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A version of this Quick Guide with screenshots and a pictorial diagram of how Enhanced Results, the Write-Ins Certification, and the Abstract all connect can be found in the Enhanced Results Training Materials Course in LMS

Write-In Votes

General write-in information:

- Other than Presidential write-in candidates, write-in candidates are not required to file ballot access documents but must comply with Campaign Finance requirements.
- For general and special elections, localities must report the total number of all write-in votes for an office. There are no write-ins in primaries.
- Valid write-in votes are determined based on voter intent. Abbreviations, misspellings, and/or minor variations should be accepted if the voter’s intent can be ascertained. Local Electoral Boards are charged with determining if a write-in vote is valid or not.
- **For the office of President and Vice President**, the only write-in votes that are valid, are the ones for the Qualified Write-In Candidates. ELECT will provide localities with the list of qualified write-in candidates.
- **Note for multi seat (vote for more than one) offices:** if your tapes report write-ins broken down by ballot Write-In line, on election night, you must add all the office’s write-in votes together and report the total on the one Write-In “bucket” line.

Write-In Winners

During canvass: If you have any write-in winners, you must make them a candidate. **You must subtract their votes from the write-in bucket and enter them for this new candidate.**

1. In the Dashboard page, in the Election Definition section, click “# Contests”.
2. Click on the name of the office for which a write-in winner needs to be added.
3. On that office’s page, in the Choices section, click “Add another choice”.
4. When you add your write-in winner, make sure you:
 - Type their name in a way that complies with ballot name requirements outlined in the SBE Ballot Standards.
 - Update the Choice Sequence Order as applicable. (The write-in winner should go before the Write-In bucket.)

- Check the Write-In box.
- Check the Qualified Write-In box.
- Click “Save”

Note: In an election for a local office in a **locality with 4,000 persons or less**, if the person with the highest number of voters for the office is elected by write-in and is not qualified to hold such office or declines to assume such office the person with the next highest number of votes will be deemed to have won and will be certified.

- In a case like this, you will create a candidate record only for the winner, **not** for the person that did not qualify/declined.

Note: a candidate record should be created in VERIS as well for write-in winners so there is a historical record. The Party would be “Write-In”, the status would be “Qualified”, and you should put a comment on the record to confirm they were a write-in winner.

ELECT-675 Write-Ins Certification

An ELECT-675 Write-Ins Certification form must be completed and submitted to ELECT with your Abstracts if:

- The total number of write-ins is **10%** or more of the total number of votes cast for the office.
 - You can see the percentage on your locality’s ENR webpage.
 - For a cross-jurisdictional office, it is 10% or more of the total number **across all jurisdictions**. You can see the total percentage for these offices on the ENR home/Virginia webpage.
 - If this occurs, the office’s Abstract generated in Enhanced Results will indicate the need for an ELECT-675 Write-Ins Certification.

OR

- A write-in candidate was elected to the office.
 - If this occurs, the office’s Abstract generated in Enhanced Results will indicate the need for an ELECT-675 Write-Ins Certification.
 - In an election for a local office in a **locality with 4,000 persons or less**, if the person with the highest number of voters for the office is elected by write-in and is not qualified to hold such office or declines to assume such office the person with the next highest number of votes will be deemed to have won and will be certified.
 - If the above situation occurs, you must submit an explanation of such with your ELECT-675.

OR

- There are Qualified Write-In Candidates for the office of President and Vice President.
 - ELECT will supply the ELECT-675 for this office with the qualified write-in candidates already listed.

If it is determined that an ELECT-675 Write-Ins Certification form is necessary, follow the instructions on the form to ensure it is completed accurately:

- Enter the appropriate numbers in the Write-Ins Summary section (Lines 1, 2, and 3).
 - Summary section lines 1 Invalid Write-Ins and 2 Valid Write-Ins must equal line 3 Total Write-Ins.
 - The total on line 2 must equal the total of all votes for everyone listed in the Valid Write-Ins – Detail section (including Continuation pages).
 - Line 3 Total Write-Ins must equal the total votes on the Abstract for the write-in winner plus the write-in “bucket”. It must also equal the total of lines 1 and 2.
- Enter, in alphabetical order, the valid names of persons receiving write-in votes and the number of votes received by each in the Valid Write-Ins – Detail section and on the Continuation page.
 - The Continuation page should be copied as many times as needed for a complete reporting of valid write-in names.
 - If you prefer, you may provide the list of valid write-in names and their vote totals in a Word document or Excel spreadsheet.
 - For the office of President and Vice-President only Qualified Write-In Candidates are valid. All other write-in votes are invalid. ELECT will supply the ELECT-675 for this office with the qualified write-in candidates already listed; you will just need to fill in the vote totals.

The ELECT-675 Write-Ins Certification can be found in FormsWarehouse > Election Management.