

GLOSSARY

Absentee Ballot (AB) - A ballot requested by a voter who chooses to vote early or who will be unable to go to the polling place on Election Day. Absentee voters cast their vote in person or by mail. Mailed ballot must be postmarked on or before Election Day and received by noon of the third day after the election in order to be counted.

Absentee Voter – A voter who has requested or cast an Absentee Ballot. Someone who has voted early in-person at the Registrar’s office or at a satellite voting location is also an absentee voter.

Affirmation of Eligibility - A form used by voters and Officers of Election to document and qualify voters at the polls.

Americans with Disabilities Act of 1990 (ADA) - The ADA set standards for ensuring that Americans with disabilities have equal access to public services and facilities. A provision of the ADA requires that persons with disabilities have equal access to the polling place.

Assistance (Voter) – Aid provided to a voter. May be guidance in how to carry out the voting process or may be physical assistance in marking a ballot. Special procedures may be required depending on type of assistance requested (refer to the *Election Day Guide* or *What Ifs*).

Assistant Chief - The Officer of Election who assists the Chief Officer with set-up and shutdown procedures, with qualifying voters, or with preparing election paperwork at the end of the day. In Montgomery County, the Assistant Chief attends the Chief Officer’s training session.

Authorization to Reproduce Ballots - A form used by the Chief Officer documenting emergency reproduction of optical scan ballots due to a shortage of ballots on Election Day.

Authorized Representatives - Individuals authorized to be present in a polling place in order to represent a party or independent candidate.

Ballot – A device used by a voter to choose among candidates, initiatives, referenda, and other issues. Montgomery County uses a paper ballot which requires a voter to fill in an oval to the left of their choice using a pen. The ballot is then fed into an optical scan voting machine which tabulates votes. An ADA compliant voting machine is available for voters who cannot mark a paper ballot and who wish to vote independent of assistance.

Ballot Officer – An Officer of Election who works at the ballot distribution table. The Officer provides a ballot and privacy folder to a voter in exchange for their Ballot Receipt. The Officer may also exchange a new ballot for a mismarked ballot turned in by the voter.

Ballot Receipt – A piece of paper, printed by the Poll Pad electronic pollbook, which is issued to a voter after check-in. The Receipt includes the voter’s name and time of check in as well as Ballot Style. At the Ballot Table, the Voter exchanges the Receipt for their ballot.

Ballot Record Report – A form used by the Ballot Distribution Officers to account for ballots issued to the precinct and how they are used on Election Day.

Ballot Style - The unique combination of offices, candidates, and issues for a specific precinct.

Blank Ballot - A ballot on which a voter has not filled in any selection. Virginia Law does not require voting for any office or issue on a ballot, but the Optical Scanner will reject a blank ballot. The Voting Machine Officer must override the rejection before a blank ballot is accepted by the machine.

Booth - See Marking Booth

Box (or Envelope) 3A - Box or Envelope used at the end of the election for delivery of counted ballots to the Clerk of Court. Box or Envelope must be taped, sealed, and signed by ALL Officers of Election.

Box (or Envelope) 6 – The Box or Envelope used to deliver ballots to the precinct for the election. It is used after the election to contain unused (unmarked) ballots for delivery to the Clerk of Court. Box 6 must be taped, sealed, and signed by two Officers of Election.

Canvass - The process by which the Electoral Board confirms the results for each precinct based on the paperwork completed by the Chief and other Officers. The Canvass begins on the Wednesday after the election and includes a review of any provisional ballots cast at the polling place.

Central Absentee Precinct (CAP) - Often referred to as the CAP. Located at the county Office of Elections and staffed by Officers who process mailed absentee ballots.

Chief Officer - The Officer in charge of the polling place on Election Day. The Chief is assigned by the Electoral Board and is responsible for running an efficient and honest election, supervising Officers to ensure all procedures are followed correctly, assisting voters with registration issues, and completing paperwork at the end of the day.

Close Card – This ballot-like card instructs the FVS Optical Scanner to close the election, tabulate the results, and print Closing Tapes. No ballots may be scanned after the Close Card has been inserted in the scanner.

Curbside Voter - See Outside Polls Voter (OP Voter)

Demonstration Officer - The Officer of Election who provides information and a demonstration of the voting process to voters immediately upon entry into the polling place. This role is not used in every election.

Documentation - Record of actions taken by Officers of Election at the polling place on Election Day, including setting up the voting equipment, checking-in voters, assisting individual voters, issuing ballots, and determining results.

Dual Primary Election (See Primary Election) – Two Primary elections held on the same day to help determine the parties' candidates for a General Election. In Virginia, voters do not register by party and may choose to vote in either party's Primary, but not both.

Early Voting – A period which begins 45 days before Election Day, and which ends the Saturday before Election Day. Voters may cast their ballot early in person at the Registrar's office or, if offered, a Satellite Location. As defined in Virginia Election Law, Early Voting is a form of absentee voting.

ELECT – The Virginia Department of Elections

Election Day Guide (EDG) - The procedures and practices that govern polling place operation and administration on Election Day. The *Election Day Guide* is supplemented by ELECT's "What Ifs" document with specific procedures to assist voters with check-in issues.

Election Page - A high school student who is not eligible to be an Officer of Election but who wishes to volunteer in the polling place. A Page's activities are limited by the Code of Virginia.

Election Results - The tally of votes for each candidate and measure on the ballot collected at each precinct and compiled at the jurisdiction level, then the state level, to declare who will hold each contested office and which measures pass.

Electioneering - The act of promoting a particular candidate or issue in order to influence voters.

Electoral Board (EB) - This is a three-member panel whose members are appointed by the Chief Judge of the local Circuit Court to administer elections.

Electronic Pollbook (EPB) – A device used to check voters in on Election Day. Montgomery County uses KNOWiNK Poll Pads, an iPad-based system. Three devices are issued to each polling place and share information, so a Voter checked in on one device is also checked in on the others.

Emergency Ballot Box – A compartment, box, or case used to collect voted ballots that cannot be run through the optical scanner because of a power outage, paper jam, or other problem. The rear compartment of the FVS Optical Scanner ballot box or the Chief’s case can be used as an Emergency Ballot Box.

Envelope 1A – Holds Provisional Votes (cast during normal voting hours)

Envelope 1B – Holds Provisional Votes (cast after normal voting hours due to a court order extending the hours for voting)

Envelope 2A – Holds the Printed Return Sheet (Yellow) with FVT Optical Scan Results Tape(s).

Envelope 2B – Holds election documentation for return to the Registrar’s Office after the polls close, including the Officer of Election Oath, Poll Pad Summary Reports, Copies 1 and 2 of the Statement of Results (with results tapes). It also contains the Ballot Record Report, Curbside Voter Log, Receipt for Ballots, Incident Report, and the paper pollbook (if used).

Envelope (or Box) 3A – Holds all counted ballots. The Chief Officer retains custody for delivery to the Registrar’s office. Must be taped, sealed, and signed by ALL Officers of Election.

Envelope 4 – Holds Ballots which are Spoiled or Voided by the Voter as well as mailed Absentee Ballots surrendered to the Chief on Election Day.

Envelope (or Box) 6 – Holds all unused (unmarked) ballots. This Envelope (or Box) is locked in the equipment cage after the polls are closed. Must be taped, sealed, and signed by two Officers of Election.

Envelope 7 – Holds used security seals, cage keys, FVT Scanner USB, voting machine keys and passwords. Security seal numbers and protective counter numbers are recorded on the back.

Envelope 8 – Holds certain completed forms, including Officer of Election Evaluations, Payroll Record, Voter Registration Applications, Authorized Representative letters, Requests for Assistance, and the Provisional Ballot Log,

Equipment Cage – A large, locked metal cage used to deliver voting equipment and materials to the polling place.

Federal Elections - General or Primary Elections involving federal offices: President/Vice-President or members of the Senate or House of Representatives. General Federal Elections occur every two years. Members of the House of Representatives must run every two years and Senators every six years. The Presidential Primary and General Election occur every four years. If a vacancy occurs between regularly scheduled elections, there may be a Special Election.

Full Ballot - This is the entire ballot for a given election that contains all offices and issues.

FVS (Freedom Vote Scanner) – Optical scan voting machine used in Montgomery County. It is manufactured by Unisyn Voting Solutions.

FVS USB Envelope – A padded envelope which holds the FVS Scanner USB memory drive for return to the Office of Elections on Election Night.

FVT (Freedom Vote Tablet) – Voting machine used in Montgomery County by voters with disabilities so they may vote unassisted.

General Election - An election, other than a primary election, that regularly recurs each year in November to elect Federal, State, or Local officials.

General Registrar and Director of Elections (GR) – The person appointed by the Electoral Board to oversee the registration of voters in the locality. The Registrar processes voter registration applications and updates voter rolls to maintain accuracy. The Registrar is responsible for absentee voting and works with the Electoral Board to administer elections. Specific duties can vary from locality to locality.

Greeter - An Officer of Election that is available to assist voters entering the polling place and identify Outside Polls Voters. This role is not filled in every election.

Hand Counted Ballots - Ballots that are not accepted by the Optical Scanner for any reason must be hand counted by the Officers of Election and added to the Results Tape totals on the Statement of Results (SOR).

HAVA – An acronym referring to the **Help America Vote Act of 2002**. Amongst its many provisions, it requires voters who have registered by mail to provide some form of identification when voting for the first time - to establish their identity.

Header Card – A ballot-like card inserted in the FVT optical scan voting machine as part of the process to start up the machine on Election Day.

ID – A document which identifies the voter. In Virginia, a voter must present an ID from an approved list of documents or complete an “ID Confirmation Statement.”

ID Confirmation Statement – a form used by a Voter who does not have an approved ID in order to vote on Election Day. The Voter signs under felony penalty that the information provided is accurate.

Incident Report - A form used by the Chief to document unusual occurrences in the polling place.

In Person Absentee Voting – also known as Early Voting. Takes place at the Registrar’s office or a Satellite Voting Location.

Jammed Ballot - Refers to a ballot that has become stuck in the Optical Scanner. Chief Officers are trained in procedures to solve this problem.

KNOWiNK Poll Pad – An electronic device used in Montgomery County to check voters in for the election. Voters must provide ID and verbally confirm some information before being issued a ballot.

Local Elections - Elections in which only local issues or offices are on the ballot, including members of the state legislature, the Board of Supervisors and School Board, Commonwealth’s Attorney, Sheriff, Clerk of Court, Commissioner of Revenue, Treasurer, and Soil & Water Conservation Directors.

Locality - The geographical unit of government that is a city or county. Montgomery County is one of 133 localities in Virginia.

Logic and Accuracy Testing (L&A Testing) - The testing that all vote counting equipment undergoes to ensure proper operation prior to being placed in service at the polling place. The testing is performed by trained technicians, observed by an Electoral Board member, and is open to observation by political party and independent candidate representatives. Electronic pollbooks also undergo L&A Testing carried out by the Registrar and her staff.

Marking Booth Officer – An Officer of Election who monitors the marking booth area. The Officer provides assistance to voters and is responsible for maintaining booth cleanliness.

Marking Pen - The pen provided for marking ballots. May be issued with the ballot or kept in each marking booth.

Notice to Provisional Voter (NO ID) - A pre-printed notice given to each person who votes a provisional ballot because they lack an approved ID. It provides information on how to remedy the situation so their vote will count. It also advises the voter that they have the right to attend the Electoral Board meeting during which the eligibility of the voter’s ballot will be determined. The place and time of that meeting is included.

Notice to Provisional Voter - A pre-printed notice given to each person who votes a provisional ballot for all reasons other than lack of ID. It explains why the provisional ballot was necessary and advises the voter that they have the right to attend the Electoral Board meeting during which the eligibility of the voter’s ballot will be determined. The place and time of that meeting is included.

Notification of Death of Registered Voter – A form used by family, friends, or neighbors of deceased voters. If the notification can be independently verified by the Voter Registrar, the voter will be removed from voting rolls.

Officer of Election - Paid volunteers who serve their community by assisting in the operation of polling places on Election Day. Their responsibilities include setting up the polling place, checking in voters, issuing ballots, monitoring the casting of ballots, providing assistance to voters, and closing the polls. Officers may also contribute by processing mailed Absentee Ballots ahead of and on Election day. Sometimes called a “Poll Worker.”

Officer of Election Oath - An oath administered on Election Day to all Officers of Election by the Chief Officer before the start of the election. The form must be signed by all Officers.

Optical Scan Voting Machine (Optical Scanner) – A light-sensitive reader which captures visual information on a ballot and records the results. The scanner rests on a large bin which holds the ballots read by the scanner. Montgomery County uses voting equipment manufactured by Unisyn Voting Solutions (Unisyn).

Outside Polls Voter (OP) - A voter who, due to age (65 or older) or disability, votes in their car at the polling place. These voters are often referred to as Curbside Voters.

Overvote – Occurs when a voter marks more than the allowed number of candidates for an office or more responses than allowed for an issue. The Optical Scanner will initially reject this ballot as containing an error, because the race/issue cannot be counted. The voter may exchange the mismarked ballot for a new ballot, or the voter may choose to override the rejection. If the voter chooses to override the rejection, all other properly marked races or issues will be counted.

Packing List – An instruction guide for the disposition of all election forms and materials in preparation for delivery to the Registrar’s office or Clerk of Court after the polls close. Each locality may design its own Packing List based on its needs.

Pollbook Officer - An Officer of Election who works at the check-in table. The Officer matches the information in the pollbook (EPB) to a person’s statement of full name and current residence address to qualify a person to vote on Election Day.

Pollbook Summary Report – A form printed by the KNOWiNK Poll Pad devices to record check-in data before the polls open and after the polls close.

Poll Pad – see KNOWiNK Poll Pad

Polling Place – The site where voting takes place; there is one in each precinct.

Poll Worker – Usually refers to persons campaigning for candidates *beyond the 40-foot Prohibited Area*. In some localities, this term is used to designate an Officer of Election.

Precinct - The basic unit of county elections. Each county precinct contains a polling place. It designates the geographical division in which a person lives and determines where the person votes and what races they vote in.

Presidential Ballot - A ballot in the Presidential General Election which contains only the office of President/Vice President. It is provided to certain voters who are ineligible to vote for other races.

Primary Election – An election held at the request of a political party to determine which candidates will represent that party in the General Election. In Virginia, these elections are open to any registered voter because voter registration is not party-based.

Privacy Folder – A folder used by the voter, if desired, to cover their ballot and maintain privacy while it is carried within the polling place.

Prohibited Area - The polling place and the area extending 40 feet from any building entrance normally used to enter the polling space. Campaign activities are not allowed within the prohibited area.

Provisional Ballot - A ballot provided to a voter when their qualification to vote at that precinct is in question and cannot be immediately resolved. This ballot is sealed in a green envelope and turned over to the Electoral Board. The Board determines whether or not the ballot should be counted based on research carried out by the Registrar.

Provisional Ballot Envelope - The green envelope in which a Provisional Ballot is sealed. It is opened only if the Electoral Board decides it should be counted.

Qualifications – Requirements to be met before a person may vote in an election. In Virginia, a person must be a U.S. citizen, Virginia resident, 18 years of age, and registered to vote in their locality.

Receipt for Ballots – A form signed by the Ballot Officer to acknowledge acceptance and custody of ballots for the polling place.

Registered Voter – A person on the locality’s list of people eligible to vote in that locality.

Request for Assistance - A form to be completed when a voter asks that another individual assist them in marking their ballot.

Request to Cancel Voter Registration - A formal document that an individual may complete and submit to cancel their Virginia voter registration and be removed from the voter rolls.

Results - see Election Results

Results Tapes - Tapes printed by the Optical Scanner after the polls are closed and all ballots are cast. One type of tape contains numerical results for each race and the total ballots cast. A second type of tape contains all entries in the “Write-In field” of each ballot if Write-In votes are allowed for that election.

Same-Day Registration (SDR) – The process by which a person registers and votes after the formal registration deadline (21 days before Election Day). The ballot cast as part of this process is a Provisional Ballot and is not counted on Election day itself.

Sample Ballot - A poster or flyer with all the offices, candidates and issues presented just as they are on the official ballot. The Sample Ballot is always on yellow paper and is displayed at the polling place.

Satellite Voting Location – An in-person absentee voting location separate from the Registrar’s office. Any Montgomery County voter may cast a ballot at a satellite voting location opened during the 45-day absentee voting period.

Security - In the polling place, all voting equipment, ballots, and election materials must be stored in such a way that they cannot be tampered with. All actions taken by Officers, Authorized Representatives, and voters (except the marking of the ballot) at the polling place must be in public view and must be documented.

SOR 1 - Statement of Results copy 1

SOR 2 - Statement of Results copy 2

Special Elections - Federal, state, or local elections that do not fall within the regular election calendar.

Spoiled Ballot - When a voter makes an error while marking their ballot, they may fill in all the ovals (to protect their privacy) and request a replacement. The ballot is thus spoiled. The Ballot Officer will mark the word “Spoiled” across any ballot received in exchange for a new ballot.

State Board of Elections (SBE) - The five-member board appointed by the Governor that regulates and coordinates the actions of Electoral Boards and General Registrars.

State Elections - Contests for statewide office, e.g., Governor, Lieutenant Governor, Attorney General and statewide initiatives, referenda, or state constitutional changes. Also includes State Senate and House of Delegates.

Statement of Results (SOR) - Referred to as the SOR. This document is completed by Officers after the polls close. All Officers of Election sign each copy of the SOR, attesting to its accuracy. Two identical documents are required, SOR #1 and SOR #2.

Undervote - The result of a voter not filling in an oval for a candidate or issue. The Optical Scanner will allow this condition because Virginia Election Law does not require someone to vote for all offices and issues on a ballot.

Unisyn – Manufacturer of the FVS/FVT voting equipment used in Montgomery County.

Unused Ballots – Placed in Box (or Envelope) 6 after the polls close.

USB – a flash memory drive. Sometime called a thumb drive. A record of the election results from the FVS Optical Scanner is stored on a USB for delivery to the Clerk of Court after the election.

VERIS - Virginia Election and Registration Information System - The secure and centralized database of all Virginia registered voters.

Virginia Voter Registration Application - The form used by voters to register to vote or update their voter registration information.

Voided Ballot - A ballot issued to a voter who has been checked-in on the pollbook but which the voter ultimately chooses not to cast.

Voter Rolls – A list of people registered to vote

Voter Qualifications – See Qualifications

Voter Registrar – See General Registrar and Director of Elections

Voting Machine Officer - The Officer of Election who monitors operation of the FVS Optical Scanner and provides guidance to voters sending their ballots through the scanner.

What Ifs - A document published by ELECT which provides guidance for Officers of Election on qualifying voters and solving voter qualification issues.

Write-In – A selection made by a voter for a candidate not pre-printed on the ballot. The voter fills in the oval to the left of the blank line and writes in the name of the candidate of their choice. This option is not available in Primary Elections.

Yellow Printed Return Sheet – An election form to which a set of Results Tapes from the Optical Scanner is attached. All Officers of Election must sign this document. This document is delivered to the Clerk of Court for public inspection.

Zero Tape - A tape which is automatically printed during start-up of the Optical Scanner (FVS) before the polls open. It displays votes cast for each candidate and issue; all entries should be zero. The FVT voting machine for voters with disabilities also prints a Zero Tape to show that no ballots have been created before the polls open.