

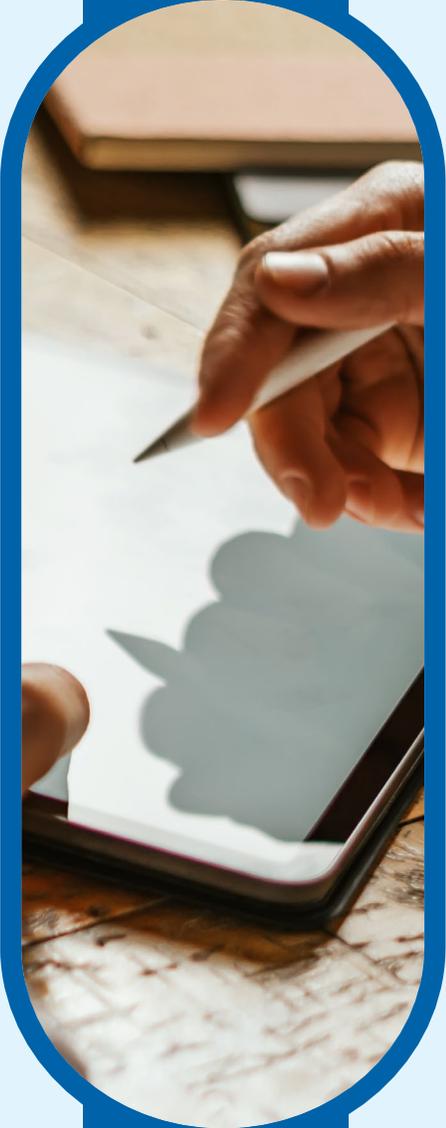


PWC ELECTORAL BOARD MEETING

February 25, 2025



CALL TO ORDER/ PLEDGE



APPROVAL OF MINUTES



APPROVAL OF MINUTES

- January 30, 2026 Electoral Board Meeting





BOARD MEMBER REPORTS



DIRECTOR'S REPORT

2026 ELECTION CALENDAR



2026 PWC ELECTIONS

✓ January 13 Virginia HOD Dist. #23

March 10 Woodbridge Supervisor

April 21 Constitutional Amendment (Redistricting)

August 4 Primary Election – Congress/Senate

November 3 General Election





LEGAL CHALLENGES

Uncertainty regarding April 21 Election

- Series of challenges/injunctions, status unknown
- Will continue to prepare while the Courts/state resolve the matter
- Set up election tasks to be prepared if it goes forward





OVERLAPPING SPRING ELECTIONS

Challenges and Preparation

- Voter Guides being sent for both elections to reduce confusion
- Template answers for voter calls on election status
- Specialized training/hand outs for early voting officers
- Mail ballots for two elections incoming – identifying letter on envelopes, triple check system





NEW SUMMER PRIMARY – AUG. 4

Challenges and Preparation

- Training location during June/July
- Uncertainty about dates of new equipment certification/delivery
 - Delivery by May 15 to implement in 2026
 - Do not want to implement new equipment for Primary
 - If not meeting date, will transfer funds to FY27, implement at end of year





SUMMER HOLIDAYS

Special Notes

- Friday, June 19 (closed, county holiday) - Slated as first day of August primary early voting, will be Thursday, June 18 instead
- Friday, July 3 (closed, county holiday) – No early voting



MARCH SPECIAL UPDATES



TASK PROGRESS – MARCH SPECIAL

As of Friday, February 20th

- 164 Tasks Completed
(2 overdue) – 98.8%
- 156 Tasks to Go





KEY DATES – MARCH 10 SPECIAL

Only Woodbridge District voters are eligible to vote

- Early Voting starts on Saturday, February 28
- Mail ballots should have been received by most voters by the date of this meeting
- Election Day: March 10th, 6am – 7pm





NEW BUSINESS

APRIL SPECIAL PLANNING

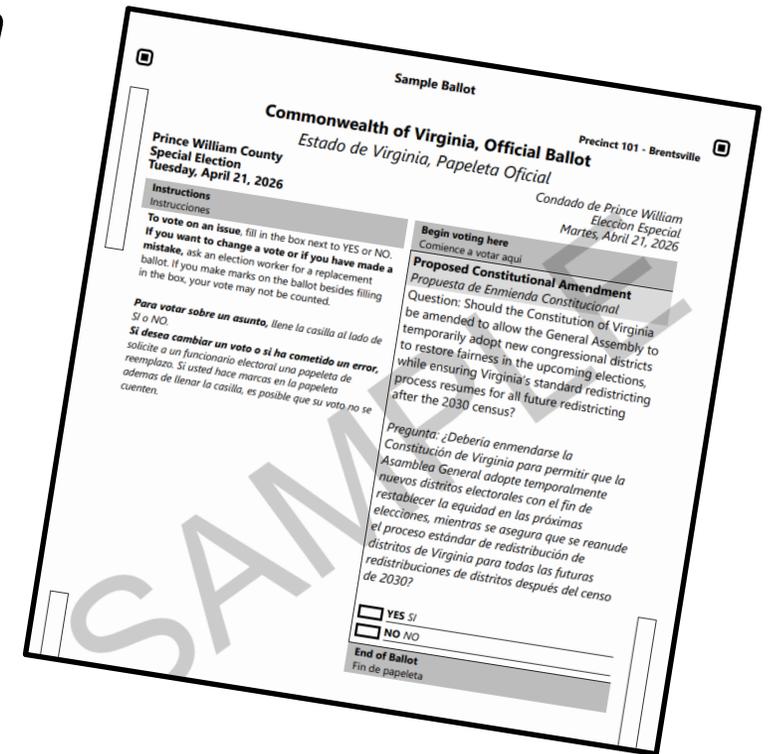


BALLOT ORDER

Mail: *As Requested by Application*

Early Voting: *On Demand*

Election Day: 40% of Active/Inactive
Voters by Precinct





STAFFING

All Precincts

Chief Officer

Assistant Chief

Equip/Provisional Spec. (EPS)

Varies by Size

1-2 Pollbook Officer

1 Scanner Officer

0-1 Greeters





EQUIPMENT

- 2 Pollbooks for check-in, 1 Pollbook for Chief
- 1 Ballot Scanner
- 1 ADA Ballot Marking Device





ELECTORAL BOARD APPROVALS

Board Action: *Approve (or modify) the recommended ballot order, officer staffing plan, and equipment allocation for the April 21st Special Election*





EARLY VOTING HOURS

Board Action: *Approve (or modify) the recommended Early Voting hours for April 21 Special*

Staff recommendation: Maintain previous hours

- Weekdays: 8:30 am – 4:30 pm (Any Wed. until 7:00 pm)
- Saturdays: 8:30 am – 5:00 pm
- Sundays: 11:00 am – 5:00 pm





NEW ENVELOPE

Improvements to our form based on data

- Reduce need for cures
- Make as easy as possible for voters

REQUIRED INFORMATION INFORMACIÓN REQUERIDA

Use the box below to complete the Statement of Voter.
 Use el cuadro a continuación para completar la Declaración del Votante.

<hr/>			
Last/APELLIDO	First/NOMBRE	Middle/2° Nombre	Suffix/Sufijo
<hr/>			
Address/DIRECCION			
<hr/>			
City/Ciudad		Zip/Codijo Postal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year of Birth/Año de Nacimiento		Last 4 of SSN #/Ultimos 4 de SSN #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
X			
Sign Here/Firma Aquí		Date/Fecha	
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EB & GR DUTIES

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



EB & GR DUTIES

Discussion of Duties and Responsibilities

Board Action: *Approve (or modify) the responsibilities for the Electoral Board and the General Registrar for the new Board*





PUBLIC COMMENTS

3-Minute Time Limit Per Speaker



ADJOURNMENT

2026 April Special Election - Ballot Order

#	Pct Name	Estimated Reg Voters	Ballot Order	Test Deck	Prov Order	ED Ballot Order
101	Brentsville	3,335	1,500	50	100	1,650
102	Cedar Point	2,857	1,200	50	100	1,350
103	Glenkirk	3,951	1,700	50	100	1,850
104	Nokesville	4,265	1,800	50	100	1,950
105	Piney Branch	3,400	1,500	50	100	1,650
106	Unity Reed	1,490	700	50	100	850
107	Marsteller	3,912	1,700	50	100	1,850
108	Victory	4,046	1,700	50	100	1,850
109	Chris Yung	3,847	1,700	50	100	1,850
110	Buckland Mills	4,128	1,800	50	100	1,950
111	Limestone	4,456	1,900	50	100	2,050
112	Burke-Nickens	4,833	2,100	50	100	2,250
113	Lakes	3,368	1,500	50	100	1,650
114	Bristow Run	4,182	1,800	50	100	1,950
201	Hylton	3,432	1,500	50	100	1,650
202	West Gate	2,617	1,100	50	100	1,250
203	Bennett	4,329	1,900	50	100	2,050
204	Ellis	2,804	1,200	50	100	1,350
205	Buckhall	2,562	1,100	50	100	1,250
206	Cotes	3,557	1,500	50	100	1,650
207	Spriggs	3,184	1,400	50	100	1,550
208	Colgan	1,992	900	50	100	1,050
209	Independent Hill	2,714	1,200	50	100	1,350
210	Yates Ford	3,586	1,600	50	100	1,750
211	Signal Hill	2,266	1,000	50	100	1,150
212	Yorkshire	3,456	1,500	50	100	1,650
213	Parkside	2,757	1,200	50	100	1,350
214	Lucasville	3,416	1,500	50	100	1,650
215	Rosa Parks	3,100	1,400	50	100	1,550
301	Dumfries	3,436	1,500	50	100	1,650
302	Potomac	3,632	1,600	50	100	1,750
303	Graham Park	2,581	1,100	50	100	1,250
304	Quantico	1,646	700	50	100	850
305	Forest Park	3,290	1,400	50	100	1,550
306	Four Seasons	3,169	1,400	50	100	1,550
307	Henderson	2,792	1,200	50	100	1,350
308	Montclair	1,968	900	50	100	1,050
309	Ashland	2,474	1,100	50	100	1,250
310	PW Forest Park	3,035	1,300	50	100	1,450
311	Swan Creek	3,179	1,400	50	100	1,550
312	Triangle	3,810	1,700	50	100	1,850
313	Cardinal	3,507	1,500	50	100	1,650

2026 April Special Election - Ballot Order

#	Pct Name	Estimated Reg Voters	Ballot Order	Test Deck	Prov Order	ED Ballot Order
314	Cabin Branch	2,712	1,200	50	100	1,350
315	Williams	3,611	1,600	50	100	1,750
316	Potomac Shores	4,005	1,700	50	100	1,850
401	Evergreen	3,399	1,500	50	100	1,650
402	Gravely	4,353	1,900	50	100	2,050
403	Bull Run	3,498	1,500	50	100	1,650
404	Unity Braxton	2,333	1,000	50	100	1,150
405	Ben Lomond	3,140	1,400	50	100	1,550
406	Alvey	3,642	1,600	50	100	1,750
407	Heritage Hunt	4,164	1,800	50	100	1,950
408	Sudley	2,296	1,000	50	100	1,150
409	Tyler	5,237	2,200	50	100	2,350
410	Mountain View	4,493	1,900	50	100	2,050
411	Mullen	3,770	1,600	50	100	1,750
412	Catharpin	2,520	1,100	50	100	1,250
413	Reagan	3,847	1,700	50	100	1,850
414	Seymour	2,701	1,200	50	100	1,350
501	Springwoods	4,030	1,700	50	100	1,850
502*	Occoquan	3,566	1,500	50	100	1,650
503	Mohican	2,278	1,000	50	100	1,150
504	Rockledge	2,487	1,100	50	100	1,250
505	Lake Ridge	3,704	1,600	50	100	1,750
506	Old Bridge	2,967	1,300	50	100	1,450
507	Chinn	3,862	1,700	50	100	1,850
508	Penn	3,385	1,500	50	100	1,650
509	McCoart	3,687	1,600	50	100	1,750
510	County Center	980	500	50	100	650
511	Westridge	4,018	1,700	50	100	1,850
512	York	2,798	1,200	50	100	1,350
513	Woodbridge	4,018	1,700	50	100	1,850
514	Antietam	3,723	1,600	50	100	1,750
515	Marshall	2,780	1,200	50	100	1,350
516	Kerrydale	1,510	700	50	100	850
601	Dale	3,447	1,500	50	100	1,650
602	Beville	3,974	1,700	50	100	1,850
603	Hampton	3,402	1,500	50	100	1,650
604*	Gar-Field	2,879	1,300	50	100	1,450
605	Minnieville	2,205	1,000	50	100	1,150
606	Bel Air	3,267	1,400	50	100	1,550
607	Jenkins	2,436	1,100	50	100	1,250
608	Enterprise	4,078	1,800	50	100	1,950
609	King	2,411	1,100	50	100	1,250

2026 April Special Election - Ballot Order

#	Pct Name	Estimated Reg Voters	Ballot Order	Test Deck	Prov Order	ED Ballot Order
610	Fitzgerald	3,733	1,600	50	100	1,750
611	Neabsco	3,773	1,600	50	100	1,750
612	Elm Farm	2,250	1,000	50	100	1,150
613	Hoadly	885	400	50	100	550
614	McAuliffe	3,566	1,500	50	100	1,650
615	Commons	434	200	50	100	350
616	Markham	1,097	500	50	100	650
701	Belmont	4,075	1,800	50	100	1,950
702	Library	3,933	1,700	50	100	1,850
703	Lynn	2,868	1,300	50	100	1,450
704	Porter	3,719	1,600	50	100	1,750
705	Potomac View	2,520	1,100	50	100	1,250
706	Rippon	4,016	1,700	50	100	1,850
707	Kilby	3,562	1,500	50	100	1,650
708	River Oaks	3,903	1,700	50	100	1,850
709	Freedom	3,186	1,400	50	100	1,550
710	Powells Creek	3,716	1,600	50	100	1,750
711	Grayson	3,699	1,600	50	100	1,750
712	Leesylvania	3,287	1,400	50	100	1,550
TOTAL		332,196	144,500	5,150	10,300	159,950

2026 April Special Election - Election Officer Staffing

#	Pct Name	Est. Reg. Voters	Polling Place Staffing							Total
			CO	AO	EPS	Poll	Booth	Scan	Greet	
101	Brentsville	3,335	1	1	1	2		1	1	7
102	Cedar Point	2,857	1	1	1	1		1		5
103	Glenkirk	3,951	1	1	1	2		1	1	7
104	Nokesville	4,265	1	1	1	2		1	1	7
105	Piney Branch	3,400	1	1	1	1		1		5
106	Unity Reed	1,490	1	1	1	2		1	1	7
107	Marsteller	3,912	1	1	1	2		1	1	7
108	Victory	4,046	1	1	1	2		1	1	7
109	Chris Yung	3,847	1	1	1	2		1	1	7
110	Buckland Mills	4,128	1	1	1	2		1	1	7
111	Limestone	4,456	1	1	1	2		1	1	7
112	Burke-Nickens	4,833	1	1	1	2		1	1	7
113	Lakes	3,368	1	1	1	1		1		5
114	Bristow Run	4,182	1	1	1	2		1	1	7
201	Hylton	3,432	1	1	1	1		1		5
202	West Gate	2,617	1	1	1	1		1		5
203	Bennett	4,329	1	1	1	2		1	1	7
204	Ellis	2,804	1	1	1	1		1		5
205	Buckhall	2,562	1	1	1	1		1		5
206	Coles	3,557	1	1	1	2		1	1	7
207	Spriggs	3,184	1	1	1	1		1		5
208	Colgan	1,992	1	1	1	1		1		5
209	Independent Hill	2,714	1	1	1	1		1		5
210	Yates Ford	3,586	1	1	1	2		1	1	7
211	Signal Hill	2,266	1	1	1	1		1		5
212	Yorkshire	3,456	1	1	1	1		1		5
213	Parkside	2,757	1	1	1	1		1		5
214	Lucasville	3,416	1	1	1	1		1		5
215	Rosa Parks	3,100	1	1	1	1		1		5
301	Dumfries	3,436	1	1	1	1		1		5
302	Potomac	3,632	1	1	1	2		1	1	7
303	Graham Park	2,581	1	1	1	1		1		5
304	Quantico	1,646	1	1	1	2		1	1	7
305	Forest Park	3,290	1	1	1	1		1		5
306	Four Seasons	3,169	1	1	1	1		1		5
307	Henderson	2,792	1	1	1	1		1		5
308	Montclair	1,968	1	1	1	1		1		5
309	Ashland	2,474	1	1	1	1		1		5
310	PW Forest Park	3,035	1	1	1	1		1		5
311	Swan Creek	3,179	1	1	1	1		1		5
312	Triangle	3,810	1	1	1	2		1	1	7
313	Cardinal	3,507	1	1	1	2		1	1	7

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316	Potomac Shores	4,005	1	1	1	2	1	1	7
401	Evergreen	3,399	1	1	1	1	1		5
402	Gravelly	4,353	1	1	1	2	1	1	7
403	Bull Run	3,498	1	1	1	1	1		5
404	Unity Braxton	2,333	1	1	1	1	1		5
405	Ben Lomond	3,140	1	1	1	1	1		5
406	Alvey	3,642	1	1	1	2	1	1	7
407	Heritage Hunt	4,164	1	1	1	2	1	1	7
408	Sudley	2,296	1	1	1	1	1		5
409	Tyler	5,237	1	1	1	2	1	1	7
410	Mountain View	4,493	1	1	1	2	1	1	7
411	Mullen	3,770	1	1	1	2	1	1	7
412	Catharpin	2,520	1	1	1	1	1		5
413	Reagan	3,847	1	1	1	2	1	1	7
414	Seymour	2,701	1	1	1	1	1		5
501	Springwoods	4,030	1	1	1	2	1	1	7
502	Occoquan	3,566	1	1	1	2	1	1	7
503	Mohican	2,278	1	1	1	1	1		5
504	Rockledge	2,487	1	1	1	1	1		5
505	Lake Ridge	3,704	1	1	1	2	1	1	7
506	Old Bridge	2,967	1	1	1	1	1		5
507	Chinn	3,862	1	1	1	2	1	1	7
508	Penn	3,385	1	1	1	1	1		5
509	McCoart	3,687	1	1	1	2	1	1	7
510	County Center	980	1	1	1	2	1	1	7
511	Westridge	4,018	1	1	1	2	1	1	7
512	York	2,798	1	1	1	1	1		5
513	Woodbridge	4,018	1	1	1	2	1	1	7
514	Antietam	3,723	1	1	1	2	1	1	7
515	Marshall	2,780	1	1	1	1	1		5
516	Kerrydale	1,510	1	1	1	2	1	1	7
601	Dale	3,447	1	1	1	1	1		5
602	Beville	3,974	1	1	1	2	1	1	7
603	Hampton	3,402	1	1	1	1	1		5
604	Gar-Field	2,879	1	1	1	1	1		5
605	Minnieville	2,205	1	1	1	1	1		5
606	Bel Air	3,267	1	1	1	1	1		5
607	Jenkins	2,436	1	1	1	1	1		5
608	Enterprise	4,078	1	1	1	2	1	1	7
609	King	2,411	1	1	1	1	1		5

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611	Neabsco	3,773	1	1	1	2		1	1	7
612	Elm Farm	2,250	1	1	1	1		1		5
613	Hoadly	885	1	1	1	2		1	1	7
614	McAuliffe	3,566	1	1	1	2		1	1	7
615	Commons	434	1	1	1	2		1	1	7
616	Markham	1,097	1	1	1	2		1	1	7
701	Belmont	4,075	1	1	1	2		1	1	7
702	Library	3,933	1	1	1	2		1	1	7
703	Lynn	2,868	1	1	1	1		1		5
704	Porter	3,719	1	1	1	2		1	1	7
705	Potomac View	2,520	1	1	1	1		1		5
706	Rippon	4,016	1	1	1	2		1	1	7
707	Kilby	3,562	1	1	1	2		1	1	7
708	River Oaks	3,903	1	1	1	2		1	1	7
709	Freedom	3,186	1	1	1	1		1		5
710	Powells Creek	3,716	1	1	1	2		1	1	7
711	Grayson	3,699	1	1	1	2		1	1	7
712	Leesylvania	3,287	1	1	1	1		1		5
TOTAL		332,196	103	103	103	156	0	103	53	621

2026 April Special Election - Equipment Allocation

#	Pct Name	Est. Reg. Voters	Equipment Allocation				
			EPB	Chief	Booth	Scan	ADA
101	Brentsville	3,335	2	1	12	1	1
102	Cedar Point	2,857	2	1	12	1	1
103	Glenkirk	3,951	2	1	12	1	1
104	Nokesville	4,265	2	1	12	1	1
105	Piney Branch	3,400	2	1	12	1	1
106	Unity Reed	1,490	2	1	12	1	1
107	Marsteller	3,912	2	1	12	1	1
108	Victory	4,046	2	1	12	1	1
109	Chris Yung	3,847	2	1	12	1	1
110	Buckland Mills	4,128	2	1	12	1	1
111	Limestone	4,456	2	1	12	1	1
112	Burke-Nickens	4,833	2	1	12	1	1
113	Lakes	3,368	2	1	12	1	1
114	Bristow Run	4,182	2	1	12	1	1
201	Hylton	3,432	2	1	12	1	1
202	West Gate	2,617	2	1	12	1	1
203	Bennett	4,329	2	1	12	1	1
204	Ellis	2,804	2	1	12	1	1
205	Buckhall	2,562	2	1	12	1	1
206	Coles	3,557	2	1	12	1	1
207	Spriggs	3,184	2	1	12	1	1
208	Colgan	1,992	2	1	12	1	1
209	Independent Hill	2,714	2	1	12	1	1
210	Yates Ford	3,586	2	1	12	1	1
211	Signal Hill	2,266	2	1	12	1	1
212	Yorkshire	3,456	2	1	12	1	1
213	Parkside	2,757	2	1	12	1	1
214	Lucasville	3,416	2	1	12	1	1
215	Rosa Parks	3,100	2	1	12	1	1
301	Dumfries	3,436	2	1	12	1	1
302	Potomac	3,632	2	1	12	1	1
303	Graham Park	2,581	2	1	12	1	1
304	Quantico	1,646	2	1	12	1	1
305	Forest Park	3,290	2	1	12	1	1
306	Four Seasons	3,169	2	1	12	1	1
307	Henderson	2,792	2	1	12	1	1
308	Montclair	1,968	2	1	12	1	1
309	Ashland	2,474	2	1	12	1	1
310	PW Forest Park	3,035	2	1	12	1	1
311	Swan Creek	3,179	2	1	12	1	1
312	Triangle	3,810	2	1	12	1	1
313	Cardinal	3,507	2	1	12	1	1

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315	Williams	3,611	2	1	12	1	1
316	Potomac Shores	4,005	2	1	12	1	1
401	Evergreen	3,399	2	1	12	1	1
402	Gravelly	4,353	2	1	12	1	1
403	Bull Run	3,498	2	1	12	1	1
404	Unity Braxton	2,333	2	1	12	1	1
405	Ben Lomond	3,140	2	1	12	1	1
406	Alvey	3,642	2	1	12	1	1
407	Heritage Hunt	4,164	2	1	12	1	1
408	Sudley	2,296	2	1	12	1	1
409	Tyler	5,237	2	1	12	1	1
410	Mountain View	4,493	2	1	12	1	1
411	Mullen	3,770	2	1	12	1	1
412	Catharpin	2,520	2	1	12	1	1
413	Reagan	3,847	2	1	12	1	1
414	Seymour	2,701	2	1	12	1	1
501	Springwoods	4,030	2	1	12	1	1
502	Occoquan	3,566	2	1	12	1	1
503	Mohican	2,278	2	1	12	1	1
504	Rockledge	2,487	2	1	12	1	1
505	Lake Ridge	3,704	2	1	12	1	1
506	Old Bridge	2,967	2	1	12	1	1
507	Chinn	3,862	2	1	12	1	1
508	Penn	3,385	2	1	12	1	1
509	McCoart	3,687	2	1	12	1	1
510	County Center	980	2	1	12	1	1
511	Westridge	4,018	2	1	12	1	1
512	York	2,798	2	1	12	1	1
513	Woodbridge	4,018	2	1	12	1	1
514	Antietam	3,723	2	1	12	1	1
515	Marshall	2,780	2	1	12	1	1
516	Kerrydale	1,510	2	1	12	1	1
601	Dale	3,447	2	1	12	1	1
602	Beville	3,974	2	1	12	1	1
603	Hampton	3,402	2	1	12	1	1
604	Gar-Field	2,879	2	1	12	1	1
605	Minnieville	2,205	2	1	12	1	1
606	Bel Air	3,267	2	1	12	1	1
607	Jenkins	2,436	2	1	12	1	1
608	Enterprise	4,078	2	1	12	1	1
609	King	2,411	2	1	12	1	1

2026 April Special Election - Equipment Allocation

#	Pct Name	Est. Reg. Voters	Equipment Allocation				
			EPB	Chief	Booth	Scan	ADA
610	Fitzgerald	3,733	2	1	12	1	1
611	Neabsco	3,773	2	1	12	1	1
612	Elm Farm	2,250	2	1	12	1	1
613	Hoadly	885	2	1	12	1	1
614	McAuliffe	3,566	2	1	12	1	1
615	Commons	434	2	1	12	1	1
616	Markham	1,097	2	1	12	1	1
701	Belmont	4,075	2	1	12	1	1
702	Library	3,933	2	1	12	1	1
703	Lynn	2,868	2	1	12	1	1
704	Porter	3,719	2	1	12	1	1
705	Potomac View	2,520	2	1	12	1	1
706	Rippon	4,016	2	1	12	1	1
707	Kilby	3,562	2	1	12	1	1
708	River Oaks	3,903	2	1	12	1	1
709	Freedom	3,186	2	1	12	1	1
710	Powells Creek	3,716	2	1	12	1	1
711	Grayson	3,699	2	1	12	1	1
712	Leesylvania	3,287	2	1	12	1	1
TOTAL		332,196	206	103	1,236	103	103

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

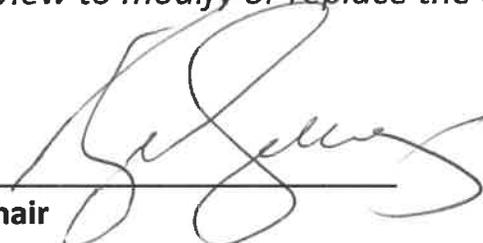
GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

GENERAL REGISTRAR AND ELECTORAL BOARD DUTIES REVIEW, 2025

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

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



Chair



Vice-Chair



Secretary