

# PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS



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**ELECTORAL BOARD**  
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Mark Dillon, Vice Chairman  
London Steverson, Secretary

**DIRECTOR OF ELECTIONS**  
Eric S. Olsen

## Electoral Board Meeting

Thursday, July 27, 2023

Supplemental Materials

# **GR/EB Duties**

July 2023

# **Review of General Registrar and Electoral Board Duties**



**Prince William County Electoral Board  
2023**

**GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023**

#	Duty/Task	Group	Stage	Resp.	Source	Notes
101	<b>Execution of Elections.</b> The general registrar and electoral board 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 to 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"
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	GR		County/city obligation
109	<b>Facilitate state, local, and Board communication.</b> Communicate critical issues to the Electoral Board, ELECT, and county leadership. Build relationships with county partner agencies and state officials to be a strong partner.	Admin	0 - General/ Ongoing	GR Only	Book of common sense	

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#	Duty/Task	Group	Stage	Resp.	Source	Notes
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
111	<b>Educate the Public.</b> Participate in programs to educate the general public and encourage registration.	Admin	0 - General/ Ongoing	GR	Code 24.2-112	
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	EB	GREB H'book (1.2.1.3)	
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

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#	Duty/Task	Group	Stage	Resp.	Source	Notes
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 and staff support with content
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	
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	EB	Code 24.2-411	Aside from statutory requirement

## GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023

#	Duty/Task	Group	Stage	Resp.	Source	Notes
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)	
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 be nec.
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		
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. (a)</b> 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>(b)</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	Code 24.2- 529	

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#	Duty/Task	Group	Stage	Resp.	Source	Notes
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	GR	Code 24.2-310	Consider size, parking, accessibility, distance, and usability
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	
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	GR Delegated	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.



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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	
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	GR Delegated	Code 24.2-310	Team effort in an 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	

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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)	GR Delegated	Code 24.2-115	Board clarified roles and duties of staff, Board, and Chairs in policies adopted in Sept '22
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	GR in moment, EB by appt. per 9/22 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	Staff dedicated to EO staffing
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	

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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)	Both GR/EB	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>Special Training.</b> The Code of Virginia also The Department of Elections requires training on issues, such as completing Statements of Results or using electronic pollbooks and requests the electoral board to conduct special workshops.	Officers	0 - General/ Ongoing	GR	Code 24.2- 103	

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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> The EB, along with ELECT, must design and layout ballots according to instructions titled "Ballot Standards and Verification Procedures"	Ballots	1 - Plan (45+ Days)	GR Delegated	Code 24.2-613	EB resp. not noted in the Code
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	
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	
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

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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	
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 a ballot containers for each precinct.	Equip/Secur	0 - General/ Ongoing	GR Delegated	Code 24.2- 623	
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)	GR	Code 24.2- 623	GR sets up/manages, but Board presence helpful

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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 24.2-623	
706	<b>Contracting voting equipment .</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	Code 24.2-632	
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	ELECT manual says both Board and GR, Code only says GR
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	
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	

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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	
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 EB or 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	Code 24.2- 710	
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

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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
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)	



**GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023**

#	Duty/Task	Group	Stage	Resp.	Source	Notes
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
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 board or general registrar 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.	Certification	4 - Election Day	GR	Code 24.2-668	Closing procedure returns

**GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2023**

#	Duty/Task	Group	Stage	Resp.	Source	Notes
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	
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.

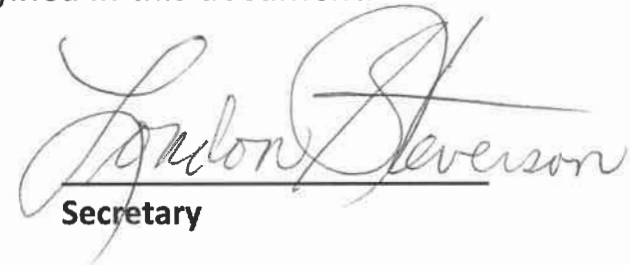
*The delegation and allocation of required duties for the Prince William County General Registrar (supported by the staff and officers of the Office of Elections) and Electoral Board herein are adopted by this Board on this date of \_\_\_\_\_. The delegation of duties within are, when allowed by the 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**

# **Voter Registration Report**

July 2023



## PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS

9250 Lee Avenue, Suite 1  
 Manassas, Virginia 20110-5554  
 Phone: (703) 792-6470

### ELECTORAL BOARD

Keith A. Scarborough, Chairman  
 Mark Dillon, Vice Chairman  
 London Steverson, Secretary

### Voter Cancellations

Categories	January	February	March	April	May	June	Total
Mentally Incapacitated	1	0	0	2	2	0	5
Deceased	178	41	203	930	187	141	1,680
Felony Conviction	12	17	14	17	12	15	87
Cancelled (OOS and NVRA)	3,174	92	2,347	356	128	67	6,164
Non-Citizen	15	17	1	34	40	0	107
<b>TOTAL</b>	<b>3,365</b>	<b>150</b>	<b>2,564</b>	<b>1,305</b>	<b>329</b>	<b>223</b>	<b>7,936</b>

### Confirmation/NCOA Mailing by ELECT

Categories	January	February	March	April	May	June	Total
NCOA (notices mailed)	N/A	19,341	N/A	N/A	N/A	N/A	19,341
OOS (notices mailed)	N/A	2,882	N/A	N/A	N/A	N/A	2,882
<b>TOTAL</b>	<b>0</b>	<b>22,223</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,223</b>

### Registration Statistics

Categories	January	February	March	April	May	June	Total
NVRA Transactions	9,220	9,872	9,661	7,858	8,653	4,522	49,786
<b>TOTAL</b>	<b>9,220</b>	<b>9,872</b>	<b>9,661</b>	<b>7,858</b>	<b>8,653</b>	<b>4,522</b>	<b>49,786</b>



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List Maintenance Schedule: Under Va. Code § 24.2-427 state performs following:

JULY 2023		<b>LIST MAINTENANCE SCHEDULE</b>			JULY 2023	
Incoming Data	Frequency	Date of Expected Download Availability	Estimated Duration of Internal Integrity Check	Estimated Availability Date	Actual Availability Date	Status
Sec. of the Commonwealth: Restoration of Rights	Monthly	2023-07-02	5 Business Days	Receipt from Sec. may vary	2023-07-07	Complete
Bureau of Vital Statistics: Deaths	Weekly	Mondays	5 Business Days	Fridays	2023-07-17	7/3, 7/10, 7/17 Complete
Virginia State Police: Felony Convictions	Monthly	2023-07-12	5 Business Days	2023-07-18	2023-07-18	Complete
DMV: Non-Citizens	Monthly	2023-07-13	5 Business Days	2023-07-19	2023-07-13	Complete
VA Circuit Courts: Mentally Incapacitated	Monthly	Entered manually upon receipt	N/A	Entered manually upon receipt	Entered manually upon receipt	Ongoing
US District Courts: Felony Convictions	Quarterly	Entered manually upon receipt	N/A	Entered manually upon receipt	Entered manually upon receipt	Ongoing



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### Updates:

1. Revised Guidance for Processing the Death of Registered Voters
  - Confirmation of death by deceased voter's family or estate (Requires the ELECT 427B Form).
  - Confirmation of death by registrar or deputy registrar who personally knows the deceased voter (Requires the ELECT 427B Form).
  - Records from the State Registrar of Vital Records processed through the hopper Records from local health officials.
  - A death certificate.
  - An obituary posted in a newspaper distributed within the locality or on a website of a licensed funeral home (Requires the registrar or deputy to complete the ELECT 427B Form).
2. New Death Lookup Request Process Launches Using NAPHSIS.
3. The Department of Elections (ELECT) sent out 2023 NCOA mailings on July 24, 2023.
  - First year of a new schedule (twice a year).
4. PWC Office of Elections adding another step to undeliverable mail starting on July 31, 2023.

# **VOTER ADDRESS UPDATE FORM**

# PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS



9250 Lee Avenue, Suite 1  
Manassas, Virginia 20110-5554  
Phone: (703) 792-6470  
Fax: (703) 792-6461  
[pwcvote@pwcgov.org](mailto:pwcvote@pwcgov.org)  
[www.pwcvotes.com](http://www.pwcvotes.com)

**ELECTORAL BOARD**  
Keith A. Scarborough, Chairman  
Mark Dillon, Vice Chairman  
London Steverson, Secretary

**DIRECTOR OF ELECTIONS**  
Eric S. Olsen

NAME  
Address

DATE:

## VOTER ADDRESS UPDATE FORM

Recent voter correspondence mailed to your address on file has been returned by the Post Office as undeliverable. Virginia law requires that we maintain accurate records for all Prince William County voters. Please check the applicable box below, provide your address, sign, and return the form to us in the enclosed envelope. (Note, we are unable to process any change requests without your signature.) Call our office at the number above if you have any questions or concerns.

Please check only one:

- I am a member of the Military on Active Duty or overseas, or an accompanying spouse or dependent. My Prince William home-of-record address is listed below.
- I no longer live in Virginia. My signature authorizes removal of my name from the Prince William County Voter Registration records.
- I have not moved from Prince William County. My current address is listed below.
- I live in Virginia outside Prince William County. My current address is listed below.

Print Name:	Social Security # (last 4 digits):
Current Residence Address (including city, state, & zip):	
Mailing Address (if different from above; including city, state, & zip):	

**Signature (required):**

Date:

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