



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 108 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 \$162.00. 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 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 **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 – June 8, 2021

General Election – November 2, 2021

Primary Election (if held) – June 21, 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.

## **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](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. 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 of those boxes, 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 would prefer to represent the Democratic Party.

I would prefer to represent the Republican Party.

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 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 Primary Election
- \_\_\_\_\_ November 2, 2021 General Election
- \_\_\_\_\_ June 21, 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, 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