What to do with your numbers after the polls close

✓ Elections Checklists

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Introduction

Congratulations - the polls are closed!
Well done on running a successful election day.

As you know, even though the polls are closed there is still a lot to do. Your post-election work starts as soon as the polls close and your Election Officers call you with their results. While your provisional ballot meeting and canvass can last anywhere from 1 to 10 days (1 to 6 for a primary), **your post-election work is not done until the State Board certifies the election**. We may need to call upon you if we find errors or have questions about your results.

We know you worked very hard to get to this point. This final push is also very important so that we collect, certify, and publish the right numbers. If we do this right, we can avoid extra work for everyone.

The following pages have basic checklists that will guide you through the tasks you need to complete on election night through the end of the post-election process.

The post-election process includes 4 parts:
1. Election night (after polls close)
2. During the Provisional Ballot Meeting
3. During Canvass
4. After Canvass (ELECT Review)

Note: When using this document for a <u>primary</u>, ignore the instructions pertaining to referendums and write-ins, as there are no referendums or write-ins in primary elections.

Election Night Checklist

- ☐ Read Chapter 10 of the GR/EB Handbook

- ☐ Read the Definitions v3 document

- ☐ Read the Enhanced Results Training Materials

- ☐ Prepare provisional ballot logs (if providing copies tonight)

- ☐ Enter the required unofficial election data into Enhanced Results

- ☐ Check your work on ELECT's website

- ☐ Email ELECT to confirm all election night requirements have been completed

- ☐ Ensure election officers from all precincts deliver election materials to the Clerk of Court or General Registrar's office

Provisional Ballot Meeting Checklist

☐　　Read Chapter 10 and Chapter 13 of the GR/EB Handbook

☐　　Take the Same Day Registration (SDR) online training

☐　　Prepare provisional ballot logs

☐　　Review the SDR Duplicate report and research listed voters

☐　　Run the provisional ballot meeting

Canvass Checklist

☐   Read Chapter 10 and Chapter 14 of the GR/EB Handbook

☐   Read the Definitions v3 document

☐   Read the Enhanced Results Training Materials

☐   Run Canvass

☐   Create candidate records for write-in winners in both Enhanced Results and VERIS *(this is a rare occurrence that happens in general and special elections only)*

☐   If necessary, update the election data already in Enhanced Results to reflect changes discovered during canvass

☐   Enter the rest of the election data into Enhanced Results

☐   Review Data Validation issues and Reports

☐   Check your work on ELECT's website

☐   Declare local winners and generate Abstracts of Votes

☐   Create any required ELECT-675 Write-In Certifications *(this is a rare occurrence that happens in general and special elections only)*

☐   Import EPB voter credit into VERIS

☐   Enter provisional voter credit in VERIS (including Same Day Registration)

☐   Compare Turnout to Credit

☐   Create certificates of election for local winners *(general and special elections only)*

☐   Have your electoral board certify the election results

Post-Canvass Checklist

□   Submit required items to ELECT via online Formsite form

□   Complete an Election Results Certification Checklist ELECT-103(A)

□   Mail required items to ELECT

□   Mail required items to the political party chairs *(primaries only)*

□   Mail required items to the Clerk of Court and winners *(general and special elections only)*

□   Mark rejected absentee ballots in VERIS

□   Mark rejected provisional ballots in VERIS

□   Generate and send letters to voters whose absentee or provisional ballots were rejected

□   (Federal elections only) Put copy of memory cartridges from Envelope 7 in Envelope 7FED and give to Clerk of Court

□   Enter paper pollbook voter credit in VERIS

Contact us with any questions

For help with VERIS:

☐ Submit a help ticket through JIRA

For help with Enhanced Results:

☐ Ellen Oakey, ellen.oakey@elections.virginia.gov

☐ ea@elections.virginia.gov

☐ Your liaison

- o Regions 1, 2, 7: Viki Mainwairing, victoria.mainwaring@elections.virginia.gov
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For questions about elections administration:

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☐ John Cronin, john.cronin@elections.virginia.gov

To reach ELECT's main line:

☐ Email info@elections.virginia.gov

☐ Call 804-864-8901