



November 5, 2024
General and Special Elections
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

DON'T TALK POLITICS

Your work on Election Day is non-partisan.

Do NOT discuss candidates, parties, issues, etc. with Voters OR with other Officers on Election Day.

Do not use the Poll Pads to look up anyone other than the person you're checking in.

KNOWiNK Poll Pads

When you scan a driver's license:

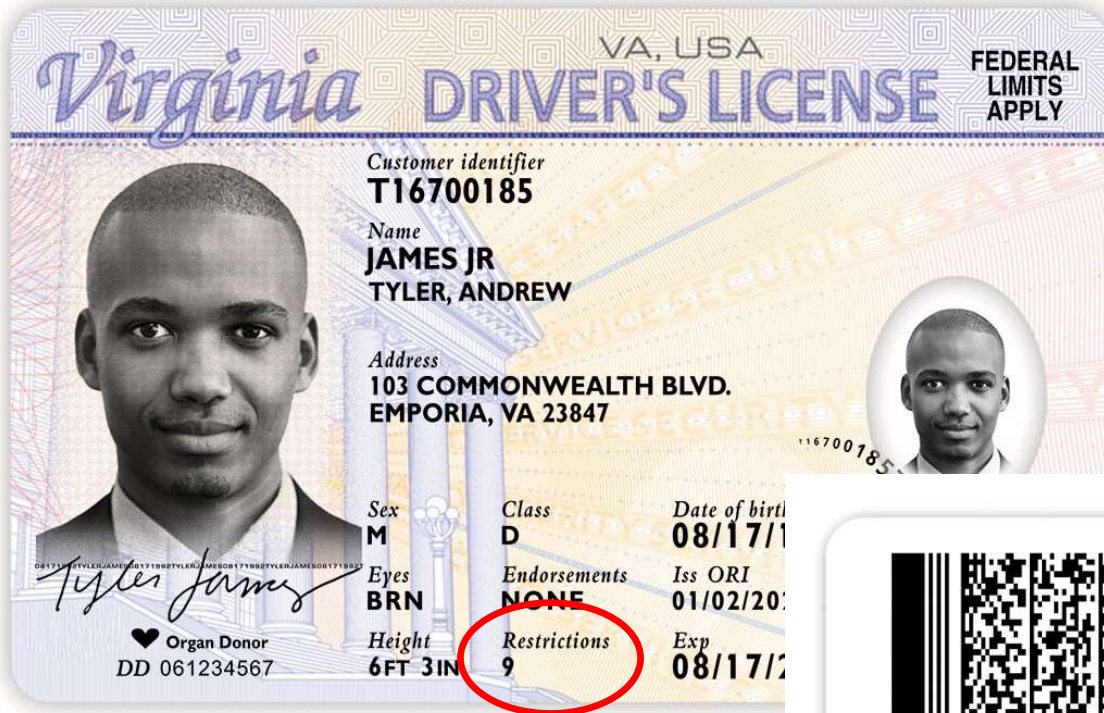
- The Poll Pad does exactly what you do when you carry out a manual search. It looks at:
 - First 3 letters of the last name
 - First 3 letters of the first name
 - (Plus the birth year)
- It can bring up more than one voter, because more than one voter in the county matches that criteria.
- Some Virginia Driver's licenses don't scan! If the Poll Pad does not bring up the correct voter, try a manual search.

KNOWiNK Poll Pads

For a manual search:

- Don't enter more than 3 letters of the first and last names. You could make a typo.
- If the Poll Pad does not bring up a voter, do NOT tell the voter they're not registered.
- First try re-entering the 3 letters of the first and last names.
- Then ask the Officer next to you for assistance. Call the Chief or Asst. Chief over if needed.

How to recognize a Driver's Privilege Card



Restriction listed on back says “9 Limited duration.”

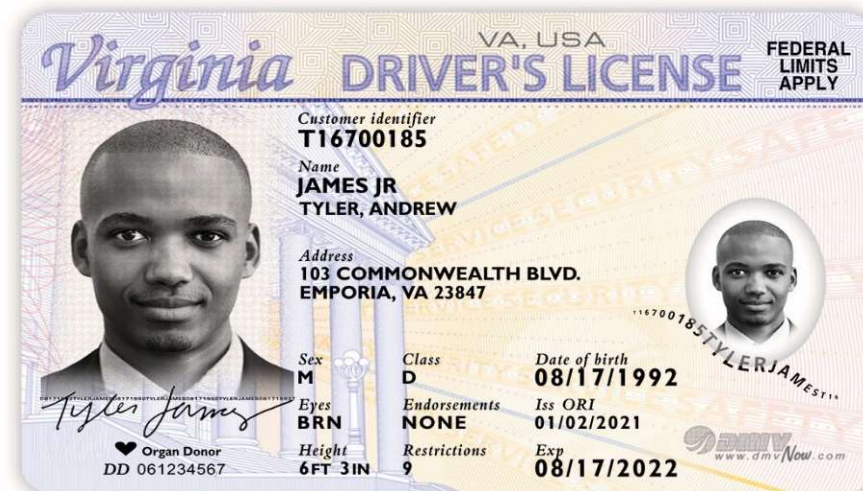
It has a “9” under “Restrictions” on the front.



Driver's Privilege Card

If a voter presents one of these cards, send the voter to the Chief Officer.

It is possible the voter is a new citizen who has not updated their driver's license.



Provisional Ballots



Every precinct will receive a supply of Provisional Ballots which cannot be scanned on Election Day.

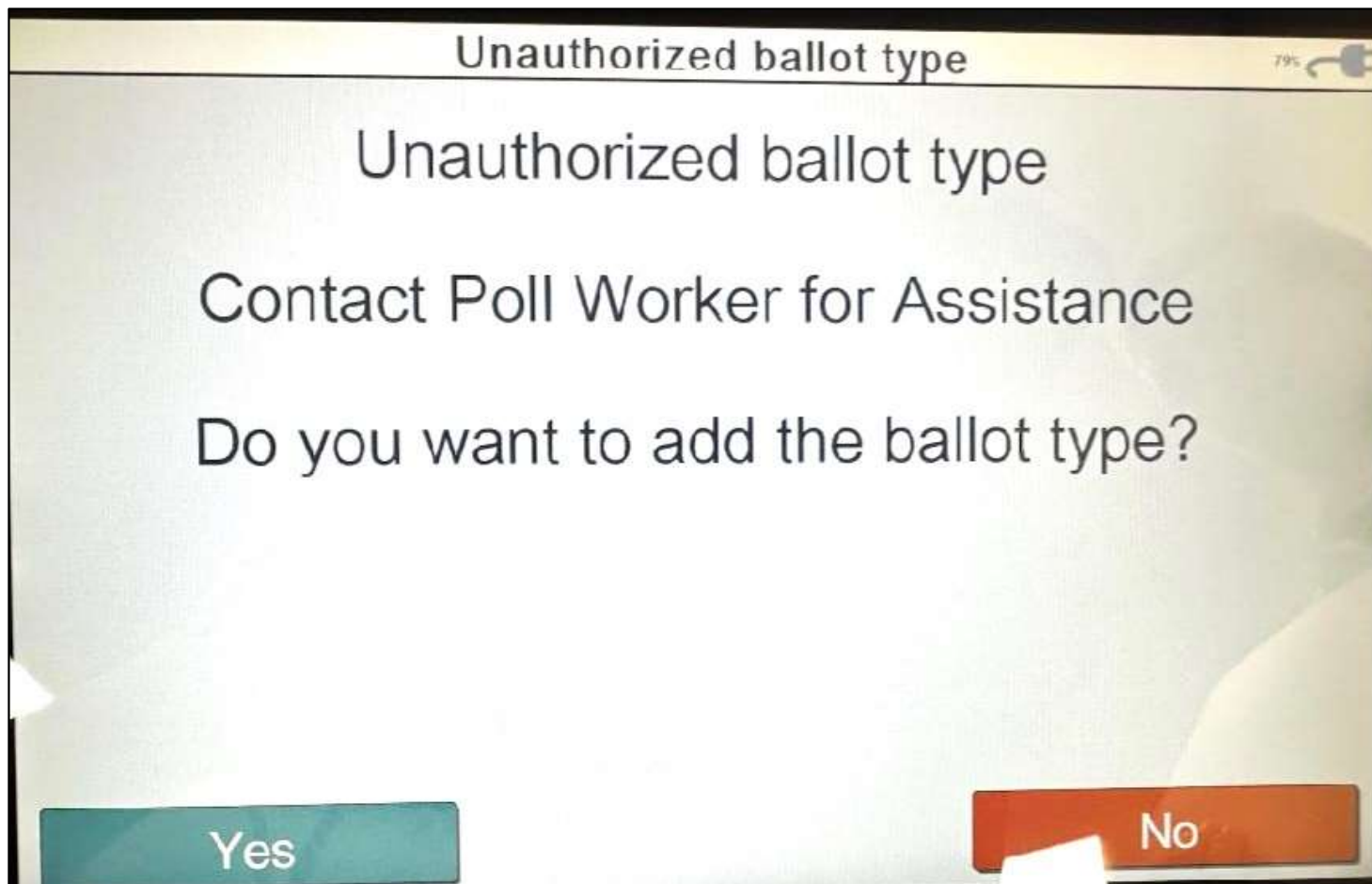
The image shows a sample of a Provisional Ballot form. At the top left, it reads: "Commonwealth of Virginia, Official Ballot", "County of Montgomery", "General and Special Elections", and "Tuesday, November 5, 2024". At the top right, the precinct information "Auburn HS Full 04021" is circled in red. In the center, the words "Provisional Ballot" are circled in red. Below this, there are instructions for making selections: "To vote for a candidate, fill in the oval to the left of the name.", "To vote an issue, fill in the oval next to Yes or No.", and "To write in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line." There is also a note: "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." At the bottom, there are two boxes for "President and Vice President" and "Member". To the right of the instructions is a small illustration of a hand filling in an oval.

- “Provisional Ballot” printed at the top center. Identifying precinct information is printed in the top right corner.
- These ballots are not pre-folded. The Provisional Ballot Envelope is now larger, and ballots will fit without folding.

Provisional Ballots



FVS Scanner will show this screen if voter inserts a Provisional Ballot. Officer will press “No.”



Ballot Styles



All precincts will be issued four ballot styles:

1. “Full” ballot with all races
2. Provisional ballot (Full – with all races)
3. “Federal-Only” ballot with all races except the Virginia Constitutional Amendment race
4. “Presidential-Only” ballot with only the Presidential race

The “Federal-Only” and “Presidential-Only” ballots are very unlikely to be used.

The FVS Scanner will print three Zero Tapes for each of these ballot styles: Full, Federal-only, and Presidential-only. That’s 9 Zero Tapes.

Poll Opening Tasks



Box #6 (unmarked ballots) will contain:

- The *Receipt for Ballots* which lists all styles of ballots delivered to the precinct
- “Full” ballots in packs of 50
- “Provisional” ballots in a shrink-wrapped pack(s) of 50
- 10 “Federal-Only” ballots and 10 “Presidential-Only” ballots in a single, sealed, and labeled white envelope

If Provisional Ballots from your precinct were issued during Early Voting, you might receive fewer than 50 ballots. Provisionals will then be contained in a sealed, white envelope specifying the number of ballots contained.

Ballot Officers will give Provisional, Federal-only, and Presidential-only ballots to the Chief in the morning.

Statement of Results

New Single-page, 8½ x 14-inch Format

Parts 1 through 3. Enter:

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

Part 4. Check Box Yes/No

- Does Number of Voters Checked In = Number of Pages Cast?

STATEMENT OF RESULTS		ENVELOPE 2B
MONTGOMERY COUNTY, VIRGINIA NOVEMBER 5, 2024 – GENERAL ELECTION PCT: 0304 Blue Ridge Church		↑ Staple
Part 1. Turnout Obtain this information from the		FVS ZERO TAPE
Electronic Pollbook Summary Report		and
Total Number of Voters Checked In= Poll Pad Summary Report	795	FVS SUMMARY TAPE
Part 2. Pages Cast Obtain this information from the		and
FVS# «FVS_ID» FVS Machine Tape		FVS WRITE-IN TAPE (if a November Election)
Total Number of Votes=Pages Cast on the FVS Machine	795	and
Part 3. Curbside Obtain this information from the		FVT (ADA) OPEN & CLOSING TAPES
Curbside Voters Log		and
Total Number of Voters on Curbside Log	6	POLL PAD OPEN & CLOSING TAPES
Part 4. Discrepancies. Does the Total Number of Voters Checked In (1) = the Total Number of Votes (2)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>If "No," please provide an explanation below. If more space needed continue on the back. If Yes, continue to Part 5. Certification.</small>		
Part 5. 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) <u>Mary L. Smith</u>	
2	(Assistant Chief) <u>Frank Jones</u>	
3	(Officer) <u>April Davis</u>	
4	(Officer) <u>James R. Kim</u>	
5	(Officer) <u>Koberta Miller</u>	
6	(Officer) <u>EJ Davidson</u>	
7	(Officer) <u>Thomas J. Cole</u>	
8	(Officer)	
9	(Officer)	
10	(Officer)	

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

Statement of Results

New Single-page, 8½ x 14-inch Format

- If there is a discrepancy between number of Pages Cast and Number of Voters Checked In, explain reason for discrepancy in Part 4.
- All Officers sign BOTH copies of the SOR.

STATEMENT OF RESULTS		ENVELOPE 2B
MONTGOMERY COUNTY, VIRGINIA NOVEMBER 5, 2024 – GENERAL ELECTION PCT: 0304 Blue Ridge Church		↑ Staple
Part 1. Turnout Obtain this information from the		FVS ZERO TAPE
Electronic Pollbook Summary Report		and
Total Number of Voters Checked In= Poll Pad Summary Report	795	FVS SUMMARY TAPE
Part 2. Pages Cast Obtain this information from the		and
FVS# «FVS_ID» FVS Machine Tape		FVS WRITE-IN TAPE (if a November Election)
Total Number of Votes=Pages Cast on the FVS Machine	795	and
Part 3. Curbside Obtain this information from the		FVT (ADA) OPEN & CLOSING TAPES
Curbside Voters Log		and
Total Number of Voters on Curbside Log	6	POLL PAD OPEN & CLOSING TAPES
Part 4. Discrepancies. Does the Total Number of Voters Checked In (1) = the Total Number of Votes (2)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "No," please provide an explanation below. If more space needed continue on the back. If Yes, continue to Part 5. Certification.		
Part 5. 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)	Mary L. Smith	
2 (Assistant Chief)	Frank Jones	
3 (Officer)	Spina Davis	
4 (Officer)	James R. Kim	
5 (Officer)	Kobate Miller	
6 (Officer)	EJ Davidson	
7 (Officer)	Thomas J. Cole	
8 (Officer)		
9 (Officer)		
10 (Officer)		

See "Election Day Guide for Officers of Election" for detailed instructions

Authorized Representatives

Each precinct will be issued three badges for Authorized Representatives to wear while in the polling place.

- Lanyard and badge will say “Authorized Representative.”
- Authorized Reps will receive badge when signing in and return badge when signing out.



OBSERVER SIGN-IN SHEET			Pouch 8	
November 5, 2024 Primary Election				
Precinct: CAP-Early Vote				
ALL OBSERVERS MUST: §24.2-604.4*				
<ul style="list-style-type: none"> ◆ Be a (REGISTERED) qualified voter in Virginia*. If needed, call the office to verify they are registered. ◆ Have a letter from the political party, primary candidate, or Independent candidate* ◆ Have a valid I.D. (for verification) ◆ Wear orange “OBSERVER” lanyard while in polling place 				
R=Republican Party		D=Democratic Party		I=Independent
Name	Party	Date	Time In	Time Out
PRINT LEGIBLY	CIRCLE ONE:			
1.	R D I		am / pm	am / pm
2.	R D I		am / pm	am / pm
3.	R D I		am / pm	am / pm
4.	R D I		am / pm	am / pm
5.	R D I		am / pm	am / pm



Unisyn Voting Machines

Removing the scanner (FVS) from the cage

- Unlock the wheels first!
- Easy to remove the unit without lifting!



Unisyn Voting Machines

Loading the scanner (FVS) back in the cage

- Easy to do without lifting!
- Don't forget to LOCK THE WHEELS when you're done!

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

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

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



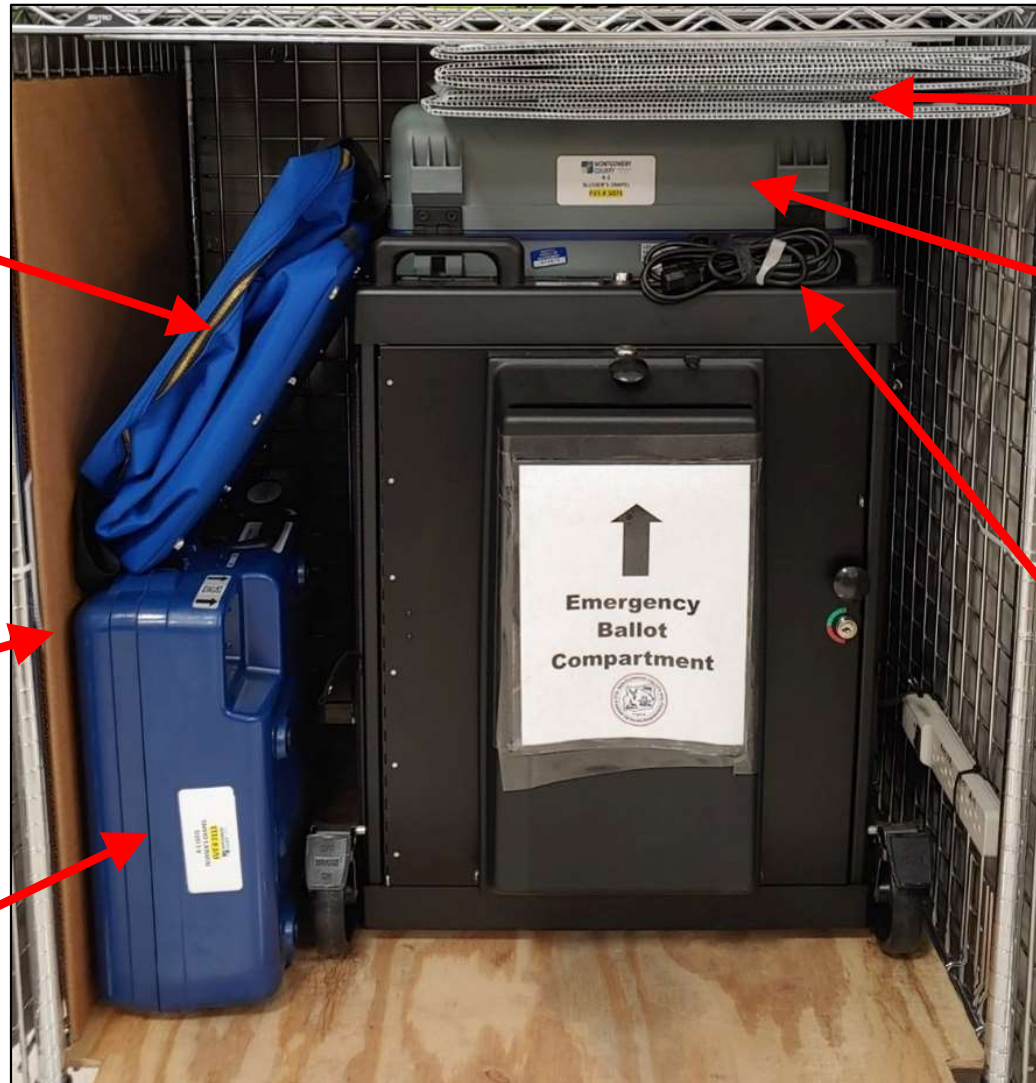
**Blue Absentee Mail
Ballot Drop Box**

**Delivered
Unassembled.**

**Information, Log, &
Seals inside**

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

**FVT – ADA Tablet
Voting Machine**



Marking Booths (5)

FVS – Ballot Scanner

- **Locked to top of Ballot Box.**

Power Cord

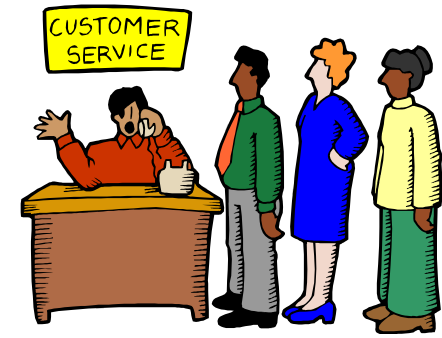
- **Plug already inserted into back of scanner.**
- **Cord is wound up and held to handle with Velcro.**

Some precincts will have more than 10 marking booths. They may shift during transport. Be careful when you open the cages doors.

Customer Service

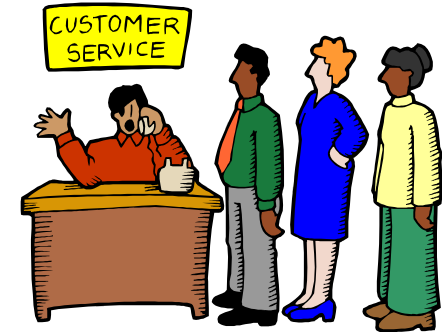
Officers of Election will provide prompt, courteous service to all voters.

- Greet the voter.
- Be friendly.
- Provide full attention to the voter.
- Send voters with check-in issues to the Chief Officer in order to keep the line moving.
- No eating/drinking in sight of the voter. Chief will assign breaks.
- No cell phones or electronics at work stations.



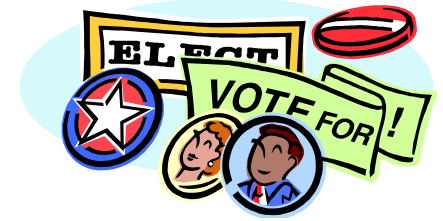
Customer Service

Officers of Election will provide prompt, courteous service to all voters.



- Be professional.
- Respect the voter's privacy.
- Treat fellow Officers with courtesy and respect.
- Involve the Chief/Asst. Chief early with voter concerns and issues.

Polling Place “Etiquette”



- Political apparel – Voters may wear clothing or buttons which display the name of a candidate or party while in the polling place to vote.
- Cell phones – Voters may use their cell phones beyond the check-in table, as long as they do not disturb, hinder, or intimidate other voters.

Address any issues on a case-by-case basis.

See Code of Virginia § 24.2-604, § 24.2-607.

Polling Place “Etiquette”



- Voters may take “Ballot Selfies.”
- It will be up to the Officers of Election in each polling place to limit the use of cameras by voters if it is:
 - slowing or disrupting the voting process
 - violating the privacy of other voters.
- Taking video of the polling place interior could be seen by some voters as intimidation. Intimidation is prohibited by law.
- Members of the press should ask the Chief Officer for permission to photograph or film inside the polling place and may not photograph or film voters without their permission.

Challenged Voter



- A Voter may be challenged by:
 - An Authorized Representative
 - A Qualified Voter, or
 - An Officer of Election.
- Chief utilizes the Affirmation of Eligibility Form.
- Person challenging a voter’s qualifications completes Statement of Challenger portion and signs.
- Voter completes Section B and signs.
- [If both Voter and Challenger sign the form, Voter casts ballot normally.](#)
- If Challenger refuses to complete form/sign, then there is no challenge and Voter casts ballot normally.
- If Voter refuses to complete form/sign, they may NOT vote normally but may cast a Provisional Ballot (Reason #6 – Other).

Authorized Representatives

Each precinct will be issued three badges for Authorized Representatives to wear while in the polling place.

- Lanyard and badge will say “Authorized Representative.”
- Authorized Reps will receive badge when signing in and return badge when signing out.



OBSERVER SIGN-IN SHEET			Pouch 8	
November 5, 2024 Primary Election				
Precinct: CAP-Early Vote _____				
ALL OBSERVERS MUST: §24.2-604.4*				
<ul style="list-style-type: none"> ◆ Be a (REGISTERED) qualified voter in Virginia*. If needed, call the office to verify they are registered. ◆ Have a letter from the political party, primary candidate, or Independent candidate* ◆ Have a valid I.D. (for verification) ◆ Wear orange “OBSERVER” lanyard while in polling place 				
R=Republican Party		D=Democratic Party		I=Independent
Name	Party	Date	Time In	Time Out
PRINT LEGIBLY	CIRCLE ONE:			
1.	R D I		am / pm	am / pm
2.	R D I		am / pm	am / pm
3.	R D I		am / pm	am / pm
4.	R D I		am / pm	am / pm
5.	R D I		am / pm	am / pm

Limits on Authorized Representatives



- Authorized Representatives may not hinder, intimidate, or interfere with voters. They may not insult or abuse an Officer.
- Authorized Representatives are required to respect the area around voters and secrecy of the ballot.
- May have electronics with a camera as long as camera is not used.
- Officers should report misconduct of an Authorized Representative to the Chief Officer or the Assistant Chief Officer.

Keeping Order in the Polling Place

Prohibited:

- Hindering, intimidating or interfering with a voter
- Insulting or abusing an Officer



Officer's Action:

- Inform the Chief if you observe disruptive or abusive behavior

Chief's Action:

- Talk to person about the prohibited action, ask for compliance with law.
- Call the Registrar immediately at 540-382-5741 and Registrar will notify Sheriff if appropriate.
- Complete an Incident Report.

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!

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.
- Check that seals are intact and compare serial numbers to information on the back of Envelope 7.
- Print one Pollbook Opening Summary Report from each of the three Poll Pads according to the Poll Pad setup instructions.

Pollbook Officer



Overview of check-in process:

- Greet the voter. Ask voter for identification.
- Take the ID.
- Use the ID to find voter's name and registration information in the pollbook.
- Ask voter to state their FULL NAME and ADDRESS. (Voter may write information down instead or otherwise indicate that info on the ID is correct and up-to-date.)
- Verify voter information in the pollbook by comparing to voter's stated information.

Pollbook Officer



Overview of check-in process (continued):

- Repeat voter's **FULL NAME** from the pollbook loudly enough for authorized representatives to hear.
 - **Do not repeat the voter's address.**
- Follow steps to finish checking in the voter. “Ballot Receipt” will print automatically
- Return the ID along with printed receipt.
- Direct voter to the Ballot Table where they will exchange their receipt for a ballot.

Approved Identification

Effective July 1, 2020, Revised September 2024

ELECTRONIC FORMS OF ID

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

Currently, only the following Virginia 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.


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 and Identification Privilege Card	No

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 11 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/>)

Approved Identification

Effective July 1, 2020, Revised September 2024



★ 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 and Identification Privilege Card	No

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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 and DMV-issued ID, 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

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

See “What if” Guide for more detailed information

- Voter is listed as “Inactive” or has been flagged with “Confirmation Mailing”
- Voter is listed as “Absentee Voter”
- Voter is not found in the pollbook, has “Same Day Registration” flag, or asks to do “Same Day Registration”
- Voter’s stated name or address does not match pollbook record
- Voter is listed as having already voted.
- Voter is challenged

Send voter to the Chief.



HAVA Voters At Check-In

- Poll Pad shows a blue banner and “Voter Must Show ID.”
- This person registered through the mail or a third-party registration drive.
- When voting in their first federal election, this voter must show:
 - a current and valid photo identification OR
 - a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.
- Check voter in normally if they have an ID listed above.
- If they do not have one of these IDs, send the Voter to the Chief. The Voter may NOT complete an ID Confirmation Statement.

See *What Ifs...* Page 6, Problem 1.

Ballot Officer

Before the Polls Open



- Open Box/Envelope #6.
- Find **Receipt for Ballots** on top and set aside.
- Count the shrink-wrapped packs of ballots (including shrink wrapped pack(s) of Provisional Ballots) and Envelope of Federal-Only and Presidential-Only ballots.
- Compare number of ballots received to information on the **Receipt for Ballots**. If number matches, sign the **Receipt** and give it to the Chief. If numbers do not match, inform the Chief. Chief will keep this form for return in Envelope 2B.
- Record the number of packs and other ballots (in envelopes) on the **Ballot Record Report** form.
- As each 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

ENVELOPE 2B

MONTGOMERY COUNTY, VIRGINIA
 NOVEMBER 5, 2024 – GENERAL ELECTION
 PRECINCT: 0304 Blue Ridge Church

Assume each ballot pack has 50 ballots. How many unopened ballot packs are inside Envelope/Box #6?

Envelope/Box #6: 25 (Ballot Packs) x 50 + 70 (Provisional, Federal & Presidential Only Ballots) = 1320 Total Ballots

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

1. OPEN PACKS
 - Assume each pack is 50 until opened.
 - Open as needed, 2 Officers count and record actual count in column.

Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1	50	FJ RSM
2	50	FJ RSM
3	49	FJ RSM
4	50	JRK LJD
5	50	LJD JRK
6	51	LJD JRK
7	50	TFC MLS
8	50	TFC MLS
9	50	RSM SAG
10	49	SAG FJ
11	50	SAG FJ
12	50	FJ JRK
13	50	LJD JRK
14	50	RSM JRK
15	51	TFC MLS
16	50	TFC SAG
17	50	TFC SAG
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Total =	850	

2. ELECTION DAY STATISTICS
 - Cross off or circle each number when used.

2a. SPOILED BALLOTS Envelope 4
 This is a ballot spoiled by the voter.

X	X	X	X	X	X	X	X	9	10
11	12	13	14	15	16	17	18	19	20

2b. VOIDED BALLOTS Envelope 4
 This is a ballot found abandoned.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

2c. PROVISIONAL BALLOTS Envelope 1A/1B
 This is a ballot for a provisional voter.
 Obtain Provisional Ballot Total from the Provisional Ballot Log or the Back of Envelope 1A/1B. Both these totals should match.
 Provisional Ballots = 7 Total

2d. ABSENTEE BALLOTS - SURRENDER Envelope 4
 This is an unused ballot returned by voter.

X	X	X	X	X	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

3. END OF DAY FINAL REVIEW

	Total
Loose unused ballots (Include unused Provisional, Federal & Pres. Only Ballots)	+ 111
Sealed unused ballots x 50	+ 400
3a. Total ballots NOT USED	= 511
Record total from FVS (machine tape)	+ 795
Record SPOILED BALLOTS (2a.)	+ 8
Record VOIDED BALLOTS (2b.)	+ 0
Record PROVISIONAL BALLOTS (2c.)	+ 7
Record FVT (ADA) printed ballots (machine tape)	- 1
3b. Total ballots USED	= 809
Record 3a. + 3b.	TOTAL BALLOTS = 1320

Does 3a. + 3b. TOTAL BALLOTS match the number of ballots you began with this morning? Yes No
 If no, explain below. Example: There were more or less than 50 ballots in one or more packs.

Frank Jones 11/5/2024 Thomas F. Cole 11/11/2024
 Officer Signature Date Officer Signature Date

Rev. 8.26.2023(1)

Ballot Record Report Single-Page Format

- Top: Count number of ballots sent in Box/Envelope 6.
- Section 1: Count ballots in each pack after opening. Enter number on form and counting Officers' initials.
- Section 2: Record disposition of Spoiled and Voided Ballots.
Entry for Provisional Ballots in Section 2c will come from the Provisional Ballot Log after close of polls.
- Record number of surrendered Absentee Ballots in Section 2d.

Ballot Record Report

Single-Page Format

BALLOT RECORD REPORT **ENVELOPE 2B**
 MONTGOMERY COUNTY, VIRGINIA
 NOVEMBER 5, 2024 – GENERAL ELECTION
 PRECINCT: 0304 Blue Ridge Church

Assume each ballot pack has 50 ballots. How many unopened ballot packs are inside Envelope/Box #6?
25 (Ballot Packs) x 50 + **70** (Provisional, Federal & Presidential Only Ballots) = **1320** Total Ballots

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

1. OPEN PACKS		
- Assume each pack is 50 until opened.		
- Open as needed, 2 Officers count and record actual count in column.		
Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1	50	FJ RGM
2	50	FJ RGM
3	49	FJ RGM
4	50	JRK LJD
5	50	LJD JRK
6	51	LJD JRK
7	50	TFC MLS
8	50	TFC MLS
9	50	RGM SAG
10	49	SAG FJ
11	50	SAG FJ
12	50	FJ JRK
13	50	LJD JRK
14	50	RGM JRK
15	51	TFC MLS
16	50	TFC SAG
17	50	TFC SAG
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Total =		850

2. ELECTION DAY STATISTICS	
- Cross off or circle each number when used.	
2a. SPOILED BALLOTS Envelope 4	
This is a ballot spoiled by the voter.	
X X X X X X X X X X	9 10
11 12 13 14 15 16 17 18 19 20	
2b. VOIDED BALLOTS Envelope 4	
This is a ballot found abandoned.	
1 2 3 4 5 6 7 8 9 10	
11 12 13 14 15 16 17 18 19 20	
2c. PROVISIONAL BALLOTS Envelope 1A/1B	
This is a ballot for a provisional voter.	
Obtain Provisional Ballot Total from the Provisional Ballot Log or the Back of Envelope 1A/1B . Both these totals should match.	
Provisional Ballots =>	7 Total
2d. ABSENTEE BALLOTS - SURRENDER Envelope 4	
This is an unused ballot returned by voter.	
X X X X X X	6 7 8 9 10
11 12 13 14 15 16 17 18 19 20	
3. END OF DAY FINAL REVIEW	
	Total
Loose unused ballots (Include unused Provisional, Federal & Pres. Only Ballots)	+ 111
Sealed unused ballots x 50	+ 400
3a. Total ballots NOT USED	= 511
Record total from FVS (machine tape)	+ 795
Record SPOILED BALLOTS (2a.)	+ 8
Record VOIDED BALLOTS (2b.)	+ 0
Record PROVISIONAL BALLOTS (2c.)	+ 7
Record FVT (ADA) printed ballots (machine tape)	- 1
3b. Total ballots USED	= 809
Record 3a. + 3b.	TOTAL BALLOTS = 1320

Does 3a. + 3b. TOTAL BALLOTS match the number of ballots you began with this morning? Yes No
 If no, explain below. Example: There were more or less than 50 ballots in one or more packs.

Frank Jones 11/5/2024 Thomas F. Cole 11/5/2024
 Officer Signature Date Officer Signature Date

Rev 8.26.2023(1c)

- Section 3a: Count all loose and still-packaged unused ballots. Include unused Provisionals, Federal-only, and Presidential-only ballots.
 - Section 3b: Enter number of ballots used by category (Scanned, Spoiled, Voided, and Provisional).
- Enter number of ballots printed by the FVT (ADA Tablet).
- Add/Subtract entries as indicated.
- Does sum of USED and NOT USED ballots equal the total number of ballots delivered to the precinct?
 - Explain the discrepancy if you have one.

November 2024 Paper Ballot

Commonwealth of Virginia, **SAMPLE BALLOT**
 County of Montgomery
 General and Special Elections
 Tuesday, November 5, 2024

Ballot Style: Full

Making selections

To vote for a candidate, fill in the oval to the left of the name.
 To vote an issue, fill in the oval next to Yes or No.
 To write in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line.
 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.

<p>President and Vice President Vote for only one</p> <p><input type="radio"/> Democratic Party Electors For: Kamala D. Harris, President and Tim Walz, Vice President</p> <p><input type="radio"/> Republican Party Electors For: Donald J. Trump, President and JD Vance, Vice President</p> <p><input type="radio"/> Green Party Electors For: Jill E. Stein, President and Rudolph T. Ware III, Vice President</p> <p><input type="radio"/> Libertarian Party Electors For: Chase R. Oliver, President and Mike ter Maat, Vice President</p> <p><input type="radio"/> Independent Electors For: Claudia De la Cruz, President and Karina Garcia, Vice President</p> <p><input type="radio"/> Independent Electors For: Cornel R. West, President and Melina Abdullah, Vice President</p> <p><input type="radio"/> Write-in _____</p>	<p>Member United States Senate Vote for only one</p> <p><input type="radio"/> Timothy M. Kaine - D</p> <p><input type="radio"/> Hung Cao - R</p> <p><input type="radio"/> Write-in _____</p> <hr/> <p>Member House of Representatives 9th District Vote for only one</p> <p><input type="radio"/> Karen G. H. Baker - D</p> <p><input type="radio"/> H. Morgan Griffith - R</p> <p><input type="radio"/> Write-in _____</p> <hr/> <p>Proposed Constitutional Amendment</p> <p>Should the Constitution of Virginia be amended so that the tax exemption that is currently available to the surviving spouses of soldiers killed in action is also available to the surviving spouses of soldiers who died in the line of duty?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
--	---

Ballot Style and Precinct Identifier (not shown here)

Ballot Officer

While the Polls Are Open



- Responsible for handing out ballots to voters
 - Take the **Ballot Receipt** from the voter and place it in Ballot Receipt Box.
 - Remind voters to:
 - Use a precinct pen to mark their ballot
 - Fill in ovals completely and neatly
 - Check the back for additional races (if applicable)
 - Print neatly if voter chooses to write-in a name (if applicable)
 - Insert a 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.
 - Place the ballot in Envelope #4.
 - Enter a mark under “Spoiled” on the ***Ballot Record Report*** form.
 - Hand a new ballot to the voter.
- Chief will accept surrendered ABs, check voter in on Pollbook, and issue voter a Ballot Receipt. Chief will bring surrendered ABs to Ballot Table to go in Envelope 4. Ballot Officer will make note on Ballot Record Report of number received.

Marking Booth Officer



- Answer voter questions.
- Remind Voters to use OUR pens to mark their ballots.
- Do not allow the Optical Scanner (FVS) to be unattended. Take over for the Voting Machine Officer if they are busy helping a voter with an issue.
- Periodically check for and remove any extraneous materials from the marking booths.

Scanner and ADA Tablet 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. Do not cut interior seals.



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** before disassembling and packing equipment in the green cases.
- **Apply security seals to each case and record seal numbers on back of Envelope 7.**
- 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

- Apply a security seal to each Poll Pad Case for return to the office.
- Record seal numbers on the back of Envelope 7.





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 **Three** Zero Tapes (one for each ballot style)
Election Summary Tape (results tape)
Write-in Report
 - FVT Tablet Open Report
Close Report
 - Poll Pad Opening Summary Report
Closing Summary Report



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	3 Zero Tapes (one for each ballot style) 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.

Completed Absentee Ballot 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(86) 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.
- Enter their names, then sign and date.
- Officer transporting Ballot Bag to the Registrar's office must also sign.
- Place *Ballot Collection* form inside the bag and apply new seal to clasp. Record seal number on Envelope 7.
- Do not collapse the bag before return.



Complete the form and deliver re-sealed Ballot Bag EVEN IF NO ballots have been dropped off.



Packing Voted Ballots



Voted Ballots will be returned to the Registrar's office in Box or Envelope 3A.

- **If fewer than 500 ballots have been scanned, use Envelope 3A.** (If more than 500 ballots have been scanned, use Box 3A. The box is delivered flat, so Officers will need to construct it.)
- Cut seal and unlock the rear door of the Scanner ballot box.
- Remove voted ballots and transfer to Box/Envelope 3A.
- Close Box/Envelope with packing tape.
- **Apply three seals. ALL Officer must sign seals.**
- **Enter number of voted ballots on these #3A seals (new).**
- **The Chief will take the voted ballots (#3A) with the Chief's case. The box(es) of unused ballots (#6) should be locked in the cage.**



Polls Closing Tasks

Seals for the Envelopes and Boxes

- A place for each Officer to sign.
- Color-coded to match the Envelopes and Forms.

Envelope 4	Envelope/ Box 3A	Envelope/ Box 3A	Envelope/ Box 3A	Envelope 2A
Required Signatures 2 Officers*	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures 2 Officers*
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
1*	1*	1*	1*	1*
2*	2*	2*	2*	2*
3	3*	3*	3*	3
4	4*	4*	4*	4
5	5*	5*	5*	5
6	6*	6*	6*	6
7	7*	7*	7*	7
8	8*	8*	8*	8
	# Ballots	# Ballots	# Ballots	
	3 Seals per Box/Envelope	3 Seals per Box/Envelope	3 Seals per Box/Envelope	
Envelope 5	Envelope/ Box 3A	Envelope/ Box 3A	Envelope/ Box 3A	Envelope 2B
Required Signatures 2 Officers*	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures 2 Officers*
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
1*	1*	1*	1*	1*
2*	2*	2*	2*	2*
3	3*	3*	3*	3
4	4*	4*	4*	4
5	5*	5*	5*	5
6	6*	6*	6*	6
7	7*	7*	7*	7
8	8*	8*	8*	8
	# Ballots	# Ballots	# Ballots	
	3 Seals per Box/Envelope	3 Seals per Box/Envelope	3 Seals per Box/Envelope	

Please use the actual sticky flap of the envelope.



Polls Closing Tasks



Seals for the Envelopes and Boxes

- Enter number of voted ballots contained in Envelope/Box 3A. This is the same as the number as “Pages Cast” on the Results Summary Tape.
- Seal lists the total number of Seals to apply to Box/Envelope if greater than one.

Envelope/ Box 3A	
Required Signatures	
ALL Officers	
Date:	_____
1*	_____
2*	_____
3*	_____
4*	_____
5*	_____
6*	_____
7*	_____
8*	_____
# Ballots	_____
3 Seals per Box/Envelope	

Envelope/Box 3A

Voted Ballots

Also enter the total number of voted ballots enclosed in the Box/Envelope on the label.

The image shows the front of a brown envelope/box labeled "3A". On the left side, there is a blue vertical band with the number "3A" in white. To the right of this band is a white label with the following text:

COUNTED BALLOTS
For use in accordance with 1 VAC 20-80-60

3A

Type of Voting System: Optical Scan
ENCLOSE ...
 COUNTED PAPER BALLOTS
 COUNTED ABSENTEE BALLOTS

INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTION:
■ SEAL THIS ENVELOPE WITH LINES
■ ALL OFFICERS MUST SIGN AND DATE LABEL

Election: NOVEMBER 5, 2024
GENERAL ELECTION
MONTGOMERY COUNTY, VIRGINIA
101 PRECINCT A-1
Slusser's Chapel
Envelope or Box 3A
Ballot Count: _____

City OR County: _____
Precinct: _____
District: _____

TO: CLERK OF THE CIRCUIT COURT

OPEN THIS ENVELOPE ONLY ... ■ ON ORDER OF A COURT
■ WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-609, CODE OF VIRGINIA

RETENTION ... ■ FEDERAL ELECTIONS - TWO (2) YEARS
■ ALL OTHER ELECTIONS - ONE (1) YEAR

DISPOSITION ... DESTROY

NOV 4 2024

A close-up view of the label on the envelope/box 3A. The label is white and contains the following text:

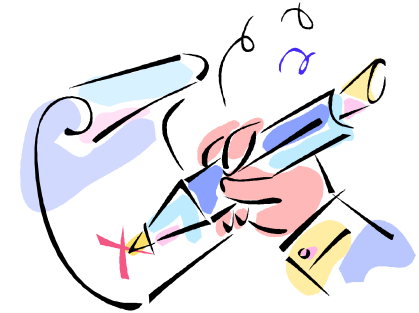
NOVEMBER 5, 2024
GENERAL ELECTION
MONTGOMERY COUNTY, VIRGINIA
101 PRECINCT A-1
Slusser's Chapel
ENVELOPE or BOX 3A
Ballot Count: _____

A blue arrow points from the top left towards the label. A blue circle highlights the "ENVELOPE or BOX 3A" and "Ballot Count: _____" text.

ENTER ONLY IF PRECINCT IS GOVERNOR, CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

Signature Requirements

- Election Day Oath – **all Officers**
- Pay record – **all Officers**
- **SOR (both copies) – all Officers**
- Yellow Printed Sheet – **all Officers**
- Envelope/Box #3A (Voted Ballots) must be closed with tape and sealed with signatures of **ALL OFFICERS!**
- FVS thumb drive padded Envelope – two Officers
- Ballot Receipts Envelope – 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

DO NOT PACK POLL PAD CASES IN CAGE. Chief will bring Poll Pads back to office on Election Night.



Box/Envelope 6
UNUSED Ballots

Blue Absentee Ballot Drop Bag will be returned to the office by the Chief on Election Night.

Do NOT collapse the bag. Do NOT place bag in cage for return.



Cage inventory photos are 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.
- Place the Scanner back in the cage with the handles facing the cage door.
- Lock wheels after cage is in place.

Stand-Up Ballot Marking Booths

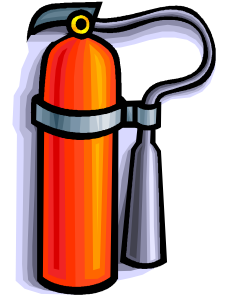


The case is 24 x 24 x 5 inches.

DO NOT PUT THESE BOOTHS IN THE CAGE. They must be transported to and from the polling place by the Chief or volunteer Officer.

If another Officer is assisting with the return, they may wait a day or two to bring it in.

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 \(2024\)](#)
- [Basic Training presentation \(August 2024\)](#)
- [Statement of Results Completed Example \(November 2024\)](#)

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

<https://www.montgomerycountymva.gov/1/departments-services/office-of-elections/officers-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!

