



I. Summary:

The Electoral Board (EB) of each County and City in Virginia (locality) is made up of three members who serve three-year staggered terms. Two members are members of the political party of the most recently elected governor. The chair and secretary must represent different political parties unless the position is declined. Although the bipartisan board is appointed by the Circuit Court based upon local party recommendations, each member must carry out official duties in a nonpartisan manner. Generally, the work of the EB should be shared equally by all three members, although the Secretary has additional responsibilities.

The local EB holds the authority for the administration of many aspects of their locality's elections and is responsible to the State Board of Elections (SBE) for that administration. The local EB is responsible for appointing and has oversight of their locality's General Registrar/Director of Elections (GR), who is responsible for maintaining voter records.

II. Responsibilities:

A. Election administration includes:

1. Approval of voting equipment to be used, and development and approval of a security plan to keep all equipment and materials secure.
2. Ensure the creation, production, and proper custody of ballots.
3. Ensure the proper conduct of Logic and Accuracy (L&A) testing to be sure equipment is programmed correctly for each election.
4. Assist in conducting absentee voting when requested by the GR.
5. Appointment of officers of election (OOE) and ensuring that training, assignment, and review of precinct OOE's occurs.
6. Ensure coordination with other local government departments (e.g., police, sheriff, public works, IT, schools) to ensure smooth conduct of each election.
7. Assistance in procuring, packing and delivering supplies to polling places.
8. Ensure proper setup of polling places prior to each election.
9. Assistance in polling places and offices as needed on Election Day. Availability to respond to inquiries from media, voters, and political parties.
10. Conduct of post-election canvass to ascertain that all precinct results are accurate and complete.
11. Based on input from the GR, determination of validity and counting of provisional ballots.
12. The EB's signatures on the certification of results following the canvass is the ultimate declaration of the truth, accuracy, and dependability of the vote totals being submitted to the Virginia Department of Elections (ELECT) and SBE, and is thus the foundation of the democratic process.

B. The Electoral Board has additional responsibilities, including:

1. Familiarity with federal and state laws that must be followed in conducting elections.
2. Attendance at training programs provided by ELECT.
3. Conduct of meetings in accordance with the Freedom of Information Act (FOIA).
4. The Secretary of the EB must take and keep accurate minutes of all board meetings.
5. Appointment, removal, and annual performance evaluation of the GR.
6. Certification of candidates, when required.



7. Together with the GR, administration of the OOE, including budgeting and dealing with local government officials, as needed.
8. The Secretary of the EB has specific tasks and responsibilities according to the *Code of Virginia*.

III. Electoral Board Activity Prohibitions:

- A. May not collect any fee as a notary during the time of such appointment.
- B. May not engage in political activities when performing official duties.
- C. May not solicit signatures for candidate petitions in a public building.

IV. Qualifications Required by Law:

- A. Must be a qualified voter of the locality.
- B. Must be in good legal standing.

V. Disqualifications:

- A. May not be directly related to another EB member, the GR, a candidate, or a holder of elected office.
- B. May not serve as chair of a political party, at the local, district, or state level.
- C. May not hold elected office or offer to be a candidate for elected office
- D. May not be employed by or hold incompatible office under federal, state, or local government. (ELECT will provide a list of incompatible offices.)

VI. Desirable Characteristics:

- A. Customer-service oriented in dealing with voters.
- B. Computer literacy (business is mostly conducted via email).
- C. Ability to travel around the locality.
- D. Comfortable with public speaking (ability to conduct training or address groups).
- E. Writing ability (could have to write training materials, legislative positions, analyses, etc).
- F. Basic budgeting skills.
- G. Knowledge of basic legal concepts and judicial proceedings.
- H. Willingness and ability to become deeply familiar with United States Code Title 52 and Virginia Code Title 24.2 governing elections and administrative regulations thereunder.
- I. Assertive manner when needed to enforce compliance with code or regulations.

VII. Conditions:

Serving as an EB member is a year-round obligation. There is a general election every year in November and a primary election most years in June. In addition, there may be City or Town elections in May and special elections whenever called. From six (6) to two (2) weeks prior to each election EB members may need to be available a few times per week for a few hours. The week prior to, the week of, and sometimes the week after the election EB members must be available most of the time, including 5:00 am to 10:00 pm, or later, on Election Day. At other times, EB members may only need to meet monthly. EB members may need to attend training or networking meetings or conferences and may be asked to address local groups or attend meetings of interest.