

TASK PROGRESS - 2026 MARCH 10 SPECIAL ELECTION - PWC OFFICE OF ELECTIONS

E- Date	Due Date	Status	Task Descriptin	Importance
40	1/29/2026	Completed	Operations - Reserve Buckhall and OMCH (and/or any other necessary facilities)	Small Task
40	1/29/2026	Completed	Officer - Meet with Chief Deputy and GR to discuss possible recruitment mailings	Large Task
40	1/29/2026	Completed	Officer - Create assignment letter in EO Program	Small Task
40	1/29/2026	Completed	Admin - Planning Binder-Phase 1 returned to K&H - approved or with changes noted	Small Task
40	1/29/2026	Completed	Officer - Develop a recruitment plan this election	Large Task
40	1/29/2026	Completed	Officer - Update officer training and staffing email templates	Small Task
40	1/29/2026	Completed	Officer - Reserve training sites/rooms	Small Task
40	1/29/2026	Completed	Operations - (Primary Only) Create and Send Facilities Letter for Year	Small Task
40	1/29/2026	Completed	Absentee - Generating ongoing absentee ballots	Small Task
40	1/29/2026	Completed	Officer - Draft of EO Manual	Large Task
38	1/31/2026	Completed	Officer - Contact EOs that have not accepted Appointment Letter	Large Task
38	1/31/2026	In Progress	Admin - Build a list of critical req/PO/invoices during election	Large Task
38	1/31/2026	Completed	Admin - Publish ad for temp hires	Small Task
38	1/31/2026	Completed	Absentee - Review K&H envelopes, inserts, etc.	Large Task
38	1/31/2026	In Progress	Admin - Review and approve AB envelopes, inserts, ballot wraps	Large Task
38	1/31/2026	Completed	Absentee - Inventory election mailing supplies	Small Task
37	2/1/2026	Completed	Admin - Work with BOCS for any ordinance needed for election	Large Task
37	2/1/2026	Completed	Admin - Initial Envelope Art Files to K&H	Small Task
37	2/1/2026	Completed	Admin - Ballot Plan and Material Requirements, K&H	Large Task
34	2/4/2026	Completed	Operations - Pack Clear Plastic Pouches	Small Task
33	2/5/2026	Completed	Officer - Examine feedback from previous election and determine key training needs	Large Task
33	2/5/2026	Completed	Admin - Review any Voter Assistance Forms for compliance	Statutory
33	2/5/2026	Completed	Operations - Get Vests Cleaned	Small Task
33	2/5/2026	Completed	Officer - Finalize content or updates to EO Manual	Milestone
33	2/5/2026	In Progress	Absentee - Create test case and results key for high speed L&A.	Large Task
32	2/6/2026	In Progress	Admin - Envelope Order Qty & Final Approved Art	Small Task
32	2/6/2026	Completed	Operations - Throw away unusable ballot boxes	Small Task
32	2/6/2026	Not Completed	Officer - Decide training format	Large Task
32	2/6/2026	Not Completed	Absentee - Mark test deck for high speed L&A.	Large Task
30	2/8/2026	Not Completed	Absentee - Perform High Speed L&A	Statutory
30	2/8/2026	Not Completed	Admin - Finalize/prepare staffing plan for Board	Large Task
30	2/8/2026	Not Completed	Admin - Set staff, equipment, and ballot allocations by precinct	Large Task

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29	2/9/2026	Not Completed	Admin - Qualify local candidates through VERIS	Statutory
28	2/10/2026	Not Completed	Officer - Develop content for training classes	Large Task
28	2/10/2026	Not Completed	Absentee - Confirm with Logistics team for Preprocessing/CAP/CAP-PE space and dates	Small Task
28	2/10/2026	Completed	Admin - I voted sticker Order Qty & Final Approved Art	Small Task
28	2/10/2026	Not Completed	Admin - Finalize official voter projections for election, distribute to staff	Milestone
28	2/10/2026	Not Completed	Officer - Place printing order EO Manual.	Small Task
28	2/10/2026	In Progress	Operations - Coordinate with PWCS Office of Facilities Management	Small Task
25	2/13/2026	Completed	Operations - (Annual) Publish ADA surveys for all voting sites, notify GR	Milestone
25	2/13/2026	In Progress	Admin - Identify needs for Absentee temp assignments	Large Task
25	2/13/2026	Not Completed	Admin - Identify needs for Election Day temp assignments	Large Task
25	2/13/2026	Not Completed	Officer - Develop training schedule	Small Task
25	2/13/2026	Not Completed	Comms (Primary Only) - Post notice of holding of Primary	Statutory
25	2/13/2026	Completed	Officer - Hire and Train Temps	Large Task
25	2/13/2026	Not Completed	Comms - Switch main page to voter guide with key dates	Large Task
25	2/13/2026	Not Completed	Admin - Identify any purchases needed for coming election	Large Task
25	2/13/2026	In Progress	Operations - Pack Tape, Buttons, I Voted Stickers, etc.	Small Task
23	2/15/2026	In Progress	Officer - Send Availability Survey to ALL Officers	Large Task
23	2/15/2026	Completed	Operations - Check TW Stands	Small Task
23	2/15/2026	Completed	Operations - Order BOD Paper	Small Task
23	2/15/2026	Completed	Operations - Check Ballot Boxes to be used in Election	Small Task
23	2/15/2026	Not Completed	Admin - Have Board approve ballot order	Statutory
23	2/15/2026	Not Completed	Officer - Start EO assignment list	Large Task
23	2/15/2026	Not Completed	Officer - Produce training calendar, share with staffing team for addition to EO database	Small Task
22	2/16/2026	In Progress	Operations - Contact Print shop for any Election needs	Small Task
22	2/16/2026	Not Completed	Admin - Planning Binder-Phase 2 returned to K&H - approved or with changes noted.	Large Task
22	2/16/2026	In Progress	Admin - Initial Wrap Art Files to K&H	Small Task
22	2/16/2026	Not Completed	Admin - Have Board approve staffing plan	Statutory
22	2/16/2026	In Progress	Operations - Coordinate with PWCS Head of Construction	Small Task
21	2/17/2026	Completed	Operations - EV DEMTECH Pollbook Inventory & Charging	Small Task
21	2/17/2026	Not Completed	Admin - Complete confirmation of all temp staff hires by dept	Milestone
21	2/17/2026	Not Completed	Officer - Train temp staff to assist with election	Small Task
21	2/17/2026	Not Completed	Admin - Postage Deposit of Permit Funding Confirmation to K&H	Small Task
21	2/17/2026	Not Completed	Absentee - Review Preprocessing/CAP-PE officer schedule provided by Staffing Team.	Small Task

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21	2/17/2026	Completed	Absentee - Update all Preprocessing/CAP/CAP-PE training materials.	Large Task
21	2/17/2026	Not Completed	Absentee - Review Election Day CAP EO assignments provided by Staffing Team.	Small Task
21	2/17/2026	Completed	Operations - Recruitment of new Early Voting EO's	Small Task
20	2/18/2026	Not Completed	Officer - Finalize training classes	Small Task
20	2/18/2026	Not Completed	Admin - Ballot Order to K&H (Non-mail Ballots & Blank Base)	Small Task
20	2/18/2026	Not Completed	Admin - Postage Deposit or Permit Funding Confirmation Received for Ballot by Mail (K&H)	Large Task
20	2/18/2026	Not Completed	Officer - Send EO manual to printer if needed for this election	Milestone
20	2/18/2026	Not Completed	Admin - Initial Insert Art Files to K&H	Small Task
20	2/18/2026	Not Completed	Operations - Create and Proof Ballots, Verify layout compliant	Statutory
20	2/18/2026	Not Completed	Admin - (General Only) Have Board complete ADA certification by Sept 1 (Oct 16 in 2023)	Statutory
20	2/18/2026	Not Completed	Admin - Insert Order Qty & Final Approved Art	Large Task
20	2/18/2026	Not Completed	Absentee - Cancel Permanent AB Applications of Inactive Voters following the NCOA Process.	Statutory
19	2/19/2026	Not Completed	Operations - Order Ballots	Large Task
19	2/19/2026	Not Completed	Operations - Program EPB Templates for EV/ED	Large Task
19	2/19/2026	Not Completed	Admin - Ballot Faces to K&H	Large Task
19	2/19/2026	In Progress	Admin - Confirm Observer's availability for ballot printing.	Small Task
19	2/19/2026	Not Completed	Admin - Wrap Final Approved Art and Variables Table (if appl) to K&H	Large Task
19	2/19/2026	Not Completed	Officer - Set up space for EO training	Small Task
19	2/19/2026	Not Completed	Admin - Marked Test PDFs & Order Qty to K&H	Small Task
19	2/19/2026	Not Completed	Comms - Put the required code note & watermark on the sample ballots	Small Task
19	2/19/2026	Not Completed	Admin - Review Ballot Face and category proofs.	Small Task
18	2/20/2026	Not Completed	Admin - Ballot Reports to K&H	Small Task
18	2/20/2026	In Progress	Admin - Approval of K&H Insertion Guide.	Small Task
18	2/20/2026	In Progress	Admin - Verify E-mail Ballot List	Large Task
18	2/20/2026	In Progress	Admin - Issue refunds to primary candidates not qualified or unopposed	Statutory
18	2/20/2026	Completed	Admin - Update primers for visitors to public events	Small Task
18	2/20/2026	Not Completed	Admin - Ballot Order including Test Desks	Large Task
18	2/20/2026	Not Completed	Admin- Check budget status for adequate funds to run election	Statutory
18	2/20/2026	Not Completed	Admin - Hire temporary staff, all HR paperwork complete	Large Task
18	2/20/2026	In Progress	Operations - Complete EV staff assignments	Small Task
18	2/20/2026	In Progress	Operations - Pack Grey Ballot Boxes	Small Task
18	2/20/2026	Not Completed	Operations - Pack Keys and Seals	Small Task
17	2/21/2026	Not Completed	Admin - Review compliance with EB Security Policy	Statutory

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17	2/21/2026	Completed	Admin - Review Policies/Procedures for Observers, Public meetings	Small Task
17	2/21/2026	In Progress	Admin - BallotDNA set up	Milestone
17	2/21/2026	Not Completed	Operations - Place Uline Order	Small Task
17	2/21/2026	Not Completed	Operations - L & A of EPBs for EV	Statutory
17	2/21/2026	Not Completed	Officer - Mock EO training class	Large Task
17	2/21/2026	Not Completed	Officer - Finalize content, handouts, Powerpoint for training classes	Milestone
17	2/21/2026	Not Completed	Admin - Confirm office doors open during weekend voting, ED and Canvass	Small Task
17	2/21/2026	Not Completed	Admin - Outline needs for Chief HQ - staff, phones, etc.	Small Task
17	2/21/2026	Not Completed	Operations - EV Security Compliance	Milestone
17	2/21/2026	Not Completed	Operations - L&A of Scanners for EV	Statutory
17	2/21/2026	Not Completed	Admin - (General Only) Have Board approve Training Plan.	Statutory
16	2/22/2026	Not Completed	Operations - Verify EVEO vendor registration before assignment	Small Task
16	2/22/2026	In Progress	Operations - EV Site Visits	Small Task
16	2/22/2026	Not Completed	Absentee -First extract to K&H	Milestone
16	2/22/2026	Not Completed	Absentee - Test election in DemTech BallotDNA for UOCAVA email ballots	Milestone
16	2/22/2026	Not Completed	Admin - Set EV site information and hours with Board (or BOCS)	Small Task
16	2/22/2026	Not Completed	Officer - Set up workshop space	Small Task
16	2/22/2026	Not Completed	Operations - Provide staffing list to Director/Deputy Director	Small Task
16	2/22/2026	Not Completed	Operations - Complete Satellite Early Voting Readiness Checklist (1 wk before EV starts)	Small Task
16	2/22/2026	Completed	Absentee – Train/refresh temps on high-speed scanner prior to L&A	Small Task
15	2/23/2026	Not Completed	Operations - Manage EV Pollbook Builds and Deployment	Large Task
15	2/23/2026	Not Completed	Admin - Confirm initial absentee mailout	Statutory
15	2/23/2026	Not Completed	Absentee – Verify all equip. for PP/CAP/CAP-PE (PollPads, office supplies)	Small Task
15	2/23/2026	Completed	Operations - Schedule CAP sites	Small Task
15	2/23/2026	In Progress	Operations - Facility Election Day Emergency Contact Sheet Completed	Large Task
15	2/23/2026	In Progress	Operations - Pack Outside Precinct Signs	Small Task
15	2/23/2026	In Progress	Admin - Test Email ballot set up	Small Task
15	2/23/2026	Completed	Operations - Recruitment of Special Assistants	Small Task
15	2/23/2026	Completed	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resource	Small Task
15	2/23/2026	Not Completed	Operations - Pack EV Precinct Signs	Small Task
15	2/23/2026	Not Completed	Admin - Have ballot printer and representative sign oaths	Statutory
15	2/23/2026	Not Completed	Operations - Organize EV Binders	Small Task
15	2/23/2026	Not Completed	Officer - Start EES Workshop	Small Task

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15	2/23/2026	Not Completed	Admin - Contact Sheriff's Office to secure parking spots for EV.	Small Task
15	2/23/2026	Not Completed	Officer - Add Chiefs to their precincts in Integra so they can see them in portal.	Small Task
15	2/23/2026	Not Completed	Officer - Send 1st Officer Assignment List to EB & Party Chairs 6 Wks Out	Large Task
15	2/23/2026	Not Completed	Officer - Send EO Assignment List to EB & Party Chairs	Large Task
15	2/23/2026	Not Completed	Comms - TWEET: Early Voting Begins	Small Task
15	2/23/2026	Not Completed	Admin - Finalize any purchases needed for election, get quotes	Small Task
15	2/23/2026	In Progress	Absentee - Update all PP/CAP/CAP-PE envelopes, SORs, oaths, etc.	Large Task
15	2/23/2026	Not Completed	Absentee - Initial reports to BallotTrax (Eligibility report)	Large Task
15	2/23/2026	Not Completed	Absentee - Print and post initial Public Absentee List	Small Task
15	2/23/2026	Not Completed	Operations - Delivery and Setup Main Office EV Site	Small Task
15	2/23/2026	Not Completed	Admin - Cure Log is ready	Small Task
15	2/23/2026	Not Completed	Admin - Have EB appoint last officer group for election	Statutory
15	2/23/2026	Not Completed	Admin - Notify Secretary if any issues timely processing voter registrations	Statutory
15	2/23/2026	In Progress	Absentee - Update all Hand Count tally sheets, SORs, etc.	Large Task
15	2/23/2026	In Progress	Operations - Schedule Training sites	Small Task
15	2/23/2026	Not Completed	Absentee - Mail Print Disable Envelopes.	Small Task
15	2/23/2026	Not Completed	Absentee - AB Compliance Survey (45 day) state required	Statutory
15	2/23/2026	Not Completed	Officer - Verify vendor registration of assigned officers	Small Task
15	2/23/2026	Not Completed	Absentee - Process absentee applications for first mailout (Cynthia, Colleen, temps)	Statutory
15	2/23/2026	Not Completed	Officer - Assign CAP EOs	Small Task
15	2/23/2026	Not Completed	Operations - Coordinate/Get Quote Paxton	Small Task
15	2/23/2026	Not Completed	Absentee - Assess if staffing meeting absentee needs from incoming numbers	Large task
15	2/23/2026	Not Completed	Officer - Finalize EO's assignment and email to officers	Large Task
15	2/23/2026	Not Completed	Officer - Assign Special Assistants	Small Task
15	2/23/2026	Not Completed	Officer - Send Chiefs/Asst. Chiefs facility contact information	Small Task
15	2/23/2026	Not Completed	Operations - Certify number of Election Day ballots received, complete QC	Statutory
15	2/23/2026	Not Completed	Officer - Assign Canvass EOs	Small Task
15	2/23/2026	Not Completed	Officer - Verify all precincts have all positions filled	Small Task
15	2/23/2026	Not Completed	Officer - Set up space for CO training	Small Task
15	2/23/2026	Not Completed	Operations - Pack Green Accordians (Contingent upon authorization of formats by admin)	Small Task
15	2/23/2026	Not Completed	Operations - Create truck routes for Paxton	Small Task
15	2/23/2026	Not Completed	Operations - Send Facility Reminder	Small Task
15	2/23/2026	Not Completed	Admin - Send party chairs draft precinct staffing list	Small Task

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15	2/23/2026	Not Completed	Officer - Start EO Training	Milestone
14	2/24/2026	Completed	Operations - Schedule Canvass site	Small Task
14	2/24/2026	Not Completed	Officer - Start CO Training	Small Task
14	2/24/2026	Not Completed	Admin - Finalize post-election Board schedule, post notice	Small Task
14	2/24/2026	Not Completed	Admin - Send notice of Election Day scanner L&A for party, candidates	Statutory
14	2/24/2026	Completed	Operations - Pack Privacy Folders	Small Task
14	2/24/2026	Not Completed	Absentee - Provide final approval to Staffing Team for Preprocessing/CAP-PE officer schedule.	Small Task
14	2/24/2026	Not Completed	Officer - Share one month staffing list with Director/Deputy Director	Small Task
14	2/24/2026	In Progress	Operations - Coordinate with PWCS Office of Communication	Small Task
14	2/24/2026	Not Completed	Admin - Finalize supply drop off plan	Large Task
14	2/24/2026	Not Completed	Officer - Set up dummy precinct	Small Task
14	2/24/2026	Not Completed	Operations - Pack Election Day Precinct Signs	Statutory
14	2/24/2026	In Progress	Operations - Pack Electrical Bags	Small Task
14	2/24/2026	Not Completed	Certify all polling places/contests/candidates correct in VERIS/Enhanced Results	Statutory
14	2/24/2026	Not Completed	Admin - BallotDNA Email Reminders	Small Task
14	2/24/2026	Not Completed	Officer - Contact EOs who miss training and reschedule training	Small Task
14	2/24/2026	Not Completed	Absentee - Approve Election Day CAP officer assignment provided by Staffing Team.	Small Task
13	2/25/2026	Not Completed	Officer - Create EO waitlist for election	Small Task
13	2/25/2026	Not Completed	Comms - TWEET: Last Day to Register/Update Registration (General & Primary)	Small Task
13	2/25/2026	Not Completed	Officer First Chief Check-In Call 1 of 2	Small Task
13	2/25/2026	Not Completed	Operations - Make sure emergency polling places are ready if needed	Statutory
13	2/25/2026	Not Completed	Operations - Make Labels and Election Day Envelopes	Small Task
12	2/26/2026	Not Completed	Officer - Send CO bag pick-up and supply drop-off information	Small Task
12	2/26/2026	In Progress	Operations - ED DEMTECH Pollbook Inventory & Charging	Small Task
12	2/26/2026	Completed	Absentee - Oversee CAP training	Milestone
12	2/26/2026	Not Completed	Officer - Send provisional Brief Sheet to all officers	Small Task
12	2/26/2026	Not Completed	Admin - Rough draft of Election Day assignments	Large Task
12	2/26/2026	Not Completed	Officer - Verify all precincts have all positions filled	Small Task
12	2/26/2026	Not Completed	Admin - (Primary Only) Send any voter notice of polling place changes	Statutory
12	2/26/2026	Not Completed	Operations - Reserve Election Day Ipads, phones, etc, for EV/ED	Large Task
12	2/26/2026	Not Completed	Admin - Mail Ballot Reminder via BallotTrax	Small Task
11	2/27/2026	Not Completed	Officer - Remove all EOs that have not attended training	Small Task
11	2/27/2026	Not Completed	Admin - Send party chairs final precinct staffing list	Statutory

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11	2/27/2026	In Progress	Absentee – Create pollbook for Preprocessing	Milestone
11	2/27/2026	Not Completed	Operations - Create File for Paper Pollbook and send to Printer	Small Task
11	2/27/2026	Not Completed	Officer - Letter to Quantico Marine Base for access to the Town	Small Task
11	2/27/2026	Not Completed	Absentee - Ensure all Preprocessing equipment is ready (pollbook, EPBs)	Small Task
11	2/27/2026	Not Completed	Absentee - Ensure all Preprocessing materials ready (oaths, recon. sheets, tags, envelopes)	Small Task
11	2/27/2026	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
11	2/27/2026	Not Completed	Operations - Test Door Bells/Phone Numbers	Small Task
11	2/27/2026	Not Completed	Operations - Gathering Supplies for Chief Binder	Small Task
11	2/27/2026	Not Completed	Operations - Send ED Facility Final Reminders	Small Task
11	2/27/2026	Not Completed	Officer - Begin tracking EO attendance in training	Small Task
11	2/27/2026	Not Completed	Officer - Send EB & Party Chairs Final EO List	Large Task
11	2/27/2026	Not Completed	Operations - Test TallyPoint	Small Task
11	2/27/2026	Not Completed	Operations - Program EPB Templates- ED	Large Task
11	2/27/2026	Not Completed	Comms - Finalize list of top precincts for media members to visit.	Small Task
11	2/27/2026	Not Completed	Officer - Replace all EOs that have been removed due to not attending training	Large Task
11	2/27/2026	Not Completed	Admin - GR signs all officer oaths for polling places	Statutory
8	3/2/2026	Not Completed	Comms - TWEET: Deadline to Request a Mail Ballot	Small Task
7	3/3/2026	Not Completed	Operations - L & A for Scanners for Election Day	Statutory
7	3/3/2026	Not Completed	Absentee – Update Preprocessing pollbook	Large Task
7	3/3/2026	Not Completed	Admin - Finalize Provisional Processing Plan	Milestone
7	3/3/2026	Not Completed	Operations - Pack #3 and #6 for Transport	Large Task
7	3/3/2026	Not Completed	Absentee - Set up Preprocessing room	Small Task
7	3/3/2026	Not Completed	Officer - Finalize staff for canvass, coordinate with GR	Large Task
7	3/3/2026	In Progress	Operations - Emergency Precinct Coordination & Deployment	Large Task
7	3/3/2026	Not Completed	Operations - Pack CO Bags	Small Task
7	3/3/2026	Not Completed	Admin - Final test of results reporting system	Small Task
6	3/4/2026	Not Completed	Officer - 2nd Chief check in phone call 2 of 2	Large Task
6	3/4/2026	Not Completed	Officer - Final verification all precincts filled, emergency fill ins	Large Task
6	3/4/2026	Not Completed	Admin - Final draft of Election Day assignments to staff, Board	Small Task
5	3/5/2026	Not Completed	Operations - Test ED EPBs	Large Task
5	3/5/2026	Not Completed	Admin - Prepare Provisional Templates	Small Task
5	3/5/2026	Not Completed	Operations - Coordinate with Courthouse for Election Day Storage	Small Task
5	3/5/2026	Not Completed	Admin - Draft Friday night letter	Large Task

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5	3/5/2026	Not Completed	Absentee – Verify CAP-EV scanner delivery date	Small Task
5	3/5/2026	Not Completed	Provisional - Prepare templates, envelopes and etc	Small Task
5	3/5/2026	Not Completed	Admin - Minimize any unregistered EOs in Mobius	Large Task
5	3/5/2026	Not Completed	Operations - Create What Ifs	Small Task
5	3/5/2026	Not Completed	Comms - Notify EOs/staff of any observer/media groups	Large Task
5	3/5/2026	Not Completed	Admin - Finalize roles and layout for Chief HQ	Large Task
5	3/5/2026	Not Completed	Absentee - Ensure all CAP materials ready (oaths, envelopes, SORs)	Small Task
4	3/6/2026	Not Completed	Operations - Pack Specialist Bags	Small Task
4	3/6/2026	Not Completed	Officer - Finish training and workshops	Milestone
4	3/6/2026	Not Completed	Officer - End EO Training	Large Task
4	3/6/2026	Not Completed	Operations - Certify L&A for Scanner/Touch Writers to ELECT	Statutory
4	3/6/2026	Not Completed	Admin - Finalize provisional adjudication session procedures	Large Task
4	3/6/2026	Not Completed	Operations - Finalize precinct returns spreadsheet (office & WH)	Small Task
4	3/6/2026	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.	Weekly Task
4	3/6/2026	Not Completed	Officer - Unassign all EOs that cancel (ongoing from here)	Small Task
4	3/6/2026	Not Completed	Operations - Election Day Pollbook Secure Login Codes	Small Task
4	3/6/2026	Not Completed	Operations - Verify trucks with Paxton	Small Task
4	3/6/2026	Not Completed	Admin - Supply staff with key contact information sheet	Large Task
3	3/7/2026	Not Completed	Officer - Close mock precinct	Small Task
3	3/7/2026	Not Completed	Officer - End CO Training	Small Task
3	3/7/2026	Not Completed	Officer - Send final Friday night letter to EO team	Small Task
3	3/7/2026	Not Completed	Officer - Send Friday Letter	Small Task
3	3/7/2026	Not Completed	Send Reminder Brief to all officers on Waitlist Roster	Small Task
3	3/7/2026	Not Completed	Comms - Prep website for Election Day	Milestone
3	3/7/2026	Not Completed	Officer - Certify training of officers with GR for ELECT	Statutory
3	3/7/2026	Not Completed	Chief Phone Call Final Check-Ins	Large Task
3	3/7/2026	Not Completed	Operations - CO Supply Pickup	Small Task
3	3/7/2026	Not Completed	Comms - TWEET: Early Voting Ends	Small Task
2	3/8/2026	Not Completed	Admin - Certify pollbook logic and accuracy	Statutory
2	3/8/2026	Not Completed	Operations - Breakdown EV sites and Return Equipment and Binders to Office	Large Task
2	3/8/2026	Not Completed	Admin - Finalize canvass procedures	Large Task
2	3/8/2026	Not Completed	Operations - L&A EPB Certify to Elect	Statutory
2	3/8/2026	Not Completed	Operations - Finalize Cages for Deployment	Statutory



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2	3/8/2026	Not Completed	Absentee - Prepare/print AB list for precincts on Election Day.	Large Task
1	3/9/2026	Not Completed	Operations - Final AB Numbers	Small Task
1	3/9/2026	Not Completed	Admin - Confirm absentee list has been printed and delivered to WH.	Statutory
1	3/9/2026	Not Completed	Officer - Send Reminder to CANVASS officers/SAs	Small Task
1	3/9/2026	Not Completed	Operations - Verify to GR that cages are confirmed delivered to sites	Statutory
1	3/9/2026	Not Completed	Admin - GR must rule on emergency ballots	Statutory
1	3/9/2026	Not Completed	Operations - Finalize setup for Chief HQ	Large Task
1	3/9/2026	Not Completed	Operations - Election Day Pollbook Deployment	Small Task
1	3/9/2026	Not Completed	Absentee – Create pollbook for CAP	Milestone
1	3/9/2026	Not Completed	Absentee - Move CAP from OMCH to Main Office	Large Task
0	3/10/2026	Not Completed	Absentee - Compile ENR data for CAP-EV and CAP-AB, incl. hand count (if appl.)	Large Task
0	3/10/2026	Not Completed	Officer - Address all EO issues on election day	Large Task
0	3/10/2026	Not Completed	Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm	Small Task
0	3/10/2026	Not Completed	Absentee - Prepare thumbdrive with AB documents for courthouse	Small Task
0	3/10/2026	Not Completed	Comms - TWEET: ELECTION DAY Ends @ 7pm	Small Task
0	3/10/2026	Not Completed	Comms - TWEET: ELECTION DAY Starts @ 6am	Small Task
-1	3/11/2026	Not Completed	Officer -Delete Manage Locations Precincts CO Assigned	Small Task
-1	3/11/2026	Not Completed	Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive	Small Task
-1	3/11/2026	Not Completed	Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, HC tally)	Small Task
-1	3/11/2026	Not Completed	Operations - Deliver #3 and #6, election materials to Courthouse	Statutory
-1	3/11/2026	Not Completed	Comms - Convert Website to "Post Election" homepage	Small Task
-1	3/11/2026	Not Completed	Absentee - Deliver all absentee applications to Courthouse	Statutory
-2	3/12/2026	Not Completed	Operations - Copy and backup all ballot images from Election day	Small Task
-2	3/12/2026	Not Completed	Absentee – Create pollbook for CAP-PE	Milestone
-2	3/12/2026	Not Completed	Officer - Prepare payroll document for Fiscal Specialist using Comp Sheets	Large Task
-2	3/12/2026	Not Completed	Officer - Validate Officers have completed training	Milestone
-2	3/12/2026	Not Completed	Officer - CANVASS	Large Task
-2	3/12/2026	Not Completed	Operations - Search key equipment for missing docs, ballots, envelopes, etc.	Large Task
-2	3/12/2026	Not Completed	Operations - Copy and backup all Voter Credit from Election day, assist w/ VERIS entry	Small Task
-3	3/13/2026	Not Completed	Absentee - Provisional credit	Small Task
-3	3/13/2026	Not Completed	Admin - Change to be rejected mail ballots in VERIS to Needs Cure to receive voting credit	Small Task
-3	3/13/2026	Not Completed	Admin - Prepare ID Required Mail Ballots for Provisional Meeting	Small Task
-3	3/13/2026	Not Completed	Absentee – Update CAP-PE pollbook.	Small Task

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-3	3/13/2026	Not Completed	Absentee - Pull all No-ID ballots for Provisional (Fed elections only)	Small Task
-3	3/13/2026	Not Completed	Admin - Inform Circuit Court of any materials not returned	Statutory
-3	3/13/2026	Not Completed	VR - Provisional research/meeting/letters	Small Task
-3	3/13/2026	Not Completed	Absentee - Compile ENR for CAP-PE, incl. hand count ballots and rejected ballots.	Large Task
-3	3/13/2026	Not Completed	Absentee - Finalize thumbdrive with final absentee list (pollbook) for courthouse	Small Task
-4	3/14/2026	Not Completed	Absentee - Reject AB Ballots in VERIS	Large Task
-4	3/14/2026	Not Completed	Absentee - Prepare Rejection Log for GR and Courthouse	Large Task
-4	3/14/2026	Not Completed	Admin - Provisional Credit Entered	Small Task
-4	3/14/2026	Not Completed	Admin - Complete provisional ballot adjudication	Statutory
-4	3/14/2026	Not Completed	Admin - Certify election, send abstracts/checklist to state	Statutory
-4	3/14/2026	Not Completed	Officer - Scan election Comp Forms	Small Task
-4	3/14/2026	Not Completed	Comms - TWEET: Election Has been Certified	Small Task
-5	3/15/2026	Not Completed	Admin - Print winner certificates for Secretary	Statutory
-5	3/15/2026	Not Completed	Comms - Post all Election Day results tapes for public	Mile
-5	3/15/2026	Not Completed	Comms - Convert website back to default home page	Small Task
-6	3/16/2026	Not Completed	Admin - Organize retention of SOR copies, GR records	Statutory
-7	3/17/2026	Not Completed	Comms - Digitize SORs for retention/requests	Large Task
-7	3/17/2026	Not Completed	Operations - Get Revised Security Plan from EB	Large Task
-10	3/20/2026	Not Completed	Operations - Inventory all voting equipment, notify GR of any damage/missing	Statutory
-10	3/20/2026	Not Completed	Absentee - Print AB rej letters, copy rej AB envelopes, and mail to affected voters.	Large Task

## GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
101	<b>Execution of Elections.</b> 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	<b>Maintain an Office.</b> 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	<b>Office Contact Information.</b> 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	<b>Organizational Plan.</b> 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	<b>Hire and Evaluate Staff.</b> 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	<b>General Registrar Evaluation.</b> 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	<b>Office Clearly Marked.</b> 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	<b>Public Communication.</b> 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

## GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
109	<b>Facilitate state, local, and board communication.</b> 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	<b>Budget.</b> 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	<b>Educate the Public.</b> 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	<b>Complete Required Trainings.</b> 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	<b>Election Public Notice.</b> 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	<b>Review EB &amp; GR Duties.</b> 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	<b>Accessible Office.</b> 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	<b>Support of Town Elections.</b> 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	<b>Convene Electoral Board Meetings.</b> 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	<b>Board Communication.</b> 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	<b>Register Voters.</b> 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	<b>Update and Maintain the Voter Registration Database.</b> 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	<b>Maintain accurate voter registration records.</b> 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	<b>Registration Denials.</b> 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	<b>Additional Office Locations.</b> 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	<b>Additional Office Hours.</b> 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	<b>Notification of Timely VR Processing.</b> 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	<b>Temporary Additional Locations.</b> 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	<b>Candidate Filing.</b> 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	<b>Keep Candidates Up-to-Date in VERIS.</b> 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	<b>Statement of Economic Interest.</b> 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	<b>Candidate Deficiencies.</b> (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	<b>Return of Filing Fees.</b> 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	<b>Simultaneous filings.</b> 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	<b>Polling Place Selection.</b> 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	<b>Polling Place ADA Compliance.</b> 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	<b>Polling Place Accessible Entrance.</b> 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	<b>Polling Places Changes.</b> 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	<b>Maintain precinct and polling place information.</b> 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	<b>Emergency Polling Place Readiness.</b> 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	<b>Voting System Instructions.</b> 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	<b>Sample Ballots.</b> 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	<b>Voting Booths.</b> 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	<b>Polling Place Preparation.</b> 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	<b>Emergency Polling Place Changes.</b> 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	<b>Election Officer Appointment.</b> 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	<b>Election Officer Staffing Plan.</b> 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	<b>Election Officer Assignments.</b> 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 responsilbe for assignments and comms. to officers, Board sets relevant asssignment policies and review as outlined in PWC EO Policy
504	<b>Removal of Officers.</b> 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	<b>Automatic Dismissal of Officers.</b> 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	<b>Non-Affiliated Chief Officers.</b> 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	<b>Officer Oath.</b> 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	<b>Election Officer Public List.</b> 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	<b>Develop a Training Plan for Officers Before Election.</b> 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	<b>Training Plan Review.</b> 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	<b>Election Training Minimums.</b> "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	<b>Additional Training.</b> 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	<b>State Training Standards.</b> 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	<b>Election Officer Training Certification.</b> 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	<b>Ballot Order Preparation.</b> Prepare ballot order sufficient for the proper conduct of the election.	Ballots	1 - Plan (45+ Days)	GR Only	Code 24.2-612	
602	<b>Ballot Order Approval:</b> 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	<b>Ballot Layout.</b> 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	<b>Ballot Proofs.</b> 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	<b>Ballot Printer Designee.</b> 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	<b>Affix Seal to Ballots.</b> 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	<b>Receipt of Ballots.</b> 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	<b>Custody of Ballots.</b> 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	<b>Ballots Sorted by Precinct.</b> 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	<b>Delivery of ballots to the precinct.</b> 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	<b>Unused Ballots.</b> 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	<b>Equipment Security Plan.</b> 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	<b>Equipment Custody.</b> 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	<b>Ballot containers.</b> 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	<b>L&amp;A Testing.</b> 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	<b>Equipment custodians.</b> 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	<b>Contracting voting equipment maintenance .</b> 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	<b>L&amp;A Notice.</b> 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	<b>Equipment Keys.</b> 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	<b>Election Equipment Purchase/Planning (NEW).</b> 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	<b>Make Absentee Applications Available.</b> The GR must make applications for absentee ballots available and accept them electronically.	Absentee	0 - General/Ongoing	GR Only	Code 24.2-701	
802	<b>Absentee Application Rejection.</b> 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	<b>Timely Absentee Response.</b> 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	<b>Send Mail Ballots within 3 Days.</b> 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	<b>Military/Overseas Voters.</b> 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	<b>45-Day Absentee Mailing.</b> 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	<b>45-Day Absentee Compliance.</b> 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	<b>Mark Receipt Date of Mail Ballots.</b> 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	<b>Absentee Voter Assistance Forms.</b> 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	<b>Absentee List.</b> 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	<b>Supplemental List for Precincts.</b> 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	<b>Final Absentee List.</b> 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	<b>Emergency Voting Adjudication.</b> 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	<b>Provided Provisional Ballots.</b> 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	<b>Applications to Clerk of Court.</b> 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	<b>Absentee Ballots Received after the Election.</b> 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	<b>Preserve Unused Ballots.</b> The GR must note, and preserve, any absentee ballot returned unused.	Absentee	5 - Post-Election	GR	Code 24.2-708 (A)	
901	<b>Canvass.</b> 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	<b>Provisional Ballot Adjudication.</b> 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

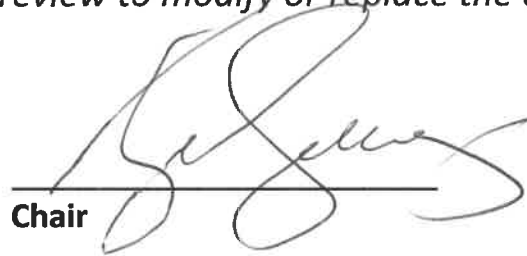
## GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
903	<b>Completion of Abstracts.</b> 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	<b>Certification.</b> 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	<b>Election Tiebreakers.</b> 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	<b>Winning Certificates.</b> 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	<b>Return of Materials on Election Day.</b> 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	<b>Unused Ballots.</b> 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	<b>Transfer of Election Materials to Clerk of Court.</b> 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	<b>Action for Election Materials Not Returned.</b> 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	

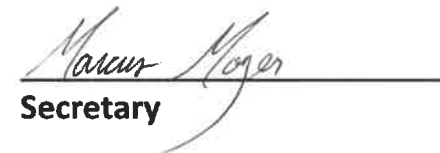
## GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

#	Duty/Task	Group	Stage	Resp.	Source	Notes
911	<b>Retention of the SOR.</b> 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

**New EO Applicants**  
**EB Meeting - 1/30/2026**

First	Mid	Last	Party	Pct.
<b>DEM. CHAIR - Type "Object" in column E for any officers you do NOT want to represent y</b>				
Marilyn	S	Adusei Poku	D	410
Tasiba		Alam	D	113
Olga	R	Anderson	D	314
Rameez	H	Anwar	D	705
Emmanuel	N	Awantoh Sr.	D	103
Brittany	R	Bates Grant	D	NA
Lima		Beauvais	D	712
Robert	B	Berrier	D	316
Jasmine		Blackwell	D	704
Alissa	N	Buoni	D	203
Rachel	M	Burrell	D	607
Donna	k	Carroll	D	214
Carol	E	Claxton	D	615
Katrina	A	Coleman	D	309
Deborah	A	Colston	D	712
Brianna	D	Davis-Kleppinger	D	411
Crystal	A	Dickerson-Reddick	D	302
Ashley	N	Ferrufino -Brizuela	D	606
Heather	M	Flynn	D	209
Jennifer	C	Gillyard	D	316
Jeannine		Graham	D	111
Marcus	A	Gullett	D	514
Jeronimo	G	Guzman	D	312
Tameka	R	Harris	D	709
Jassiem	A	Hodge	D	313
Jessica	l	Johnson	D	311
Tamera	H	Jordan	D	302
Eloise		Lance	D	410
John	S	Lanier III	D	303
MICHAEL	R	LEWIS	D	311
Maria-Amanda	B	Martinez	D	312
Reza		Mazid	D	411
Joye	R	McIntire	D	210
Brian	K	Neube	D	511
Shannon	M	North-Giles	D	508
Dianna	E	Padilla	D	212
Karol	J	Paz	D	109
Ronald	L	Phelps Jr	D	110
Tara	A	Porter	D	606
Wanda	F	Richardson	D	306
Elizabeth		Rus	D	414
Ayana Dayna	S	Russell	D	311

**New EO Applicants**  
**EB Meeting - 1/30/2026**

First	Mid	Last	Party	Pct.
<b>DEM. CHAIR - Type "Object" in column E for any officers you do NOT want to represent y</b>				
Linda	S	Schmidt	D	310
Yolanda	Y	Smith	D	215
Jane	S	Tamai	D	505
Gwendolyn	T	Ware	D	514
DeAnn	P	White	D	604
Brandy	D	Winston	D	704

**New EO Applicants**  
**EB Meeting - 1/30/2026**

First	Mid	Last	Party	Pct.
<b>REP. CHAIR - Type "Object" in column E for any officers you do NOT want to represent you</b>				
Mohammed	M	AL Shalchi	R	302
Neil	P	Cribb	R	708
Janet	E	Duckworth	R	508
Gayle	H	Espinosa	R	702
Claudia	E	Gortva	R	508
Angelina	R	Jacob	R	509
Samantha	A	Kordalski	R	114
Jean	P	LeDoux	R	315
Laura	L	Lovelace	R	201
Paula	F	Nichols	R	108
Warren	C	Prados	R	101
Herbert	M	Robbins	R	310
Luz	M	Serrato-gray	R	701
Erina		Suzuki	R	114
Margaret	H	Vankleeck	R	312
Liliana		Wilson Galvez	R	308
Stephen	B	Wooldridge	R	204

**New EO Applicants**  
**EB Meeting - 1/30/2026**

<b>First</b>	<b>Mid</b>	<b>Last</b>	<b>Party</b>	<b>Pct.</b>
<b>BOTH CHAIRS - Type "Nominate" in Column E for any officers you want to represent you</b>				
Mary	E	Anderson	N	312
Taha		Ayaz	N	704
Philip	J	Botwinik	N	513
Alexis		Browne	N	106
GeVon	V	Bumbrey	N	312
Daevon	T	Cross	N	502
Damaris	S	Disen	N	301
Mark	J	Dorgan	N	501
Catharina	D	Gillam	N	505
Moris	B	Gomez-Diaz	N	704
Kali	M	Gray	N	102
Zenya		Green	N	712
Asif	R	Haq	N	704
Mobashsherah		Khatun	N	510
Nokomis		Medley-Cleveland	N	309
Regina		Richardson	N	604
Tandriaha	D	Robertson	N	215
Alana	C	Russell-Telford	N	311
Charity		Seay	N	515
Karen	A	Siletzky	N	209
Cynthia	L	Stefel	N	409
Jason	T	Stepp	N	402
Matthew	D	Stinson	N	610
Jessica	M	Trejo	N	313
Tena	P	Warsido	N	315

## EO Party Change Requests

EB Meeting - 1/30/2026

Name	Current Party	Party Change	Object/Nominate	PCT	
Morgan Schmidtke	N	R	Nominate	603	10/11/25-Republican Chair approved via Email
Luke Schmidtke	N	R	Nominate	603	10/11/25-Republican Chair approved via Email