



March 5, 2024
Dual Presidential Primary Election
Highlights Training

Montgomery County
Officer of Election Training

Introductions



Electoral Board:

Richard D. Langford

Kenneth L. Stiles

Carroll D. Williams

Registrar:

Connie Viar

Chief Deputy Registrar:

Trina French

Closing and locking the Cage



When you close the doors and rotate the handle to secure the doors, make sure the hooks (at the top and bottom) catch properly on the frame before you apply the lock.



Wrong way to close the cage door

Closing and locking the Cage

When the hooks catch properly, there will be much less movement of the doors (in and out).



Right way to close the cage door

Dual Primary

- Two elections held in the same polling place on the same day.
- Voters may vote in either Primary, but not both (§ 24.2-530).
- Voters may come up to either pollbook for check-in.
- Voters can change their minds any time up until they cast their ballot.
- The FVS optical scan voting machine will recognize both ballots. The FVS will print a combined zero tape.
- Statement of Results (SOR) is combined.
- Write-in votes are not permitted in a Primary.



Ballots will be delivered to the polling place in the cage



- On Election Morning, Ballot Officers will count packs of ballots and confirm the precinct has received the expected number of ballots according to the *Receipt for Ballots*.
- Ballot Officer or Chief may sign the *Receipt for Ballots* form.

Cage - Top Shelf Contents



Top shelf – Front Row

1 Poll Pad Case must be placed in front of the other two cases.



Box/Envelope 6

Unvoted Ballots:
a box for each
primary

Top Shelf – Back Row

(2) Two Poll Pads

Plastic Bin needs to be placed lengthwise in the cage.



Marking Booths (5)

Clear Plastic Box

Machine Instructions
w/Headphones

Power Cords

Surge Protectors

Clipboards

Privacy Folders

Ballot Receipt Box

Cage - Bottom Shelf Contents



Blue Absentee Mail Ballot Drop Box

Delivered
Unassembled.

Information, Log, &
Seals inside

- Tri-Fold Poster Board
- Election Day Hours Sign
- Box 3A (Unassembled)

FVT – ADA Machine



Marking Booths (5)

FVS – Ballot Scanner


- Locked to top of Ballot Box.

Power Cord

- Plug already inserted in back of scanner.
- Cord is wound up and held to handle with Velcro.

- Election supplies are often duplicated for the two primaries.





 Use blue or black ink


Virginia Provisional Vote and Same Day Registration Application

Only for voters not registered in this precinct.

Precinct # _____

Starred (*) Items are required. If you do not complete all of the items that are marked with *, your application may be denied.

1 ☒ I am a citizen of the United States of America ☐ YES ☐ NO



 Use blue or black ink

Virginia Provisional Vote and Same Day Registration Application

Only for voters not registered in this precinct.

Precinct # _____

Starred (*) Items are required. If you do not complete all of the items that are marked with *, your application may be denied.

1 ☒ I am a citizen of the United States of America ☐ YES ☐ NO

* Full Social Security Number _____ ☐ No SSN was ever issued

* Date of Birth (MM/DD/YYYY) ____/____/____ * Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write-in): _____

* First Name _____ * Middle Name _____ ☐ None

* Residence Address (May not be a P.O. Box) _____ Apt. _____

* City/Town _____ * Zip Code _____

Email _____

PROVISIONAL BALLOT LOG - 1A

MONTGOMERY COUNTY, VIRGINIA
MARCH 5, 2024 – PRESIDENTIAL PRIMARY
PRECINCT: A-1 191, Station # 00000

ENVELOPE 8

101-DEMOCRATIC

PROVISIONAL BALLOT LOG - 1A

MONTGOMERY COUNTY, VIRGINIA
MARCH 5, 2024 – PRESIDENTIAL PRIMARY
PRECINCT: A-1 191, Station # 00000

ENVELOPE 8

101-REPUBLICAN

What to do at the end of the day
Enter the total number:

Voter's name is NOT on pollbook	1
Votes	0
Voter's name is on the pollbook and correct	X
	0

What to do during the day
Copy information as follows:

Voter name	
1 Last name	
2 First name	
3 Birth year only	

What to do at the end of the day
Enter the total number of Provisional Vote envelopes for each reason code.

Voter's name is NOT on the pollbook	1	Same Day Registration	
Voter's name is on the pollbook, but address is wrong	3	is voting after normal poll closing time (at 10:00 on order)	
	X	is applying for an absentee ballot, but does not have the ballot	
	X	is shown in the pollbook as already having voted	
	X	Other (Please explain) not captured in the above codes	
	7	Voter did not use required ID and declined to complete ID confirmation statement	
		Totals	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day
Copy information as follows (in columns):

Voter name	
1 Last name	
2 First name	
3 Address	
4 Birth year only	

What to do during the day<

CURBSIDE VOTER LOG

MONTGOMERY COUNTY, VIRGINIA
MARCH 5, 2024 - PRESIDENTIAL PRIMARY

ENVELOPE 2B

DEMOCRATIC PRIMARY

Precinct: EV1 EV - Office of Elections

	Voter Name	Time Out	Officer Name	Officer Name	Time In	Flag in EPB	Entered by
1						<input type="checkbox"/>	
2						<input type="checkbox"/>	

CURBSIDE VOTER LOG

MONTGOMERY COUNTY, VIRGINIA
MARCH 5, 2024 - PRESIDENTIAL PRIMARY

ENVELOPE 2B

REPUBLICAN PRIMARY

Precinct: EV1 EV - OFFICE OF ELECTIONS

	Voter Name	Time Out	Officer Name	Officer Name	Time In	Flag in EPB	Entered by
1						<input type="checkbox"/>	
2						<input type="checkbox"/>	
3						<input type="checkbox"/>	
4						<input type="checkbox"/>	
5						<input type="checkbox"/>	
6						<input type="checkbox"/>	
7						<input type="checkbox"/>	
8						<input type="checkbox"/>	

DON'T TALK POLITICS

Electronic Pollbooks



- Open and Close instructions for the Poll Pads will be in the Ziploc bag (with the voting machine instructions) in the clear plastic bin on the top shelf of the cage.



Election Day Set Up

Pollbook Officers



- Print one Pollbook Opening Summary Report from each of the three Poll Pads according to the Poll Pad setup instructions.
- Officers must also complete the Pollbook Summary FORM.
 - The Poll Pads display check-in counts for the two primaries, but the information is not printed on the Summary Report tapes.

Election Day Set Up

Pollbook Officers



POLLBOOK SUMMARY		ENVELOPE 2B	
MONTGOMERY COUNTY, VIRGINIA MARCH 5, 2024 – DUAL PRESIDENTIAL PRIMARY Precinct: _____			
This information will be found on the Poll Pad Summary Report Screen. This information will be used to fill out the SOR at close of day.			
Opening		Closing	
Time: _____		Time: _____	
Total Check-Ins: _____		Total Check-Ins: _____	
Democratic Check-In: _____		Democratic Check-In: _____	
Republican Check-In: _____		Republican Check-In: _____	
_____ Opening Officer of Election Signature		_____ Closing Officer of Election Signature	

Election Day Set Up

Pollbook Officers



- A spot check comparison between Absentee Voter names listed in the Final Absentee Ballot Report and names listed on the Poll Pad is no longer required.
- A report with final absentee voter totals will be included with the paper pollbooks zipped in the lid of the Chief's case.
- Numbers for your precinct will be highlighted.

Pollbook Officer



- By law, a voter may participate in only ONE of the two Primaries being held.
- If a voter insists that they should be able to vote in both elections, send them to the Chief.

Check-in Table Voting Hours




- Poll Pad prints a Ballot Receipt for each voter when check-in is complete.
- The Primary Party chosen by the voter will appear on the Ballot Receipt.
- Hand Ballot Receipt to voter when returning ID.
- Direct Voter to Ballot Table.

Chief Officers: If there is not enough physical space for a separate Ballot Table, Pollbook Officers may retain Ballot Receipt and issue the ballot directly to the voter.

Approved Identification

Effective July 1, 2020, Revised August 2023

 ★ VIRGINIA ★
DEPARTMENT of ELECTIONS

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.
Virginia DMV-issued ID card	Yes, may be current or expired.
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 high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
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. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege card (limited-duration license, permit or special identification card)	No. Nearly identical in appearance to driver's license or DMV-issued ID card. Front of card will display "9" under restrictions; back will state that the restriction is "Limited duration."

*Valid means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

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

Virginia Code § 24.2-643(B) Rev. 8/2023

Unless otherwise noted, acceptable forms of identification do NOT have to contain a photograph of the voter. Some acceptable forms of ID do not have an address.

*“Valid” means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver's license, for which the expiration date should NOT be considered when determining its validity.

Driver Privilege Card is issued to non-citizens and by definition is not an acceptable ID for voting. It has a “9” under restrictions on the front. Restriction listed on back says “Limited duration.”

Approved Identification

Effective July 1, 2020, Revised August 2023

* VIRGINIA *	
DEPARTMENT of ELECTIONS	
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.
Virginia DMV-issued ID card	Yes, may be current or expired.
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 high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
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. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege card (limited-duration license, permit or special identification card)	No. Nearly identical in appearance to driver's license or DMV-issued ID card. Front of card will display "9" under restrictions; back will state that the restriction is "Limited duration."

**Valid means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

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

Virginia Code § 24.2-643(B) Rev. 8/2023

ELECTRONIC FORMS OF ID

Student IDs from some institutions of higher learning located in Virginia are acceptable in electronic form.

Currently, only the following student IDs are acceptable in electronic form:

George Mason University
Liberty University
Roanoke College

Please note that student IDs from high schools located outside Virginia are NOT approved in any form.

An electronic form of these documents continues to be acceptable: current utility bill, bank statement, government check, paycheck, or other government document containing name and address of the voter.

Approved Identification

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

Do NOT
turn a voter away
for lack of
identification!

- Send the voter to the Chief.
- Voter can sign an ID Confirmation Statement affirming they are the registered voter they claim to be. A voter can then be checked in and allowed to vote normally on the precinct equipment.

Voter Check-In Situations

Same Day Registration (SDR)



Voter may ask at check-in table to register on Election Day.

- Send voter to the Chief.

Voter is already flagged SDR in the pollbook.

- This means the voter has registered after the “close of books” and has already cast a Provisional Ballot.
- Send Voter to the Chief.

Example Paper Ballot (March 2024)

Name of Primary

Ballot Style

Commonwealth of Virginia, **SAMPLE BALLOT**
County of Montgomery
Republican Party Presidential Primary
Tuesday, March 5, 2024

Ballot Style: 1

Making selections

To vote for a candidate, fill in the oval to the left of the name.
If you want to change a vote or if you have made a mistake, ask an election officer for another ballot.
If you make marks on the ballot besides filling in the oval, your votes may not be counted.

President
Vote for only one

- ☐ Chris Christie
- ☐ Ryan L. Binkley
- ☐ Vivek Ramaswamy
- ☐ Donald J. Trump
- ☐ Ron D. DeSantis
- ☐ Nikki R. Haley

Example Paper Ballot (March 2024)

Name of Primary →

Ballot Style ←

Commonwealth of Virginia, **SAMPLE BALLOT** **Ballot Style: 2**


County of Montgomery

Democratic Party Presidential Primary

Tuesday, March 5, 2024

Making selections

To vote for a candidate, fill in the oval to the left of the name.
If you want to change a vote or if you have made a mistake, ask an election officer for another ballot.
If you make marks on the ballot besides filling in the oval, your votes may not be counted.



President

Vote for only one

☐ Marianne Williamson

☐ Joseph R. Biden, Jr.

☐ Dean Benson Phillips

Ballot Officer

Before the Polls Open



- Each precinct will receive:
 - A Box/Envelope #6 for the **Republican** Primary
 - A Box/Envelope #6 for the **Democratic** Primary.
- When Officers open the Boxes/Envelopes, they will find:
 - The ***Receipt for Ballots***. Remove it and set it aside.
 - An envelope with 50 pre-folded Provisional Ballots for the Democratic Primary
 - An envelope with 50 pre-folded Provisional Ballots for the Republican Primary
 - Shrink-wrapped packs of regular ballots.

Ballot Officer

Before the Polls Open



- Record the number of ballots received on the **Ballot Record Report** form. (Include the number of pre-folded Provisionals.)
- Compare number of ballots received to information on the **Receipt for Ballots** and report to the Chief whether the number of ballots received does or does not match the *Receipt for Ballots*. The Morning Ballot Officers or Chief may sign this form. Chief will keep this form, and it will be returned in Envelope 2B.
- As each shrink-shrink-wrapped pack of ballots is opened, two Officers must count the number of ballots contained. Record that number on the **Ballot Record Report**.

BALLOT RECORD REPORT

MONTGOMERY COUNTY, VIRGINIA
MARCH 5, 2024 – PRESIDENTIAL PRIMARY
PRECINCT:

Envelope 2B

1. Start here at the beginning of the day

Assume each pack of ballots has **50 ballots**. How many unopened ballot **packs** are inside Envelope/Box #6 (including the Folded Provisional ballots)

Envelope/Box #6 → 20 x 50 = 1000 Total Ballots

If this number equals the **Receipt for Ballots** form from Envelope/Box 6, sign the form and give it to the Chief.

If this amount doesn't match the **Receipt for Ballots** call the office. (540) 382-5741

- ☐ With two officers, **open** and **count** the first ballot pack. (If Duel Primary open 1 pack from each party)
- ☐ **Record** that number & style (D) or (R) in the column to the right starting with number 1.
- ☐ With 2 officers, continue to **open**, **count** and **record** new ballot packs **as needed**.

3. What to do with spoiled, voided and provisional ballots

Spoiled ballots *This is a ballot spoiled by the voter.*

- ☐ Retrieve the Spoiled ballot from the voter and mark Spoiled across the ballot.
 - ☐ Hand the voter a new ballot.
 - ☐ Cross off or circle the next number below.
 - ☐ Place the spoiled ballot in **Envelope #4**.
- a
- | | | | | | | | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |

Voided ballots *This is a ballot found abandoned. This is rare.*

- ☐ Mark Voided across the ballot.
 - ☐ Cross off or circle the next number below.
 - ☐ Place the voided ballot in **Envelope #4**.
- b
- | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|

Provisional ballots *This is a ballot for a provisional voter.*

- ☐ After the Polls close!
 - ☐ Enter the number of Provisional Ballots → = 3 Total Provisional Ballots
- c
- This total must match the Provisional Ballot Log and the Back of **Envelope 1A**

Absentee ballots *Returned unused or spoiled. (It doesn't figure in any count)*

- ☐ This is an absentee ballot that the voter returns.
 - ☐ Cross off or circle the next number below.
 - ☐ Place the returned ballot in **Envelope #4**.
- d
- | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|

2. Open Packs Write D or R Beside Pack

Ballot pack # & Style	# of ballots in pack
1 <u>R</u>	<u>50</u>
2 <u>D</u>	<u>49</u>
3 <u>R</u>	<u>50</u>
4 <u>D</u>	<u>50</u>
5 <u>D</u>	<u>51</u>
6 <u>R</u>	<u>50</u>
7 <u>R</u>	<u>50</u>
8 <u>D</u>	<u>50</u>
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	

Ballot Officer Ballot Record Report

- Count number of ballots sent in Box/Envelope 6.
- Count ballots in each pack after opening and enter number on form.
- Record disposition of Spoiled and Voided Ballots.
- Entry for Provisional Ballots in Section 3c will come from the Provisional Ballot Log after close of polls.
- Record number of surrendered Absentee Ballots.

4. What to do at the end of the day			
Total ballots NOT used			
a	Count the number of loose ballots! Not Used Be sure to include any ballots the Chief has Not Used (Provisional)	+ 53	
	Count the total number of unopened ballot packs <u>12</u> x 50 Include all ballots still in Envelope/Box #6	+ 600	
	How many total ballots were not used? <i>Add the two rows above</i>		= 653
Total ballots used			
b	Record the number of ballots scanned from the FVS voting machine #5076 election summary tape.	+ 340	
	Record number of spoiled ballots from 3a above	+ 4	
	Record number of voided ballots from 3b above	+ 0	
	Record number of provisional ballots from 3c above	+ 3	
How many total ballots were used? <i>Add the four rows above</i>			= 347
Final review			
Add the total number of ballots from section 4a and 4b			=
Subtract the number of ballots created on the FVT (ADA) machine #7113 election summary tape.			- 0
c	Does this number equal the number of ballots you began with this morning?	<input checked="" type="radio"/> YES <input type="radio"/> NO	= 1000
If you circled no to the question above, check the reason(s) why.			
<input type="checkbox"/> There were more or less than 50 ballots in one or more of the packs. <input type="checkbox"/> Other: Please explain below.			
Other: Please explain below			
<div> <div>Sophia Garcia March 5, 2024</div> <div>James Kim 3/5/24</div> </div> <div> <div>Signature Date</div> <div>Signature Date</div> </div> <div> <div>Frank Jones 3/5/2024</div> <div>Roberta Miller March 5, 2024</div> </div> <div> <div>Signature Date</div> <div>Signature Date</div> </div>			
Updated: 2.5.2024 tjs			

37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
Total	400

Ballot Officer

Ballot Record Report

After Close of Polls

Section 4a: Count loose ballots and still packaged packs of unused ballots.

Section 4b: Enter number of ballots used by category (Voted, Spoiled, Voided, and Provisional) and add together. Do not include surrendered Absentee Ballots.

Section 4c: Add used and unused ballots. Subtract number of ballots printed by the FVT from the total.

Match total used and unused against ballots delivered to the precinct.

Explain the discrepancy if you have one.

Ballot Officer

While the Polls Are Open



- Responsible for handing out ballots to voters
 - Take the **Ballot Receipt** from the voter and place in Ballot Receipt Box.
 - Pick up ballot which corresponds to Voter's selected primary.
 - Remind voters to:
 - Fill in ovals completely and neatly
 - Insert ballot in privacy folder and hand folder with ballot to the voter.
 - Direct voter to marking booth area.

Ballot Officer

While the Polls Are Open



- Can take a mismarked ballot from a voter and issue a new ballot.
 - With a pen, write the word “Spoiled” across the mismarked ballot.
 - Note the Ballot Style (Republican or Democratic Party Primary), THEN place the ballot in Envelope #4.
 - Issue a new ballot for the same party primary to the voter.
 - Enter a mark under “Spoiled” on the **Ballot Record Report** form.
- Can issue a regular ballot in exchange for an Absentee Ballot surrendered to the Chief Officer. Enter a mark under “Absentee Ballot” section of **Ballot Record Report**.

Election Day Set Up

Voting Machine Officers

- Voting machine instructions will be in a zip lock bag in the Clear Plastic Bin on the cage top shelf. FVT headphones will be with instructions.
 - For the FVS Scanner, Open and Close instructions will be in a single **GRAY** folder. Open Header Card and Close Card will be in this folder.
 - For the ADA Tablet (FVT), Open and Close instructions will be in a single **BLUE** folder.
- The Chief will have copies of the instructions in their Chief's Election Day binder.



Voting Machine Instruction Guides

- Open and Close instructions have been improved to more accurately reflect the screens you will encounter.
- **Gray** folder matches the **gray** case of the FVS Scanner. **Blue** Folder matches the **blue** case of the FVT Tablet.
- Check that the power cord is **properly inserted** into the back of the scanner. Check for “charging” icon at top right of screen.



Setup/Shutdown Equipment Procedures

Two minds are better than one!

- Assign two Officers to set up pollbooks and two Officers to set up voting machines.
 - One Officer should read instructions as the other carries out each step.
 - Follow instructions as written!

Equipment Seals

Morning Tasks - Follow Opening Instructions!

- Check that exterior seals of both machines are intact.
- Compare SERIAL and SEAL numbers of the scanner (FVS) and ADA Tablet (FVT) to numbers recorded on back of **Envelope 7**.
- Cut seal at handle of each machine, unlock lid with key, and open. Put used seals in Envelope 7.
- Check that interior seal of each machine is intact and compare interior seal numbers to numbers recorded on back of Envelope 7.



Poll Closing Tasks



Detailed Instructions: Pages 10 – 25 of “Election Day Guide for Officers of Election:”

- Pollbook Officers **print 3 copies of the Pollbook Summary report and complete the “Closing” portion of the Pollbook Summary Form.**
- Ballot Officers complete the **Ballot Record Report**, then pack unused ballots in Box/Envelope 6. Tape box closed, apply signed seals.
- Voting Machine Officers print **three copies** of Scanner (FVS) and ADA Tablet (FVT) Closing Tapes following machine instructions.
- Officers complete **two** copies of the SOR and one Printed Return Sheet.
- Remove all polling place signs and adhesive tape. Leave polling place and area inside of 40’ prohibited area clean and organized.



Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Two Officers, working separately, will complete two identical copies of the Statement of Results. *Complete initially in pencil. After confirming copies match, copy over pencil in black ink. Make sure all Officers sign both copies.*
- Attach a complete set of opening and closing tapes to each SOR:

FVS Scanner	Zero Tape
	Election Summary Tape (results tape)
	Write-in Report
FVT Tablet	Open Report
	Close Report
Poll Pad	Opening Summary Report
	Closing Summary Report



Polls Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

STATEMENT OF RESULTS MONTGOMERY COUNTY, VIRGINIA MARCH 5, 2024 – PRESIDENTIAL PRIMARY PCT: 0504 Margaret Beeks Elementary	
Republican Party Primary	
Part 1a. Turnout. Obtain these numbers from the Electronic Pollbook .	
Total Number of Voters Checked In (Republican Party Primary ONLY)	200
Curbside Voters Log (Republican Party Primary ONLY)	0
Part 2a. Votes Cast. FVS# 71202 Obtain this information from the FVS Machine Tape(s) .	
Number of Votes Cast on Machine(s) (Republican Party Primary ONLY)	200
Democratic Party Primary	
Part 1a. Turnout. Obtain these numbers from the Electronic Poll Pad .	
Total Number of Voters Checked In (Democratic Party Primary ONLY)	200
Curbside Voters Log (Democratic Party Primary ONLY)	2
Part 2a. Votes Cast. FVS# 71202 Obtain this information from the FVS Machine Tape(s) .	
Number of Votes Cast on Machine(s) (Democratic Party Primary ONLY)	200
Part 3. Discrepancies. Does the Total Number of Voters Checked In = the Number of Votes Cast on Machine(s) ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If “No,” please provide an explanation on the next page. If Yes, continue to Part 4. Certification on the next page.	

ENVELOPE 2B
↑
Staple
FVS ZERO TAPE
and
FVS SUMMARY TAPE
and
FVS WRITE-IN TAPE
(if a November Election)
and
FVT (ADA) OPEN & CLOSING TAPES

(Page 1)

NEW FORMAT

For each Primary, enter:

- Number of voters checked in from the Pollbook Summary FORM completed after close of polls.
- Number of curbside voters from Curbside Voter Log.
- Number of “Votes Cast” from the Scanner Results Tape.



Polls Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

STATEMENT OF RESULTS (continued from front)
MONTGOMERY COUNTY, VIRGINIA
MARCH 5, 2024 – PRESIDENTIAL PRIMARY
PCT:

Part 3. Discrepancies (continued).
Please note any additional discrepancies here. If additional space is needed, please attach an additional sheet of paper.

Part 4. Certification.
We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

Signature of Election Official

1	(Chief) <i>Mary Smith</i>	_____
2	(Assistant Chief) <i>Frank Jones</i>	_____
3	(Officer) <i>Sophia Garcia</i>	_____
4	(Officer) <i>James Kim</i>	_____
5	(Officer) <i>Roberto Miller</i>	_____
6	(Officer)	_____
7	(Officer)	_____
8	(Officer)	_____
9	(Officer)	_____
10	(Officer)	_____

(Page 2) Rev. 1/16/2024 tcf

- If there is a discrepancy between number of ballots cast and number of voters checked in, explain reason for discrepancy in Part 3.
- All Officers sign BOTH copies of the SOR.



Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- **Complete the Printed Return Sheet (yellow paper)**
- Attach a complete set of voting machine tapes:
 - FVS Scanner Zero Tape
 - Election Summary Tape (Results)
 - ~~Write-in Report~~
 - FVT Tablet Open Report
 - Close Report
 - Poll Pad Opening Summary Report
 - Closing Summary Report
- Make sure that all Officers sign this form. Place in Envelope 2A.
- After completing the SORs and the Printed Return Sheet, place any additional voting machine tapes in Envelope 2B.

Poll Closing Tasks

Completed AB Drop Off Chain of Custody Form

Ballot Collection From Drop-Off Locations	
Drop-box unique identifier (if applicable)	_____
Drop-off location	Location Name _____
	Address _____
	City _____ State _____ Zip _____
Date and time of ballot collection	Date: ____/____/____ Time: ____:____ am/pm
Names of officers of election or employees who collected ballots (minimum two)	Collector 1 _____
	Collector 2 _____
	Any additional collectors (if applicable) _____
Number of ballots collected	_____
Collector affirmation	I attest that I performed my duty to safely and securely collect all ballots from this drop-off location at the time and date stated. I then immediately delivered all collected ballots to either the general registrar's office or central absentee precinct.
Collector 1 signature	Signature _____ Date ____/____/____
Collector 2 signature	Signature _____ Date ____/____/____
Any additional collectors signature (if applicable)	Signature _____ Date ____/____/____
Number of ballots received in GR Office	_____
Received by	Name _____
	Signature _____
ELECT-C1289(B6) 9/15/2020	

- After the polls close, at least two Officers will count absentee ballots in the Ballot Bag.
- Record the day and time the ballots are counted on the *Ballot Collection From Drop-Off Locations* form.
- Officers enter their names and then sign and date.
- Apply new seal to clasp and record seal number on Envelope 7.
- Officer transporting Ballot Bag to the Registrar's office must also sign.
- Complete the form even if no ballots have been dropped.

Envelope/Box 3A

Voted Ballots



- Please enter the date and total number of voted ballots enclosed on the new sticker.

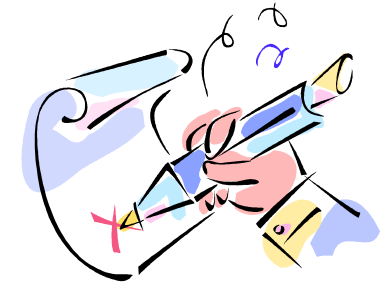
3A	COUNTED BALLOTS For use in accordance with 1 VAC 20-60-50.	Election Date: June 20, 2023 City OR County OR Precinct: DEMOCRATIC PRIMARY ELECTION MONTGOMERY COUNTY, VIRGINIA District: PRECINCT D-4 Abundant Life Fellowship ENVELOPE or BOX 3A
	TYPE OF VOTING SYSTEM: <input checked="" type="checkbox"/> OPTICAL SCAN ENCLOSE . . . <input type="checkbox"/> COUNTED PAPER BALLOTS <input type="checkbox"/> COUNTED ABSENTEE BALLOTS	Date: _____ Ballot Count: _____
	INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTION: <input checked="" type="checkbox"/> SEAL THIS ENVELOPE WITH LABEL <input checked="" type="checkbox"/> ALL OFFICERS MUST SIGN AND DATE LABEL	

TO: CLERK OF THE CIRCUIT COURT

OPEN THIS ENVELOPE ONLY . . .	<input checked="" type="checkbox"/> ON ORDER OF A COURT <input checked="" type="checkbox"/> WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-669, CODE OF VIRGINIA		
RETENTION . . .	<input checked="" type="checkbox"/> FEDERAL ELECTIONS = TWO (2) YEARS <input checked="" type="checkbox"/> ALL OTHER ELECTIONS = ONE (1) YEAR	DISPOSITION . . .	DESTROY

Signature Requirements

- Election Day Oath – **all Officers**
- Pay record – **all Officers**
- **SOR (both copies) – all Officers**
- Yellow Printed Sheet – **all Officers**
- Envelope/Box #3 (Voted Ballots) must be closed with tape and sealed with signatures of **ALL OFFICERS!**
- FVS thumb drive padded Envelope – two Officers
- EPB thumb drive padded Envelopes (2) – two Officers
- Voting Machine Tapes – two Officers (Chief and Assistant Chief or designated Officers)
- Seals on numbered Election Materials Envelopes – two Officers



Best practice: Everybody sign everything!

When only two Officers are required to sign, the two Officers should be of different parties.



Repacking the Cage

Reminders:

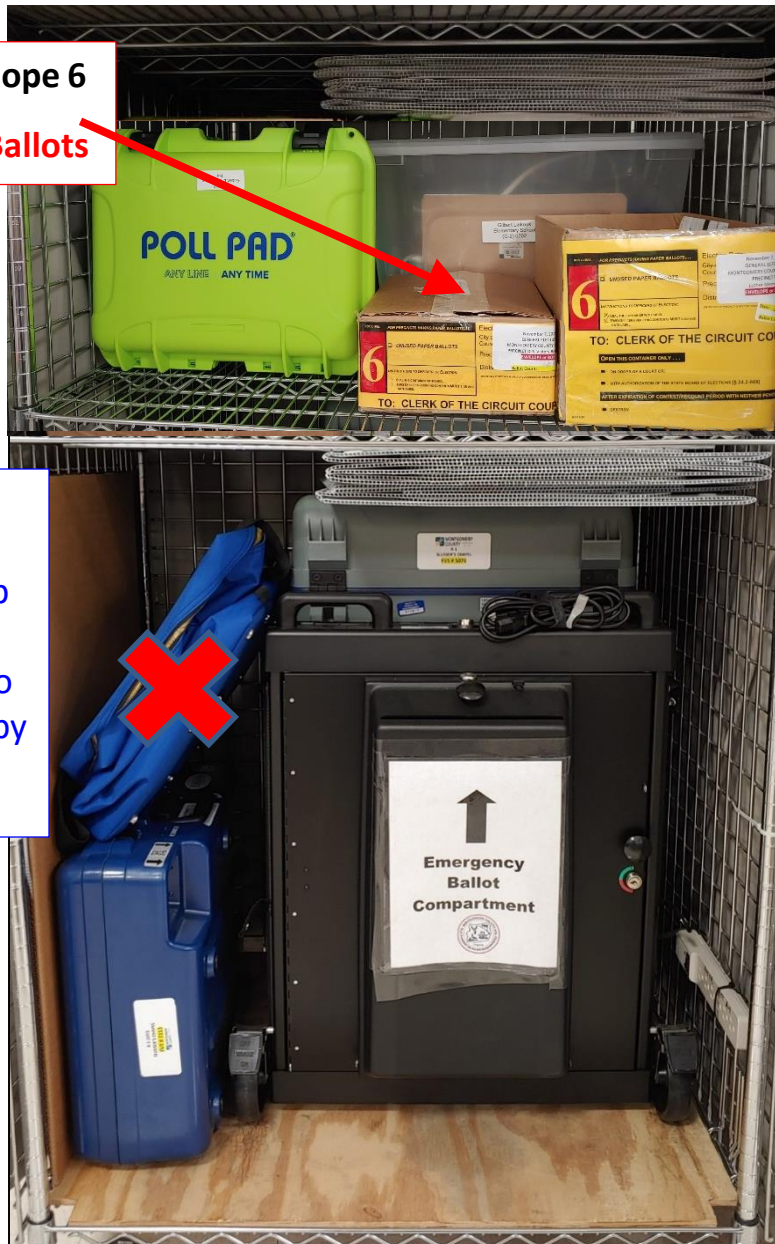
Cage inventory with photos will be posted on the inside of the cage doors.

- Put all LARGE rolls of tape in the Plastic Bin: Masking tape, painter's tape, and duct tape.
- Put power cords and surge protectors in the Plastic Bin.
- Lock wheels after cage is in place.

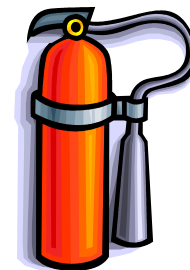
Box/Envelope 6

UNUSED Ballots

Blue Absentee Ballot Drop Box will be returned to the office by the Chief.



Before the Polls Open



The Chief Officer will review emergency procedures with all officers:

- Location of fire extinguishers and fire alarms.
- Location of emergency exits.
- Identify potential hazards (icy steps/sidewalks, slick/wet floors, electrical cords on floors).
- Location of emergency phone to call 911.
- Designate officer to call 911.
- Designate a safe location to meet and wait outside building.



Election Day Emergencies

- Natural disasters (earthquakes, winter storms, etc.).
- Damaged or malfunctioning voting equipment.
- Electrical power outage.
- Officers of Election who do not show up on Election Day.
- Inability to enter the polling place.
- Bomb threat.
- Unruly or threatening behavior from a citizen.

Call the Registrar: 382-5741



Election Day Emergencies

- Electrical power outage
 - All facilities have emergency lighting sufficient to exit the building.
 - An electrical generator and operational lighting will be delivered to affected polling place.
 - Poll Pads will still communicate with one another, but the printers will not function. Officers will write Voter Passes by hand.

Call the Registrar: 382-5741



What to do in an Evacuation

- Voting Machine Officers should note “public counter” number on voting machine.
- *If possible*, take voting machines, electronic pollbooks, ballot box, paper ballots, forms, envelopes, and pens.
- If you are unable to continue the voting process outside the polling place, record the names of voters already checked in and advise them to wait until the building can be re-entered.
- If they must leave, advise them to return before 7:00 pm. Allow them to go to front of check-in line when they return.
- If voter must leave and has already been issued a ballot, voter must insert ballot in emergency ballot box or turn ballot in to the Chief.

Closing Reminders



Review training documents before Election Day:

- [Election Day Guide \(2023\)](#)
- [Basic Training presentation \(Sept 2023\)](#)
- [SOR Example \(2024\)](#)

Documents are available at the Montgomery County Registrar's website:

<https://www.montgomerycountyva.gov/departments/voter-registration/officer-of-election>

Mission and Role of Precinct Officer

- To help every registered voter cast a ballot
- To ensure that each ballot is secure
- To provide a positive voting experience
- To ensure that the rights of everyone seeking to vote are protected
- To provide excellent customer service
- To be familiar with voter's rights
- To assist voters with disabilities

This could not be done without you!

Thank you!

