April 21, 2026
Special Election
Highlights Training

Montgomery County
Officer of Election Training

Introductions

Electoral Board:

Robert V. Barbatti

Richard D. Langford

Carroll D. Williams

Registrar:

Connie Viar

Chief Deputy Registrar:

Trina French

DON'T TALK POLITICS

Your work on Election Day is <u>non-partisan</u>.

Do NOT discuss candidates, parties, issues, etc. with Voters <u>OR</u> with other Officers on Election Day.

_____

Do not use the Poll Pads to look up anyone other than the person you're checking in.
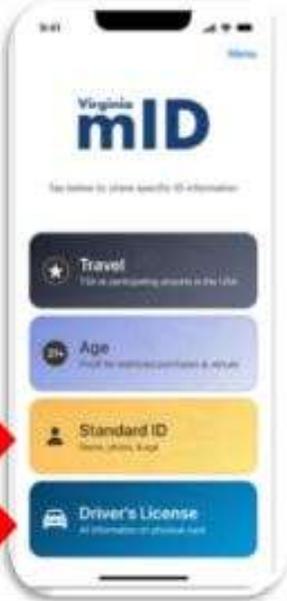
Virginia Mobile ID
Electronic form of Virginia Driver's License

If Voter Presents a Virginia Mobile ID

From their Virginia mID app, the voter should:

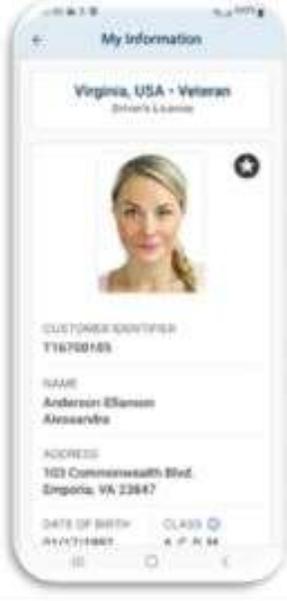Select "Driver's License" or "Standard ID" option

Tap "What info am I sharing?"

Tap "See My Information"

The "My Information" screen verifies identity. A valid ID is equivalent to a physical ID.

QR code in the app cannot be scanned by the Poll Pad. Officers must use Manual Entry.

KNOWiNK Poll Pads

Will now scan <u>Voter Registration Card</u> in addition to Virginia Driver's Licenses.

- The Poll Pad will bring the voter's record up on screen without needing to do a manual search.

- Using the Voter Registration Card has become a popular choice at the office. Expect to see them at the polling place on Election Day.

- Poll Pads will read a larger area of the Driver's License.

  ➢ Cover the small barcode with your thumb.

**Poll Pads will now warn Officers if the scanned license is <u>not</u> from Virginia.**

Example Paper Ballot (April 2026)

Commonwealth of Virginia, SAMPLE BALLOT
County of Montgomery
Special Election
Tuesday, April 21, 2026

Making selections

To vote on an issue, fill in the oval next to YES or NO.
If you want to change a vote or if you have made a mistake, ask an election officer for another ballot. If you make marks on the ballot besides filling in the oval, your vote(s) may not be counted.
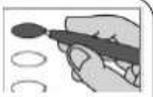
Proposed Constitutional Amendment

Question: Should the Constitution of Virginia be amended to allow the General Assembly to temporarily adopt new congressional districts to restore fairness in the upcoming elections, while ensuring Virginia's standard redistricting process resumes for all future redistricting after the 2030 census?

○ YES
○ NO

Location of Precinct Identifier (not shown in this example)

Informational flyers about the proposed amendment are available for voters on Election Day. Officers <u>cannot</u> interpret the wording of the Question for voters.

VT Campus Precincts
for April 2026

Squires Student Center is not available to us for the April Election.

- A-3, E-3, and F-3 residents will vote at McComas Hall (Rec Sports center).

- All three precincts will be co-located in one of the gymnasiums at this facility.

- If someone who lives on campus comes to your off-campus precinct, send them to McComas Hall, not Squires Student Center.

What's New?

Absentee Ballot Drop Box is now a YELLOW Drop Bag

Smaller size:
16"H x 15"W x 6"D

No need to construct into box shape.

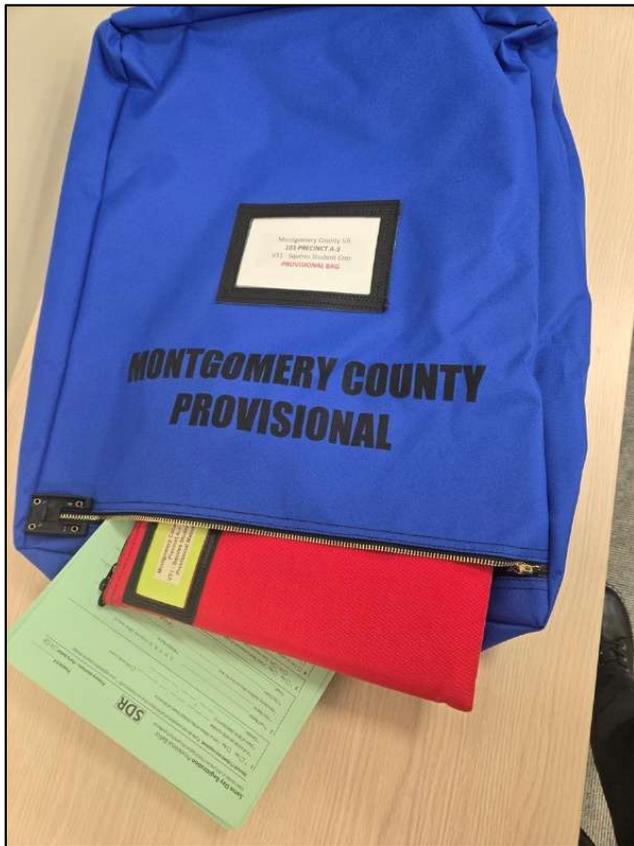Guidance Sheet for Poll Opening, Voting Hours, and Poll Closing.

Seals are in the Chief's Binder

Zipper closure uses a white security seal placed through grommet and zipper.

What's New?

Large, blue Provisional Supplies Bag

Holds Provisional Envelopes and the original red, zipper-pouch. The red pouch will have the 1A Envelope, Voter Notices, Goldenrod Form, etc.

Basic guidance for use of Provisional Ballots is on the back of the bag.

Poll Opening Tasks

Unisyn Voting machines

- Check Scanner and ADA Tablet for "plug" icon in upper right corner of the screen.
- Confirm all surge protectors are switched "on."

Emergency Ballot Box door

- DO NOT apply a seal to the Emergency Ballot Box in the morning.
- Apply a seal later <u>ONLY</u> if the Emergency Ballot Box is going to be used because the scanner is unavailable (e.g., a paper jam.)

Cage - Top Shelf Contents

Top shelf – <u>Front Row</u>

1 Poll Pad Case must be placed in front of the other two cases.

Box/Envelope 6

Unvoted Ballots

Top Shelf – <u>Back Row</u>

(2) Two Poll Pads

Plastic Bin needs to be placed <u>lengthwise</u> in the cage.

Marking Booths

Clear Plastic Box

- Machine Instructions w/Headphones

- Power Cords

- Surge Protectors

- Clipboards

- Privacy Folders

- Ballot Receipt Box

Supplies Box is **heavy.** Take care when removing it from and returning it to the cage.

Cage - Bottom Shelf Contents

Yellow, Mailed Absentee Ballot Drop Box

Ballot Collection Form inside the bag.

Security seal(s) are delivered in the Chief's Binder.

- **Tri-Fold Poster Board**
- **Election Day Hours Sign**
- **Box 3A* (Unassembled)**

FVT – ADA Machine

Marking Booths (5)

FVS – Ballot Scanner
- **Locked to top of Ballot Box.**

Power Cord
- **Power cord is wound up and held to handle with Velcro.**

Emergency Ballot Compartment

* Precincts sent fewer than 500 ballots for the election will NOT receive an Unassembled Box 3A. Voted Ballots will go in <u>Envelope</u> 3A.

Customer Service

Officers of Election will provide prompt, courteous service to all voters.

- Greet the voter.

- Be friendly.

- Provide full attention to the voter.

- Send voters with check-in issues to the Chief Officer in order to keep the line moving.

- No eating/drinking in sight of the voter. Chief will assign breaks.

- No using cell phones or personal electronics at work stations.

Customer Service

Officers of Election will provide prompt, courteous service to all voters.

- Be professional.
- Respect the voter's privacy.
- Treat fellow Officers with courtesy and respect.
- Involve the Chief/Asst. Chief early with voter concerns and issues.

Polling Place "Etiquette"
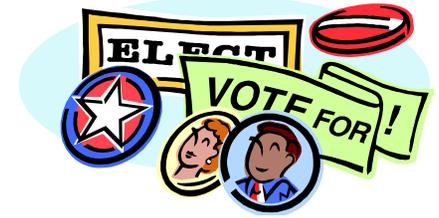
- <u>Political apparel</u> – Voters may wear clothing or buttons which display the name of a candidate or party while in the polling place to vote.

- <u>Cell phones</u> – Voters may use their cell phones beyond the check-in table, as long as they do not disturb, hinder, or intimidate other voters.

Address any issues on a case-by-case basis.

See Code of Virginia § 24.2-604, § 24.2-607.

Polling Place "Etiquette"

- Voters may take "Ballot Selfies."

- It will be up to the Officers of Election in each polling place to limit the use of cameras by voters if it is:
  - slowing or disrupting the voting process
  - violating the privacy of other voters.

- Taking video of the polling place interior could be seen by some voters as intimidation. Intimidation is prohibited by law.

- Members of the press should ask the Chief Officer for permission to photograph or film inside the polling place and may not photograph or film voters without their permission.

Authorized Representatives

The Department of Elections has determined that a representative from each party is permitted although there are no candidates on the April ballot.

- Each precinct will be issued badges for Authorized Representatives to wear while in the polling place.

OBSERVER SIGN-IN SHEET   Pouch 8

November 5, 2024 Primary Election

Precinct: CAP-Early Vote

ALL OBSERVERS MUST: §24.2-604.4*
- Be a (REGISTERED) qualified voter in Virginia*. If needed, call the office to verify they are registered.
- Have a letter from the political party, primary candidate, or Independent candidate*
- Have a valid I.D. (for verification)
- Wear orange "OBSERVER" lanyard while in polling place

R=Republican Party   D=Democratic Party   I=Independent

Name	Party			Date	Time In	Time Out
PRINT LEGIBLY	CIRCLE ONE:					
1.	R	D	I		am / pm	am / pm
2.	R	D	I		am / pm	am / pm
3.	R	D	I		am / pm	am / pm
4.	R	D	I		am / pm	am / pm
5.	R	D	I		am / pm	am / pm

Limits on Authorized Representatives

- Authorized Representatives may not hinder, intimidate, or interfere with voters. They may not insult or abuse an Officer.

- Authorized Representatives are required to <u>respect the area around voters and secrecy of the ballot</u>.

- May have electronics with a camera <u>as long as camera is not used</u>.

- Officers should report misconduct of an Authorized Representative to the Chief Officer or the Assistant Chief Officer.

Setup/Shutdown Equipment Procedures
Two minds are better than one!

- Assign two Officers to set up pollbooks and two Officers to set up voting machines.

  - One Officer should read instructions as the other carries out each step.

  - Follow instructions <u>as written</u>!

Electronic Pollbooks

- Open and Close instructions for the Poll Pads will be in the Ziploc bag (with the voting machine instructions) in the <u>clear plastic bin on the top shelf of the cage</u>.

- Check that seals are intact and compare serial numbers to information on <u>Pouch 7 Form</u>.

- Print one Pollbook Opening Summary Report from <u>each</u> of the three Poll Pads according to the Poll Pad setup instructions. <u>Give these Reports to the Chief.</u>

Pouch 7 Form
Machine, Seal, and Counter Numbers

Form will be delivered in the <u>Required Forms Binder.</u>

Officers will:

- Check off on voting equipment machine, seal, and counter numbers in the morning and enter closing counter numbers in the evening.

- Enter seal numbers applied to AB Drop Box in the morning and evening.

- Enter seal number for Scanner USB Thumb Drive Pouch after close.

POUCH 7 FORM
Montgomery County, Virginia
June 17, 2025 – June Primary

POUCH 7 Plastic Seal# _____

Precinct: **Precinct Number & Name**

1. Election Morning check the Seal Numbers against the machines and place a checkmark beside the seal number below. Then put the used seals in Pouch 7.

2. Election Night complete the machine close numbers, seal numbers and place the Signatures Seal Label below. Write the Plastic Seal Number you use to lock Pouch 7 above. Place this sheet, Sealed FVS Thumb Drive Pouch and Chief's Keys into Pouch 7 making sure the Thumb Drive and Chief's Keys are visible through the pouch. Then Zip & Seal Pouch 7.

<u>NO SEALS</u> will be applied to the FVT or FVS at the end of the night!

VOTING MACHINE NUMBER	CHECKMARK	SEAL NUMBER OPEN	PROTECTIVE COUNTER NUMBER OPEN	PROTECTIVE COUNTER NUMBER CLOSE	PUBLIC COUNTER NUMBER OPEN	PUBLIC COUNTER NUMBER CLOSE
FVT (ADA) #7113		XX333201 XX352002	4		0	
FVS (SCANNER) #5076		XX352003 XX352004 XX352005	8384		0	

<u>PLASTIC SEAL</u> must be applied to the Poll Pads at the end of the night!

	CHECKMARK	SEAL NUMBER OPEN	SEAL NUMBER CLOSE
POLL PAD # 001		XX453271	
POLL PAD # 002		XX453272	
POLL PAD # 003		XX453273	

<u>PLASTIC SEAL</u> must be applied to the Ballot Dropbox & FVS Thumb Drive Pouch at the end of the night!
<u>NO SEAL</u> will be applied to the Emergency Ballot Bin at the end of the night!

	SEAL NUMBER OPEN	SEAL NUMBER CLOSE
BLUE BALLOT DROPBOX		
FVS THUMB DRIVE POUCH		
EMERGENCY BALLOT BIN (IF USED)		

Place Signed Seal Label Here Election Night

Rev. 1.27.2025tcf

Pollbook Officer
While the Polls are Open

Overview of check-in process:

- Greet the voter. Ask voter for identification.

- Take the ID.

- Use the ID to find voter's name and registration information in the pollbook.

- Ask voter to state their FULL NAME and ADDRESS. (Voter may write information down instead or otherwise indicate that info on the ID is correct and up-to-date.)

- Verify voter information in the pollbook by comparing to voter's stated information.

Pollbook Officer
While the Polls are Open

Overview of check-in process (continued):

- Repeat voter's FULL NAME from the pollbook loudly enough for authorized representatives to hear.

  – Do not repeat the voter's address.

- Follow steps to finish checking in the voter. "Ballot Receipt" will print automatically

- Return the ID along with printed receipt.

- Direct voter to the Ballot Table where they will exchange their receipt for a ballot.

KNOWiNK Poll Pads

When you scan a driver's license:

- The Poll Pad does exactly what you do when you carry out a manual search. It looks at:

  - First <u>3</u> letters of the <u>last</u> name
  - First <u>3</u> letters of the <u>first</u> name
  - (Plus the birth year)

- It can bring up more than one voter, because more than one voter in the county matches that criteria.

- <u>Some Virginia Driver's licenses don't scan</u>! If the Poll Pad does not bring up the correct voter, try a manual search.

Voting Hours

Poll Pads

- The blue light on the front left of the printer base may occasionally blink red.

  - This means the paper tape is *starting* to get low. You may continue to print Ballot Receipts until the tape shows a <u>pink</u> or <u>blue</u> color.

KNOWiNK Poll Pads

For a manual search:

- Don't enter more than 3 letters of the last and first names. You could make a typo.

- If the Poll Pad does not bring up a voter, do NOT tell the voter they're not registered.

- First try re-entering the 3 letters of the last and first names.

- Then ask the Officer next to you for assistance. Call the Chief or Asst. Chief over if needed.

Take your time finding the voter in the pollbook. Be accurate not fast!

Approved Identification

Revised July 2025

ELECTRONIC FORMS OF ID
(highlighted in <mark>yellow</mark>)

- Student IDs from <u>some</u> institutions of higher learning located in Virginia are acceptable in electronic form. Currently, electronic IDs from only the following institutions are acceptable:

  - Bridgewater College (new)
  - Liberty University
  - Old Dominion University (new)
  - Radford University (new)
  - Roanoke College

George Mason University electronic ID is NO LONGER acceptable for voting purposes.

- Please note that student IDs from high schools located outside Virginia are NOT approved in any form.

- **An electronic form of these documents is acceptable**: current utility bill, bank statement, government check, paycheck, or other government document containing name and address of the voter.

Approved Identification

Virginia Department of Elections — Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does **not** present acceptable identification or sign this statement **must** vote a provisional ballot.

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired. Acceptable in electronic form only if it is through official DMV "Virginia mID" app.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege Card and Identification Privilege Card	No

*"Valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

**The 11 recognized tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patawomeck, Rappahannock, and Upper Mattaponi. (https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/)

Virginia Code § 24.2-643(B)   Rev. 07/2025

Revised July 2025

Unless otherwise noted, acceptable forms of identification do **NOT** have to contain a photograph of the voter. Some acceptable forms of ID do not have an address.

*"Valid" means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver's license and DMV-issued ID, for which the expiration date should NOT be considered when determining its validity.

Driver Privilege Card is issued to non-citizens and by definition is not an acceptable ID for voting. It has a "9" under restrictions on the front. Restriction listed on back says "Limited duration."

How to recognize a Driver's Privilege Card
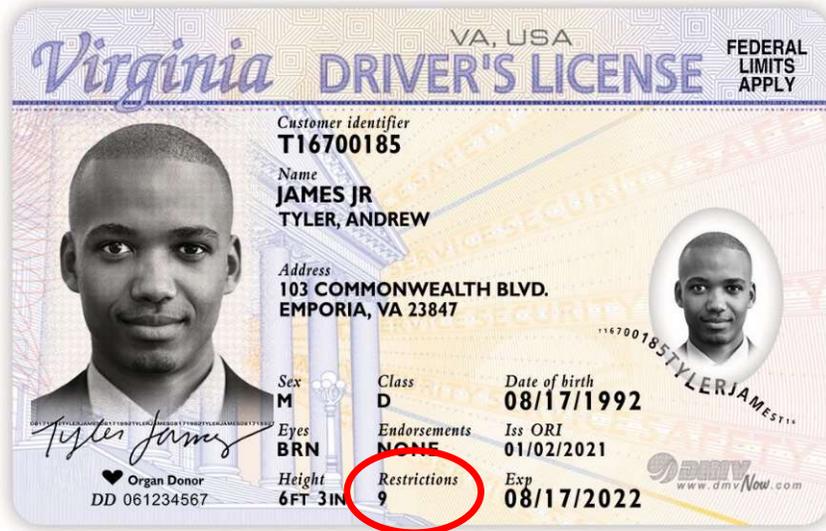
It says "9 Limited duration" under Restrictions on the back

It has a "9" under "Restrictions" on the front.

If a voter presents one of these cards, send the voter to the Chief Officer. It is possible the voter is a new citizen who has not updated their driver's license.

Approved Identification

The ONLY state driver's license acceptable for voting in Virginia is the <u>VIRGINIA DRIVER'S LICENSE.</u>

Licenses from other states are NOT allowed for checking in <u>or for Same Day Registration.</u>

Out-of-state driver's license	**No**
Student ID from a high school located outside of Virginia	**No**
Membership card from private organization displaying a photograph	**No**
Credit card displaying a photograph	**No**
Virginia Driver Privilege Card and Identification Privilege Card	**No**

*"Valid" means the document is genuine and is not expired for more than twelve mont

Approved Identification

Commonwealth of Virginia — Place in Envelope #8

ID Confirmation Statement - § 24.2-643 of the Code of Virginia

A Officer of Election:

Precinct No./Name: _____ Date: _____ O of E Initials: _____

B Affirmation of Voter:

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.

Signature of voter: _____ Date: _____

Printed name of voter: _____

Birth Year (optional) ___|___|___|___ Last 4 digits of Social Security # (optional) ___|___|___|___

WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to $2,500. §24.2-1016

ELECT-643ID   8/2020

Do NOT turn a voter away for lack of identification!

- Send the voter to the Chief.

- Voter can sign an ID Confirmation Statement affirming they are the registered voter they claim to be. A voter can then be checked in and allowed to vote normally on the precinct equipment.

Voter Check-In Situations

See "What if" Guide for more detailed information

- Voter is listed as "Inactive" or "Marked for Confirmation."

- Voter is listed as "Absentee Voter"

- Voter is not found in the pollbook, has "Same Day Registration" flag, or asks to do "Same Day Registration"

- Voter's stated name or address does not match pollbook record

- Voter is listed as having already voted

- Voter is challenged

Send voter to the Chief.

Voting Hours

Every voter has the right to cast their ballot independently. Please <u>tactfully</u> offer the **ADA Tablet** to voters if you have reason to believe it might be useful to them.

<u>**ADA Tablet**</u>
Large-font display
Touch-screen selection
Audio ballot with braille keypad
Sip-and-puff technology.

<u>Each precinct is also issued two large magnifying lenses</u>. These magnifiers could be helpful for a voter who can't clearly see the ovals to mark.

Ballot Officer
Before the Polls Open

- Open #6 Boxes.

- Find ***Receipt for Ballots*** on top and set aside.

- Count shrink-wrapped packs of regular ballots and Provisional Ballots.

- Compare number of ballots received to ***Receipt for Ballots***. If numbers match, sign ***Receipt*** and give it to the Chief. If numbers do not match, inform the Chief.

- Record information on total ballots delivered at top of ***Ballot Record Report*** form.

- Give Receipt for Ballots and pack(s) of Provisional Ballots to the Chief.

- As each pack of ballots is opened, <u>two Officers</u> must count the number of ballots contained. Record that number on the ***Ballot Record Report***.

Ballot Officer
While the Polls Are Open

- Responsible for handing out ballots to voters
  - Take the **Ballot Receipt** from the voter and place it in Ballot Receipt Box.
  - Remind voters to:
    - Use a precinct pen to mark their ballot
    - Fill in ovals completely and neatly
    - Check the back for additional races (if applicable)
    - Print neatly if voter chooses to write-in a name (if applicable)
  - Insert a ballot in privacy folder and hand folder with ballot to the voter.
  - Direct voter to marking booth area.

Ballot Officer
While the Polls Are Open

- Can take a mismarked ballot from a voter and issue a new ballot.
  - With a pen, write the word "Spoiled" across the mismarked ballot.
  - Place the ballot in Envelope #4.
  - Enter a mark under "Spoiled" on the **Ballot Record Report** form.
  - Hand a new ballot to the voter.

- Chief will accept surrendered ABs, check voter in on Pollbook, and issue voter a Ballot Receipt. Chief will bring surrendered ABs to Ballot Table to go in Envelope 4. Ballot Officer will make note on Ballot Record Report of number received.

Ballot Record Report

- Top: Count number of ballots sent in Box/Envelope 6. (*morning task*)

- Section 1: Count ballots in each pack after opening. Enter number on form and counting Officers' initials. (*morning and voting hours task*)

- Section 2: Record disposition of Spoiled and Voided Ballots. (*voting hours task*)

  Entry for Provisional Ballots in Section 2c will come from the Provisional Ballot Log after close of polls.

- Record number of surrendered Absentee Ballots in Section 2d.

Ballot Record Report

After the poll close:

- Section 3a: Count all loose and still-packaged unused ballots. Include unused Provisionals ballots.

- Section 3b: Enter number of ballots used by category (Scanned, Spoiled, Voided, and Provisional).

  Enter number of ballots printed by the FVT (ADA Tablet).

  Add/Subtract entries as indicated.

- Does sum of USED and NOT USED ballots equal the total number of ballots delivered to the precinct?

- Explain the discrepancy if you have one.

We recommend working on Section 3 (End of Day Final Review) in pencil first. Once it's properly completed, copy over entries in pen.

Marking Booth Officer

- Answer voter questions.

- Remind Voters to use our precinct pens.

- Periodically check for and remove any extraneous materials from the marking booths.

- Do not allow the Ballot Scanner to be unattended. Take over for the Voting Machine Officer if they are busy helping a voter with an issue.

Voting Machine Officer
Poll Opening Tasks

Morning Tasks - Follow Opening Instructions!

- Check that exterior seals of both machines are intact.

- Compare <u>SERIAL</u> and <u>SEAL</u> numbers of the scanner (FVS) and ADA Tablet (FVT) to numbers recorded on Pouch 7 Form.

- Cut seal at handle of each machine, unlock lid with key, and open. Put used seals in Pouch 7.

- Check that interior seal of each machine is intact and compare interior seal numbers to numbers recorded on Pouch 7 Form. Do <u>not</u> cut interior seals.

Voting Machine Officer
Overriding a rejected ballot

- A Voter may choose to send a ballot with known errors through the scanner. (Voting a blank ballot as a "protest vote," for example.)

- After ballot is rejected, Officer should select "Bypass Validation" button on screen. The NEXT ballot sent through will NOT be rejected.

- For an overvote error, properly marked races will count. Only the overvoted race will not.

- Rejection of an "Invalid Ballot" cannot be bypassed. Have voter exchange their ballot for a new one.
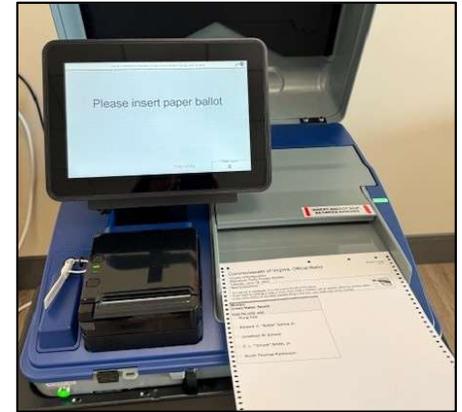
Provisional Ballots

Every precinct will receive a supply of Provisional Ballots which <u>cannot be scanned</u> on Election Day.

- "Provisional Ballot" printed at the top center. Identifying precinct information is printed in the top right corner.

- These ballots are not pre-folded.

Provisional Ballots

FVS Scanner will show this screen if voter mistakenly inserts their Provisional Ballot. Officer will press "No."
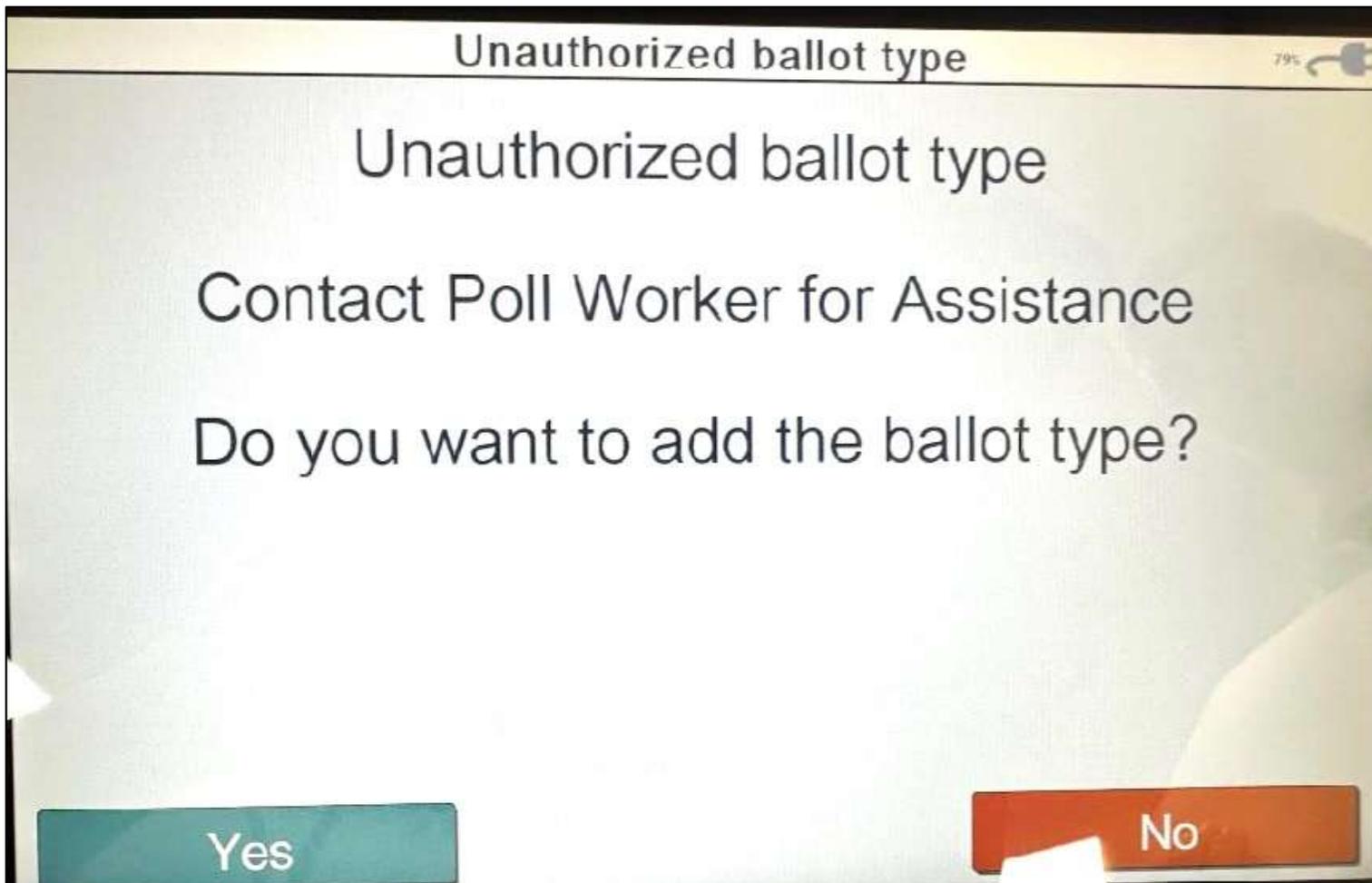
Poll Closing Tasks

Detailed Instructions: Pages 10 – 25 of "Election Day Guide for Officers of Election"

- **Pollbook Officers** will print 3 copies of the Pollbook Summary report before disassembling and packing equipment in the green cases. <u>Give these Reports to the Chief.</u>

  Apply security seals to each Poll Pad case and record seal numbers on Pouch 7 Form.

- **Ballot Officers** will complete the Ballot Record Report, then pack unused ballots in #6 Box. Tape box closed, apply signed seals.

Poll Closing Tasks

Detailed Instructions: Pages 10 – 25 of "Election Day Guide for Officers of Election"

- **Voting Machine Officers** will print three copies of Scanner (FVS) and ADA Tablet (FVT) Closing Tapes following machine instructions. Place Scanner Thumb Drive in secured, clear Pouch.

- **Officers** will complete two copies of the SOR and one Printed Return Sheet.

- **Officers** will remove all polling place signs and adhesive tape. Leave polling place and area inside of 40' prohibited area clean and organized.

Pouch for Ballot Scanner's USB Thumb Drive

- Apply numbered seal. Record seal number on Pouch 7 Form.
- Tail of seal must go through zipper and grommet as shown to properly secure the pouch.

- Place Thumb Drive Pouch in Envelope 7 for return to the office.

Poll Closing Tasks

See "Election Day Guide for Officers of Election" for detailed instructions

- Two Officers, working separately, will complete <u>two identical copies</u> of the Statement of Results. Complete initially in pencil. *After confirming copies match*, copy over pencil in black ink. Make sure <u>all Officers sign both copies</u>.

- Attach a complete set of opening and closing tapes to <u>each</u> SOR:

FVS Scanner	Zero Tape
	Election Summary Tape (results tape)
	Write-in Report
FVT Tablet	Open Report
	Close Report
Poll Pad	Opening Summary Report
	Closing Summary Report

Statement of Results

Parts 1 through 3. Enter:

- "Turnout": Number of voters checked in from the <u>Pollbook Summary Report</u> printed after close of polls.

- Number of "Pages Cast" from the Scanner <u>Results Tape</u>.

- Number of curbside voters from <u>Curbside Voter Tally Sheet</u>.

Part 4. Check Box Yes/No

- Does "Turnout" = Number of Pages Cast?

STATEMENT OF RESULTS
Montgomery County, Virginia
November 4, 2025 – General Election
PCT: 101 A-1 Slusser's Chapel

Part 1. Turnout *Obtain this information from the* **Electronic Pollbook Summary Report**

Total Number of Voters Checked In= Poll Pad Summary Report	

Part 2. Pages Cast *Obtain this information from the* **FVS# 5076   FVS Machine Tape**

Total Number of Votes=Pages Cast on the FVS Machine	

Part 3. Curbside *Obtain this information from the* **Curbside Voter Tally Sheet**

Total Number of Voters on Curbside Tally Sheet	

Part 4. Discrepancies.
Does the *TURNOUT (1)* = the *PAGES CAST (2)*? ☐ Yes ☐ No

If Yes, continue to Part 5. Certification. If "No," please provide an explanation below. If more space needed continue on the back.

ENVELOPE 2B

↑

Staple

Order of Tapes Top to Bottom
- ☐ FVS Summary
- ☐ FVS Write-In Report (Nov. Only)
- ☐ FVS Zero Count Open
- ☐ FVT (ADA) Close Report
- ☐ FVT (ADA) Open Report
- ☐ Poll Pad Summary Report Close
- ☐ Poll Pad Summary Report Open

Part 5. Certification.
We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

Signature of Election Official

1   (Chief)
2   (Assistant Chief)
3   (Officer)
4   (Officer)
5   (Officer)
6   (Officer)
7   (Officer)
8   (Officer)
9   (Officer)
10   (Officer)

Rev. 8.18.2025 tcf

See "Election Day Guide for Officers of Election" for detailed instructions

Statement of Results

- If there is a discrepancy between number of Pages Cast and Number of Voters Checked In, explain reason for discrepancy in Part 4.

- All Officers sign BOTH copies of the SOR.

See "Election Day Guide for Officers of Election" for detailed instructions

Poll Closing Tasks

See "Election Day Guide for Officers of Election" for detailed instructions

- **Complete the Printed Return Sheet (yellow paper)**

- Attach a complete set of voting machine and Poll Pad tapes:

FVS Scanner	Zero Tape
	Election Summary Tape (Results)
	Write-in Report
FVT Tablet	Open Report
	Close Report
Poll Pad	Opening Summary Report
	Closing Summary Report

- <u>Make sure that all Officers sign this form</u>. Place in Envelope 2A.

- After completing the SORs and the Printed Return Sheet, <u>place any additional voting machine tapes in Envelope 2B</u>.

Pouch 7

- Fold <u>Pouch 7 Form</u> and place inside Pouch 7.
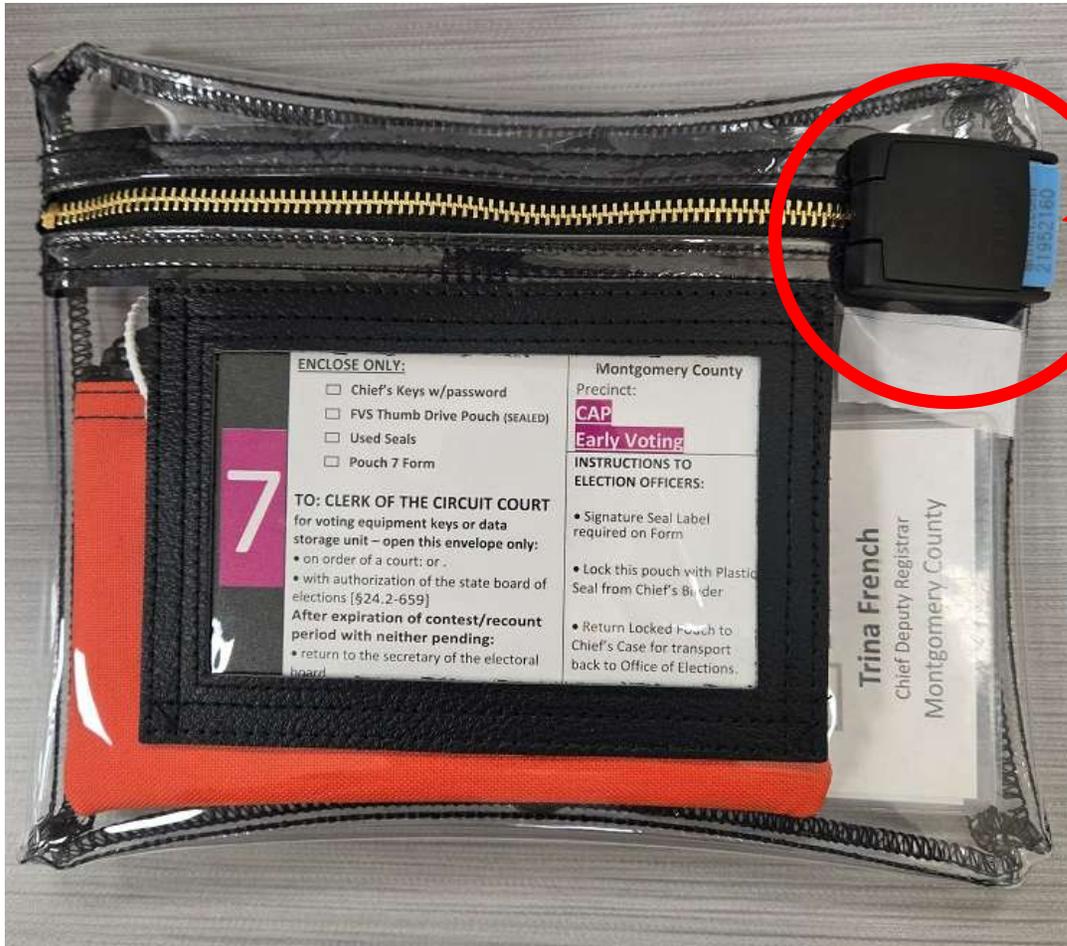
Note sealable clasp. Uses small, blue seal.

Unused small, blue seals are stored in the <u>Chief's Binder</u>.

Completed Absentee Ballot Drop Off
Chain of Custody Form

Ballot Collection From Drop-Off Locations

Drop-box unique identifier (if applicable) _____

Drop-off location
Location Name _____
Address _____
City _____ State ____ Zip ____

Date and time of ballot collection
Date __/__/__ Time __:__ am/pm

Names of officers of election or employees who collected ballots (minimum two)
Collector 1 _____
Collector 2 _____
Any additional collectors (if applicable) _____

Number of ballots collected _____

Collector affirmation: I attest that I performed my duty to safely and securely collect all ballots from this drop-off location at the time and date stated. I then immediately delivered all collected ballots to either the general registrar's office or central absentee precinct.

Collector 1 signature
Signature _____ Date __/__/__

Collector 2 signature
Signature _____ Date __/__/__

Any additional collectors signature (if applicable)
Signature _____ Date __/__/__

Number of ballots received in GR Office _____

Received by
Name _____ __/__/__
Signature _____

ELECT-C1289(B6)   9/15/2020

After the polls close, <u>at least two</u> Officers will:

- Count absentee ballots in the Ballot Bag.

- Record the day and time the ballots are counted on the *Ballot Collection From Drop-Off Locations* form.

- Enter their names, then sign and date.

- <u>Officer transporting Ballot Bag to the Registrar's office must also sign</u>.

- Place *Ballot Collection* form <u>inside</u> the bag and apply <u>new seal</u> to clasp. Record seal number on Pouch 7 Form.

- Do <u>not</u> collapse the bag before return.

Complete the form and deliver re-sealed Ballot Bag <u>EVEN IF NO ballots</u> have been dropped off.

Packing Voted Ballots

Voted Ballots will be returned to the Registrar's office in Box or Envelope 3A.

- **If fewer than 500 ballots have been scanned, use <u>Envelope 3A.</u>** (If more than 500 ballots have been scanned, use <u>Box</u> 3A. The box is delivered flat, so Officers will need to construct it.)

- Cut seal and unlock the rear door of the Scanner ballot box.

- Remove voted ballots and transfer to Box/Envelope 3A.

- Close Box/Envelope with packing tape.

- Apply three seals. ALL Officer must sign seals.

- Enter number of voted ballots on these #3A seals.

- The Chief will take the voted ballots (#3A) with the Chief's case. The box(es) of unused ballots (#6) should be locked in the cage.

Polls Closing Tasks
Seals for the Envelopes and Boxes

- A place for each Officer to sign.

- Color-coded to match the Envelopes and Forms.
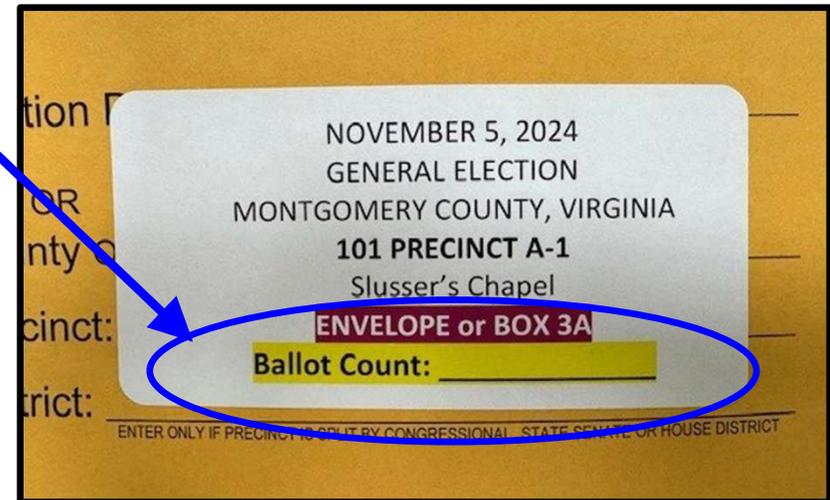

Please use the actual sticky flap of the envelope.

Envelope/Box 3A
Voted Ballots

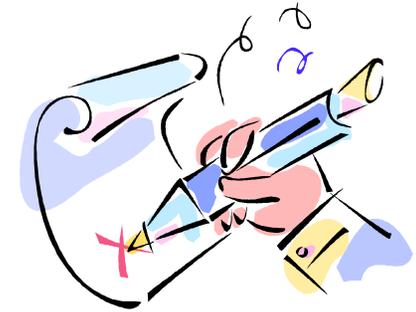Enter the total number of voted ballots enclosed in the Box/Envelope on the label.

This information is needed for Election Audit purposes.

Signature Requirements

- Election Day Oath – **all Officers**

- Pay record – **all Officers**

- **SOR (both copies) – all Officers**

- Yellow Printed Sheet – **all Officers**

- Envelope/Box #3A (Voted Ballots) must be closed with tape and sealed with signatures of **ALL OFFICERS**!

- Ballot Receipts Envelope – two Officers

- Voting Machine Tapes – two Officers (Chief and Assistant Chief or designated Officers)

- Seals on numbered Election Materials Envelopes – two Officers

Best practice: Everybody sign everything!

When only two Officers are required to sign, the two Officers should be of different parties.

Repacking the Cage

BRING ALL THREE POLL PAD CASES BACK TO THE OFFICE ON ELECTION NIGHT!

Box/Envelope 6 UNUSED Ballots

Yellow Absentee Ballot Drop Bag will be returned to the office by the Chief on Election Night.

Do NOT collapse the Box. Do NOT place Bag in cage for return.

Cage inventory photos are posted on the inside of the cage doors.

- Put all LARGE rolls of tape in the Plastic Bin: Masking tape, painter's tape, and duct tape.

- Place the Scanner back in the cage with the handles facing the cage door.

- Lock wheels after cage is in place.

Stand-Up
Ballot Marking Booths

The case is 24 x 24 x 5 inches.

DO NOT PUT THESE BOOTHS IN THE CAGE. They must be transported to and from the polling place by the Chief or volunteer Officer.

If another Officer is assisting with the return, they may wait a day or two to bring it in.

Before the Polls Open
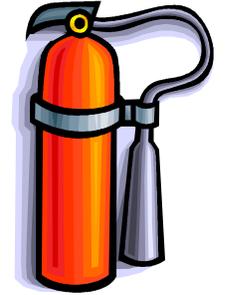
The Chief Officer will review emergency procedures with all officers:

- Location of fire extinguishers and fire alarms.
- Location of emergency exits.
- Identify potential hazards (icy steps/sidewalks, slick/wet floors, electrical cords on floors).
- Location of emergency phone to call 911.
- Designate officer to call 911.
- Designate a safe location to meet and wait outside building.

Election Day Emergencies

- Natural disasters (earthquakes, winter storms, etc.).
- Damaged or malfunctioning voting equipment.
- Electrical power outage.
- Officers of Election who do not show up on Election Day.
- Inability to enter the polling place.
- Bomb threat.
- Unruly or threatening behavior from a citizen.

Call your precinct's designated staff member on their cell. If you cannot reach them, call the office: 540-382-5741.

Election Day Emergencies

- Electrical power outage
  - All facilities have emergency lighting sufficient to exit the building.
  - An <u>electrical generator and operational lighting</u> will be delivered to affected polling place.
  - Poll Pads will still communicate with one another, but the <u>printers</u> will not function. Officers will write Voter Passes by hand.

Call your precinct's designated staff member on their cell. If you cannot reach them, call the office: 540-382-5741.

What to do in an Evacuation

- Voting Machine Officers should note "public counter" number on voting machine.

- _If possible_, take voting machines, electronic pollbooks, ballot box, paper ballots, forms, envelopes, and pens.

- If you are unable to continue the voting process outside the polling place, record the names of voters already checked in and advise them to wait until the building can be re-entered.

- If they must leave, advise them to return before 7:00 pm. Allow them to go to front of check-in line when they return.

- If voter must leave and has already been issued a ballot, voter must insert ballot in emergency ballot box or turn ballot in to the Chief.

Closing Reminders

Review training documents before Election Day:

- *Basic Training presentation* (September 2025)

- *Election Day Guide for Officers of Election* (2026)

- Voter Identification Chart (July 2025)

- *Statement of Results* (November 2025)

- *Dos and Don'ts (for Campaigners and Authorized Representatives) (July 2025)*

Documents are available at the Montgomery County Registrar's website:

https://www.montgomerycountyva.gov/1/departments-services/office-of-elections/officers-of-election

Mission and Role of Precinct Officer

- To help every registered voter cast a ballot
- To ensure that each ballot is secure
- To provide a positive voting experience
- To ensure that the rights of everyone seeking to vote are protected
- To provide excellent customer service
- To be familiar with voter's rights
- To assist voters with disabilities

This could not be done without you!

Thank you!