

Sent to select localities



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: August 2, 2024

SUBJECT: [REMINDER!] Submission Process - Certification of Annual Voting System Security Plan Review

WHY THIS IS NEEDED: Pursuant to [24.2-625.1\(D\)](#), Electoral Boards must annually review and update as necessary their locality's Voting System Security Plan (*separate from the LESS requirements*) to ensure the security and integrity of its electronic voting systems. Compliance with this requirement is certified in a letter submitted by the Electoral Board to the Department of Elections (on letterhead), dated and signed by all members of the board.

HOW THIS AFFECTS YOU: Annual certification statements/letters must be uploaded to ELECT using a specified Formsite link no later than **60 days before the November elections**, annually.

NOTE: This letter should *not include* any additional information surrounding the security posture of the locality or systems specifically. The locality should **not** upload their Voting System Security Plan as part of this process. Only submit the annual certification letter with the Electoral Board's attestation that they have reviewed/updated their locality's Voting System Security Plan for the year.

RESOURCES: For more information, please review:

- [ESEC 101 Voting Systems Security Standards training](#) (General Registrar Certification Course training module revised 5-2024)
- [Voting System Security Program - Example Plan](#)

ACTION ITEMS: **By September 6, 2024**, ELECT requests submission of your locality's 2024 annual certification letter, as follows:

1. Electoral Board members should certify via signed letter (on letterhead) their annual review/update of the locality's Voting System Security Plan pursuant to Va. Code [§ 24.2-625.1\(D\)](#) (**Reminder, this letter should not include the plan itself, nor any additional information surrounding the security posture of the locality or systems,**

specifically).

2. General Registrar should upload the electoral board's annual certification letter to Formsite, here: [REDACTED]
3. For system security, please continue to submit all LESS documents via JIRA ticket (JIRA > Security Services > LESS Compliance).

CONTACT: **For Security matters:** Submit questions via JIRA ticket to the Security team (Go to JIRA > select "Security Services" > submit "Security Question")

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

Region 3 (North Central) Monique Semple 804-774-4694 monique.semple@elections.virginia.gov

Region 4 (South Western) Tanya Pruett 804-864-8931 tanya.pruett@elections.virginia.gov

Region 5 (Northern) Matthew Norcutt 804-801-6435 matthew.norcutt@elections.virginia.gov

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

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

ADVISORY NUMBER:

! **COMM-704** - [Reminder: Submission Process] - Certification of Annual Voting System Security Plan Review **CLOSED**