

In addition to the below items being available for review in FormsWarehouse and LMS, the updated Enhanced Results Training Materials are now posted in FormsWarehouse > Election Management and LMS Course: November 2024 Enhanced Results Training Materials.



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

**Official ELECT Advisory**

**DATE:** October 24, 2024

**SUBJECT:** [RETAIN for EN/CANVASS] November 2024 Election Night and Post-Election Process

**WHY THIS IS NEEDED:** All of the items and information outlined in this advisory will help you perform the tasks that must be completed between polls closing on election night and the end of canvass. Completing the action items listed below will ensure the accuracy of election results and other election-related data.

**HOW THIS AFFECTS YOU:** **Some of the items listed below have been recently updated. Ensure you review and use the newest versions for the November 5, 2024 General and Special Elections.**

- ACTION ITEMS:**
- Review and use the following:
    - **Code of Virginia, Title 24.2, Chapter 6, Article 4** Conduct of Election; Election Results. (*VERIS > Links*)
    - **GR/EB Handbook (All chapters revised in 8/2024)** (*VERIS > Links*)
      - Chapter 7 Absentee Voting, Sections 7.18 and 7.19
      - Chapter 10 Election Day Prep, Sections 10.14 through 10.22
      - Chapter 12 Central Absentee Precinct, Section 12.7.4
      - Chapter 13 Provisional Ballots, Sections 13.6 through 13.8
      - Chapter 14 Canvass

- **VERIS User's Manual - Step by Steps** (*VERIS > General Info*)
  - Absentee Processing (**Updated 5/22/24**)
  - Election Setup
  - Voter Correspondence
  - Voter Credit Import
  - Voter History
  
- **Same Day Registration (SDR) online training** (this replaces the SDR Processes and Procedures guidance document) (*FormsWarehouse > Training*)
  
- Review, use, forward, and/or complete the following. ***All of the items listed below can be found in 1) ELECT's Learning Management System (LMS) > My Courses > Course: November 2024 Election Night and Post-Election Process, and 2) FormsWarehouse > Election Management > Canvass Documents.***
  1. **Circuit Court Clerks Guidance** (**rev. 10/18/24**)
    - This document should be provided to your Circuit Court Clerk before or when submitting election materials to the Clerk.
    - This document could also be useful to election officers while performing election night duties.
  
  2. **What to do with your numbers How-To Supplement** (**rev. 10/18/24**)
    - This document is an expanded version of the "What to do with your numbers Elections Checklists" that will guide you through the tasks you need to complete on election night through to the end of the post-election process and provide you with additional instructions, explanations, and ELECT/GR recommendations not found in the VERIS User's Manual Step-by-Steps or GR/EB Handbook.
  
  3. **What to do with your numbers Checklists** (**rev. 10/18/24**)
    - This document contains basic checklists that will guide you through the tasks you need to complete on election night through to the end of the post-election process.
  
  4. **ELECT Guidance – Election Night and Post-Election Reporting and CAP** (**rev. 10/18/24**)

5. ELECT Advisory – **Election Night Requirements - Reminder (rev. 10/18/24)**
6. ELECT Guidance – **Provisional Ballot Logs** (rev. 9/27/23) *(also found in FormsWarehouse > [Election Management](#) > [Provisional](#))*
  - This document provides guidance on how to handle requests for copies of provisional ballot logs.
7. ELECT Advisory – **OVR Hopper and SDR Processing (rev. 10/18/24)**
8. ELECT Advisory – **SDR Incomplete Applications and Duplicate Report (rev. 10/18/24)**
9. ELECT Advisory – **Deadline for SDR Application Entry Extended**
10. ELECT Advisory – **Impact of 2024 Veterans Day Holiday on November Post-Election Deadlines**
11. **ELECT-675 Write-Ins Certification with Continuation**
12. **ELECT-673(B) Form for Write-In Refusal**
  - Applicable only to those localities with a population of no more than 4,000 persons.
13. **Shared Towns One Pager**
  - Explains the individual and joint abstracts certification process.
14. ELECT Guidance – **AB After Election Requirements (rev. 6/13/23)**
15. **Election Results Certification Checklist - ELECT-103(A) Fillable (rev. 10/18/24)**
  - Several items that were previously in this checklist were moved to the [Abstract of Votes Submission form](#) earlier this year.
  - This checklist is to be completed **after ELECT has confirmed acceptance** of the data entered in Enhanced Results and documents submitted via the online submission form.
  - This checklist must be completed and **mailed to ELECT with your original accepted Abstracts.**

## 16. ELECT Advisory – Retention Requirements for Federal Elections

- In accordance with [SBE Policy 2023-001](#), ensure all absentee (early voting, mailed absentee, and post-election) **by precinct** results are entered in Enhanced Results **before noon (12:00 PM) on Tuesday, November 12, 2024**. **Note: this deadline was **not** extended with the canvass deadline.**
- Submit all required items to ELECT:

1. **As soon as Canvass is complete**, the following items must be **submitted electronically** to ELECT through the [Abstract of Votes Submission form \(rev. 10/18/24\)](#). This electronic submission meets the requirements set out in VA Code §§ [24.2-532](#) and [24.2-678](#).

- Signed/dated/sealed Abstracts of Votes.
- Signed/dated/sealed Abstracts of Referendum Votes.
- If applicable, completed signed/dated/sealed ELECT-675 Write-Ins Certifications.
- Voided ballots (if possible, please provide all voided ballots in **ONE pdf**, or as few pdfs as possible). The PDF must include the front and back side of each ballot from each precinct, marked *VOID*.
- Any explanations/supporting documents required if unable to clear validation issues or for any other reason they may be requested.

**The [Abstract of Votes Submission form](#) was **revised** earlier this year to include several questions you must answer. Screenshots of the last page of the form are attached to help you prepare for completing the [online submission form](#).**

2. **Only after ELECT has confirmed acceptance of the data entered in Enhanced Results and documents submitted via the online submission form, you must mail original Abstracts and the completed Certification Checklist to ELECT, to the attention of Election Administration.**
- **Note: you only need to submit your voided ballots electronically.** Only mail original voided ballots if you cannot submit them electronically.

**NOTE: Some items listed in this advisory include screenshots from Enhanced Results or VERIS. These screenshots show proprietary information, therefore the Enhanced Results and VERIS screenshots must be redacted before providing any of these items to someone who does not have Enhanced Results or VERIS access.**

**CONTACT:** **For VERIS technical matters:** Submit a JIRA ticket to the System Support team for all VERIS-related issues

**For Election Admin/Enhanced Voting:** [EA@elections.virginia.gov](mailto:EA@elections.virginia.gov)

**For training:** [training@elections.virginia.gov](mailto:training@elections.virginia.gov)

**For all other matters:**

Region 1 (Tidewater) Viki Mainwaring 804-593-2274 [victoria.mainwaring@elections.virginia.gov](mailto:victoria.mainwaring@elections.virginia.gov)

Region 2 (South Central) Viki Mainwaring 804-593-2274 [victoria.mainwaring@elections.virginia.gov](mailto:victoria.mainwaring@elections.virginia.gov)

Region 3 (North Central) Monique Semple 804-774-4694 [monique.semple@elections.virginia.gov](mailto:monique.semple@elections.virginia.gov)


Region 4 (South Western) Tanya Pruett 804-864-8931 [tanya.pruett@elections.virginia.gov](mailto:tanya.pruett@elections.virginia.gov)

Region 5 (Northern) Matthew Norcutt 804-801-6435 [matthew.norcutt@elections.virginia.gov](mailto:matthew.norcutt@elections.virginia.gov)

Region 6 (Western) Conrad Faett 804-774-4700 [conrad.faett@elections.virginia.gov](mailto:conrad.faett@elections.virginia.gov)

Region 7 (Southern) Viki Mainwaring 804-593-2274 [victoria.mainwaring@elections.virginia.gov](mailto:victoria.mainwaring@elections.virginia.gov)

**ADVISORY NUMBER:**

 **COMM-772** - November 2024 Election Night and Post-Election Process