



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

Date: September 20, 2024

SUBJECTS: [DUE TODAY/TOMORROW!] November 2024 AB Compliance Survey Due / Paper Pollbook Reminder

WHY THIS IS NEEDED:

1. As the start of early voting for the November 2024 elections begins, §24.2-612 of the Code of Virginia requires localities to provide ELECT with the information requested in the AB Compliance Survey.
2. Requirements reminder:
 - Virginia Administrative Code Section 1VAC20-70-90 requires localities that contract with a third party for the printing, assembly, and mailing of absentee ballots to provide ELECT with a copy of the signed contract.
 - Under Virginia Code §§24.2-610 and 24.2-611, all of your precincts must have a paper copy of their pollbook available on Election Day, **even if you use EPBs.**

HOW THIS AFFECTS YOU:

1. **AB Compliance Survey:** Complete this survey **immediately after the close of business today** (if your office is not open tomorrow), **or immediately after the close of business tomorrow** (if your office is open tomorrow or if you will be working tomorrow to complete the initial absentee mailing).

NEW in 2024: Localities that contract with a third party for the printing, assembly, and mailing of absentee ballots are now required to submit a copy of the signed contract to ELECT through the AB Compliance Survey. If you have previously emailed a copy of your contract for the June Primaries to ELECT, **please also upload to the survey for tracking purposes.**

2. **Paper Pollbook Requirement:** Virginia Code §24.2-611(E) **requires** all of your precincts to have a paper copy of their pollbook available on **Election Day**, even if you use EPBs. While a paper copy of the absentee pollbook is not required for early/absentee voting, it is encouraged.

ACTION ITEMS:

1. **Notify your ERS liaison immediately if there is any chance that you will not meet the deadline to get all of your absentee ballots mailed out by tomorrow.**
2. **AB Compliance Survey:** Complete and submit the [Absentee Compliance Survey](#) immediately **after close of business** today (or tomorrow COB, if open or completing the initial absentee mailing). Screenshots of the survey are attached to assist you in preparing. **Submit the survey online, here: [Absentee Compliance Survey](#).**

NEW in 2024: Localities that contract with a third party for the printing, assembly, and mailing of absentee ballots are now required to submit a copy of the signed contract to ELECT through the AB Compliance Survey. If you have previously emailed a copy of your contract for the June Primaries to ELECT, **please also upload to the survey for tracking purposes.**

3. **Paper Pollbook Requirement:**

- Required: Print a paper copy of all of your precincts' pollbooks for them to have available on Election Day.
- Encouraged: Print a paper copy of the absentee pollbook for all locations, where in-person absentee voting will occur.

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

For Election Admin: EA@elections.virginia.gov

For all other matters:

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

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ADVISORY NUMBER:

 **COMM-744** - [DUE TODAY/TOMORROW!] November 2024
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CLOSED