



Dear Interested Citizen:

Thank you for your interest in becoming an Officer of Election for the City of Virginia Beach. In order to confirm your appointment, you must carefully read the requirements and essential qualifications then complete and return the Election Official Appointment Form and Oath.

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 the necessary assistance to individual voters who need their 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.

Your oath should be administered by either a Notary, an Assistant Registrar (available at Building 14 of the Municipal Center), a member of the Electoral Board, the General Registrar, the Clerk or Deputy Clerk of the Circuit Court. Article II, Section 7 of the Constitution of Virginia, requires that you take the attached oath. You will still be required to take an oath on Election Day.

The Constitution of Virginia prohibits any person who holds any elective office or is the deputy or employee of such elected official under the governments of the United States, the Commonwealth, or any Virginia county, city or town from serving as an Officer of Election.

**2019/2020 ELECTION DATES**

**Primary Election - June 11, 2019 (if held)**

**General Election – November 5, 2019**

**Presidential Primary – March 3, 2020**

**Primary Election – June 9, 2020 (if held)**

**Presidential Election – November 3, 2020**

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.

Sincerely,

A handwritten signature in black ink that reads 'Timothy E. Barrow'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Timothy E. Barrow

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@vb.gov](mailto:electiontraining@vb.gov).

## 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.



## ELECTION OFFICIAL APPOINTMENT FORM

Full Legal Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Email Address **IS 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 ONLY IF YOU ARE NOT INTERESTED IN BECOMING AN ELECTION OFFICIAL**

- I **DO NOT** accept appointment as an Officer of Election \_\_\_\_\_  
 (sign here and print your name in the first section of the form)

# AGREEMENT

## ELECTION DATES

*Initial next to the election dates you intend to participate.*

- \_\_\_\_\_ June 11, 2019 Primary Election
- \_\_\_\_\_ November 5, 2019 General Elections
- \_\_\_\_\_ March 3, 2020 Presidential Primary
- \_\_\_\_\_ June 9, 2020 Primary Election
- \_\_\_\_\_ November 3, 2020 Presidential 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

# 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, 2019 (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**