



Election Insider

August 23, 2024

Greetings everyone! Welcome to another issue of the Election Insider. The most recent Electoral Board meeting occurred on August 20.

Sunday Voting on Oct 27

In the most recent board meeting, the electoral board has approved for the Office of Elections and the Satellite locations to conduct Sunday voting on Oct. 27 from 1 p.m. to 5 p.m.

Training Manual for Election Officers

In the previous newsletter, we announced the new training manual that every election officer will be receiving. Cynthia Johnson, the project manager, and our office interns have been working tirelessly since June to make the training manual. We are proud to announce that the manual is finally finished and each election officer will receive a copy when they attend their classes.

The manual was mirrored after the online training courses to make sure that all training formats do not conflict with each other. Not only that, Cynthia and the interns did extensive research on the roles with the help of the post-Election Day survey and feedback from current Chief Election Officers.

“The goal was making sure everything is consistent, making sure everyone is on the same page,” Cynthia said. “Sometimes we have trouble recalling what was taught in class. The training manual can serve as a tool during Election Day to help you make sure you’re doing your role correctly.”

Cynthia said the plan is to update the training manual every year to reflect any new rules or training courses.

Thank you to Cynthia and interns Lujain, Nick, and Lily!

Availability Survey

Current Election Officers

As we approach the General Election on November 5th, your participation as an election officer is crucial. Earlier this month, we sent out a survey to approximately 800 election officers to confirm your availability. To date, about 70% of you have responded.

If you have not yet responded, please contact our office at 804-646-4411 or email ElectionOfficer@rva.gov as soon as possible to inform us of your availability. Your timely response is essential for us to determine which precincts require officers.

For New Applicants

If you have recently applied to serve as an election officer, please note that this survey was not sent to you. Ensure your Integra account is registered and that you have electronically signed your Oath if you haven't already.

We have received a high volume of applications, and while we will make every effort to assign you to a precinct, we cannot guarantee placement. If we are unable to assign you to a precinct, you will be notified via email.

Thank you for your interest in serving as an Election Officer with the City of Richmond.

Training Classes and Calendar

Current Election Officers

Chiefs and Assistant Chiefs will receive a copy of the training calendars. All other officers, please check your Integra portal for eligible classes.

- All officers must **REGISTER** for their training classes via our new software system, Integra.
- Ensure you are registered in Integra to access and sign up for classes relevant to your role.
 - For Example:
 - **Ballot Officers:** You will see Paperwork training in your Integra portal. For Pollbook or Voting Machine training, discuss with your Chief. Your chief will need to contact our office to approve additional training.
 - **Chiefs and Assistant Chiefs:** You can take all classes as refreshers; however, Chief and Assistant Chief classes are mandatory. Registering for class is a must to attend.
 - **Greeters and Curbside Officers:** You will not see classes in your Integra portal. Use our new training manual and/or consult with your Chief for guidance of your role.

If you cannot register or access your Integra account, please contact our office for assistance. Our office will send out reminder texts of your scheduled training.

For New Applicants

- You will receive information about online training from our office.
- Virtual Q&A sessions will be available to answer your questions. Register for these sessions through Integra.
- If interested in becoming a Pollbook Officer or Voting Machine Specialist, beginner classes are available for registration via Integra.

Assistant Chiefs

In addition to your normal duties, you will be responsible for processing provisional ballots. For precincts expected to have a high volume, additional person(s) will assist with provisional ballots. Be sure to sign up for Provisional Training in your Integra portal.

Office Hours Update

On Monday, August 19th, we informed you that our office would be by appointment only. After reviewing and prioritizing the workload, we are able to open the office for walk-in visits. Beginning in September, you can now be seen without needing an appointment.

Dedicated Walk-In Hours:

- **Mondays:** 10 AM - 12 PM & 1 PM - 3 PM
- **Fridays:** 11 AM - 1 PM & 2 PM - 4 PM

Feel free to visit us during these hours, especially when you have a quick question. Otherwise, it will be best to schedule an appointment with a staff member. If you have any questions, please contact our office.

Important Reminders

- September 2, 2024** – Labor Day Holiday (Office is closed)
- September 20, 2024** – Early Voting begins at Laburnum location (8:30AM – 5PM)
- October 7, 2024** – Early Voting begins at Satellite locations (City Hall & Hickory Hill)
- October 14, 2024** – Indigenous People Day (Office is closed)
- October 25, 2024** – Last day to apply for an Absentee Ballot (vote by mail)
- October 26, 2024** – 1st Early Voting Saturday (9AM – 5PM)
- October 27, 2024** – Early Voting Sunday (1PM - 5PM)
- November 2, 2024** – Early Voting ends – Final Saturday ((9AM – 5PM)
- November 4, 2024** – Supply Pick-up Day for Chiefs (8AM – 4:30PM)
- November 5, 2024** – Election Day!