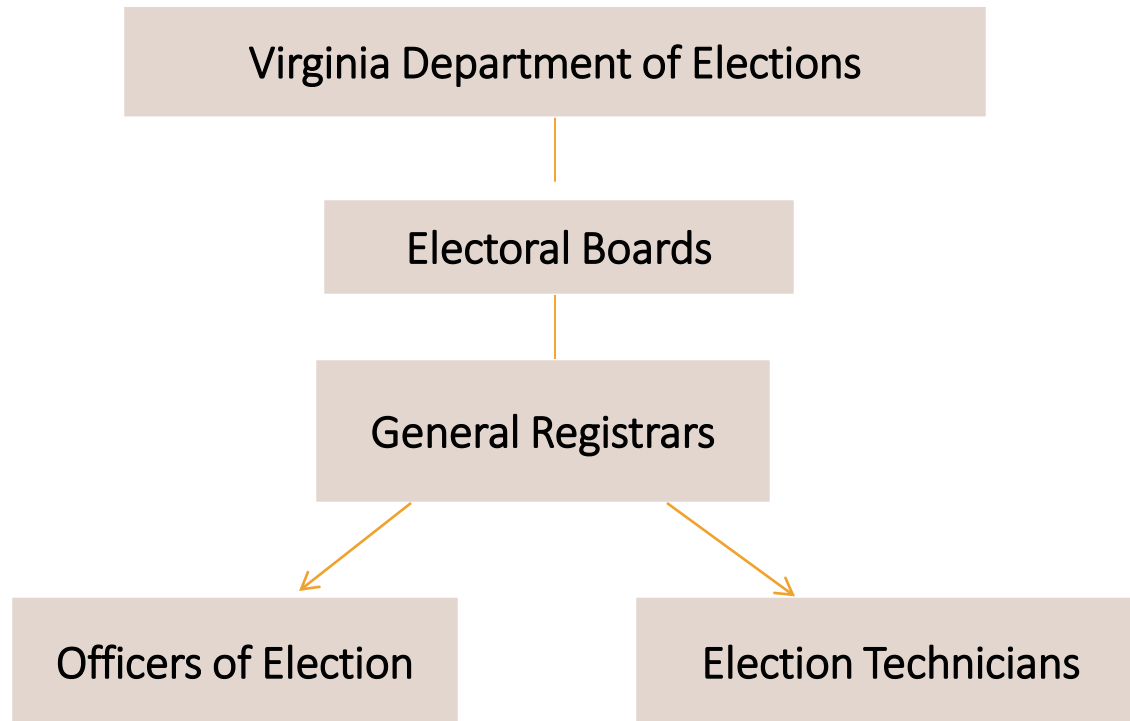


FAQ: Voter Registration and Elections

City of Lynchburg
Registrar's Office

How does Virginia run elections?



Electoral Board

The Circuit Court appoints the three-member Electoral Board on recommendations from the local political parties. Two Electoral Board members represent the current governor's political party, while the third member represents the party with the second-highest number of statewide votes in the last gubernatorial election. The chairman and secretary must represent different political parties, unless the minority party member has agreed otherwise.

Appoints the election officers who work at the Election Day polls

Electoral Board

Current Electoral Board members are

David Neumeyer, Chair

Carolyn Sherayko Vice Chair

John Cobbs, Secretary

General Registrar

The general registrar, in his or her capacity of director of elections:

Must be a resident of The City Of Lynchburg

Can't hold other elected or appointed offices or participate in partisan political activities

Hires assistant registrars and other employees required to run the office

Performs other specific duties as delegated by the Electoral Board or prescribed by the [Code of Virginia](#) or directed by the [Virginia Department of Elections](#)

Appointed by Electoral Board-4 year terms

Staff

2 full time staff members-Employees of City of Lynchburg

Deputy Registrar-Kim Conner

Assistant Registrar-Deborah Jenkins

2 Interns from Liberty University

Temporary Staff

Voter Registration

Six methods of registration

Online

By application at the polls on election day

In person

By application at a state designated voter registration agency (DMV)

By directly mailing an application

By Third Party Registration (Different community groups)

An applicant does not become registered until the application is reviewed and accepted by his/her local registrar

Voter Registration

Submission deadlines

Voter registration for general and primary elections closes at the normal close of business on the twenty-second day before the election

Voter registration remains closed for the twenty-one days preceding the election and on election day

Voter Registration

Monthly receive names from the Social Security Administration to cancel voters who have died in the previous 30 days

Can cancel voter registration of voters who have passed away by receiving “Report of Death of Registered Voter”

Adjudications of incapacity result in a loss of voting rights unless a court order expressly preserves voting rights

Voter Registration

Under federal and state laws, a voter who appears to have moved from their residence of registration, but has not responded to a request to confirm their residence, is maintained on the voter lists as "Inactive" through the next two federal general elections. "Inactive" voters are eligible to vote if they update or confirm their registration information, or if they appear at the polls (or apply to vote absentee) and confirm that they have not moved (or have moved, but within the same locality and Congressional District). If they do not reactivate their registrations, they are removed from the rolls after two federal general elections have passed.

Election Technicians

Drops off election precinct supplies day before election

Assist with technical needs on Election Day

Picks up election precinct supplies at end of election day

Assist with return of voting equipment and supplies

Voting Equipment

The City of Lynchburg uses Unisyn Voting equipment with software version 1.3.0.1.

All voting equipment must undergo rigorous testing and certification by the State Board of Elections.

Voting Equipment

All ballots in Lynchburg are marked on paper, including the one touch-screen voting device offered to voters with disabilities who could have trouble filling in the circles on a paper ballot with ink; the touch-screen devices print a paper ballot on which the voter can confirm that his or her vote was properly recorded.

All paper ballots are fed into a scanning machine for counting, and the machine keeps an electronic image of every ballot scanned. The scanned vote totals are reviewed and confirmed one by one for each voting precinct by the Electoral Board the day after each election in a "canvass."

Election Results

Unofficial Vote Totals entered into State database on election night

The electronic vote totals and the images are downloaded onto thumb drives at the close of federal elections. All paper ballots from all elections and thumb drives are kept by the circuit court clerk's office for two years after federal elections so that they can be examined and counted in the case of a recount or other need.

Absentee Ballots

Applications may be signed electronically and can be received by mail, fax, in person, or by email with electronic signature.

Ballots are sent by mail to applicants who apply by mail, fax, or email

Absentee Ballots

Uniformed and Overseas Citizens Absentee Voting Act may apply on the Virginia Application or Federal Post Card Application.

UOCAVA voters are eligible to have their ballots sent to them by email, fax, or mail

Absentee Ballots

All absentee ballots submitted by mail or brought to the registrar's office before and during Election Day are required to be submitted in supplied envelope which includes the voter's signature.

Drop Boxes

In Office

Each precinct on election day

Electronic Pollbooks

Electronic pollbooks, using software certified by the State Department of Elections, are used to confirm registration and check in voters in each of the precincts.

Our pollbooks are laptops manufactured by Toshiba, Lenova and Dell, and the software, current version 2.3.67, created by Demtech Voting Solutions of Longview, Texas.

Election Officials

Orientation with Deputy Registrar

Complete Application to become an Election Official

Complete Training

Complete Oath to uphold Constitution of the United States and the Constitution of the Commonwealth of Virginia

Election Official Responsibilities

Arrive on time (no later than 4:30 am)

May not leave the precinct during Election Day

Limit conversations with voters and friends (non-voters including family & friends should not visit the polling location where you're working)

Continuously observe the polling area

Election Official Responsibilities

May not discuss the election, its outcome or a general topic in a partisan manner within the polling location on election day

May not wear any clothing, buttons, stickers on election day on which a candidate's name or a political slogan appears

Do not turn away a voter with a problem; refer to Chief/Asst Chief

Steps taken while voting absentee in-person

1. Be prepared to show identification
2. Election official to ask your name and address
3. Election Official then confirms and checks-in voter into the Electronic Pollbook.
4. Voter is given a paper ballot and instructed to insert ballot into voter tabulation upon completion of voting

Steps taken while voting absentee by mail

1. Voter requests a ballot to vote by mail.
2. Application requests can be made by mail, fax, email, or in-person.
3. Ballots are mailed out beginning 45 days before the election.
4. Voters are giving detailed instructions on how to vote absentee by mail.
5. Witness is required unless the governor has issued a state of emergency due to a health reason

Steps taken while voting absentee by mail

5. In front of a witness Voter opens Envelope A which contains the ballot and completes their ballot (witness should make sure to give the voter privacy as they complete the ballot to give the voter their right to a secret vote)
6. In front of a witness Voter puts the ballot into Envelope B and completely fills out all information on Envelope B this includes: first name, last name, address, city, zip code, signature, and witness signature

Steps taken while voting absentee by mail

7. Voter places Envelope B into the already pre-addressed and stamped Return Envelope.

8. Voter can choose to return by mail, in-person to the drop box located at the Registrar's Office, or the drop box on election day at their precinct.

Election Night

1. Each precinct calls electoral board to relay the unofficial results from that precinct.
2. These numbers are then added to the State Department of Elections Virginia Elections Information System Database which links directly into their website with their unofficial results.

Canvass

The scanned vote totals are reviewed and confirmed one by one for each voting precinct by the Electoral Board the day after each election in a "canvass."

Step by Step Canvass

1. On election night Election Officials print off the election results from the voting tabulation equipment.
2. Election Officials then complete two Statement of Results affirming with their signature the results on the tape and the form.
3. The Statement of Results stapled with the tapes from the voting tabulation equipment are then sealed into an envelope.
4. A seal is affixed to the back of the envelope with the signatures of the election officials working at the precinct.

Step by Step Canvass

5. These envelopes are dropped off and affirmed as received by the Registrar's Office on election night.
6. A notice regarding the Provisional Ballot and Canvass meeting is posted on the website and notice is given to party chairs.
7. Canvass must begin by 5:00 pm the day following the election

Step by Step Canvass

8. The City of Lynchburg Electoral Board Members typically begin their Provisional Ballot and Canvass at 10:00 a.m. the day following the election.
9. Each sealed envelope containing the statement of results is opened by electoral board members.
10. This is done precinct by precinct.

Step by Step Canvass

11. Results are confirmed using an excel sheet of the unofficial results called into the Electoral Board election night compared to the voting tabulation tapes and the Statement of Results completed by the election official.

12. Once confirmed one copy is provided to the Registrar's Office for public viewing and a copy is put back into the envelope, sealed with signatures of the Electoral Board, and stored for two years at the Circuit Court.

Step by Step Canvass

13. The Electoral Board has 7 days to complete the canvass.
14. Once completed and certified by the electoral board abstracts of the results from the locality are sent to the State Board of Elections for each race.
15. The State Board of Elections meets the 3rd Monday in November to ascertain the results of the November election.

Teamwork!

Our goal is to assure that the voting process is as fair and as smooth as possible, making it a pleasant experience for voters in the City of Lynchburg. 😊