

Once approved, create reminder for Monday, 9/23



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: September 17, 2024

SUBJECT: [MANDATORY SURVEY] Number of Ballots Ordered for the November 2024 Elections

WHY THIS IS NEEDED: Virginia Code §24.2-612 requires General Registrars to report the number of ballots ordered for each election to the Department of Elections.

HOW THIS AFFECTS YOU: Please be certain that you have ordered a sufficient number of ballots for the election to serve all of your registered voters.

Points to consider when ordering ballots:

- Ballots are specific to precincts. An overage from one precinct **cannot** be used to fill the deficit in another.
- For localities **not** using Ballot On Demand printers: ELECT recommends (but is not requiring) having enough ballots for each precinct to cover **100% to 125%** of registered voters.
- Using a Ballot On Demand Printer will mean that your office will **not** have a ready back stock of ballots available to you on Election Day.

ACTION ITEMS: Complete the [Ballots Being Ordered](#) Formsite survey online for the November 2024 Elections **by Tuesday, September 24, 2024**. Screenshots of the survey are attached.

CONTACT: **For Election Admin:** EA@elections.virginia.gov

For all other matters:

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

Region 2 (South Central) Viki Mainwaring 804-593-2274 victoria.mainwaring@elections.virginia.gov

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Region 6 (Western) Conrad Faett 804-774-4700 conrad.faett@elections.virginia.gov

Region 7 (Southern) Viki Mainwaring 804-593-2274 viki.mainwaring@elections.virginia.gov

ADVISORY NUMBER:

 **COMM-742** - [MANDATORY SURVEY] Number of Ballots
Ordered for the November 2024 Elections **CLOSED**