

# **VIRGINIA POLLWATCHERS GUIDE 2020**

**A Companion to the Pollwatcher 101 Training Course**

**POLLWATCHERS DEFEND ELECTION INTEGRITY**

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## SECTION 1: Election Officers vs. Pollwatching (Slides 1 to 4)

The Republican Party needs people to volunteer to be Republican Election Officers and Republican Pollwatchers:

- Republican Election Officers are the first line of defense against election fraud. The Republican Pollwatchers are the second line of defense by being a second set of eyes to assist the Election Officers
- Election Officers are trained by the County in the election day process described in §24.2 of the Code of Virginia and, as County employees, should be impartial. Pollwatchers are trained to recognize potential problems and to know the specific controlling laws governing these situations. They are partisan observers.
- An Election Officer is a paid employee of the County and is expected to work a full day (5:00 am to ~9:00 pm). The Pollwatcher is a Republican Party volunteer who can set his own hours.

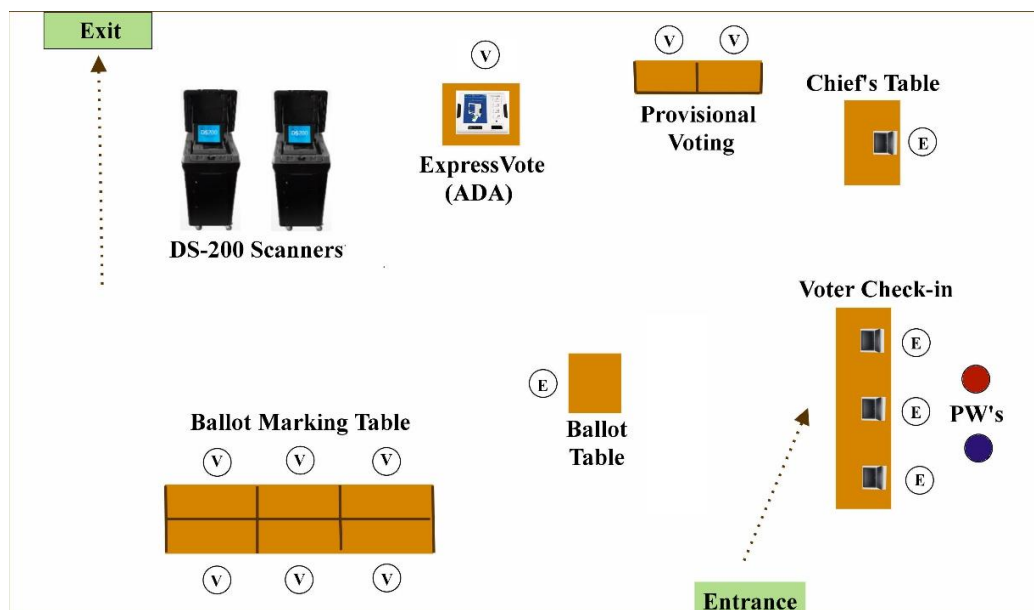
## SECTION 2: Why Do Pollwatching? (Slide 5)

Pollwatchers must work with all of the Election Officers to defend election integrity. Although they are partisan, they must observe the process with the objective of making sure that the §24.2 election laws are being fully observed. Inadvertent or deliberate misuse of election procedures by any Election Officer can change election results. When deviations from the law are observed, Pollwatchers may request immediate correction action. By law they have the right to escalate unresolved issues to their party or to the General Registrar of Voting for their county/city..

## SECTION 3: Pollwatcher Rights & Responsibilities (Slide 6)

- Your rights and responsibilities are stated in §24.2-604 & 607 of the Code of Virginia.
- You must be a registered Virginia voter and have an authorization letter from your Party chairman.
- You must give the authorization letter to the Chief Election Officer and be given a Pollwatcher badge to wear.
- You are allowed to be close enough "to hear and see" what is occurring while preserving voter privacy.
- You may use handheld devices to inform the Party or campaign of who has voted or to report problems.
- You must not interfere with the process or advise voters on how to vote.
- You must not photograph anything inside the polling place.
- You may challenge the vote of a person on the pollbooks who is suspected to not be a qualified voter.
- You should observe the process and note all questionable incidents.
- You may point out the questionable activity to the Chief or Asst Chief and ask for corrective action.
- You must escalate the concern if the Chief does not act to your satisfaction.
- You should document every incident you observe on an Incident Report Form.

## SECTION 4: Polling Place Layout (Slide 7)



## SECTION 5: Election Day Players (Slides 8 to 10)

The Election Day processes are defined in §24.2 of the Code of Virginia. These processes are implemented by:

- **ELECT/State Board of Elections (SBE)** - responsible for setting policy and the overall conduct of elections across Virginia. The Commissioner is the administrative head of ELECT and is appointed by the Governor. The State Board of Elections (SBE) is the policy-making unit within ELECT. It is a three-member Board consisting of two members of the Governor's party and one member from the other party. The Governor appoints the SBE member, upon the recommendation of the respective parties.
- **Local Electoral Board (EB)** - responsible for conduct of elections in each county or city in Virginia. This is a three-member board consisting two members from the Governor's party and one from the other party. The county/city Circuit Court appoints these members upon the advice of the respective parties.
- **Local General Registrar** - responsible for voter registration and the actual running of elections in the county/city. The Registrar is appointed by the local Electoral Board.

Only authorized persons are allowed in a polling place on Election Day (§24.2-604). These include:

- **Chief Election Officer (Chief)** – overall responsibility for the operations of a precinct polling place. The Chief will represent a party but is expected to act in a non-partisan manner.
- **Asst Chief Election Officer (Asst Chief)** – assists the Chief at the precinct. Where possible, the Asst Chief will be from the party opposite the Chief but is expected to act in a non-partisan manner.
- **Election Officers (EO)** - work at direction of Chief/Asst Chief to assist the voters through the election process. If possible, both parties will be equally represented. They are expected to act in a non-partisan manner.
- **Rovers/Technicians** – authorized, on-call Office of Elections staff used to resolve voting machine and logistics problems at polling places.
- **Outside Pollworkers** - partisan volunteers who distribute party literature at the polls. They must be outside 40 ft from the entrance to polling place.
- **Inside Pollwatchers** - partisan volunteers who observe the operations from inside the polls and report problems.
- **Voters** - residents of the precinct who are at the polling place for the purpose of voting.
- **News Media** - allowed in the polling place to view and take general photographs of the activities. Voter contact is allowed only outside the polling place beyond the 40 ft limit.
- **Authorized Guests** – may be authorized by the local Electoral Board to visit a polling place. They may not assist voters in any way.
- **Candidates** – allowed to be at each polling place for a 10-minute visit or for purpose of voting at their home precinct (§24.2-604.F).

**NON-AUTHORIZED PEOPLE ARE NOT ALLOWED INSIDE THE POLLING PLACE UNDER ANY CIRCUMSTANCES**

## SECTION 6: Polling Place Operations (Slide 11)

Election Day consists of three distinct time periods - Opening the Polls (5:00 AM to 6:00 AM), Voting (6:00 AM to 7:00 PM) and Closing the Polls (after 7:00 PM). Each period has specific activities that are carefully described and controlled by §24.2 of the Code of Virginia. You will be observing this process to ensure that the law is being followed. This Guide describes situations where improper activities may occur and what is the controlling law.

As a Pollwatcher, your role is critically important in defending election integrity. You will be observing that:

- the polls have been opened properly – the equipment has been turned on and working properly and that no voters have been checked-in or votes already recorded prior to the 6:00 AM opening.
- the voting is being conducted honestly and fairly – the Election Officers are interpreting the law impartially; the equipment is working properly and appropriate actions are taken if there are machine problems; the voters are not improperly influenced within the polling place; qualified voters are checked-in without difficulty; provisional ballots are used for voters where there is a question of eligibility or a voter has no ID.
- the votes are accurately counted after the polls are closed at 7:00 PM – , the voting equipment is properly closed down and secured, the voting results are obtained from the machines and the paperwork (SOR - Statement of Results) is accurately and correctly filled-out using the voting machine data.

The key to effective Pollwatching is to keep your eyes and ears open AND when you observe a problem (even if you are not sure) to follow the prescribed action steps (see Slide 12).

## SECTION 7: If You Observe A Problem (Slide 12)

### IMMEDIATE ACTION IS REQUIRED

1. First, notify the Chief (or the Asst Chief in the Chief's absence) to request action be taken to resolve the problem or change the incorrect process. If the Chief does not respond in a satisfactory or timely manner then...
2. Notify the Asst Chief to explain the problem and request action. If the Asst Chief does not respond in a satisfactory or timely manner then...
3. Notify both the Chief and Asst Chief that your next step is to escalate the problem, thus giving them one last opportunity to resolve the problem.
4. If you are not satisfied with the responses, call the HOTLINE for your local Republican Committee, RPV or the Campaign who will address the problem and, if necessary, communicate with the local Registrar.
5. Directly call your local Registrar if the hotlines are unavailable.
6. Document the Incident (**see last page of Guide**) and return to the local Party after Election Day. This will provide the Party with a record of election day incidents which will be useful for planning future election day operations.

## SECTION 8: Problems Opening the Polling Place (Slides 13 to 14)

The EO's will arrive about 5:00 AM. The Chief Election Officer will direct the Election Officers to open the Precinct Cart, set up the voting machines and the electronic pollbooks, arrange the room, assemble the privacy booths, put up the signs, etc. The DS200 scanners will be turned on and the Opening (Zero Count) Tapes will be run. The ExpressVote machines (ballot-marking touch-screen machines for ADA requirements) will be booted up. The Electronic Pollbooks will be booted up, connected and communicating with each other (there is no connectivity outside of the polling place). At 6:00 AM sharp, the Chief will announce that "The Polls are Open".

1. **The polling place does not open at 6:00 am** - §24.2-603 - the polls must open at 6:00 AM so that waiting voters will not leave.
2. **Opening tapes show that votes have been cast and the public counters on machines are not zero** - §24.2-639 - the EO's must examine the equipment and see that the opening tapes show zero votes for all candidates and the public counters are zero. If the public counters are not zero, EO's must inform Electoral Board and ask for a replacement. If a machine with a non-zero counter must be used, the EO's must post a notice at the polling place, stating its usage, the machine number and the opening public count.
3. **More than one pollwatcher from each Party or independent candidate is observing the opening** - §24.2-639 - only one representative of each party or independent candidate is allowed. An authorization letter from the party chairman is required.
4. **A machine does not boot-up properly** - §24.2-642 – the Electoral Board must be notified who will dispatch a technician to repair the machine or to install a substitute. **A machine can only be removed from the polling place before voting starts.**
5. **You are not allowed to see opening tapes and counters** - §24.2-639 - the authorized pollwatchers may observe the opening tapes and counters if they are present during the Opening.
6. **A voting machine (before opening) is not secured with a number seal or locked** - §24.2-633,634 - machines are tested and locked against voting and sealed prior to election. The pollwatcher must be present by 5:00 AM to observe this.
7. **Once opened, the voting equipment and the live, unmarked ballots at the Ballot table should be attended by Election Officers at all times.** This must be done to maintain the basic security of the polling place. Inform the Chief/Asst Chief immediately if this is observed.

## SECTION 9: Improper Activities (Slides 15 to 17)

24.2 of the Code of Virginia describes a number of activities that are prohibited in the polling place. If any of these activities are observed, follow the procedures in Slide 12 – If You Observe a Problem

1. **Unauthorized persons are in the polling place** - §24.2-604C - only authorized persons (EO's, Rovers/Technicians, voters, authorized pollwatchers, candidates, media and invited neutral observers) are allowed in the polling place. Continuously monitor the room to ensure that no unauthorized persons are hanging around and talking to voters or the EO's.
2. **More than authorized number of pollwatchers are present at the poll** - §24.2-604C - each Party may have at least one pollwatcher and up to a maximum of three in the precinct. Confirm with the Chief the maximum number allowed per party/candidate.
3. **The authorized pollwatchers are not registered voters in Virginia** - §24.2-604C - pollwatchers must be registered Virginia voters but do not have to live in the county or city of the polling place. If information is informally gathered indicating otherwise, ask the Chief to investigate.
4. **A voter or an inside pollwatcher becomes unruly or disruptive** - §24.2-607 - the EO's have the right to force the removal of anyone in the polling place that is disrupting the process. Use discretion and follow the Slide 12 procedures
5. **The Chief refuses to let you use your PDA or cell phone** - §24.2-604C - wireless communications devices are allowed but Chief may prohibit if the usage is deemed to disrupt the polling place. No photographs, videos or audio recordings are allowed under any circumstances. Note: an individual voter may take a "selfie" of himself and his ballot but no general pictures may be taken.
6. **Outside pollworkers are too close to the entrance** - §24.2-604A,604B - outside partisan pollworkers must be at least 40 ft from the poll entrance. The inside authorized pollwatcher should periodically go outside to make sure no partisan activity is occurring within the 40 ft limit.
7. **An EO signs a paper, form, or item, other than one from the SBE, the EB or Registrar at the polling place during hours the polls are open** - §24.2-650 - the EO's must not do anything which might compromise or appear to compromise their impartiality.

## SECTION 10: Problems Checking-In Voters (Slides 18 to 20)

The voter is asked to state (either orally or in writing) his full legal name, current residence address and to present an acceptable photo ID (**see last page of Guide**) to the EO. The EO will repeat the voter's name and address in an audible voice so that the pollwatchers can hear the information. If the identical or at least a substantially similar name and address are found in the pollbook and there are no restrictive codes on the Pollbook record, the voter will be directed to the Ballot Table for a ballot or to the ExpressVote machine if required for ADA purposes.

1. **The voter is not asked for his name, address and ID** - §24.2-643B - the EO shall ask the voter for his full legal name and current residence, either orally or in writing, and to present an acceptable ID..
2. **The EO does not announce the name and address of the voter so that it can be heard** - §24.2-643B - the EO must repeat, in a voice audible to pollwatchers stationed near the pollbook, the full name and address of the voter.
3. **The voter's name/address is on the pollbook but does not have an acceptable ID** - §24.2-653 – the EO's must refer the voter to the Chief if the voter does not have an acceptable ID. If the voter signs a statement verifying that "he is who he says he is", he will be given a regular ballot to cast. Otherwise the voter may ONLY vote a Provisional Ballot. The voter must always be given the option to come back later with an acceptable ID.
4. **The pollbook shows that the voter has already voted** - §24.2-651.1 - the Chief must handle. The voter may ONLY vote a Provisional Ballot. No counter arguments from the voter can be accepted.
5. **The voter is shown on the pollbook to have requested an Absentee Ballot** - §24.2-653.1 - the Chief must handle. The voter may vote a regular ballot ONLY if he returns an unused AB. Otherwise the voter may vote a Provisional Ballot if he so desired.
6. **The voter's name is not on the pollbooks** - §24.2-653 - the Chief must contact the Registrar who will determine eligibility status. If qualified, the Chief will direct the EO to add the name to pollbook and voter will be given a regular ballot. If Registrar cannot determine status or cannot be reached, the voter must be offered a Provisional ballot which may be cast if so desired.
7. **The voter is identified as a HAVA voter.** The HAVA voter is a first-time voter who registered by mail. Different ID requirements may apply to HAVA voters so the EO must refer voter to the Chief for the appropriate action.

## SECTION 11: Voter Assistance Problems (Slides 21 to 22)

It is unlawful for an authorized pollwatcher, an EO, another voter or any other person in the room to solicit or attempt to influence any person casting his vote. However, a voter may request assistance in the voting booth because of a disability, inability to read or write, being blind or needing language translation services. In these circumstances, a Request for Assistance form must be signed by the voter and the assistant.

1. **Authorized pollwatchers or unauthorized persons are attempting to influence the vote of a person inside the polling place** - §24.2-604C,604D - authorized pollwatchers, voters and other persons in the room are specifically forbidden to influence a voter.
2. **An EO is providing partisan assistance to a voter** - Article 2 §7 of the Constitution of Virginia - each EO must take an oath that he will faithfully and impartially discharge his duties. The EO is subject to removal and/or penalty if this oath is violated. However, an EO may assist a disabled or blind voter in the voting booth if a Request for Assistance is signed by the voter and the EO. (§24.2-649B)
3. **A person (including an EO) enters the voting booth with a voter** - §24.2-649B - no one OTHER than a minor child 15 or under (§24.2-643B) shall accompany a voter into the voting booth unless the voter requests assistance and the voter and the assistant both first sign a Request for Assistance form. The assistant cannot be an authorized pollwatcher, the voter's employer or agent of the employer, or a voter's union officer or agent.
4. **The same person is assisting multiple voters** - §24.2-649B - multiple voters may each request assistance but a Request for Assistance form must be completed for each voter. A possible appropriate scenario would be a caretaker accompanying a busload of residents of a group home providing assistance to all of these voters.
5. **A blind voter is given assistance in the booth** - §24.2-649B - the Request for Assistance form is required but the blind voter is not required to sign it. The assistant may be an EO or any other person (except for a pollwatcher) as requested.
6. **A person does not understand English and requires language translation** - §24.2-649C - The voter may select his own translator as an assistant. Both the voter and the translator must sign the Request for Assistance form. If the voter asks for an EO to translate, the EO must first ask the Party pollwatchers if they have a translator available to observe the EO translation. Authorized pollwatchers are not permitted to be the assistant.
7. **A voter asks to vote outside the polls** - §24.2-649A - any voter age 65 or older or physically disabled may request Curbside Voting. The Chief (or Asst Chief) must handle. The Chief will obtain an acceptable ID from the voter, ensure the voter is checked-in, and if qualified to vote bring out a paper ballot or a voting machine to the curbside for the voter to use. Privacy of voting must be observed. The pollwatchers may observe this process.

## SECTION 12: Other Polling Place Problems (Slides 23 to 25)

1. **A voter leaves the polling place with a paper ballot (fleeing voter)** - §24.2-1011 - it is unlawful for any person to carry the official ballot away from the polling place. If the voter decides not to vote after receiving a ballot, he must return it to an EO before leaving the polling place.
2. **A voter leaves the machine without voting (fleeing voter)** - SBE Regulation - UNDER NO CIRCUMSTANCES SHOULD AN EO VOTE FOR THE VOTER. An EO must cancel the vote witnessed by the Chief or Asst Chief. The incident must be noted in Chief's Log.
3. **There is evidence that the voter is not qualified to vote** - §24.2-651 - any qualified voter, pollwatcher or EO can CHALLENGE a voter suspected of not being a qualified voter, even if his name and address are verified with an acceptable ID and are found in the pollbook. The challenger must fill out a form stating the reason for the Challenge and sign it. If the voter is willing to sign a statement that he is who he represents to be, he will be allowed to vote a regular ballot. If the voter does not sign, he will not be permitted to vote
4. **Anyone other than a voter, an EO or an authorized Rover/Technician touches a voting machine** - §24.2-638 - the voting machines must be kept in the open and within the sight of the EO's to ensure their security. It is a felony crime (§24.2-1009) for anyone to tamper with a machine. Authorized Rovers/Technicians wearing Fairfax County identification badges may be called to repair a machine.
5. **A voting machine breaks down after votes have been cast on it** - §24.2-642 the Chief will notify the EB who will dispatch an authorized repair technician. Repairs shall be made in the presence of authorized pollwatchers. The pollwatcher should note the public counter before and after the repairs, if possible, to ensure the vote count has not been changed. UNDER NO CIRCUMSTANCES IS THE MACHINE TO BE REMOVED FROM THE POLLING PLACE other than for Curbside Voting (see Voter Assistance 8-7).
6. **The voting machines and privacy booths are poorly placed so that the EO's, pollwatchers or the public can see the vote of a voter** - §24.2-638 - the room should be re-arranged so the voter will have complete privacy. See Slide 7 – Polling Place Layout..

7. **A Court orders the polling place to stay open after 7:00 PM** - §24.2-653C - all voters who were not in line at 7:00 PM but arrive later while the polls are still open are required to vote a provisional ballot. **THIS IS ONLY APPLICABLE WHEN THERE IS A COURT ORDER TO EXTEND THE HOURS.**
8. **The line of Checked-In Voters waiting to vote becomes too long** - §24.2-643B - the EO's must be able to see the complete line of voters who have been checked-in at the pollbooks and are waiting to get to a voting station. This is important to ensure that checked-in voters do not leave polls without voting.
9. **A Provisional Ballot is not placed in the Large Green Envelope 1A after it is voted** - §24.2-653A - after marking the Provisional Ballot, the voter shall place the ballot in a green Provisional Ballot envelope, seal and sign the envelope and with the assistance of an EO place it in Envelope 1A. The Chief has the responsibility for ensuring that the green envelopes and the Provisional Log are secured.
10. **The pollwatcher is not allowed to see the public counters of the machines when no voters are present** – the pollwatcher should be allowed to see the public counters to obtain total vote counts.

### **SECTION 13: Problems Closing the Polls (Slides 26 to 27)**

All qualified voters who were in line before 7:00 PM (unless extended by court order) have finished voting and vacated the room. Following written instructions from the Chief/Asst Chief, the pollbooks and voting machines are closed. Closing tapes containing vote totals for each race are printed for each machine. The totals and other relevant information are transcribed to the Statement of Results (SOR) which is signed by all EO's. The paperwork is packaged for delivery by the Chief to the Registrar. The machines are then shutdown, locked and secured in the precinct cart. The pollwatchers present cannot leave until the final results are determined and the Chief has opened the doors and announced the results from the precinct. The pollwatchers may not communicate with any person outside the polling place by any means during the counting of the votes. The pollwatchers may not touch or handle any ballot, voting machine or official document. There are no exceptions to this rule.

1. **The polling place stays open after 7:00 PM** - §24.2.603 - the polls close at 7:00 PM and only those in line to check-in at 7:00 pm will be allowed to vote. An EO should be stationed at the end of this line to explain the closing and to prevent late-comers from getting in line.
2. **After polls close at 7:00 pm, the polling place is not secured and unauthorized people are in the room** - §24.2-655 - only EO's and two pollwatchers of each political party and/or for each independent candidates are allowed in the room.
3. **The pollwatcher is unable to see the closing tapes or hear the results for each race** - §24.2-655,657 - the pollwatchers shall have an unobstructed view while the votes are counted and returns are completed.
4. **A machine is unable to print a closing tape** - §24.2-642A - the Chief will call a Rover/Technician to resolve the problem. If not successful, the Chief will secure the machine and deliver it to the Registrar's office. The results from the machine will be ascertained by the Electoral Board on the day after the election.
5. **The pollbook counts and the machine vote totals are not equal** - §24.2-657 - if there is a discrepancy which cannot be resolved, the machine total will be accepted. The Chief must note this discrepancy on the SOR.
6. **The SORs are not completed, not signed by the EO's or not properly prepared for delivery to the Registrar along with the pollbooks and machine tapes** - §24.2-667,668,654 - the SORs must be signed by all of the EO's and, along with pollbook logs and printed machine results/tapes, must be sent to the Registrar in provided envelopes. The envelopes must be sealed with a label signed by the EO's. If the Chief allows EO's to pre-sign the labels and dismisses them before all processing is complete, contact the Hotline after the poll is closed for the evening
7. **Not all of the machines are properly sealed and locked in the precinct cart at the close** - §24.2-659 - the voting devices must be sealed and locked after the election in case a recount is requested.
8. **Pollwatchers attempt to leave the polling place early** - no one can leave until the final results have been determined.
9. **Pollwatchers use a handheld device to communication with someone outside the room** - no communications are allowed until the final results have been determined.

### **SECTION 14: The HOTLINE (Slide 28)**

A HOTLINE must be set-up so that problems can be reported and acted upon. The HOTLINE may be set-up by the local Republican Unit, RPV Headquarters or the Campaign. Make sure you have these phone numbers before you start to your pollwatching session.



## APPENDIX A: Provisional Voting Process

Section 302 of the Federal **Help America Vote Act (HAVA)** of 2002 establishes the right for a voter to cast a provisional ballot if their name is not listed on the registration list or the voter's eligibility is challenged by an election official. The ability to cast a provisional ballot provides an opportunity for the voter to cast a provisional ballot without being turned away from voting, and allows election officials an opportunity to review each provisional voter's information and to determine eligibility following extensive research at the central election office. Laws for administering provisional ballots vary from State to State, and election officials have to make decisions on whether to count provisional ballots based on voter eligibility standards established in State and Federal law, including age, citizenship, and residence requirements.

Virginia has fully complied with HAVA and has encoded the following process in the Code of Virginia. If the Election Officer cannot definitively determine the eligibility of a voter during the routine check-in procedure, the voter will be directed to the Chief Election Officer for further processing. The Chief will explain the situation to the voter, explaining what the provisional vote process is and the circumstances under which it must be used:

- **The voter does not have a valid photo ID (§24.2-643B).** The voter is given the option of returning later in the day with a valid ID or voting provisionally. If the voter chooses to vote provisionally but provides an ID to the Electoral Board by noon on the Friday after the election, the provisional vote will be counted. Otherwise the provisional ballot will be rejected.
- **The voter is marked as already having voted in-person in this election (§24.2-651.1).** This situation requires further investigation by the Electoral Board. While this may well be a human error (mismarking the pollbook), casting a provisional ballot allows time for the Electoral Board to undertake a thorough investigation to ensure that a fraudulent vote is not being made. The use of Electronic Pollbooks and scanning of Driver's licenses barcodes should dramatically reduce the number of check-in errors.
- **The voter is recorded as having requested an Absentee Ballot (§24.2-653.1).** Unless the voter returns an unused Absentee Ballot at the time of attempting to vote, a provisional ballot is required since the presumption is that the voter cast an Absentee Ballot. This gives the Electoral Board the time to determine if an Absentee Ballot was actually cast.
- **The voter's name is not on the registration list (§24.2-652 and §24.2-653A).** The voter may not be a registered voter or there may be an error or omission on the list. When the name cannot be found, the Chief will contact the Registrar who will investigate the registration status. If the voter is actually registered at that precinct, the Pollbook will be modified and the voter allowed to cast a regular vote. If the Registrar is unavailable or cannot readily determine the status, the provisional vote is required.
- **The voter attempts to vote at a precinct which is not his registration precinct (Constitution of Virginia Article II, §1).** A voter is required to vote only at the precinct of his residence. The voter will be directed to his correct precinct polling place. If a voter, however, insists on voting in another precinct, he may vote provisionally but the vote will be rejected by the Electoral Board.

Once the Chief has determined that a provisional ballot is required, the procedure in §24.2-653B is followed:

- The voter is given a green Provisional Ballot envelope and a ballot to be inserted into the envelope after it has been marked. The green envelope has printed on it a form onto which the voter must provide his name, address, date of birth, last four digits of SSN and signature. The reason for the Provisional will be noted.
- The Chief enters the name of the voter and the reason into a Provisional Log.
- The voter, in privacy, marks his ballot, folds it per instructions and seals it in the green envelope.
- The Chief places the green envelope in large green Provisional Ballot Envelope 1A.
- The voter is given a written and oral explanation of his right to defend his ballot (explain the circumstances) before the Electoral Board.
- After the polls have closed and the results tabulated, the Chief will deliver the Provisional Ballot Envelope 1A and the Provisional Log (along with the Statement of Results and other documents) to the Electoral Board for investigation. Redacted copies of the Provisional Logs are given to the political parties for their use.
- The Electoral Board will meet in closed session and adjudicate (accept or reject) every provisional ballot based upon the research of the Registrar and the input of the voters who choose to defend their vote. The political parties are allowed one representative to observe the process.
- At the completion of the adjudication meeting, the Electoral Board will open the green envelopes for those accepted provisional ballots and vote them using the local process (scanner, etc.). Rejected ballots will be opened by the Registrar and the voters notified that their ballot was rejected and the reason why.

## APPENDIX B: Acceptable ID's

Per §24.2-643 (as revised April 10, 2020 and effective until January 1, 2021), the following ID's are acceptable for voting:

- Voter confirmation card
- Valid Virginia driver's license (expiration date not relevant)
- Valid US Passport
- Other identification issued by the Commonwealth, one of its political subdivisions or the United States
- Any valid student identification card issued by any institution of higher learning located in the Commonwealth
- Any valid student identification card issued by any private school located in the Commonwealth
- Any valid student identification card issued by any institution of higher education located in any other state or territory of the United States
- Any valid employee identification card containing a photograph of the voter and issued by an employer of the voter in ordinary course of the employer's business
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter.

## APPENDIX C: Incident Report

County/City: \_\_\_\_\_

Precinct: \_\_\_\_\_ Precinct #: \_\_\_\_\_

Date and Time of the Incident: \_\_\_\_\_

Description of the Incident:

Actions Taken:

Contact Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Street: \_\_\_\_\_

City/Zip: \_\_\_\_\_