



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

**Official ELECT Advisory**

**Date:** September 16, 2024

**SUBJECTS:** [MANDATORY SURVEYS] November 2024 L&A Testing Certification and AB Compliance Surveys / Paper Pollbook Reminder

**WHY THIS IS NEEDED:**

1. To guarantee compliance with Virginia Code §§[24.2-612](#) and [24.2-633](#), localities must provide ELECT with the information requested in the L&A Testing Certification Surveys and 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.
  - Virginia Administrative Code Section [1VAC20-60-70](#) requires localities to perform L&A testing on EPBs.
  - 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. **L&A Testing Certification Surveys:** As you complete L&A testing on all voting machines and EPBs being used in the election, you need to submit your surveys using the appropriate Formsite Survey links. If you do not use EPBs for Early/Absentee Voting and/or Election Day, **you still need to complete the survey to indicate non-use.**

**NEW in 2024:** Both L&A surveys for Early/Absentee Voting machines and EPBs must be completed by this **Thursday, September 19th**. Both surveys for Election Day machines and EPBs must be completed by Monday, November 4th.

**L&A Records Requirement:** Localities should keep records of their L&A testing, including checklists, steps, and procedures.

**L&A Best Practices:** Localities should use best practices, similar to EAC's L&A practices, published [here](#). Example L&A checklists for voting system and EPB can also be found in the ESEC 101 (Voting Systems Security Standards) training, provided by ELECT, found [here](#).

2. **AB Compliance Survey:** As with all prior elections, you need to complete the electronic AB Compliance Survey **immediately after the close of business this Friday, September 20th** (if your office is not open on Saturday) **or immediately after the close of business on Saturday, September 21st** (if your office is open Saturday or if you will be working on Saturday 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 November Elections to ELECT, **please also upload to the survey for tracking purposes.**

3. **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. **L&A Testing Certification Surveys:** You can complete the surveys for just Early/Absentee Voting machines and EPBs, and then complete again later for Election Day machines and EPBs. If Early/Absentee and Election Day testing is done at the same time, complete each survey once for all machines and EPBs once all testing is done.
  - **NEW in 2024: Both L&A surveys for Early /Absentee Voting machines and EPBs must be completed by this Thursday, September 19th.** Both surveys for Election Day machines and EPBs must be completed by Monday, November 4th.
  - If you have not already done so, review the *Logic & Accuracy Testing Requirements and Resources Reminder* Official ELECT Advisory that was emailed to localities on Monday, September 9th (attached).
  - Screenshots of the surveys are attached. Again, **if you do not use EPBs for Early/Absentee Voting and/or Election Day, you still need to complete the survey to indicate non-use.**
  - Surveys:

- **Voting System - AB/EV and Election Day online survey:** [REDACTED]
- **EPB - AB/EV and Election Day online survey:** [REDACTED]

2. **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 Saturday, September 21st.**
3. **AB Compliance Survey:** We will send out the survey link this Friday, September 20th for you to complete and submit. Screenshots of the survey are attached to assist you in preparing.
  - The Survey will open at 4:00 pm on Friday, September 20th. **Do not complete the survey until after close of business** on Friday, or wait until after close of business on Saturday if you will be open on Saturday.
  - If you plan to work on Saturday while your office is closed in order to complete the initial absentee mailing, please do not complete the survey after the close of business Friday. Wait until you have completed your work on Saturday to complete the 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 November Elections to ELECT, **please also upload to the survey for tracking purposes.**
4. **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 be occurring.

**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](mailto:EA@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)

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**ADVISORY NUMBER:**

 **COMM-743** - November 2024 L&A Testing Certification and AB Compliance Surveys / Paper Pollbook Reminder **CLOSED**