	8/7/2024	In Progress	Admin - Identify any purchases needed for coming election	Large Task
90	8/7/2024	In Progress	Comms (Primary Only) - Post notice of holding of Primary	Statutory
90	8/7/2024	Completed	Admin - Identify needs for Election Day temp assignments	Large Task
90	8/7/2024	In Progress	Operations - Pack Tape, Buttons, I Voted Stickers, etc.	Small Task
90	8/7/2024	Completed	Operations - Check Ballot Boxes to be used in Election	Small Task
90	8/7/2024	Completed	Comms - Switch main page to voter guide with key dates	Large Task
90	8/7/2024	In Progress	Admin - Identify needs for Absentee temp assignments	Large Task
90	8/7/2024	Completed	Officer - Develop content for training classes	Large Task
90	8/7/2024	Completed	Officer - Develop training schedule	Small Task
90	8/7/2024	Completed	Officer - Hire and Train Temps	Large Task
90	8/7/2024	Completed	Operations - Check TW Stands	Small Task
90	8/7/2024	In Progress	Operations - Order BOD Paper	Small Task
85	8/12/2024	In Progress	Operations - Coordinate with PWCS Office of Facilities Management	Small Task
85	8/12/2024	Completed	Officer - Place printing order EO Manual.	Small Task
82	8/15/2024	In Progress	Admin - Qualify local candidates through VERIS	Statutory
80	8/17/2024	In Progress	Admin - Planning Binder-Phase 2 returned to K&H - approved or changes	Large Task
80	8/17/2024	Completed	Officer - Produce training calendar, share with staffing team	Small Task
80	8/17/2024		Operations - Contact Print shop for any Election needs	Small Task
80	8/17/2024		Operations - Coordinate with PWCS Head of Construction	Small Task
80	8/17/2024	Completed	Officer - Send Availability Survey to ALL Officers	Large Task
80	8/17/2024	In Progress	Admin - Have Board approve staffing plan	Statutory
80	8/17/2024	Completed	Admin - Have Board approve ballot order	Statutory
80	8/17/2024	In Progress	Admin - Initial Wrap Art Files to K&H	Small Task
80	8/17/2024	In Progress	Officer - Start EO assignment list	Large Task
CURRENT DATE				
75	8/22/2024	In Progress	Admin - Postage Deposit of Permit Funding Confirmation to K&H	Small Task
75	8/22/2024	In Progress	Admin - Complete confirmation of all temp staff hires by dept	Milestone

TASK PROGRESS - 2024 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task (Team - Description)	Type
75	8/22/2024		Operations - EV DEMTECH Pollbook Inventory & Charging	Small Task
75	8/22/2024	Completed	Officer - Train temp staff to assist with election	Small Task
75	8/22/2024	In Progress	Operations - Recruitment of new Early Voting EO's	Small Task
70	8/27/2024	In Progress	Absentee - Cancel Permanent AB Applications of Inactive Voters following NCOA	Statutory
70	8/27/2024	In Progress	Admin - (General Only) Have Board complete ADA certification by Sept 1	Statutory
70	8/27/2024		Admin - Wrap Final Approved Art and Variables Table (if appl) to K&H	Large Task
70	8/27/2024	Completed	Officer - Send EO manual to printer if needed for this election	Milestone
70	8/27/2024		Officer - Begin EO Assignments Including Special Requests	Large Task
70	8/27/2024		Admin - Insert Order Qty & Final Approved Art	Large Task
70	8/27/2024		Admin - Initial Insert Art Files to K&H	Small Task
70	8/27/2024	Completed	Officer - Finalize training classes	Small Task
67	8/30/2024		Operations - Create and Proof Ballots, Verify layout compliant	Statutory
65	9/1/2024	Completed	Admin - Postage Deposit or Permit Funding Confirmation Received for Mail	Large Task
65	9/1/2024		Comms - Put the required code note & watermark on the sample ballots	Small Task
65	9/1/2024		Admin - Ballot Order to K&H (Non-mail Ballots & Blank Base)	Small Task
65	9/1/2024		Admin - Review Ballot Face and category proofs.	Small Task
65	9/1/2024		Operations - Program EPB Templates for EV/ED	Large Task
65	9/1/2024		Admin - Marked Test PDFs & Order Qty to K&H	Small Task
65	9/1/2024		Admin - Ballot Faces to K&H	Large Task
65	9/1/2024		Operations - Order Ballots	Large Task
62	9/4/2024		Officer - Set up space for EO training	Small Task
60	9/6/2024		Admin - Confirm office doors open during weekend voting, ED and Canvass	Small Task
60	9/6/2024		Absentee - Test election for UOCAVA email ballots	Milestone
60	9/6/2024		Admin - Issue refunds to primary candidates not qualified or unopposed	Statutory
60	9/6/2024		Admin - Review Policies/Procedures for Observers, Public meetings	Small Task
60	9/6/2024		Operations - Send Out Facilities Emergency Contact List to CO's	Small Task
60	9/6/2024		Operations - Verify EVEO vendor registration before assignment	Small Task
60	9/6/2024	Completed	Admin - Set EV site information and hours with Board (or BOCS)	Small Task
60	9/6/2024	Completed	Admin- Check budget status for adequate funds to run election	Statutory
60	9/6/2024	Completed	Admin - (General Only) Have Board approve Training Plan.	Statutory

TASK PROGRESS - 2024 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task (Team - Description)	Type
60	9/6/2024		Admin - Outline needs for Chief HQ - staff, phones, etc.	Small Task
60	9/6/2024	In Progress	Admin - Hire temporary staff, all HR paperwork complete	Large Task
60	9/6/2024		Admin - Update primers for visitors to public events	Small Task
60	9/6/2024	In Progress	Operations - Complete EV staff assignments	Small Task
60	9/6/2024		Admin - Ballot Order including Test Desks	Large Task
60	9/6/2024		Admin - Approval of K&H Insertion Guide.	Small Task
60	9/6/2024		Operations - EV Security Compliance	Milestone
60	9/6/2024		Operations - L&A of Scanners for EV	Statutory
60	9/6/2024	In Progress	Operations - Pack Grey Ballot Boxes	Small Task
60	9/6/2024		Admin - Verify E-mail Ballot List	Large Task
60	9/6/2024	Completed	Operations - Pack Keys and Seals	Small Task
60	9/6/2024		Absentee -First extract to K&H	Milestone
60	9/6/2024		Admin - Ballot Reports to K&H	Small Task
60	9/6/2024		Operations - EV Site Visits	Small Task
59	9/7/2024	Completed	Absentee - Generating ongoing absentee ballots	Small Task
57	9/9/2024	In Progress	Officer - Finalize content, handouts, Powerpoint for training classes	Milestone
55	9/11/2024		Operations - Complete Satellite Early Voting Readiness Checklist	Small Task
55	9/11/2024		Absentee - Create and send Preprocessing, CAP, CAP-PE EO survey	Small Task
55	9/11/2024		Absentee – Update ballot curing logs (working and read-only)	Small Task
55	9/11/2024		Absentee – Update ballot curing letter and email templates	Small Task
55	9/11/2024		Operations - L & A of EPBs for EV, CAP, and Spares	Statutory
55	9/11/2024		Admin - Review compliance with EB Security Policy	Statutory
55	9/11/2024		Officer - Mock EO training class	Large Task
55	9/11/2024		Operations - Place Uline Order	Small Task
55	9/11/2024		Admin - BallotDNA set up	Milestone
54	9/12/2024		Operations - Provide staffing list to Director/Deputy Director	Small Task
53	9/13/2024		Absentee – Train temps on high-speed scanner prior to L&A	Small Task
53	9/13/2024		Absentee - Schedule High Speed L&A	Statutory
52	9/14/2024		Officer - Set up workshop space	Small Task
50	9/16/2024	Completed	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resource	Small Task

TASK PROGRESS - 2024 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task (Team - Description)	Type
50	9/16/2024		Admin - Contact Sheriff's Office to secure parking spots for EV.	Small Task
50	9/16/2024		Admin - Have ballot printer and representative sign oaths	Statutory
50	9/16/2024		Admin - Have EB appoint last officer group for election	Statutory
50	9/16/2024		Absentee - Print and post initial Public Absentee List	Small Task
50	9/16/2024		Operations - Pack EV Precinct Signs	Small Task
50	9/16/2024		Operations - Organize EV Binders	Small Task
50	9/16/2024		Admin - Test Email ballot set up	Small Task
50	9/16/2024		Officer - Start EES Workshop	Small Task
49	9/17/2024		Staffing - Add Chiefs to their precincts in Integra so they can view	Small Task
49	9/17/2024		Absentee – Ensure adequate equipment for Preprocessing/CAP/CAP-PE	Small Task
48	9/18/2024		Admin - Confirm initial absentee mailout	Statutory
47	9/19/2024		Admin - Cure Log is ready	Small Task
46	9/20/2024		Absentee - Initial reports to BallotTrax (Eligibility report)	Large Task
46	9/20/2024		Absentee - Process absentee applications for first mailout	Statutory
46	9/20/2024		Operations - Manage EV Pollbook Builds and Deployment	Large Task
46	9/20/2024		Operations - Delivery and Setup Main Office EV Site	Small Task
45	9/21/2024		Officer - Send 1st Officer Assignment List to EB & Party Chairs 6 Wks Out	Large Task
45	9/21/2024		Absentee – Update all Pre/CAP/CAP-PE envelopes, hand counts, SORs, etc	Large Task
45	9/21/2024		Admin - Finalize any purchases needed for election, get quotes	Small Task
45	9/21/2024		Absentee - AB Compliance Survey (45 day) state required	Statutory
45	9/21/2024		Officer - Send EO Assignment List to EB & Party Chairs	Large Task
45	9/21/2024		Operations - Recruitment of Special Assistants	Small Task
45	9/21/2024		Operations - Coordinate/Get Quote Paxton	Small Task
45	9/21/2024		Absentee - Mail Print Disable Envelopes.	Small Task
45	9/21/2024		Absentee - Determine potential CAP EOs	Small Task
45	9/21/2024		Operations - Schedule Training sites	Small Task
45	9/21/2024		Comms - TWEET: Early Voting Begins	Small Task
45	9/21/2024		Officer - Start EO Training	Milestone
42	9/24/2024		Officer - Finalize EO's assignment and email to officers	Large Task
42	9/24/2024		Admin - Send party chairs draft precinct staffing list	Small Task

TASK PROGRESS - 2024 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task (Team - Description)	Type
40	9/26/2024		Admin - Notify Secretary if any issues timely processing voter registrations	Statutory
40	9/26/2024		Operations - Send Facility Reminder	Small Task
39	9/27/2024		Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
35	10/1/2024		Operations - Facility Election Day Emergency Contact Sheet Completed	Large Task
35	10/1/2024		Officer - Verify vendor registration of assigned officers	Small Task
35	10/1/2024		Operations - Create truck routes for Paxton	Small Task
35	10/1/2024		Operations - Schedule CAP sites	Small Task
34	10/2/2024		Operations - Pack Green Accordians	Small Task
32	10/4/2024		Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
32	10/4/2024		Officer - Set up space for CO training	Small Task
30	10/6/2024		Absentee - Assess if staffing meeting absentee needs from incoming numbers	Large task
30	10/6/2024		Operations - Certify number of Election Day ballots received, complete QC	Statutory
30	10/6/2024		Officer - Share one month staffing list with Director/Deputy Director	Small Task
30	10/6/2024		Officer - Send Chiefs/Asst. Chiefs facility contact information	Small Task
30	10/6/2024		Operations - Coordinate with PWCS Office of Communication	Small Task
30	10/6/2024		Officer - Verify all precincts have all positions filled	Small Task
30	10/6/2024		Absentee - Create Pre-Processing/CAP/CAP-PE schedules.	Small Task
30	10/6/2024		Operations - Pack Election Day Precinct Signs	Statutory
30	10/6/2024	In Progress	Operations - Pack Outside Precinct Signs	Small Task
30	10/6/2024		Admin - Finalize supply drop off plan	Large Task
30	10/6/2024		Officer - Assign Special Assistants	Small Task
30	10/6/2024		Operations - Schedule Canvass site	Small Task
30	10/6/2024	Completed	Operations - Pack Electrical Bags	Small Task
30	10/6/2024	Completed	Operations - Pack Privacy Folders	Small Task
30	10/6/2024		Officer - Set up dummy precinct	Small Task
30	10/6/2024		Officer - Assign Canvass EOs	Small Task
30	10/6/2024		Officer - Start CO Training	Small Task
30	10/6/2024		Officer - Assign CAP EOs	Small Task
28	10/8/2024		Admin - Send notice of Election Day scanner L&A for party, candidates	Statutory
28	10/8/2024		Admin - Finalize post-election Board schedule, post notice	Small Task

TASK PROGRESS - 2024 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task (Team - Description)	Type
25	10/11/2024		Officer - Contact EOs who miss training and reschedule training	Small Task
25	10/11/2024		Absentee - Update Preprocessing/CAP/CAP-PE training materials.	Large Task
25	10/11/2024		Admin - BallotDNA Email Reminders	Small Task
24	10/12/2024		Certify all polling places/contests/candidates correct in VERIS/Enhanced Results	Statutory
22	10/14/2024		Comms - TWEET: Last Day to Register/Update Registration (General & Primary)	Small Task
21	10/15/2024		Absentee – Create ENR XLS for CAP	Large Task
21	10/15/2024		Operations - Make sure emergency polling places are ready if needed	Statutory
21	10/15/2024		Officer - Send Chiefs all facility special requests/issues/updates	Small Task
21	10/15/2024		Operations - Reserve Election Day Ipads, phones, etc, for EV/ED	Large Task
21	10/15/2024		Operations - Make Labels and Election Day Envelopes	Small Task
21	10/15/2024		Officer - Create EO waitlist for election	Small Task
21	10/15/2024		Officer First Chief Check-In Call 1 of 2	Small Task
20	10/16/2024		Officer - Send CO bag pick-up and supply drop-off information	Small Task
20	10/16/2024		Officer - Send provisional Brief Sheet to all officers	Small Task
20	10/16/2024		Operations - ED DEMTECH Pollbook Inventory & Charging	Small Task
20	10/16/2024		Admin - Mail Ballot Reminder via BallotTrax	Small Task
19	10/17/2024		Admin - Rough draft of Election Day assignments	Large Task
18	10/18/2024		Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
15	10/21/2024		Admin - (Primary Only) Send any voter notice of polling place changes	Statutory
15	10/21/2024		Officer - Verify all precincts have all positions filled	Small Task
15	10/21/2024		Absentee – Create pollbook for Preprocessing	Milestone
14	10/22/2024		Absentee - Ensure all Preprocessing materials ready	Small Task
14	10/22/2024		Officer - Replace all EOs that have been removed due to not attending training	Large Task
14	10/22/2024		Absentee - Ensure all Preprocessing equipment is ready (pollbook, EPBs)	Small Task
14	10/22/2024		Comms - Finalize list of top precincts for media members to visit.	Small Task
14	10/22/2024		Officer - Letter to Quantico Marine Base for access to the Town	Small Task
14	10/22/2024		Operations - Create File for Paper Pollbook and send to Printer	Small Task
14	10/22/2024		Officer - Remove all EOs that have not attended training	Small Task
14	10/22/2024		Admin - Send party chairs final precinct staffing list	Statutory
14	10/22/2024		Admin - GR signs all officer oaths for polling places	Statutory

TASK PROGRESS - 2024 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task (Team - Description)	Type
14	10/22/2024		Officer - Begin tracking EO attendance in training	Small Task
14	10/22/2024		Operations - Gathering Supplies for Chief Binder	Small Task
14	10/22/2024		Operations - Send ED Facility Final Reminders	Small Task
14	10/22/2024		Operations - Test Door Bells/Phone Numbers	Small Task
14	10/22/2024		Operations - Program EPB Templates- ED	Large Task
14	10/22/2024		Admin - Finalize canvass staffing	Small Task
14	10/22/2024		Operations - Test TallyPoint	Small Task
11	10/25/2024		Comms - TWEET: Deadline to Request a Mail Ballot	Small Task
10	10/26/2024		Operations - Emergency Precinct Coordination & Deployment	Large Task
10	10/26/2024		Officer - Finalize staff for canvass, coordinate with GR	Large Task
10	10/26/2024		Operations - L & A for Scanners for Election Day	Statutory
10	10/26/2024		Admin - Final test of results reporting system	Small Task
10	10/26/2024		Admin - Finalize Provisional Processing Plan	Milestone
10	10/26/2024		Absentee – Update Preprocessing pollbook	Large Task
10	10/26/2024		Absentee - Set up Preprocessing room	Small Task
10	10/26/2024		Operations - Pack CO Bags	Small Task
9	10/27/2024		Operations - Pack #3 and #6 for Transport	Large Task
8	10/28/2024		Officer - Final verification all precincts filled, emergency fill ins	Large Task
8	10/28/2024		Admin - Final draft of Election Day assignments to staff, Board	Small Task
8	10/28/2024		Officer - 2nd Chief check in phone call 2 of 2	Large Task
8	10/28/2024		Officer - Send EB & Party Chairs Final EO List	Large Task
7	10/29/2024		Absentee - Ensure all CAP materials ready (oaths, envelopes, SORs, tally)	Small Task
7	10/29/2024		Operations - Coordinate with Courthouse for Election Day Storage	Small Task
7	10/29/2024		Comms - Notify EOs/staff of any observer/media groups	Large Task
7	10/29/2024		Provisional - Prepare templates, envelopes and etc	Small Task
7	10/29/2024		Admin - Minimize any unregistered EOs in Mobius	Large Task
7	10/29/2024		Absentee – Verify CAP-EV scanner delivery date	Small Task
7	10/29/2024		Admin - Finalize roles and layout for Chief HQ	Large Task
7	10/29/2024		Admin - Prepare Provisional Templates	Small Task
7	10/29/2024		Operations - Create What Ifs	Small Task

TASK PROGRESS - 2024 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task (Team - Description)	Type
7	10/29/2024		Operations - Test ED EPBs	Large Task
6	10/30/2024		Admin - Draft Friday night letter	Large Task
5	10/31/2024		Operations - Finalize precinct returns spreadsheet (office & WH)	Small Task
5	10/31/2024		Officer - Unassign all EOs that cancel (ongoing from here)	Small Task
5	10/31/2024		Admin - Finalize provisional adjudication session procedures	Large Task
5	10/31/2024		Operations - Certify L&A for Scanner/Touch Writers to ELECT	Statutory
5	10/31/2024		Admin - Supply staff with key contact information sheet	Large Task
5	10/31/2024		Operations - Election Day Pollbook Secure Login Codes	Small Task
5	10/31/2024		Officer - Finish training and workshops	Milestone
5	10/31/2024		Operations - Verify trucks with Paxton	Small Task
5	10/31/2024		Operations - Pack Specialist Bags	Small Task
5	10/31/2024		Officer - End EO Training	Large Task
4	11/1/2024		Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
4	11/1/2024		Send Reminder Brief to all officers on Waitlist Roster	Small Task
4	11/1/2024		Officer - Send final Friday night letter to EO team	Small Task
4	11/1/2024		Comms - Prep website for Election Day	Milestone
4	11/1/2024		Officer - Send Friday Letter	Small Task
3	11/2/2024		Officer - Certify training of officers with GR for ELECT	Statutory
3	11/2/2024		Officer - Sent Chiefs Cage Tracking Link	Small Task
3	11/2/2024		Chief Phone Call Final Check-Ins	Large Task
3	11/2/2024		Comms - TWEET: Early Voting Ends	Small Task
3	11/2/2024		Officer - Close mock precinct	Small Task
3	11/2/2024		Operations - CO Supply Pickup	Small Task
3	11/2/2024		Officer - End CO Training	Small Task
2	11/3/2024		Operations - Breakdown EV sites and Return Equipment and Binders to Office	Large Task
2	11/3/2024		Absentee - Prepare/print AB list for precincts on Election Day.	Large Task
2	11/3/2024		Admin - Certify pollbook logic and accuracy	Statutory
2	11/3/2024		Operations - Finalize Cages for Deployment	Statutory
2	11/3/2024		Operations - L&A EPB Certify to Elect	Statutory
2	11/3/2024		Admin - Finalize canvass procedures	Large Task

TASK PROGRESS - 2024 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task (Team - Description)	Type
1	11/4/2024		Operations - Verify to GR that cages are confirmed delivered to sites	Statutory
1	11/4/2024		Admin - Confirm absentee list has been printed and delivered to WH.	Statutory
1	11/4/2024		Officer - Send Reminder to CANVASS officers/SAs	Small Task
1	11/4/2024		Operations - Election Day Pollbook Deployment	Small Task
1	11/4/2024		Admin - GR must rule on emergency ballots	Statutory
1	11/4/2024		Operations - Finalize setup for Chief HQ	Large Task
1	11/4/2024		Absentee – Create pollbook for CAP	Milestone
1	11/4/2024		Operations - Final AB Numbers	Small Task
0	11/5/2024		Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm	Small Task
0	11/5/2024		Absentee - Prepare thumbdrive with AB documents for courthouse	Small Task
0	11/5/2024		Absentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count	Large Task
0	11/5/2024		Officer - Address all EO issues on election day	Large Task
0	11/5/2024		Comms - TWEET: ELECTION DAY Starts @ 6am	Small Task
0	11/5/2024		Comms - TWEET: ELECTION DAY Ends @ 7pm	Small Task
-1	11/6/2024		Absentee - Process precinct drop box ballots & scan chain of custodies to network	Small Task
-1	11/6/2024		Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally)	Small Task
-1	11/6/2024		Operations - Deliver #3 and #6, election materials to Courthouse	Statutory
-1	11/6/2024		Absentee - Deliver all absentee applications to Courthouse	Statutory
-1	11/6/2024		Officer -Delete Manage Locations Precincts CO Assigned	Small Task
-1	11/6/2024		Comms - Convert Website to "Post Election" homepage	Small Task
-1	11/6/2024		Absentee – Create pollbook for CAP-PE	Milestone
-2	11/7/2024		Operations - Copy and backup all Voter Credit from Election day	Small Task
-2	11/7/2024		Operations - Search key equipment for missing docs, ballots, envelopes, etc.	Large Task
-2	11/7/2024		Officer - Prepare payroll document for Fiscal Specialist using Comp Sheets	Large Task
-2	11/7/2024		Operations - Copy and backup all ballot images from Election day	Small Task
-2	11/7/2024		Officer - Validate Officers have completed training	Milestone
-2	11/7/2024		Absentee – Update CAP-PE pollbook.	Small Task
-2	11/7/2024		Officer - CANVASS	Large Task
-3	11/8/2024		Absentee - Finalize thumbdrive with final absentee list (pollbook) for courthouse	Small Task
-3	11/8/2024		Absentee - Compile ENR for CAP-PE, incl. hand count ballots and rejected ballots.	Large Task

TASK PROGRESS - 2024 GENERAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task (Team - Description)	Type
-3	11/8/2024		Admin - Inform Circuit Court of any materials not returned	Statutory
-3	11/8/2024		Absentee - Pull all No-ID ballots for Provisional	Small Task
-3	11/8/2024		Absentee - Provisional research/meeting/letters	Small Task
-3	11/8/2024		Absentee - Provisional credit	Small Task
-4	11/9/2024		Officer - Scan election Comp Forms	Small Task
-6	11/11/2024		Admin - Provisional Credit Entered	Small Task
-7	11/12/2024		Admin - Certify election, send abstracts/checklist to state	Statutory
-7	11/12/2024		Absentee - Prepare Rejection Log for GR and Courthouse	Large Task
-7	11/12/2024		Admin - Complete provisional ballot adjudication	Statutory
-7	11/12/2024		Comms - TWEET: Election Has been Certified	Small Task
-7	11/12/2024		Absentee - Reject AB Ballots in VERIS	Large Task
-8	11/13/2024		Comms - Post all Election Day results tapes for public	Mile
-10	11/15/2024		Admin - Organize retention of SOR copies, GR records	Statutory
-10	11/15/2024		Comms - Convert website back to default home page	Small Task
-10	11/15/2024		Admin - Print winner certificates for Secretary	Statutory
-12	11/17/2024		Operations - Get Revised Security Plan from EB	Large Task
-14	11/19/2024		Absentee - Prepare and print AB rejection letters	Large Task
-14	11/19/2024		Operations - Inventory all voting equipment, notify GR of any damage/missing	Statutory
-14	11/19/2024		Comms - Digitize SORs for retention/requests	Large Task

PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS – VOTER REGISTRATION REPORT



9250 Lee Avenue, Suite 1
 Manassas, Virginia 20110-5554
 Phone: (703) 792-6470
 Fax: (703) 792-6461

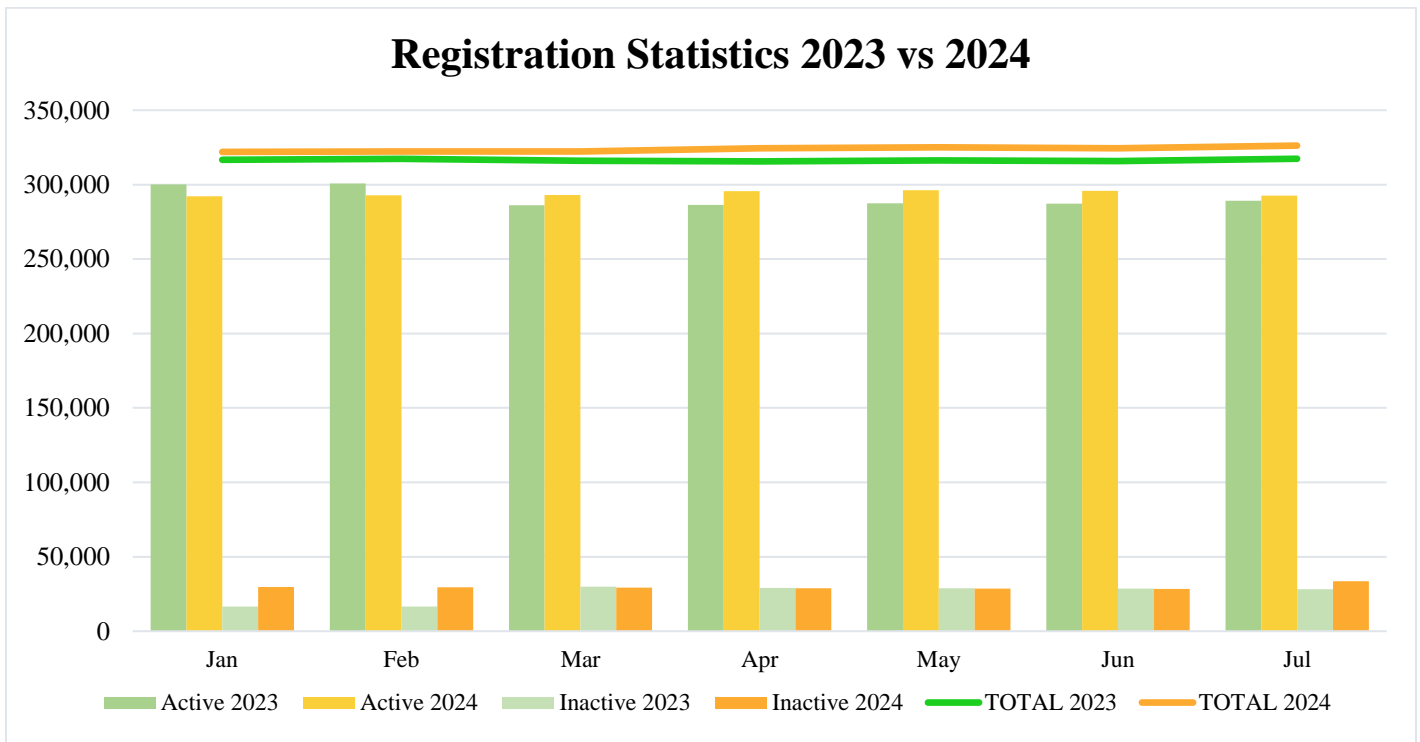
ELECTORAL BOARD
 Keith A. Scarborough, Chairman
 Mark Dillon, Vice Chairman
 London Steverson, Secretary

Registration Statistics

Categories	Jan	Feb	Mar	Apr	May	Jun	Jul
Active	292,262	292,796	293,080	295,524	296,335	295,862	292,720
Inactive	29,737	29,585	29,221	28,878	28,649	28,481	33,503
TOTAL	321,999	322,381	322,301	324,402	324,984	324,343	326,223

Active Registered Voter - A voter whose record is current with the appropriate election authority and is eligible to vote.

Inactive Registered Voter - A registered voter who has not responded to certain voter registration confirmation mailings or notices from election authorities, has not done any transactions (DMV, paper application), and has not participated in recent elections.



PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS – VOTER REGISTRATION REPORT

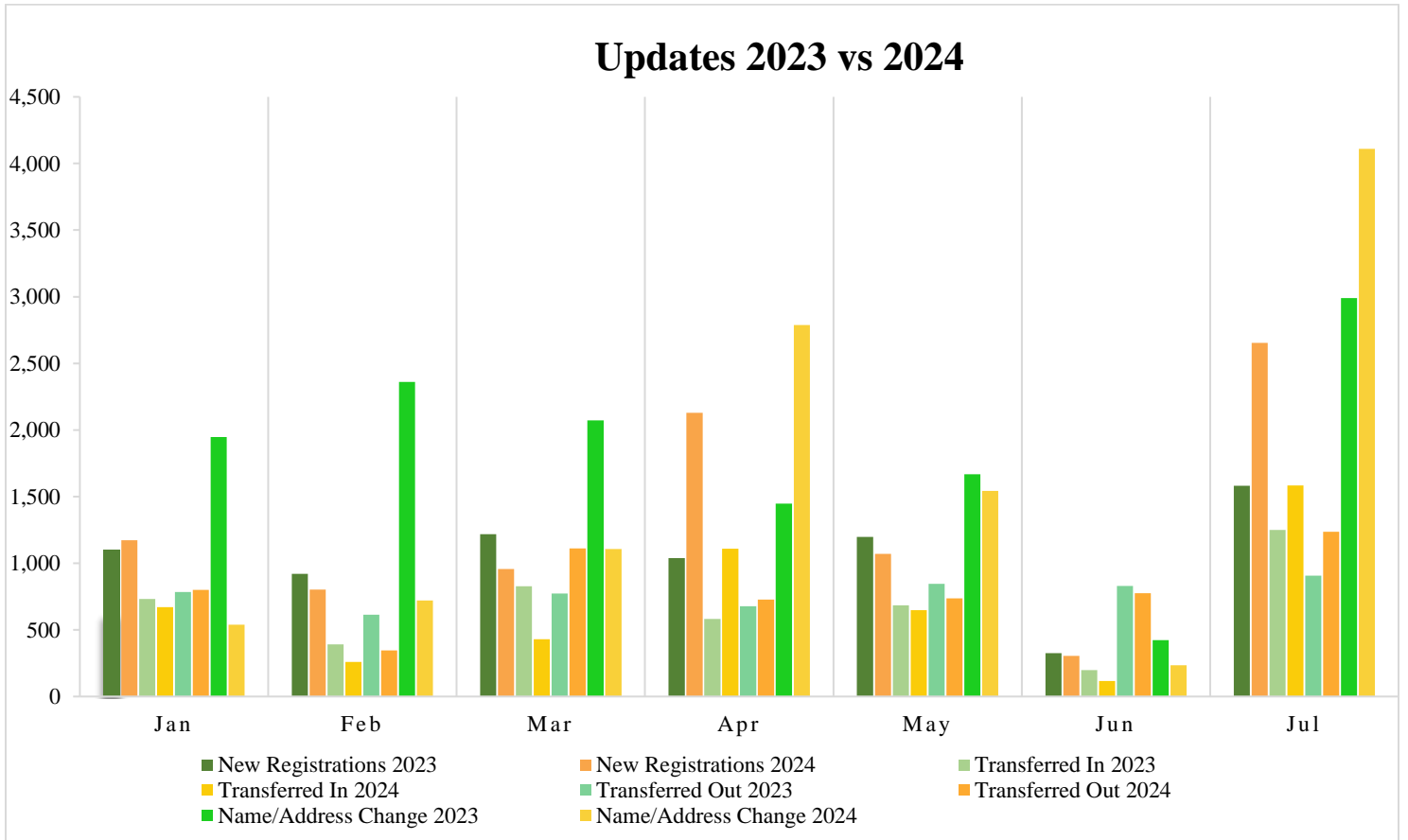


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Updates

Categories	Jan	Feb	Mar	Apr	May	Jun	Jul	Total
New Registrations	1,172	803	957	2,128	1,071	304	2,653	9,088
Transferred In	670	260	431	1,110	647	116	1,585	4,819
Transferred Out	800	346	1,112	727	737	775	1,237	5,734
Name/Address Change	538	720	1,107	2,787	1,543	237	4,111	11,043
TOTAL	3,180	2,129	3,607	6,752	3,998	1,432	9,586	30,684

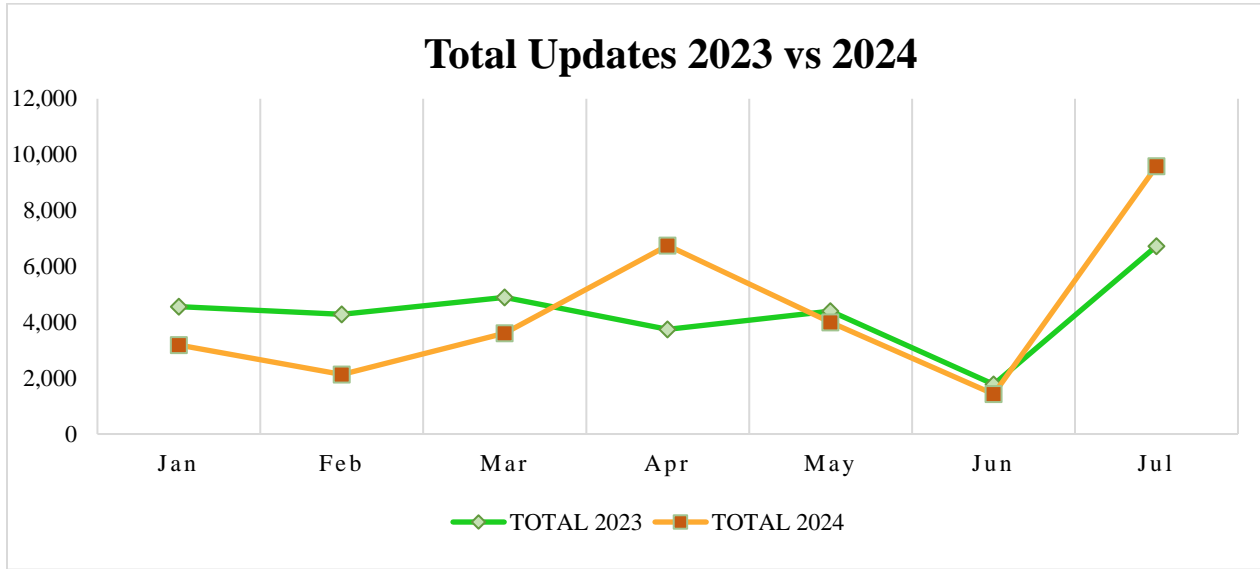


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Voter Cancellations

Categories	Jan	Feb	Mar	Apr	May	Jun	Jul	Total
Moved Out of State	60	131	81	141	140	46	839	1,438
Deceased	173	101	194	131	156	183	154	1,092
Felony Conviction	2	28	17	17	14	9	13	100
TOTAL	235	260	292	289	310	238	1,006	2,630

Confirmation Mailing (NCOA) by ELECT

Confirmation Mailing Categories	June
In-State	1,638
Out-of-State	5,539
TOTAL	7,177

NCOA (National Change of Address Program) - A secure dataset of approximately 160 million permanent change-of-address (COA) records consisting of the names and addresses of individuals, families, and businesses who have filed a change-of-address with the USPS. Election officials use NCOA to update records in their voter registration databases.