



PARTY AUTHORIZED REPRESENTATIVES
General Information and Requirements

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What Is a Poll Watcher?

Poll watchers are authorized representatives of a party or candidate who are allowed inside the polling place on Election Day. Typically, poll watchers are provided with a list of party or candidate supporters, and they listen for names of voters as they check-in to vote. By marking known supporters off their lists, they can assist party or campaign officials in estimating how their candidates are doing in particular precincts. Other poll watchers may be assigned by their candidate or party to observe the opening or closing of the polls.

1. An Authorized Representative **must be a qualified Virginia voter**. The Chief Officer of Election will ask the poll watcher to provide evidence of their Virginia voter registration by asking to see the poll watcher's Voter Identification Card. If the person does not have a voter card, the Chief will attempt to verify the individual's registration, either on the electronic pollbook or by calling the elections office. If the individual's registration cannot be verified, the person cannot serve as a poll watcher
2. The Authorized Representative **must have a written statement of authorization (or copy) signed by the party chairman**. This statement (or copy) should be presented to the Chief Officer of Election immediately upon entering the polling place. *The written statement is not required if the party chairman is serving as the representative.* (§ 24.2-604)
3. No candidate whose name is printed on the ballot shall serve as a representative of a party or candidate.

What Characteristics Make a Good Poll Watcher?

Qualifications for good poll watchers include:

Good hearing – poll watchers must be able to hear voters' names as the voters identify themselves and as election Officers repeat the names of the voters. Some polling places are noisy. Election Officers stating the voters' names have their backs to the poll watchers. They speak as loudly as possible, but some have soft voices.

Ability to pay close attention. The Election Officers are often extremely busy and have detailed instructions to follow in their jobs

Ability to get along with others. The Election Officers and other representatives are there to guarantee a well-run, error-free election. Sometimes there are intense situations and all need to work together. While there have seldom been disruptive incidents in Hanover County polling places, the Officers of Election may require any person who is found by a majority of the Officers present to be in violation of §24.2-604 of the Code of Virginia to remain outside of the prohibited



area, which is 40 feet from the entrance to the polling place. Election Officers also have the authority to call police if they believe any individual is deliberately disrupting the election and refusing to follow directions. Any person found guilty of violating §24.2-604 shall be guilty of a Class 1 misdemeanor.

Quantity and Qualifications for Authorized Representatives

The Officers of Election, at their discretion, may allow a maximum of three authorized representatives from each political party with a nominee on the ballot in that election and three from each independent or primary candidate on the ballot in that election when the pollbook has less than three divisions/stations.

When the pollbook is divided (or there are multiple electronic pollbook stations), one representative from each party and one from each independent/primary candidate must be allowed for each pollbook division/station.

Representatives may stay all day, or they may come and go in shifts as determined by the party or independent/primary candidate.

Write-in candidates are not entitled to representatives at any time. They or their supporters may be able to witness the counting of votes ("ascertainment of the vote") in the precinct after the polls close (as chosen "bystanders"). (§ 24.2-655).

No candidate whose name is printed on the ballot shall serve as a representative of a party or a candidate while voting is occurring. (§ 24.2-604.4).

Please refer to the Forms section at the end of this document for an 8-page guide on "Do's and Don'ts" from the Commonwealth of Virginia Dept. of Elections.



Guidelines Summary for Authorized Representatives

GUIDELINES FOR CAMPAIGNERS AND AUTHORIZED REPRESENTATIVES (REPS) <i>§§ 24.2-310, 24.2-604, 24.2-607, 24.2-622, 24.2-639 AND 24.2-655 of the Code of Virginia</i>		
CAMPAIGNERS (INCLUDES CANDIDATE) - OUTSIDE POLLING PLACE AND PROHIBITED AREA		
<ul style="list-style-type: none"> ➤ Must be outside 40 feet of any entrance to the building in which voting takes place. Only electoral board can authorize limited exceptions. ➤ No limit to the number of campaigners allowed outside the polling place and prohibited area. ➤ Cannot hinder or delay a person from entering or leaving a polling place. ➤ Loudspeakers cannot be used within 300 feet of any polling place. ➤ Campaign materials, including sample ballots: <ul style="list-style-type: none"> • Must be distributed outside the polling place and prohibited area. • Must contain a statement indicating who paid for/authorized the printing (see ELECT website, Campaign Finance) • Subject to a civil fine for failure to properly identify any campaign material. ➤ Sample ballots cannot be printed on white paper and must contain the words "Sample Ballot". 		
AUTHORIZED REPRESENTATIVES (REPS) - INSIDE POLLING PLACE AND PROHIBITED AREA		
<ul style="list-style-type: none"> ◆ Must be a qualified Virginia voter. ◆ Must present to the chief officer of election a "letter of authorization" signed by the independent or primary candidate or party chair entitled to representation (see below) if list of reps not previously provided. A copy of the signed "letter of authorization" is acceptable. ◆ No campaigning is permitted by anyone inside the polling place building without electoral board exception. ◆ Cannot hinder or delay any officer of election or voter. ◆ Cannot sit at the check-in table with officer of election but must be positioned to see and hear the check-in table and what is occurring. (rep may appeal to the local electoral board if dissatisfied with the chief officer's decision on placement.) ◆ May create their own list of voters and mark their own list (an officer cannot provide any list to reps). ◆ Cannot provide assistance to any voter or wear any indicator that he is available to assist any voter inside the polling place or within 40 feet of any entrance to the polling place.□ ◆ Officers of election have authority to remove any representative who does not adhere to above guidelines. 		
BEFORE POLLS OPEN §24.2-639	WHILE POLLS ARE OPEN §24.2-604	AFTER POLLS CLOSE §24.2-655
<p>One rep of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate]</p>	<p>Candidates may enter polling places only to vote, or to visit for no longer than ten (10) minutes per day per polling place</p> <p>For each pollbook in use in the precinct:</p> <ul style="list-style-type: none"> • One rep of each political party having a nominee on the ballot in this election • One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [cannot be the candidate] *** <p>If less than three (3) pollbooks in use, the Officers of Election, at their discretion, may allow a maximum of three reps whether or not the pollbook is divided.</p>	<p>Two reps of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate] ***</p> <p>The representative cannot leave the polling place nor relay in any manner the results of the election until after final results are ascertained and chief officer of election has opened doors and announced the results. There are no exceptions to this rule.</p> <p>Representatives may witness the counting and ascertainment of results and make their own notes but may not touch or handle any ballot, voting equipment or official document, or interfere in any manner.</p>



Poll Watcher Conduct

It is important to understand that poll watchers and Officers of Election have the same goal, specifically to conduct a fair and impartial election. As such, they are partners in achieving these goals. Arriving at the polling place or conducting yourself with an adversarial attitude will not lead to a good working relationship. Interactions should be polite and professional at all times. If you observe something that you feel is not proper, then immediately draw it to the attention of an Election Officer. If you do not feel that you are getting the appropriate level of attention on this, refer to the section below on reporting these incidents to the Hanover County Registrar's Office. Be advised that Officers of Election are sworn officers which is a form of being deputized. The Chief Officer of Election has the authority to order you to leave the polling place if they feel that you are being rude or aggressive with an Election Officer, thus hindering them in performing their duties. Failure to comply with the Chief Officer of Election's directive may lead to a call to the Sheriff's Office and a Deputy will respond and remove you from the polling place.

The representative may not sit at the registration table with the Officers of Election. The representative must be allowed to be close enough to the voter check-in table to hear and see what is occurring; however, not close enough to the Officer to disrupt their duties, including those of processing voters. The representative has a right to immediately appeal to the local electoral board if they are unable to observe the process. Subject to the restrictions below regarding secrecy of the ballot and the Officer of Election's right to ensure the orderly conduct of the election, the representative cannot be directed to only stand in one specific area. However, if the placement of a representative may hinder or delay a voter, the Officer of Election may require the authorized representative to move from that area.





If pollbooks are being used for voter check-in and space permits, authorized representatives are permitted to see the pollbook. NOTE: During the early voting period, general registrars and staff may be completing other required duties besides checking in voters such as processing voter registration applications, absentee ballot requests, or preparing absentee ballots to be mailed to voters. These are not activities authorized representatives are entitled to hear or see, and an authorized representative may be asked to step away from the area if a voter is not actively being checked in.

All voters should check in at the check-in table with the pollbooks allowing the authorized representatives to see and hear the process. *The separate table or privacy booth that voters are directed to for the purpose of completing and voting the provisional voting materials is not a check-in table and the privacy of the voting process should be respected by Officers of Election and authorized representatives.*

It is unlawful for any authorized representative to be able to see the marked ballot of any voter (§ 24.2-604.4).

Authorized representatives shall never see personally identifying information (PII)

If the Virginia Election and Registration Information System (VERIS) from the Dept. of Elections is being used for voter check-in, authorized representatives may not see the VERIS screens. *Only those authorized to use VERIS may see the VERIS screens.*

One authorized representative of each political party or independent candidate in a special or general election, or one authorized representative in a primary election is entitled to attend any absentee pre-processing session. (1VAC20-70-40). At no time can the secrecy of the ballot be violated. Authorized representatives may not handle any absentee ballot or envelope or view information on an absentee ballot envelope. Authorized representatives can hear check-in and view the session.

The representative may not in any way hinder or delay a voter or Officer of Election.

The representative may not insult or abuse an Officer of Election nor conduct themselves in a noisy or disruptive manner.

The representative may not give, offer, or show any ballot, ticket, or other campaign material.



The representative may not influence any person in casting their ballot. Such prohibited influence would include a representative tendering advice to the voter on the type of ballot they should cast.

An authorized representative may not perform any type of filming or photography of a ballot that shows how the voter cast that ballot.

Use of wireless electronic devices is permitted inside the polling place. However, Officers of Election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will hinder, intimidate, or interfere with any qualified voter from casting their ballot or if the use of the wireless device results in the authorized representative conducting themselves in a noisy or disruptive manner to disturb the election. §§ 24.2-604 and §§ 24.2-607. It is **recommended** that the authorized representative leave the polling place when making a phone call on their cellular phone.

A representative may mark or make their own list of those who have voted and make their own notes. An Officer of Elections is not able to provide any lists to representatives.

A representative may challenge a voter who is known or suspected not to be a duly qualified voter. The person challenging a voter must complete and sign a statement of challenge form stating the specific reason for the challenge. The challenged voter will be offered a written statement (page 2 of the same form) attesting to their qualifications to vote. If the voter signs the statement, they must be allowed to vote. If the voter refuses to sign the statement, they will not be allowed to vote. Challenges should not be made frivolously. (§§ 24.2-607(A), 24.2-651, 52 USC 10307 (federal intimidation offense)).

The authorized representative is prohibited from aiding any voter or wearing any indicator that they are available to assist any voters either inside the polling place or within 40 feet of any entrance to the polling place. Prohibited assistance for this purpose includes providing voters over 65 or those physically disabled, or those with a disability or inability to read or write, or those that require language assistance with assistance in voting. The same restriction applies to any neutral observer authorized by the electoral board to be inside the polling place. (§§ 24.2-604(C) and 24.2-649). However, there is no absolute prohibition on a representative speaking to either an Officer or a voter, subject to the restrictions herein and to the Officers' discretion in conducting an orderly election.

As of July 1, 2021, **knowingly possessing a firearm while inside or within the 40-foot area of a polling place, including one hour before and one hour after the use of a building as a polling place is unlawful.** Exceptions include a qualified law-enforcement officer or retired law-enforcement officer, any person occupying his own private property that falls within 40 feet of the



polling place, or a licensed armed security officer whose employment or performance of his duties occurs within 40 feet of the polling place.

Only voters are allowed to display or wear campaign stickers, buttons, wristbands, and apparel in the polling place. All others, like officers of election and authorized representatives, may not wear any such apparel.



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Polling Place Safety Assessment

The Chief Officer of Elections at each polling place will conduct a safety assessment and brief other Officers at the start of the day. The following form gives a summary of this assessment. Officers of Election are given an emergency code word to use to have another Officer immediately dial 911. Poll Watchers are not privy to this phrase and that section is blanked out for that reason:



Emergency Procedures SAFETY ASSESSMENT OF THE POLLING PLACE

Be sure all election officials are familiar with the following:

- ☐ Know the emergency code word: “ ” Be clear to tell this to an Officer of Elections so **they** will know to call 911 **NOW**.
- ☐ Locations of fire extinguishers and fire alarms and how to operate them.
PASS – **P**ull, **A**im, **S**queeze, **S**weep
- ☐ Exits and emergency escape routes in the event of main entrance being blocked.
- ☐ Location of a predetermined assembly point to be used in the case of evacuation. This should be at least 300 feet away from the building and outside the parking areas, if possible.
- ☐ Potential hazard areas (icy steps/sidewalks, slick/wet floors) and notify custodial or management staff of the polling place to correct the hazards, if possible.
- ☐ List of current emergency numbers for the polling facility's manager or designated contact, including home/cell numbers. This should include a person nearby or on the premises who has the keys to the building and polling room in case of an emergency at any hour.
- ☐ Hanover County Injury/Incident Report Form should be completed (if needed) and placed in the red plastic envelope.
- ☐ Department of Elections Incident Report Form should be completed (if needed) and placed in the red plastic envelope.



Ballot Scanner Ballot Count Record

Documenting the ballot counts for each ballot scanner is how we create an audit-trail in the unlikely event that ballot counts for that voting precinct are challenged after the election. It is very important to fill this form out accurately for each ballot scanner being used at a voting place. A sample of the **Voting Machine Ballot Count Record** follows this page and is in the Forms section at the end of this guide.

The first poll watcher who arrives at a voting place should record the serial number, the protected count and the ballot (or public) count. On Election Day, the ballot count should be zero if the polling place has not opened yet for each ballot scanner at that location. During the Early Voting Period, the ballot count should be zero when the Early Voting polling place opens on the first day of the Early Voting Period. Most voting places will only have a single ballot scanner. **Note:** you will often see a number greater than zero in the Protected Ballot counter, even if the ballot count is zero. The Protected Count is equivalent to the odometer in your car. It counts total ballots processed since the last machine maintenance and is used to maintain the machine.

The poll watcher who is present after the voting place closes should record the closing protected and ballot counts in the appropriate spaces on the form.

If you feel anything that is recorded needs clarification or explanation, please note it in the Comments section at the bottom of the form and use the back of the page if more space is needed.

Deliver the Voting Machine Ballot Count Record to your Magisterial District Chair as soon as possible after the election.



Voting Machine Ballot Count Record

Check for applicable Voting Period:

☐ Early Voting? ☐ Election Day?

If Election Day, please record:

Precinct Name: _____ Number: _____

Date of Early Voting/Election Day: _____

Ballot Scanner #1
Serial Number:
Starting Ballot Count:
Starting Protected Count:
End of Day Ballot Count:
End of Day Protected Count:
Ballot Scanner #2
Serial Number:
Starting Ballot Count:
Starting Protected Count:
End of Day Ballot Count:
End of Day Protected Count:
Ballot Scanner #3
Serial Number:
Starting Ballot Count:
Starting Protected Count:
End of Day Ballot Count:
End of Day Protected Count:

Instructions:

At the beginning of election day, record each ballot scanner's serial number, and the opening public and protected counts for each ballot scanner at your assigned voting location.

When the voting place closes, record the closing public and protected counts for each ballot scanner.

Use the Comments section to note any discrepancies or other pertinent information.

Comments:



HANOVER COUNTY REPUBLICAN COMMITTEE

Acceptable Forms of Voter Identification



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Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does **not** present acceptable identification or sign this statement **must** vote a provisional ballot.

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Valid DMV-issued ID card	Yes
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private school of higher education located in Virginia	Yes
Valid student ID, containing a photograph, issued by a public or private school of higher education located in the U.S.	Yes
Valid student ID issued by a public or private high school in Virginia	Yes
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility



Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old.
Any other current government document containing the name and address of the voter	Yes
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver's Privilege card	No

* "Valid" means the document is genuine and is not expired for more than twelve months, ExceptT for a Virginia driver'sl icense, for which the expiration date should not be considered when determining its validity.

**The eleven [recognized](https://www.commonwealth.virginia.gov/virginia-indians/staterecognized-tribes/) tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patawomeck, Rappahannock, and Upper Mattaponi.
(<https://www.commonwealth.virginia.gov/virginia-indians/staterecognized-tribes/>)

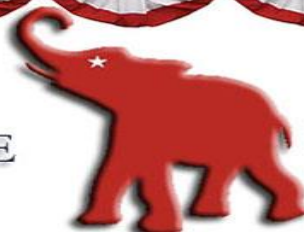
Virginia Code § [24.2-643\(B\)](#)

Rev. 4/28/21

If a voter does not show an acceptable ID, then they must complete and sign an ID Confirmation Statement (see next page). It is a felony in Virginia to falsify this document. If the voter does not have an acceptable ID and refuses to sign an ID Confirmation Statement, then they must vote a provisional ballot.



HANOVER COUNTY REPUBLICAN COMMITTEE



Commonwealth of Virginia

Place in Envelope #8

ID Confirmation Statement - § 24.2-643 of the Code of Virginia

A Officer of Election:

Precinct No./Name: _____ Date: _____ O of E Initials: _____

B Affirmation of Voter:

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.

Signature of voter: _____ Date: _____

Printed name of voter: _____

Birth Year (optional) ____|____|____|____ Last 4 digits of Social Security # (optional) ____|____|____|____|

WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016

ELECT-643ID 8/2020



Challenging Someone Who You Feel is Not a Qualified Voter

Any Officer of Election or voter (including a poll watcher) may challenge the right to vote of someone who they sincerely feel is not qualified to cast a ballot. If you see a potential voter who you feel is not qualified, immediately bring it to the attention of the Chief Officer. The Chief will stop the potential voter and require that you and the voter complete and sign an Affirmation of Eligibility form. A copy of this 2-page form is on the following page.



HANOVER COUNTY REPUBLICAN COMMITTEE



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DEPARTMENT of ELECTIONS

COMMONWEALTH OF VIRGINIA

AFFIRMATION OF ELIGIBILITY §§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION A – OFFICER OF ELECTION MUST COMPLETE

- ENTER PRECINCT NUMBER, NAME AND DATE.
- CHECK BOX THAT APPLIES.
- HAVE VOTER READ *AFFIRMATION OF VOTER* BELOW [OR READ *AFFIRMATION TO VOTER*].
- HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.
- PLACE FORM IN ENVELOPE #8.

OFFICER OF ELECTION'S INITIALS: _____

PRECINCT NO./NAME : _____ CONG. DIST.: _____ DATE: _____

IF VOTER HAS NO I.D., VOTER MUST COMPLETE A PROVISIONAL BALLOT.

- A. ☐ VOTER'S NAME MARKED WITH "2" ON POLLBOOK . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.
- B. ☐ VOTER'S NAME OMITTED FROM POLLBOOK IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.
- C. ☐ VOTER'S NAME ON POLLBOOK . . . BUT VOTER IS CHALLENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND SIGNS STATEMENT BELOW

Statement of Challenger

"I do hereby state, subject to penalties for hindering, intimidating, or interfering with a qualified voter pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth or an officer of election and that, to the best of my knowledge, information, and belief, _____ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):

- ☐ 1. The named person is not a citizen of the United States;
- ☐ 2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other than a general election date, will not reach the age of 18 before the next general election;
- ☐ 3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);
- ☐ 4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);
- ☐ 5. The named person is not a resident of the town in the case of a town election;
- ☐ 6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
- ☐ 7. The named person is not the identical person he represents himself to be; or
- ☐ 8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____)."
❖ *must cast a provisional ballot if pollbook indicates person already voted*

Signature of Challenger: _____

Printed Name of Challenger: _____ Daytime Telephone Number: _____

Residence Address: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person making a challenge to sign a statutory statement. Therefore, if you refuse to sign this statement, no challenge will be made. Your completed form may be provided to government officials and third parties for election-related purposes.

ELECT-651

Rev. 08/2016



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DEPARTMENT of ELECTIONS

COMMONWEALTH OF VIRGINIA

AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION B – AFFIRMATION OF VOTER IS REQUIRED

- **VOTER MUST PROVIDE ALL THE INFORMATION BELOW AND SIGN.**
VOTER WHO REFUSES TO COMPLETE FORM AS REQUIRED, MAY NOT VOTE.

AFFIRMATION OF VOTER

"I DO HEREBY STATE, SUBJECT TO FELONY PENALTIES FOR MAKING FALSE STATEMENTS PURSUANT TO § 24.2-1016,

- THAT I AM A CITIZEN OF THE UNITED STATES,
 - THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE ____ DAY OF _____, _____),
 - THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA
 - (OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES),
 - AND THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH;
 - THAT MY FULL NAME IS _____;
 - THAT IN SUCH NAME I WAS DULY REGISTERED AS A VOTER OF THIS PRECINCT;
 - THAT I AM NOW OR AT SOME TIME SINCE THE LAST NOVEMBER GENERAL ELECTION HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT;
 - OR THAT I HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT AT SOME TIME SINCE THE SECOND PRECEDING GENERAL FEDERAL ELECTION AND HAVE BEEN AND CONTINUE TO BE A RESIDENT OF THIS COUNTY OR CITY AND THIS CONGRESSIONAL DISTRICT;
 - IF I AM VOTING IN A TOWN ELECTION TODAY, THAT I AM CURRENTLY A RESIDENT OF THAT TOWN;
 - THAT I AM THE IDENTICAL PERSON I REPRESENT MYSELF TO BE;
 - AND THAT I HAVE NOT VOTED IN THIS ELECTION AT THIS OR ANY VOTING PLACE AND WILL NOT VOTE IN THIS ELECTION AT ANY OTHER VOTING PLACE."
- ❖ *must cast a provisional ballot if pollbook indicates person already voted*

VOTER SIGNATURE: _____

PRINTED VOTER NAME: _____

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

CURRENT RESIDENCE ADDRESS: _____

CITY/TOWN/STATE/ZIP: _____

MAILING ADDRESS IF DIFFERENT: _____

MONTH/YEAR MOVED: _____

DAYTIME TELEPHONE NUMBER: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person whose eligibility to vote is challenged to sign a statutory statement. If you do not complete this statement, you will not be allowed to vote in this election. Your completed form may be provided to government officials and third parties for election related purposes.

WARNING: MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.

ELECT-651

Rev. 08/2016



If a Voter Needs Assistance to Cast Their Ballot

By law, only the voter may enter the ballot marking booth with their ballot. If a voter needs assistance from another person, a Request For Assistance form must be completed and signed by the voter and the person assisting the voter. This includes if a voter needs someone to translate the ballot for them.

If a Voter Asks an Officer of Election to Translate the Ballot

1. The Officer must first ask any authorized representatives of the parties/candidates who are in the polling place whether they have a volunteer available who can interpret for the voter in the requested language. (If so, the representative would briefly exit the polling place to get the volunteer interpreter.) § 24.2-649(C)
2. If available, one interpreter per such party or candidate will be allowed to listen to the Officer assist the voter.
3. The voter may choose one of the interpreters to assist instead of the Officer. The newly designated assistant must be qualified to assist (see below) and complete a new assistance form accordingly.
4. The Request for Assistance form must be completed by the voter and assistant.
5. Any party/candidate interpreter(s) must complete Part C of the form stating that the interpreter will not attempt to influence the voter's vote or reveal how the voter votes.

A sample Request for Assistance form is on the following page.



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DEPARTMENT of ELECTIONS

Commonwealth of Virginia
REQUEST FOR ASSISTANCE
§ 24.2-649 of the Code of Virginia

Warning: Intentionally making a materially false statement or entry on this form shall constitute the crime of election fraud, which is punishable under Virginia law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2500. You also lose your right to vote.

OFFICER OF ELECTION Precinct #/name: _____ Date: _____

A. REQUEST OF VOTER

I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.

I request that the person signing the agreement below in *Section B* enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.

Signature of voter: _____ Printed name: _____
Required

B. AGREEMENT OF ASSISTANT

I hereby affirm, subject to penalty of law, that:

- I will vote this voter's ballot as the voter instructs.
- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.
- I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board. (See § 24.2-604 for additional information)
- I am not the voter's employer or agent of that employer, or an officer or agent of the voter's union. (This provision does NOT apply if the voter is blind.)

Signature of assistant: _____ Printed name: _____
Required Required
Residence address: _____ City/state: _____ zip: _____
Required Required Required

C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)

See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)

I hereby affirm, subject to penalty of law, that:

- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.

Signature: _____ Printed name: _____ Representing: _____

Signature: _____ Printed name: _____ Representing: _____

INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:

For a voter who is blind, the Officer of Election must:

- ☐ Write on the *Signature of Voter* line (Section A), "blind voter" (A blind voter is NOT required to sign or make their mark);
- ☐ Print the voter's name on the line below the signature line (Section A); and
- ☐ Have the assistant sign and complete Section B.

For a voter who is otherwise unable to sign, the assistant must:

- ☐ Write on the *Signature of Voter* line (Section A): "voter unable to sign";
- ☐ Print the voter's name on the line below the signature line (Section A); and
- ☐ Sign and complete Section B.

Hanover County Tab 3

Envelope #8

SBE-649 REV 7.2014



Reporting Alleged Election Day Problems

Any alleged voting discrepancies should be reported to the chief or assistant Chief Officer of Election, the local electoral board and/or the Department of Elections **at the time they occur**. If complaints are received at the time they occur, corrective action, if necessary, can be taken. If reports are not made until the election is completed there is little, if anything, that can be done to remedy the situation. If the Chief or Asst. Chief cannot resolve your issue, please call the **Hanover County Registrar immediately at 804-365-6080**. When you call, identify yourself with your name and that you are a poll watcher and you are reporting an incident that requires the Registrar's attention, e.g., "Hello, this is Mary Smith. I am a poll watcher at the 201-Beaverdam Elementary School polling place, and I want to report an incident that I just observed.", and then give the details of the incident. If you don't know the number assigned to the polling place, ask one of the Election Officers.

The problem or discrepancy should also be documented on the **Election Event Record** on the following page. Stick to the facts of what you observed and omit opinions. Use the back of the form if you need more room to document your observations. Offer a copy to the Chief Officer of Elections at your voting place, but if they opt to not accept it, please respect their wishes. As soon as possible after the voting place closes, get this form to your Magisterial Chairperson.



Election Event Record

Check for applicable Voting Period:

☐ Early Voting? ☐ Election Day?

If Election Day, please record:

Precinct Name: _____ Number: _____

Date of Early Voting/Election Day: _____

Time of Event: _____

Poll Watcher Name: _____

Instructions: Use this form to document any event/activity that takes place at the voting precinct that you feel should be brought to the attention of the precinct's Chief Officer. Report the event using facts and observations and try to omit opinions. Offer the Chief Officer a copy of this report but respect their wishes about it. Deliver this form to your Magisterial District Chair as soon as possible after the time and date of the event.

What did you observe?

Why do you think this should be reported?

Did you verbally notify an Election Officer as soon as possible after the event being reported here?

Did the Chief Officer accept a copy of this report?



What Can Poll Watchers Do Before the Polls Open?

1. Poll watchers who come to observe the opening of the voting machines should be at the polling place at 5:00 a.m.
2. These poll watchers must present an authorization form from either the political party chair or the candidate, as appropriate. *A sample authorization form is included at the end of this document.*
3. They **must remain** until the polls open at 6:00 a.m.
4. These poll watchers may observe what the Election Officers do as they open the polls, including examining the equipment and/or ballot scanner zero tapes to assure no votes have been cast before the polls open. **Confirming that the zero tapes show zero votes is one of the most important tasks that you will perform during this period.** The poll watcher should record the serial number, protected ballot count, and ballot count on the Ballot Scanner Ballot Count Record previously mentioned.
5. Although the poll watchers may not assist or impede the operation of the Election Officers in any way, they should speak to the Chief Election Officer if they see any problem. If this does not resolve the problem, they should call the Hanover County Voter Registration office at 804-365-6080.
6. Poll watchers should check with the Chief Election Officer if they want to ask questions about the process. If the Chief agrees, you may ask questions as long as you do not impede or delay the work of the Election Officers. Please understand, however, that sometimes the Chief and other Election Officers may be under a lot of stress at the beginning of the day and may not want to have to take the time to answer your questions. While most Election Officers are happy to answer questions, please respect their wishes if they do not want you to bother them.
7. Number of authorized representatives permitted before polls open
 - a. **General and special elections**
 - i. One authorized representative of each political party with a nominee on the ballot in that election
 - ii. One authorized representative of each independent candidate on the ballot in that election
 - b. **Primary elections**
 - i. One authorized representative of each primary candidate on the ballot in that election



c. A candidate may serve as an authorized representative before polls open, but not while voting is taking place.

What Can Poll Watchers Do After the Polls Close?

1. Quantity and qualifications of authorized representatives:
 - a. Each political party with a nominee on the ballot in that election may have two representatives, and an independent/primary candidate on the ballot in that election may have one representative at the polling place to witness the closing reconciliation and ascertainment of results.
 - b. Again, **the representative must be a qualified Virginia voter.**
 - c. The Representative must have a written authorization statement (or copy) signed by their party chairman. This authorization statement (or copy) should be presented to the Chief Officer of Election if not presented previously (see section II above).
 - d. This representative may be the candidate or someone other than the representatives used while the polls are open.
2. After the polls are closed, if there are fewer than four authorized representatives (in total) at the polling place who request to be present while the votes are ascertained, the Officers shall notify any bystanders, and select one or more bystanders to be present with any representatives so that there are as many as four (total) bystanders and representatives present during the closing reconciliation. The law limits the number of authorized representatives after the polls close to two from each political party having candidates in the election and one from each independent candidate or primary candidate. (§ 24.2-655).
 - a. A person who wants to watch the closing reconciliation as a bystander is advised to let the Chief Officer of Election know, before the polls close, that they will be waiting outside the polling place (and outside the 40-foot prohibited area) immediately after the polls close in case there are fewer than four authorized representatives.
 - b. There are no qualifications in the Code for the "bystanders" so, for example, a bystander may be selected who is not a registered Virginia voter (a requirement for all representatives).



- c. Write-in candidates in general or special elections are not entitled to representatives at any time but may use the bystander provision to get their observers into the polling place during the count if there are fewer than four authorized representatives at the polling place after the polls close.
3. The representatives and bystanders present may not leave until the final results are ascertained and the Chief Officer of Election has communicated the results of the election to the Registrar's Office and may not communicate with any person outside the polling place by any means during the counting and ascertainment. **There are no exceptions to this rule.**
4. Representatives and bystanders present may witness the ascertainment of results but **may not touch or handle any ballot, voting machine or official document.**

The representatives and bystanders present shall have an unobstructed view of the Officers of Election and their actions as the ballots are gathered and the returns are completed and may make their own notes during the counting and ascertainment.



Central Absentee Precinct (CAP)

A central absentee precinct (CAP) is “a precinct established by a county for the processing of absentee ballots for the county.” CAPs are used to facilitate the counting of absentee ballots centrally and streamline the process of absentee ballot tabulation. The growing number of voters who choose to vote absentee and the continuing expansion of the number of voters who are eligible to cast absentee ballots make the CAP an increasingly important tool for Hanover County.

The CAP only exists on election day. Prior to that time, in-person and by-mail absentee voting are conducted in the office of the general registrar and any designated satellite facility. However, on election day, the room in which the CAP will be located should not be in the immediate office of the general registrar. It should, however, be located as close to that office as possible. Operating hours for the CAP can vary based on volume, so you need to check with the Registrar to determine when you can be there to observe.

A given team of officers may process only the ballots of one election district at a time. Since ballots are mailed or hand-carried in, all ballots are manually viewed by two Election Officers that represent both parties. This is one of the key differences in how ballots are processed in the CAP versus a regular voting precinct. Almost all tasks are accomplished this way. The Chief and Asst. Chief will also represent both parties. They must be physically present in the CAP throughout the time the CAP is open but other Election Officers may work in shifts.

The use of cell phones or other communication devices is prohibited during this period once hand counting begins, and the prohibition remains in effect until the polls close. People remaining in the CAP during this period must sign a statement under oath that they will not transmit any counts until after the polls close. Violation of this oath is a Class 1 misdemeanor.



What Happens After Election Day

1. On election night, the local registrar's office will post unofficial results to the Department of Elections website (elections.virginia.gov). After Election Day, any corrections, additions, or changes to these unofficial results (for example, when provisional ballot determinations are made) will be explained in the notes on the website.
2. The Electoral Board for the county will meet on the day after the election to canvass the results of the election (§§ 24.2-671 through 24.2-678) and to decide the validity of each provisional ballot offered (§ 24.2-653). Please note that while the canvassing meeting is an open meeting, there are restrictions on who may be present during the Electoral Board's meeting on provisional ballots. (§ 24.2-653)

The Canvass:

3. The canvass is a public, open meeting of the Electoral Board. Anyone may attend.
4. In a general or special election, each political party with a nominee on the ballot and each independent candidate on the ballot; or in a primary, each primary candidate on the ballot shall be entitled to have representatives present when the local Electoral Board meets to ascertain the results of the election.
 - a. Each such party and candidate shall be entitled to have at least as many representatives present as there are teams of officials working to ascertain the results, and the room in which the local Electoral Board meets shall be of sufficient size and configuration to allow the representatives reasonable access and proximity to view the ballots as the teams of officials work to ascertain the results.
 - b. The representatives and observers lawfully present shall be prohibited from interfering with the officials in any way.
 - c. Authorization letters are not required for representatives at the canvass, but may be provided, at the option of the authorizing party chairman or independent/primary candidate.



What Can Poll Watchers Do During the Electoral Board's Provisional Ballot Meeting?

The electoral board is required to meet at the circuit clerk's or general registrar's office on the day after the election at or before 5:00 p.m. The purpose of the meeting is to determine the qualifications of persons who cast provisional votes in the election. **For this election, the Electoral Board will meet at 1 p.m. ET on Wednesday, November 8 in the Early Voting Center located in the Wickham building at the county complex. The address is: 7497 County Complex Road, Hanover, VA 23069.**

The electoral board must hold the meeting at the clerk's or general registrar's office for which they are appointed, and they may adjourn to another room of sufficient size in a public building, if necessary. Poll watchers will be informed about the location.

The provisional ballot meeting is a closed session. Only the following individuals are permitted to attend:

- Voters who cast provisional ballots and who wish to present evidence or request a one-day extension.
- Legal counsel and representatives of the voter who cast the provisional ballot.
- **One authorized representative of each political party** or independent candidate in a general or special election, or one authorized representative of each candidate in a primary election **who is a qualified voter of the locality**, must be allowed to attend the provisional meeting but cannot participate in the process. Each such representative must present a written statement of authorization signed by the Hanover County Republican Committee Chairperson, the independent candidate, or the primary candidate as appropriate.
- Appropriate staff and legal counsel of the electoral board.

Poll watchers will observe the following:

- Prior to beginning the meeting, the electoral board should have the green #1A (and, if used, the #1B) provisional ballot envelopes for **all** precincts.
- Electoral Board members should determine the eligibility of each provisional voter **before** opening provisional ballot envelopes, as follows:
 - The first qualification is that the person must be registered to vote.
 - The second qualification is that the person must have been legally eligible to vote in the precinct in which the vote was cast.
- The Hanover County Registrar should provide any information available to determine if the voter casting a provisional ballot was legally eligible to vote in the precinct and submitted a copy of a valid ID if required.



- Either Electoral Board members or the Registrar should keep a detailed report of provisional ballots that were counted or not counted. The Registrar should mark the original Precinct Provisional Ballots Log to indicate if the ballot was counted and the reason for the determination.

If the voter is determined to be **not** qualified, the following steps must be taken:

- The green envelope **must remain sealed**.
- The ballot must be marked as “disqualified” across the front of the unopened green envelope and explain why the ballot has been disqualified (for example: no record of registration found, registered after deadline, not qualified (and reason why), not legally eligible to vote in precinct, or voter did not provide required ID).
- The disqualified voter's sealed, green envelope should be returned to the 1A (or 1B, if used) envelope for that precinct marked “provisional votes.”
- It should be noted on the 1A (or 1B) envelope about the number of green envelopes for disqualified persons remaining at the conclusion of the determination for that precinct.

If the voter is determined to be qualified, the following steps must be taken:

- The green envelope of the voter determined to be qualified will be opened.
- The ballot will be placed in the appropriate ballot box without any further inspection than to assure that only a single ballot has been cast and that the ballot is a genuine ballot, without looking at the printed inside of the ballot.
- The *opened, empty* green envelopes for each precinct will be placed in the 1A (or 1B, if used) envelope for that precinct.
- The number of green envelopes contained therein for persons determined to be qualified will be noted on the envelope for that precinct.



Poll Watcher Authorization Forms

The following pages contain sample authorization forms to use for authorizing individuals to observe polls opening and/or closing, for poll watching while the polls are open, and for observing the provisional ballot determination process.

The authorization form for while the polls are open should be given to the first individual scheduled to be inside the polling place and may contain the names of all individuals scheduled for that precinct, eliminating the need to produce a separate authorization form for each person.

Poll watchers must present their authorization form to the Chief Election Officer when they arrive at the polling place.

Poll watchers are also advised to bring their Virginia Voter Registration Cards to the polls so the Chief can quickly verify they are registered voters. The Chief can also verify the poll watcher's county voter registration status by checking the electronic poll book.



HANOVER COUNTY REPUBLICAN COMMITTEE



AUTHORIZATION FORM For Poll Watchers Before/After and While the Polls are Open

This is to certify that the following individuals are representatives of the Hanover County
Republican Committee in the _____ Precinct for the November 8, 2022 election
as authorized by §24.2-604 of the Code of Virginia.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Chairman, Hanover County Republican Committee

Date: _____



AUTHORIZATION FORM
For Observation of Provisional Ballot Determinations

This is to certify that _____ (observer name)
whose address is _____,

is hereby designated as a representative of the Hanover County Republican Committee for observing the processing of Provisional Ballots by the Electoral Board and Hanover County Registrar.

This authorization form is required under §24.2-604 of the Code of Virginia and is valid only for the election to be held on November 8, 2022.

Chairman, Hanover County Republican Committee

Date: _____



Forms Referenced in This Training Guide

Dept. of Elections Do's and Don'ts for Poll Watchers (Authorized Representatives)



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DEPARTMENT of ELECTIONS

Do's and Don'ts for Campaigners and Authorized Representatives

DEPARTMENT OF ELECTIONS
1100 Bank Street, 1st Floor
Richmond, VA 23219
elections.virginia.gov

Toll-free: (Voice) 800-552-9745
(TDD) 800-260-3466
804-864-8901
info@elections.virginia.gov

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I. CAMPAIGNERS (CAMPAIGN WORKERS AND CANDIDATES)

1. Campaigners must remain at least 40 feet away from any entrance to the building in which the polling place is located. This 40-foot "campaign-free" zone is referred to as the "prohibited area." Restrictions which apply to the prohibited area also apply to the polling place itself. If the electoral board allows campaigning within the building containing the polling place, all such activities must take place at least 40 feet from any entrance to the room where voting activities are being conducted. Code of Virginia, §§ 24.2-604 & 24.2-310.
2. There is no limit to the number of campaigners allowed outside of the prohibited area. § 24.2-604.
3. Campaigners cannot hinder or delay a person from entering or leaving a polling place. § 24.2-604.
4. Loudspeakers cannot be used within 300 feet of any polling place. § 24.2-605.
5. Campaign materials, including sample ballots, may be distributed on election day on the property on which a polling place is located and outside of the prohibited area. §§ 24.2-310(E), 24.2-604. Only the electoral board may approve exceptions in the limited circumstances described in § 24.2-310(E).
6. Campaign signs/posters may not be posted inside the prohibited area or polling place. Whether signs/posters can be posted outside of the prohibited area may be subject to the management policies of the property, or local ordinance. For example, a private organization may be willing to have its building serve as a polling place, but does not allow placement of sign posts in its lawn.
7. Sample Ballots:
 - a. On sample ballots, any official authority statement of a local electoral board or the State Board of Elections should be deleted, and replaced with the publishing candidate's or group's authority statement (or "disclaimer"). § 24.2-622.
 - b. For federal offices, the disclaimer required by federal law must be used. For all other offices, the required identification on campaign material is specified in the Code of Virginia. For details, go to elections.virginia.gov.



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- c. Samples of any ballot (or part of a ballot) cannot be printed on any shade of white paper and must contain the words "sample ballot" in type no smaller than twenty-four point. §24.2-622.
- d. The voter is allowed to carry sample ballots and campaign material into the polling place but must not display them to other voters. §§ 24.2-622, 24.2-604.
- 8. No officer of election shall sign or otherwise mark any paper, form, or item, other than one furnished by the State Board, his electoral board, or general registrar, at his polling place during the hours that the polls are open. § 24.2-650.

**II. PARTY AND CANDIDATE AUTHORIZED REPRESENTATIVES ON ELECTION DAY
(General Information and Requirements)**

- 1. In a primary election, each primary candidate on the ballot in that election is entitled to representation, as discussed below, before, during and after the election.

In a general election or special election each political party with one or more nominees on the ballot in that election is entitled to representation (even if the nominees are running for local offices for which party names are not listed on the ballot).¹

In a general election or special election each independent candidate on the ballot in that election is entitled to representation.

Write-in candidates are not entitled to representatives at any time, but they or their supporters may be able to witness the counting of votes in the precinct after the polls close (as chosen "bystanders"). See section V below and § 24.2-655.
- 2. The chairman of the political party or the independent/primary candidate entitled to representatives, as appropriate, must provide a notice of authorization. The notice should be done by one of the following methods:
 - a. Provide, at least 5 days prior to the election, a list of authorized representatives for each precinct to the local electoral board; or
 - b. Provide a list of the authorized representatives for the precinct to the chief officer of election at the polling place; or
 - c. Provide each authorized representative with a letter (or copy) signed by the party chairman or the independent/primary candidate. The representative must give this letter (or copy) to the chief officer of election at the polling place.
 - i. The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. § 24.2-604.

¹ The political organizations which currently meet the definition of a "political party" under Virginia state law (§ 24.2-101) -- and are therefore entitled to party representation inside the polls during elections in which they have a nominee on the ballot -- are the Democratic Party and the Republican Party. Other groups may qualify to put their names on the ballot beside names of their candidates, but are not entitled to representatives.



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III. AUTHORIZED REPRESENTATIVES BEFORE POLLS OPEN (§ 24.2-639)

1. Before opening the polls, each officer shall examine the equipment and see that no vote has been cast and that the counters register zero. The officers shall conduct their examination in the presence of the party and candidate representatives (if present) See § 24.2-639 for additional procedures before the polls open.
2. Number of authorized representatives permitted in polling place before polls open
 - a. General and special elections
 - i. One authorized representative of each political party with a nominee on the ballot in that election
 - ii. One authorized representative of each independent candidate on the ballot in that election
 - b. Primary elections
 - i. One authorized representative of each primary candidate on the ballot in that election
3. Representative must be a qualified Virginia voter. An officer of election has the discretion to verify an authorized representative's registration status and identity by asking the representative to provide an acceptable form of ID.
4. Representative must have a written statement (or copy) signed by the party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above). The written statement is not required if the candidate or party chairman is serving as the representative.

IV. AUTHORIZED REPRESENTATIVES WHILE POLLS ARE OPEN (§ 24.2-604)

1. The primary concept with regard to authorized representatives is that they cannot "otherwise impede the orderly conduct of the election." The officers of election have the authority to remove any person interfering with the voting process, and have broad discretion to manage affairs within the polling place. §§ 24.2-604, 24.2-607.
2. Quantity and Qualifications for Authorized Representatives:
 - a. The officers of election, at their discretion, may allow a maximum of three authorized representatives from each political party with a nominee on the ballot in that election and three from each independent or primary candidate on the ballot in that election when the pollbook has less than three divisions/stations.
 - b. When the pollbook is divided (or there are multiple electronic pollbook stations), one representative from each party and one from each independent/primary candidate must be allowed for each pollbook division/station.
 - c. A representative must be a qualified Virginia voter.
 - d. The representative cannot be the candidate.²
3. Representatives may stay all day or they may come and go in shifts as determined by the party

² Please reference § 24.2-604(F) for candidates in the polling place on Election Day.
ELECT-604



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or independent/primary candidate.

4. The representative cannot sit at the registration table with the officers of election. The representative must be allowed to be close enough to the voter check-in table to hear and see what is occurring; however, not close enough to the officer to disrupt his or her duties including those of processing voters. The representative has a right to immediately appeal to the local electoral board if he is unable to observe the process. Subject to the restrictions below regarding secrecy of the ballot and the officer of election's right to ensure the orderly conduct of the election, the representative cannot be directed to only stand in one specific area. However, if the placement of a representative may hinder or delay a voter, the officer of election may require the authorized representative to move from that area.
5. All voters should check in at the check -in table with the pollbooks allowing the authorized representatives to see and hear the process. The separate table or privacy booth that voters are directed to for the purpose of completing and voting the provisional voting materials is not a check-in table and the privacy of the voting process should be respected by officers of election and authorized representatives.
6. It is unlawful for any authorized representative to be in a position to see the marked ballot of any other voter.
7. The representative cannot in any way hinder or delay a voter or officer of election.
8. The representative cannot insult or abuse an officer of election nor conduct herself in a noisy or riotous manner.
9. The representative cannot give, offer, or show any ballot, ticket or other campaign material.
10. The representative cannot influence any person in casting his ballot. Such prohibited influence would include a representative tendering advice to the voter on the type of ballot he should cast.
11. The representative cannot perform any type of filming or photography while inside the polling place, including the use of a camera phone to film or photograph.
12. Use of wireless electronic devices is permitted inside the polling place. However, officers of election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will hinder, intimidate, or interfere with any qualified voter from casting his/her ballot or if the use of the wireless device results in the authorized representative conducting him or herself in a noisy or riotous manner so as to disturb the election. §§ 24.2-604 and §§ 24.2-607. It is recommended that the authorized representative leave the polling place when making a phone call on his or her cellular phone.
13. A representative may mark or make his own list of those who have voted and make his own notes. An officer cannot provide any lists to representatives.
14. A representative may challenge a voter who is known or suspected not to be a duly qualified voter. The person challenging a voter must complete and sign a statement of challenger form stating the specific reason for the challenge. The challenged voter will be offered a written statement (page 2 of the same form) attesting to their qualifications to vote. If the voter signs the statement, he or she must be allowed to vote. If the voter refuses to sign the statement, he

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or she will not be allowed to vote. Challenges should not be made frivolously. §§ 24.2-607(A), 24.2-651, 52 USC 10307 (federal intimidation offense).

15. The authorized representative is prohibited from providing assistance to any voter or wearing any indicator that he is available to assist any voters either inside the polling place or within 40 feet of any entrance to the polling place. Prohibited assistance for this purpose includes providing voters over 65 or those physically disabled, or those with a disability or inability to read or write, or those that require language assistance with assistance in voting. The same restriction applies to any neutral observer authorized by the electoral board to be inside the polling place. §§ 24.2-604(C) and 24.2-649. However, there is no absolute prohibition on a representative speaking to either an officer or a voter, subject to the restrictions herein and to the officers' discretion in conducting an orderly election.
16. If voter asks an officer of election to translate the ballot:
 - a. The officer must first ask any authorized representatives of the parties/candidates who are in the polling place whether they have a volunteer available who can interpret for the voter in the requested language. (If so, the representative would briefly exit the polling place to get the volunteer interpreter.) § 24.2-649(C)
 - b. If available, one interpreter per such party or candidate will be allowed to listen to the officer assist the voter.
 - c. The voter may choose one of the interpreters to assist instead of the officer. The newly designated assistant must be qualified to assist (see below) and complete a new assistance form accordingly.
 - d. The Request for Assistance form must be completed by the voter and assistant.
 - e. Any party/candidate interpreter(s) must complete Part C of the form stating that the interpreter will not attempt to influence the voter's vote or reveal how the voter votes.

V. REPRESENTATIVES AT CLOSE OF POLLS (§ 24.2-655)

1. Quantity and qualifications of authorized representatives:
 - a. Each political party with a nominee on the ballot in that election may have two representatives and an independent/primary candidate on the ballot in that election may have one representative at the polling place to witness the counting of ballots and ascertainment of results.
 - b. Again, the representative must be a qualified Virginia voter.
 - c. Representative must have a written statement (or copy) signed by his party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above).
 - d. This representative may be the candidate or someone other than the representatives used while the polls are open.



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2. After the polls are closed, if there are fewer than four authorized representatives (in total) at the polling place who request to be present while the votes are ascertained, the officers shall notify any bystanders, and select one or more bystanders to be present with any representatives so that there are as many as four (total) bystanders and representatives present during the count. The law limits the number of authorized representatives after the polls close to two from each political party having candidates in the election and one from each independent candidate or primary candidate. (§ 24.2-655).
 - a. A person who wants to watch the counting as a bystander is advised to let the chief officer of election know, before the polls close, that he or she will be waiting outside the polling place (and outside the 40 foot prohibited area) immediately after the polls close in case there are fewer than four authorized representatives.
 - b. There are no qualifications in the Code for the "bystanders" so, for example, a bystander may be selected who is not a registered Virginia voter (a requirement for all representatives).
 - c. Write-in candidates in general or special elections are not entitled to representatives at any time, but may use the bystander provision to get their observers into the polling place during the count if there are fewer than four authorized representatives at the polling place after the polls close.
3. The representatives and bystanders present cannot leave until the final results are ascertained and the chief officer of election has opened the doors and announced the results of the election, and may not communicate with any person outside the polling place by any means during the counting and ascertainment. There are no exceptions to this rule.
4. Representatives and bystanders present may witness the counting and ascertainment of results but may not touch or handle any ballot, voting machine or official document.
5. The representatives and bystanders present shall have an unobstructed view of the officers of election and their actions as the votes are counted and the returns are completed, and may make their own notes during the counting and ascertainment.

VI. REPORTING ALLEGED ELECTION DAY PROBLEMS

Any alleged voting discrepancies should be reported to the chief or assistant chief officer of election, the local electoral board and/or the Department of Elections at the time they occur. If complaints are received at the time they occur corrective action, if necessary, can be taken. If reports are not made until the election is completed there is little, if anything, that can be done to remedy the situation.

VII. WHAT HAPPENS AFTER ELECTION DAY

1. On election night, the local registrar's office will post unofficial results to the Department of Elections website (elections.virginia.gov). After election day, any corrections, additions or changes to these unofficial results (for example, when provisional ballot determinations are made) will be explained in the notes on the website.
2. The electoral board for the city or county will meet on the day after the election to canvass the



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results of the election (§§ 24.2-671 through 24.2-678) and to decide the validity of each provisional ballot offered (§ 24.2-653). Please note that while the canvassing meeting is an open meeting, there are restrictions on who may be present during the electoral board's meeting on provisional ballots. 24.2-655

The Canvass:

3. In a general or special election, each political party with a nominee on the ballot and each independent candidate on the ballot; or in a primary, each primary candidate on the ballot shall be entitled to have representatives present when the local electoral board meets to ascertain the results of the election.
 - a. Each such party and candidate shall be entitled to have at least as many representatives present as there are teams of officials working to ascertain the results, and the room in which the local electoral board meets shall be of sufficient size and configuration to allow the representatives reasonable access and proximity to view the ballots as the teams of officials work to ascertain the results.
 - b. The representatives and observers lawfully present shall be prohibited from interfering with the officials in any way.
 - c. TIP: Authorization letters are not required for representatives at the canvass, but may be provided, at the option of the authorizing party chairman or independent/primary candidate.
4. The local electoral board certifies the winners for locally elected offices, and reports the county's or city's results for federal, statewide, general assembly, and shared offices to the State Board of Elections, which certifies those winners in a public meeting.
5. The canvass is a public, open meeting of the electoral board. Anyone may attend; however, there are special provisions for party/candidate representation.

The Provisional Ballot Determination Meeting:

6. Voters who cast provisional ballots may present evidence to the board. The provisional ballot meeting may be adjourned from day to day if necessary up to seven calendar days after the election. The canvass cannot be completed until the electoral board has reached a decision on every provisional ballot. After a decision has been made on each ballot, the valid provisional ballots are counted by the board and added to the locality's results as if a separate precinct.
 - a. Voters that cast a provisional ballot due to lack of identification must submit a copy of their valid ID or a signed ID Confirmation Statement to the electoral board by noon on the third day after the election. If the third day is a weekend or holiday, the deadline becomes noon the next business day. §§ 24.2-643 & 24.2-653
7. Notwithstanding the provisions of Virginia's FOIA law (§ 2.2-3700 et seq.), only the following are entitled to representation during the provisional ballot meeting:
 - a. In all elections, the individual whose provisional vote is being considered and the individual's representative or legal counsel; and appropriate staff and legal counsel for the electoral board.



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- b. In a primary election, one representative of each primary candidate on the ballot in that election.
- c. In a general or special election, one representative of each political party with a nominee on the ballot in that election and one representative of each independent candidate on the ballot in that election.
 - i. Representatives (except for the candidate or party chairman) shall present to the electoral board a written statement designating him to be a representative of the party or candidate signed by the chairman of the political party, independent candidate, or the primary candidate, if applicable. The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. The statement must bear the original signature of the chair or candidate, as appropriate. A photocopied statement is acceptable. § 24.2-653(B)
- 8. Appropriate staff and legal counsel for the electoral board may be present when the electoral board is conducting its provisional ballot determination meeting. 24.2-653(B)
- 9. Representative may not impede the orderly conduct of the determination.
- 10. Representative may not participate during the provisional ballots determination meeting, as they serve only as observers.
- 11. With regard to the provisional ballot logs, during the provisional ballot meeting, authorized representatives are permitted to inspect the provisional ballot log and take notes from the list, including the names, phone numbers, year of birth, and addresses of individuals who have voted provisionally. However, general registrars and electoral board members need to take steps to ensure that confidential information on the log is not disclosed. Information deemed confidential and not available for copying includes the voter's social security number, day and month of birth, and the reason for voting provisionally. Information not deemed confidential includes the voter's name, phone number, and address. You may preserve the confidentiality of information by providing photocopies, if practicable, of the provisional ballot log during the meeting with confidential information redacted. The authorized representatives can then take notes from the redacted photocopied logs. There is no prohibition for the authorized representatives to bring in a list of registered voters or other list that would allow them to cross-check the names on the provisional ballot list with the names on the list of registered voters.

The next page contains a one-page summary of the information detailed above. This summary is also available as a separate document at elections.virginia.gov. If you have any additional questions about election laws or procedures, call the Department of Elections, or contact your city or county's general registrar or electoral board.



State of Virginia, IVAC20-60-40. When a Ballot is Cast

The following is how the Code of Virginia defines a legally cast ballot:

1VAC20-60-40. WHEN A BALLOT IS CAST.

- A. A VOTER, VOTING IN PERSON ON ELECTION DAY OR VOTING ABSENTEE IN-PERSON, HAS NOT VOTED UNTIL PERMANENT RECORD OF THE VOTER'S INTENT IS PRESERVED.
- B. A PERMANENT RECORD IS PRESERVED BY A VOTER PRESSING THE VOTE OR CAST BUTTON ON A DIRECT RECORDING ELECTRONIC MACHINE, INSERTING AN OPTICAL SCAN BALLOT INTO AN ELECTRONIC COUNTER, OR PLACING A PAPER BALLOT IN AN OFFICIAL BALLOT CONTAINER.
- C. A VOTE HAS NOT BEEN CAST BY THE VOTER UNLESS AND UNTIL THE VOTER OR AN OFFICER OF ELECTION OR ASSISTANT AT THE DIRECTION OF AND ON BEHALF OF THE VOTER PURSUANT TO (24.2-649) OF THE CODE OF VIRGINIA COMPLETES THESE ACTIONS TO PRESERVE A PERMANENT RECORD OF THE VOTE.
- D. IF ANY VOTER'S BALLOT WAS NOT SO CAST BY OR AT THE DIRECTION OF THE VOTER, THEN THE BALLOT CANNOT BE CAST BY ANY OFFICER OR OTHER PERSON PRESENT. NOTWITHSTANDING THE PREVIOUS SENTENCE, IF A VOTER INSERTS A BALLOT INTO AN OPTICAL SCANNER AND DEPARTS PRIOR TO THE BALLOT BEING RETURNED BY THE SCANNER DUE TO AN {UNDERVOTE OR} OVERVOTE, THE OFFICER OF ELECTION MAY CAST THE BALLOT FOR THE ABSENT VOTER.
- E. AN ABSENTEE VOTER WHO VOTES OTHER THAN IN PERSON SHALL BE DEEMED TO HAVE CAST HIS BALLOT AT THE MOMENT HE PERSONALLY DELIVERS THE BALLOT TO THE GENERAL REGISTRAR OR ELECTORAL BOARD OR RELINQUISHES CONTROL OVER THE BALLOT TO THE UNITED STATES POSTAL SERVICE OR OTHER AUTHORIZED CARRIER FOR THE RETURNING THE BALLOT AS REQUIRED BY LAW.

STATUTORY AUTHORITY: {{24.2-103 AND 24.2-633 OF THE CODE OF VIRGINIA

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Beaverdam



Ballot Scanner Ballot Count Record

Voting Machine Ballot Count Record

Check for applicable Voting Period:

☐ Early Voting? ☐ Election Day?

If Election Day, please record:

Precinct Name: _____ Number: _____

Date of Early Voting/Election Day: _____

Ballot Scanner #1
Serial Number:
Starting Ballot Count:
Starting Protected Count:
End of Day Ballot Count:
End of Day Protected Count:
Ballot Scanner #2
Serial Number:
Starting Ballot Count:
Starting Protected Count:
End of Day Ballot Count:
End of Day Protected Count:
Ballot Scanner #3
Serial Number:
Starting Ballot Count:
Starting Protected Count:
End of Day Ballot Count:
End of Day Protected Count:

Instructions:

At the beginning of election day, record each ballot scanner's serial number, and the opening public and protected counts for each ballot scanner at your assigned voting location.

When the voting place closes, record the closing public and protected counts for each ballot scanner.

Use the Comments section to note any discrepancies or other pertinent information.

Comments:



Event Reporting Form

Election Event Record

Check for applicable Voting Period:

☐ Early Voting? ☐ Election Day?

If Election Day, please record:

Precinct Name: _____ Number: _____

Date of Early Voting/Election Day: _____

Time of Event: _____

Poll Watcher Name: _____

Instructions: Use this form to document any event/activity that takes place at the voting precinct that you feel should be brought to the attention of the precinct's Chief Officer. Report the event using facts and observations and try to omit opinions. Offer the Chief Officer a copy of this report but respect their wishes about it. Deliver this form to your Magisterial District Chair as soon as possible after the time and date of the event.

What did you observe?

Why do you think this should be reported?

Did you verbally notify an Election Officer as soon as possible after the event being reported here?

Did the Chief Officer accept a copy of this report?