



Shared Towns One Pager

[§ 24.2-601](#). Town election process.

“The electoral board and general registrar of the county within which a town, or the greater part thereof, is situated shall control the election process and carry out the applicable provisions of this title concerning towns. For November elections for town offices in any town split between two or more counties, the electoral board of the county in which the lesser part of the town is located shall (i) include town offices on the ballot for the county, and (ii) report the results ascertained for those town offices to the electoral board of the county in which the greatest part of the town is located for inclusion in the results of that county pursuant to [§ 24.2-671](#).”

County in which the **lesser** part of the town is located – “**Secondary County**”

County in which the **greatest** part of the town is located – “**Controlling County**”

Secondary County

1. The **Secondary** County will enter only their results into Enhanced Results.
2. The **Secondary** County will print their abstract in Enhanced Results.
 - a. They will not declare a winner.
 - b. Their abstract will only include their results.
3. The **Secondary** County’s Electoral Board will certify only their results.
4. The **Secondary** County’s general registrar will deliver those certified results (by secure send email, phone call, or other method) to the Controlling County’s general registrar.
5. The **Secondary** County will submit their certified abstract to ELECT with all of their other abstracts.

Controlling County/ELECT

1. The **Controlling** County will enter only their results into Enhanced Results.
2. The **Controlling** County’s Electoral Board will confirm their results.
 - a. This may be done using the locality’s abstract in Enhanced Results or by some other method deemed acceptable by the locality’s Electoral Board.
3. Once the **Controlling** County has the final results for both counties, the general registrar will email ELECT to confirm the results in Enhanced Results are final.
 - a. Ellen Oakey, Elections Administrator (ellen.oakey@elections.virginia.gov)
 - b. CC: ea@elections.virginia.gov
4. **ELECT** staff will select the overall winner in Enhanced Results based on the combined results entered by the localities.
5. **ELECT** staff will generate and save the combined local abstract from Enhanced Results for the Controlling County.
6. **ELECT** staff will email the combined local abstract to the Controlling County’s general registrar.
7. The **Controlling** County’s Electoral Board will certify the combined results and winner.
8. The **Controlling** County will submit the combined certified abstract to ELECT with all of their other abstracts.
9. **ELECT** staff will create the winner certificate for the State Board of Elections (SBE) to sign.
10. **ELECT** staff will mail the signed winner certificate to the winner.