# CAP Checklist of Polling Place Operations

## General Information

- **The Central Absentee Precinct (CAP) Chief Officer will contact the General Registrar’s Office for a report time.**
- **The polls open at 6:00 A.M. and close at 7:00 P.M.**
- **CAP Officers of Election must arrive at their assigned polling place at the pre-arranged report time and remain at the polls until after the polls close and all election documents are signed and duties are completed to the satisfaction of the Chief Officer of Election.**
- **This Election Day Guide for Officers of Election provides an outline of the essential duties that must be completed before the polls open, during the day, and after the polls close. The Checklist does not include all required actions, and the duties are not listed in the exact order of occurrence. Rather, the duties are to be carried out concurrently by the team of Officers of Election assigned to the polling place.**
- **The Chief Officer is responsible for seeing that each item on the Checklist is marked as it is completed and the checklist is returned in Envelope #2.**

## Pre-Election Day Duties

<table>
<thead>
<tr>
<th>ELECTION SUPPLIES</th>
<th>OFFICERS OF ELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Check off supplies against list of supplies</td>
<td>✗ Contact officers of election</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VERIFICATION OF BALLOT CARDS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Confirm the number of ballots issued against information on the SOR (line 1)</td>
<td>✗ Remind them of report time and to bring snacks, drinks, lunch, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POLLING PLACE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Confirm that the General Registrar has obtained a key for the Historical Courthouse</td>
<td>✗ Ensure that all election officials have your name and telephone number in the event of an emergency</td>
</tr>
<tr>
<td>✗ Ensure you can get into the building as scheduled on election morning</td>
<td>✗ Distribute Overview of Assignment sheets to all Officers of Election -- review if possible</td>
</tr>
<tr>
<td>✗ Check that the correct vote counter has been delivered</td>
<td></td>
</tr>
<tr>
<td>✗ Ensure that all election materials are scheduled to be delivered</td>
<td></td>
</tr>
</tbody>
</table>
**BEFORE THE POLLS OPEN**

<table>
<thead>
<tr>
<th>AUTHORIZED REPRESENTATIVES (REPS)</th>
<th>ZERO (0000) TAPE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Welcome Reps, if any; check written authorization [See Page 5]</strong></td>
<td><strong>Turn on ballot counter [the Zero Tape will run automatically; do not remove tape]</strong></td>
</tr>
<tr>
<td><strong>OATH OF OFFICER (CHIEF OFFICER)</strong></td>
<td><strong>Examine Zero Tape for correct precinct name/number</strong></td>
</tr>
<tr>
<td>- Administer Oath of Officer; have Officers sign form</td>
<td><strong>Confirm that Zero Tape shows same office titles, legislative district(s), candidates, and issues as Sample Ballot</strong></td>
</tr>
<tr>
<td>- Sign form at top and bottom of sheet</td>
<td><strong>Examine Zero Tape to confirm that all positions show four zeros (0000). [Call Electoral Board immediately if discrepancy found]</strong></td>
</tr>
<tr>
<td>- Place Oath of Officer form in Envelope #2</td>
<td><strong>Sign Zero Tape—if no errors (Chief &amp; Deputy Chief)</strong></td>
</tr>
<tr>
<td><strong>ELECTION SUPPLIES</strong></td>
<td><strong>Leave Zero Tape attached to paper spool</strong></td>
</tr>
<tr>
<td>- Remove election supplies, forms and materials from suitcase</td>
<td><strong>SIGNS</strong></td>
</tr>
<tr>
<td>- Distribute Officer of Election buttons</td>
<td><strong>Outside Polling Place</strong></td>
</tr>
<tr>
<td><strong>POLLING ROOM</strong></td>
<td><strong>Post PROHIBITED AREA poster</strong></td>
</tr>
<tr>
<td>- Arrange tables and chairs for best flow</td>
<td><strong>VERIFICATION OF BALLOTS</strong></td>
</tr>
<tr>
<td><strong>CONFIRM on Statement of Results, Part A-1, the number of ballots provided to for voting ballots in-person before the polls open [Line 1]</strong></td>
<td><strong>OPENING BALLOT COUNTER</strong></td>
</tr>
<tr>
<td><strong>OPEN BALLOT COUNTER</strong></td>
<td><strong>Confirm the voting machine key from the handle of the suitcase in presence of Officers</strong></td>
</tr>
<tr>
<td>- Turn on ballot counter [the Zero Tape will run automatically; do not remove tape]</td>
<td><strong>Open and turn on Counter</strong></td>
</tr>
<tr>
<td>- Sign forms for correct precinct name/number</td>
<td><strong>Confirm Public Counter shows &quot;0000/INSERT BALLOT&quot;</strong></td>
</tr>
<tr>
<td>- Place Oath of Officer form in Envelope #2</td>
<td><strong>Verify that &quot;0000&quot; is printed on the Statement of Results, Part C: Counter [Line 14: Number on Public Counter -- Before Polls Open]</strong></td>
</tr>
<tr>
<td><strong>EXAMINE ZERØ TAPE FOR CORRECT PRECINCT NAME/NUMBER</strong></td>
<td><strong>CONFIRM THAT ZERO TAPE SHOWS SAME OFFICE TITLES, LEGISLATIVE DISTRICT(S), CANDIDATES, AND ISSUES AS SAMPLE BALLOT</strong></td>
</tr>
<tr>
<td>- Examine Zero Tape to confirm that all positions show four zeros (0000). [Call Electoral Board immediately if discrepancy found]</td>
<td><strong>Sign Zero Tape—if no errors (Chief &amp; Deputy Chief)</strong></td>
</tr>
<tr>
<td>- Leave Zero Tape attached to paper spool</td>
<td><strong>CONFIRM ON PUBLIC COUNTER SHOWS &quot;0000/INSERT BALLOT&quot;</strong></td>
</tr>
<tr>
<td><strong>VERIFY THAT &quot;0000&quot; IS PRINTED ON THE STATEMENT OF RESULTS, PART C: COUNTER [LINE 14: NUMBER ON PUBLIC COUNTER -- BEFORE POLLS OPEN]</strong></td>
<td><strong>CONFIRM PUBLIC COUNTER SHOWS &quot;0000/INSERT BALLOT&quot;</strong></td>
</tr>
</tbody>
</table>
### WHILE THE POLLS ARE OPEN—REMINDERS

<table>
<thead>
<tr>
<th>AUTHORIZED REPRESENTATIVES (REPS)</th>
<th>BALLOT COUNTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Welcome Reps, if any; check written authorization [See Page 5]</td>
<td>☐ Insert ballot unfolded into counter .</td>
</tr>
<tr>
<td>☐ Welcome Reps, if any; check written authorization [See Page 5]</td>
<td>☐ Ballot cards are intact (top and bottom together)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ABSENTEE APPLICANT LIST (AAL)</th>
<th>NUMBER OF BALLOTS CAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Match AAL with the envelopes for each precinct;</td>
<td>☐ Check totals against vote counter work sheet</td>
</tr>
<tr>
<td>☐ Statement on inside envelope is completed and signed;</td>
<td>☐ Confirm that the count is equal or accountable;</td>
</tr>
<tr>
<td>☐ Read name on envelope to Pollbook Officer;</td>
<td>☐ Write the number of marks on top of AAL</td>
</tr>
<tr>
<td>☐ Mark (X-General Election; R-Republican Primary; D-Democratic Primary) in red ink on AAL;</td>
<td>☐ By precinct, wrap the AAL around the empty envelopes. Forward to Ballot Counter Officer</td>
</tr>
<tr>
<td>☐ Confirm that the count is equal or accountable;</td>
<td>☐ Write the number of marks on top of AAL</td>
</tr>
<tr>
<td>☐ By precinct, wrap the AAL around the empty envelopes. Forward to Ballot Counter Officer</td>
<td>☐ By precinct, wrap the AAL around the empty envelopes. Forward to Ballot Counter Officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSON SIGNS AFFIRMATION OF ELIGIBILITY FORM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Write “S” (for Affirmation Statement) in pollbook to the left of voter’s name (1st column)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIME.....</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Confirm the time [Call telephone service before polls close to confirm correct time ]</td>
<td></td>
</tr>
</tbody>
</table>
### Checklist of Polling Place Operations

**After the Polls Close**

**Polls Close: 7:00 P.M.**
- Announce promptly at 7:00 P.M., “The Polls are Officially Closed.”

**Authorized Representatives (REPs)**
- Welcome REPs; check written authorization [See Page 5]

**Certifying Polls Closed (Pollbook)**
- Write “Polls Closed, Date, Time” on last page of each pollbook
- Sign name (all Officers) after writing “Polls Closed . . .”

**Certifying Pollbook Count**
- Enter the last number marked off each Pollbook Count form in the Certification section (Page 4 of form)
- Sign Pollbook Count Certification (Pollbook Officer)

**Emptying Ballot Box**

**Challenged Ballots (Green Envelopes)**
- Unlock Ballot Box; remove, but do not open, sealed CHALLENGED BALLOTS in green envelopes, if any; enclose sealed green envelopes in larger green Envelope #1
- Enter in Certification section (Envelope #1) the number of CHALLENGED BALLOTS enclosed; otherwise, write “NONE”

**Other Ballots**
- Remove ballots from “Outside Polls” envelopes; insert ballots into counter
- Insert all other ballots from ballot box into counter

**Running Results Tapes**
- Confirm that all ballots in the Ballot Box have been inserted into the counter
- **TAPE #1**
  - Unlock keypad door; press asterisk (*) one time;
  - Press “0” key to run Tape #1--if all ballots from ballot box have been inserted into counter
  - Keep Tape #1 attached to Zero tape
  - Mark Tape #1; sign tape (four Officers)
  - Attach Tape #1 to Statement of Results, copy #1
- **TAPE #2:**
  - Press asterisk ( ) to run Tape #2
  - Mark Tape #2; sign tape (four Officers)
  - Attach Tape #2 to Statement of Results, copy #2
- **TAPE #3**
  - Press asterisk ( ) to run Tape #3
  - Mark Tape #3; sign tape (four Officers)
  - Attach Tape #3 to Yellow Printed Return Sheet
- **TAPE #4:**
  - Press asterisk ( ) to run Tape #4
  - Mark Tape #4; sign tape (four Officers)
  - Attach Tape #4 to Unofficial Tally Sheet

**Write-In Ballots**
- Remove write-in ballots from ballot box
- Record on Write-ins Certification (two copies) valid and invalid write-ins for each office
- Write “None” on Write-ins Certification (two copies) if no write-in ballots are cast

**Statement of Results (SOR) (Two copies)**
- Complete Part A-1 and A-2, Ballots; Part B, Pollbook Count; and Part C, Counter.
- Answer question in Part D; write explanation if answer is “No” to question
- Sign (all Officers) copy #1 of the SOR, Part F; attach Tape #1 and Zero Tape to SOR
- Sign (all Officers) copy #2 of the SOR, Part F; attach Tape #2 to SOR

**Printed Return Sheet**
- Sign (all Officers) Yellow Printed Return Sheet; attach Tape #3 to Sheet

**Reporting & Announcing Unofficial Results**
- Report the unofficial election results using Tape #4 attached to Unofficial Tally Sheet (Chief may designate an Officer to deliver this to Registrar’s Office)
- Announce unofficial results outside polls, if requested

**Packing Envelopes**
- Assign (from Page 5) each envelope, seal and sign as instructed
- Confirm that precinct name and date of election are printed on each envelope

**Packing Boxes** [See Page 6]
- Remove counted ballots from counter
- Place counted ballots, including banded write-in ballots, in Box A
- Check to see that the Box A labels show the precinct name and date

**Closing and Locking Counter**
- Turn off counter’s power switch; lock keypad door
- Place cord(s); lock side panel
- Enclose the voting equipment keys in Envelope #7

**Collecting Signs**
- Return to polling room any signs posted outside
- Remove paper signs; discard “non-reusable” signs
- Pack reusable signs in Envelope #11

**Final Duties**
- Pack election materials in the suitcase
- Leave voting area as clean and organized as possible
ASSIGNMENTS - PACKING ENVELOPES

ENV #1 ASSIGNED TO:

1 Seal and 2 Signatures

• Challenged Ballot(s) (Sealed Green Envelope)

ENV #2 ASSIGNED TO:

1 Seal and 2 Signatures

• Oath of Officer form
• Pollbooks
• Pollbook count forms
• Statement of Results (2 copies)
• Write-ins certification (2 copies)
• Incident Sheet

ENV #2A ASSIGNED TO:

1 Seal and 2 Signatures

• Printed Return sheet (yellow)

ENV #3 ASSIGNED TO:

1 Seal and 2 Signatures

• Ballot Stubs

ENV #4 ASSIGNED TO:

1 Seal and 2 Signatures

• Spoiled Ballots • Void Ballots • Partially Used (last used) Ballot Pad

ENV #7 ASSIGNED TO:

1 Seal and 2 Signatures

• Counter Key

ENV #8 ASSIGNED TO:

1 Seal and 2 Signatures

• VA Voter Registration Applications
• Affirmation of Eligibility forms
• Request for Assistance forms

ENV #9 ASSIGNED TO:

1 Seal and Signature

• Virginia Election Laws

ENV #10 ASSIGNED TO:

No Seal or Signature

• Officer of Election buttons

ENV #11 ASSIGNED TO:

No Seal or Signature

• Reusable Signs

ENV #12 ASSIGNED TO:

No Seal or Signature

• Pay Sheet

ENV #14 ASSIGNED TO:

No Seal or Signature

• Unofficial Tally Sheet with Printout Tape #4 Attached
ASSIGNMENTS - PACKING BOXES

Box A assigned to: ________________________________

This box contains:
• Counted ballots
• Write-in Ballots (banded)
  NOTE: If ballot was processed through the counter it is packed into this box.

Sealing & Signing Requirements
• Seal with 3 seals (white labels)
• All Officers sign & date

Box(es) C assigned to: ________________________________

NOTE: White boxes which are not holding full ballot pads are to be returned empty.

Box(es) C contain:
• Unused Ballot Pads
  NOTE: If no ballots have been removed from the stub, that pad goes in these boxes.

Sealing & Signing Requirements:
• Seal front of box with 1 seal
• Sign & date label (2 officers)
Primary Elections

What is a Primary Election?
A primary election is one held for the purpose of selecting a candidate to represent a political party for election to a certain office. In a primary election, voters decide who will be the nominee of the political party. In a multiple primary, two or more elections are held on the same day. Virginia law permits a voter to vote in only one of the elections. (§24.2-530, Code of Virginia)

Exceptions to General Procedure
In a primary election, write-in votes are not permitted. (§24.2-644, Code of Virginia). The other procedures that are different from general elections include the following:

<table>
<thead>
<tr>
<th>Before Polls Open</th>
<th>Republican Primary</th>
<th>Democratic Primary</th>
<th>Virginia Reform Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precinct Roster</td>
<td>Enter “R-AB” (instead of “AB”)</td>
<td>Enter “D-AB” (instead of “AB”)</td>
<td>Enter “V-AB” (instead of “AB”)</td>
</tr>
<tr>
<td>While Polls Are Open</td>
<td>Precinct Roster</td>
<td>Enter “R” (instead of “X”)</td>
<td>Enter “D” (instead of “X”)</td>
</tr>
</tbody>
</table>

Multiple Primary Election Only . . .

Voter must be asked . . .
“Do you wish to vote in the Republican Party Primary?”
or
“Do you wish to vote in the Democratic Party Primary?”
or
“Do you wish to vote in the Virginia Reform Party Primary?”

Enter: “R” or “D” or “V” on the PR, as applicable

Authorized Representatives (Rep)

Rep must be a qualified voter of the locality to be present in the polling place.
Rep must present a letter of authorization to the Chief Officer of Election.
No campaigning is permitted by anyone inside the polling place.

General & Special Elections . . .

Before Polls Open
§24.2-639

While Polls Are Open
§24.2-604

After Polls Close
§24.2-653

One Rep of Each Political Party
City or Town Election:
One Rep of each candidate if no candidate is a party nominee and no other election having party nominees is being conducted.

One Rep of Each Political Party
Candidates may enter polling place only to vote or to visit for no longer than ten (10) minutes.

Note: If the PR is divided, one Rep is permitted for each division. This number may not exceed three Reps of any political party or independent candidate at one time.

Two Reps of Each Political Party Holding a Candidate

One Rep of Each Independent Candidate

Note: The above numbers apply regardless of the PR divisions

Primary Elections . . .

One Rep of Each Political Party Holding a Primary
Candidates may enter polling place only to vote or to visit for no longer than ten (10) minutes. [See Note above]

One Rep of Each Candidate

One Rep of Each Primary Candidate [See Note above]
**ABSENTEE APPLICANT LIST (AAL)**

**POSITION**
Punch Card Equipment

**MATERIALS AND EXPLANATIONS**

- **Absentee Applicant List (AAL)**: The Absentee Applicant List (AAL) is a record of voters who were issued an absentee ballot prior to election day. The list is printed alphabetically by precinct.

**Legislative Districts**: A locality may be divided into two or more legislative districts (e.g., Con 04 and Con 07). In this case, voters in each district will be listed in a separate pollbook for the district.

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**BEFORE THE POLLS OPEN**

**BALLOTS**

All ballots completed in or received by the General Registrar will be arranged in district order alphabetically by precinct prior to being delivered to the Central Absentee Precinct (CAP). The exterior envelopes will be opened.

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**WHILE THE POLLS ARE OPEN**

**Determining Voter is Qualified**

The AAL Officer matches the envelopes with the correct precinct AAL before preceding:

- Open the outer envelope;
- Verify that statement on inside envelope is completed and signed;
- Remove ballot from envelope;
- Read name on envelope to Pollbook Officer;
- Mark (X-General Election; R-Republican Primary; D-Democratic Primary) in red ink off AAL;

When all the ballots for the precinct have been accounted for:

- Count the number of ballots received;
- Count the number of marks (X, R or D) on the AAL;
- Confirm that the count is equal or accountable;
- Write the number on top of AAL
- By precinct, wrap the AAL around the empty envelopes. Place a rubber band around the entire package

Verify the total with the Pollbook Officer. Pass the ballots to the machine operator.

**STANDARD PROCEDURE**

<table>
<thead>
<tr>
<th>WHAT TO DO . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name is checked off AAL but is rejected. Be aware: This will create a discrepancy to be accounted for on the SOR.</td>
</tr>
</tbody>
</table>

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**WHAT TO DO IF . . .**

1. Ballot Inside Envelope is not completed properly and/or signature is missing
**POLLBOOK POSITION**

**Punch Card Equipment**

**MATERIALS AND EXPLANATIONS**

**Pollbook:** The pollbook is a book or series of books used to make note of the voter’s name in the order that the ballots were processed.

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**BEFORE THE POLLS OPEN**

**BALLOTS**

All ballots received by the General Registrar will be arranged in district order alphabetically by precinct prior to being delivered to the Central Absentee Precinct (CAP). The exterior envelopes will be opened.

---

**WHILE THE POLLS ARE OPEN**

**PROCEDURE**

Assists the AAL officer in separating the AAL by legislative district and by precinct

- Prepares empty pollbooks by legislative district, then by precinct;
- After the AAL officer states the voter’s name, write voter’s name in pollbook;

When all the ballots for the precinct have been accounted for:

- Count the number of names written;
- Write the number on top of pollbook

Verify the total with the AAL officer.

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<table>
<thead>
<tr>
<th>IF . . .</th>
<th>THEN, in addition to entering the Pollbook Count number . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voter voted outside the polls . . .</td>
<td>Enter “OP” opposite voter’s name in Pollbook (first column)</td>
</tr>
<tr>
<td>Voter is required to sign the Affirmation statement . . .</td>
<td>Enter “S” opposite voter’s name in Pollbook (first column)</td>
</tr>
</tbody>
</table>

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**AFTER THE POLLS CLOSE**

**CERTIFYING POLLS CLOSED**

After the last ballot has been processed, ALL Officers must certify the closing of the polls at the end of each pollbook.

- Write “POLLS CLOSED, (Date), (Time)” on the last page of each pollbook.
- Have each Officer sign his name following “POLLS CLOSED, (Date) (Time).”

**STATEMENT OF RESULTS**

Provide to the Officer preparing the Statement of Results, the total number of names marked for each pollbook’s legislative division.
Balloons one precinct at a time. Separate the top portion of the card from the bottom.

**CHECKLIST OF POLLING PLACE OPERATIONS**

The ballot card may be inserted with the numbered side up or down and from either the top or the bottom of the card.

- Quick Tapes and closing the counter. (A Quick Reference)
  - Unlock the keypad door.
  - Press the asterisk ( ) on the keypad once.
  - Press the "0" key to confirm that all ballots have been inserted into the ballot counter. The counter will begin to print the results tapes automatically.
  - Run four (4) tapes.
  - Provide to the Officer preparing the Statement of Results the final number shown on the public counter (Line 8).
  - Unlock side panel.

- Remove all write-in ballots from front bin of counter; give write-ins to PR and Pollbook Officers.
- Remove remaining ballots from back bin; band ballots into groups by legislative districts and pack in box A.
- Unplug electrical cord from wall outlet and counter.
- Place electrical cord, extension cord (if used), demonstrators, and any other materials, as directed, inside counter.
- Close and lock side panel.
- Lock keypad panel on top.
- Place locked counter with voting booth cases.