

Coalition for Free and Fair Elections

Election Integrity Manual



Version 8/19/2021

This manual is a work in progress, and will be updated whenever new or additional information is available. If you have any comments, suggestions, or corrections, please send those to Tim Meisburger (report@vfet.us)

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Table of Contents

INTRODUCTION.....	5
1 THE CFFE ELECTION INTEGRITY NETWORK.....	6
1.1 INTRODUCTION TO THE CFFE	6
1.2 THE CFFE NETWORK	6
1.3 PRE-ELECTION OBSERVATION	7
1.4 ELECTION SEASON OBSERVATION	7
1.5 ELECTION DAY OBSERVATION	7
1.6 OBSERVING POST-ELECTION OPERATIONS	7
2 ADVOCACY FOR ELECTION REFORM IN VIRGINIA	8
2.1 COMMONSENSE ELECTION REFORMS	8
2.2 TAKING ACTION	9
3 SERVING AS AN ELECTION OFFICER	10
3.1 WHY SERVE AS AN ELECTION OFFICER?.....	10
3.2 APPOINTMENT OF ELECTION OFFICERS.....	10
3.3 PROCESS FOR APPLICATION	11
3.4 PROMOTING INTEGRITY AS AN ELECTION OFFICER.....	11
3.5 REPORTING IRREGULARITIES AND MALFEASANCE	12
4 MONITORING ELECTIONS.....	13
4.1 INTRODUCTION	13
4.2 PRE-ELECTION OBSERVATION	15
4.2.1 Registrar Survey.....	15
4.2.2 Monitoring Board of Elections Meetings.....	17
4.2.3 Steering Committee.....	17
4.3 ELECTION SEASON OBSERVATION	17
4.3.1 What is Election Season?.....	17
4.3.2 Organizing to Observe Election Season	18
4.3.3 Reviewing the Absentee Voter Applicant List and Application Forms	19
4.3.4 Monitoring In-Person Absentee Voting	19
4.3.5 Drop boxes for absentee ballots.....	20
4.3.6 Processing returned absentee ballots before election day	21
4.3.7 Absentee Ballot “Cure” Process.....	21
5 SUMMARY OF THE ABSENTEE VOTING PROCESS.....	21
5.1 APPLYING TO VOTE ABSENTEE	21
5.2 IN PERSON ABSENTEE VOTING	22
5.3 THE ABSENTEE APPLICATION AND VOTING PROCESS.....	22
5.4 HOW BALLOTS ARE MARKED AND RETURNED	24
5.5 DROP BOXES FOR ABSENTEE BALLOTS.....	24
5.6 VALID ABSENTEE BALLOTS	25
5.7 PROCESSING RETURNED ABSENTEE BALLOTS BEFORE ELECTION DAY.....	25
5.8 ABSENTEE BALLOT “CURE” PROCESS.....	25
5.9 CENTRAL ABSENTEE VOTER PRECINCTS; COUNTING BALLOTS.....	25

ANNEX ONE – ELECTION OFFICER REPORT FORM27
ANNEX TWO – ELECTION OFFENSES GENERALLY; PENALTIES.....28
ANNEX THREE – INCIDENT REPORT FORM.....34
ANNEX FOUR - SAMPLE MEETING REQUEST LETTER36
ANNEX FIVE – REGISTRAR SURVEY FORM.....37
ANNEX SIX – RUC PRE-ELECTION REPORT41
ANNEX SEVEN – ELECTION SEASON OBSERVER FORM.....42
ANNEX EIGHT – DROP BOX OBSERVER FORM.....43
ANNEX NINE - DOS AND DON'TS FOR CAMPAIGNERS AND AUTHORIZED REPRESENTATIVES.....44

Introduction

Virginia's elections are a mess. A mix of ill-defined, non-transparent, inefficient, and constantly changing processes; and this confusion was multiplied through ill-advised changes in procedures in response to the COVID pandemic last year. Specific concerns include a lack of transparency in processes and procedures; a perception of bias in election administration; inaccurate voting lists and lack of effective voter ID; intimidation and fraud through mail-in voting and ballot harvesting; doubt in the accuracy and security of machine-based voting; and the influence of dark money in campaigns and election processes.

Fundamental reforms in law and procedures are required to restore lasting public confidence in the integrity of Virginia elections, but these reforms will take time. Unfortunately, we don't have much time, as our next election season begins September 17, 2021. In the near term, the CFFE believes that the most important action we can take to strengthen the integrity of our elections, and confidence in the democratic legitimacy of our elected representatives, is to increase transparency in electoral processes. Your participation is essential to achieving this goal.

This guide aims to provide you, a citizen, with the knowledge and tools needed to help ensure a free and fair election process for all of Virginia's voters. In the guide you will find information on election reform advocacy, becoming an officer of election, and monitoring election processes; all activities aimed at increasing transparency in the elections, and public ownership of that process.

The American republic was founded on the principle and promise of self-government; a promise that began in 1619 with the establishment of our own General Assembly—the first representative body in the western hemisphere—and culminated in the Declaration of Independence in 1776. Now that promise is threatened by a loss of faith in the integrity of the very process that enables self-government, and the republic that so many struggled and fought and died to establish, is at risk.

Once again, Virginia stands at the pivot of history. Virginians led the way in 1619, and again in 1776. Now, once again, we are called to lead; to secure again the right to self-government for ourselves and our families and our fellow citizens. If we are to save our republic, it must begin here, now, with this election, and build across the country in 2022 and 2024. As has ever been, success will require sacrifice and hard work, but with your help, and the guiding hand of God, it is not too late to restore our republic.

Bishop Leon Benjamin | Founder of VFAP

1 The CFFE Election Integrity Network

1.1 Introduction to the CFFE

The Coalition for Free and Fair Elections (CFFE) is dedicated to promoting election integrity in Virginia. CFFE members already include Americans for Limited Government, Liberty Counsel Action, Virginians for America First, Critical Political Issues, No Left Turn in Education, Tea Party Patriots, and the coalition welcomes the participation of other like-minded organizations that share its objectives.

Although we will review some aspects of the 2020 election, we are primarily focused on looking forward to Virginia elections in November 2021, and federal elections in 2022. To increase transparency; and to detect issues and concerns with election processes as early as possible so that they can be addressed before the election; the coalition will establish a comprehensive election observation network similar to those common in the other democracies.

CFFE direction will be provided by a steering committee made up of representatives from member organizations, while day to day operations will be coordinated through an office or secretariat in Lynchburg managed by *Virginians for America First*.

The network will meet frequently with registrars, boards of election, and security officials before election season begins, to learn more about their plans for ensuring free and fair elections. To ensure the public is fully informed of progress (or lack thereof), the CFFE will issue frequent reports of its findings state-wide, and at the county or city level.

Because Virginia's election law doesn't guarantee access for non-partisan observers, beginning September 17, systematic observation would have to be conducted by pollwatchers endorsed by a political party. To enhance transparency and ensure effective observation during the election season, the CFFE proposes to help recruit, train and equip pollwatchers for the Republican Party of Virginia.

Through the secretariat, CFFE maintains a reporting center to collect, synthesize, and share observer reports (report@vfet.us); and will maintain close communication with the Republican Party of Virginia's Election Legal Assistance Hotline (help@virginia.gop; call/text: 804-292-2014) to support whistleblowers, and coordinate rapid legal response to reported violations. The coalition also advocates for election reforms to make Virginia's elections the most transparent, fair and credible in the United States.

1.2 The CFFE Network

The network will consist of County and City Coordinators, observers, pollwatchers, and other volunteers. The objective of the network is to provide comprehensive coverage of the entire state; both to deter or document malfeasance, and to facilitate advocacy for essential election reforms. If you would like to serve in one of these roles, please encourage your sponsoring organization to join the coalition (if they are not already a member), or contact us directly through info@vfet.us, and we will get you connected.

Coordinators will liaise with Republican Unit Chairmen to ensure sufficient pollwatchers are recruited, trained and deployed to establish transparency and deter malfeasance. The Coordinators will also serve as long term or area observers, maintaining communications with relevant registrars and Boards of Election in their area of operations (AOR). Finally, Coordinators will be the focal point in their AOR for network reporting; receiving reports from advocates, observers and pollwatchers; synthesizing or aggregating those; then forwarding those to the central secretariat for distribution throughout the coalition.

1.3 Pre-Election Observation

In addition to the coordinators, there will be other long-term observers at the county and municipal level who will monitor election processes and preparations in the period before the election season begins on September 17. They will hold introductory interviews with local registrars, boards of election, and security officials, and the information they collect will be compiled by the CFFE into both public and internal statewide reports that can be used to inform advocacy, and hopefully to improve the integrity of the election process before it begins. The initial Registrar questionnaire is attached in Annex 5, and implementation guidance provided in section 5.2.

1.4 Election Season Observation

Because of the peculiarities of Virginia's election law, we cannot rely on non-partisan observation during the election season, so beginning September 17, all observation will be conducted by pollwatchers authorized by the local Republican Unit Chair. CFFE will be engaged in recruiting and training these pollwatchers, and we assume they will fall under the CFFE network for process reporting, while incident reporting will go to the RPV Legal Hotline. All local reporting and analysis will be developed in collaboration with, and shared with, local unit chairs and members of the coalition.

Election season observers will monitor the advance in-person voting at registrars' offices; and drop-off locations. They will also be engaged in recruiting and training election day pollwatchers. Checklists and report forms for election season observers will be developed when the procedures for the period are finalized by the Virginia Department of Elections, and then inserted in the online version of this manual, as well as in a detailed guidance document prepared specifically for election season observation.

1.5 Election Day Observation

To be developed when the procedures for the period are finalized by the Virginia Department of Elections.

1.6 Observing Post-Election Operations

To be developed when the procedures for the period are finalized by the Virginia Department of Elections.

2 Advocacy for Election Reform in Virginia

To restore confidence in the integrity of Virginia's elections will require fundamental reform of election laws and procedures to increase the transparency and security of the entire process. Volunteers should be advocates in their communities and across the state for these simple, commonsense reforms.

2.1 Commonsense Election Reforms

Allow effective observation of all election processes; Transparency is the key to creating voter confidence in the integrity and legitimacy of elections, and to facilitate transparency, allowing effective election observation is a norm in established democracies around the world. In 2020 numerous incidents were reported in Virginia and across the country of observers being prevented from effectively monitoring election processes. Effective observation is an internationally recognized standard for free and fair elections. To enable transparency and increase public confidence in the integrity of elections, the Governor, General Assembly, and state and local election officials must respect international norms and standards, and make all election processes open to effective observation by both partisan and non-partisan observers.

End most early and mail-in voting; Supposedly to make it easier to vote, our election day has expanded to election month, but election professionals agree that early voting, mail-in voting and ballot harvesting all facilitate voter intimidation, impersonation, ballot box stuffing and other forms of fraud. To protect Virginia's elections and restore confidence in their integrity, we must demand that lawmakers return to a single election day. Rather than extending the voting period or using insecure mail-in ballots to increase participation at the expense of election integrity, they may make election day a mandated holiday with absentee voting limited to those with a genuine and provable need.

Require ID and proof of citizenship to vote; Almost every democracy in the world requires photo ID and proof of citizenship to vote. Confidence that only qualified voters can vote is so important to democracy that the US has spent hundreds of millions of dollars (at least, probably billions), helping other countries with voter registration and voter ID. Many countries in Africa and Asia already use biometrics to confirm voter ID. The assertion that Virginia is incapable of providing its citizens voter ID, when developing countries from Bangladesh to Zambia accomplish this easily, only serves to fuel perceptions that these individuals true aim is to facilitate cheating. Virginians deserve confidence that only qualified citizens are voting, and that they are only voting once.

Demand manual rather than machine-based voting and counting processes; Voting and counting machines are inherently non-transparent, prone to malfunction, and are viewed by many computer experts (and by senior politicians of both parties) as highly susceptible to rigging, fraud and abuse. Machine processes cannot be effectively observed and certified by election officials, observers or ordinary citizens, and as such they have no place in Virginia's elections. To restore confidence in the integrity of elections, Virginia must revert to a simple, transparent, and manual polling and counting processes.

Ban “dark money” private funding of election processes; Dark money from outside the state continues to pollute Virginia elections, and is likely to be an even bigger problem in 2021, when we are the only game in town. In 2020 Mark Zuckerberg gave \$4,000,000 to Fairfax County for “election administration”, fueling suspicion of vote-buying, bribery and undue influence. Under Virginia law, elections should be funded by towns and counties, so volunteers and voters must demand that the General Assembly and governor prohibit such external funding in future.

Expose “foreign” funding for campaigns from outside the affected constituency; No country in the world allows foreign funding in their election campaigns, because in a democracy only the citizens who will be represented should have influence on who is elected. The same principle should apply across constituencies in the US. For example, it is incredibly unfair and undemocratic for Silicon Valley to influence Governor or Delegate races in Virginia. If it is not possible to prohibit these undemocratic practices, “foreign” funding of Virginia elections must be monitored and exposed, to ensure voters know who is trying to unfairly influence our representatives

Reforming Virginia’s Elections

- *Allow effective observation of all election processes*
- *End most early and mail-in voting*
- *Require ID and proof of citizenship to vote*
- *Demand manual rather than machine-based voting and counting processes*
- *Ban “dark money” private funding of election processes*
- *Expose “foreign” funding for campaigns from outside the affected constituency*

2.2 Taking Action

In 2021, our objective is to elect a Governor and House of Delegates committed to making commonsense election reforms that will ensure that all voters’ voices are heard, and make it easy to vote and hard to cheat. To achieve this objective will require a concerted effort across the state, and CFFE volunteers have a key role to play.

First, publicize the Commonsense Election Reforms by preparing posters and/or leaflets to put up or pass out in your AOR. The CFFE office will prepare some examples and templates you can use, but feel free to also use your own creativity, and share your creations across the network.

Print the *Commonsense Election Reform Pledge* (in the box at the end of this section), and ask all of your local Delegate candidates to sign the pledge. If any will sign, you can use that as a lever to pressure the others, as the coalition will endorse any candidate that signs the pledge. Please let us know who does sign, and who does not.

Write op-eds and letters to the editor for local papers or social media, or get interviewed on local radio. Explain the reforms and endorse the candidates who signed the pledge, and question the fitness of those who have refused to do so.

Enjoy the fine weather, and hold a rally/barbeque/party for election reform. Invite local leaders, candidates, and press. Hang out with like-minded folks, eating burnt meat and drinking beer.

And please let us know about anything you do, so we can share your ideas and activities across the CFFE!

Commonsense Election Reform Pledge

I recognize that democracy in Virginia is dependent on free and fair elections, and if elected, I promise to support legislation that will:

- *Allow effective observation of all election processes*
- *End most early and mail-in voting*
- *Require effective ID and proof of citizenship to vote*
- *Require manual rather than machine-based voting and counting processes*
- *Ban “dark money” private funding of election processes*
- *Expose “foreign” funding for campaigns from outside the affected constituency*

Signed _____

Candidate for _____

3 Serving as an Election Officer

3.1 Why Serve as an Election Officer?

Although both parties have the right to recommend elections officers for every precinct, in the past Republicans have been less likely to do this, and consequently there are many precincts without Republican officers. When this occurs, it one of the essential checks and balances built into the system is missing, and this contributes directly to many voters’ lack of confidence in the integrity of the election process.

Election cheating and fraud simply cannot occur without collusion from election officers, so our number one priority role for those interested in promoting election integrity is to serve as an election officer. The timeline for recruitment for the 2021 elections is tight, but there will also be additional opportunities in the spring of 2022 for the 2022 elections.

3.2 Appointment of Election Officers¹

Election officers are appointed by local electoral boards for terms not to exceed three years. At least three officers must be appointed for each precinct with less than 4,000 registered voters, and at least five for precincts above 4000. If practicable, each officer should be a qualified voter of the precinct, but in any case, must be a qualified voter of the Commonwealth.

The officers appointed should represent the two parties, with representation equal in precincts having an even number of officers, and to vary by no more than one in precincts having an odd number of officers. For example, in a precinct with three officers, two will be from one party and

¹ Appointment, qualifications, and terms of officers of election is defined at § 24.2-115 in the Code of Virginia.

one from the other. Officers should be appointed from lists of nominations filed by the political parties, but if needed, the electoral board may appoint additional officers who do not represent any political party.

It is important to note here that Electoral Boards will be composed (under a Democrat governor) of two Democrats and one Republican, so the additional Election Officer in odd-number precincts will usually be a Democrat (i.e. two Democrats and one Republican in a three-person precinct). If Republican units do not nominate enough officers, the Republican positions will be filled by Democrats or independents.

Officers of election serve for all elections held in their respective precincts during their terms of office. For a primary election, officers from the relevant party will manage the process, if possible. On each precinct team, one officer will be designated as the chief, and one the assistant chief, and these should be from different parties, if possible. Each chief officer and assistant will be trained in their duties not less than three or more than 30 days before each election, while all other officers will receive at least some training before each general election.

Upon request and at a reasonable charge not to exceed the actual cost incurred, the secretary of the electoral board or the general registrar will provide a copy of the list of the officers of election, including their party designation and precinct to which they are assigned, to any requesting political party or candidate.

3.3 Process for application

There are several avenues to becoming an election officer, but the preferred is that you apply through your local unit chair. In that way we can ensure that we have true political balance on each precinct team. To find your local unit chair, please visit <https://virginia.gop/find-your-local-gop/>, or <https://vademocrats.org/localities/>. To ensure consideration, you may also want to apply through the state (<https://apps.elections.virginia.gov/OnlineForms/OfficerofElection>), or through your local board of elections.

3.4 Promoting Integrity as an Election Officer

As an election officer, nominated by your party, you have a legal and moral duty to administer elections that are free and fair for all voters. Although it is unlikely, in the performance of your duties you may witness other officials engaging in practices not consistent with law or regulations. These can be irregularities (i.e. failure to follow law or procedure due to ignorance), or malfeasance (intended to undermine the integrity of the vote).

In some cases, it may be difficult to determine whether an incident is an irregularity or malfeasance, but in every case election officers should attempt to rectify the situation. That may be as simple as informing the officer(s) of the correct procedure (with reference to official documentation), or contacting senior election officials (County or City Registrar, or your party representative on the local Board of Elections). In cases of potentially criminal conduct, refer to the specific guidance below.

Election officers nominated by the Republican party are encouraged to fill in and submit the *Election Officer's Checklist* in Annex One to the CFFE office (report@vft.us) after the election.

This information will be provided to RPV, and used to evaluate the election process and make recommendations for future elections. Election officers are encouraged to contact the RPV Legal Hotline at any time during their tenure as election officers to report incidents, concerns, or any other information they think might be relevant.

3.5 Reporting Irregularities and Malfeasance

Irregularities are procedural errors that may be caused by a lack of knowledge or a lack of critical materials. Minor irregularities may not affect the integrity of the process, but are indicators of poor training or election management. Some irregularities *can* impact the integrity of the process (such as positioning polling booths so that pollwatchers or other voters can see a voter marking a ballot; or preventing pollwatchers from effectively observing the election process), and if these are done intentionally, would be considered malfeasance.

We generally think of malfeasance as an intentional effort to undermine the integrity of the election process; that is defined as a crime in the [Virginia election law](#). Examples of criminal malfeasance include:²

- Knowingly falsifying registration applications or accepting multiple registration applications from the same person (up to ten years in prison).
- Knowingly allowing unqualified people to vote (up to five years in prison)
- Refusing to permit a qualified voter to vote, or refusing to count the vote of a qualified voter (\$1000 fine per affected voter)
- Counterfeiting ballots (up to ten years in prison)
- Tampering with registration or voting equipment with the intent to influence the election outcome (up to ten years in prison)
- Aiding or abetting absentee ballot fraud (up to ten years in prison)
- Conspiracy against the rights of citizens to vote (up to ten years in prison)
- False statements made to enable election fraud (up to ten years in prison)

If you witness serious malfeasance or what you think may be criminal behavior in the election process, follow these steps:

- Email, call or text the Virginia Election Legal Assistance Hotline (help@virginia.gop; call/text: 804-292-2014).
- Collect evidence and fill in an Incident Report Form (see Annex Three)
- Submit the IRF to VELAH to the Hotline the address above, and copy CFFE at report@vfet.us.

If you are employed by Virginia as an election official, and worry that reporting malfeasance might affect your employment status or personal life, you should know about the protections afforded by Virginia's "whistleblower" law. Like most states, Virginia has had whistleblower laws for some time, but provisions protecting whistleblowing employees were dramatically strengthened in April 2020, when Governor Northam signed into law HB798; which prohibits employers from taking any retaliatory action against the employee, including: firing, acts of discipline, making threats, discrimination, or any other retaliatory action that goes to the employee's compensation, terms, conditions, privileges or work location.

² For a comprehensive list of election offences and penalties, see Annex Two

Whistleblowers - Did you know?

HB798 protects a Virginia employee who:

- Acts in good faith to report any violation of state or federal law to a supervisor or government official, including a law enforcement officer. This protection also applies if the employee has someone act on their behalf to report the wrongdoing.
- Participates in a government investigation, hearing or inquiry at the request of a government official or law enforcement officer.
- Refuses to commit a criminal act that would get the employee into legal trouble.
- Refuses to commit any activity that would violate a state or federal law and the employee notifies the employer they are refusing to engage in that activity for that reason.
- Provides information or testifies before any government body or official as a part of an investigation, hearing or inquiry into the employer's alleged wrongdoing.

There are specific instances that are not protected, that include:

- Revealing information or data protected by law or privilege.
- Making a statement that is known to be false or made in reckless disregard to the truth.
- Disclosing information in violation of state or federal law, including information that would compromise the confidentiality of someone else's legally protected communications.

4 Monitoring Elections

4.1 Introduction

To help ensure a free and fair election for all voters, CFFE volunteer observers will monitor election processes and procedures throughout the election cycle. Observers can deter malfeasance and cheating, or by detecting and formally documenting such malfeasance, can deny legitimacy to fraudulent elections and provide evidence for lawsuits and other post-election court cases. By increasing the transparency of the election, observers can enhance public confidence in the integrity of the election process.

Observation will be conducted in phases, beginning with *Pre-Election Observation*. During the pre-election phase observers will look at the voter list, election administration, the legal framework and procedures for elections, and the broader election environment. Pre-election observation seeks to confirm the process, or to highlight potential problems or concerns so that they can be addressed prior to the election. Internationally, pre-election observers are usually referred to as Long-Term Observers or LTOs. LTOs often play an important role in recruiting, training and managing the larger number of volunteers needed for election observation.

CFFE pre-election observers are non-partisan. In contrast to partisan observers, they do not represent a specific party. Instead, they represent all voters, and their primary objective is ensuring a free and fair process for all voters, regardless of outcome. Non-partisan observers are normal in other democracies, but still relatively rare in the US, where we have primarily relied on partisan observers.

Although it is late for the 2021 elections, we anticipate significantly expanding the non-partisan observation element in the CFFE for 2022 and future elections. Non-partisan observation provides any voter, regardless of party, the possibility to support free and fair elections; allowing participation by independent voters (who currently have no role in election integrity and are a plurality of voters), and by neutral groups (like church groups) that want to support a fair process, but don't want to affiliate with a particular party.

Election Season Observation – Election observation (poll watching) used to be largely confined to election day, but with long periods of advance voting (six weeks in Virginia), and all the opportunities that creates for malfeasance and fraud, we have to develop new approaches to strengthening transparency and deterrence. The primary innovations of the CFFE approach are deployment of pollwatchers during the advance voting, and the expectation that pollwatchers will file regular reports throughout the election season.

Under current Virginia law, only partisan observers (called pollwatchers or party agents) have the right to observe all aspects of the polling process, so CFFE support for observation during the election season (September 17-November 2) will primarily be focused on the provision of training and/or materials for Republican party-endorsed pollwatchers. CFFE Coordinators will also work with local Republican units to ensure that enough volunteer pollwatchers are recruited and trained.

Election season pollwatchers will monitor and report on early in-person voting, absentee voting, and drop boxes, at registrar offices and satellite election offices. Daily reports will be aggregated and synthesized by the CFFE, shared with Republican units and coalition partners, and form the basis for regular press releases, op-eds, and other outreach efforts. Pollwatchers will also have access to a legal hot line for reports on incidents that might require an immediate legal response. The primary objective of the election season observation is early identification of issues and concerns to improve the quality and integrity of the election while it is in process.

Observing Election Day and the Counting Process – Although the actual election day in Virginia is not as important as it used to be, because of the long election season, it will still require more pollwatchers and other election personnel than any other day. Pollwatchers will be recruited and trained by Republican units, and county and municipal Coordinators and teams. The objective is to detect and deter malfeasance through complete coverage of and reporting from all precincts in the state.

Pollwatchers may work in shifts organized before election day. They will arrive before the precinct opens to observe set up of the precinct and machines, and will watch the polling process throughout the day, then the counting process after the poll. Each precinct poll watcher (or team) will have a checklist and report form to facilitate monitoring, and the collection of data that can be used to validate or delegitimize the election process at the precinct after the election. In addition, pollwatchers will have access to the legal hot line to report irregularities or malfeasance as they happen.

Post-Election Audits and Reports – After the election, CFFE will continue to monitor any post-election audits or court cases. Pre-election, election season and election day reports will be synthesized, and used to develop a comprehensive narrative report on the integrity of the entire election process, with recommendations for needed reforms in advance of the 2022 national elections.

4.2 Pre-Election Observation

CFFE will recruit, train and manage the initial LTO teams. Each team will be made up of 3-4 volunteers, and will be responsible for implementing activities in several counties and/or municipalities during the first phase of observation. Teams will establish and maintain good relations with election officials, and other relevant government and security officials, in their area of operations (AOR). These teams will also facilitate the recruitment and training of additional observers. As the network is built out, we hope to identify coordinators and team members for every county and city in the state. To learn more about how you can volunteer for this effort, please visit vfet.us.

4.2.1 Registrar Survey

An initial registrar survey should be conducted in each city and county. LTO teams should request a meeting with each Registrar in their Area of Operations. A sample request letter is included in Annex Four. The letter should be sent by email, and immediately followed up by a phone call. Contact details for each Registrar in the State of Virginia can be found here: <https://vote.elections.virginia.gov/VoterInformation/PublicContactLookup>. Use the sample letter as a guide for the call, explaining who you are and who you represent, and that you are election observers interested in learning more about the election process in the relevant county.

Ideally, all interviews should be conducted within a week of the initial call, so request an early date. If they try to put it off, note that you have a deadline for reporting, and that it would be a shame if they were not represented in the state report. During the interview, be respectful, non-confrontational, and non-partisan. Express our common objective of excellent elections that are accepted by all as fair and credible.

Prior to conducting the interview, you will be provided with an online video briefing on the questionnaire by CFFE staff. The questionnaire is attached in Annex Five. During the interview, please record responses directly on the form, using additional pages if required. After completing the questionnaire, you may want to ask additional questions specific to your AOR, but don't take up too much time. Make arrangements with the Registrar to follow up by email or phone to collect any information that wasn't available during your visit. Thank the registrar for his/her time, and note that you look forward to remaining in touch throughout the election cycle.

After leaving the office, please photograph your forms, and email them to report@vfet.us. As soon as possible, please enter the information from the form into the electronic form on the vfet.us website. CFFE staff will also schedule a video debrief for your team so that you can provide feedback on the survey implementation, suggestions for improvements and/or additional follow up questions, and share experiences and lessons-learned with other teams.

Tips for getting an appointment with a registrar for the survey

Get ready

- Confirm with Joshua or Diana that the county is available
- Gather information for your county: registrar name, phone number, email, physical address
- Start a page in a notebook for each registrar office that you plan to visit
- Let your team know that you are hoping to get some appointments and that you will need immediate feedback to confirm their availability.

Remember

- Be confident, polite, and friendly.
- It's absolutely our right to ask questions, but we don't want to be confrontational.
- We want to establish a relationship, and don't want to burn any bridges

Contact the registrar

- Preferable to call - they can't avoid you as easily, and you can keep it informal and friendly
- Email is a good way to follow up to let confirm the appointment

Introduce yourself

- Explain that you are working with VFAF on a statewide initiative to visit every registrar.
- "We are a non-partisan group looking to educate citizens about our election process"
- "We want to show people some of the behind the scenes aspects and help them gain confidence in our election process"
- So far we've met with about 5 (this number will be growing obviously) Definitely mention if you have met with another registrar nearby

Ask for the interview

- "We have developed a survey with about 25 questions"
- "I think it should take about an hour at the most"
- "How about tomorrow or later this week"

Document the call

- Record the date and time you called
- Who you spoke to, when/if you need to call back

Tips provided by Johanna Carrington, Lancaster County

Tips for an Office Visit

1. Prepare before arrival
 - a) Questions printed
 - b) Roles assigned
 - c) Equipment ready
2. Enter
3. Wait your turn
4. Introduce yourself
5. Ask to see the registrar
6. Record the names and positions of the people with whom you speak
7. Calmly ask the questions and collect the responses
8. If they refuse to provide documentation, inform them you will return in a few days to give them time to collect the documents, and thank them for their time
9. If they do provide documentation, thank them for the help, leave a treat
10. If they provide service, write a thank you note and mail it that day
11. Report to the organizers the results of the visit
12. Return to the organizers any and all documentation collected

Tips provided by Diana Shores, Lynchburg

4.2.2 Monitoring Board of Elections Meetings

County and municipal Boards of Elections provide oversight for the Registrars, and should hold monthly meetings open to the public. Rules for the organization and functioning of local boards can be found in Chapter 2 of the state election handbook: [Boards of Elections](#). LTOs should contact the Boards in their AOR to get the schedule for these meetings (often available on a website), and to determine if minutes are available for any meetings held since the primary elections. If minutes are available, please send those to report@vfet.us.

At least one LTO should attend board meetings (either in person or virtually), and prepare and submit to report@vfet.us a brief report on the meeting following this format:

1. Name of county/city
2. Did the county/city hold a meeting this month? If no, end report. If yes,
3. Agenda of meeting (this is often included in the meeting notice)
4. Decisions of the meeting
5. Any other issues

Boards should be made up of two individuals from the party that won the last gubernatorial election (in this case the Democrats), and one from the other. Please try to determine the actual political affiliation of your current board members (ask, or search social media), and report if there are not board members from both major parties.

4.2.3 Steering Committee

Virginians for America first will organize meetings in Richmond for a team from the CFFE Steering Committee with the State Board of Elections and the Commissioner of the Virginia Department of Elections. The purpose of the meetings will be to introduce CFFE and its individual organizational members, describe our purpose and program, and ask a series of questions similar to those included in the Registrar survey.

The Steering Committee may also be called on to present findings in press conferences or other public settings; and will organize attendance and reporting on State Board of Elections meetings (see the schedule [here](#)).

4.3 Election Season Observation

4.3.1 What is Election Season?

We have defined *election season* as the period from the opening of in-person absentee voting until the day before election day. Election season observation will be conducted by poll watchers authorized and coordinated by county or city party unit chairs.

Unfortunately, Virginia's decision to extend the voting period from one day to six weeks decreased the transparency and credibility of its election process. Throughout the election season, chain of custody and chain of observation are regularly broken for long periods, reducing the transparency needed to reassure voters that the process is fair and accurate. Introducing new and complex procedures and extending the election period also places an unsustainable physical and financial burden on overworked election officials, and the party representatives tasked with ensuring the integrity and legitimacy of the election process.

This imperfect system falls far short of accepted norms and standards for transparent and credible elections, and will require fundamental legal and procedural reforms to ever meet or exceed those standards. Until these reforms can be made, the only means to enhance transparency and public confidence in the integrity of the process will be through increased public scrutiny of every stage of the process to the extent possible. The CFFE program for election season observation, conducted in collaboration with accredited poll watchers, seeks to provide that scrutiny wherever possible.

4.3.2 Organizing to Observe Election Season

Not later than September 7 the registrar must post the location of voter satellite offices and drop boxes, and the dates and hours of operation of each, at the office of the general registrar and on the official website for the county or city. Under the law, hours of operation can vary, but offices must be open for eight hours between 8:00 am and 5:00 pm Monday to Friday, and on the last two Saturdays before the election. Registrars can be open more than this, so it will be important to learn the specific operating hours for your city or county.

Local party unit chairs (or a designated observer coordinator) should arrange to meet with poll watchers recruited by the local unit, CFFE, or other networks or organizations, about a week before September 17 to provide appointment letters, and organize tasks and schedules for observation activities. The local unit chair, or local observation coordinator, should also have met with the registrar to develop a notification procedure so that poll watchers can be present whenever absentee ballots will be run through ballot counting machines.

The county or city may establish as many voter satellite offices and drop boxes as it thinks necessary, but none can be created or abolished in the 60 days before the election. Voter satellite offices must be in a public building owned or leased by the county, city, or town, or a DMV office; and must have adequate facilities for the protection of all election materials.

Coordinator note: It is possible to site satellite offices or drop boxes for partisan advantage by putting more in some areas than others. You can assess site selection by plotting locations on a map and correlating with demographics and population density (if you have any real estate agents among your volunteers, they will likely have the tools to conduct this analysis). If you suspect that may have happened in your area, please let us know in your regular reporting.

Ideally, we would have a poll watcher present at every site during all hours of operation; but given the extended period of the election season, and that election offices are open during normal working hours, this may be difficult or impossible to achieve. In this case, aim to have at least one visit to every site every operational day. Most useful would be to visit at closing time (probably 5:00) to witness the collection of ballots from the drop box, and collect totals for the day. Where it is not possible to have a poll watcher all day, short random visits at any time of day are a good alternative.

Although it may not be possible to cover everywhere all the time, plan a strong effort for the first day of election season, September 17, as we will use the information you collect and submit to prepare an opening day report and press release. Through early identification of problems and concerns we hope to encourage the Department of Elections and local officials to make

adjustments and reforms that will improve the integrity and transparency of the election season voting process as it progresses.

On September 10, please complete and submit to report@vfet.us the Republican Unit Chair Pre-Election Report attached in Annex Six.

4.3.3 Reviewing the Absentee Voter Applicant List and Application Forms

When an application to vote absentee is received, the registrar will enroll the voter's name and address on the absentee voter applicant list, and file the application form. Any registered voter is entitled to inspect and copy the list, and to inspect (not copy) the applications. Upon request and for a reasonable fee, the Department of Elections shall provide an electronic copy of the absentee voter applicant list to any political party or candidate.

Commencing as soon as possible, and continuing through election season, Unit Chairs, Observer Coordinators, or a designated poll watcher, should make weekly visits to the Registrar's office to review the Absentee Voter Application List, and the application forms; noting and reporting any irregularities or anomalies. Reports can be submitted by email to report@vfet.us using the following format:

Email Format for Absentee List Review

Subject: *(city/county) Absentee Voter Application Review*

In Body of email: *(Date of review) Any abnormalities or irregularities noted? Yes ___ No ___
If yes, please provide details:*

4.3.4 Monitoring In-Person Absentee Voting

Visits can be conducted at any time during hours of operation, and when possible, please vary the times of your visits. If only one visit can be conducted per day, try to make that at closing time, so you can witness the emptying of the drop box, and collect totals for in-person absentee and drop box votes. Please take copies of the In-Person Absentee Voting Observer Form (see Annex Seven), fill one out for each visit, and submit each evening to report@vfet.us.

When you arrive at the office, introduce yourself to the senior officer, and present your appointment letter. Any questions should be addressed to this individual. If you are refused entrance, or not allowed to witness any process (except marking a ballot), include that in your daily report.

In person absentee voting will take place at the Registrar's office, and at any satellite election office established in the city or county. During election season, any qualified voter can vote at these locations. Each voter must provide valid ID, or sign a statement saying that he is the named registered voter he claims to be.

Valid ID includes a current and valid photo identification or (ii) a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter. If the applicant lacks valid ID, and refuses to sign the statement, they will be provided with a provisional ballot. In accordance with the federal Help America

Vote Act of 2002, first time voters in a federal election must show valid ID, or cast a provisional ballot.

To cast an in-person absentee ballot, a voter will state his name and address. The registrar will confirm the voter is registered, and record the voter's name and address on the absentee voter applicant list. The voter then provides valid ID, or signs a statement of address, and will be provided an absentee ballot.

Normally, at least two officers of election (one from each major party) must be present for all hours of absentee voting in person; but this requirement is waived when the voting system is located in the office of the registrar or voter satellite office and the registrar or an assistant registrar is present.

Observer note: The requirement for representatives from each party is intended to provide a check on malfeasance, and this bipartisan or balanced (rather than nonpartisan) approach to ensuring integrity is mirrored across Virginia's election administration structure. In this case, it may not be effective, as anecdotal evidence suggests that in many cases election boards or registrars are unable to recruit Republican officials, and so fill those slots with Democrats or independents. Since it is unlikely that poll watchers will be present in all election offices during the 45-day voting period, this essential safeguard would be missing mono-party offices.

This practice also assumes that registrars and assistant registrars are inherently neutral and non-partisan, so checks and balances are not needed when they administer a process. Unfortunately, experience in 2020 and elsewhere demonstrates that voters do doubt the neutrality of election administrators (whether justified or not), and those doubts undermine confidence in the integrity of the process.

4.3.5 Drop boxes for absentee ballots

The registrar's office in each county or city, and any voter satellite offices, will have drop boxes for voters who requested and are returning mailed absentee ballots. The registrar may establish additional drop-off locations within the county or city as he deems necessary. There will also be a drop box at each polling place on election day. All drop boxes should be accessible; and be on public property unless located at a polling place.

Not later than 55 days prior to the election (September 7), the registrar will post notice of the sites of the drop boxes at his office, and on the official website of the county or city.

Absentee ballots will be collected from drop-off locations in accordance with the instructions provided by the Department. Such instructions shall include chain of custody requirements and recordkeeping requirements. Absentee ballots shall be collected at least daily by (i) two officers of election or electoral board members representing the two major political parties where practicable or (ii) two employees from the office of the general registrar, unless the drop-off location is in the office of the general registrar, in which case the general registrar or an assistant general registrar may collect the absentee ballots.

An observation form for Drop Boxes is included in Annex Eight. Please fill one in for each visit, and submit daily to report@vfet.us.

4.3.6 Processing returned absentee ballots before election day

When the registrar receives absentee ballots before election day (in the mail or from a drop box) he will mark the date of receipt in the voter's record, and examine the ballot envelope to verify completion of the required voter affirmation. If the voter affirmation has been completed as required, the registrar may open the sealed ballot envelope and insert the ballot in the optical scan counting equipment or other secure ballot container without running any ballot count totals (the votes on the ballot are counted by the machine, but not known until the report function is enabled, when totals for all votes are reported).

If a general registrar chooses not to open the ballot envelopes on receipt, the sealed ballot envelopes will be stored in a secure container. He can then insert the ballots at any other time into the optical scan counting equipment, but must begin that process by the seventh day immediately preceding the election. At least two officers of election, one representing each political party, shall be present during all hours when sealed ballot envelopes are opened. No person present while sealed ballot envelopes are opened and ballots are inserted into counting equipment shall disclose any information concerning the ballots.

4.3.7 Absentee Ballot "Cure" Process

For any absentee ballot received by the Friday before the election, if the registrar finds the required voter affirmation was not correctly or completely filled out, the registrar will note that in the voter's record, and any absentee voter applicant list provided to parties or individuals. Within three days, the registrar shall notify the voter in writing or by email of the error or failure and shall provide information to the voter on how to correct the issue so his ballot may be counted. The voter is entitled to make necessary corrections before noon on the third day after the election.

5 Summary of the Absentee Voting Process

Elections are a system, and knowing the entire system is important for election officers, observers and advocates; as it provides the broader context for understanding individual activities and events. Because Virginia's election processes are not particularly typical, intuitive, coherent or rational, we provide the following summaries drawn from the election law; but these are for illustrative purposes only. Given the variance in procedures by locality, and the many recent legal and procedural changes in law and procedure, only the Code of Virginia and official procedures of the Department of Elections should be considered authoritative.

5.1 Applying to Vote Absentee

Any registered voter may vote by absentee ballot, and can apply for an absentee ballot by mail, email, or in person at the office of the registrar. The applicant must provide valid ID, or sign a statement saying that he is the named registered voter he claims to be. If the applicant lacks valid ID and refuses to sign the statement, they will be provided with a provisional ballot.

In accordance with the federal Help America Vote Act of 2002, first time voters in a federal election must show ID, or cast a provisional ballot. Valid ID includes a current and valid photo identification or (ii) a copy of a current utility bill, bank statement, government check, paycheck,

or other government document that shows the name and address of the voter. An application is not required to cast an in person absentee ballot.

5.2 In Person Absentee Voting

Absentee voting in person will be available on the forty-fifth day prior to any election (in this case, September 17) and will continue until 5:00 p.m. on the Saturday before the election.

To vote absentee in person the voter goes to the registrar's office, or a satellite election office. These offices will be open for voting a minimum of eight hours between the hours of 8:00 a.m. and 5:00 p.m. Monday to Friday, and on the last two Saturdays before the election. The electoral board or general registrar may provide for absentee voting in person in such offices on Sundays.

The prospective voter goes in and states his name and address. After verifying that the voter is registered, the general registrar will record the voter's name and address on the absentee voter applicant list. The voter then provides valid ID, or signs a statement of address, and will be provided an absentee ballot. Any applicant who is in line to cast his ballot when the office of the general registrar or voter satellite office closes shall be permitted to cast his absentee ballot that day.

Normally, at least two officers of election (one from each major party) must be present for all hours of absentee voting in person; but this requirement is waived when the voting system is located in the office of the registrar or voter satellite office and the registrar or an assistant registrar is present.

The county or city may establish as many voter satellite offices as it thinks necessary, but none can be created or abolished in the 60 days before the election. Voter satellite offices must be in a public building owned or leased by the county, city, or town, or a DMV office; and must have adequate facilities for the protection of all elections materials. Each county, city, and town shall provide funds to enable the general registrar to provide adequate facilities at each voter satellite office for the conduct of elections.

Not later than ten days before the start of in person absentee voting, the registrar must post notice of all voter satellite office locations in the locality and the dates and hours of operation of each location in the office of the general registrar and on the official website for the county or city.

Any person registered and otherwise qualified to vote may request at any time prior to 2:00 p.m. on the day preceding the election that he be permitted to vote by emergency absentee ballot with the assistance of his designated representative.

5.3 The Absentee Application and Voting Process

When an application is received, the registrar will enroll the voter's name and address on the absentee voter applicant list, and file the application form. The list will be available for inspection and copying, and the applications shall be available for inspection only, by any registered voter during regular office hours. Upon request and for a reasonable fee, the Department of Elections shall provide an electronic copy of the absentee voter applicant list to any political party or candidate.

If the application has been properly completed and signed, and the applicant is a registered voter of the precinct, the general registrar will mail or deliver in person at the office of the registrar the following items and nothing else:

1. An envelope containing the folded ballot, sealed and marked "Ballot within. Do not open except in presence of a witness."
2. An envelope for resealing the marked ballot, on which envelope is printed the following:

"Statement of Voter."

"I do hereby state, subject to felony penalties for making false statements pursuant to § [24.2-1016](#), that my FULL NAME is _____ (last, first, middle); that I am now or have been at some time since last November's general election a legal resident of _____ (STATE YOUR LEGAL RESIDENCE IN VIRGINIA including the house number, street name or rural route address, city, zip code); that I received the enclosed ballot(s) upon application to the registrar of such county or city; that I opened the envelope marked 'ballot within' and marked the ballot(s) in the presence of the witness, without assistance or knowledge on the part of anyone as to the manner in which I marked it (or I am returning the form required to report how I was assisted); that I then sealed the ballot(s) in this envelope; and that I have not voted and will not vote in this election at any other time or place.

Signature of Voter _____

Date _____

Signature of witness _____ "

3. An envelope, properly addressed and postage prepaid, for the return of the ballot to the general registrar by mail or by the applicant in person, or to a drop-off location.
4. Printed instructions for completing the ballot and statement on the envelope and returning the ballot. Such instructions shall include information on the sites of all drop-off locations in the county or city.

For federal elections held after January 1, 2004, for any voter who is required by subparagraph (b) of 52 U.S.C. § 21083 of the Help America Vote Act of 2002 to show identification the first time the voter votes in a federal election in the state, the printed instructions shall direct the voter to submit with his ballot (i) a copy of a current and valid photo identification or (ii) a copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the voter. Such individual who desires to vote by mail but who does not submit one of the forms of identification specified in this paragraph may cast such ballot by mail and the ballot shall be counted as a provisional ballot under the provisions of § [24.2-653.01](#). The Department of Elections shall provide instructions to the electoral boards for the handling and counting of such provisional ballots pursuant to § [24.2-653.01](#) and this section.

5. For any voter entitled to vote absentee under the Uniformed and Overseas Citizens Absentee Voting Act (52 U.S.C. § 20301 et seq.), information provided by the Department of Elections specific to the voting rights and responsibilities for such citizens, or information provided by the registrar specific to the status of the voter registration and absentee ballot application of such voter, may be included.

5.4 How Ballots are Marked and Returned

On receipt of a mailed absentee ballot, the voter will, in the presence of a witness:

- open the sealed envelope marked "ballot within";
- mark the ballot, then refold the ballot, without assistance and without making known how he marked the ballot to the witness or any other person present;
- put the ballot in the inner envelope, seal the envelope, fill in and sign the statement printed on the back of the envelope in the presence of a witness, who must sign the same envelope;
- put the ballot envelope and any required assistance form in the outer envelope;
- seal the outer envelope;
- return the ballot to the general registrar by mail, in person at the registrar's office, or through a drop box
- the word "mail" includes commercial delivery services, but not by a personal courier service or other individual except as provided by §§ [24.2-703.2](#) and [24.2-705](#).

A voter's failure to provide the date, or any part of the date, including the year, on which he signed the statement printed on the back of the envelope is no longer considered a material omission and will not render his ballot void. If there is a declared state of emergency related to a communicable disease of public health threat, the voter doesn't even need a witness.

5.5 Drop boxes for absentee ballots

The registrar's office in each county or city, and any voter satellite offices, will have drop boxes for completed absentee ballots. The registrar may establish additional drop-off locations within the county or city as he deems necessary. There will also be a drop box at each polling place on election day. All drop boxes should be accessible; and be on public property unless located at a polling place.

Not later than 55 days prior to the election (September 7), the registrar will post notice of the sites of the drop boxes at his office, and on the official website of the county or city.

Absentee ballots will be collected from drop-off locations in accordance with the instructions provided by the Department. Such instructions shall include chain of custody requirements and recordkeeping requirements. Absentee ballots shall be collected at least daily by (i) two officers of election or electoral board members representing the two major political parties where practicable or (ii) two employees from the office of the general registrar, unless the drop-off location is in the office of the general registrar, in which case the general registrar or an assistant general registrar may collect the absentee ballots.

5.6 Valid Absentee Ballots

Any ballot returned to the office of the general registrar or to a drop-off location in any manner except as prescribed by law shall be void. Absentee ballots returned to the general registrar or to a drop-off location after the closing of the polls are void; except those returned to the general registrar before noon on the third day after the election and postmarked on or before the date of the election. For purposes of this subsection, a postmark shall include any other official indicia of confirmation of mailing by the United States Postal Service or other postal or delivery service.

5.7 Processing returned absentee ballots before election day

When the registrar receives absentee ballots before election day he will mark the date of receipt in the voter's record, and examine the ballot envelope to verify completion of the required voter affirmation. If the voter affirmation has been completed as required, the registrar may open the sealed ballot envelope and insert the ballot in the optical scan counting equipment or other secure ballot container without running any ballot count totals (the votes on the ballot are counted by the machine, but not known until the report function is enabled, when totals for all votes are reported).

If a general registrar chooses not to open the ballot envelopes on receipt, the sealed ballot envelopes will be stored in a secure container. He can then insert the ballots at any other time into the optical scan counting equipment, but must begin that process by the seventh day immediately preceding the election. At least two officers of election, one representing each political party, shall be present during all hours when sealed ballot envelopes are opened. No person present while sealed ballot envelopes are opened and ballots are inserted into counting equipment shall disclose any information concerning the ballots.

5.8 Absentee Ballot "Cure" Process

For any absentee ballot received by the Friday before the election, if the registrar finds the required voter affirmation was not correctly or completely filled out, the registrar will note that in the voter's record, and any absentee voter applicant list provided to parties or individuals. Within three days, the registrar shall notify the voter in writing or by email of the error or failure and shall provide information to the voter on how to correct the issue so his ballot may be counted. The voter is entitled to make necessary corrections before noon on the third day after the election.

5.9 Central absentee voter precincts; counting ballots

Each county or city will establish one or more central absentee voter precincts in the courthouse or other public buildings to receive, count, and record absentee ballots cast in the county or city. Each central absentee voter precinct will have at least three officers of election. Absentee ballots will be processed by the officers of election at the central absentee voter precinct prior to the closing of the polls. In the case of machine-readable ballots, the absentee ballots will be counted, but no ballot count totals by the machines can be transmitted outside of the central absentee voter precinct until after the closing of the polls.

For absentee ballots that are counted by hand, the officers of election can begin tallying at any time after noon on the day of the election, but no tallies shall be determined or transmitted outside of the central absentee voter precinct until after the closing of the polls. The use of cell

phones or other communication devices is prohibited in the central absentee voter precinct until the closing of the polls. Any person present in the central absentee voter precinct must sign a statement under oath that he will not transmit any counts prior to the closing of the polls. Any person who transmits any counts in violation of this section is guilty of a Class 1 misdemeanor.

As soon as the polls are closed in the county or city, the officers of election at the central absentee voter precinct will add up the absentee ballot votes and report the results.

The officers of election for a central absentee voter precinct may work all or a portion of the time that the precinct is open on election day subject to the following conditions: the chief officer and assistant chief officer, from the two political parties, are on duty at all times; and no officer, political party representative, or other candidate representative may leave the precinct after any ballots have been counted until the polls are closed and the count for the precinct is completed and reported.

ANNEX ONE – Election Officer Report Form

Republican Election Officer Report		
Instructions: <i>fill out the form and send to report@vfet.us. If you need additional space for any question, use the back of the form, or attach additional sheets, as needed.</i>		
Name:	Precinct:	
Date Submitted:	County/City:	
Before the election		
1	Did you receive training before election day?	Yes ___ No ___ N/A ___
2	Was your training provided in person or online?	In person ___ Online ___
On election day		
3	Did you receive all required equipment for the polling process?	Yes ___ No ___ N/A ___
	If not, what was missing?	
5	Were pollwatchers present during preparations to open?	Rep ___ Dem ___
6	Were pollwatchers present throughout the day?	Rep ___ Dem ___
7	Were pollwatchers present during the closing process?	Rep ___ Dem ___
8	Did pollwatchers accompany the absentee ballots to the Election Office?	Yes ___ No ___ N/A ___
9	Were there election pages at your precinct?	Yes ___ No ___ N/A ___
10	Did any non-partisan observers visit your precinct?	Yes ___ No ___ N/A ___
11	Did any media or press visit your precinct?	Yes ___ No ___ N/A ___
12	Was your precinct overcrowded or normal?	Over ___ Normal ___
13	Did you witness any irregularities or malfeasance during the process? (if yes, please provide details on the back of the form)	Yes ___ No ___ N/A ___
14	Please grade the overall efficiency of the polling at your precinct on the scale A-excellent, B-above average, C-average, D-below average, E-failing. If D or E, please provide details on the back.	_____
15	Please grade the overall integrity of the polling at your precinct on the scale A-excellent, B-above average, C-average, D-below average, E-failing. If D or E, please provide details on the back.	_____
	Thank you!	

ANNEX TWO – Election Offenses Generally; Penalties

Virginia Election Law Chapter 10

- [§ 24.2-1000](#) Intimidation of officers of election
- [§ 24.2-1001](#) Willful neglect or corrupt conduct
- [§ 24.2-1002](#) Interference with registration
- [§ 24.2-1002.01](#) Destruction of, or failure to mail or deliver, voter registration application; penalty
- [§ 24.2-1002.1](#) Unlawful disclosure or use of social security number or part thereof
- [§ 24.2-1003](#) Campaigning at registration locations
- [§ 24.2-1004](#) Illegal voting and registrations
- [§ 24.2-1005](#) Intimidation of voters; civil cause of action
- [§ 24.2-1005.1](#) Communication of false information to registered voter
- [§ 24.2-1005.2](#) Interference with voting
- [§ 24.2-1006](#) Advice or assistance in casting ballot
- [§ 24.2-1007](#) Soliciting or accepting bribe to influence or procure vote
- [§ 24.2-1008](#) Selling, giving away, or counterfeiting ballots
- [§ 24.2-1009](#) Stealing or tampering with ballot containers, voting or registration equipment, software, records or documents
- [§ 24.2-1010](#) Unauthorized possession or duplication of voting equipment key or electronic activation device
- [§ 24.2-1011](#) Ballot not to be carried away
- [§ 24.2-1012](#) Offenses as to absent voters
- [§ 24.2-1013](#) Repealed
- [§ 24.2-1014](#) Repealed
- [§ 24.2-1014.1](#) Repealed
- [§ 24.2-1015](#) Conspiracy against rights of citizens under this title
- [§ 24.2-1016](#) False statements; penalties
- [§ 24.2-1017](#) Penalties when not specifically provided elsewhere
- [§ 24.2-1018](#) Immunity of witnesses
- [§ 24.2-1019](#) Complaints and allegations concerning election law offenses

§ 24.2-1000. Intimidation of officers of election.

Any person who, by bribery, intimidation, threats, coercion, or other means in violation of the election laws willfully hinders or prevents, or attempts to hinder or prevent, the officers of election at any polling place, voter satellite office, or other location being used by a locality for voting purposes from holding an election is guilty of a Class 5 felony (up to 10 years in prison). Code 1950, § 24-191; 1970, c. 462, § 24.1-264; 1993, c. 641; 2021, Sp. Sess. I, cc. [528](#), [533](#).

§ 24.2-1002. Interference with registration.

Any person who, by threats or force, interferes with or attempts to interfere with (i) any registrar in the discharge of his duty, (ii) any person applying to register or declining to apply to register, or (iii) any person going to or leaving a registration location as defined in Article 3 (§ [24.2-411](#) et seq.) of Chapter 4 of this title or a polling place, or (iv) any person going to or leaving any other location at which persons offer mail applications under Article 3.1 (§ [24.2-416.1](#) et seq.) of Chapter 4 of this title shall be guilty of a Class 1 misdemeanor (up to 12 months in jail and a

\$2500 fine). Code 1950, § 24-116; 1970, c. 462, § 24.1-265; 1984, c. 480, § 24.1-49.01; 1993, c. 641; 2003, c. [1015](#).

§ 24.2-1002.01. Destruction of, or failure to mail or deliver, voter registration application; penalty.

If any person (i) agrees to mail or deliver a signed voter registration application to the voter registrar or other appropriate person authorized to receive the application and (ii) intentionally interferes with the applicant's effort to register either by destroying the application or by failing to mail or deliver the application in a timely manner, he shall be guilty of a Class 1 misdemeanor (up to 12 months in jail and a \$2500 fine). The mailing or delivery of an application shall be deemed timely for the purposes of this section if it is mailed or delivered within 10 days of the applicant's signature or in accordance with the provisions of § [24.2-416.4](#) for processing before the closing of the registration records for the pending election whichever comes first. This section shall not apply to any state or local government employee acting in his official capacity. If any person intentionally solicits multiple registrations from any one person or intentionally falsifies a registration application, he shall be guilty of a Class 5 felony (up to 10 years in prison). 1997, c. [337](#); 2005, cc. [339](#), [412](#); 2013, c. [465](#).

§ 24.2-1002.1. Unlawful disclosure or use of social security number or part thereof.

Any person who discloses or makes any use of the social security number, or any part thereof, of any applicant for voter registration, except as authorized by law for official use, shall be guilty of a Class 5 felony (up to 10 years in prison). 1996, cc. [72](#), [73](#); 2007, c. [318](#).

§ 24.2-1003. Campaigning at registration locations.

Any person who gives or tenders any campaign materials to, or solicits or attempts to influence the vote of, any person while he is at any registration location as defined in Article 3 (§ [24.2-411](#) et seq.) of Chapter 4 of this title knowing that such person is there for the purpose of registration, shall be guilty of a Class 3 misdemeanor (up to \$500 fine). Nothing in this section shall prohibit the distribution of campaign materials outside any building in which a registration activity is being conducted. 1984, c. 480, § 24.1-49.01; 1993, c. 641; 2003, c. [1015](#).

§ 24.2-1004. Illegal voting and registrations.

A. Any person who wrongfully deposits a ballot in the ballot container or casts a vote on any voting equipment, is guilty of a Class 1 misdemeanor (up to 12 months in jail and a \$2500 fine).

B. Any person who intentionally (i) votes more than once in the same election, whether those votes are cast in Virginia or in Virginia and any other state or territory of the United States, (ii) procures, assists, or induces another to vote more than once in the same election, whether those votes are cast in Virginia or in Virginia and any other state or territory of the United States, (iii) votes knowing that he is not qualified to vote where and when the vote is to be given, or (iv) procures, assists, or induces another to vote knowing that such person is not qualified to vote where and when the vote is to be given is guilty of a Class 6 felony (up to 5 years in prison).

C. Any person who intentionally (i) registers to vote at more than one residence address at the same time, whether such registrations are in Virginia or in Virginia and any other state or territory of the United States, or (ii) procures, assists, or induces another to register to vote at more than one address at the same time, whether such registrations are in Virginia or in Virginia

and any other state or territory of the United States, is guilty of a Class 6 felony (up to 5 years in prison). This subsection shall not apply to any person who, when registering to vote, changing the address at which he is registered, transferring his registration, or assisting another in registering, changing his address, or transferring his registration, provides the information required by § [24.2-418](#) on the applicant's place of last previous registration to vote.

D. Nothing in this section shall be construed to prohibit a covered voter, as defined in § [24.2-452](#), from casting in the same election both a state ballot and a write-in absentee ballot that is processed in the manner provided by the Uniformed and Overseas Citizens Absentee Voting Act (52 U.S.C. § 20301 et seq.). If both ballots are received prior to the close of the polls on election day, the state ballot shall be counted. Code 1950, §§ 24-450, 24-451; 1970, c. 462, § 24.1-268; 1993, c. 641; 2001, c. [636](#); 2003, c. [1015](#); 2009, cc. [865](#), [870](#), [874](#); 2012, cc. [652](#), [667](#); 2019, cc. [668](#), [669](#); 2020, cc. [1149](#), [1151](#), [1201](#).

§ 24.2-1005. Intimidation of voters; civil cause of action.

A. Any person who intimidates, threatens, or coerces, or attempts to intimidate, threaten, or coerce, any other person in giving his vote or ballot or who intimidates, threatens, or coerces, or attempts to intimidate, threaten, or coerce a voter to deter or prevent him from voting is guilty of a Class 1 misdemeanor (up to 12 months in jail and a \$2500 fine).

B. In addition to the criminal penalty provided in subsection A, such actions shall also create a cause of action. A voter who is intimidated, threatened, or coerced by another person in violation of subsection A shall be entitled to institute an action for preventative relief, including an application for a permanent or temporary injunction, restraining order, or other order, against such person. The action shall be instituted in the circuit court of the locality where the violation occurred. In any such action, the court may, in its discretion, allow a private plaintiff a reasonable attorney fee as part of the costs, if such plaintiff is the prevailing party.

C. This section applies to any election and to any method used by a political party for selection of its nominees and for selection of delegates to its conventions and meetings. 1970, c. 462, § 24.1-271; 1993, c. 641; 2021, Sp. Sess. I, cc. [528](#), [533](#).

§ 24.2-1005.1. Communication of false information to registered voter.

A. It shall be unlawful for any person to communicate to a registered voter, by any means, false information, knowing the same to be false, intended to impede the voter in the exercise of his right to vote. The provisions of this section shall apply to information only about the date, time, and place of the election, or the voter's precinct, polling place, or voter registration status, or the location of a voter satellite office or the office of the general registrar.

B. Any person who violates the provisions of this section is guilty of a Class 1 misdemeanor (up to 12 months in jail and a \$2500 fine).

Such violation may be prosecuted either in the jurisdiction from which the communication was made or in the jurisdiction in which the communication was received.

C. In addition to the criminal penalty provided in subsection B, a violation of the provisions of this section shall also create a cause of action. A registered voter to whom such false information is communicated shall be entitled to institute an action for preventative relief, including an application for a permanent or temporary injunction, restraining order, or other order, against the

person communicating such false information. The action shall be instituted in the circuit court of either the jurisdiction from which the communication was made or the jurisdiction in which the communication was received. In any such action, the court may, in its discretion, allow a private plaintiff a reasonable attorney fee as part of the costs, if such plaintiff is the prevailing party. 2007, c. [313](#); 2021, Sp. Sess. I, cc. [528](#), [533](#).

§ 24.2-1005.2. Interference with voting.

A. Any person acting under the color of law who, contrary to an official policy or procedure, fails to permit, or refuses to permit, a qualified voter to vote, or who willfully fails or refuses to tabulate, count, or report the vote of a qualified voter, is subject to a civil penalty in an amount not exceeding \$1,000 for each affected voter. Such civil penalties shall be payable to the Voter Education and Outreach Fund established pursuant to § [24.2-131](#).

B. Any person who furnishes a ballot to a person who he knows cannot understand the language in which the ballot is printed and misinforms him as to the content of the ballot with an intent to deceive him and induce him to vote contrary to his desire is guilty of a Class 1 misdemeanor (up to 12 months in jail and a \$2500 fine). Any person who changes a ballot of a person to prevent the person from voting as he desires is guilty of a Class 1 misdemeanor (up to 12 months in jail and a \$2500 fine). This subsection applies to any election and to any method used by a political party for selection of its nominees and for selection of delegates to its conventions and meetings. 2021, Sp. Sess. I, cc. [528](#), [533](#).

§ 24.2-1006. Advice or assistance in casting ballot.

Except as provided by § [24.2-649](#), no person shall directly or indirectly advise or assist any voter as to how he shall cast his ballot after the voter has entered the prohibited area at the polls as designated in § [24.2-604](#). Any person violating the provisions of this section shall be guilty of a Class 1 misdemeanor (up to 12 months in jail and a \$2500 fine). Code 1950, § 24-237; 1970, c. 462, § 24.1-267; 1993, c. 641.

§ 24.2-1007. Soliciting or accepting bribe to influence or procure vote.

No person shall solicit or accept directly or indirectly any money or any thing of value to influence his or another's vote in any election. Any person violating the provisions of this section shall be guilty of a Class 1 misdemeanor (up to 12 months in jail and a \$2500 fine).

This section applies to any election and to any method used by a political party for selection of its nominees and for selection of delegates to its conventions and meetings. Code 1950, §§ 24-405, 24-452; 1952, c. 4; 1970, c. 462, § 24.1-272; 1976, c. 616; 1993, c. 641.

§ 24.2-1008. Selling, giving away, or counterfeiting ballots.

Any person who (i) wrongfully sells or gives to any person an official ballot or copy or a facsimile of or device or plate used to reproduce such ballot or (ii) counterfeits or attempts to counterfeit the official ballot or the seal used on that ballot, shall be guilty of a Class 5 felony (up to 10 years in prison). Code 1950, § 24-239; 1970, c. 462, § 24.1-270; 1991, c. 710; 1993, c. 641.

§ 24.2-1009. Stealing or tampering with ballot containers, voting or registration equipment, software, records or documents.

Any person who (i) steals or willfully, fraudulently, or wrongfully tampers with any part of any ballot container, voting or registration equipment, records, or documents, which are used in any way within the registration or election process, (ii) steals or willfully, fraudulently, or wrongfully

tampers with the software used to prepare and operate voting equipment or the software or hardware used to collect and disseminate election returns, (iii) steals or willfully, fraudulently, or wrongfully tampers with an electronic activation device or electronic data storage medium of the type used to prepare, operate or back-up electronic voting equipment, (iv) willfully, fraudulently, or wrongfully intercepts, alters or disrupts the electronic transmission of election returns or the posting of returns on the Internet, (v) fraudulently makes any entry, deletion, or alteration to any item listed in (i), or (vi) aids, abets, or permits any other person to violate the provisions of clauses (i) through (v), shall be guilty of a Class 5 felony (up to 10 years in prison). Code 1950, §§ 24-318, 24-404; 1952, c. 4; 1970, c. 462, §§ 24.1-273, 24.1-275; 1981, c. 425; 1991, c. 710; 1993, c. 641; 2003, c. [1015](#); 2004, cc. [993](#), [1010](#).

§ 24.2-1010. Unauthorized possession or duplication of voting equipment key or electronic activation device.

Any unauthorized person found in possession of any voting equipment key or electronic activation device of the type used to prepare or operate voting equipment or any unauthorized person who duplicates a voting equipment key or electronic activation device shall be guilty of a Class 1 misdemeanor (up to 12 months in jail and a \$2500 fine). Code 1950, § 24-318; 1970, c. 462, § 24.1-275; 1991, c. 710; 1993, c. 641; 2004, cc. [993](#), [1010](#).

§ 24.2-1011. Ballot not to be carried away.

It shall be unlawful for any person to carry the official ballot furnished him by the officers of the election further than the voting booth, and should he, after receiving the ballot, conclude not to vote, he shall immediately return the ballot to the officers. Any person who (i) carries an official ballot or copy thereof beyond or away from the voting booth, except to the officers of election, or (ii) votes any ballot except the ballot received from the officers of election, shall be guilty of a Class 1 misdemeanor (up to 12 months in jail and a \$2500 fine). Code 1950, § 24-236; 1970, c. 462, § 24.1-269; 1993, c. 641.

§ 24.2-1012. Offenses as to absent voters.

Any person who knowingly aids or abets or attempts to aid or abet a violation of the absentee voting procedures prescribed in § [24.2-649](#) and Chapter 7 (§ [24.2-700](#) et seq.) shall be guilty of a Class 5 felony (up to 10 years in prison).

Any person attempting to vote by fraudulently signing the name of a qualified voter shall be guilty of forgery and shall be guilty of a Class 4 felony (up to 10 years in prison and a \$100,000 fine).

Any public official who knowingly violates any of the provisions of the law concerning absent voters and thereby aids in any way the illegal casting, or attempting to cast a vote, or who connives to nullify any provisions of this chapter in order that fraud may be perpetrated, shall forever be disqualified from holding office in the Commonwealth and shall forever be disqualified from exercising the right of franchise. Code 1950, § 24-345; 1956, c. 382; 1970, c. 462, § 24.1-274; 1993, c. 641; 2006, c. [242](#).

§ 24.2-1015. Conspiracy against rights of citizens under this title.

If two or more persons conspire to injure, oppress, threaten, intimidate, prevent, or hinder any citizen of this Commonwealth in the free exercise or enjoyment of any right or privilege secured to him by the provisions of this title, or because of his having so exercised such right, they shall

be guilty of a Class 5 felony (up to 10 years in prison). 1970, c. 462, § 24.1-278; 1991, c. 710; 1993, c. 641.

§ 24.2-1016. False statements; penalties.

Any willfully false material statement or entry made by any person in any statement, form, or report required by this title shall constitute the crime of election fraud and be punishable as a Class 5 felony (up to 10 years in prison). Any preprinted statement, form, or report shall include a statement of such unlawful conduct and the penalty provided in this section. Code 1950, § 24-68; 1952, c. 341; 1958, c. 576; 1960, c. 288; 1962, c. 536; 1970, c. 462, §§ 24.1-48, 24.1-279; 1971, Ex. Sess., c. 205; 1972, c. 620; 1974, c. 428; 1975, c. 515; 1977, c. 490; 1978, c. 778; 1980, c. 639; 1989, c. 138; 1992, c. 433; 1993, c. 641.

§ 24.2-1017. Penalties when not specifically provided elsewhere.

Any conduct made unlawful by this title, for which no punishment has been otherwise provided, shall be a Class 1 misdemeanor. Code 1950, § 24-455; 1970, c. 462, § 280; 1993, c. 641.

§ 24.2-1018. Immunity of witnesses.

No witness called by the court or attorney for the Commonwealth and giving evidence for the prosecution, either before a grand jury or the court in any prosecution under this title, shall ever be proceeded against for any offense made penal by the provisions of this title and committed by him at or in connection with the events germane to the matter being prosecuted; but such witness shall be compelled to testify, and for refusing to answer questions, he may be punished for contempt by the court. Code 1950, § 24-449; 1954, c. 347; 1970, c. 462, § 24.1-281; 1993, c. 641.

§ 24.2-1019. Complaints and allegations concerning election law offenses.

Any complaint or allegation concerning unlawful conduct under this title shall be filed with the attorney for the Commonwealth of the county or city in which the alleged violation occurred. In the case of a complaint or allegation concerning the filing of a false statement in a voter registration application, the violation shall be deemed to have occurred in the county or city where the applicant sought to be registered. 1983, c. 461, § 24.1-282; 1993, c. 641; 1999, c. [374](#).

ANNEX THREE – Incident Report Form

<h1>CFFE Election Incident Report Form</h1>		
<i>Instructions: Please fill in the form as completely as possible as soon as possible after (or during) the incident. Take the time to collect names and contact details of other witnesses. If you collect electronic evidence (picture, video or audio recording), make a copy of the file and submit with your report, but retain the original on your phone or other electronic device. Submit the completed form as soon as possible to: help@virginia.gop; call/text: 804-292-2014; with a copy to report@vfet.us</i>		
REPORTER INFORMATION		
Reported by:	Phone:	
Signature:	Email:	
DESCRIPTION OF THE INCIDENT		
Date of incident:	Time of incident:	Police notified: ___ Commonwealth's Attorney notified: ___
Location of incident:		
Description of the incident: (What happened, how it happened, etc. Be as specific as possible. Continue on back if needed and attach additional sheets if necessary)		
Is there electronic evidence of the incident? Yes ___ No ___		What type of evidence is it? Phone photo ___ video ___ audio ___
Is the evidence in your possession? Yes ___ No ___		CCTV ___ Other ___
Did you witness the incident? Yes ___ No ___		If no, list the person who reported the incident to you below, along with details of any other witnesses. Attach additional sheets if needed.
WITNESSES		
Name of Witness:	Phone:	
Role of Witness:	Email:	
Name of Witness:	Phone:	
Role of Witness:	Email:	
Name of Witness:	Phone:	
Role of Witness:	Email:	
Name of Witness:	Phone:	
Role of Witness:	Email:	
PARTIES INVOLVED IN INCIDENT		
Name:	Phone:	
Role:	Email:	
Name:	Phone:	
Role:	Email:	
Name:	Phone:	
Role:	Email:	

ADDITIONAL INFORMATION

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ANNEX FOUR - Sample Meeting Request Letter

From: Coalition for Free and Fair Elections
(county or city) Observer Team
(email address)

To: Registrar
(county or city)
(email address)

Subj: Request for meeting

Date: XXXXXXXX

Dear Registrar;

The Coalition for Free and Fair Elections is a group of organizations dedicated to transparent and credible election processes. We are engaging students, first time voters, and other citizens in learning more about the process in hopes they will continue to be part of our elections either as poll workers, pollwatchers, or volunteers.

Our findings will be shared publicly in hopes that it will increase transparency and public confidence in election processes, and to provide the public with the information needed to accurately evaluate the integrity of current processes and procedure.

As part of our civic engagement work, we are conducting a survey of registrars across the state, and would like to request a meeting with you this week to conduct that survey, and to introduce our team. These meetings will facilitate greater learning for our network, allowing them to act as a sort of “ambassador” to other groups regarding the local operations. This is meant to be a positive experience, with positive outcomes, for both citizens and local Registrar’s office. We anticipate the meeting in total will last about 45 minutes. Please email or call me to confirm a suitable time.

Sincerely,

XXXXXX
Coordinator
XXXX Observer Team

ANNEX FIVE – Registrar Survey Form

CFFE Registrar Survey Form – 8/19/21	
County/City _____ Observers _____	
Date of interview _____ Registrar _____	
<i>Before the Interview</i> - Record the time and date of your call and email, and if the meeting is not set immediately, the time and date of their response	
a) Time and date of initial call and email: _____	
b) Time and date of response: _____	
c) Did the registrar refuse to meet you: Yes ___ No ___	
d) If yes, please provide the reason given for not meeting: _____ _____	
<i>The Interview</i> - Thank the Registrar for agreeing to see you. State that the purpose of the observation program is to provide voters with accurate information about the election process. Emphasize how important you think his/her role is in ensuring that everyone in the county sees the elections here are free, fair and legitimate.	
<i>First, we have a few general questions.</i>	
1.	What is your biggest concern about the upcoming election? (open ended. Record verbatim.)
2.	Any other major concerns? (open ended. Record verbatim.)
3.	Do you feel like you have the resources, equipment, personnel, and training needed to run an effective election in November? Yes _____ No _____ Don't know _____ No answer/refused _____
4.	If no, what is missing?
5.	The county election board is supposed to consist of two Democrats and a Republican under a Democrat governor, but in some areas, boards have had trouble finding willing Republicans and have appointed an Independent instead, or another Democrat. What is the situation in this county? Two Democrats and a Republican _____ Two Democrats and an Independent _____ Three Democrats _____ Other: _____
6.	What about precinct staff? Are you able to have equal numbers of Democrats and Republicans? (please check one, then provide any relevant detail on right side of this box) Yes _____ No _____ Don't know _____ No answer/refused _____

7.	Is the county Board of Elections engaged in your work year-round, or mostly near elections? Year round _____ Mostly near elections _____ Don't know _____ No answer/refused _____
<i>Thank you. Now a few questions on the voter roll.</i>	
8.	When was the last time the voter file in your county was scrubbed or cleaned? (Enter date, and the number of days since last audit) Date: _____ No. of days since the voter file was cleaned or scrubbed: _____
9.	a. Does the Health Department/coroner/or Bureau of Vital Statistics send a list of deceased people to your office every month so they can be removed from the voter roll? Yes _____ No _____ Don't know _____ No answer/refused _____
	b. If no, how often do they send a list? _____
10.	When was the last time the Clerk of Courts submitted a list of individuals who declined to serve on jury duty on the basis of being a non-citizen? _____
11.	When was the last time you had access to the National Change of Address List or any other change of address list? (record date and other list(s), if relevant) _____
12.	a. Are you confident that the voter file is accurate and up to date? Yes _____ No _____ Don't know _____ No answer/refused _____
	b. If no, what is/are your main concern(s) about the list? _____
13.	How many households in your locality have more than 7 individuals registered at the same address? Number: _____ (if unknown, ask that he/she forward information ASAP)
14.	During registration, how do you verify that voters are citizens? _____
<i>Moving on, concerns were raised across the country about the accuracy and integrity of voting machines in the 2020 elections.</i>	
15.	There are three types of voting machines used in Virginia. Can you tell me which machines you use? _____
16.	Who calibrates the voting machines, and can you please explain the process? _____
17.	Do you invite party representatives to witness the calibration? Yes _____ No _____ Don't know _____ No answer/refused _____

18.	<p>a. Are voting machines ever connected to the internet?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
	<p>b. If they are not connected to the internet, how and when are they updated?</p>
<p><i>Many changes in election procedures were introduced in response to the COVID pandemic, and some people have argued that these changes weakened the integrity of the election process.</i></p>	
19.	<p>As an election professional, do you think the changes made in the election process in Virginia in response to COVID have weakened election integrity, strengthened election integrity, or made no change in election integrity?</p> <p>weakened integrity. _____</p> <p>strengthened integrity _____</p> <p>made no change _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
20.	<p>a. Did you receive any funding or in-kind contributions for training, staff, voter education or equipment, or any other purpose from outside the state of Virginia?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p> <p>b. If yes, what was the funding or contribution used for?</p>
21.	<p>Effective Jul 1, 2021, Senate Bill 1097, eliminated requirements for voters to have a witness signature on absentee ballots for any election during a declared state of emergency. The Governor has now rescinded the state of emergency. How are you training your staff to ensure that there is a witness signature for the upcoming elections?</p>
22.	<p>There is a lot of concern in Virginia and across the country about the security and integrity of the ballot drop boxes. What are the chain of custody procedures for ballot drop boxes?</p>
23.	<p>Was there any time during the last election cycle when your drop boxes did not have video monitoring?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
24.	<p>Who is responsible for reviewing the video, and were party observers present during the review?</p> <p>Person (title) responsible: _____</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>

To strengthen public confidence in the integrity of elections, we hope to expand our observation efforts, and have a few questions about election pages, non-partisan observers, and party observers.

25.	<p>Would you provide training and support, or designate us to provide training and support, for an election day page program as described in 24.2-604.3?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
26.	<p>Would you authorize non-partisan election observers with the same rights as party representatives; as described in 24.2-604.5 A?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
27.	<p>Would you authorize international non-partisan observers from recognized election monitoring organizations?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
28.	<p>Have your local party chairs been notified that they are entitled to send observers to your office each day it is open and receiving in-person absentee ballots?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
29.	<p>a. Do you have a publication that you provide to your election officials regarding rights and responsibilities of observers?</p> <p>Yes _____</p> <p>No _____ (go to b.)</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
29.	<p>b. If no, would you be willing to distribute such a publication that we would prepare based on Virginia law?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>

Thank you. The survey is complete now. We deeply appreciate your time today, and look forward to keeping in touch as we go through the 2021 state elections. (if you have additional questions) If you don't mind, we have a few additional questions related specifically to (county or city).

30.	<p>Post survey question – Please characterize your interaction with the Registrar as (circle all that apply)</p> <p>Helpful Polite Defensive Unhelpful Antagonistic</p>
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To the survey team: Thank you for all you have done and will do to ensure a free and fair election in Virginia! Please submit your completed survey form as soon as possible.

ANNEX SIX – RUC Pre-Election Report

CFFE Republican Unit Chair Pre-Election Report	
<i>City/County:</i>	<i>Unit Chair or: Observer Coordinator:</i>
<i>Instructions: Please fill in the form and submit on September 10, 2021 to report@yfet.us</i>	
1	Did the Registrar post the location and hours of operation for in-person absentee voting at his office and any satellite offices by September 7? Yes ___ No ___
2	Are you concerned that satellite offices may have been sited for partisan reasons (i.e. to advantage one political party)? Yes ___ No ___ If yes, please provide details:
3	Do you have enough poll watchers to ensure a visit at closing to each office for every day of the election season? Yes ___ No ___
4	Have you been able to meet in person or online with the poll watchers, to provide appointment letters, any needed training or materials, and to develop an observation plan for in-person voting and absentee ballot counting? Yes ___ No ___
5	Have you discussed with your Registrar a notification protocol for absentee ballot counting so that you can send a poll watcher to observe that every time it occurs? Yes ___ No ___
6	How many days advance notice will your Registrar provide of intent to count absentee votes? _____
7	Are you satisfied with the notification protocol? Yes ___ No ___
8	Have you reviewed the absentee voter application list and application forms at your registrar's office? Yes ___ No ___ <ul style="list-style-type: none"> - If yes, were there any anomalies you think should be followed up? Yes ___ No ___ - If yes, please describe those (attach additional sheets or an incident report form, if needed):
8	What additional support (if any) do you need from RPV or CFFE?

ANNEX SEVEN – Election Season Observer Form

CFFE Daily Election Season Observer Form <i>(submit by email to report@vfet.us)</i>	
County/City: _____ Date: _____ Time: Closing__ Midday__ Opening__	
Observer(s): _____ Location: RO __ or SO: _____	
At the Registrar's Office or a Satellite Election Office	
1	Were you allowed to observe all processes at the office? Yes ___ No ___ If no, please provide details (use additional sheets or the incident form, if needed):
2	How many people voted in-person today? _____
3	How many of those voted using the statement or address process? _____
4	How many provisional ballots were provided today? _____
5	Were two officers of election from different parties present at the office? Yes ___ No ___ If no, was the registrar or assistant registrar present? Yes ___ No _____
6	Were the absentee ballots received during the day counted, or stored securely? Counted ___ Stored securely ___

ANNEX EIGHT – Drop Box Observer Form

CFFE Drop Box Observer Form	
County/City: _____ Date: _____ Time: Closing__ Midday__ Opening__	
Observer(s): _____ Location: _____	
	Is the drop box in a secure location inside a building where it can be observed continuously during normal working hours and secured after working hours? Yes ___ No ___
	If no, is the drop box under 24 hour video surveillance? Yes ___ No ___
	Is the video footage regularly reviewed by officers of election from two parties and poll watchers from both parties? Yes ___ No ___
	Were you notified in advance when the ballots from the drop box would be collected? Yes ___ No ___
	Were two officers of election from different parties present when the drop box was emptied? Yes ___ No ___ If no, was the registrar or assistant registrar present? Yes ___ No ___
	How many ballots were collected from the drop box today: _____
	Were the ballots collected from the drop box counted or stored securely? Counted ___ Stored securely ___
	How many ballots were sent to be cured: _____

ANNEX NINE - Dos and Don'ts for Campaigners and Authorized Representatives



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Dos and Don'ts for Campaigners and Authorized Representatives

DEPARTMENT OF ELECTIONS
1100 Bank Street, 1st Floor
Richmond, VA 23219
elections.virginia.gov

Toll-free: (Voice) 800-552-9745
(TDD) 800-260-3466
804-864-8901
info@elections.virginia.gov

Table of Contents

I.	Campaigners (Campaign Workers and Candidates)
II.	Party and Candidate Authorized Representatives on Election Day (General Information and Requirements)
III.	Authorized Representatives Before Polls Open
IV.	Authorized Representatives While Polls Are Open
V.	Authorized Representatives at Close of Polls
VI.	Reporting Alleged Election Day Problems
VII.	What Happens After Election Day
<i>Appendix</i>	Guidelines for Campaigners and Authorized Reps. (Summary Page)

I. CAMPAIGNERS (CAMPAIGN WORKERS AND CANDIDATES)

1. Campaigners must remain at least 40 feet away from any entrance to the building in which the polling place is located. This 40-foot "campaign-free" zone is referred to as the "prohibited area." Restrictions which apply to the prohibited area also apply to the polling place itself. If the electoral board allows campaigning within the building containing the polling place, all such activities must take place at least 40 feet from any entrance to the room where voting activities are being conducted. Code of Virginia, §§ 24.2-604 & 24.2-310.
2. There is no limit to the number of campaigners allowed outside of the prohibited area. § 24.2-604.
3. Campaigners cannot hinder or delay a person from entering or leaving a polling place. § 24.2-604.
4. Loudspeakers cannot be used within 300 feet of any polling place. § 24.2-605.
5. Campaign materials, including sample ballots, may be distributed on election day on the property on which a polling place is located and outside of the prohibited area. §§ 24.2-310(E), 24.2-604. Only the electoral board may approve exceptions in the limited circumstances described in § 24.2-310(E).

6. Campaign signs/posters may not be posted inside the prohibited area or polling place. Whether signs/posters can be posted outside of the prohibited area may be subject to the management policies of the property, or local ordinance. For example, a private organization may be willing to have its building serve as a polling place, but does not allow placement of sign posts in its lawn.
7. **Sample Ballots:**
 - a. On sample ballots, any official authority statement of a local electoral board or the State Board of Elections should be deleted, and replaced with the publishing candidate's or group's authority statement (or "disclaimer"). § 24.2-622.
 - b. For federal offices, the disclaimer required by federal law must be used. For all other offices, the required identification on campaign material is specified in the Code of Virginia. For details, go to elections.virginia.gov.
 - c. Samples of any ballot (or part of a ballot) cannot be printed on any shade of white or yellow paper and must contain the words "sample ballot" in type no smaller than twenty-four point. § 24.2-622.
 - d. The voter is allowed to carry sample ballots and campaign material into the polling place but must not display them to other voters. §§ 24.2-622, 24.2-604.
8. No officer of election shall sign or otherwise mark any paper, form, or item, other than one furnished by the State Board, his electoral board, or general registrar, at his polling place during the hours that the polls are open. § 24.2-650.

II. **PARTY AND CANDIDATE AUTHORIZED REPRESENTATIVES ON ELECTION DAY (General Information and Requirements)**

1. In a primary election, each primary candidate on the ballot in that election is entitled to representation, as discussed below, before, during and after the election.

In a general election or special election each political party with one or more nominees on the ballot in that election is entitled to representation (even if the nominees are running for local offices for which party names are not listed on the ballot).³

In a general election or special election each independent candidate on the ballot in that election is entitled to representation.

Write-in candidates are not entitled to representatives at any time, but they or their supporters may be able to witness the counting of votes in the precinct after the polls close (as chosen "bystanders"). See section V below and § 24.2-655.

³ The political organizations which currently meet the definition of a "political party" under Virginia state law (§ 24.2-101) -- and are therefore entitled to party representation inside the polls during elections in which they have a nominee on the ballot -- are the Democratic Party and the Republican Party. Other groups may qualify to put their names on the ballot beside names of their candidates, but are not entitled to representatives.

2. The chairman of the political party or the independent/primary candidate entitled to representatives, as appropriate, must provide a notice of authorization. The notice should be done by one of the following methods:
 - a. Provide, at least 5 days prior to the election, a list of authorized representatives for each precinct to the local electoral board; or
 - b. Provide a list of the authorized representatives for the precinct to the chief officer of election at the polling place; or
 - c. Provide each authorized representative with a letter (or copy) signed by the party chairman or the independent/primary candidate. The representative must give this letter (or copy) to the chief officer of election at the polling place.
 - d. The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. § 24.2-604.

III. **AUTHORIZED REPRESENTATIVES BEFORE POLLS OPEN (§ 24.2-639)**

1. Before opening the polls, each officer shall examine the equipment and see that no vote has been cast and that the counters register zero. The officers shall conduct their examination in the presence of the party and candidate representatives (if present) See § 24.2-639 for additional procedures before the polls open.
2. Number of authorized representatives permitted in polling place before polls open
 - a. General and special elections
 - i. One authorized representative of each political party with a nominee on the ballot in that election
 - ii. One authorized representative of each independent candidate on the ballot in that election
 - b. Primary elections
 - i. One authorized representative of each primary candidate on the ballot in that election
3. Representative must be a qualified Virginia voter. An officer of election has the discretion to verify an authorized representative's registration status and identity by asking the representative to provide an acceptable form of ID.
4. Representative must have a written statement (or copy) signed by the party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above). The written statement is not required if the candidate or party chairman is serving as the representative.

IV. **AUTHORIZED REPRESENTATIVES WHILE POLLS ARE OPEN (§ 24.2-604)**

1. The primary concept with regard to authorized representatives is that they cannot "otherwise impede the orderly conduct of the election." The officers of election have the authority to remove any person interfering with the voting process, and have broad discretion to manage affairs within the polling place. §§ 24.2-604, 24.2-607.

2. Quantity and Qualifications for Authorized Representatives:
 - a. The officers of election, at their discretion, may allow a maximum of three authorized representatives from each political party with a nominee on the ballot in that election and three from each independent or primary candidate on the ballot in that election when the pollbook has less than three divisions/stations.
 - b. When the pollbook is divided (or there are multiple electronic pollbook stations), one representative from each party and one from each independent/primary candidate must be allowed for each pollbook division/station.
 - c. A representative must be a qualified Virginia voter.
 - d. The representative cannot be the candidate.⁴
3. Representatives may stay all day or they may come and go in shifts as determined by the party or independent/primary candidate.
4. The representative cannot sit at the registration table with the officers of election. The representative must be allowed to be close enough to the voter check-in table to hear and see what is occurring; however, not close enough to the officer to disrupt his or her duties including those of processing voters. The representative has a right to immediately appeal to the local electoral board if he is unable to observe the process. Subject to the restrictions below regarding secrecy of the ballot and the officer of election's right to ensure the orderly conduct of the election, the representative cannot be directed to only stand in one specific area. However, if the placement of a representative may hinder or delay a voter, the officer of election may require the authorized representative to move from that area.
5. All voters should check in at the check -in table with the pollbooks allowing the authorized representatives to see and hear the process. The separate table or privacy booth that voters are directed to for the purpose of completing and voting the provisional voting materials is not a check-in table and the privacy of the voting process should be respected by officers of election and authorized representatives.
6. It is unlawful for any authorized representative to be in a position to see the marked ballot of any other voter.
7. The representative cannot in any way hinder or delay a voter or officer of election.
8. The representative cannot insult or abuse an officer of election nor conduct herself in a noisy or riotous manner.
9. The representative cannot give, offer or show any ballot, ticket or other campaign material.
10. The representative cannot influence any person in casting his ballot. Such prohibited influence would include a representative tendering advice to the voter on the type of ballot he should cast.

⁴ Please reference § 24.2-604(F) for candidates in the polling place on Election Day.

11. The representative cannot perform any type of filming or photography while inside the polling place, including the use of a camera phone to film or photograph.
12. Use of wireless electronic devices is permitted inside the polling place. However, officers of election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will hinder, intimidate, or interfere with any qualified voter from casting his/her ballot or if the use of the wireless device results in the authorized representative conducting him or herself in a noisy or riotous manner so as to disturb the election. §§ 24.2-604 and §§ 24.2-607. It is recommended that the authorized representative leave the polling place when making a phone call on his or her cellular phone.
13. A representative may mark or make his own list of those who have voted and make his own notes. An officer cannot provide any lists to representatives.
14. A representative may challenge a voter who is known or suspected not to be a duly qualified voter. The person challenging a voter must complete and sign a statement of challenger form stating the specific reason for the challenge. The challenged voter will be offered a written

statement (page 2 of the same form) attesting to their qualifications to vote. If the voter signs the statement he or she must be allowed to vote. If the voter refuses to sign the statement he or she will not be allowed to vote. Challenges should not be made frivolously. §§ 24.2-607(A), 24.2-651, 52 USC 10307 (federal intimidation offense).

15. The authorized representative is prohibited from providing assistance to any voter or wearing any indicator that he is available to assist any voters either inside the polling place or within 40 feet of any entrance to the polling place. Prohibited assistance for this purpose includes providing voters over 65 or those physically disabled, or those with a disability or inability to read or write, or those that require language assistance with assistance in voting. The same restriction applies to any neutral observer authorized by the electoral board to be inside the polling place. §§ 24.2-604(C) and 24.2-649. However, there is no absolute prohibition on a representative speaking to either an officer or a voter, subject to the restrictions herein and to the officers' discretion in conducting an orderly election.
16. If voter asks an officer of election to translate the ballot:
 - a. The officer must first ask any authorized representatives of the parties/candidates who are in the polling place whether they have a volunteer available who can interpret for the voter in the requested language. (If so, the representative would briefly exit the polling place to get the volunteer interpreter.) § 24.2-649(C)
 - b. If available, one interpreter per such party or candidate will be allowed to listen to the officer assist the voter.
 - c. The voter may choose one of the interpreters to assist instead of the officer. The newly designated assistant must be qualified to assist (see below) and complete a new assistance form accordingly.
 - d. The Request for Assistance form must be completed by the voter and assistant.

- e. Any party/candidate interpreter(s) must complete Part C of the form stating that the interpreter will not attempt to influence the voter's vote or reveal how the voter votes.

V. REPRESENTATIVES AT CLOSE OF POLLS (§ 24.2-655)

1. Quantity and qualifications of authorized representatives:
 - a. Each political party with a nominee on the ballot in that election may have two representatives and an independent/primary candidate on the ballot in that election may have one representative at the polling place to witness the counting of ballots and ascertainment of results.
 - b. Again, the representative must be a qualified Virginia voter.
 - c. Representative must have a written statement (or copy) signed by his party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above).
 - d. This representative may be the candidate or someone other than the representatives used while the polls are open.
2. After the polls are closed, if there are fewer than four authorized representatives (in total) at the polling place who request to be present while the votes are ascertained, the officers shall notify any bystanders, and select one or more bystanders to be present with any representatives so that there are as many as four (total) bystanders and representatives present during the count. The law limits the number of authorized representatives after the polls close to two from each political party having candidates in the election and one from each independent candidate or primary candidate. (§ 24.2-655).
 - a. A person who wants to watch the counting as a bystander is advised to let the chief officer of election know, before the polls close, that he or she will be waiting outside the polling place (and outside the 40 foot prohibited area) immediately after the polls close in case there are fewer than four authorized representatives.
 - b. There are no qualifications in the Code for the "bystanders" so, for example, a bystander may be selected who is not a registered Virginia voter (a requirement for all representatives).
 - c. Write-in candidates in general or special elections are not entitled to representatives at any time, but may use the bystander provision to get their observers into the polling place during the count if there are fewer than four authorized representatives at the polling place after the polls close.
3. The representatives and bystanders present cannot leave until the final results are ascertained and the chief officer of election has opened the doors and announced the results of the election, and may not communicate with any person outside the polling place by any means during the counting and ascertainment. There are no exceptions to

this rule.

4. Representatives and bystanders present may witness the counting and ascertainment of results but may not touch or handle any ballot, voting machine or official document.
5. The representatives and bystanders present shall have an unobstructed view of the officers of election and their actions as the votes are counted and the returns are completed, and may make their own notes during the counting and ascertainment.

VI. **REPORTING ALLEGED ELECTION DAY PROBLEMS**

Any alleged voting discrepancies should be reported to the chief or assistant chief officer of election, the local electoral board and/or the Department of Elections at the time they occur. If complaints are received at the time they occur corrective action, if necessary, can be taken. If reports are not made until the election is completed there is little, if anything, that can be done to remedy the situation.

VII. **WHAT HAPPENS AFTER ELECTION DAY**

1. On election night, the local registrar's office will post unofficial results to the Department of Elections website (elections.virginia.gov). After election day, any corrections, additions or changes to these unofficial results (for example, when provisional ballot determinations are made) will be explained in the notes on the website.
2. The electoral board for the city or county will meet on the day after the election to canvass the results of the election (§§ 24.2-671 through 24.2-678) and to decide the validity of each provisional ballot offered (§ 24.2-653). Please note that while the canvassing meeting is an open meeting, there are restrictions on who may be present during the electoral board's meeting on provisional ballots. 24.2-655

The Canvass:

3. In a general or special election, each political party with a nominee on the ballot and each independent candidate on the ballot; or in a primary, each primary candidate on the ballot shall be entitled to have representatives present when the local electoral board meets to ascertain the results of the election.
 - a. Each such party and candidate shall be entitled to have at least as many representatives present as there are teams of officials working to ascertain the results, and the room in which the local electoral board meets shall be of sufficient size and configuration to allow the representatives reasonable access and proximity to view the ballots as the teams of officials work to ascertain the results.
 - b. The representatives and observers lawfully present shall be prohibited from interfering with the officials in any way.
 - c. TIP: Authorization letters are not required for representatives at the canvass, but may be provided, at the option of the authorizing party chairman or independent/primary candidate.
4. The local electoral board certifies the winners for locally elected offices, and reports the

county's or city's results for federal, statewide, general assembly, and shared offices to the State Board of Elections, which certifies those winners in a public meeting.

5. The canvass is a public, open meeting of the electoral board. Anyone may attend; however, there are special provisions for party/candidate representation.

The Provisional Ballot Determination Meeting:

6. Voters who cast provisional ballots may present evidence to the board. The provisional ballot meeting may be adjourned from day to day if necessary up to seven calendar days after the election. The canvass cannot be completed until the electoral board has reached a decision on every provisional ballot. After a decision has been made on each ballot, the valid provisional ballots are counted by the board and added to the locality's results as if a separate precinct.
 - a. Voters that cast a provisional ballot due to lack of identification must submit a copy of their valid ID to the electoral board by noon on the third day after the election. If the third day is a weekend or holiday, the deadline becomes noon the next business day. §§ 24.2-643 & 24.2-653
7. Notwithstanding the provisions of Virginia's FOIA law (§ 2.2-3700 et seq.), only the following are entitled to representation during the provisional ballot meeting:
 - a. In all elections, the individual whose provisional vote is being considered and the individual's representative or legal counsel; and appropriate staff and legal counsel for the electoral board.
 - b. In a primary election, one representative of each primary candidate on the ballot in that election.
 - c. In a general or special election, one representative of each political party with a nominee on the ballot in that election and one representative of each independent candidate on the ballot in that election.
 - i. Representatives (except for the candidate or party chairman) shall present to the electoral board a written statement designating him to be a representative of the party or candidate signed by the chairman of the political party, independent candidate, or the primary candidate, if applicable. The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. The statement must bear the original signature of the chair or candidate, as appropriate. A photocopied statement is acceptable. § 24.2-653(B)
8. Appropriate staff and legal counsel for the electoral board may be present when the electoral board is conducting its provisional ballot determination meeting. 24.2-653(B)
9. Representative may not impede the orderly conduct of the determination.
10. Representative may not participate during the provisional ballots determination meeting, as they serve only as observers.

11. With regard to the provisional ballot logs, during the provisional ballot meeting, authorized representatives are permitted to inspect the provisional ballot log and take notes from the list, including the names, phone numbers, year of birth, and addresses of individuals who have voted provisionally. However, general registrars and electoral board members need to take steps to ensure that confidential information on the log is not disclosed. Information deemed confidential and not available for copying includes the voter's social security number, day and month of birth, and the reason for voting provisionally. Information not deemed confidential includes the voter's name, phone number, and address. You may preserve the confidentiality of information by providing photocopies, if practicable, of the provisional ballot log during the meeting with confidential information redacted. The authorized representatives can then take notes from the redacted photocopied logs. There is no prohibition for the authorized representatives to bring in a list of registered voters or other list that would allow them to cross-check the names on the provisional ballot list with the names on the list of registered voters.

The next page contains a one-page summary of the information detailed above. This summary is also available as a separate document at elections.virginia.gov. If you have any additional questions about election laws or procedures, call the Department of Elections, or contact your city or county's general registrar or electoral board.

GUIDELINES FOR CAMPAIGNERS AND AUTHORIZED REPRESENTATIVES (REPS)

§§ 24.2-310, 24.2-604, 24.2-607, 24.2-622, 24.2-639 AND 24.2-655 of the Code of Virginia

CAMPAIGNERS (INCLUDES CANDIDATE) - OUTSIDE POLLING PLACE AND PROHIBITED AREA

- ↳ Must be outside 40 feet of any entrance to the building in which voting takes place . Only electoral board can authorize limited exceptions.
- ↳ No limit to the number of campaigners allowed outside the polling place and prohibited area.
- ↳ Cannot hinder or delay a person from entering or leaving a polling place.
- ↳ Loudspeakers cannot be used within 300 feet of any polling place.
- ↳ Campaign materials, including sample ballots:
 - Must be distributed outside the polling place and prohibited area.
 - Must contain a statement indicating who paid for/authorized the printing (see ELECT website, Campaign Finance)
 - Subject to a civil fine for failure to properly identify any campaign material.
- ↳ Sample ballots cannot be printed on white or yellow paper and must contain the words "Sample Ballot".

AUTHORIZED REPRESENTATIVES (REPS) - INSIDE POLLING PLACE AND PROHIBITED AREA

- ◆ Must be a qualified Virginia voter.
- ◆ Must present to the chief officer of election a "letter of authorization" signed by the independent or primary candidate or party chair entitled to representation (see below) if list of reps not previously provided. A copy of the signed "letter of authorization" is acceptable.
- ◆ No campaigning is permitted by anyone inside the polling place building without electoral board exception.
- ◆ Cannot hinder or delay any officer of election or voter.
- ◆ Cannot sit at the check-in table with officer of election but must be positioned to see and hear the check-in table and what is occurring. (rep may appeal to the local electoral board if dissatisfied with the chief officer's decision on placement.)
- ◆ May create their own list of voters and mark their own list (an officer cannot provide any list to reps).
- ◆ Cannot provide assistance to any voter or wear any indicator that he is available to assist any voter inside the polling place or within 40 feet of any entrance to the polling place. □
- ◆ Officers of election have authority to remove any representative who does not adhere to above guidelines.

BEFORE POLLS OPEN §24.2-639	WHILE POLLS ARE OPEN §24.2-604	AFTER POLLS CLOSE §24.2-655
<p>One rep of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate]</p>	<p>Candidates may enter polling places only to vote, or to visit for no longer than ten (10) minutes per day per polling place</p> <p>For each pollbook in use in the precinct:</p> <ul style="list-style-type: none"> • One rep of each political party having a nominee on the ballot in this election • One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [cannot be the candidate] *** <p>If less than three (3) pollbooks in use, the Officers of Election, at their discretion, may allow a maximum of three reps whether or not the pollbook is divided.</p>	<p>Two reps of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate] ***</p> <p>The representative cannot leave the polling place nor relay in any manner the results of the election until after final results are ascertained and chief officer of election has opened doors and announced the results. There are no exceptions to this rule.</p> <p>Representatives may witness the counting and ascertainment of results and make their own notes but may not touch or handle any ballot, voting equipment or official document, or interfere in any manner.</p>

<https://www.elections.virginia.gov/formswarehouse/election-management/>