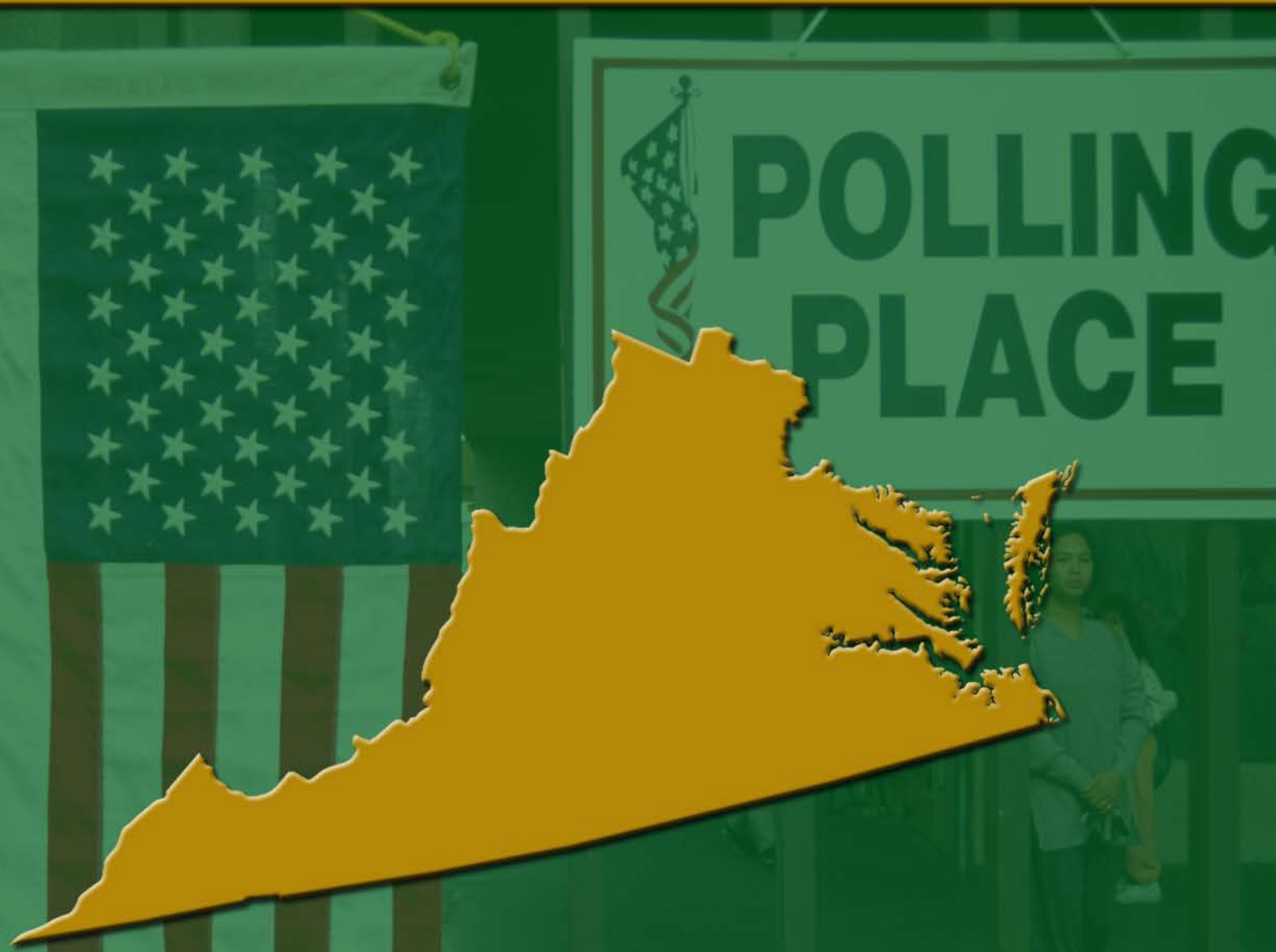




Virginia Guide to Local Election Practices

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TABLE OF CONTENTS

| | |
|------------------------|-----------|
| I. INTRODUCTION | 2 |
| II. ALEXANDRIA | 3 |
| III. ARLINGTON | 9 |
| IV. FAIRFAX | 16 |

I. INTRODUCTION

This guide summarizes some of the local practices of election officials in select Virginia cities. This guide is intended to assist advocates by providing general information about the election process.

Election officials in each of the cities were interviewed to learn their methodology for basic procedures. The focus of the interviews was: voter registration; incomplete applications; list maintenance; poll worker training; ballot quantity; provisional ballots; ID requirements; polling place resources; machines; challenges etc.

II. ALEXANDRIA, VIRGINIA

Voter Registration Application:

A. Application

The state accepts photocopies of the federal voter registration application.

B. Missing Information

Citizenship is the most common piece of information missing from submitted registration applications. Additionally, the felony conviction and mental incapacitation boxes are often left blank.

If an applicant was required to include ID with her registration application but failed to do so, she can mail it in subsequently but before Election Day. If she does so, she will be placed on the voter rolls and will be permitted to vote a regular ballot.

C. Incomplete/Incorrect Applications

Applicants who submit incomplete applications, e.g. the date of birth is missing, are sent deficiency letters. The registrar's office sends a deficiency letter within a few days of receiving the application.

If the application has the felony conviction box marked "no" but the restoration of rights box marked "yes," the registrar's office will process the application but may follow-up with the applicant. The State Board provides guidance on this but the registrar's office is given some latitude. The registrar's office seeks to be consistent.

If an incomplete application is submitted and not corrected/completed by the voter registration deadline, the registrar's office will try to call the applicant to obtain a complete application as long as the incomplete application is signed and the citizenship box is completed.

Voters are permitted to correct errors on voter registration applications after the voter registration deadline. They will be added to the rolls and permitted to vote by regular ballot.

In 2004 and 2006, the number of incomplete and/or incorrect applications was in the hundreds.

The primary source of incomplete/incorrect applications is the DMV. However, the number of incomplete/incorrect applications originating from the DMV has decreased significantly since the local board met with the DMV.

The Alexandria registrar's office creates denial reports/statistics, which it sends to the local board of elections.

D. Adding Voters to the Rolls

The local elections office is responsible for adding voter's names to the rolls. Currently, the turn-around time from receipt of an application to placing the applicant on the rolls is approximately 1 day. It may take 4-5 days as the registration deadline approaches.

Successful applicants are sent voter registration cards (from the local office) immediately.

Third party registrations are considered "by mail."

If an applicant lacks a social security number, she can still register to vote. However, the voter is supposed to be challenged by the local board.

Voter Registration Statewide Database

The State Board, not the local office, conducts matches.

At the Polls: Identification and Other Matters

A. ID

If a voter who is required to present ID via HAVA does not produce ID, she may vote by provisional ballot.

All voters are exempt from non-HAVA ID requirements because voters can sign Affirmation of Identity forms in lieu of presenting ID.

B. Check-In Process

Before checking in, election officers will be available to give machine demonstrations and provide assistance to voters. Depending on the size of the precincts, the poll books may be subject to an alpha-split.

Each polling place will have two handheld voter lists. Election officers will walk through the lines and ensure that voters are at the correct polling place.

If election officers do not find someone on the regular list, they must check an add-on list.

Upon checking in, each voter is given a card that she must take to the central machine in order to receive a unique 4-digit code. The voter must use this code to vote on a DRE.

C. Polling Place Location Changes

On July 11th, the registrar's office sent new voter cards to every registered voter in Alexandria. The mailing also urged voters to check for polling place changes.

Polling places may be relocated due to population growth. Since 2004, a few precincts were added. When polling place locations are changed, voters receive notice 15 days in advance of the election.

D. Election Day Observers

Neutral observers are permitted on Election Day.

E. Machine Testing

Local election officials are required to engage in election equipment testing prior to Election Day. Members of the public can attend this testing.

F. Language/Disability Assistance

A voter can bring someone to assist her.

Alexandria asked the State Board to “go bilingual” but the State Board refused. Election officials are not required to post notices at polling places in languages other than English.

A voter with a disability may vote curbside with a paper ballot.

Provisional Ballots

The local board errs on the side of the voter in terms of determining whether provisional ballots should count. That said, approximately 80% of the provisional ballots are rejected.

In 2004, 30 provisional ballots were cast. 12 people appeared at the determination hearing.

The wrong precinct rule is in effect, pursuant to State statute. Poll workers are instructed to direct voters to their correct precinct.

Provisional ballots are not treated as voter registration applications.

Once a voter casts a provisional ballot, she is given a slip notifying her of the date, time and location of the determination hearing.

If a voter is voting a provisional ballot because she registered at the DMV but the registrar’s office did not receive the application, the provisional ballot must count.

The registrar’s office will be collecting data regarding the number of provisional ballots cast and counted in Alexandria. The data is sent to the State Board of Elections shortly after the election.

Each precinct will have 50 provisional ballots. (In smaller elections, each precinct has 25 provisional ballots). There will be 3 rovers on Election Day and each rover will have a supply of back-up provisional ballots.

ID & Absentee Ballots

Absentee voters must provide ID.

Newly registered voters can vote absentee.

If a voter indicates that she requested but never received an absentee ballot, she will be able to vote by provisional ballot and the provisional ballot will count so long as the absentee was not cast and the voter signs the provisional ballot.

If a voter indicates that she never requested an absentee ballot but the poll records indicate that she did and that the ballot was mailed to her, she will be able to vote by provisional ballot and the provisional ballot will count so long as the absentee ballot was not cast.

Election Officers and Voter Education

As previously mentioned, on July 11th, the registrar's office sent new voter cards to every registered voter in Alexandria. The mailing also urged people to become election officers.

All election officers must attend a 3-hour training session. The training is hands-on and simulates Election Day.

In November, there will be 2 voter education specialists per polling place.

The state has provided the registrar's office with state-wide election officer training materials. The registrar's office uses the state materials as a "source document" but also produces its own materials.

Training videos are not available to community groups to educate voters on new machines. However, community organizations can access the voting machines prior to the elections for the training and education of voters. Before the 2004 election, 15,000 voters used the equipment as part of a demonstration.

The registrar's office tracks election officers by language capacity and assigns them to polling places accordingly.

Purging/List Maintenance

Purging is handled at the state and local level. Purges/list maintenance are conducted pursuant to the NVRA. There is a purge every year. There will be no purge between now and Election Day.

The registrar's office removes names from the voter rolls due to felony conviction, mental incapacitation, out-of-state move, inactive for 2 years, and death.

The registrar's office removes voters who have felony convictions based on a match with the State Board's database. Voters identified as persons with felony convictions are sent removal notices prior

to being removed from the rolls.

The registrar's office does not send voters who are listed as deceased removal notices.

The registrar's office will not remove a name from the rolls if the registered voter fails to respond to a letter requesting updated address information, unless the voter has missed 2 federal elections or the office receives notification that the voter has moved (pursuant to NVRA).

The registrar's office generates reports concerning the number of voters purged. The reports are sent to the local board whenever the board convenes.

There is no separate inactive voter list. Rather, a notation indicating inactive is made in the regular list. Inactive voters must confirm their addresses before voting by regular ballot.

When an inactive voter appears at the polls on Election Day:

- If the voter resides at the same address, she must sign an affirmation of eligibility form before she votes.
- If the voter has moved, she must update her address and sign an affirmation of eligibility (if she remains eligible)

Polling Place Resources

A. Voting Places/Division/Set-Up

Alexandria has 26 geographic precincts, plus 1 central absentee precinct and 1 provisional ballot precinct. Each precinct has one polling place. There is an average of 3300 registered voters per precinct.

Currently, there are 85,000 registered voters. There should be over 90,000 by Election Day.

No polling places are available for early voting.

Alexandria will use paper poll books only.

Election officers will be able to communicate with the local board and the registrar's office via phone (cell and/or land line). The registrar's office (and local board) will have 20 phone lines available, and the office is trying to ensure that each line is staffed.

B. Election Officers

There will be 20 election officers per precinct. If poll workers do not report, the registrar's office will call standby workers to fill in. There are about 50 reserve election officers.

C. Ballots

There will be 3 federal races on the November ballot. Ballots are in English only.

D. Machines

Alexandria will use DREs on Election Day. DREs have been used for the past 4 years. Alexandria will have approximately 240 machines, which will be allocated based on registration and turnout. Three machines will be kept as reserves. Each precinct will have 9 machines on average.

There is one disability unit and one demonstration unit.

If a machine breaks down, rovers will be deployed to the site. The rovers will try to reboot the machine. If rebooting is unsuccessful, the machine will be taken out of operation.

Each precinct will have 50 emergency paper ballots in the event of a break down. Emergency ballots will be cast as regular ballots.

E. Turnout

Turnout has not been predicted. In 2004, there was 80% turnout of active registered voters.

III. ARLINGTON, VIRGINIA

Voter Registration Application

New Form

Virginia has a new voter registration application. There are several noteworthy changes.

- Structure: The new form is more user-friendly than the old form. The boxes are bigger and move from top to bottom instead of from both top to bottom and left to right, as the old form did. The most noticeable change was the order of the boxes. On the old form, the box for previous voter registration information was Box No. 1. Now, it is at the bottom of the form.
- Felony Conviction: The new registration form requires an applicant who has been convicted of a felony to specify the state in which the conviction occurred. This will facilitate the registrar's office checking to see whether the applicant's rights were already restored in the state of conviction. If the state is missing, Registrar Lindberg stated that the application will still be processed.
- Registration Statement: The registration statement on the new form does not require the applicant to affirm that s/he is a U.S. citizen.
- Required items: The top of the old form included the following phrase "You must answer the boxes 1-11. **If you do not complete all of the specified boxes your application will be denied.**" (Italics added). The new form, however, states that "If you do not complete all of the items that are marked with a *, your application may be denied." (Italics added).
- Receipt: The new form includes a receipt, which must be given to the applicant upon his completion of the form. DMV employees must complete the receipts. The requirement to complete the receipt does not apply only when a completed form is mailed directly to or completed in the office of a general registrar or the State Board of Elections.

In addition to the state form, photocopies of the federal voter registration application are accepted.

Language Accessibility

The Virginia Voter Registration application is available in English only. However, Arlington provides certain notices, e.g. voters' rights and responsibilities, bond issues and constitutional amendments, at all polling places in Spanish and English, which is not required by law. Additionally, sample ballots are available in Spanish and English at each polling place.

Missing Information

Pursuant to office guidelines, if an applicant does not check the citizenship box and is not already registered in Virginia, her application will be denied. If the applicant is already registered, the registrar's office will request the original application to try to confirm that the applicant is a citizen.

If an applicant does not complete the date of birth box, the registrar's office will call the applicant, if there is a phone number on file, to obtain this information.

The DMV automatically produces pre-filled voter registration applications. If an application contains only the pre-filled information and is not signed by the applicant, the application is disregarded. If, however, the application contains only the pre-filled information but is signed by the applicant, the registrar's office sends the applicant a denial letter and a new application for registration.

If the application has the felony conviction box marked "no" but the restoration of rights box marked "yes," the registrar's office will investigate further. The office will try to reach the applicant to clarify the discrepancy. If the applicant cannot be reached, the office will deny the application.

Applications will not be denied if the gender box is left blank.

If an applicant does not have a social security number (SSN), s/he must write down "N/A" or "Don't have one" in the space designated for the SSN.

If an applicant's SSN is missing or the felony and/or mentally incapacitated box is unchecked, the registrar's office will deny the application, without attempting to call the applicant.

If the application appears to be written in a handwriting that differs from the signature, the application will be processed as normal.

If an applicant was required to include ID with her registration application but failed to do so, she can mail it in subsequently but before Election Day.

Incomplete/Incorrect Applications

A voter who corrects "serious" errors on her voter registration application after the voter registration deadline cannot vote in the upcoming election. Such a voter may vote by provisional ballot but the provisional will likely not count.

Minor mistakes, e.g. spelling errors, may be corrected after the deadline and the corrected application will be processed for the upcoming election

In 2004 and 2006, Arlington County estimates that the number of incomplete and/or incorrect applications was in the hundreds. Most of the denials, 80-85%, were from the DMV. The State Board of Elections conducts the DMV trainings. The State Board told the Arlington registrar's office not to train DMVs.

The new state database (VERIS) tracks denied registration applications, including the reasons for the denial. The old system did not.

Deficiency/Denial Letters

The registrar's office sends denial letters to applicants who submit incomplete/incorrect applications. The letters, which are generated by the state-wide database VERIS, provide the reason for the denial.

The registrar's office mails the applicant a new application along with the denial letter.

Adding Voters to the Rolls

Third-party voter registration is considered "by mail" registration.

When someone delivers several registration applications to the registrar's office, the employees at the front desk eyeball the applications to ensure that they look complete. If the applications are not complete, however, the people submitting the applications cannot take them back.

The local registrar's office is responsible for adding voter names to the voter rolls. The turn-around time from receipt of an application to placing it on the rolls depends on the source of the application. Applications originating from the DMV are processed the quickest, within 1-2 days, because they are bar coded. Other applications are processed within a few days.

Successful applicants are sent voter registration cards (from the local office) within 1-2 days of being added to the rolls.

Registrants are considered first time registrants if they are new to the state.

Voter Registration Statewide Database

If an applicant does not have a SSN, s/he will be assigned a unique identifying number. All voters are assigned unique indentifying numbers.

The State Board conducts the matching (matching applicants' SSNs against DMV and perhaps SSA records). However, Registrar Lindberg stated that a non-match does not prevent an applicant from being registered to vote—it just makes the applicant subject to HAVA's ID requirement.

At the Polls: Identification and Other Matters

ID

If a voter must present ID at the polls pursuant to HAVA but does not have ID, the voter may vote by provisional ballot. **The State Board has instructed localities to count all such provisional ballots.**

Polling Place Location Changes

Polling places are relocated due to construction or precinct growth. Oakland precinct, for example, is too large and has experienced some problems in the past. This precinct will be broken up for November. The County anticipates that many changes will occur.

Polling place changes cannot occur within 60 days of an election but the state can allow for exceptions in emergency situations.

When polling place locations are changed, voters receive a post card informing them of the change and new registration cards.

Election Day Observers

Any neutral Election Day observer must be approved by the local board. In the past, neutral observers have been permitted.

Machine Testing

Local election officials are required to engage in election equipment testing prior to Election Day. Members of the public can attend this testing.

Language/Disability Assistance

Voters may bring someone to assist them with voting if they cannot read/understand English. If a voter does not bring assistance, a poll worker can assist her if the poll worker speaks the voter's language.

Voters with disabilities may vote curbside or at their polling place.

Provisional Ballots

The wrong precinct rule is in effect, pursuant to State statute. Poll workers are tasked with helping voters get to their correct precinct. Arlington is going to use electronic poll books. Each polling place will have 4 e-poll books and 1 will be used as a look up device. Arlington tested this technology in the June primary.

Once a provisional ballot is cast in an acceptable polling location, the registrar's office has to prepare to make recommendations to the local board with respect to the voter's eligibility.

The State provided the registrar's office with written guidelines on how to review provisional ballots. With regards to applications originating from the DMV, the state has said that if an application was never received but the DMV audit log indicates that the applicant did register, the applicant can complete the application at the polls.

Provisional ballots are not treated as voter registration applications.

Once a voter casts a provisional ballot, s/he is given a slip notifying her of the date, time and location of the determination hearing.

The Arlington registrar's office will be collecting data as to how many provisional ballots were cast and how many were counted. The office keeps a local spreadsheet, which will be created within a week of the election. This data is also recorded by VERIS, the state-wide system. The registrar's office photocopies the provisional counts.

The registrar's office and the local electoral board decide how many provisional ballots are allocated to each polling place before Election Day. They generally allocate 30 provisional ballots and envelopes to each precinct. If precincts run out of provisional ballots, election officers can use the optical scan paper ballots.

ID & Absentee Ballots

Absentee voters must provide ID. Newly registered voters can vote absentee.

If a voter indicates that s/he requested but never received an absentee ballot, s/he will be able to vote by provisional ballot and the provisional ballot will count so long as the absentee ballot was not cast.

If a voter indicates that s/he never requested an absentee ballot but the poll records indicate that s/he did and that the ballot was mailed to her, s/he will be able to vote by provisional ballot and the provisional ballot will count so long as the absentee ballot was not cast.

Election Officers and Voter Education

In presidential elections, every election officer is required to attend a training session. The training for the chief officer of election and the assistant chief lasts approximately 2 ½ to 3 hours. Everyone else has to attend a 2-hour training. Because new technology was used in the last primary, all election officers had to attend the training. Whenever there is something new to learn, all election officers must be trained. There are specialty trainings and the sessions include race, language and disability sensitivity trainings.

The state has provided the registrar's office with state-wide election officer training materials—the Election Day guide and “What If.” The State does not review the registrar's training materials.

Training videos are not available to community groups to educate voters on new machines. However, community organizations can access the voting machines prior to the elections for the training and education of voters.

The registrar's office tracks election officers by language capacity and assigns them to polling places accordingly.

Precincts are using optical scan machines for the first time and e-poll books for only the second time.

Purging/List Maintenance

Purging is handled at the state level. The state is not purging between now and Election Day.

The only local list maintenance that occurs is removal due to felony conviction, mental incapacitation, out-of-state move, and death. These removals occur as the information comes in. The registrar's office can also request to the state that voters become inactive.

Voters who are flagged as non-citizens by the DMV are removed from the rolls. She because the DMV is sometimes wrong, the registrar uses her judgment concerning whether a voter should actually be removed.

Voters identified as persons with felony convictions are sent removal notices prior to being removed from the rolls.

The registrar's office determines who should be removed due to death by (i) reviewing obituaries; (ii)

word of mouth; (iii) notification from family; and (iv) death index (list comes from the State). The registrar's office does not send voters who are listed as deceased removal notices.

The registrar's office will not remove a name from the rolls if the registered voter fails to respond to a letter requesting updated address information. But the registrar may recommend to the state that the voter be labeled inactive.

The registrar's office does not generate reports concerning the # of voters purged.

The list of uncounted provisional ballots is not compared with the list of purged voters to determine whether any of the uncounted provisional ballots were cast by purged voters.

There is no separate inactive voter list. Rather, a notation indicating inactive is made in the regular list. Inactive voters must confirm their addresses before voting by regular ballot.

When an inactive voter appears at the polls on Election Day:

- If the voter resides at the same address, she must sign an affirmation of eligibility form before she votes.
- If the voter has moved, she must update her address and sign an affirmation of eligibility (if she remains eligible)

Polling Place Resources

Voting Places/Division/Set-Up

Arlington has 52 precincts, including central absentee precincts. Each precinct has one polling place. There is an average of 2500 registered voters per precinct. Currently, there are 136,000 registered voters. It is projected that there will be approximately 150,000 registered voters by Election Day.

No polling places are available for early voting.

Arlington will use e-poll books only. Each precinct will have 4 poll books and there are a sufficient amount of spare e-poll books in the event that some of them break down. Paper books are not available as back-up.

Election officers will be able to communicate with the local board and the registrar's office via cell. Each chief election officer will have 1 cell phone. The registrar's office (and local board) will have 21 phone lines available, and the office is trying to ensure that each line will be staffed.

Election Officers

The number of election officers assigned to each precinct varies according to the number of machines. There will be 12-20 election officers per precinct. If poll workers do not report, the registrar's office will call standby workers to fill in.

Ballots

There will be 3 federal and 2 local races on the November ballot. There will also be 4 referendum questions.

Although the ballots are available in English only, copies of the ballot will be available in Spanish and English.

Machines

Last year, the Virginia General Assembly passed a law barring localities from purchasing new direct recording electronic (DRE) machines. As a result, Arlington is going to rent optical scan machines to supplement the existing DREs (10-12 WINVotes per precinct) for the November election. In addition to having the same amount of DREs as the last election, each precinct will have one optical scan tabulator and several voting stations (for the first time).

The number of machines allocated to each precinct is based on expected turnout and voter registration. The goal is to have 200 registered voters per voting station.

If a machine breaks down, the election officer calls a technician who will attempt to talk the officer through repairing it. If this is unsuccessful, the technician will go to the precinct and replace the machine. There are reserve machines (10-15 DREs and 2 optical scan tabulators) in the event of break downs.

Emergency paper ballots are available in the event of a break down. Essentially, the paper ballots for the optical scan machines will be used. These ballots will be cast as regular ballots.

Turnout

Turnout has been projected, but not by precinct. The registrar believes that more than 100,000 people will vote. Registration has increased and her office's plans have accounted for the increased registration.

IV. FAIRFAX

Voter Registration Application

New Form

The registrar's office is distributing both the old application (until supplies are exhausted) and the new application.

The state also accepts photocopies of the federal voter registration application.

Language Accessibility

The Virginia Voter Registration application is available in English only. Unlike Arlington County, other voter-related forms are also available in English only.

Incorrect/Incomplete Applications

Pursuant to state statute, if an applicant does not check the citizenship or date of birth box, her application will be denied. She will receive a deficiency letter and will be instructed to reapply.

If the application has the felony conviction box marked "no" but the restoration of rights box marked "yes," the registrar takes the "no" at face value and registers the applicant.

The Fairfax office has an unwritten policy that if a voter makes a correction to her voter application after the deadline but before the poll books are processed, which occurs about 5 days after the deadline, the change will count.

If information other than the registrant's signature is missing from her application, the registrar's office will try to call the applicant, but only to inform her that information is missing and therefore her application has been denied.

If an application is missing a signature, the registrar's office does not consider it to be an application and it is therefore destroyed.

Approximately 20-25% of the applications originating from the DMV are incomplete. The DMV is the primary source of incomplete applications. Approximately 5% of the applications received via mail or third party (treated as "mail") are incomplete, and less than 1% of the applications completed at the registrar's office are incomplete. 80% of the applicants who submit incomplete/deficient applications submit corrected applications after they receive deficiency letters.

The registrar's office does not create any reports or conduct any analysis of the incomplete voter registration applications.

Deficiency/Denial Letters

The registrar's office sends denial letters to applicants who submit incomplete/incorrect applications. It takes a few days from the time the application is submitted to send the deficiency letter to the applicant.

Adding Voters to the Rolls

The state board of elections generates the voter rolls, but the local registrar's office is responsible for inputting the data in to the state database, VERIS.

The turn-around time from receipt of an application to placing the applicant on the rolls is 1-2 days on average. As the registration deadline approaches and the influx of applications increases, it may take up to 3 days. As soon as the application is processed, the office sends the voter a voter registration card.

Successful applicants are sent voter registration cards (from the local office) within 1-2 days of being added to the rolls.

The registrar's office has a registration desk at the New Citizen center, where they register 500-600 applications a day.

Registrants are considered first time registrants, for identification purposes, if they are new to the state.

ID Requirements

If a person registers to vote at the registrar's office, s/he does not need to provide identification in order to register. If s/he is voting for the first time in a federal election and is registering by mail, she must include a copy of acceptable HAVA identification or provide ID at the polls. If a person registers at the DMV, s/he will have to show identification anyway in order to obtain/renew her license.

The registrar's office conducts a brief (5 minute) training for third party registration groups when they pick up applications. The groups are instructed not to ask for ID.

Voter Registration Statewide Database

Under the old system, if an applicant did not have a SSN, s/he will be assigned a random identifying number. This is not really a problem under the new system.

The State Board conducts the matching (matching applicants' SSNs against the DMV database online) and periodically generates an exceptions report. Failure to match does not hold up the registration process.

At the Polls: Identification and Other Matters

ID

The elderly and persons with disabilities are not exempt from ID requirements

If a voter must present ID at the polls pursuant to HAVA but does not have ID, the voter may vote by provisional ballot. To ensure that her ballot is counted, the voter must produce ID at the determination hearing.

Polling Place Location Changes

Polling places are relocated due to construction or emergencies. There are no scheduled changes but there may be some changes if precincts split.

Polling place changes must occur at least 15 days before an election.

Election Day Observers

Political parties are allowed to have poll watchers (called poll workers) at the polling places. Neutral observers are permitted to visit through the sites, but cannot stay at one particular sight for too long.

Machine Testing

Local election officials are required to engage in election equipment testing prior to Election Day. Both the DREs and optical scan machines will be tested. Members of the public can attend this testing.

Language/Disability Assistance

Election officials are not required to post notices in polling places in languages other than English. Fairfax County, however, will provide off-site translation services on Election Day. Additionally, Spanish and Korean translators will be on site at the registrar's office. If a person needs language assistance, the election officer can call the translation service or the registrar's office.

A voter with a disability may vote curbside.

Provisional Ballots

The wrong precinct rule is in effect, pursuant to State statute. The State's election officer training materials state that election officers are required to help voters get to their correct precinct. However, if a voter insists on voting in an incorrect precinct, the election officer must let her vote.

Once a provisional ballot is cast in an acceptable polling location, the registrar's office has to prepare to make recommendations to the local board with respect to the voter's eligibility.

The State has not provided the registrar's office with written guidelines on how to review provisional ballots. The registrar's office uses a worksheet to determine whether the person is registered to vote in Fairfax County.

Pursuant to state law, provisional ballots are not treated as voter registration applications.

Once a voter casts a provisional ballot, s/he is given a slip notifying her of the date, time and location of the determination hearing. The voter is also given the #s to contact.

The Fairfax registrar's office will be collecting data as to how many provisional ballots were cast. This data will be inputted into the state database, VERIS, within a week of the election.

The registrar's office will provide 100 provisional ballot envelopes to each precinct. This is a standard amount. Each precinct will have 103% paper ballots for the optical scans and these can

be used for provisional ballots. If precincts run out of ballots (unlikely due to optical scan use) or envelopes, the 40 Election Day “rovers” will be carrying extra ballots and envelopes and can be dispatched to the precinct. (There will be 28 routes for the rovers.)

The chief election officer must call in to the registrar’s office to authorize the use of a provisional ballot.

ID & Absentee Ballots

Absentee voters must provide ID if they are voting in person.

If a voter indicates that s/he requested but never received an absentee ballot, s/he will be able to vote by provisional ballot and the provisional ballot will count so long as the absentee ballot was not cast.

If a voter indicates that s/he never requested an absentee ballot but the poll records indicate that s/he did and that the ballot was mailed to her, s/he will be able to vote by provisional ballot and the provisional ballot will count so long as the absentee ballot was not cast.

Election Officers and Voter Education

New elections officer and chief election officers are required to attend a training class. The registrar’s office is trying to provide a web-based supplemental training, if the budget allows.

The state has provided the registrar’s office with state-wide election officer training materials—the Election Day guide and “What If.” Election officer training materials are only available in English.

Fairfax creates training books for chief election officers.

Training videos are not available to community groups to educate voters on new machines. However, the registrar’s staff can provide community organizations with trainings on how to use the voting machines prior to the elections.

The registrar’s office tracks election officers by language capacity and assigns them to polling places accordingly.

Precincts are using optical scan machines for the first time. The election officer training will focus on these new machines.

Purging/List Maintenance

The registrar’s office does monthly list maintenance to remove names due to death, felony conviction, incapacitation and requests for removal.

The state determines who should be removed due to death or felony conviction. Voters identified as convicted felons are sent removal notices prior to being removed from the voter rolls. The families of voters identified as deceased are sent removal notices prior to the voter being removed.

The registrar's office will not remove a name from the rolls if the registered voter fails to respond to a letter requesting updated address information.

VERIS, the state system, generates reports concerning the # of voters purged. The operating instructions for VERIS constitute the written state standards for purging/list maintenance.

There is no separate inactive voter list. Rather, a notation indicating inactive is made in the regular list. Inactive voters must confirm their addresses via an affirmation of eligibility form before voting by regular ballot.

Polling Place Resources

Voting Places/Division/Set-Up

Fairfax has 228 geographic precincts (214 polling places). 14 polling places locations contain 2 precincts, and the rest of the polling places contain 1 precinct. For the multi-precinct polling places, the registrar stated that the precincts will be in separate rooms within the polling place so as to avoid confusion and prevent ballots from being disqualified via the wrong precinct rule.

There are about 3,000 registered voters per precinct (smallest has 500, largest has 5,000)

Polling places are not available for early voting.

Paper poll books will be used (No E-poll books).

The registrar's office will try to ensure that there is a phone at each polling place. Cell phones will be available. The registrar's office will have 128 phone lines available, and 30 operators.

Election Officers

Currently, Fairfax has an adequate number of election officers—2700—but the registrar's office is looking for more. The primary mode of recruitment is word of mouth. They are still determining how many election officers will be assigned to each precinct. There will be an average of 10-12 per precinct (5-6 minimum and 20 maximum). If an election officer does not report, the chief election officer must call the registrar's office. Either a reserve will be dispatched or an election officer at another site will be reassigned.

Ballots

There will be 3 federal races and 1 initiative (a bond issue) on the November ballot. The ballots are in English only.

Machines

Twelve precincts will have 2 optical scan tabulators and the rest will have 1. Each precinct will have 1 DRE per 875 voters.

There will be machines in reserve in the event of a break down. The amount of reserve machines is based on the resources available. Both DREs and optical scans will be in reserve.

If a machine breaks down, the election officer must call the registrar's office. A technician will try to help the officer fix the problem via the phone. If this does not work, a rover will come to the polling place.

Emergency paper ballots are available in the event of a break down. Essentially, the paper ballots for the optical scan machines will be used. These ballots will be cast as regular ballots.

Turnout

Turnout has been projected, but not by precinct. The registrar predicts that there will be 660,000 total voters, approximately 75-80% turnout of registered voters. In 2004, there was 76% turnout. The SW precincts have the lowest turnout. Resources are allocated based on 100% total turnout, not projected turnout. Ballot orders are based on projected voter totals, not voter turnout.

In the last 2 weeks, the registrar's office processed 7500 applications. They are also processing 5-6,000 new voters per month from the New Citizenship center.