



CITY OF VIRGINIA BEACH

## Voter Registration & Elections

Dear Citizen,

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

Election Officials are placed at each of the city's 108 polling locations. All Election Officials are given a great deal of responsibility and trust in the election process. Officials work together to ensure accurate election results, provide for equal access to voting and assist individual voters that need help.

Compensation for working is \$240.00. A requirement before working will be to attend a 3-hour training class. Compensation for training is an additional \$25.00. 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.

To confirm your appointment, first you must carefully read the requirements and essential qualifications listed on the next page. An active email address is required 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 the **Election Official Appointment Form**. The oath on the form must be witnessed by a Deputy 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 the **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 the **Direct Deposit Form**. All workers are encouraged to participate for faster payment, eliminate lost check incidents/mail delay and save on payroll costs. Original or photocopy of a voided check is acceptable.

### **2023/2024 ELECTION DATES**

**Primary Election (if held) – June 20, 2023**

**General Election – November 7, 2023**

**Presidential Primary (if held) – March 5, 2024**

**Primary Election (if held) – June 18, 2024**

**General Election – November 5, 2024**

Sincerely,

A handwritten signature in black ink, appearing to read 'Dawn Bell'.

Secretary  
Virginia Beach Electoral Board

# STANDARDS

## **REQUIREMENTS**

Election Officials must:

- ✓ Be a registered voter of the Commonwealth of Virginia.
- ✓ Have access to a computer/tablet/smart phone to receive email communication and to access and utilize our Easy Vote Web Portal.
- ✓ Be able to operate a computer so that you can operate the Electronic Pollbooks to check in voters in addition to the ability to complete online training when provided.
- ✓ Attend training.
- ✓ Be able to follow directions, understand and operate the voting equipment once trained.
- ✓ Maintain and secure voting environment.
- ✓ Work for the Electoral Board and follow the guidelines and standard to assist voters.
- ✓ Maintain a “good reputation” with colleagues and voters in the precinct.
- ✓ Wear attire that is understated and professional.
- ✓ NOT hold elected office or be the employee of an elected official.
- ✓ NOT engage in any political conversation with voters and/or fellow Election Officials.
- ✓ NOT communicate bias or opinions on the election or candidates.
- ✓ NOT conduct personal/work business within the polling location.

## **PERFORMANCE STANDARDS**

Chief Election Officers will observe the performance of assigned officers and should communicate their concerns to provide the opportunity for corrective action. Any questionable performance will be communicated to Voter Registration & Elections. Certain circumstances may call for an Election Official to be asked to leave or removed before duties are complete. After the election the situation will be reviewed and one of the following actions may be taken: reassign to another polling location, not assign for future elections, or not recommend officer for reappointment. Officers not satisfied with action taken may appeal to the Electoral Board by emailing [electiontraining@vbgov.com](mailto: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. 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 call and ask you to change polling locations prior to Election Day to meet staffing requirements.

## **CANCELLATION / LATE / NO SHOW POLICY**

We understand that unexpected obligations, work commitments, and illnesses can affect your schedule. The sooner you notify Voter Registration & Elections, the better the possibility 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 and you 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 officially cancel.



## 2023/2024 ELECTION OFFICIAL APPOINTMENT FORM

Full Legal Name \_\_\_\_\_

Physical Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Check here if this is a different address from your previous appointment

Mailing Address (if applicable) \_\_\_\_\_

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.
- I **DO NOT** hold any elected office, whether paid or unpaid, of the government of the United States, the Commonwealth of Virginia, or any Virginia county, city, or town.
- I **AM NOT** the deputy or the employee of an elected official.
- I **UNDERSTAND** that I am required to attend all required training sessions and that failure to attend any such training may render me ineligible to serve at the election.

**Political Party Preference (Choose only 1)**

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 of those boxes, please understand that you are **not stating that you are a member of that party** but are merely agreeing to serve as that party's representative on Election Day.

- I would prefer to represent the Democratic Party. Please forward my information to the party chair.
- I would prefer to represent the Republican Party. Please forward my information to the party chair.
- I would prefer to be unaffiliated.

***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. Mark the box, print your name, and return.**

- I **DO NOT** accept reappointment

**NAME** \_\_\_\_\_

# AGREEMENT

## ELECTION DATES

INITIAL next to the election dates you intend to participate.

- \_\_\_\_\_ June 20, 2023 (if held) Primary Election
- \_\_\_\_\_ November 7, 2023 General Election
- \_\_\_\_\_ March 5, 2024 (if held) Presidential Primary
- \_\_\_\_\_ June 18, 2024 (if held) Primary Election
- \_\_\_\_\_ November 5, 2024 General Election

## DEDICATION & LOYALTY AGREEMENT

I AFFIRM

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

- \_\_\_\_\_ Requirements
- \_\_\_\_\_ 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, 2023 (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, a Deputy Registrar, Member of the Electoral Board, the General Registrar, or the Clerk or Deputy Clerk of the Circuit Court. Any Deputy 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, Deputy Registrar, Clerk)

\_\_\_\_\_  
Date