



County of Fairfax, Virginia

LAST-MINUTE REMINDERS

DATE: Sunday, March 3, 2024

TO: All Chief and Assistant Chief election officers

FROM: Eric Spicer, General Registrar and Director of Elections
Ravi Udeshi, Election Manager

SUBJECT: Final updates, reminders, and clarifications for March 5, 2024 Presidential Primary Elections

Thank you again for serving as a Chief or Assistant Chief! Here are some important final updates, reminders, and clarifications to help you have a successful election day.

Questions or concerns? Contact us anytime at **703-324-4735** or **ElectionOfficers@fairfaxcounty.gov**.

PRE-ELECTION AND SITE SETUP

- **Lock and seal voting equipment (Poll Pads, ExpressVotes, DS200s) in equipment cart overnight.** You will have sufficient space after removing items needed for setup, including cardboard privacy booths, blue free-standing privacy booth, electrical items in the small canvas bag, and the large blue supply bag.
- **Do not put any tape on gym floors.** Tape cords to table legs instead, if needed.

OPENING THE POLLS

- **Call immediately if polling place is not open by 5:00 AM.** If you have not been able to enter your polling place by 5:00 AM for any reason, call 703-324-4735. We will do whatever is necessary to secure entry and enable you to start voting at 6:00 AM.
- **Verify immediately that you have correct ballots.** At 5:00 AM, verify that ballots have your precinct name and number in the top right of the ballot. If not, call 703-324-4735 immediately.
- **Review Code of Conduct with officers.** We are pleased to introduce our new election officer code of conduct. This document consolidates and builds on existing rules and policies to provide clear, practical guidance for service. Three copies of this document (printed on gold paper) are in the Opening Envelope. Review the code of conduct with your officers during final instructions before polls open.
- **Update both backup paper pollbooks.** As this is a dual-party primary, you received two sets of all backup paper materials: one for the Democratic primary and one for the Republican primary. Reference pink instruction sheet (found in black kit's side pocket) to update paper pollbooks using Final Absentee List. All materials listed on pink sheet can be found in black kit.
- **Give stapled SDR packet to SDR Specialist.** It is an exact copy of the SDR chapter from Chiefs Notebook.
- **Check green pouch for useful supplies.** In the black kit, a green pouch contains scissors, rubber fingertips, a glue stick, sticky notes, and more supplies that may be helpful to give your officers for some tasks.



DUAL-PARTY PRIMARY PROCEDURES

- **Review dual-party primary check-in procedures with officers.** Remind check-in officers they must ask voters which party's primary they want to vote in. When officer taps party selection on Poll Pad, they should also pick up appropriate voter permit card (otherwise, they may forget which primary the voter selected). Wait until voter check-in is complete and confirmation screen appears, then hand permit card to voter.
- **Election officers must select party primary on ExpressVote.** If a voter wishes to use the ExpressVote, an election officer should always accompany the voter to the ExpressVote. Before the voter begins voting, the officer must tap to select the party primary (matching the primary the voter selected at check-in).
- **Voter may change which party's primary ballot to vote.** If a voter checks in and receives one party's ballot, then changes mind and wants to vote other party's ballot, you must cancel the check-in and check them in again. ("Editing" the check-in will not allow for changing party primary selection.)
- **Do not comment on candidate status.** As a reminder, no candidates have officially withdrawn by submitting written notice to the Virginia Department of Elections. Remind officers not to answer questions about eligibility or status of candidates. All votes will be tabulated and reported in official results.
- **Fix typo on Dual-Party Primary Sign.** In blue bag, find large yellow sign that says "Virginia law allows voters to vote in only one party's primary." Under "Choose one," look for Vietnamese translation that should read "Chọn một." Use black marker to strike out the errant "j" at the end of this translation.

DURING ELECTION DAY

- **Keep ballots secure.** Make sure to keep all ballots secure on election day. You may either (1) keep your ballots locked in your equipment cart and retrieve additional ballots as needed, or (2) keep the ballots with officers at the ballot table as long as they are never left unattended.
- **Ask any voter who returns their ballot without voting if they would like their check-in to be cancelled.** See page 7.3 of Chiefs Notebook for more instructions on how to cancel check-in on Poll Pad.

CLOSING THE POLLS

- **DS200s will NOT print write-in reports.** In primary elections, there are no write-ins and DS200s will not print a write-in report. On SOR B, you can strike out "Write-In Report" from list of tapes to attach.
- **Unvoted ballots from both primaries may be packed in same #6 box.** If possible, put a sealed pack of ballots between packs of loose ballots from different parties.
- **Two officers must always sign labels to seal numbered envelopes.** Some precincts may receive labels for #1A envelopes that have one signature line visible and one signature line printed slightly outside the label. Regardless, always ensure that two officers sign each label.

Thank you and have a great election day!

