



Dear Citizen,

Thank you for your interest in becoming an Officer of Election for the City of Virginia Beach.

Election Officials are placed at each of the city's 100 polling locations. Each precinct will also have a designated Chief Officer and Assistant Chief Officer. All Election Officials are given a great deal of responsibility and trust in the election process. Officials work together to produce accurate election results, provide for equal access to voting and assist individual voters that need help.

Compensation for working is \$140.00. As a general requirement before working, you will attend a 3-hour training workshop. Compensation for training is an additional \$20.00. Processing payment may take up to six weeks. ***Please note that if you attend training and then for some reason cannot work on Election Day, we cannot pay you for the training session.*** In addition, we encourage you to attend an informal meeting which is scheduled by your Chief Officer to organize the voting room prior to Election Day.

In order to confirm your appointment, you must carefully read the minimum requirements and essential qualifications listed on the next page. An active email address is required in order to receive communications and Election Day assignments. The Constitution of Virginia prohibits any person who holds any elective office or is the deputy or employee of such elected official under the government of the United States, the Commonwealth, or any Virginia county, city or town from serving as an Officer of Election. June Primary elections are always tentative and require fewer Election Officials. We will not have confirmation of a June Primary until April. A notice will be emailed prior to each election.

WHAT'S NEXT:

- 1) Complete and return the **Election Official Appointment Form and Oath** Your oath should be witnessed by an Assistant Registrar from Voter Registration & Elections, a notary, Clerk or Deputy Clerk of the Circuit Court. Your bank may also provide notary service. Bring identification such as driver's license or military ID or passport. Identification cannot be expired.
- 2) Complete **I-9 Form** in person at Voter Registration & Elections by presenting the acceptable document(s). Returning workers do not need to complete this form again.
- 3) Complete **Direct Deposit Form**. Effective January 2021, all workers are encouraged to participate for faster payment, eliminate lost check incidents/mail delay and save on payroll costs. Original or photocopy of voided check is acceptable.

2021/2022 ELECTION DATES

Primary Election (if held) - June 8, 2021

General Election – November 2, 2021

Primary Election (if held) – June 14, 2022

General Election – November 8, 2022

Sincerely,

A handwritten signature in cursive script that reads 'Lauralee M. Grim'.

Lauralee M. Grim
Secretary
Virginia Beach Electoral Board

REQUIREMENTS AND ESSENTIAL QUALIFICATIONS

REQUIREMENTS

- ✓ Must be a registered voter of the Commonwealth of Virginia.
- ✓ You cannot hold elected office or be the employee of an elected official.
- ✓ Must attend the November Election training session.
- ✓ Be able to speak, read and write English.
- ✓ You must choose a political party to represent so each precinct is staffed appropriately.

ESSENTIAL QUALIFICATIONS

- ✓ You must not engage in any political conversation with voters and/or fellow Election Officials. Communicate no bias or opinions on the election or candidates.
- ✓ You must have working knowledge of computers so that you can operate the Electronic Pollbooks to check in voters in addition to the ability to complete online training when provided.
- ✓ You must have access to a computer/tablet/smart phone in order to receive email communication to access and utilize our Easy Vote Web Portal.
- ✓ Must be able to follow directions, understand and operate the voting equipment once trained.
- ✓ Cannot conduct personal business within the polling location.
- ✓ Election Officials work for the Electoral Board and follow the guidelines and standards that lead to exceptional customer service for our citizens in helping them be successful voters on Election Day.
- ✓ Election Officials must maintain a “good reputation” with colleagues and voters in the precinct. Be courteous, professional and helpful to our voters.
- ✓ Must be willing to do what is necessary to maintain and secure voting environment.
- ✓ Wear appropriate attire (no blue jeans, workout clothes, t-shirts, or shorts).

PERFORMANCE STANDARDS

Chief Election Officers will observe the performance of assigned officers and should communicate their concerns to provide the opportunity for corrective action. Certain circumstances may call for an Election Official to be asked to leave or removed before duties are complete. Any questionable performance by an appointed Election Official will be communicated to Voter Registration & Elections. Staff will review the situation and take one of the following actions: reassign to another polling location, not assigned for future election, or not recommend officer for reappointment. Election Officials may not be assigned to work future elections. Officers not satisfied with action taken may appeal to the Electoral Board by emailing electiontraining@vbgov.com.

HOURS AND PLACEMENT

You must be available to work the entire Election Day. For security reasons, no exceptions are permitted. Arrive at the polling location at 5:00 a.m. and remain there until the election results have been reported, all paperwork has been completed and the polling place is returned to its original order (generally around 9:00 p.m.; for Presidential Election - 11:00 p.m.). Whenever possible, you will be placed in your “voting” precinct. However, if there are no vacancies, you will be placed at a nearby precinct not more than 10 miles from your registered address or placed on a waitlist until there is availability. There is a possibility that we might ask you to change polling locations prior to Election Day in order to meet staffing requirements.

CANCELLATION / LATE / NO SHOW POLICY

We understand that unexpected obligations, work commitments and illnesses can affect your schedule. However, the sooner you notify Voter Registration & Elections, the better chance we have to find a replacement. Late cancellations and No Shows have a significant impact on a polling location.

CANCELLATIONS: Two (2) cancellations may put you on a waitlist for future elections and will only be placed after verbal confirmation of availability.

LATE: Arriving late not only reflects negatively on you but it also impacts the other Election Officials preparing to open the polls. Late arrival to a training class or on Election Day may result in you being waitlisted or your Election Official appointment being cancelled.

NO SHOW: If you fail to show up on Election Day, your Election Official appointment is automatically cancelled. Election Officials are considered “no shows” when they fail to cancel.

2021/2022 OFFICER OF ELECTION APPOINTMENT FORM

Full Legal Name _____
Address _____
Address _____
City/Zip _____
 Check here if this is a different address from your previous appointment

Home Phone _____
Cell Phone _____
Email Address **REQUIRED** _____
City of VB Employee ID # (if applicable) _____

COMPLETE ALL SECTIONS ON BOTH SIDES IN ORDER TO PROCESS YOUR ELECTION OFFICIAL APPOINTMENT

- I **ACCEPT** appointment as an Officer of Election and agree as follows.
- I **UNDERSTAND** that Officers of Election are required to attend the November Election training session and that failure to attend any such training may render me ineligible to serve at the election.
- I **DO NOT** hold any elected office, whether paid or unpaid, under the government of the United States, the Commonwealth of Virginia, or any Virginia county, city or town; and
- I **AM NOT** the deputy or the employee of an elected official.
- I **AFFIRM** that I read and meet the requirements and essential qualifications for performing Election Day assignments (refers to previous page).

Must choose ONLY one party:

This Board is required by Section 24.2-115 of the Code of Virginia to assure that both the Democratic and Republican Parties have equal representation among the Officers of Election appointed. When you check either box, please understand that you are **not stating that you are a member of that particular party** but are merely agreeing to serve as that party's representative on Election Day.

- I agree to represent the Democratic Party.
- I agree to represent the Republican Party.

AND select the following (if agreeable)

- I also agree to represent either the Republican or Democratic Party when so needed at the polls.

**COMPLETE THIS SECTION IF YOU DO NOT WANT TO BE REAPPOINTED AS AN OFFICER OF ELECTION.
PRINT YOUR NAME, MARK THE BOX AND RETURN TO VOTER REGISTRATION & ELECTIONS.**

NAME _____

- I **DO NOT** accept reappointment as an Officer of Election

AGREEMENT

ELECTION DATES

INITIAL next to the election dates you intend to participate.

- _____ June 8, 2021 (if held) Primary Election
- _____ November 2, 2021 General Election
- _____ June 14, 2022 (if held) Primary Election
- _____ November 8, 2022 General Election

DEDICATION & LOYALTY AGREEMENT

INITIAL that you have read, understand and agree to each one to the best of your ability.

- _____ Requirements and Essential Qualifications
- _____ Performance Standards
- _____ Hours and Placement
- _____ Cancellation/Late/No Show Policy

ELECTION OFFICIAL PAYMENT

_____ INITIAL that you understand payment processing could take up to 6 weeks.

OATH OR AFFIRMATION

I, _____, do SOLEMNLY SWEAR (or affirm) that I will support the Constitution of the United States and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as an Officer of Election of the City of Virginia Beach for the term of two years beginning March 1, 2021 (or enter today's date _____, 20____, if appointed after the term begins) according to the best of my ability (so help me God).

Signature (required)

WITNESS OPTIONS: Take the oath and sign it before one of the following: a Notary, an Assistant Registrar, Member of the Electoral Board, the General Registrar, or the Clerk or Deputy Clerk of the Circuit Court. Any Assistant Registrar at Voter Registration & Elections can witness your signature. Be sure to bring your identification.

NOTARY SEAL
Photographically
reproducible stamp
is required.

Signature of Notary or Person Administering Oath (required)

Title (i.e., Notary, Assistant Registrar, Clerk)

Date



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ **START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>		Middle Initial	Other Last Names Used <i>(if any)</i>	
Address <i>(Street Number and Name)</i>			Apt. Number	City or Town		State
Date of Birth <i>(mm/dd/yyyy)</i>		U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number
[][] - [][] - [][][][]						

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee	Today's Date <i>(mm/dd/yyyy)</i>
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Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Today's Date <i>(mm/dd/yyyy)</i>	
Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>		
Address <i>(Street Number and Name)</i>		City or Town	State	ZIP Code

Employer Completes Next Page



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity		Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative		
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name		
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

