

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
101	Execution of Elections. The general registrar ("GR") and electoral board ("EB") must conduct elections for the county or city in which their office is located.	Admin	0 - General/ Ongoing	Both GR/EB		
102	Maintain an Office. Maintain the office of the general registrar and establish and maintain additional public places for voter registration. Preserve order at and in the vicinity of the place of registration.	Admin	0 - General/ Ongoing	GR	Code 24.2-112	
103	Office Contact Information. The GR must ensure that the public can easily find contact information for the voter registration office and the office must be clearly marked	Admin	0 - General/ Ongoing	GR Only	Code 24.2-411	
104	Organizational Plan. Develop an organizational plan that addresses the changing needs of the Office, plans for emergencies, and responds to changes in Virginia Code.	Admin	0 - General/ Ongoing	GR		County/city obligation
105	Hire and Evaluate Staff. The general registrar shall establish the duties of deputy registrars, appoint deputy registrars, and have authority to remove any deputy registrar who fails to discharge the duties of his office. At their discretion, the GR can hire additional temporary, part time employees when necessary.	Admin	0 - General/ Ongoing	GR Delegated	Code 24.2-112	EB "sets the term for deputy registrars", current term matches GR, 7/1/23-6/30/27
106	General Registrar Evaluation. Evaluate the GR annually and make hiring/firing decision, appoint at 4 year intervals ('23, '27, etc.)	Admin	0 - General/ Ongoing	EB Only	Code 24.2-110, 24.2-109.1	Eval by Aug 1 each year.
107	Office Clearly Marked. Registrar's office must have exterior and interior signs that make it easy for citizens to locate the office.	Admin	0 - General/ Ongoing	GR Only	Code 24.2-412	
108	Public Communication. Communicate important election events and deadlines to the public through both print and digital media.	Admin	0 - General/ Ongoing	Both GR/EB		GR primarily, consults EB on press releases



ELECTORAL BOARD MEETING

APRIL 2, 2025

PRINCE WILLIAM COUNTY, VIRGINIA

CALL TO ORDER / PLEDGE



APPROVAL OF MINUTES





APPROVAL OF MINUTES

- March 5, 2025 Meeting

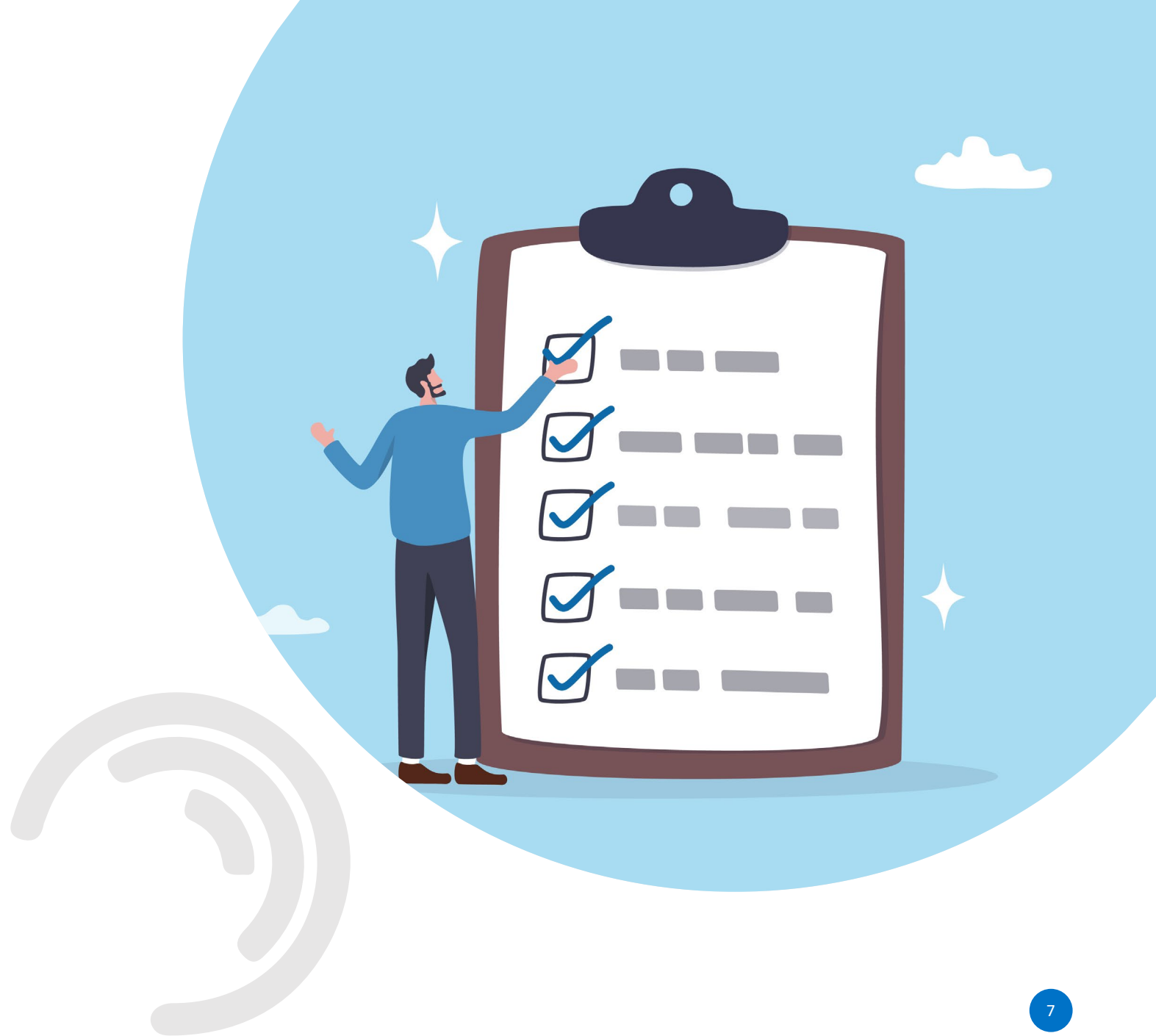
BOARD MEMBER REPORTS



GENERAL REGISTRAR'S REPORT



ELECTION PREP: 2025 PRIMARIES



ELECTION PREP

Task Progress

- **4 tasks** behind deadline, but all will be resolved or close to resolved after meeting
- **17 tasks** ahead of schedule



SPLIT PRECINCT WAIVER



SPLIT PCT. WAIVER

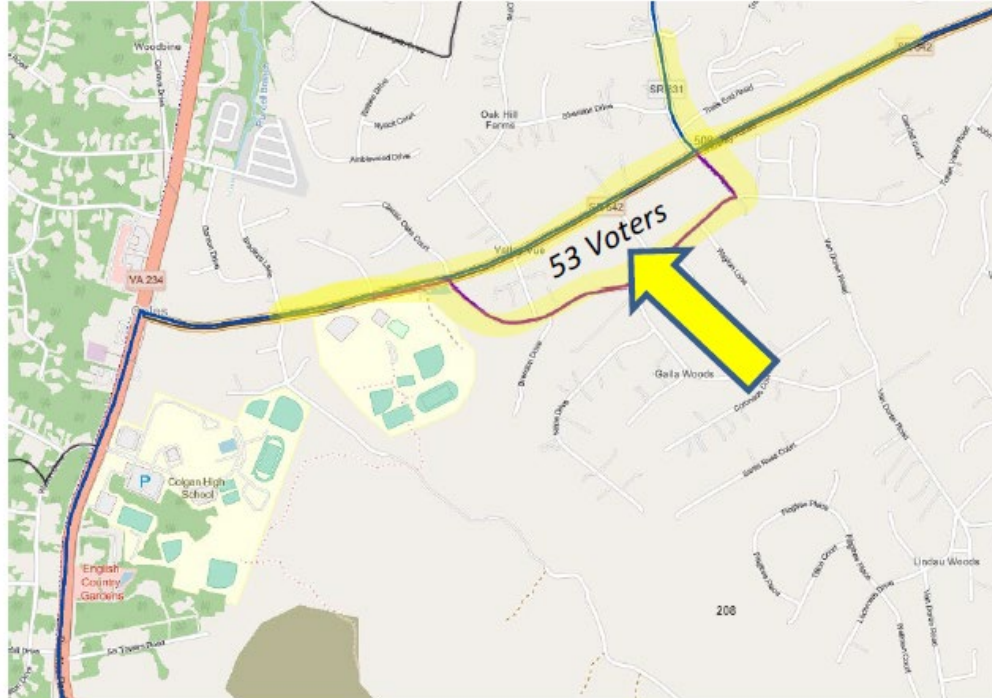
Required Each Year

- For overlapping districts in in the same precinct with less than 100 voters
- Same polling place, two ballot styles
- Resolution passed by BOCS on 3/18/25
- Awaiting approval by State Electoral Board
- Have repeated process last 3 years



SPLIT PCT. WAIVER

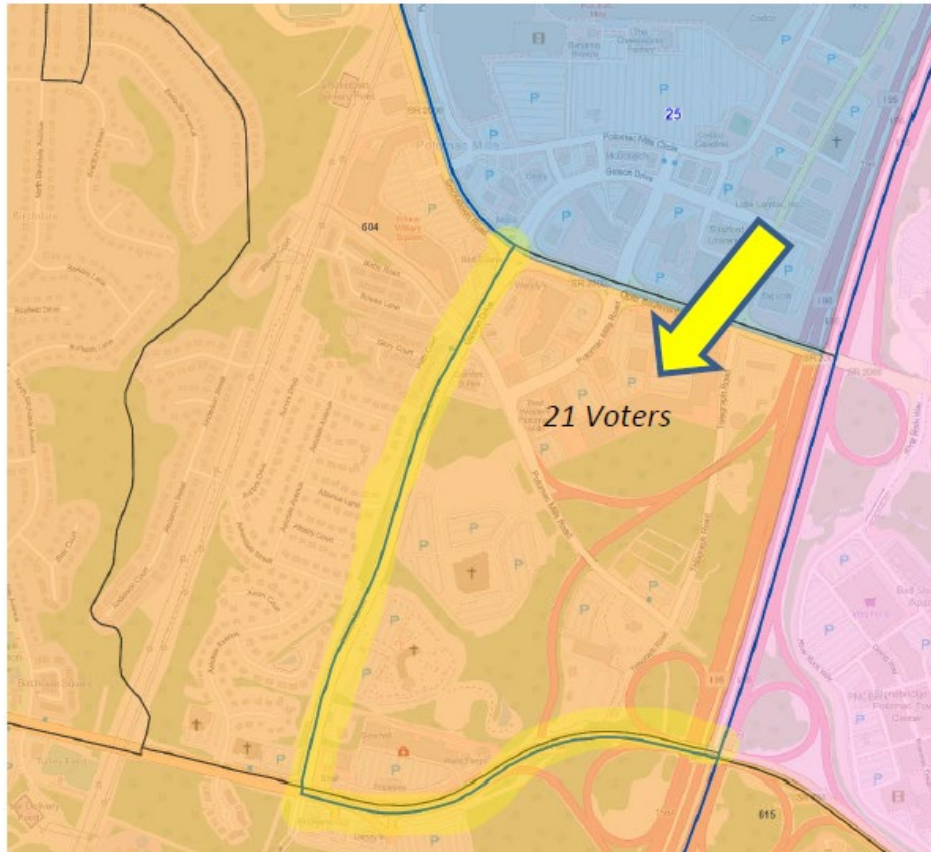
Prince William County - Pct 208



*Congressional
Split*

SPLIT PCT. WAIVER

Prince William County - Pct 604 - Supervisor districts



*State Senate/
House of Delegates
Split*

FOLLOW UP ON MARCH BUSINESS



FOLLOW UP

Changed Hours

- Office updated to close at 4:30 pm on Google, ELECT, website, etc.
- Locations and dates for early voting have been updated at pwcvotes.org



LEGISLATIVE UPDATES



LEGISLATIVE UPDATES

Legislation Passed & Signed by Governor

- SB991 – Changes registration deadline from 21 days before election to 10 days
- SB1044 – Requires the reporting of provisional ballots by precinct

LEGISLATIVE UPDATES

Legislation Passed & Signed by Governor

- SB1002 – Prohibits the use of campaign funds for personal use
- SB945 - Provides an appeal process for candidate financial disclosure penalties
- SB1174 – Specifies language that can't be used to distribute to voting areas

BUDGET UPDATES



BUDGET UPDATE

FY26 Planning

- \$2.4 million for new equipment
- April 1 fielded questions from BOCS
- Budget adoption scheduled for April 22

BUDGET UPDATE

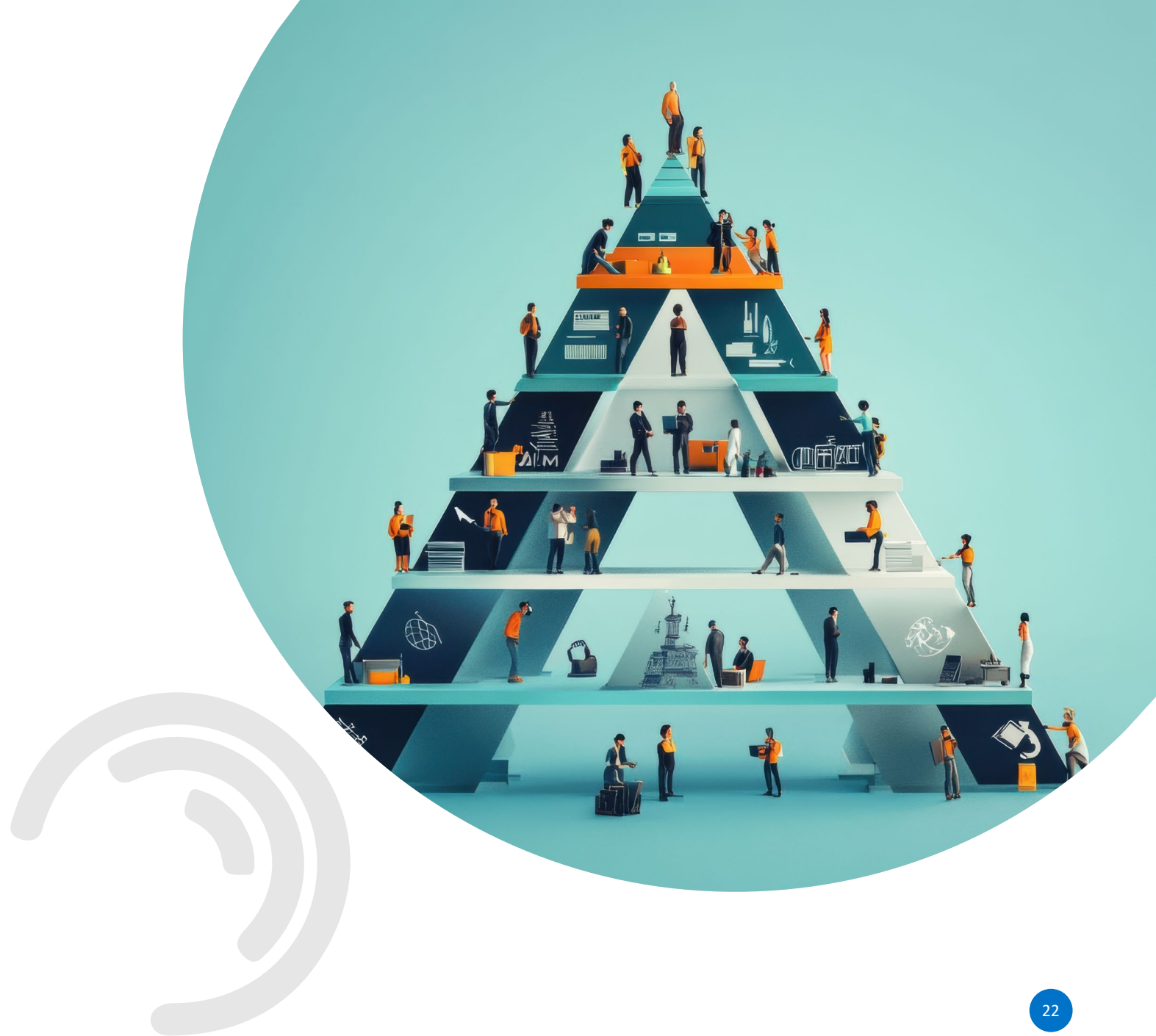
FY25 Progress

- Over budget for current fiscal year
- Have identified areas to save money, limited temps/OT for 2025 Primary
- Working with OMB on this process
- Not unusual for us to exceed 50% spending at halfway point of fiscal year

NEW BUSINESS



GR/EB DUTIES



GR/EB DUTIES



Action

- *Draft updated since discussion at the March 5th Electoral Board meeting*
- **MOTION: Adoption of policy for EB and GR duties**

APPOINTING ELECTION OFFICERS



APPOINTING OFFICERS



5 new Election Officer (2 D, 3 NP)

MOTION: Appoint New Officers

LEGAL REFERRALS



LEGAL REFERRALS

Board letter to C.A. to request clarification and explanation on election matters



TRAINING PLAN



TRAINING PLAN

**Review/discuss training plan for
the 2025 Primary Elections**

MOTION: Approve plan



BALLOT ORDER



BALLOT ORDER



Agenda Item: Review/discuss the ballot order as planned for the 2025 Primary Elections

BALLOT ORDER



Past Primary Elections

2021	Dem	23,841 voters
2024	Dem	24,574 voters
	Rep	14,007 voters

BALLOT ORDER



Ballot Preparedness

- Likely approximately 40,000 voters
- Equals roughly 390 voters per precinct
- Need enough ballots, can create in emergency
- ***Goal: More than enough to be prepared, not so many we are wasteful***

BALLOT ORDER



Calculations

- Overall turnout (high projection model)
- Registered voters by precinct
- Precinct level turnout and type of voting
- Partisan lean of each precinct (Ex. #101, 702)

BALLOT ORDER



Order Plan

- Election Day only (mail/EV are on demand)
- Set amount by party and precinct
- 50 provisional ballots per party per precinct
- +100 test ballots per precinct (L&A testing)

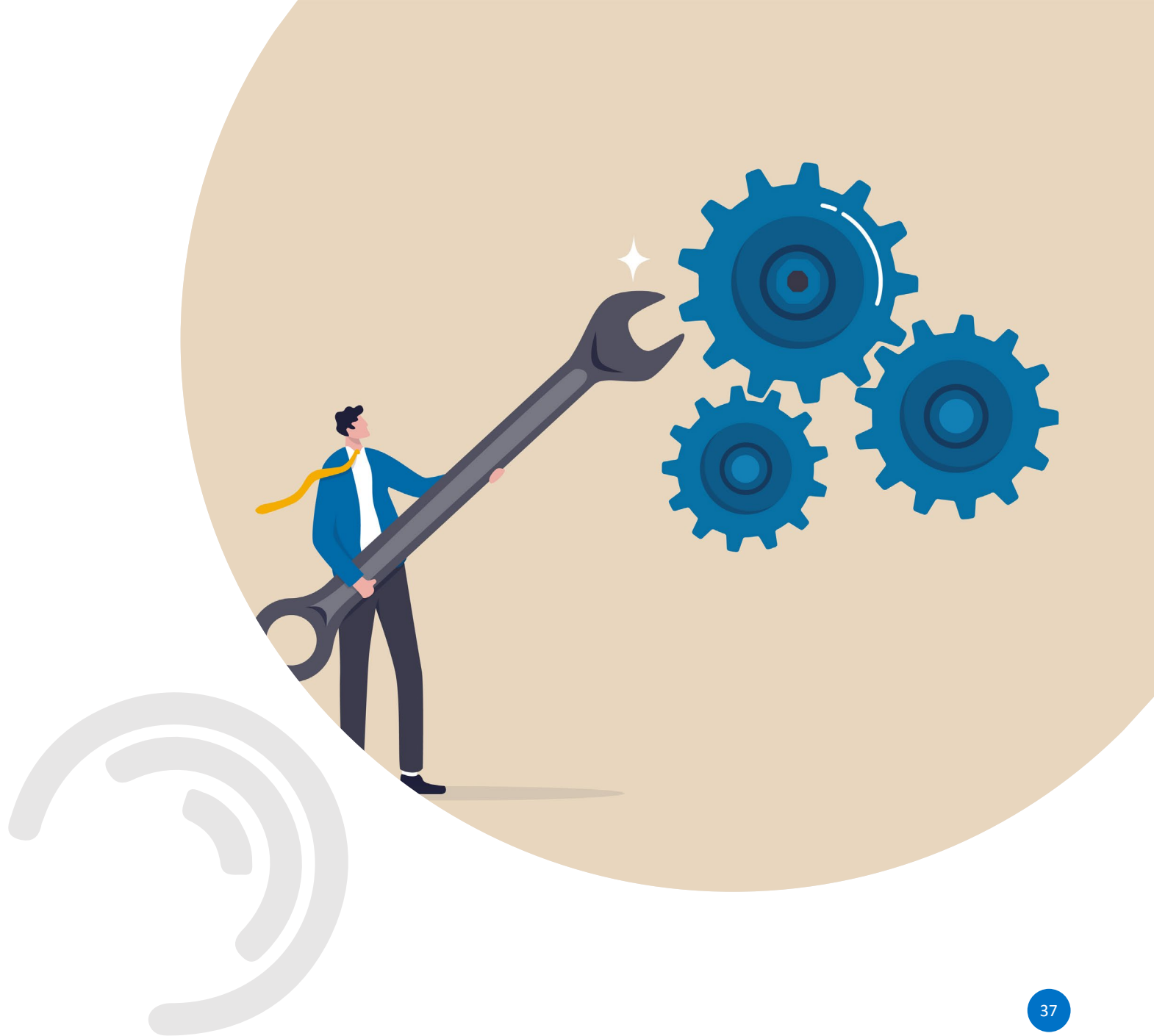
BALLOT ORDER



Review/discuss the ballot order as planned for the 2025 Primary Elections – 109,700 ballots

MOTION: Amend and/or approve the ballot order

STAFFING & EQUIPMENT PLAN



STAFFING & EQUIPMENT PLAN



Election Equipment

- 2 check-in pollbooks, 1 pollbook for Chief
- 1 scanner per location
- 10 backup scanners, backup pollbooks

STAFFING & EQUIPMENT PLAN



Officer Plan

- 1 pollbook and scanner officers
- 3-person leadership team
- 1 greeter at some locations
- Officers rotate breaks/duties
- **5-6 total officers per polling place**

STAFFING & EQUIPMENT PLAN



Review/discuss the staffing plan for
the 2025 Primary Elections

**MOTION: Approve staffing and
equipment plan**

ELECTION OFFICER POLICY



ELECTION OFFICER POLICY



Consider revisions to the existing policy and future changes

Eye towards updating and adopting the policy in May

PUBLIC COMMENTS 3-MINUTE TIME LIMIT



CLOSED SESSION



ADJOURNMENT



GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
109	Facilitate state, local, and board communication. Communicate critical issues to the Electoral Board, ELECT, and county leadership (BOCS, county CXO, etc.). Build relationships with county partner agencies and state officials to be a strong partner.	Admin	0 - General/ Ongoing	GR		Provide routine and ongoing updates to Board on state and county issues
110	Budget. Oversee and manage the budget of the Office of Elections and keep activities within the overall budget. The “governing body of each county, city, and town [must] provide funds to enable the general registrar to provide adequate facilities at each polling place for the conduct of elections.”	Admin	0 - General/ Ongoing	GR	Code 24.2-310, Code 24.2-114	County/city obligation, GR communicates updates and gets Board feedback on priorities
111	Educate the Public. Participate in programs to educate the general public and encourage registration.	Admin	0 - General/ Ongoing	GR	Code 24.2-114 (2)	GR will update Board periodically on outreach
112	Complete Required Trainings. GRs must complete a first year training course and annual training requirements. EB members must complete a boot camp in first year and attend state trainings based on notice provided from ELECT.	Admin	0 - General/ Ongoing	Both GR/EB	Code 24.2-114	
113	Election Public Notice. The Secretary must post or publish any notice of a primary that is received from the Department of Elections or other appropriate authority on the official website of any county or city, in at least 10 public places in the county, <u>or</u> published at least once in a newspaper of general circulation in the county. This includes notices for special elections.	Admin	1 - Plan (45+ Days)	GR Delegated	Code 24.2-517	Notice generally posted on web site
114	Review EB & GR Duties. Periodically review duties on this list to make sure the duties of both the the GR and EB are in concert.	Admin	0 - General/ Ongoing	Both GR/EB	GREB H'book (1.2.1.3)	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
115	Accessible Office. The EB, along with the GR, should ensure that all permanent registration sites comply with various state and federal acts designed to ensure the accessibility of all polling places to persons with disabilities, such as the Virginians with Disabilities Act, the Voting Accessibility for the Elderly and Handicapped Act, and the Americans with Disabilities Act.	Admin	0 - General/ Ongoing	GR	Code 24.2-413	
116	Support of Town Elections. Must carry out elections for any town within its county and any town whose major portion is within its county. For November elections for town offices in any town split between two counties, see the GREB handbook and Virginia Code §24.2-671.	Admin	4 - Election Day	GR Delegated	Code 24.2-601	PWC has 4 towns
117	Convene Electoral Board Meetings. Set and meet for required meetings in February, March, and after each election. Schedule additional meetings as needed.	Admin	0 - General/ Ongoing	EB	Code 24.2-107	GR/staff facilitate locations, provide content
118	Board Communication. The EB will provide the GR with routine communication to meet statutory deadlines and prep meeting materials on behalf of the Board.	Admin	0 - General/ Ongoing	EB Only		
201	Register Voters. Provide voter registration forms for the public. Determine eligibility and notify a voter of approval or denial. Indicate, when appropriate, that the registrant has registered by mail. Accept voter registration applications and requests for a transfer or change of address from residents of any county or city in the Commonwealth.	Voter Reg	0 - General/ Ongoing	GR	Code 24.2-114	
202	Update and Maintain the Voter Registration Database. Maintain the official registration records for their county or city in the voter registration system. Maintain accurate and current registration records and comply with all Code requirements for the transfer, inactivation, and cancellation of voter registrations.	Voter Reg	0 - General/ Ongoing	GR Only	Code 24.2-114	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
203	Maintain accurate voter registration records. The GR (and the deputy registrars acting under his supervision) shall maintain accurate and current registration records and comply with the requirements of this title for the transfer, inactivation, and cancellation of voter registrations.	Voter Reg	0 - General/ Ongoing	GR Only	Code 24.2- 114	
204	Registration Denials. If a registration or absentee ballot application is denied, the GR should provide the applicant with specific reasons why it was denied. The Board will automate this process through standard correspondence and VERIS.	Voter Reg	0 - General/ Ongoing	GR	VAC 20-20- 70 (B)	
205	Additional Office Locations. EB must approve any agreement for ongoing registration sites at businesses or other governmental agencies	Voter Reg	0 - General/ Ongoing	EB Only	Code 24.2- 412	Must be in writing by EB
206	Additional Office Hours. The EB or GR may set additional hours for the voter registration office to be open.	Voter Reg	0 - General/ Ongoing	Both GR/EB	Code 24.2- 411	Aside from statutory requirement
207	Notification of Timely VR Processing. GRs should notify the EB Secretary if having difficulty processing applications for voter registration in a timely fashion in order to maintain compliance with state and federal law.	Voter Reg	0 - General/ Ongoing	GR	VAC 20-20- 70 (A)	Have not been any issues in this area to report
208	Temporary Additional Locations. The electoral board or general registrar may set additional occasional registration sites.	Voter Reg	0 - General/ Ongoing	Both GR/EB	Code 24.2- 412	Unlikely to need,few in person regs.
301	Candidate Filing. Provide the ability for local candidates to file for office. Make critical documents/forms available and provide assistance to candidates who have questions about the filing forms, process, or how to use online resources.	Candidates	0 - General/ Ongoing	GR		

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
302	Keep Candidates Up-to-Date in VERIS. Through VERIS, the general registrar must provide ELECT, after the filing deadline for each election, a list of all offices to be filled and the names of all candidates who have filed for each office, including the names of any candidates who failed to qualify.	Candidates	1 - Plan (45+ Days)	GR Only	Code 24.2-612	
303	Statement of Economic Interest. A general registrar must also accept Statements of Economic Interests from candidates for a constitutional office.	Candidates	0 - General/Ongoing	GR	Code 24.2-502	
304	Candidate Deficiencies. (a) The general registrar must notify each disqualified candidate and enter the reason for their disqualification into VERIS. If you have additional questions, please submit a System Support ticket. (b) If requested by a candidate, the electoral board must notify the candidate of any deficiencies in his declaration of candidacy or his petitions "which can be corrected prior to the filing deadline."	Candidates	1 - Plan (45+ Days)	Both GR/EB	Code 24.2-505 (D)	Notice technically comes from the Secretary in Code
305	Return of Filing Fees. The electoral board must notify the locality's treasurer or director of finance if any candidate is running unopposed in a primary, so that the candidate's filing fee may be returned.	Candidates	1 - Plan (45+ Days)	GR Delegated	Code 24.2-524	
306	Simultaneous filings. In the event two or more candidates file simultaneously, the order of filing [is] then determined by lot by the electoral board."	Candidates	1 - Plan (45+ Days)	EB Only	Code 24.2-529	
401	Polling Place Selection. Work with the local governing body to assist in the identification of polling places. Provide information to county officials regarding the suitability of polling places based on state criteria. Draft and assist with local ordinances as needed. Assist state/county officials with redistricting every 10 years.	Polling Places	0 - General/Ongoing	Both GR/EB	Code 24.2-310	Consider size, parking, accessibility, distance, and usability

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
402	Polling Place ADA Compliance. The electoral board must assist the local governing body in complying with various state and federal acts designed to ensure the accessibility of all polling places to persons with disabilities.	Polling Places	1 - Plan (45+ Days)	GR Delegated	Code 24.2-310	Staff completes annual survey each summer
403	Polling Place Accessible Entrance. The electoral board or the general registrar [must] provide and have posted outside each polling place appropriate signs to direct people with disabilities and elderly persons to any special entrance designed for their use.	Polling Places	4 - Election Day	GR	Code 24.2-604.1	
404	Polling Places Changes. The electoral board is responsible for reviewing all polling places after each election to determine that there will be polling places for the next election that meet the requirements of the Code of Virginia §24.2-305-310.	Polling Places	0 - General/Ongoing	Both GR/EB	Code 24.2-305 through 310	Staff update Board on location changes/ issues
405	Maintain precinct and polling place information. Update the voter registration system to reflect changes to election districts, precincts, or polling places and notify each affected voter of these changes by mail.	Polling Places	0 - General/Ongoing	GR Only	Code 24.2-113	
406	Emergency Polling Place Readiness. In addition to administering the locality polling places and precincts, the general registrar must take steps in an emergency to change the polling place.	Polling Places	1 - Plan (45+ Days)	GR	Code 24.2-310	Have emerg. polling places ready
407	Voting System Instructions. The general registrar must provide, to each polling place, a model of or materials displaying the ballot facing portion of the voting system in use, in order to instruct voters on how to use the machine.	Polling Places	4 - Election Day	GR Only	Code 24.2-647	Instructions displayed on the screen.
408	Sample Ballots. The board or general registrar must furnish two sample ballots to each precinct. These must be posted for public inspection at each polling place on Election Day.	Polling Places	4 - Election Day	GR	Code 24.2-641	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
409	Voting Booths. The electoral board or the general registrar must provide voting booths to each polling place, including at least one designed for voting paper ballots. Voting booths must be well-lit and must permit a voter to cast their ballot in secret.	Polling Places	4 - Election Day	GR	Code 24.2-609	
410	Polling Place Preparation. The local electoral board is responsible for ensuring the general registrar has all voting equipment, furniture, and materials at the polling places before the polls open.	Polling Places	4 - Election Day	GR Delegated	Code 24.2-610	
411	Emergency Polling Place Changes. If an emergency makes a normal polling place unusable or inaccessible, the electoral board or the general registrar must request emergency approval of a replacement polling place. Upon approval, notice must be given to impacted candidates and voters as is appropriate to the emergency.	Polling Places	4 - Election Day	Both GR/EB	Code 24.2-310	Both parties will act to facilitate resolution in any emergency
501	Election Officer Appointment. The electoral board must appoint all officers of election and designate the precinct in which each will serve.	Officers	0 - General/Ongoing	EB Only	Code 24.2-115	Cannot be delegated
502	Election Officer Staffing Plan. The general registrar will submit a plan to the electoral board that ensures that an adequate number of trained officers of election are available to serve in each election	Officers	1 - Plan (45+ Days)	GR Only	Code 24.2-115	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
503	Election Officer Assignments. The electoral board (1) shall ensure a chief officer and assistant chief officer for each precinct from opposite parties when practicable, (2) "Not less than three [officers of election must] be appointed for each precinct." (3) "representation [must] be given to each of the two political parties having the highest and next highest number of votes" for governor in the last election, (4) no more than one-third of the total number of officers appointed for each precinct may be non-affiliated officers if practicable.	Officers	2 - Before (15-44 Days)	Both GR/EB	Code 24.2-115	GR responsible for assignments and comms. to officers, Board sets relevant assignment policies and review as outlined in PWC EO Policy
504	Removal of Officers. The electoral board by a recorded majority vote may remove from office, on notice, any [...] officer of election who fails to discharge the duties of his office according to law."	Officers	0 - General/Ongoing	Both GR/EB	Code 24.2-109	Authority to each as outlined in PWC EO Policy
505	Automatic Dismissal of Officers. When an electronic voting machine is taken outside the polling place to assist a voter, if the required information is not recorded or it is later proven the information recorded was intentionally falsified, the electoral board or general registrar will dismiss, at a minimum (1) the chief officer or the assistant chief officer or both or (2) any other officer of election shown to have caused the failure to record or intentional falsification.	Officers	4 - Election Day	Both GR/EB	Code 24.2-638	
506	Non-Affiliated Chief Officers. If the electoral board appoints a chief or assistant chief officer not affiliated with a political party, the general registrar must notify political parties within 10 days to allow for additional nominations.	Officers	3 - Close (1-14 Days)	GR Delegated	Code 24.2-115	Notice and resolution as outlined in PWC EO Policy
507	Officer Oath. An electoral board member, the general registrar, or designated officer of election must give an oath to each officer of election before the polls open.	Officers	4 - Election Day	GR	Code 24.2-611	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
508	Election Officer Public List. The secretary of the EB or the GR [must] prepare a list of the officers of election that [must] be available for inspection and posted in the general registrar’s office prior to March 1 each year. Whenever substitute or additional officers are appointed, the secretary of the electoral board or the general registrar [must] promptly add the names of the appointees to the public list.	Officers	0 - General/ Ongoing	GR Delegated	Code 24.2- 115	
509	Develop a Training Plan for Officers Before Election. The Department of Elections recommends training (1) all <u>new</u> officers before each election, (2) all officers whenever there are major procedural changes in polling place operations, and (3) requires training on new changes to election laws at least three days prior to the first election in which the new laws take effect.	Officers	2 - Before (15- 44 Days)	GR	Code 24.2- 115	ELECT recommend.
510	Training Plan Review. The EB will certify to the Department of Elections each year before the November general election that (1) they have reviewed and updated their training plan to meet training standards, including changes in laws and instructions from the Department of Elections, and (2) any officers of election trained within the last year have been trained according to these standards.	Officers	2 - Before (15- 44 Days)	EB Only	Code 24.2- 115	
511	Election Training Minimums. “The board or the general registrar [must] not permit any person to serve as an officer [of election] who is not fully trained to conduct an election properly with the equipment” used in the precinct.	Officers	3 - Close (1- 14 Days)	GR	Code 24.2- 636	
512	Additional Training. Additional training will be provided to officers when there are changes to the Virginia Code, voter identification requirements, equipment changes, etc.	Officers	0 - General/ Ongoing	Both GR/EB	Code 24.2- 115.2 (B)	GR will identify/ plan for these needs and inform EB per duties 509/510

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
513	State Training Standards. The Department of Elections sets the training standards for the officers of election to be fulfilled by the local electoral boards and general registrars. The electoral board must ensure that the general registrar certify to ELECT that training of the officers of election has been conducted consistent with the training standards. The annual and quadrennial certifications are combined on one form and are posted in the Forms Warehouse.	Officers	3 - Close (1-14 Days)	Both GR/EB	Code 24.2-115.2 (C), Code 24.2-103	
514	Election Officer Training Certification. The electoral board must ensure that the general registrar certifies to ELECT that training of the officers of election has been conducted consistent with training standards passed by the State Board of Elections.	Officers	3 - Close (1-14 Days)	Both GR/EB	Code 24.2-115.2 (C)	GR executes, Board confirms
601	Ballot Order Preparation. Prepare ballot order sufficient for the proper conduct of the election.	Ballots	1 - Plan (45+ Days)	GR Only	Code 24.2-612	
602	Ballot Order Approval: The EB must approve ballot order numbers proposed or request staff make adjustments.	Ballots	1 - Plan (45+ Days)	EB Only	Code 24.2-612	
603	Ballot Layout. Ballots shall comply with the requirements of 24.2-613 and the requirements of font, size, style, order, etc. as prescribed by ELECT guidelines and manuals.	Ballots	1 - Plan (45+ Days)	Both GR/EB	Code 24.2-613	GR shall prepare and draft, share with EB for review/input
604	Ballot Proofs. Send ELECT proofs of each ballot for verification and copies of each final ballot in the manner directed by ELECT.	Ballots	1 - Plan (45+ Days)	GR	Code 24.2-612	ELECT reviews all ballots before each election
605	Ballot Printer Designee. The EB or the GR [must] "designate one person to be continuously present in the room in which the ballots are printed."	Ballots	1 - Plan (45+ Days)	GR Delegated	Code 24.2-617	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
606	Affix Seal to Ballots. EB or GR must designate a person to affix the electoral board seal* to each ballot and to sign a statement witnessing such. (NOTE: Statement goes in Minutes)	Ballots	2 - Before (15-44 Days)	GR	Code 24.2-619	*During print process, not manual any longer
607	Receipt of Ballots. EB or GR must designate one of its members, or a registrar, or an employee, to “receive the ballots after they are printed and [to] certify the number of ballots received. This certificate must be filed with other” election materials.	Ballots	2 - Before (15-44 Days)	GR	Code 24.2-618	
608	Custody of Ballots. The packages must remain in the exclusive possession of the GR until delivered to the officers of election of each precinct.	Ballots	3 - Close (1-14 Days)	GR	Code 24.2-620	
609	Ballots Sorted by Precinct. The EB or the GR must have the printed ballots sorted for each precinct with at least one electoral board member or designee of the board present.	Ballots	3 - Close (1-14 Days)	GR	Code 24.2-620	
610	Delivery of ballots to the precinct. The EB must designate a member, or a registrar, or an employee, to “deliver to an officer of election of each precinct the official ballots for that precinct and obtain a receipt for the package or packages.”	Ballots	3 - Close (1-14 Days)	GR Delegated	Code 24.2-621	
611	Unused Ballots. Any unused ballots at the close of the polls on Election Day should be sent by the GR to the clerk of the circuit court.	Ballots	5 - Post-Election	GR	Code 24.2-669	These are the ballots in Box 6.
701	Equipment Security Plan. The board must take all necessary steps to assure the security of all voting equipment hardware, software, and firmware.	Equip/Secur	0 - General/Ongoing	EB Only	Code 24.2-625.1	
702	Equipment Custody. The general registrar must keep custody of all voting equipment and maintain it in proper repair.	Equip/Secur	0 - General/Ongoing	GR Only	Code 24.2-637	
703	Ballot containers. The board must provide ballot containers for each precinct.	Equip/Secur	0 - General/Ongoing	GR Delegated	Code 24.2-623	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
704	L&A Testing. Election equipment and pollbooks must be tested for logic and accuracy prior to each election. A board member, an authorized representative of the electoral board, or the general registrar must be present at the final testing of each machine before each election.	Equip/Secur	3 - Close (1-14 Days)	Both GR/EB	Code 24.2-623	GR sets up and manages process, EB should be present at L&A
705	Equipment custodians. The board and general registrar must employ a person or persons (called "custodians") to program, maintain, test, calibrate, and deliver <u>each</u> voting machine before <u>each</u> election. Custodians must be appointed and instructed at least 30 days before each election. A board member or a deputy registrar may serve as custodian but when the law requires the presence of both a board member or registrar and a custodian, the same person cannot fulfill both roles.	Equip/Secur	2 - Before (15-44 Days)	GR	Code 24.2-632	Deputy registrars and election officers serve this role with L&A being a publicly observable session
706	Contracting voting equipment maintenance . With the approval of ELECT, the electoral board or general registrar may contract with the voting equipment vendor or another contractor to program, prepare, and maintain the voting machines. If this is done, the custodian's role will be to instruct and supervise the vendor or contractor technicians and oversee the programming, testing, calibrating, and delivering of the equipment.	Equip/Secur	2 - Before (15-44 Days)	GR Delegated	Code 24.2-632	GR manages day-to-day maintenance of equipment, informs EB of issues and changes
707	L&A Notice. The general registrar must notify appropriate local party chairs (or independent candidates for a city or town election if there are no party nominees on the ballot for any office) of the time and place of the final testing and sealing of the voting equipment. The notice must be in writing and sent by mail. Each political party or candidate notified must be allowed to have one representative present to witness the testing and sealing.	Equip/Secur	3 - Close (1-14 Days)	GR Only	Code 24.2-633	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
708	Equipment Keys. The general registrar must retain custody of all voting machine keys after the machines have been sealed. The board or the general registrar must deliver the keys in sealed packages to designated officers of election in each precinct before the polls open.	Equip/Secur	3 - Close (1-14 Days)	GR Only	Code 24.2-627	
709	Election Equipment Purchase/Planning (NEW). The GR and EB must routinely review agency needs for the planning and purchase of new/replacement electronic voting equipment in coordination with the county's governing body. This equipment including pollbooks, ballot scanners, ADA voting devices, and other equipment necessary to effectively administer elections.	Equip/Secur	0 - General/Ongoing	Both GR/EB	Code 24.2-626	GR will facilitate and work with the Board to plan agency needs
801	Make Absentee Applications Available. The GR must make applications for absentee ballots available and accept them electronically.	Absentee	0 - General/Ongoing	GR Only	Code 24.2-701	
802	Absentee Application Rejection. If a registration or absentee ballot application is denied, the GR should provide the applicant with specific reasons why it was denied.	Absentee	0 - General/Ongoing	GR	1VAC20-20-70	
803	Timely Absentee Response. General registrars should notify ELECT if having difficulty processing applications for voter registration or absentee ballots in a timely fashion in order to maintain compliance with state and federal law (20-20-70(A))	Absentee	0 - General/Ongoing	GR	1VAC20-20-70	
804	Send Mail Ballots within 3 Days. GR must send absentee ballots to requestors within three business days of receiving a completed absentee ballot application. The GR must certify to ELECT that absentee ballots were sent to applicants by the date required by law and must provide certain information required to ensure compliance with absentee voting deadlines.	Absentee	0 - General/Ongoing	GR Only	Code 24.2-613	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
805	Military/Overseas Voters. The GR must send absentee ballots electronically to eligible absent military and overseas voters who request.	Absentee	0 - General/Ongoing	GR Only	Code 24.2-706	
806	45-Day Absentee Mailing. The GR must send absentee ballots to requestors 45 days before any election; after the 45-day deadline within three business days of receiving a completed absentee ballot application.	Absentee	1 - Plan (45+ Days)	GR Only	Code 24.2-612	
807	45-Day Absentee Compliance. EB and GR must certify its compliance with the (45-day) deadline to ELECT and report the number of ballots ordered. (ELECT lists in both GR and EB sections)	Absentee	1 - Plan (45+ Days)	GR Delegated	Code 24.2-612	ELECT emails a form the GR completes.
808	Mark Receipt Date of Mail Ballots. The GR must mark the date of receipt of any absentee ballot and deposit it in an appropriate container.	Absentee	2 - Before (15-44 Days)	GR Only	Code 24.2-709	
809	Absentee Voter Assistance Forms. The general registrar must provide a voting assistance form to any voters who indicate that they need assistance due to blindness, disability, or inability to read and write.	Absentee	2 - Before (15-44 Days)	GR	Code 24.2-704	Provided in abs. packet if marked
810	Absentee List. On the day before the election, the GR must compose a list (in triplicate) of the names of everyone who applied for an absentee ballot through the third day before the election. By noon on the day before the election, the GR must deliver two copies of the list to the electoral board. The GR keeps one copy for their records.	Absentee	3 - Close (1-14 Days)	GR	Code 24.2-710	Pollbook, sent to Board via email
811	Supplemental List for Precincts. The GR must compose a supplementary list of everyone who voted absentee in person, or who applied for an emergency absentee ballot. The GR must deliver this list to the chief officer of election for every precinct by 5pm on the day before the election.	Absentee	3 - Close (1-14 Days)	GR Only	Code 24.2-711	Pollbook

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
812	Final Absentee List. The board must deliver one attested copy of the final absentee applicants list to the chief officer of election for each precinct on the day before the election.	Absentee	3 - Close (1-14 Days)	GR Delegated	Code 24.2-710	Pollbook
813	Emergency Voting Adjudication. The general registrar must rule on any request for an emergency absentee ballot from a voter where the cause of the voter's emergency is not one of the reasons specified in the Code.	Absentee	3 - Close (1-14 Days)	GR Only	Code 24.2-705	Day before Election Day
814	Provided Provisional Ballots. The GR must provide a provisional ballot to anyone who lost, returned unused, did not receive, or accidentally spoiled his or her absentee ballot.	Absentee	4 - Election Day	GR	Code 24.2-708, VAC 20-60-60	Provided by EOs at in person voting
815	Applications to Clerk of Court. The general registrar must deliver all applications for absentee ballots, under seal, to the Clerk of the Circuit Court before noon on the day following the election.	Absentee	5 - Post-Election	GR	Code 24.2-710	
816	Absentee Ballots Received after the Election. The secretary of the electoral board [must] deliver all absentee ballots received after the election to the Clerk of Circuit Court."	Absentee	5 - Post-Election	GR Delegated	Code 24.2-710	After new Fri. due date
817	Preserve Unused Ballots. The GR must note, and preserve, any absentee ballot returned unused.	Absentee	5 - Post-Election	GR	Code 24.2-708 (A)	
901	Canvass. The board must meet beginning on the day after the election to determine the official results. "Each electoral board [must] meet at the clerk's or general registrar's office of the county or city for which they are appointed at or before 5:00 p.m. on the day after any election" to ascertain the results. This meeting may be adjourned to another day as needed, within 7 days from the date of the election.	Certification	5 - Post-Election	Both GR/EB	Code 24.2	EB must have quorum, call to order, GR set up logistics, staff, etc.
902	Provisional Ballot Adjudication. A determination of the provisional ballots must be conducted within 7 days of the election.	Certification	5 - Post-Election	EB Only	Code 24.2-653	Cannot be delegated

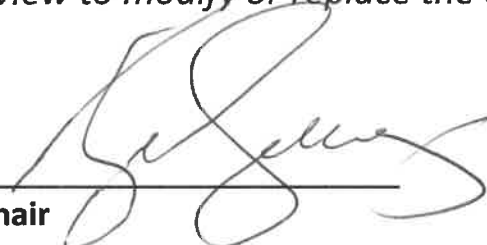
GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
903	Completion of Abstracts. The board must complete, certify, and sign abstracts of results for each office or question on any ballot in the locality. It must deliver copies of these abstracts to the appropriate authorities, depending on the type of election held. Provisions for referenda can also be found in Title 15.2.	Certification	5 - Post-Election	Both GR/EB	Code 24.2-532, 24.2-671, 24.2-675, 59.1-391	GR prints, Board verifies and signs, GR delivers to ELECT (digital, then mail)
904	Certification. The board must deliver the certification of the results of the count together with all ballots and envelopes to the clerk of Circuit Court.	Certification	5 - Post-Election	Both GR/EB	Code 24.2-653	Board certifies, GR supplies to state/clerks
905	Election Tiebreakers. If a local election results in a tie, “the electoral board [must] proceed publicly to determine by lot which of the candidates shall be declared elected.”	Certification	5 - Post-Election	EB Only	Code 24.2-674	
906	Winning Certificates. The secretary must make, and deliver, certificates of election to all winners of local offices.	Certification	5 - Post-Election	Both GR/EB	Code 24.2-676	Staff makes, Sec/staff deliver
907	Return of Materials on Election Day. The EB or GR may direct the return of all materials from the precincts to the office of the general registrar instead of to the Clerk of the Circuit Court. The GR will develop a plan for election night and the Board will direct the final transfer of materials to the Clerk during the Canvass process.	Certification	4 - Election Day	Both GR/EB	Code 24.2-668	GR will plan for election night, EB oversees Canvass
908	Unused Ballots. The board, along with the general registrar and the officers of election, must account for all used and unused paper ballots.	Certification	5 - Post-Election	GR	Code 24.2-666	Given to Clerk of Courts.
909	Transfer of Election Materials to Clerk of Court. The general registrar must secure and retain these materials in their office and must convey them to the Clerk of the Circuit Court by noon on the day following the electoral board’s ascertainment of the results.	Certification	4 - Election Day	GR	Code 24.2-668 (B)	
910	Action for Election Materials Not Returned. The board must inform the Clerk of Circuit Court of any officer of election who has failed to return the election materials by the time of the board’s meeting to ascertain the results.	Certification	5 - Post-Election	GR Delegated	Code 24.2-670	

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
911	Retention of the SOR. The general registrar must retain one copy of the statement of results for public inspection.	Certification	5 - Post-Election	GR Only	Code 24.2-668 (B)	GR's copy stored in office.

The delegation and allocation of required duties for the Prince William County General Registrar (supported by the staff and officers of the Office of Elections) and Electoral Board herein are adopted by this Board on this date of April 2, 2025. The delegation of duties within are, when allowed by the Virginia Code, at the discretion of the Electoral Board and subject to annual review to modify or replace the appropriation of those duties defined in this document.



Chair



Vice-Chair



Secretary

2025 Dual Primary - Equipment Allocation

#	Pct Name	Est. Reg. Voters	ED Turn Proj	Equipment Allocation				
				EPB	Chief	Booth	Scan	ADA
101	Brentsville	3,245	292	2	1	12	1	1
102	Cedar Point	2,823	254	2	1	12	1	1
103	Glenkirk	3,933	354	2	1	12	1	1
104	Nokesville	4,189	377	2	1	12	1	1
105	Piney Branch	3,295	297	2	1	12	1	1
106	Unity Reed	1,383	124	2	1	12	1	1
107	Marsteller	3,878	349	2	1	12	1	1
108	Victory	3,917	353	2	1	12	1	1
109	Chris Yung	3,820	344	2	1	12	1	1
110	Buckland Mills	4,091	368	2	1	12	1	1
111	Limestone	4,390	395	2	1	12	1	1
112	Burke-Nickens	4,730	426	2	1	12	1	1
113	Lakes	3,291	296	2	1	12	1	1
114	Bristow Run	4,140	373	2	1	12	1	1
201	Hylton	3,408	307	2	1	12	1	1
202	West Gate	2,521	227	2	1	12	1	1
203	Bennett	4,261	383	2	1	12	1	1
204	Ellis	2,724	245	2	1	12	1	1
205	Buckhall	2,531	228	2	1	12	1	1
206	Coles	3,554	320	2	1	12	1	1
207	Spriggs	3,109	280	2	1	12	1	1
208	Colgan	1,988	179	2	1	12	1	1
209	Independent Hill	2,513	226	2	1	12	1	1
210	Yates Ford	3,535	318	2	1	12	1	1
211	Signal Hill	2,214	199	2	1	12	1	1
212	Yorkshire	3,362	303	2	1	12	1	1
213	Parkside	2,730	246	2	1	12	1	1
214	Lucasville	3,385	305	2	1	12	1	1
215	Rosa Parks	3,061	275	2	1	12	1	1
301	Dumfries	3,368	303	2	1	12	1	1
302	Potomac	3,525	317	2	1	12	1	1
303	Graham Park	2,468	222	2	1	12	1	1
304	Quantico	1,526	137	2	1	12	1	1
305	Forest Park	3,265	294	2	1	12	1	1
306	Four Seasons	3,108	280	2	1	12	1	1
307	Henderson	2,766	249	2	1	12	1	1
308	Montclair	1,928	174	2	1	12	1	1
309	Ashland	2,467	222	2	1	12	1	1
310	PW Forest Park	3,016	271	2	1	12	1	1
311	Swan Creek	3,094	278	2	1	12	1	1
312	Triangle	3,683	331	2	1	12	1	1
313	Cardinal	3,444	310	2	1	12	1	1

2025 Dual Primary - Equipment Allocation

#	Pct Name	Est. Reg. Voters	ED Turn Proj	Equipment Allocation				
				EPB	Chief	Booth	Scan	ADA
314	Cabin Branch	2,665	240	2	1	12	1	1
315	Williams	3,544	319	2	1	12	1	1
316	Potomac Shores	3,696	333	2	1	12	1	1
401	Evergreen	3,376	304	2	1	12	1	1
402	Gravelly	4,304	205	2	1	12	1	1
403	Bull Run	3,469	312	2	1	12	1	1
404	Unity Braxton	2,277	387	2	1	12	1	1
405	Ben Lomond	3,039	274	2	1	12	1	1
406	Alvey	3,639	328	2	1	12	1	1
407	Heritage Hunt	4,172	375	2	1	12	1	1
408	Sudley	2,249	202	2	1	12	1	1
409	Tyler	5,130	462	2	1	12	1	1
410	Mountain View	4,440	400	2	1	12	1	1
411	Mullen	3,684	332	2	1	12	1	1
412	Catharpin	2,496	225	2	1	12	1	1
413	Reagan	3,732	336	2	1	12	1	1
414	Seymour	2,626	236	2	1	12	1	1
501	Springwoods	3,946	355	2	1	12	1	1
502	Occoquan	3,486	314	2	1	12	1	1
503	Mohican	2,218	200	2	1	12	1	1
504	Rockledge	2,425	218	2	1	12	1	1
505	Lake Ridge	3,661	329	2	1	12	1	1
506	Old Bridge	2,922	263	2	1	12	1	1
507	Chinn	3,849	346	2	1	12	1	1
508	Penn	3,338	300	2	1	12	1	1
509	McCoart	3,645	328	2	1	12	1	1
510	County Center	961	86	2	1	6	1	1
511	Westridge	3,883	349	2	1	12	1	1
512	York	2,653	239	2	1	12	1	1
513	Woodbridge	3,993	359	2	1	12	1	1
514	Antietam	3,671	330	2	1	12	1	1
515	Marshall	2,760	248	2	1	12	1	1
516	Kerrydale	1,512	136	2	1	12	1	1
601	Dale	3,382	304	2	1	12	1	1
602	Beville	3,925	353	2	1	12	1	1
603	Hampton	3,327	299	2	1	12	1	1
604	Gar-Field	2,829	255	2	1	12	1	1
605	Minnieville	2,192	197	2	1	12	1	1
606	Bel Air	3,198	288	2	1	12	1	1
607	Jenkins	2,385	215	2	1	12	1	1
608	Enterprise	4,003	360	2	1	12	1	1
609	King	2,366	213	2	1	12	1	1

2025 Dual Primary - Equipment Allocation

#	Pct Name	Est. Reg. Voters	ED Turn Proj	Equipment Allocation				
				EPB	Chief	Booth	Scan	ADA
610	Fitzgerald	3,671	330	2	1	12	1	1
611	Neabsco	3,669	330	2	1	12	1	1
612	Elm Farm	2,113	190	2	1	12	1	1
613	Hoadly	856	77	2	1	6	1	1
614	McAuliffe	3,415	307	2	1	12	1	1
615	Commons	391	35	2	1	6	1	1
616	Markham	1,059	95	2	1	6	1	1
701	Belmont	3,958	356	2	1	12	1	1
702	Library	3,821	344	2	1	12	1	1
703	Lynn	2,822	254	2	1	12	1	1
704	Porter	3,614	325	2	1	12	1	1
705	Potomac View	2,493	224	2	1	12	1	1
706	Rippon	3,925	353	2	1	12	1	1
707	Kilby	3,309	298	2	1	12	1	1
708	River Oaks	3,829	345	2	1	12	1	1
709	Freedom	3,030	273	2	1	12	1	1
710	Powells Creek	3,654	329	2	1	12	1	1
711	Grayson	3,626	326	2	1	12	1	1
712	Leesylvania	3,189	287	2	1	12	1	1
TOTAL		325,191	29,267	206	103	1,212	103	103

2025 Dual Primary - Projection Ballot Order

#	Pct Name	Estimated Reg Voters	Projected Voter Turnout*				D Ballot ED Order	R Ballot ED Order	Prov Order	Test Ballots	Total Order
			Total	Mail	EV	Eday					
101	Brentsville	3,245	487	73	122	292	300	600	100	100	1,100
102	Cedar Point	2,823	423	64	106	254	400	400	100	100	1,000
103	Glenkirk	3,933	590	88	147	354	500	500	100	100	1,200
104	Nokesville	4,189	628	94	157	377	400	700	100	100	1,300
105	Piney Branch	3,295	494	74	124	297	400	500	100	100	1,100
106	Unity Reed	1,383	207	31	52	124	300	200	100	100	700
107	Marsteller	3,878	582	87	145	349	500	500	100	100	1,200
108	Victory	3,917	588	88	147	353	500	500	100	100	1,200
109	Chris Yung	3,820	573	86	143	344	500	500	100	100	1,200
110	Buckland Mills	4,091	614	92	153	368	500	600	100	100	1,300
111	Limestone	4,390	659	99	165	395	600	500	100	100	1,300
112	Burke-Nickens	4,730	710	106	177	426	600	600	100	100	1,400
113	Lakes	3,291	494	74	123	296	400	500	100	100	1,100
114	Bristow Run	4,140	621	93	155	373	600	500	100	100	1,300
201	Hylton	3,408	511	77	128	307	500	400	100	100	1,100
202	West Gate	2,521	378	57	95	227	400	300	100	100	900
203	Bennett	4,261	639	96	160	383	600	500	100	100	1,300
204	Ellis	2,724	409	61	102	245	400	400	100	100	1,000
205	Buckhall	2,531	380	57	95	228	300	400	100	100	900
206	Coles	3,554	533	80	133	320	400	500	100	100	1,100
207	Spriggs	3,109	466	70	117	280	500	300	100	100	1,000
208	Colgan	1,988	298	45	75	179	300	300	100	100	800
209	Independent Hill	2,513	377	57	94	226	300	400	100	100	900
210	Yates Ford	3,535	530	80	133	318	400	500	100	100	1,100
211	Signal Hill	2,214	332	50	83	199	300	300	100	100	800
212	Yorkshire	3,362	504	76	126	303	400	500	100	100	1,100
213	Parkside	2,730	410	61	102	246	400	400	100	100	1,000
214	Lucasville	3,385	508	76	127	305	400	500	100	100	1,100
215	Rosa Parks	3,061	459	69	115	275	500	300	100	100	1,000
301	Dumfries	3,368	505	76	126	303	600	300	100	100	1,100
302	Potomac	3,525	529	79	132	317	700	200	100	100	1,100
303	Graham Park	2,468	370	56	93	222	500	200	100	100	900
304	Quantico	1,526	229	34	57	137	200	300	100	100	700
305	Forest Park	3,265	490	73	122	294	500	400	100	100	1,100
306	Four Seasons	3,108	466	70	117	280	500	300	100	100	1,000
307	Henderson	2,766	415	62	104	249	400	400	100	100	1,000
308	Montclair	1,928	289	43	72	174	300	300	100	100	800
309	Ashland	2,467	370	56	93	222	400	300	100	100	900
310	PW Forest Park	3,016	452	68	113	271	500	300	100	100	1,000
311	Swan Creek	3,094	464	70	116	278	500	300	100	100	1,000
312	Triangle	3,683	552	83	138	331	600	400	100	100	1,200
313	Cardinal	3,444	517	77	129	310	600	300	100	100	1,100
314	Cabin Branch	2,665	400	60	100	240	400	300	100	100	900
315	Williams	3,544	532	80	133	319	700	200	100	100	1,100
316	Potomac Shores	3,696	554	83	139	333	700	300	100	100	1,200
401	Evergreen	3,376	506	76	127	304	400	500	100	100	1,100
402	Gravelly	4,304	646	97	161	387	400	700	100	100	1,300

2025 Dual Primary - Projection Ballot Order

#	Pct Name	Estimated Reg Voters	Projected Voter Turnout*				D Ballot ED Order	R Ballot ED Order	Prov Order	Test Ballots	Total Order
			Total	Mail	EV	Eday					
403	Bull Run	3,469	520	78	130	312	500	400	100	100	1,100
404	Unity Braxton	2,277	342	51	85	205	400	300	100	100	900
405	Ben Lomond	3,039	456	68	114	274	500	300	100	100	1,000
406	Alvey	3,639	546	82	136	328	500	500	100	100	1,200
407	Heritage Hunt	4,172	626	94	156	375	1,000	1,000	100	100	2,200
408	Sudley	2,249	337	51	84	202	300	400	100	100	900
409	Tyler	5,130	770	115	192	462	700	600	100	100	1,500
410	Mountain View	4,440	666	100	167	400	500	600	100	100	1,300
411	Mullen	3,684	553	83	138	332	600	400	100	100	1,200
412	Catharpin	2,496	374	56	94	225	300	400	100	100	900
413	Reagan	3,732	560	84	140	336	500	500	100	100	1,200
414	Seymour	2,626	394	59	98	236	400	300	100	100	900
501	Springwoods	3,946	592	89	148	355	600	400	100	100	1,200
502	Occoquan	3,486	523	78	131	314	600	300	100	100	1,100
503	Mohican	2,218	333	50	83	200	400	200	100	100	800
504	Rockledge	2,425	364	55	91	218	400	300	100	100	900
505	Lake Ridge	3,661	549	82	137	329	600	400	100	100	1,200
506	Old Bridge	2,922	438	66	110	263	500	300	100	100	1,000
507	Chinn	3,849	577	87	144	346	700	300	100	100	1,200
508	Penn	3,338	501	75	125	300	400	500	100	100	1,100
509	McCoart	3,645	547	82	137	328	500	500	100	100	1,200
510	County Center	961	144	22	36	86	300	100	100	100	600
511	Westridge	3,883	582	87	146	349	600	400	100	100	1,200
512	York	2,653	398	60	99	239	500	200	100	100	900
513	Woodbridge	3,993	599	90	150	359	500	500	100	100	1,200
514	Antietam	3,671	551	83	138	330	600	400	100	100	1,200
515	Marshall	2,760	414	62	104	248	400	400	100	100	1,000
516	Kerrydale	1,512	227	34	57	136	300	200	100	100	700
601	Dale	3,382	507	76	127	304	600	300	100	100	1,100
602	Beville	3,925	589	88	147	353	700	300	100	100	1,200
603	Hampton	3,327	499	75	125	299	600	300	100	100	1,100
604	Gar-Field	2,829	424	64	106	255	500	300	200	200	1,200
605	Minnieville	2,192	329	49	82	197	400	200	100	100	800
606	Bel Air	3,198	480	72	120	288	500	400	100	100	1,100
607	Jenkins	2,385	358	54	89	215	400	300	100	100	900
608	Enterprise	4,003	600	90	150	360	700	400	100	100	1,300
609	King	2,366	355	53	89	213	400	300	100	100	900
610	Fitzgerald	3,671	551	83	138	330	700	300	100	100	1,200
611	Neabsco	3,669	550	83	138	330	600	400	100	100	1,200
612	Elm Farm	2,113	317	48	79	190	300	300	100	100	800
613	Hoadly	856	128	19	32	77	200	100	100	100	500
614	McAuliffe	3,415	512	77	128	307	600	300	100	100	1,100
615	Commons	391	59	9	15	35	100	100	100	100	400
616	Markham	1,059	159	24	40	95	300	100	100	100	600
701	Belmont	3,958	594	89	148	356	600	400	100	100	1,200
702	Library	3,821	573	86	143	344	700	300	100	100	1,200
703	Lynn	2,822	423	63	106	254	500	300	100	100	1,000

2025 Dual Primary - Projection Ballot Order

#	Pct Name	Estimated Reg Voters	Projected Voter Turnout*				D Ballot	R Ballot	Prov	Test	Total Order
			Total	Mail	EV	Eday	ED Order	ED Order	Order	Ballots	
704	Porter	3,614	542	81	136	325	700	300	100	100	1,200
705	Potomac View	2,493	374	56	93	224	400	300	100	100	900
706	Rippon	3,925	589	88	147	353	600	400	100	100	1,200
707	Kilby	3,309	496	74	124	298	500	400	100	100	1,100
708	River Oaks	3,829	574	86	144	345	700	300	100	100	1,200
709	Freedom	3,030	455	68	114	273	600	200	100	100	1,000
710	Powells Creek	3,654	548	82	137	329	700	300	100	100	1,200
711	Grayson	3,626	544	82	136	326	600	400	100	100	1,200
712	Leesylvania	3,189	478	72	120	287	600	300	100	100	1,100
TOTAL		325,191	48,779	7,317	12,195	29,267	50,400	38,500	10,400	10,400	109,700

*Projected voter turnout is for administrative planning purposes only.

2025 Dual Primary - Election Officer Staffing

#	Pct Name	Est. Reg. Voters	ED Turn Proj	Polling Place Staffing							Total
				CO	AO	EPS	Poll	Booth	Scan	Greet	
101	Brentsville	3,245	292	1	1	1	1	0	1	1	6
102	Cedar Point	2,823	254	1	1	1	1	0	1	1	6
103	Glenkirk	3,933	354	1	1	1	1	0	1	1	6
104	Nokesville	4,189	377	1	1	1	1	0	1	1	6
105	Piney Branch	3,295	297	1	1	1	1	0	1	1	6
106	Unity Reed	1,383	124	1	1	1	1	0	1	0	5
107	Marsteller	3,878	349	1	1	1	1	0	1	1	6
108	Victory	3,917	353	1	1	1	1	0	1	1	6
109	Chris Yung	3,820	344	1	1	1	1	0	1	1	6
110	Buckland Mills	4,091	368	1	1	1	1	0	1	1	6
111	Limestone	4,390	395	1	1	1	1	0	1	1	6
112	Burke-Nickens	4,730	426	1	1	1	1	0	1	1	6
113	Lakes	3,291	296	1	1	1	1	0	1	1	6
114	Bristow Run	4,140	373	1	1	1	1	0	1	1	6
201	Hylton	3,408	307	1	1	1	1	0	1	1	6
202	West Gate	2,521	227	1	1	1	1	0	1	1	6
203	Bennett	4,261	383	1	1	1	1	0	1	1	6
204	Ellis	2,724	245	1	1	1	1	0	1	1	6
205	Buckhall	2,531	228	1	1	1	1	0	1	1	6
206	Coles	3,554	320	1	1	1	1	0	1	1	6
207	Spriggs	3,109	280	1	1	1	1	0	1	1	6
208	Colgan	1,988	179	1	1	1	1	0	1	0	5
209	Independent Hill	2,513	226	1	1	1	1	0	1	1	6
210	Yates Ford	3,535	318	1	1	1	1	0	1	1	6
211	Signal Hill	2,214	199	1	1	1	1	0	1	0	5
212	Yorkshire	3,362	303	1	1	1	1	0	1	1	6
213	Parkside	2,730	246	1	1	1	1	0	1	1	6
214	Lucasville	3,385	305	1	1	1	1	0	1	1	6
215	Rosa Parks	3,061	275	1	1	1	1	0	1	1	6
301	Dumfries	3,368	303	1	1	1	1	0	1	1	6
302	Potomac	3,525	317	1	1	1	1	0	1	1	6
303	Graham Park	2,468	222	1	1	1	1	0	1	0	5
304	Quantico	1,526	137	1	1	1	1	0	1	0	5
305	Forest Park	3,265	294	1	1	1	1	0	1	1	6
306	Four Seasons	3,108	280	1	1	1	1	0	1	1	6
307	Henderson	2,766	249	1	1	1	1	0	1	1	6
308	Montclair	1,928	174	1	1	1	1	0	1	0	5
309	Ashland	2,467	222	1	1	1	1	0	1	0	5
310	PW Forest Park	3,016	271	1	1	1	1	0	1	1	6
311	Swan Creek	3,094	278	1	1	1	1	0	1	1	6
312	Triangle	3,683	331	1	1	1	1	0	1	1	6
313	Cardinal	3,444	310	1	1	1	1	0	1	1	6

2025 Dual Primary - Election Officer Staffing

#	Pct Name	Est. Reg. Voters	ED Turn Proj	Polling Place Staffing							Total
				CO	AO	EPS	Poll	Booth	Scan	Greet	
314	Cabin Branch	2,665	240	1	1	1	1	0	1	1	6
315	Williams	3,544	319	1	1	1	1	0	1	1	6
316	Potomac Shores	3,696	333	1	1	1	1	0	1	1	6
401	Evergreen	3,376	304	1	1	1	1	0	1	1	6
402	Gravelly	4,304	205	1	1	1	1	0	1	0	5
403	Bull Run	3,469	387	1	1	1	1	0	1	1	6
404	Unity Braxton	2,277	312	1	1	1	1	0	1	1	6
405	Ben Lomond	3,039	274	1	1	1	1	0	1	1	6
406	Alvey	3,639	328	1	1	1	1	0	1	1	6
407	Heritage Hunt	4,172	375	1	1	1	1	0	1	1	6
408	Sudley	2,249	202	1	1	1	1	0	1	0	5
409	Tyler	5,130	462	1	1	1	1	0	1	1	6
410	Mountain View	4,440	400	1	1	1	1	0	1	1	6
411	Mullen	3,684	332	1	1	1	1	0	1	1	6
412	Catharpin	2,496	225	1	1	1	1	0	1	0	5
413	Reagan	3,732	336	1	1	1	1	0	1	1	6
414	Seymour	2,626	236	1	1	1	1	0	1	1	6
501	Springwoods	3,946	355	1	1	1	1	0	1	1	6
502	Occoquan	3,486	314	1	1	1	1	0	1	1	6
503	Mohican	2,218	200	1	1	1	1	0	1	0	5
504	Rockledge	2,425	218	1	1	1	1	0	1	0	5
505	Lake Ridge	3,661	329	1	1	1	1	0	1	1	6
506	Old Bridge	2,922	263	1	1	1	1	0	1	1	6
507	Chinn	3,849	346	1	1	1	1	0	1	1	6
508	Penn	3,338	300	1	1	1	1	0	1	1	6
509	McCoart	3,645	328	1	1	1	1	0	1	1	6
510	County Center	961	86	1	1	1	1	0	1	0	5
511	Westridge	3,883	349	1	1	1	1	0	1	1	6
512	York	2,653	239	1	1	1	1	0	1	1	6
513	Woodbridge	3,993	359	1	1	1	1	0	1	1	6
514	Antietam	3,671	330	1	1	1	1	0	1	1	6
515	Marshall	2,760	248	1	1	1	1	0	1	1	6
516	Kerrydale	1,512	136	1	1	1	1	0	1	0	5
601	Dale	3,382	304	1	1	1	1	0	1	1	6
602	Beville	3,925	353	1	1	1	1	0	1	1	6
603	Hampton	3,327	299	1	1	1	1	0	1	1	6
604	Gar-Field	2,829	255	1	1	1	1	0	1	1	6
605	Minnieville	2,192	197	1	1	1	1	0	1	0	5
606	Bel Air	3,198	288	1	1	1	1	0	1	1	6
607	Jenkins	2,385	215	1	1	1	1	0	1	0	5
608	Enterprise	4,003	360	1	1	1	1	0	1	1	6
609	King	2,366	213	1	1	1	1	0	1	0	5

2025 Dual Primary - Election Officer Staffing

#	Pct Name	Est. Reg. Voters	ED Turn Proj	Polling Place Staffing							Total
				CO	AO	EPS	Poll	Booth	Scan	Greet	
610	Fitzgerald	3,671	330	1	1	1	1	0	1	1	6
611	Neabsco	3,669	330	1	1	1	1	0	1	1	6
612	Elm Farm	2,113	190	1	1	1	1	0	1	0	5
613	Hoadly	856	77	1	1	1	1	0	1	0	5
614	McAuliffe	3,415	307	1	1	1	1	0	1	1	6
615	Commons	391	35	1	1	1	1	0	1	0	5
616	Markham	1,059	95	1	1	1	1	0	1	0	5
701	Belmont	3,958	356	1	1	1	1	0	1	1	6
702	Library	3,821	344	1	1	1	1	0	1	1	6
703	Lynn	2,822	254	1	1	1	1	0	1	1	6
704	Porter	3,614	325	1	1	1	1	0	1	1	6
705	Potomac View	2,493	224	1	1	1	1	0	1	0	5
706	Rippon	3,925	353	1	1	1	1	0	1	1	6
707	Kilby	3,309	298	1	1	1	1	0	1	1	6
708	River Oaks	3,829	345	1	1	1	1	0	1	1	6
709	Freedom	3,030	273	1	1	1	1	0	1	1	6
710	Powells Creek	3,654	329	1	1	1	1	0	1	1	6
711	Grayson	3,626	326	1	1	1	1	0	1	1	6
712	Leesylvania	3,189	287	1	1	1	1	0	1	1	6
TOTAL		325,191	29,267	103	103	103	103	0	103	81	596

New EO Applicants
April 2025 EB Meeting

First	Mid	Last	Party		Pct.	
Anita	S	Gulatt	D		710	
Gregory	W	Schultz	D		511	
Sarah	M	Wicks	N		505	
Alejandra	C	Soto	N		413	
Kimberly	J	Pierson	N		109	



PRINCE WILLIAM COUNTY

EO Titles for June 2025 Dual Primary

Chief=CO Asst. Chief=AO Election Officer=EO
Equipment Provisional Specialist=EPS

Trainings Classes:

New Election Officer Training

- New EOs

EO Essentials

- Returning EOs

New Chief Officer

- First time Chiefs

Leadership Certification (For leadership not currently certified)

- COs, AOs, and EPS

Paperwork Bootcamp (For certified leadership)

- COs, AOs, and EPS

Chief Brief (GR)

- COs, AOs, and EPS

Equipment Workshops

- All Officers

Additional Training Information:

- There are three training locations
- Three separate training equipment move in/out dates
- 6 Trainers
- EO Manager will oversee trainings in absence of Training Coordinator



PRINCE WILLIAM COUNTY

26 Training Class Overview:

Training Class	Duration	Content	Ave. per Class	Overall # Required to Attend this Election	Required YES or NO # of Classes
Certification (Leadership Officers ONLY)	4 Hours In-Person	Annual Hands-On Equipment/Paperwork Certification	10	25-30 Leadership	YES 4 Classes
Leadership Officer Brief w/ GR (CO, AO & EPS)	45 Min Virtual	Review Important Topics and Set Expectations	340	340 Leadership	YES 1 Class
New Chief Officer	2 Hours In-Person	Hands-On Equipment/Paperwork and CO Responsibilities	15	10 New EOs	YES 3 Classes
New Election Officer	2 Hours In-Person	Basic Info. and Hands-On Pollbook	15-20	55 EOs	YES 8 Classes
EO Essentials (Returning EOs)	1 ½ Hours In-Person & Virtual	Reminders and Any Law Changes-Target Issues from Past Elections	100-200	300 EOs	YES 5 Classes
Paperwork (PPW) Bootcamp (Certified Leadership Officers ONLY)	1 Hour Virtual	Targeted Training Focused on Improving efficiency with Provisionals and End of Night Paperwork	100-200	310 Leadership	YES 3 Classes
Open Equipment Workshops (open to all EOs)	8 Hour Session In-Person	Drop-In, Instructor Supported Events to Encourage Hands-On	25-55	0	NO 2 Classes

Task Progress as of 3/27/2025 - 2025 Primary Elections - Prepared by PWC Office of Elections

E- Date	Due Date	Status	Description
150	1/18/2025	Completed	Operations - (Primary Only) Create and Send Facilities Letter for Year
150	1/18/2025	Completed	Officer - Reserve training sites/rooms
140	1/28/2025	Completed	Officer - Update officer training and staffing email templates
140	1/28/2025	Completed	Officer - Create assignment letter in EO Program
140	1/28/2025	Completed	Admin - Planning Binder-Phase 1 returned to K&H - approved or with changes noted
140	1/28/2025	Completed	Officer - Develop a recruitment plan this election
140	1/28/2025	Completed	Officer - Draft of EO Manual
125	2/12/2025	Completed	Operations - Reserve Buckhall and OMCH (and/or any other necessary facilities)
120	2/17/2025	Completed	Admin - Review and approve AB envelopes.
120	2/17/2025	Completed	Operations - Pack Clear Plastic Pouches
120	2/17/2025	Completed	Admin - Build a list of critical req/PO/invoices during election
120	2/17/2025	Completed	Admin - Review and approve ballot inserts
120	2/17/2025	Completed	Absentee - Review K&H envelopes, inserts, etc.
120	2/17/2025	Completed	Admin - Initial Envelope Art Files to K&H
120	2/17/2025	Completed	Absentee - Inventory election mailing supplies
120	2/17/2025	Completed	Admin - Publish ad for temp hires
120	2/17/2025	Completed	Officer - Contact EOs that have not accepted Appointment Letter
120	2/17/2025	Completed	Admin - Work with BOCS for any ordinance needed for election
120	2/17/2025	Completed	Admin - Complete Ballot Plan and Material Requirements, K&H
115	2/22/2025	Completed	Admin - Review any Voter Assistance Forms for compliance
115	2/22/2025	Completed	Officer - Finalize content or updates to EO Manual
110	2/27/2025	Completed	Operations - Get Vests Cleaned
110	2/27/2025	Completed	Officer - Examine feedback from previous election and determine key training needs
110	2/27/2025	Completed	Operations - Throw away unusable ballot boxes
100	3/9/2025	Completed	Admin - Set staff, equipment, and ballot allocations by precinct
100	3/9/2025	Completed	Admin - Envelope Order Qty & Final Approved Art
100	3/9/2025	In Progress	Admin - Finalize official voter projections for election, distribute to staff
100	3/9/2025	Completed	Admin - I voted sticker Order Qty & Final Approved Art
100	3/9/2025	In Progress	Officer - Decide training format
95	3/14/2025	Completed	Admin - Finalize/prepare staffing plan for Board
90	3/19/2025	Completed	Admin - Review and Approve Ballot Wrap
90	3/19/2025	Completed	Admin - Identify any purchases needed for coming election

Task Progress as of 3/27/2025 - 2025 Primary Elections - Prepared by PWC Office of Elections

90	3/19/2025	Completed	Absentee - Work with Logistics team for Preprocessing/CAP/CAP-PE space and dates
90	3/19/2025	Completed	Operations - Check TW Stands
90	3/19/2025	Completed	Operations - Order BOD Paper
90	3/19/2025	Completed	Operations - Check Ballot Boxes to be used in Election
90	3/19/2025	Completed	Operations - Pack Tape, Buttons, I Voted Stickers, etc.
90	3/19/2025	Completed	Admin - Identify needs for Absentee temp assignments
90	3/19/2025	Completed	Comms - Switch main page to voter guide with key dates
90	3/19/2025	In Progress	Officer - Develop content for training classes
90	3/19/2025	Completed	Comms (Primary Only) - Post notice of holding of Primary
90	3/19/2025	Completed	Operations - (Annual) Publish ADA surveys for all voting sites, notify GR
90	3/19/2025	Completed	Admin - Identify needs for Election Day temp assignments
90	3/19/2025	Completed	Officer - Hire and Train Temps
90	3/19/2025	In Progress	Officer - Develop training schedule
89	3/20/2025	Completed	Absentee - Cancel Permanent AB Applications of Inactive Voters following the NCOA Process.
85	3/24/2025	Completed	Officer - Place printing order EO Manual.
85	3/24/2025	Completed	Operations - Coordinate with PWCS Office of Facilities Management
82	3/27/2025	Completed	Admin - Qualify local candidates through VERIS
CURRENT DATE LIST PRINTED - 3/27/25			
80	3/29/2025	Not Completed	Admin - Have Board approve ballot order
80	3/29/2025	In Progress	Officer - Produce training calendar, share with staffing team for addition to EO database
80	3/29/2025	Not Completed	Admin - Have Board approve staffing plan
80	3/29/2025	Not Completed	Operations - Contact Print shop for any Election needs
80	3/29/2025	Completed	Operations - Coordinate with PWCS Head of Construction
80	3/29/2025	In Progress	Officer - Start EO assignment list
80	3/29/2025	Completed	Officer - Send Availability Survey to ALL Officers
80	3/29/2025	In Progress	Admin - Planning Binder-Phase 2 returned to K&H - approved or with changes noted.
75	4/3/2025	In Progress	Admin - Postage Deposit of Permit Funding Confirmation to K&H
75	4/3/2025	In Progress	Operations - Recruitment of new Early Voting EO's
75	4/3/2025	Completed	Operations - EV DEMTECH Pollbook Inventory & Charging
75	4/3/2025	Not Completed	Officer - Train temp staff to assist with election
75	4/3/2025	Not Completed	Admin - Complete confirmation of all temp staff hires by dept
70	4/8/2025	Completed	Admin - Initial Insert Art Files to K&H
70	4/8/2025	In Progress	Admin - Wrap Final Approved Art and Variables Table (if appl) to K&H

Task Progress as of 3/27/2025 - 2025 Primary Elections - Prepared by PWC Office of Elections

70	4/8/2025	Completed	Officer - Send EO manual to printer if needed for this election
70	4/8/2025	Completed	Admin - (General Only) Have Board complete ADA certification by Sept 1 (Oct 16 in 2023)
70	4/8/2025	Completed	Admin - Insert Order Qty & Final Approved Art
70	4/8/2025	Not Completed	Officer - Finalize training classes
67	4/11/2025	Not Completed	Operations - Create and Proof Ballots, Verify layout compliant
65	4/13/2025	Not Completed	Admin - Ballot Order to K&H (Non-mail Ballots & Blank Base)
65	4/13/2025	Completed	Admin - Confirm Observer's availability for ballot printing.
65	4/13/2025	Not Completed	Comms - Put the required code note & watermark on the sample ballots
65	4/13/2025	Not Completed	Operations - Order Ballots
65	4/13/2025	Not Completed	Admin - Review Ballot Face and category proofs.
65	4/13/2025	Not Completed	Admin - Marked Test PDFs & Order Qty to K&H
65	4/13/2025	Not Completed	Admin - Ballot Faces to K&H
65	4/13/2025	Not Completed	Operations - Program EPB Templates for EV/ED
65	4/13/2025	Completed	Admin - Postage Deposit or Permit Funding Confirmation Received for Ballot by Mail (K&H)
62	4/16/2025	Completed	Officer - Set up space for EO training
60	4/18/2025	In Progress	Operations - Complete EV staff assignments
60	4/18/2025	Not Completed	Admin - Hire temporary staff, all HR paperwork complete
60	4/18/2025	Not Completed	Admin - Verify E-mail Ballot List
60	4/18/2025	Not Completed	Admin- Check budget status for adequate funds to run election
60	4/18/2025	In Progress	Admin - Approval of K&H Insertion Guide.
60	4/18/2025	In Progress	Admin - Update primers for visitors to public events
60	4/18/2025	Not Completed	Operations - Verify EVEC vendor registration before assignment
60	4/18/2025	Not Completed	Absentee -First extract to K&H
60	4/18/2025	Not Completed	Absentee - Test election in DemTech BallotDNA for UOCAVA email ballots
60	4/18/2025	Not Completed	Admin - Ballot Order including Test Desks
60	4/18/2025	Not Completed	Operations - EV Site Visits
60	4/18/2025	Not Completed	Admin - (General Only) Have Board approve Training Plan.
60	4/18/2025	Not Completed	Admin - Issue refunds to primary candidates not qualified or unopposed
60	4/18/2025	Completed	Operations - Pack Keys and Seals
60	4/18/2025	Not Completed	Admin - Ballot Reports to K&H
60	4/18/2025	Completed	Operations - Pack Grey Ballot Boxes
60	4/18/2025	Not Completed	Admin - Outline needs for Chief HQ - staff, phones, etc.
60	4/18/2025	Not Completed	Admin - Confirm office doors open during weekend voting, ED and Canvass

Task Progress as of 3/27/2025 - 2025 Primary Elections - Prepared by PWC Office of Elections

60	4/18/2025	Not Completed	Admin - Review Policies/Procedures for Observers, Public meetings
60	4/18/2025	Not Completed	Operations - EV Security Compliance
60	4/18/2025	Not Completed	Admin - Set EV site information and hours with Board (or BOCS)
60	4/18/2025	Not Completed	Operations - L&A of Scanners for EV
59	4/19/2025	Not Completed	Absentee - Generating ongoing absentee ballots
57	4/21/2025	Not Completed	Absentee - Create test case and results key for high speed L&A.
57	4/21/2025	Not Completed	Officer - Finalize content, handouts, Powerpoint for training classes
55	4/23/2025	Not Completed	Absentee - Mark test deck for high speed L&A.
55	4/23/2025	Not Completed	Operations - L & A of EPBs for EV
55	4/23/2025	Not Completed	Officer - Mock EO training class
55	4/23/2025	Not Completed	Operations - Place Uline Order
55	4/23/2025	Not Completed	Admin - Review compliance with EB Security Policy
55	4/23/2025	Not Completed	Operations - Complete Satellite Early Voting Readiness Checklist (1 wk before EV starts)
55	4/23/2025	Not Completed	Absentee – Update ballot curing logs (working and read-only)
55	4/23/2025	Not Completed	Admin - BallotDNA set up
54	4/24/2025	Not Completed	Operations - Provide staffing list to Director/Deputy Director
53	4/25/2025	Not Completed	Absentee - Create and send Preprocessing/CAP/CAP-PE EO survey
53	4/25/2025	Not Completed	Absentee – Train/refresh temps on high-speed scanner prior to L&A
53	4/25/2025	Not Completed	Absentee - Perform High Speed L&A
52	4/26/2025	Not Completed	Officer - Set up workshop space
50	4/28/2025	Not Completed	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resource
50	4/28/2025	Not Completed	Admin - Contact Sheriff's Office to secure parking spots for EV.
50	4/28/2025	Not Completed	Officer - Start EES Workshop
50	4/28/2025	In Progress	Operations - Organize EV Binders
50	4/28/2025	Not Completed	Admin - Test Email ballot set up
50	4/28/2025	Not Completed	Admin - Have ballot printer and representative sign oaths
50	4/28/2025	Not Completed	Operations - Pack EV Precinct Signs
50	4/28/2025	Not Completed	Admin - Have EB appoint last officer group for election
50	4/28/2025	Not Completed	VR - Provisional Plan for EV
49	4/29/2025	Not Completed	Absentee – Verify all equip. for PP/CAP/CAP-PE (laptops, hand scanners, mice, etc.)
49	4/29/2025	Not Completed	Staffing - Add Chiefs to their precincts in Integra so they can see them in portal.
49	4/29/2025	Not Completed	Absentee – Update ballot curing letter and email templates
48	4/30/2025	Not Completed	Admin - Confirm initial absentee mailout

Task Progress as of 3/27/2025 - 2025 Primary Elections - Prepared by PWC Office of Elections

47	5/1/2025	Not Completed	Admin - Cure Log is ready
46	5/2/2025	Not Completed	Absentee - Initial reports to BallotTrax (Eligibility report)
46	5/2/2025	Not Completed	Absentee - Print and post initial Public Absentee List
46	5/2/2025	Not Completed	Operations - Delivery and Setup Main Office EV Site
46	5/2/2025	Not Completed	Operations - Manage EV Pollbook Builds and Deployment
46	5/2/2025	Not Completed	Absentee - Process absentee applications for first mailout (Cynthia, Colleen, temps)
45	5/3/2025	Not Completed	Absentee - Determine CAP EOs
45	5/3/2025	In Progress	Operations - Coordinate/Get Quote Paxton
45	5/3/2025	Completed	Operations - Schedule Training sites
45	5/3/2025	Not Completed	Officer - Start EO Training
45	5/3/2025	Not Completed	Absentee - Mail Print Disable Envelopes.
45	5/3/2025	Not Completed	Officer - Send 1st Officer Assignment List to EB & Party Chairs 6 Wks Out
45	5/3/2025	Not Completed	Officer - Send EO Assignment List to EB & Party Chairs
45	5/3/2025	Not Completed	Comms - TWEET: Early Voting Begins
45	5/3/2025	Not Completed	Admin - Finalize any purchases needed for election, get quotes
45	5/3/2025	Not Completed	Operations - Recruitment of Special Assistants
45	5/3/2025	Not Completed	Absentee - Update all PP/CAP/CAP-PE envelopes, SORs, custody receipts, oaths, etc.
45	5/3/2025	Not Completed	Absentee - AB Compliance Survey (45 day) state required
42	5/6/2025	Not Completed	Officer - Finalize EO's assignment and email to officers
42	5/6/2025	Not Completed	Admin - Send party chairs draft precinct staffing list
40	5/8/2025	Not Completed	Operations - Send Facility Reminder
40	5/8/2025	Not Completed	Admin - Notify Secretary if any issues timely processing voter registrations
40	5/29/2025	Not Completed	Absentee - Follow-up on Cure Log and send copy to party chairs.
40	5/22/2025	Not Completed	Absentee - Follow-up on Cure Log and send copy to party chairs.
40	6/12/2025	Not Completed	Absentee - Follow-up on Cure Log and send copy to party chairs.
40	6/5/2025	Not Completed	Absentee - Follow-up on Cure Log and send copy to party chairs.
40	5/15/2025	Not Completed	Absentee - Follow-up on Cure Log and send copy to party chairs.
39	5/9/2025	Not Completed	Absentee - Follow-up on Cure Log and send copy to party chairs.
36	5/12/2025	Not Completed	Absentee - Update all Preprocessing/CAP/CAP-PE training materials.
36	5/12/2025	Not Completed	Absentee - Update all Hand Count tally sheets, SORs, etc.
35	5/13/2025	Completed	Operations - Schedule CAP sites
35	5/13/2025	Not Completed	Officer - Verify vendor registration of assigned officers
35	5/13/2025	Not Completed	Operations - Facility Election Day Emergency Contact Sheet Completed

Task Progress as of 3/27/2025 - 2025 Primary Elections - Prepared by PWC Office of Elections

35	5/13/2025	Not Completed	Operations - Create truck routes for Paxton
34	5/14/2025	In Progress	Operations - Pack Green Accordians (Contingent upon authorization of formats by admin)
32	5/16/2025	Not Completed	Officer - Set up space for CO training
32	5/16/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
30	5/18/2025	Not Completed	Officer - Verify all precincts have all positions filled
30	5/18/2025	Not Completed	Officer - Assign Canvass EOs
30	5/18/2025	Not Completed	Absentee - Create Pre-Processing/CAP/CAP-PE schedules.
30	5/18/2025	Not Completed	Operations - Coordinate with PWCS Office of Communication
30	5/18/2025	Not Completed	Officer - Start CO Training
30	5/18/2025	Completed	Operations - Pack Electrical Bags
30	5/18/2025	Completed	Operations - Pack Privacy Folders
30	5/18/2025	Not Completed	Absentee - Finalize training class assignments for Preprocessing/CAP/CAP-PE officers
30	5/18/2025	Not Completed	Operations - Pack Election Day Precinct Signs
30	5/18/2025	Not Completed	Officer - Set up dummy precinct
30	5/18/2025	Not Completed	Admin - Finalize supply drop off plan
30	5/18/2025	Not Completed	Officer - Share one month staffing list with Director/Deputy Director
30	5/18/2025	Completed	Operations - Schedule Canvass site
30	5/18/2025	Not Completed	Officer - Assign CAP EOs
30	5/18/2025	Not Completed	Absentee - Assess if staffing meeting absentee needs from incoming numbers
30	5/18/2025	In Progress	Operations - Pack Outside Precinct Signs
30	5/18/2025	Not Completed	Officer - Assign Special Assistants
30	5/18/2025	Not Completed	Officer - Send Chiefs/Asst. Chiefs facility contact information
30	5/18/2025	Not Completed	Operations - Certify number of Election Day ballots received, complete QC
28	5/20/2025	Not Completed	Admin - Send notice of Election Day scanner L&A for party, candidates
28	5/20/2025	Not Completed	Admin - Finalize post-election Board schedule, post notice
25	5/23/2025	Not Completed	Officer - Contact EOs who miss training and reschedule training
25	5/23/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
25	5/23/2025	Not Completed	Admin - BallotDNA Email Reminders
24	5/24/2025	Not Completed	Certify all polling places/contests/candidates correct in VERIS/Enhanced Results
22	5/26/2025	Not Completed	Comms - TWEET: Last Day to Register/Update Registration (General & Primary)
21	5/27/2025	Not Completed	Absentee – Create ENR XLS for CAP-EV, CAP-AB, CAP-PE, and CAP-PE hand count.
21	5/27/2025	Not Completed	Officer First Chief Check-In Call 1 of 2
21	5/27/2025	Not Completed	Officer - Create EO waitlist for election

Task Progress as of 3/27/2025 - 2025 Primary Elections - Prepared by PWC Office of Elections

21	5/27/2025	Not Completed	Operations - Reserve Election Day Ipads, phones, etc, for EV/ED
21	5/27/2025	Not Completed	Operations - Make Labels and Election Day Envelopes
21	5/27/2025	Not Completed	Operations - Make sure emergency polling places are ready if needed
20	5/28/2025	Not Completed	Officer - Send CO bag pick-up and supply drop-off information
20	5/28/2025	Not Completed	Admin - Mail Ballot Reminder via BallotTrax
20	5/28/2025	Not Completed	Officer - Send provisional Brief Sheet to all officers
20	5/28/2025	Not Completed	Operations - ED DEMTECH Pollbook Inventory & Charging
19	5/29/2025	Not Completed	Admin - Rough draft of Election Day assignments
18	5/30/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
15	6/2/2025	Not Completed	Absentee - Train all Preprocessing/CAP/CAP-PE officers
15	6/2/2025	Not Completed	Admin - (Primary Only) Send any voter notice of polling place changes
15	6/2/2025	Not Completed	Officer - Verify all precincts have all positions filled
14	6/3/2025	Not Completed	Operations - Create File for Paper Pollbook and send to Printer
14	6/3/2025	Not Completed	Admin - Send party chairs final precinct staffing list
14	6/3/2025	Not Completed	Admin - GR signs all officer oaths for polling places
14	6/3/2025	Not Completed	Officer - Replace all EOs that have been removed due to not attending training
14	6/3/2025	Not Completed	Officer - Remove all EOs that have not attended training
14	6/3/2025	Not Completed	Admin - Finalize canvass staffing
14	6/3/2025	Not Completed	Operations - Gathering Supplies for Chief Binder
14	6/3/2025	Not Completed	Officer - Begin tracking EO attendance in training
14	6/3/2025	Not Completed	Absentee - Ensure all Preprocessing materials ready (oaths, reconciliation sheets)
14	6/3/2025	Not Completed	Officer - Letter to Quantico Marine Base for access to the Town
14	6/3/2025	Not Completed	Operations - Send ED Facility Final Reminders
14	6/3/2025	Not Completed	Officer - Send EB & Party Chairs Final EO List
14	6/3/2025	Not Completed	Comms - Finalize list of top precincts for media members to visit.
14	6/3/2025	Not Completed	Operations - Test TallyPoint
14	6/3/2025	Not Completed	Absentee - Ensure all Preprocessing equipment is ready (pollbook, EPBs)
14	6/3/2025	Not Completed	Operations - Program EPB Templates- ED
14	6/3/2025	Not Completed	Operations - Test Door Bells/Phone Numbers
11	6/6/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
11	6/6/2025	Not Completed	Absentee – Create pollbook for Preprocessing
11	6/6/2025	Not Completed	Comms - TWEET: Deadline to Request a Mail Ballot
10	6/7/2025	Not Completed	Admin - Finalize Provisional Processing Plan

Task Progress as of 3/27/2025 - 2025 Primary Elections - Prepared by PWC Office of Elections

10	6/7/2025	Not Completed	Officer - Finalize staff for canvass, coordinate with GR
10	6/7/2025	Not Completed	Operations - Emergency Precinct Coordination & Deployment
10	6/7/2025	Not Completed	Operations - Pack CO Bags
10	6/7/2025	Not Completed	Absentee - Update Preprocessing pollbook
10	6/7/2025	Not Completed	Operations - L & A for Scanners for Election Day
10	6/7/2025	Not Completed	Admin - Final test of results reporting system
10	6/7/2025	Not Completed	Absentee - Set up Preprocessing room
9	6/8/2025	Not Completed	Operations - Pack #3 and #6 for Transport
8	6/9/2025	Not Completed	Admin - Final draft of Election Day assignments to staff, Board
8	6/9/2025	Not Completed	Officer - 2nd Chief check in phone call 2 of 2
8	6/9/2025	Not Completed	Officer - Final verification all precincts filled, emergency fill ins
7	6/10/2025	Not Completed	Operations - Create What Ifs
7	6/10/2025	Not Completed	Provisional - Prepare templates, envelopes and etc
7	6/10/2025	Not Completed	Comms - Notify EOs/staff of any observer/media groups
7	6/10/2025	Not Completed	Admin - Prepare Provisional Templates
7	6/10/2025	Not Completed	Operations - Coordinate with Courthouse for Election Day Storage
7	6/10/2025	Not Completed	Admin - Finalize roles and layout for Chief HQ
7	6/10/2025	Not Completed	Operations - Test ED EPBs
7	6/10/2025	Not Completed	Absentee - Verify CAP-EV scanner delivery date
7	6/10/2025	Not Completed	Admin - Minimize any unregistered EOs in Mobius
7	6/10/2025	Not Completed	Absentee - Ensure all CAP materials ready (oaths, envelopes, SORs, tally)
6	6/11/2025	Not Completed	Admin - Draft Friday night letter
5	6/12/2025	Not Completed	Operations - Certify L&A for Scanner/Touch Writers to ELECT
5	6/12/2025	Not Completed	Operations - Election Day Pollbook Secure Login Codes
5	6/12/2025	Not Completed	Officer - Unassign all EOs that cancel (ongoing from here)
5	6/12/2025	Not Completed	Officer - End EO Training
5	6/12/2025	Not Completed	Operations - Pack Specialist Bags
5	6/12/2025	Not Completed	Admin - Supply staff with key contact information sheet
5	6/12/2025	Not Completed	Operations - Verify trucks with Paxton
5	6/12/2025	Not Completed	Officer - Finish training and workshops
5	6/12/2025	Not Completed	Admin - Finalize provisional adjudication session procedures
5	6/12/2025	Not Completed	Operations - Finalize precinct returns spreadsheet (office & WH)
4	6/13/2025	Not Completed	Send Reminder Brief to all officers on Waitlist Roster

Task Progress as of 3/27/2025 - 2025 Primary Elections - Prepared by PWC Office of Elections

4	6/13/2025	Not Completed	Officer - Send Friday Letter
4	6/13/2025	Not Completed	Officer - Send final Friday night letter to EO team
4	6/13/2025	Not Completed	Comms - Prep website for Election Day
4	6/13/2025	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
3	6/14/2025	Not Completed	Comms - TWEET: Early Voting Ends
3	6/14/2025	Not Completed	Officer - Close mock precinct
3	6/14/2025	Not Completed	Officer - End CO Training
3	6/14/2025	Not Completed	Officer - Certify training of officers with GR for ELECT
3	6/14/2025	Not Completed	Chief Phone Call Final Check-Ins
3	6/14/2025	Not Completed	Officer - Sent Chiefs Cage Tracking Link
3	6/14/2025	Not Completed	Operations - CO Supply Pickup
2	6/15/2025	Not Completed	Admin - Certify pollbook logic and accuracy
2	6/15/2025	Not Completed	Operations - Breakdown EV sites and Return Equipment and Binders to Office
2	6/15/2025	Not Completed	Absentee - Prepare/print AB list for precincts on Election Day.
2	6/15/2025	Not Completed	Admin - Finalize canvass procedures
2	6/15/2025	Not Completed	Operations - L&A EPB Certify to Elect
2	6/15/2025	Not Completed	Operations - Finalize Cages for Deployment
1	6/16/2025	Not Completed	Operations - Finalize setup for Chief HQ
1	6/16/2025	Not Completed	Operations - Verify to GR that cages are confirmed delivered to sites
1	6/16/2025	Not Completed	Admin - GR must rule on emergency ballots
1	6/16/2025	Not Completed	Operations - Final AB Numbers
1	6/16/2025	Not Completed	Admin - Confirm absentee list has been printed and delivered to WH.
1	6/16/2025	Not Completed	Absentee – Create pollbook for CAP
1	6/16/2025	Not Completed	Officer - Send Reminder to CANVASS officers/SAs
1	6/16/2025	Not Completed	Operations - Election Day Pollbook Deployment
0	6/17/2025	Not Completed	Absentee - Prepare thumbdrive with AB documents for courthouse
0	6/17/2025	Not Completed	Officer - Address all EO issues on election day
0	6/17/2025	Not Completed	Comms - Add VAelect Unofficial Results Link PROMINENTLY on Homepage @ 7pm
0	6/17/2025	Not Completed	Comms - TWEET: ELECTION DAY Ends @ 7pm
0	6/17/2025	Not Completed	Comms - TWEET: ELECTION DAY Starts @ 6am
0	6/17/2025	Not Completed	Absentee - Compile ENR for CAP-EV and CAP-AB, incl. hand count
-1	6/18/2025	Not Completed	Officer -Delete Manage Locations Precincts CO Assigned
-1	6/18/2025	Not Completed	Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive

Task Progress as of 3/27/2025 - 2025 Primary Elections - Prepared by PWC Office of Elections

-1	6/18/2025	Not Completed	Absentee - Deliver all absentee applications to Courthouse
-1	6/18/2025	Not Completed	Operations - Deliver #3 and #6, election materials to Courthouse
-1	6/18/2025	Not Completed	Comms - Convert Website to "Post Election" homepage
-1	6/18/2025	Not Completed	Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally)
-2	6/19/2025	Not Completed	Officer - Prepare payroll document for Fiscal Specialist using Comp Sheets
-2	6/19/2025	Not Completed	Absentee - Create pollbook for CAP-PE
-2	6/19/2025	Not Completed	Operations - Copy and backup all Voter Credit from Election day, assist w/ VERIS entry
-2	6/19/2025	Not Completed	Officer - CANVASS
-2	6/19/2025	Not Completed	Operations - Search key equipment for missing docs, ballots, envelopes, etc.
-2	6/19/2025	Not Completed	Officer - Validate Officers have completed training
-2	6/19/2025	Not Completed	Operations - Copy and backup all ballot images from Election day
-3	6/20/2025	Not Completed	Admin - Inform Circuit Court of any materials not returned
-3	6/20/2025	Not Completed	VR - Provisional research/meeting/letters
-3	6/20/2025	Not Completed	Absentee - Compile ENR for CAP-PE, incl. hand count ballots and rejected ballots.
-3	6/20/2025	Not Completed	Absentee - Pull all No-ID ballots for Provisional (fed elections only)
-3	6/20/2025	Not Completed	Admin - Prepare ID Required Mail Ballots for Provisional Meeting
-3	6/20/2025	Not Completed	Absentee - Update CAP-PE pollbook.
-3	6/20/2025	Not Completed	Admin - Change to be rejected mail ballots in VERIS to Needs Cure to receive voting credit
-3	6/20/2025	Not Completed	Absentee - Finalize thumbdrive with final absentee list (pollbook) for courthouse
-3	6/20/2025	Not Completed	Absentee - Provisional credit
-4	6/21/2025	Not Completed	Officer - Scan election Comp Forms
-6	6/23/2025	Not Completed	Admin - Provisional Credit Entered
-7	6/24/2025	Not Completed	Comms - TWEET: Election Has been Certified
-7	6/24/2025	Not Completed	Absentee - Prepare Rejection Log for GR and Courthouse
-7	6/24/2025	Not Completed	Admin - Certify election, send abstracts/checklist to state
-7	6/24/2025	Not Completed	Absentee - Reject AB Ballots in VERIS
-7	6/24/2025	Not Completed	Admin - Complete provisional ballot adjudication
-8	6/25/2025	Not Completed	Comms - Post all Election Day results tapes for public
-10	6/27/2025	Not Completed	Comms - Convert website back to default home page
-10	6/27/2025	Not Completed	Admin - Print winner certificates for Secretary
-10	6/27/2025	Not Completed	Admin - Organize retention of SOR copies, GR records
-12	6/29/2025	Not Completed	Operations - Get Revised Security Plan from EB
-14	7/1/2025	Not Completed	Operations - Inventory all voting equipment, notify GR of any damage/missing

Task Progress as of 3/27/2025 - 2025 Primary Elections - Prepared by PWC Office of Elections

-14	7/1/2025	Not Completed Comms - Digitize SORs for retention/requests
-14	7/1/2025	Not Completed Absentee - Print AB rej letters, copy rej AB envelopes, and mail to affected voters.
