

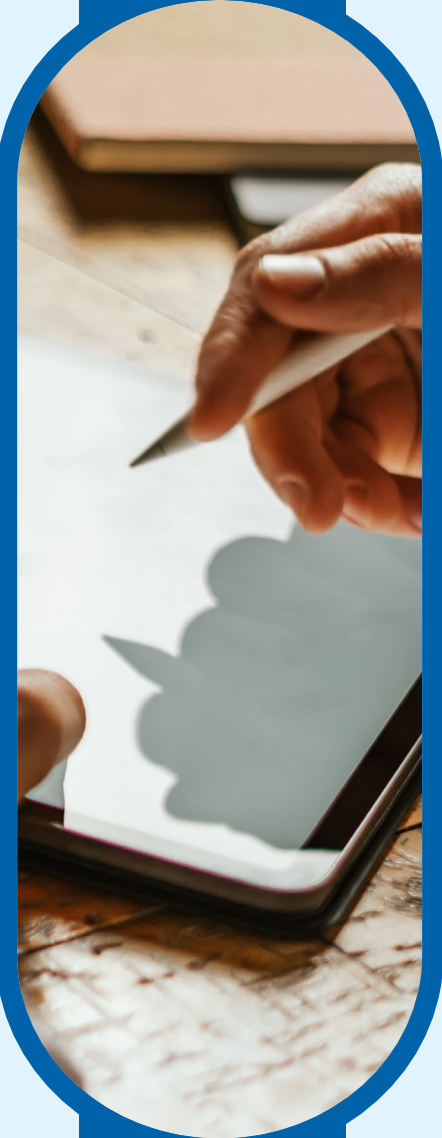


PWC ELECTORAL BOARD MEETING

April 10, 2026



CALL TO ORDER/ PLEDGE



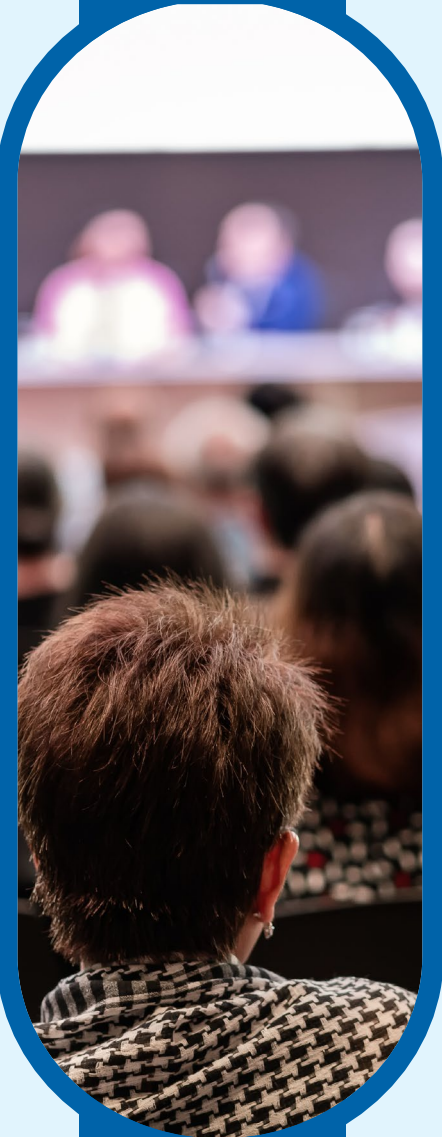
APPROVAL OF MINUTES



APPROVAL OF MINUTES

- February 25, 2026 Minutes
- Post-Woodbridge Special Minutes (3/11-3/13/26)





BOARD MEMBER REPORTS



DIRECTOR'S REPORT

APRIL 21 SPECIAL ELECTION PREP



TASK PROGRESS

As of April 2:

- **183 Tasks Completed**
(16 overdue) – **92% timely**
- No critical task concerns
- Tight deadlines with three consecutive elections





UPDATES

- **Schools closing to students on April 21**
 - Verifying typical voting rooms at locations for voter ease
 - Parking availability and traffic will be better for voters
- **Logic & Accuracy testing all complete**
- **Staff assignments sent on March 20th**





VOTER TURNOUT SO FAR

- *Will update this slide the day before the EB Meeting*
 - Early Voting: voters
 - Mail Voting: voters (% of ballots returned = %)
- Early Voting satellites open April 11th





ISSUES/CHALLENGES

- **No significant problems or incidents this election**
- **Top phone call:** Early voting information, DMV open date





ISSUES/CHALLENGES

Early Voting Late Rush

- Projecting a total of ~45,000 for early voting overall
- Turnout tracking with '25 General
- Likely ~25% of those voters use the Office in 5 weeks
- Projecting 75% in final 8 days

Final Early Voting Week Est. Projection

Saturday	11-Apr	4,876
Sunday	12-Apr	3,772
Monday	13-Apr	3,128
Tuesday	14-Apr	2,990
Wed.	15-Apr	4,232
Thursday	16-Apr	3,588
Friday	17-Apr	4,830
Saturday	18-Apr	7,590





ISSUES/CHALLENGES

Early Voting Solutions

- EV Ordinance not designed for large-scale special elections
- Adjusting up staffing/pollbook numbers per site for final week
- 4 pollbooks at largest sites, 3 at most others
- Should get voters through without significant wait times

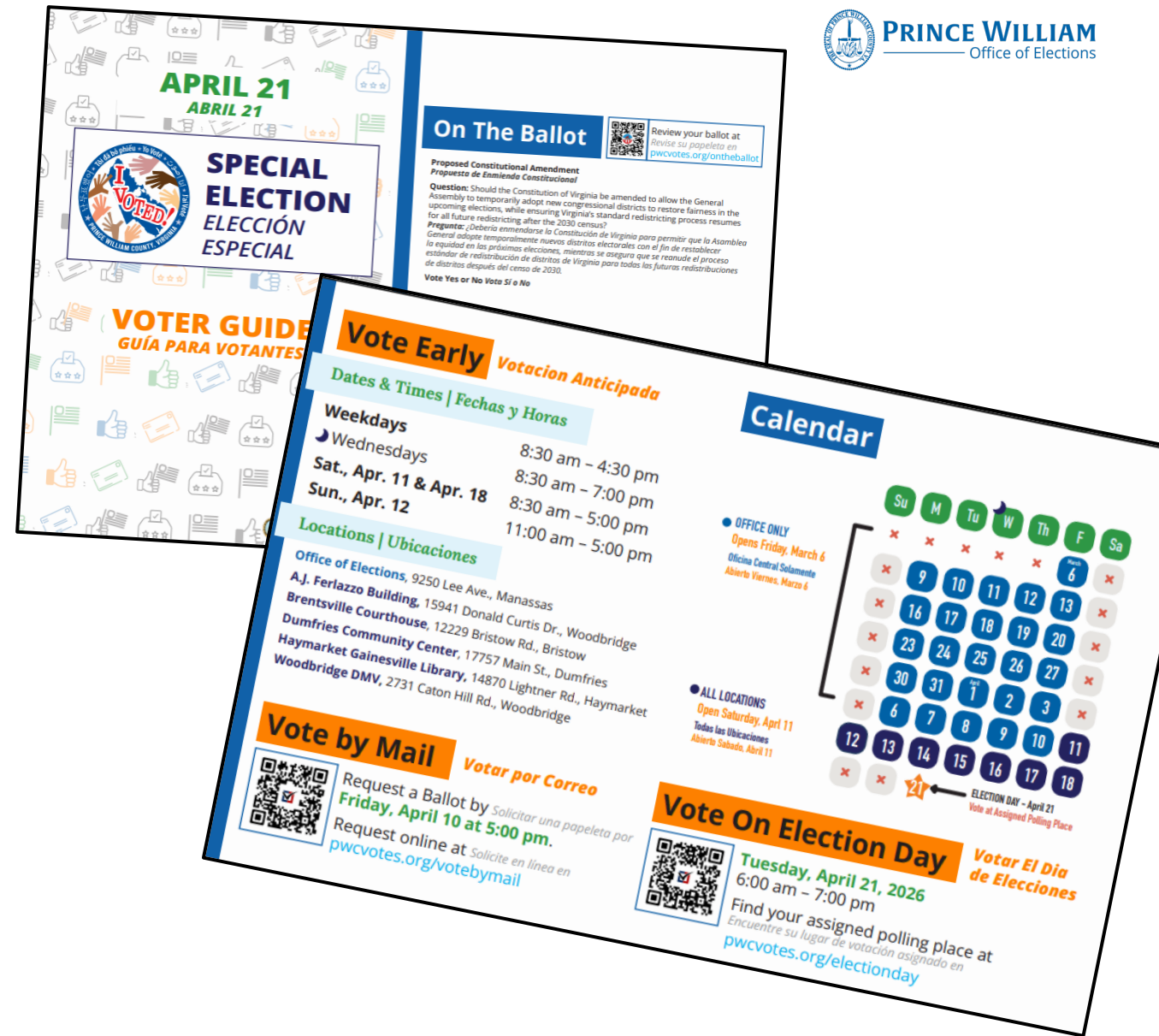




VOTER GUIDES

Arrived for more than
166,000 unique residential
addresses in PWC

- **Ballot question**
- **Early voting calendar**
- **Key deadlines**



APRIL 21
ABRIL 21

SPECIAL ELECTION
ELECCIÓN ESPECIAL

On The Ballot
Review your ballot at pwcvotes.org/ontheballot

Proposed Constitutional Amendment
Propuesta de Enmienda Constitucional

Question: Should the Constitution of Virginia be amended to allow the General Assembly to temporarily adopt new congressional districts to restore fairness in the for all future redistricting after the 2030 census?
Pregunta: ¿Debería enmendarse la Constitución de Virginia para permitir que la Asamblea General adopte temporalmente nuevos distritos electorales con el fin de restablecer la equidad en las próximas elecciones, mientras se asegura que se renueve el proceso estándar de redistribución de distritos de Virginia para todas las futuras redistribuciones de distritos después del censo de 2030.

Vote Yes or No *Vota Sí o No*

VOTER GUIDE
GUÍA PARA VOTANTES

Vote Early *Votación Anticipada*

Dates & Times | Fechas y Horas

Weekdays
Wednesdays 8:30 am – 4:30 pm
Sat., Apr. 11 & Apr. 18 8:30 am – 7:00 pm
Sun., Apr. 12 8:30 am – 5:00 pm
11:00 am – 5:00 pm

Locations | Ubicaciones

Office of Elections, 9250 Lee Ave., Manassas
A.J. Ferlazzo Building, 15941 Donald Curtis Dr., Woodbridge
Brentsville Courthouse, 12229 Bristow Rd., Bristow
Dumfries Community Center, 17757 Main St., Dumfries
Haymarket Gainesville Library, 14870 Lightner Rd., Haymarket
Woodbridge DMV, 2731 Caton Hill Rd., Woodbridge

Calendar

OFFICE ONLY
Opens Friday, March 6
Oficina Central Solamente Abierta Viernes, Marzo 6

ALL LOCATIONS
Open Saturday, April 11
Todas las Ubicaciones Abiertas Sábado, Abril 11

Vote by Mail *Votar por Correo*

Request a Ballot by **Friday, April 10 at 5:00 pm.**
Request online at pwcvotes.org/votebymail

Vote On Election Day *Votar El Día de Elecciones*

Tuesday, April 21, 2026
6:00 am – 7:00 pm
Find your assigned polling place at pwcvotes.org/electionday



MAIL VOTING STATISTICS



MAIL VOTING

November 2024 General Election

- Voters who Receive a Mail Ballot: 72% voted
- Voters not Signed up for Mail Voting: 48% voted

Roughly 25,000 PWC voters signed up to receive a mail ballot every election (7-8% of the county)





BALLOT TRAX

Allows voters to track their mail ballot with real-time text message updates

- ~24,000+ permanent mail voters
- ~17,000+ Ballot Trax users
- Over 70%+ of mail voters receive online updates

More than 10,000 sign ups in the last 6 months





BALLOT CURING

New Envelope Form

- November = 4.5% need cure
- April Special = 3.7% need cure





BALLOT CURING

Top Issues Requiring Cure

- No signature
- No/wrong SSN
- No year of birth



PROPOSED BUDGET

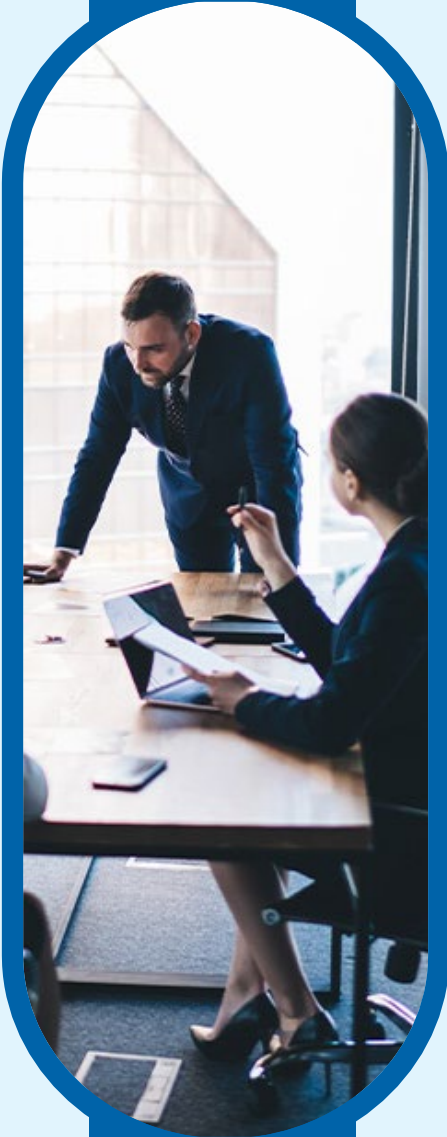


PROPOSED BUDGET

Increase from \$3.95 million in FY26 to \$4.34 million in FY27

- 9.9% overall baseline increase
- Funds requested for various shortfalls
- Salary increases in July (market adjustment 1.5-6%) and planned merit increases in November (3%)





NEW BUSINESS

APPOINT ELECTION OFFICERS



ELECTION OFFICERS

Appoint a total of ___ new election officer applicants

- ___ Democrats
- ___ Republicans
- ___ Nonpartisan

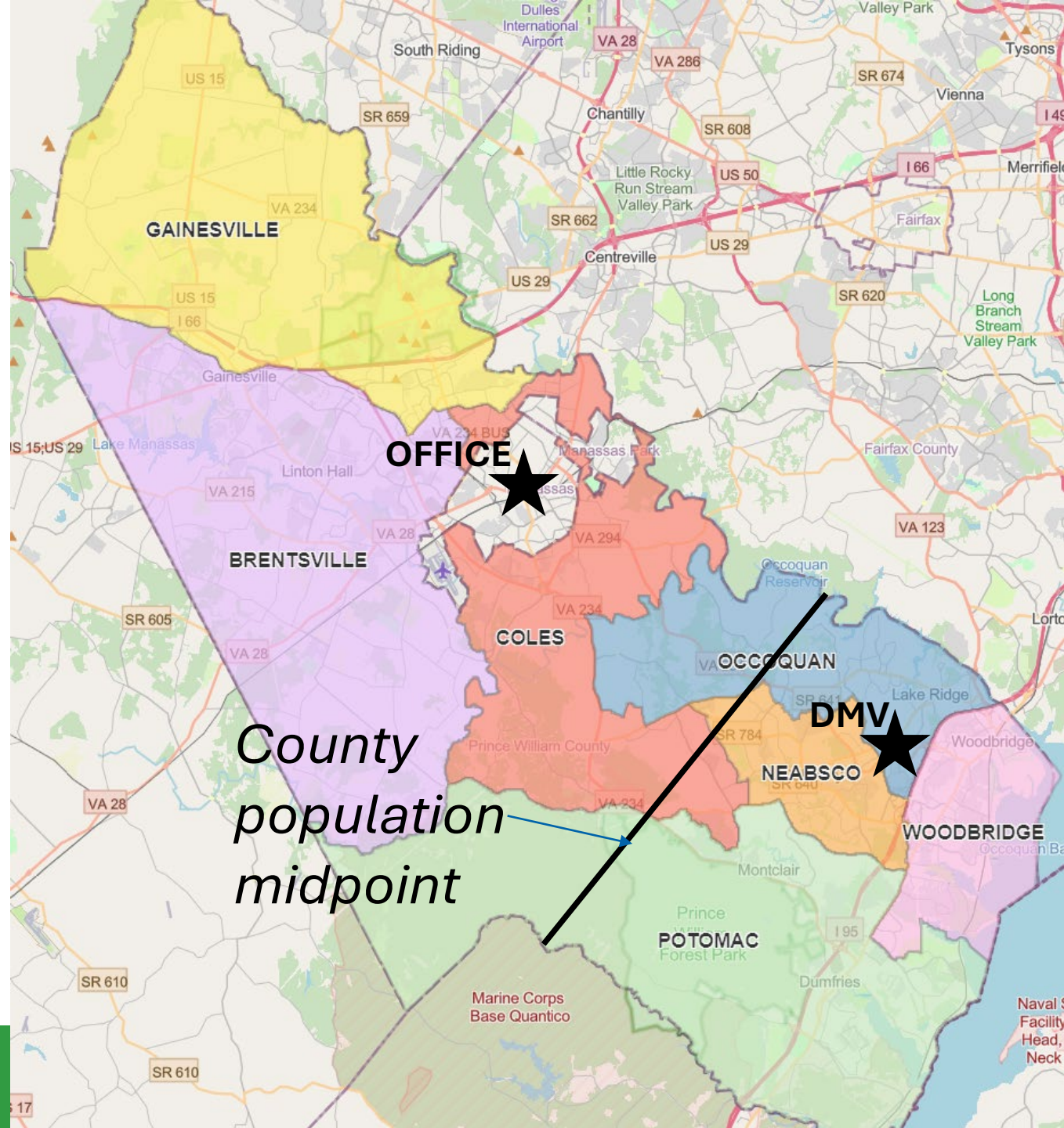


EARLY VOTING ORDINANCE



EARLY VOTING

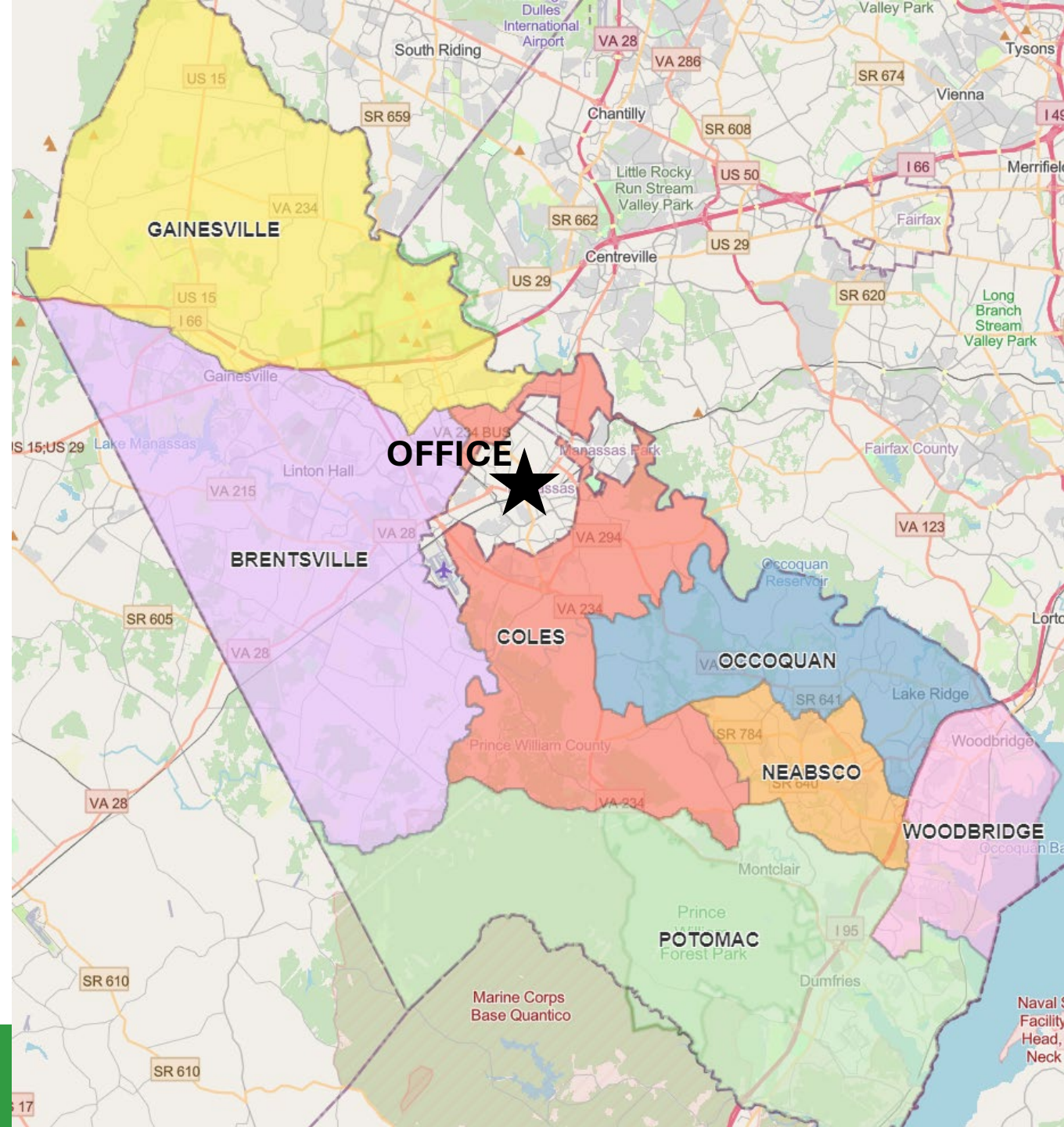
Stage 1: Recommend updating the Early Voting Ordinance for 45 days of voting at both the Office and DMV for Nov. 2026





CURRENT 45 DAY

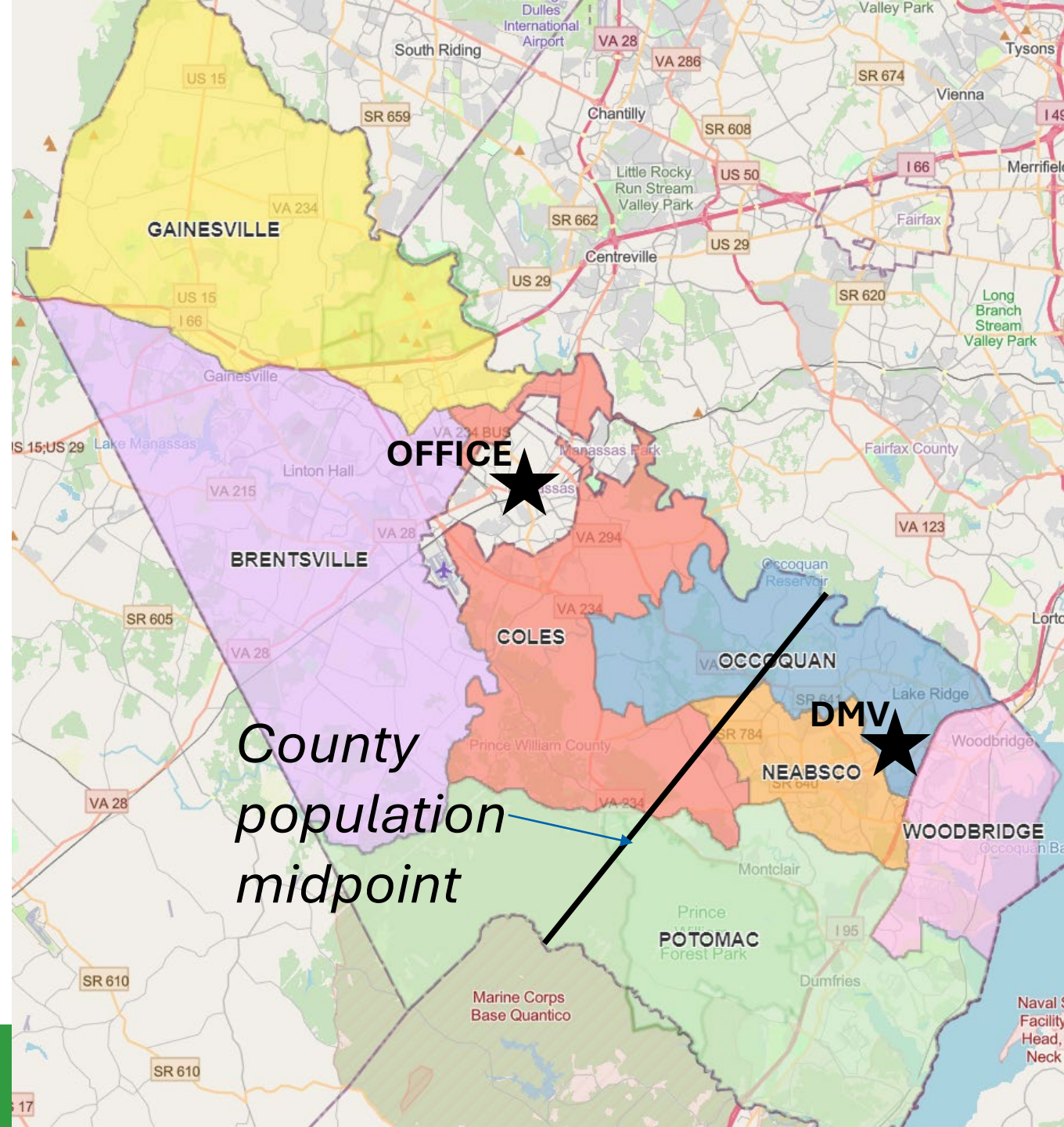
Neighborhood/Area	Avg. Travel (Minutes)
Haymarket	20.3
Gainesville	16.7
Linton Hall/Bristow	15.7
North Manassas	11.7
Dale City	27.0
Lake Ridge	26.3
Montclair	31.0
Dumfries	33.0
Woodbridge	36.7
West County Avg.	16
East County Avg.	31





NEW 45 DAY

Neighborhood/Area	Avg. Travel (Minutes)
Haymarket	20.3
Gainesville	16.7
Linton Hall/Bristow	15.7
North Manassas	11.7
Dale City	12.6
Lake Ridge	11.0
Montclair	16.3
Dumfries	19.9
Woodbridge	12.7
West County Avg.	16.1
East County Avg.	14.5



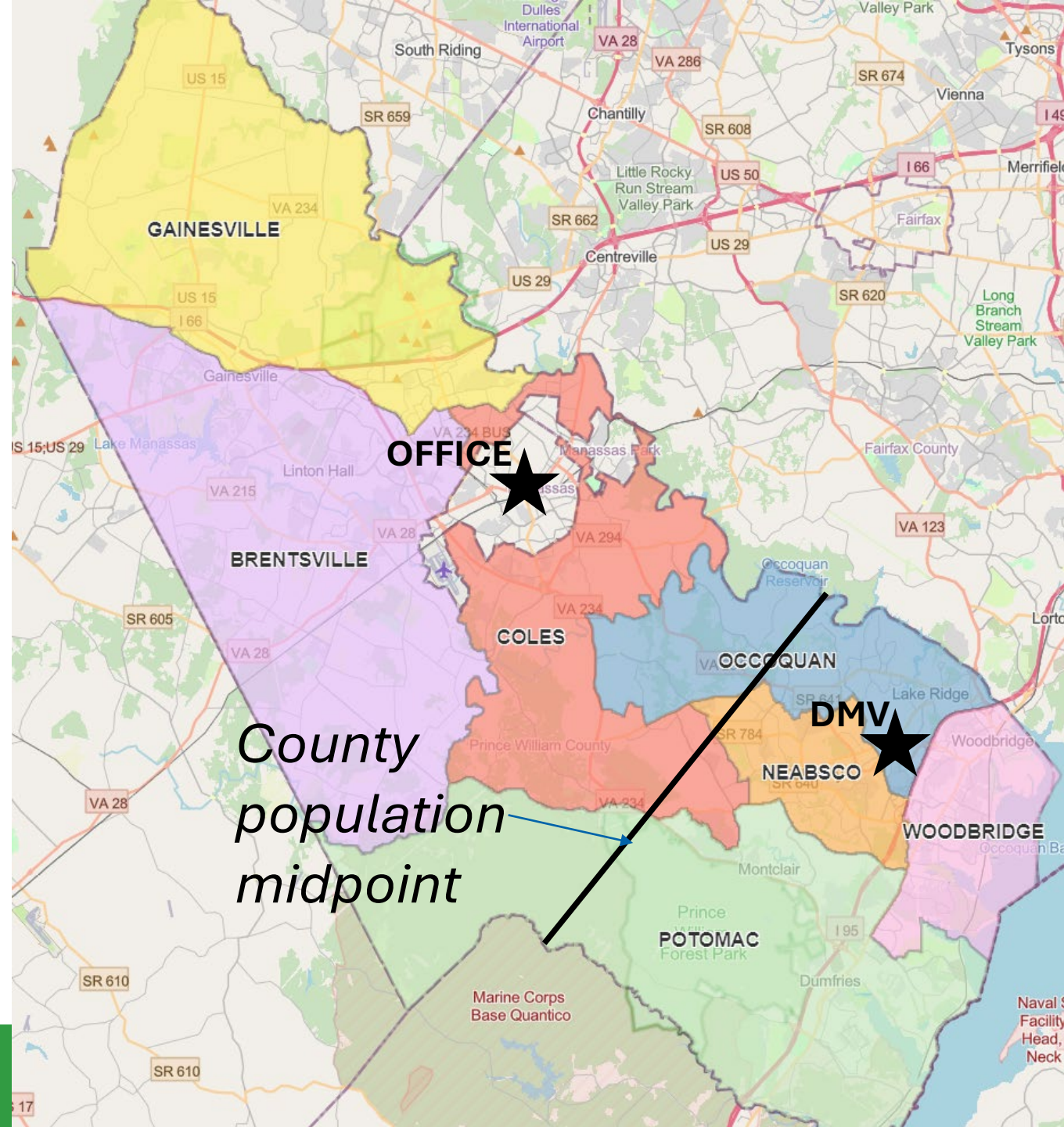


NEW ORD.

- 3 too many, 1 too few
- 2 is just right



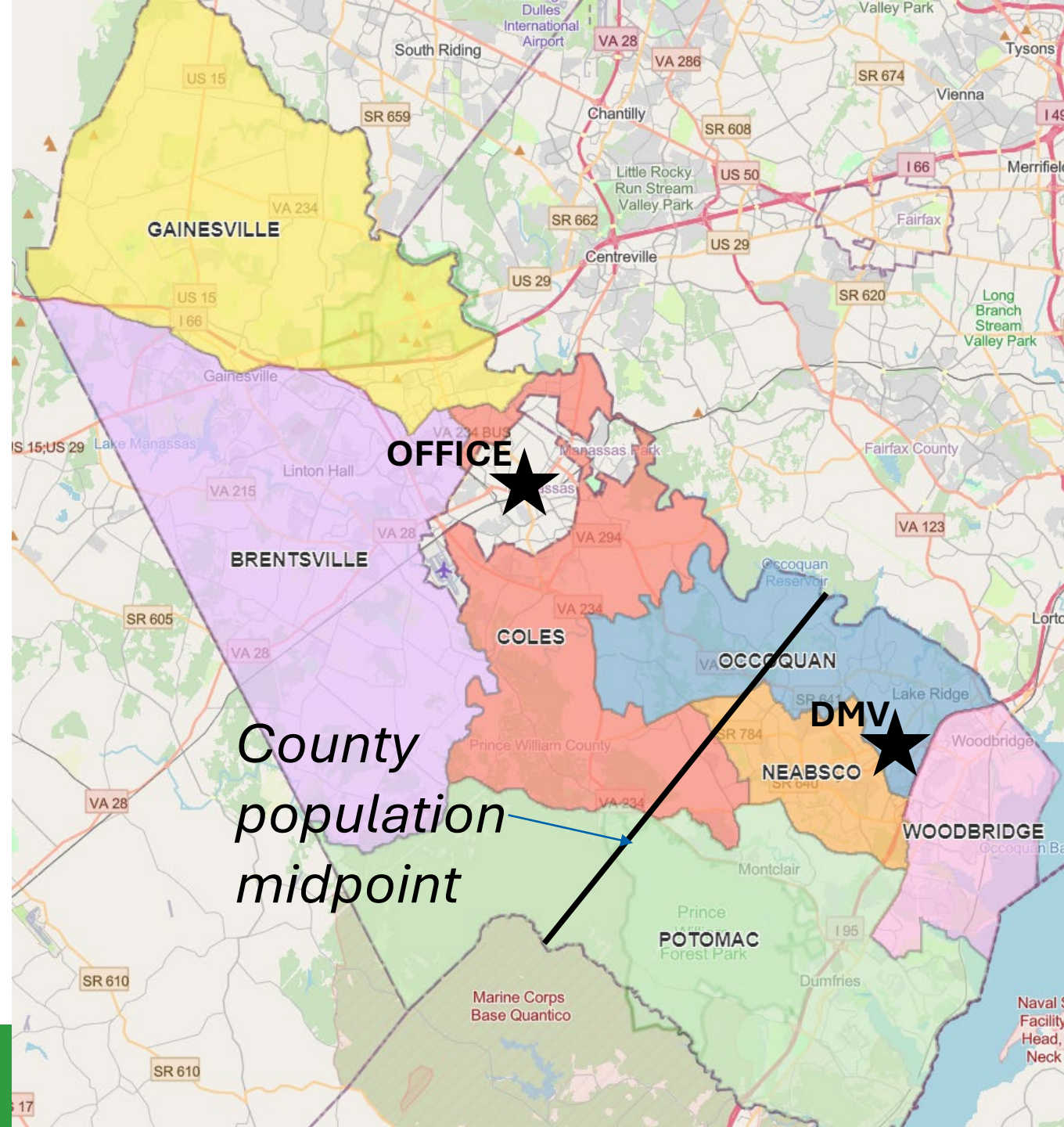
28.3% increase in early/mail voting from 2021 to 2025





NEW ORD.

- Equal access
- Both facilities controlled by our Office
- Cost = ~\$39K/year
- **Needs BOCS approval**

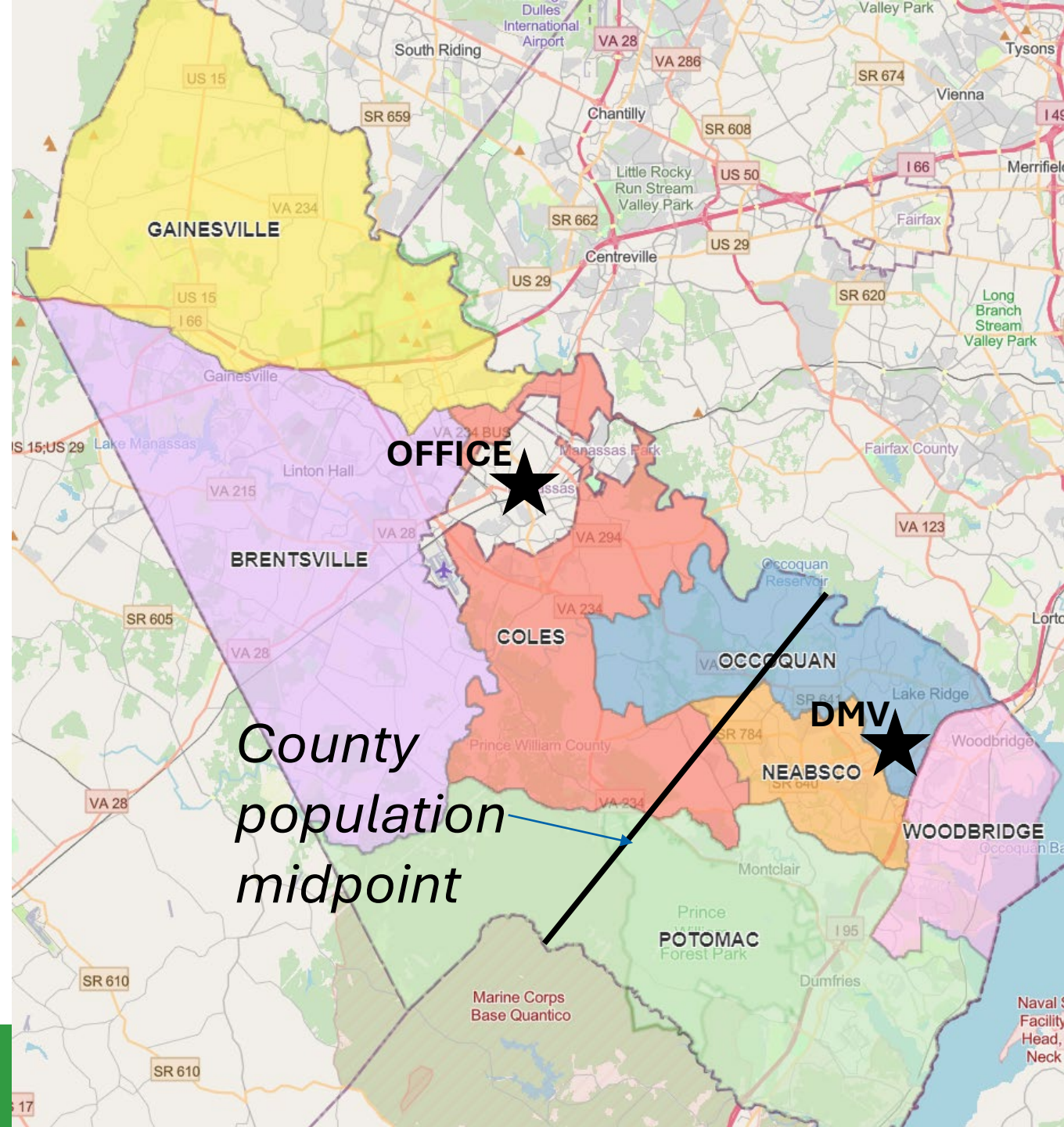




FEEDBACK

Voter Requests (Mar '25)

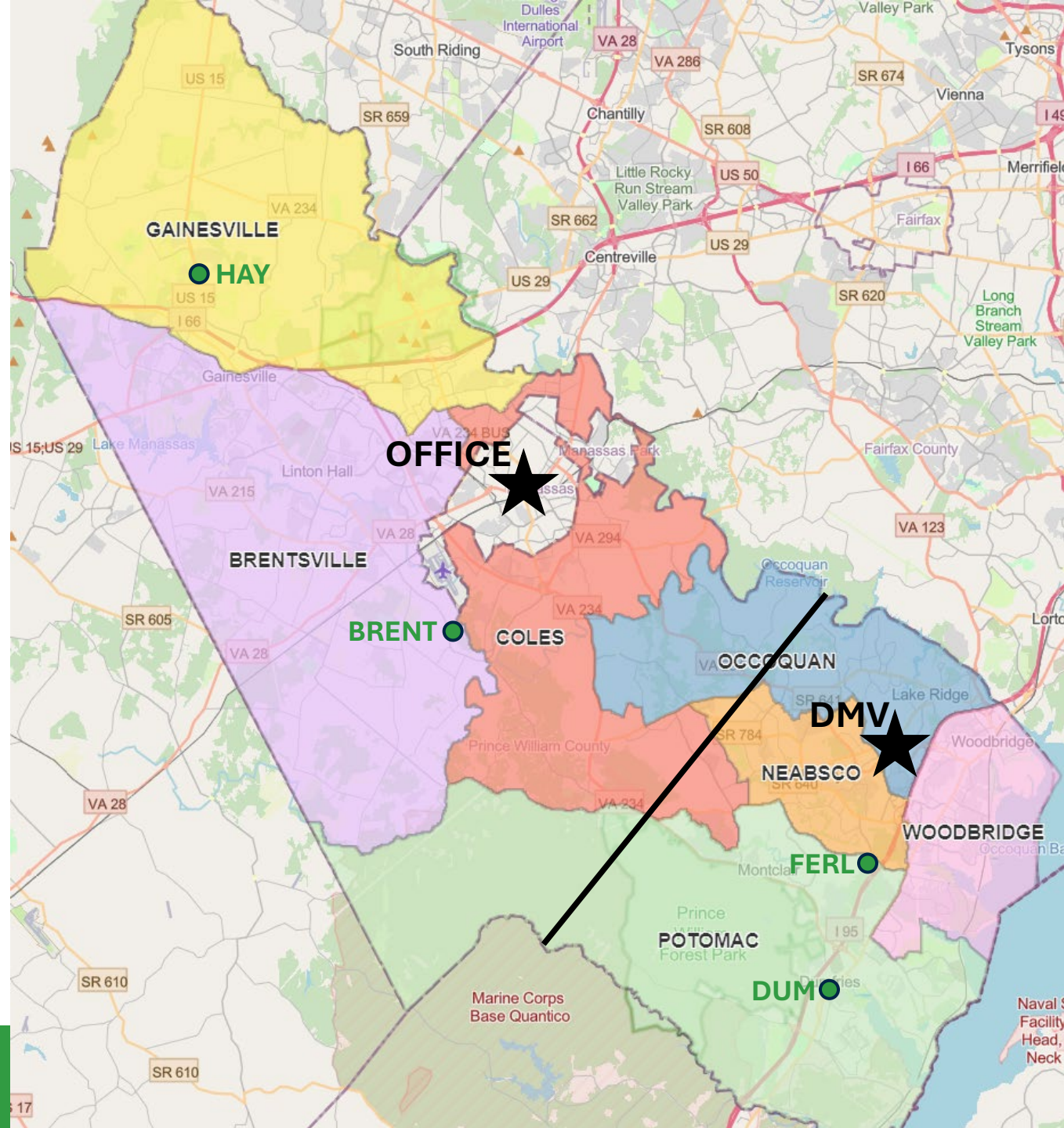
DMV	69%
Haymarket	12%
Ferlazzo	9%
Dumfries	5%
Brentsville	5%





EARLY VOTING

Stage 2: Expand 1-3 new locations by the 2028 general election to meet growing needs and ensure better access

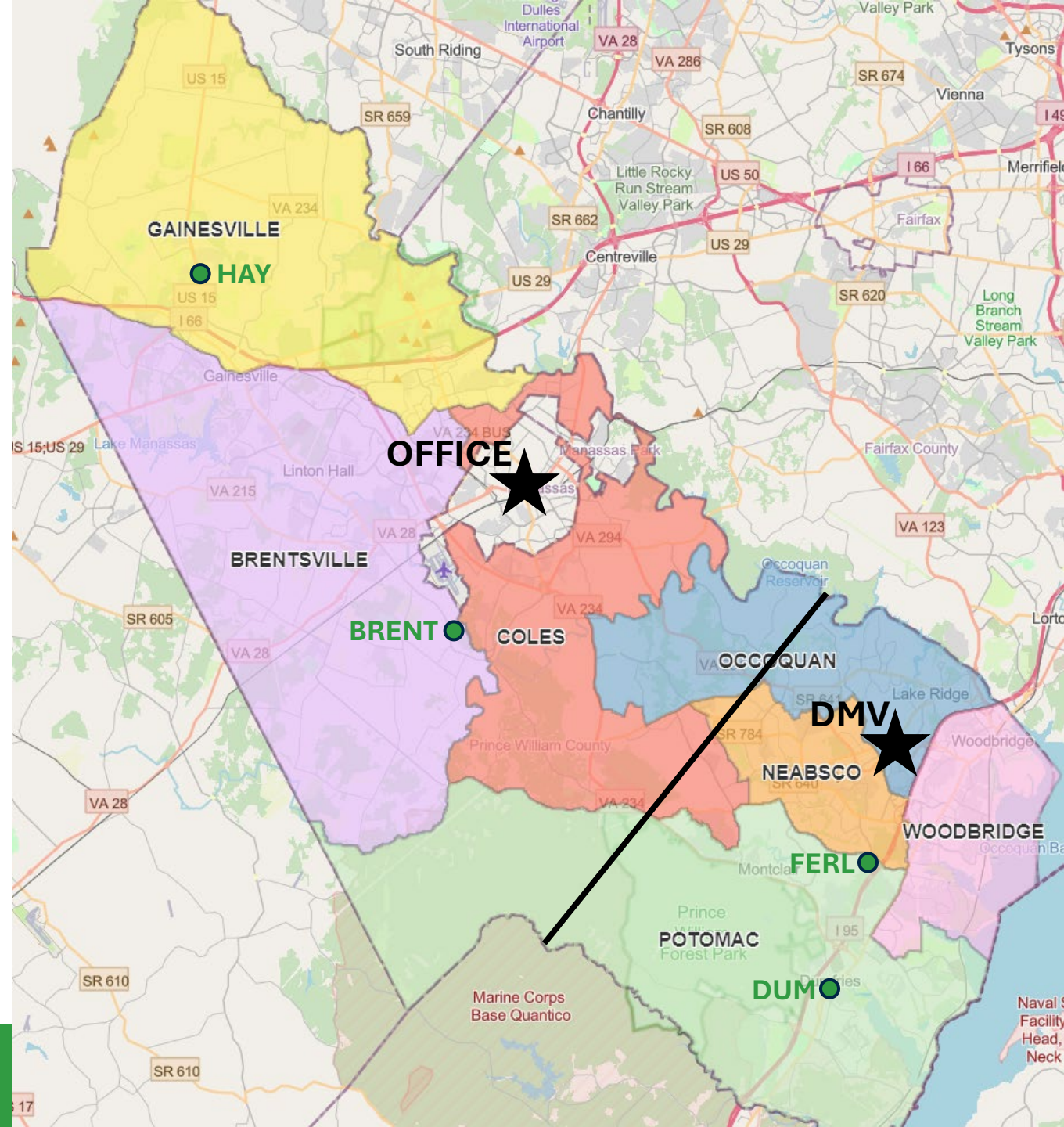




FUTURE

- Future: Expand to 1-3 more satellite locations
- Challenging finding buildings to use

● CURRENT SITE



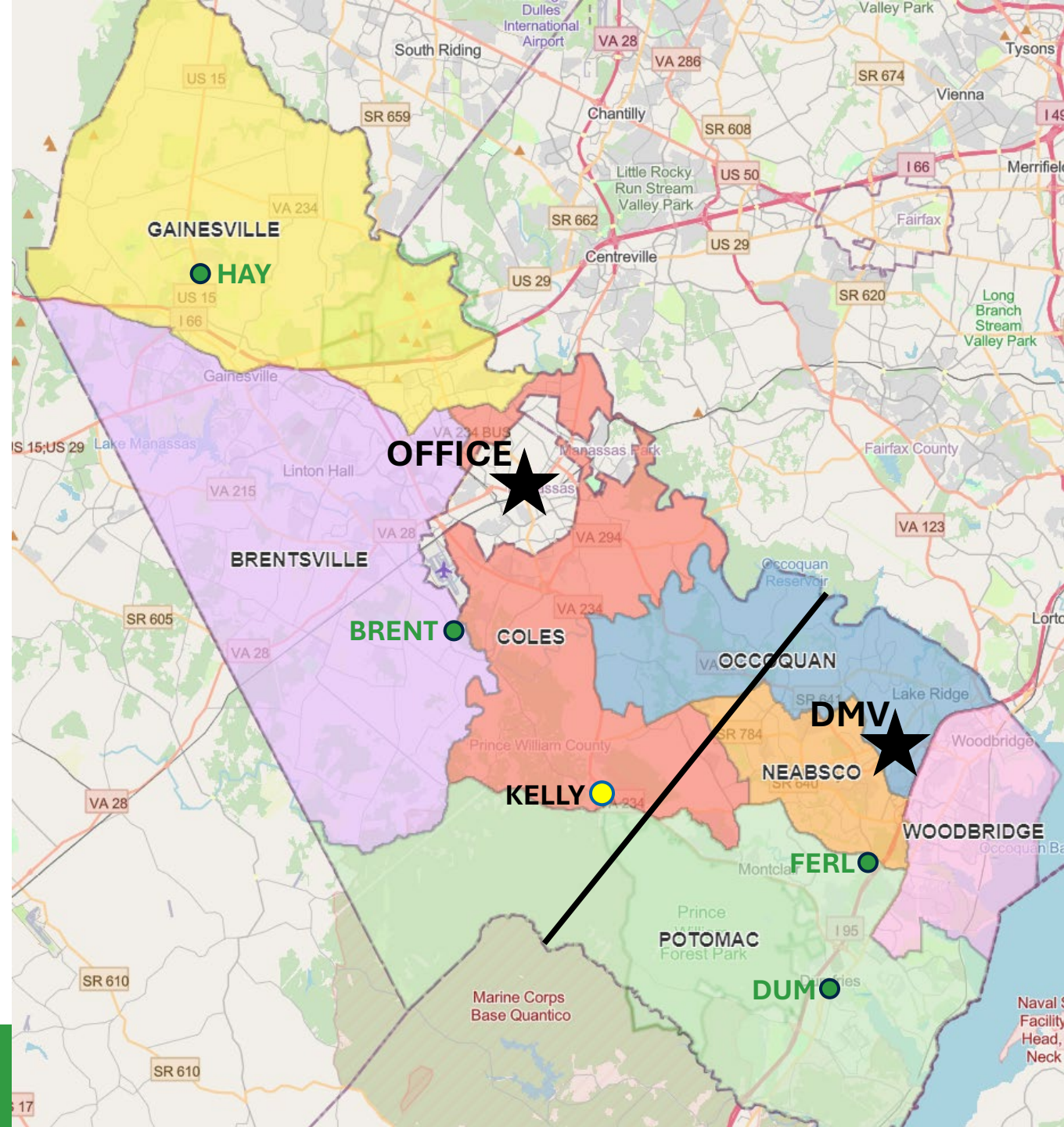


POSSIBLE SITES

Kelly Leadership Center

- On Rt 234
- Mid-County
- Flexible Meeting Rooms

 **FUTURE SITE?**



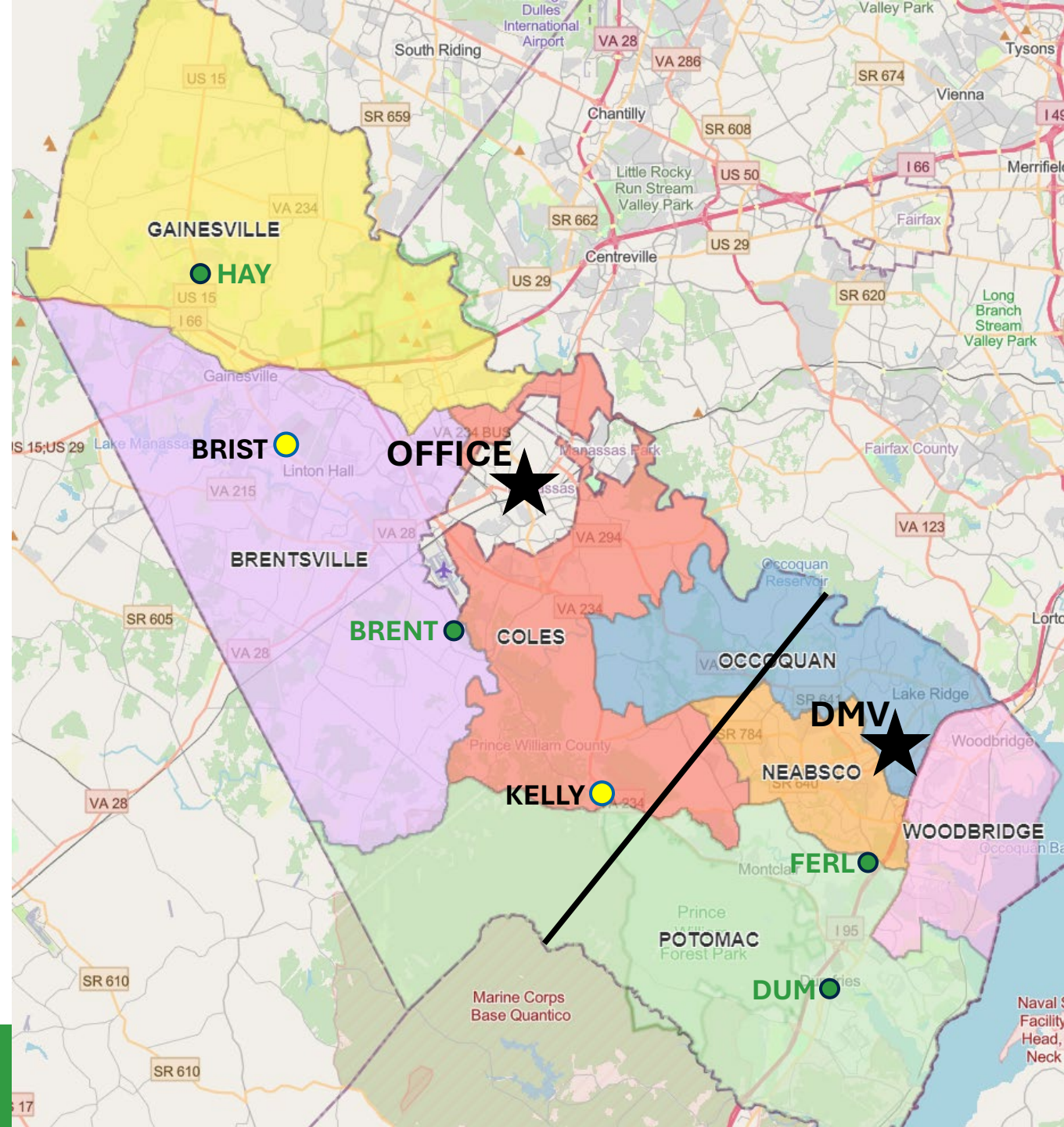


POSSIBLE SITES

Bristow

- Location unknown, difficult to find building
- BRENT capacity issues

 **FUTURE SITE?**



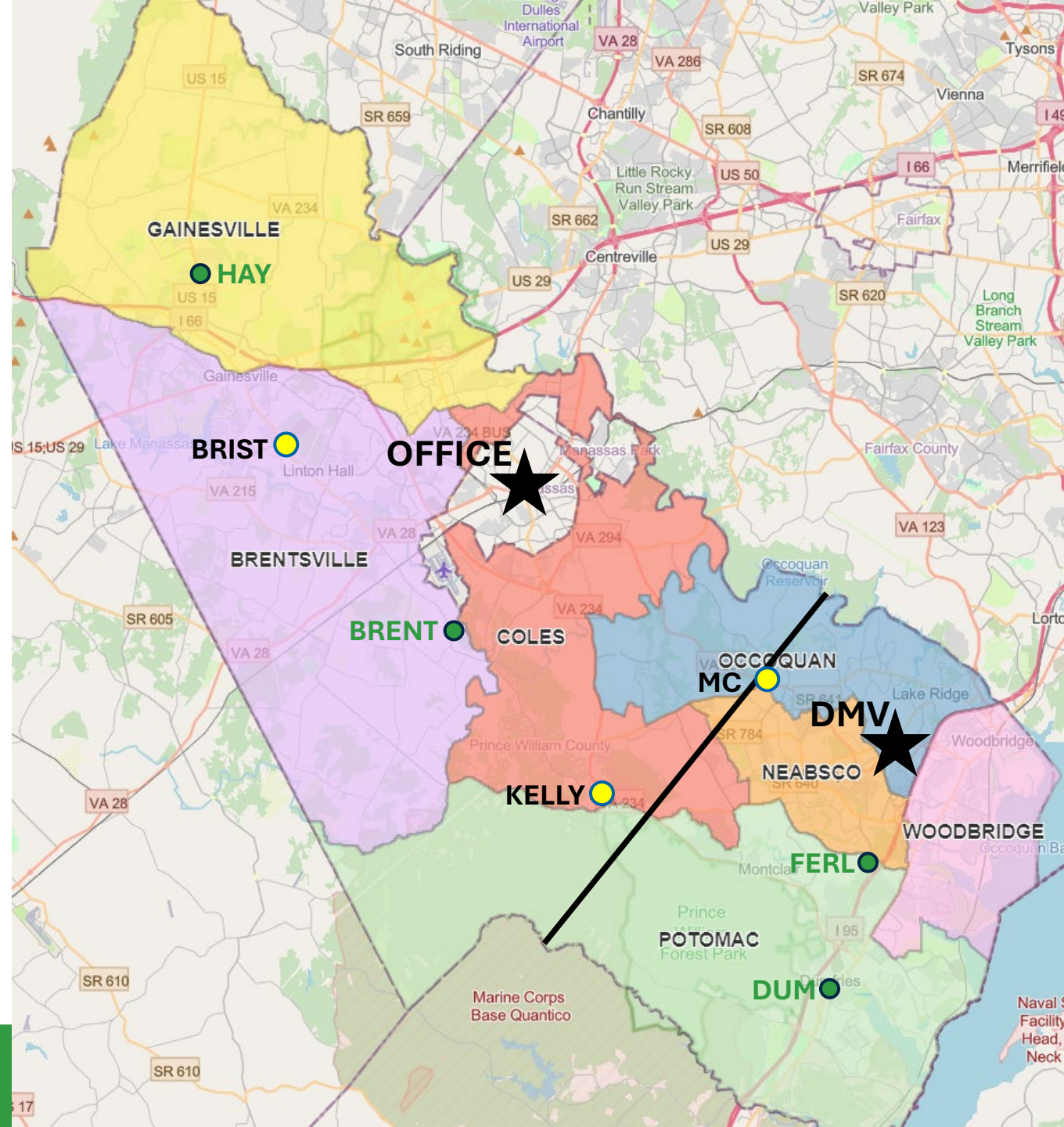


POSSIBLE SITES

McCoart Building

- Central location
- Room use limited
- Ample parking/usage

 **FUTURE SITE?**





POSSIBLE SITES

- Takes pressure off existing sites in major elections
 - Room capacity, parking availability, traffic safety
- Satellites only used for 1-2 weeks in most elections
- Geographic proximity drives use of early voting sites
- Provides options for all PWC voters



EB & GR DUTIES

*Review of the split of responsibilities for the
Electoral Board and the General Registrar*



EB & GR DUTIES

Previous Meeting: No changes to duties since last adoption.

Board Action: *Sign previously adopted GR/EB Duties.*



AUGUST 4th PRIMARY PREP



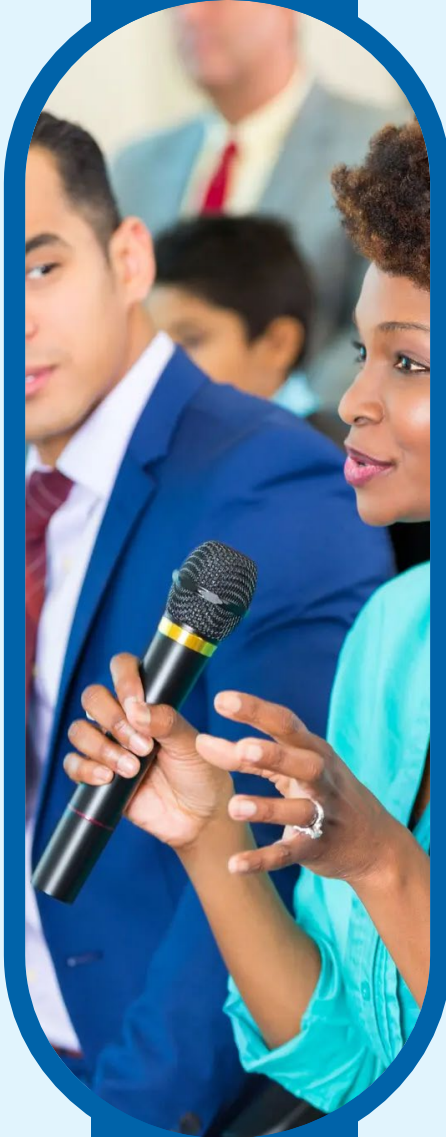
AUGUST 4th PRIMARY

Early Voting Hours

- Recommendation – Maintain current hours
- Satellite Locations Open 1 Week (Saturday to Saturday)
- Total 2024 June Primary Early Voters: < 7,000

Board Action: *Adopt early voting hours*





PUBLIC COMMENTS

3-Minute Time Limit Per Speaker



CLOSED SESSION



ADJOURNMENT

April 21 Special Election - Task Progress - PWC Office of Elections

E- Date	Due Date	Status	Task
60	2/20/2026	Completed	Officer - Reserve training sites/rooms
60	2/20/2026	Completed	Officer - Update officer training and staffing email templates
60	2/20/2026	Completed	Officer - Develop a recruitment plan this election
60	2/20/2026	Completed	Operations - (Primary Only) Create and Send Facilities Letter for Year
56	2/24/2026	Completed	Officer - Create assignment letter in EO Program
56	2/24/2026	Completed	Officer - Draft of EO Manual
56	2/24/2026	Completed	Operations - Reserve Buckhall and OMCH (and/or any other necessary facilities)
56	2/24/2026	Completed	Officer - Meet with Chief Deputy and GR to discuss possible recruitment mailings
56	2/24/2026	Completed	Admin - Planning Binder-Phase 1 returned to K&H - approved or with changes noted
56	2/24/2026	Completed	Officer - Contact community groups for recruitment speaking engagements
54	2/26/2026	Completed	Admin - Build a list of critical req/PO/invoices during election
54	2/26/2026	Completed	Admin - Review and approve AB envelopes, inserts, ballot wraps
54	2/26/2026	Completed	Admin - Publish ad for temp hires
54	2/26/2026	Completed	Admin - Work with BOCS for any ordinance needed for election
54	2/26/2026	Completed	Admin - Ballot Plan and Material Requirements, K&H
54	2/26/2026	Completed	Admin - Initial Envelope Art Files to K&H
54	2/26/2026	Completed	Absentee - Review K&H envelopes, inserts, etc.
54	2/26/2026	Completed	Operations - Pack Clear Plastic Pouches
54	2/26/2026	Completed	Absentee - Inventory election mailing supplies
54	2/26/2026	Completed	Officer - Contact EOs that have not accepted Appointment Letter
53	2/27/2026	Completed	Absentee - Work with Logistics team for Preprocessing/CAP/CAP-PE space and dates
50	3/2/2026	Completed	Absentee - Provide Staffing team with full schedule of training dates, hours, # of teams
49	3/3/2026	Completed	Absentee - Ensure staffing creates and sends Preprocessing/CAP/CAP-PE EO survey
48	3/4/2026	Completed	Officer - Finalize content or updates to EO Manual
48	3/4/2026	Completed	Operations - Get Vests Cleaned
48	3/4/2026	Completed	Operations - Throw away unusable ballot boxes
48	3/4/2026	Completed	Admin - Review any Voter Assistance Forms for compliance
48	3/4/2026	Completed	Officer - Examine feedback from previous election and determine key training needs
46	3/6/2026	Completed	Absentee - Create test case and results key for high speed L&A.
46	3/6/2026	Completed	Absentee - Perform High Speed L&A
42	3/10/2026	Completed	Admin - I voted sticker Order Qty & Final Approved Art

As of April 9, 2025

April 21 Special Election - Task Progress - PWC Office of Elections

E- Date	Due Date	Status	Task
42	3/10/2026	Completed	Admin - Set staff, equipment, and ballot allocations by precinct
42	3/10/2026	Completed	Admin - Finalize official voter projections for election, distribute to staff
42	3/10/2026	Completed	Admin - Envelope Order Qty & Final Approved Art
42	3/10/2026	Completed	Admin - Finalize/prepare staffing plan for Board
42	3/10/2026	Completed	Officer - Decide training format
40	3/12/2026	Completed	Operations - Order BOD Paper
40	3/12/2026	Completed	Admin - Identify any purchases needed for coming election
40	3/12/2026	Completed	Officer - Place printing order EO Manual.
40	3/12/2026	Completed	Comms - Switch main page to voter guide with key dates
40	3/12/2026	Completed	Admin - Identify needs for Absentee temp assignments
40	3/12/2026	Completed	Operations - Check TW Stands
40	3/12/2026	Completed	Operations - Check Ballot Boxes to be used in Election
40	3/12/2026	Completed	Officer - Develop content for training classes
40	3/12/2026	Completed	Officer - Develop training schedule
40	3/12/2026	Completed	Admin - Identify needs for Election Day temp assignments
40	3/12/2026	Completed	Operations - (Annual) Publish ADA surveys for all voting sites, notify GR
40	3/12/2026	Completed	Operations - Coordinate with PWCS Office of Facilities Management
40	3/12/2026	Completed	Comms (Primary Only) - Post notice of holding of Primary
40	3/12/2026	Completed	Operations - Pack Tape, Buttons, I Voted Stickers, etc.
40	3/12/2026	Completed	Officer - Hire and Train Temps
38	3/14/2026	Completed	Officer - Start EO assignment list
38	3/14/2026	Completed	Admin - Have Board approve ballot order
38	3/14/2026	Completed	Operations - Coordinate with PWCS Head of Construction
38	3/14/2026	Completed	Admin - Planning Binder-Phase 2 returned to K&H - approved or with changes noted.
38	3/14/2026	Completed	Admin - Have Board approve staffing plan
38	3/14/2026	Completed	Officer - Send Availability Survey to ALL Officers
38	3/14/2026	Completed	Operations - Contact Print shop for any Election needs
38	3/14/2026	Completed	Admin - Initial Wrap Art Files to K&H
38	3/14/2026	Completed	Admin - Qualify local candidates through VERIS
38	3/14/2026	Completed	Officer - Produce training calendar, share with staffing team for addition to EO database
36	3/16/2026	Completed	Officer - Train temp staff to assist with election

As of April 9, 2025

April 21 Special Election - Task Progress - PWC Office of Elections

E- Date	Due Date	Status	Task
36	3/16/2026	Completed	Operations - EV DEMTECH Pollbook Inventory & Charging
36	3/16/2026	Completed	Admin - Postage Deposit of Permit Funding Confirmation to K&H
36	3/16/2026	Completed	Admin - Complete confirmation of all temp staff hires by dept
36	3/16/2026	Completed	Operations - Recruitment of new Early Voting EO's
35	3/17/2026	Completed	Absentee - Ensure Staffing creates Pre-Processing/CAP/CAP-PE schedules.
34	3/18/2026	Completed	Officer - Finalize training classes
34	3/18/2026	Completed	Absentee - Cancel Permanent AB Applications of Inactive Voters following the NCOA Process.
34	3/18/2026	Completed	Admin - Insert Order Qty & Final Approved Art
34	3/18/2026	Completed	Admin - (General Only) Have Board complete ADA certification by Sept 1 (Oct 16 in 2023)
34	3/18/2026	Completed	Operations - Create and Proof Ballots, Verify layout compliant
34	3/18/2026	Completed	Admin - Ballot Order to K&H (Non-mail Ballots & Blank Base)
34	3/18/2026	Completed	Admin - Postage Deposit or Permit Funding Confirmation Received for Ballot by Mail (K&H)
34	3/18/2026	Completed	Operations - Program EPB Templates for EV/ED
34	3/18/2026	Completed	Admin - Ballot Faces to K&H
34	3/18/2026	Completed	Admin - Marked Test PDFs & Order Qty to K&H
34	3/18/2026	Completed	Admin - Review Ballot Face and category proofs.
34	3/18/2026	Completed	Admin - Wrap Final Approved Art and Variables Table (if appl) to K&H
34	3/18/2026	Completed	Operations - Order Ballots
34	3/18/2026	Completed	Comms - Put the required code note & watermark on the sample ballots
34	3/18/2026	Completed	Admin - Confirm Observer's availability for ballot printing.
34	3/18/2026	Completed	Officer - Set up space for EO training
34	3/18/2026	Completed	Officer - Send EO manual to printer if needed for this election
34	3/18/2026	Completed	Admin - Initial Insert Art Files to K&H
33	3/19/2026	Completed	Absentee - Review and submit any PP/PE schedule changes to Staffing team.
32	3/20/2026	Completed	Admin - BallotDNA set up
32	3/20/2026	Completed	Absentee - Review final PP/PE schedule from Staffing team.
32	3/20/2026	Completed	Officer - Set up workshop space
32	3/20/2026	Completed	Operations - Provide staffing list to Director/Deputy Director
32	3/20/2026	Completed	Operations - Complete Satellite Early Voting Readiness Checklist (1 wk before EV starts)
32	3/20/2026	Completed	Admin - Review compliance with EB Security Policy
32	3/20/2026	Completed	Operations - Place Uline Order

As of April 9, 2025

April 21 Special Election - Task Progress - PWC Office of Elections

E- Date	Due Date	Status	Task
32	3/20/2026	Completed	Absentee – Train/refresh temps on high-speed scanner prior to L&A
32	3/20/2026	Completed	Absentee - Mark test deck for high speed L&A.
32	3/20/2026	Completed	Operations - L & A of EPBs for EV
32	3/20/2026	Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
31	3/21/2026	Completed	Admin - Review Policies/Procedures for Observers, Public meetings
31	3/21/2026	Completed	Operations - EV Security Compliance
31	3/21/2026	Completed	Admin - Issue refunds to primary candidates not qualified or unopposed
31	3/21/2026	Completed	Absentee - Approve final PP/PE schedule from Staffing team.
31	3/21/2026	Completed	Admin - Ballot Reports to K&H
31	3/21/2026	Completed	Operations - L&A of Scanners for EV
31	3/21/2026	Completed	Admin - Confirm office doors open during weekend voting, ED and Canvass
31	3/21/2026	Completed	Officer - Mock EO training class
31	3/21/2026	Completed	Admin - Set EV site information and hours with Board (or BOCS)
31	3/21/2026	Completed	Officer - Finalize content, handouts, Powerpoint for training classes
31	3/21/2026	Completed	Absentee - Generating ongoing absentee ballots
31	3/21/2026	Completed	Admin - Outline needs for Chief HQ - staff, phones, etc.
31	3/21/2026	Completed	Admin - (General Only) Have Board approve Training Plan.
30	3/22/2026	Completed	Operations - Pack Grey Ballot Boxes
30	3/22/2026	Completed	Operations - Pack Keys and Seals
30	3/22/2026	Completed	Operations - Complete EV staff assignments
30	3/22/2026	Completed	Admin - Hire temporary staff, all HR paperwork complete
30	3/22/2026	Completed	Admin - Verify E-mail Ballot List
30	3/22/2026	Completed	Admin - Ballot Order including Test Desks
30	3/22/2026	Completed	Absentee - Test election in DemTech BallotDNA for UOCAVA email ballots
30	3/22/2026	Completed	Absentee -First extract to K&H
30	3/22/2026	Completed	Operations - Verify EVEO vendor registration before assignment
30	3/22/2026	Completed	Admin - Update primers for visitors to public events
30	3/22/2026	Completed	Admin - Approval of K&H Insertion Guide.
30	3/22/2026	Completed	Admin- Check budget status for adequate funds to run election
30	3/22/2026	Completed	Operations - EV Site Visits
27	3/25/2026	Completed	Officer - Verify all precincts have all positions filled

April 21 Special Election - Task Progress - PWC Office of Elections

E- Date	Due Date	Status	Task
27	3/25/2026	Completed	Operations - Pack Outside Precinct Signs
27	3/25/2026	Completed	Officer - Set up space for CO training
27	3/25/2026	Completed	Officer - Assign Special Assistants
27	3/25/2026	Completed	Officer - Send Chiefs/Asst. Chiefs facility contact information
27	3/25/2026	Completed	Absentee - Ensure staffing releases PP/PE sched to officers at least 1 wk prior to training.
27	3/25/2026	Completed	Officer - Assign CAP EOs
27	3/25/2026	Completed	Absentee - Assess if staffing meeting absentee needs from incoming numbers
27	3/25/2026	Completed	Officer - Assign Canvass EOs
27	3/25/2026	Completed	Operations - Certify number of Election Day ballots received, complete QC
26	3/26/2026	Completed	Admin - Send party chairs draft precinct staffing list
26	3/26/2026	Completed	Officer - Start EO Training
26	3/26/2026	Completed	Operations - Pack Green Accordians (Contingent upon authorization of formats by admin)
26	3/26/2026	Completed	Operations - Create truck routes for Paxton
26	3/26/2026	Completed	Operations - Schedule CAP sites
26	3/26/2026	Completed	Officer - Verify vendor registration of assigned officers
26	3/26/2026	Completed	Operations - Facility Election Day Emergency Contact Sheet Completed
26	3/26/2026	Completed	Absentee - Update all Hand Count tally sheets, SORs, etc.
26	3/26/2026	Completed	Absentee - Update all Preprocessing/CAP/CAP-PE training materials.
26	3/26/2026	Completed	Operations - Send Facility Reminder
26	3/26/2026	Completed	Admin - Notify Secretary if any issues timely processing voter registrations
26	3/26/2026	Completed	Officer - Finalize EO's assignment and email to officers
25	3/27/2026	Completed	Absentee - AB Compliance Survey (45 day) state required
25	3/27/2026	Completed	Absentee - Follow-up on Cure Log and send copy to party chairs.
25	3/27/2026	Completed	Absentee - Determine CAP EOs
25	3/27/2026	Completed	Absentee - Mail Print Disable Envelopes.
25	3/27/2026	Completed	Officer - Send 1st Officer Assignment List to EB & Party Chairs 6 Wks Out
25	3/27/2026	Completed	Officer - Send EO Assignment List to EB & Party Chairs
25	3/27/2026	Completed	Comms - TWEET: Early Voting Begins
25	3/27/2026	Completed	Admin - Finalize any purchases needed for election, get quotes
25	3/27/2026	Completed	Absentee - Update all PP/CAP/CAP-PE envelopes, SORs, custody receipts, oaths, etc.
25	3/27/2026	In Progress	Operations - Coordinate/Get Quote Paxton

April 21 Special Election - Task Progress - PWC Office of Elections

E- Date	Due Date	Status	Task
25	3/27/2026	Completed	Absentee - Process absentee applications for first mailout (Cynthia, Colleen, temps)
25	3/27/2026	Completed	Absentee - Initial reports to BallotTrax (Eligibility report)
25	3/27/2026	Completed	Operations - Recruitment of Special Assistants
25	3/27/2026	Completed	Operations - Schedule Training sites
24	3/28/2026	Completed	Admin - Cure Log is ready
24	3/28/2026	Completed	Operations - Manage EV Pollbook Builds and Deployment
24	3/28/2026	Completed	Operations - Delivery and Setup Main Office EV Site
24	3/28/2026	Completed	Absentee - Print and post initial Public Absentee List
24	3/28/2026	Completed	Absentee - Update ballot curing letter and email templates
24	3/28/2026	Completed	Operations - Organize EV Binders
24	3/28/2026	Completed	Admin - Test Email ballot set up
24	3/28/2026	Completed	Officer - Start EES Workshop
24	3/28/2026	Completed	Absentee - Verify all equip. for PP/CAP/CAP-PE (laptops, hand scanners, mice, etc.)
24	3/28/2026	Completed	Admin - Contact Sheriff's Office to secure parking spots for EV.
24	3/28/2026	Completed	Staffing - Add Chiefs to their precincts in Integra so they can see them in portal.
24	3/28/2026	Completed	Admin - Confirm initial absentee mailout
23	3/29/2026	Completed	Officer - Send new Chiefs/Asst. Chiefs/Officers Brief Sheet Resource
23	3/29/2026	Completed	Admin - Have ballot printer and representative sign oaths
23	3/29/2026	Completed	Operations - Pack EV Precinct Signs
22	3/30/2026	Completed	Certify all polling places/contests/candidates correct in VERIS/Enhanced Results
22	3/30/2026	Completed	Admin - BallotDNA Email Reminders
22	3/30/2026	Completed	Admin - Have EB appoint last officer group for election
21	3/31/2026	In Progress	Admin - Finalize post-election Board schedule, post notice
21	3/31/2026	Completed	Officer - Contact EOs who miss training and reschedule training
21	3/31/2026	Completed	Admin - Send notice of Election Day scanner L&A for party, candidates
21	3/31/2026	In Progress	Operations - Pack Electrical Bags
21	3/31/2026	Completed	Officer - Start CO Training
21	3/31/2026	Completed	Operations - Coordinate with PWCS Office of Communication
20	4/1/2026	Completed	Admin - Finalize supply drop off plan
20	4/1/2026	Completed	Officer - Set up dummy precinct
20	4/1/2026	In Progress	Operations - Pack Election Day Precinct Signs

April 21 Special Election - Task Progress - PWC Office of Elections

E- Date	Due Date	Status	Task
20	4/1/2026	Completed	Absentee - Finalize training class assignments for Preprocessing/CAP/CAP-PE officers
20	4/1/2026	Completed	Operations - Pack Privacy Folders
20	4/1/2026	Completed	Operations - Schedule Canvass site
20	4/1/2026	Completed	Officer - Share one month staffing list with Director/Deputy Director
18	4/3/2026	Completed	Officer First Chief Check-In Call 1 of 2
18	4/3/2026	In Progress	Operations - Make sure emergency polling places are ready if needed
18	4/3/2026	In Progress	Operations - Make Labels and Election Day Envelopes
18	4/3/2026	Completed	Officer - Create EO waitlist for election
18	4/3/2026	Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
18	4/3/2026	Completed	Comms - TWEET: Last Day to Register/Update Registration (General & Primary)
17	4/4/2026	Completed	Admin - (Primary Only) Send any voter notice of polling place changes
17	4/4/2026	In Progress	Admin - Rough draft of Election Day assignments
17	4/4/2026	Completed	Officer - Verify all precincts have all positions filled
16	4/5/2026	Completed	Officer - Send CO bag pick-up and supply drop-off information
16	4/5/2026	Completed	Operations - Reserve Election Day lpads, phones, etc, for EV/ED
16	4/5/2026	Completed	Operations - ED DEMTECH Pollbook Inventory & Charging
16	4/5/2026	In Progress	Admin - Mail Ballot Reminder via BallotTrax
16	4/5/2026	Completed	Officer - Send provisional Brief Sheet to all officers
15	4/6/2026	Completed	Officer - Begin tracking EO attendance in training
15	4/6/2026	In Progress	Operations - Gathering Supplies for Chief Binder
15	4/6/2026	Completed	Officer - Remove all EOs that have not attended training
15	4/6/2026	Completed	Officer - Replace all EOs that have been removed due to not attending training
15	4/6/2026	Completed	Admin - GR signs all officer oaths for polling places
15	4/6/2026	Completed	Admin - Send party chairs final precinct staffing list
15	4/6/2026	Not Completed	Admin - Finalize canvass staffing
15	4/6/2026	In Progress	Operations - Create File for Paper Pollbook and send to Printer
14	4/7/2026	Completed	Operations - Test TallyPoint
14	4/7/2026	Not Completed	Comms - Finalize list of top precincts for media members to visit.
14	4/7/2026	Not Completed	Operations - Test Door Bells/Phone Numbers
14	4/7/2026	Completed	Officer - Send EB & Party Chairs Final EO List
14	4/7/2026	Completed	Operations - Send ED Facility Final Reminders

As of April 9, 2025

April 21 Special Election - Task Progress - PWC Office of Elections

E- Date	Due Date	Status	Task
14	4/7/2026	Completed	Officer - Letter to Quantico Marine Base for access to the Town
14	4/7/2026	In Progress	Absentee - Ensure all Preprocessing materials ready (oaths, reconciliation sheets)
14	4/7/2026	Not Completed	Operations - Program EPB Templates- ED
13	4/8/2026	Completed	Absentee - Train all Preprocessing/CAP/CAP-PE officers
13	4/8/2026	In Progress	Absentee – Create pollbook for Preprocessing
12	4/9/2026	Not Completed	Absentee - Set up Preprocessing room
CURRENT DATE			
11	4/10/2026	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
10	4/11/2026	Not Completed	Comms - TWEET: Deadline to Request a Mail Ballot
8	4/13/2026	Not Completed	Officer - Finalize staff for canvass, coordinate with GR
8	4/13/2026	Completed	Admin - Final test of results reporting system
8	4/13/2026	Completed	Operations - L & A for Scanners for Election Day
8	4/13/2026	In Progress	Operations - Emergency Precinct Coordination & Deployment
8	4/13/2026	Completed	Operations - Pack #3 and #6 for Transport
8	4/13/2026	Not Completed	Absentee – Update Preprocessing pollbook
8	4/13/2026	Completed	Admin - Finalize Provisional Processing Plan
8	4/13/2026	Not Completed	Operations - Pack CO Bags
6	4/15/2026	Not Completed	Officer - Final verification all precincts filled, emergency fill ins
6	4/15/2026	Not Completed	Admin - Final draft of Election Day assignments to staff, Board
6	4/15/2026	Not Completed	Officer - 2nd Chief check in phone call 2 of 2
5	4/16/2026	Not Completed	Admin - Minimize any unregistered EOs in Mobius
5	4/16/2026	Not Completed	Absentee - Ensure all CAP materials ready (oaths, envelopes, SORs, tally)
5	4/16/2026	Not Completed	Operations - Create What Ifs
5	4/16/2026	Completed	Provisional - Prepare templates, envelopes and etc
5	4/16/2026	Not Completed	Comms - Notify EOs/staff of any observer/media groups
5	4/16/2026	Not Completed	Absentee – Verify CAP-EV scanner delivery date
5	4/16/2026	Not Completed	Operations - Test ED EPBs
5	4/16/2026	Not Completed	Admin - Finalize roles and layout for Chief HQ
5	4/16/2026	Not Completed	Operations - Coordinate with Courthouse for Election Day Storage
5	4/16/2026	In Progress	Admin - Prepare Provisional Templates
5	4/16/2026	Not Completed	Admin - Draft Friday night letter

As of April 9, 2025

April 21 Special Election - Task Progress - PWC Office of Elections

E- Date	Due Date	Status	Task
4	4/17/2026	Completed	Operations - Finalize precinct returns spreadsheet (office & WH)
4	4/17/2026	Not Completed	Absentee – Follow-up on Cure Log and send copy to party chairs.
4	4/17/2026	Not Completed	Officer - End EO Training
4	4/17/2026	Not Completed	Operations - Pack Specialist Bags
4	4/17/2026	Not Completed	Operations - Certify L&A for Scanner/Touch Writers to ELECT
4	4/17/2026	Not Completed	Officer - Unassign all EOs that cancel (ongoing from here)
4	4/17/2026	Not Completed	Operations - Election Day Pollbook Secure Login Codes
4	4/17/2026	Not Completed	Operations - Verify trucks with Paxton
4	4/17/2026	Not Completed	Admin - Supply staff with key contact information sheet
4	4/17/2026	Not Completed	Officer - Finish training and workshops
4	4/17/2026	In Progress	Admin - Finalize provisional adjudication session procedures
3	4/18/2026	Not Completed	Officer - Certify training of officers with GR for ELECT
3	4/18/2026	Not Completed	Chief Phone Call Final Check-Ins
3	4/18/2026	Not Completed	Officer - Sent Chiefs Cage Tracking Link
3	4/18/2026	Not Completed	Operations - CO Supply Pickup
3	4/18/2026	Not Completed	Comms - TWEET: Early Voting Ends
3	4/18/2026	Not Completed	Officer - Close mock precinct
3	4/18/2026	Not Completed	Officer - Send final Friday night letter to EO team
3	4/18/2026	Not Completed	Officer - Send Friday Letter
3	4/18/2026	Not Completed	Send Reminder Brief to all officers on Waitlist Roster
3	4/18/2026	Not Completed	Comms - Prep website for Election Day
3	4/18/2026	Not Completed	Officer - End CO Training
2	4/19/2026	Not Completed	Admin - Finalize canvass procedures
2	4/19/2026	Not Completed	Absentee - Prepare/print AB list for precincts on Election Day.
2	4/19/2026	Not Completed	Operations - Breakdown EV sites and Return Equipment and Binders to Office
2	4/19/2026	Not Completed	Admin - Certify pollbook logic and accuracy
2	4/19/2026	Not Completed	Operations - L&A EPB Certify to Elect
2	4/19/2026	In Progress	Operations - Finalize Cages for Deployment
1	4/20/2026	Not Completed	Absentee – Create pollbook for CAP
1	4/20/2026	Not Completed	Operations - Final AB Numbers
1	4/20/2026	Not Completed	Admin - Confirm absentee list has been printed and delivered to WH.

As of April 9, 2025

April 21 Special Election - Task Progress - PWC Office of Elections

E- Date	Due Date	Status	Task
1	4/20/2026	Not Completed	Operations - Verify to GR that cages are confirmed delivered to sites
1	4/20/2026	Not Completed	Admin - GR must rule on emergency ballots
1	4/20/2026	Not Completed	Operations - Finalize setup for Chief HQ
1	4/20/2026	Not Completed	Operations - Election Day Pollbook Deployment
1	4/20/2026	Not Completed	Officer - Send Reminder to CANVASS officers/SAs
0	4/21/2026	Not Completed	Comms - TWEET: ELECTION DAY Ends @ 7pm
0	4/21/2026	Not Completed	Officer - Address all EO issues on election day
0	4/21/2026	Not Completed	Absentee - Prepare thumbdrive with AB documents for courthouse
0	4/21/2026	Not Completed	Absentee - Compile results data for CAP-EV and CAP-AB, incl. hand count (if appl.)
0	4/21/2026	Not Completed	Comms - TWEET: ELECTION DAY Starts @ 6am
0	4/21/2026	Not Completed	Comms - Add VAElect Unofficial Results Link PROMINENTLY on Homepage @ 7pm
-1	4/22/2026	Not Completed	Absentee - Deliver all absentee applications to Courthouse
-1	4/22/2026	Not Completed	Absentee - Process precinct drop box ballots & scan chain of custodies to shared Drive
-1	4/22/2026	In Progress	Absentee - Ensure all CAP-PE materials ready (oaths, envelopes, SORs, tally)
-1	4/22/2026	Not Completed	Operations - Deliver #3 and #6, election materials to Courthouse
-1	4/22/2026	Not Completed	Comms - Convert Website to "Post Election" homepage
-1	4/22/2026	Not Completed	Officer - Delete Manage Locations Precincts CO Assigned
-2	4/23/2026	Not Completed	Officer - Prepare payroll document for Fiscal Specialist using Comp Sheets
-2	4/23/2026	Not Completed	Absentee - Create pollbook for CAP-PE
-2	4/23/2026	Not Completed	Operations - Copy and backup all Voter Credit from Election day, assist w/ VERIS entry
-2	4/23/2026	Not Completed	Operations - Copy and backup all ballot images from Election day
-2	4/23/2026	Not Completed	Officer - Validate Officers have completed training
-2	4/23/2026	Not Completed	Operations - Search key equipment for missing docs, ballots, envelopes, etc.
-2	4/23/2026	Not Completed	Officer - CANVASS
-3	4/24/2026	Not Completed	Admin - Change to be rejected mail ballots in VERIS to Needs Cure to receive voting credit
-3	4/24/2026	Not Completed	Absentee - Update CAP-PE pollbook.
-3	4/24/2026	Not Completed	Absentee - Compile results data for CAP-PE, incl. hand count ballots and rejected ballots.
-3	4/24/2026	Not Completed	VR - Provisional research/meeting/letters
-3	4/24/2026	Completed	Admin - Prepare ID Required Mail Ballots for Provisional Meeting
-3	4/24/2026	Not Completed	Absentee - Provisional credit
-3	4/24/2026	Not Completed	Admin - Inform Circuit Court of any materials not returned

April 21 Special Election - Task Progress - PWC Office of Elections

E- Date	Due Date	Status	Task
-3	4/24/2026	Completed	Absentee - Pull all No-ID ballots for Provisional
-3	4/24/2026	Not Completed	Absentee - Finalize thumbdrive with final absentee list (pollbook) for courthouse
-4	4/25/2026	Not Completed	Comms - TWEET: Election Has been Certified
-4	4/25/2026	Not Completed	Admin - Complete provisional ballot adjudication
-4	4/25/2026	Not Completed	Officer - Scan election Comp Forms
-4	4/25/2026	Not Completed	Admin - Provisonal Credit Entered
-4	4/25/2026	Not Completed	Absentee - Prepare Rejection Log for GR and Courthouse
-4	4/25/2026	Not Completed	Absentee - Reject AB Ballots in VERIS
-4	4/25/2026	Not Completed	Admin - Certify election, send abstracts/checklist to state
-5	4/26/2026	Not Completed	Comms - Convert website back to default home page
-5	4/26/2026	Not Completed	Comms - Post all Election Day results tapes for public
-5	4/26/2026	Not Completed	Admin - Print winner certificates for Secretary
-6	4/27/2026	Not Completed	Admin - Organize retention of SOR copies, GR records
-7	4/28/2026	Not Completed	Comms - Digitize SORs for retention/requests
-7	4/28/2026	Not Completed	VR - Send Provisional Letters (Accepted and Rejected)
-7	4/28/2026	Not Completed	Operations - Get Revised Security Plan from EB
-10	5/1/2026	Not Completed	Absentee - Print AB rej letters, copy rej AB envelopes, and mail to affected voters.
-10	5/1/2026	Not Completed	Operations - Inventory all voting equipment, notify GR of any damage/missing

Review of General Registrar and Electoral Board Duties



**Prince William County Electoral Board
2026**

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2026

#	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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2026

#	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, 2026

#	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, 2026

#	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, 2026

#	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, 2026

#	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 24.2-305 310	Staff update Board on location changes/ issues through
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, 2026

#	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, 2026

#	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 responsilbe for assignments and comms. to officers, Board sets relevant assnment 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, 2026

#	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- GR 44 Days)		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- EB Only 44 Days)		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, 2026

#	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, 2026

#	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, 2026

#	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, 2026

#	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	

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#	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, 2026

#	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, 2026

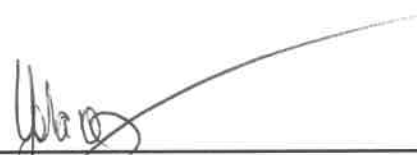
#	Duty/Task	Group	Stage	Resp.	Source	Notes
903	Completion of Abstracts. The board must complete, certify, and sign abstracts of results for each office or question on any ballot in the locality. It must deliver copies of these abstracts to the appropriate authorities, depending on the type of election 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, 2026

#	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 10, 2026. 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

Election Officer New Appointments, 4/10/2026

First	Mid	Last	Party	Pct.
Keith		Aleckson	D	211
Cathleen	F	Barrie	D	203
Amanda	D	Bates	D	107
Michael	K	Bayles	D	402
Sherry	D	Billingsley	D	316
Lisa	S	Bowman	D	701
Dennis	C	Cashioli	D	505
Caroline		Davis-Weaver	D	203
Veronica	L	Donahue	D	210
Catherine	M	Finn	D	701
John	H	Foote	D	205
Debra	L	Foster	D	NA
Jeanie	W	Gaudette-Reed	D	709
Bella	R	Harris	D	707
Dwayne	M	Harris	D	409
Janelle	L	Hatton	D	305
Christina	M	Hepp	D	710
Hilda		Hilliard	D	601
Thomas	R	May	D	215
Mehreen	M	Mirza	D	103
Karen	S	Nelson		210
Lesley	D	Redden	D	609
Vhonda	L	Ridley	D	108
Hong Hoa		Robertson	D	513
Nacira	L	Rodriguez	D	707
John	P	Smith	D	601
Supriya		Tamang	D	704
Ricky	D	Thompson SR.	D	312
Justin	C	Thorpe	D	207
Matthew	D	Walnock	D	114
Darling	F	Pereira Ruano	N	NA
Diana	C	Regnifo Elmore	N	605
Talley	A	Lattimore Jr.	N	611
Ralph	A	Ring	N	206
Sheila	A	Ryan	N	401
Fenton	L	Shugrue	N	602
LaQuida	R	Barnett	R	203
Concetta	J	Chess	R	111
Ingrid		Cordova	R	114
Robert	L	Crosier	R	NA
Tyrone	A	Dindal	R	104
Brian	D	Figie	R	609
Daniel	T	Kovaciny	R	708
Jamie	P	Murray	R	606
Donna	L	Sarmanian	R	113
Walter	E	Seiberling	R	502