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## 18.1 Election Materials

### 18.1.1 Plan In Advance

Prior to each election, the secretary of the electoral board or general registrar completes the online “Election Material Order.” The secretary of the electoral board/general registrar checks supplies already on hand, determines the additional quantities required to conduct the election and electronically submits the properly completed form by the deadline established by the SBE.

### 18.1.2 Obtain “Single Quantity Election Material” Forms

Prior to each election, the secretary of the electoral board or general registrar reviews the election forms available on SBE’s [SharePoint website](#). Once the user logs-in, the forms are available in the Forms Warehouse section. An illustration of the location is provided below.

SBE Portal > General Registrar and Electoral Board

**General Registrar and Electoral Board**

GR and EB | SBE Portal Home | News You Can Use Blog

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## Forms Warehouse

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**Surveys**

- SBE Information Customer Satisfaction Survey

**Documents**

- Shared Documents
- **Forms Warehouse**
- Help
- GR/EB Handbook
- GR/Contribute
- Sample Pollbooks

**Lists**

- Calender
- Calendar of Events

Forms Warehouse

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Type	Name	Author	Rev	Sub-Category	Category
	Category : 6.8.2010 Republican Party Primary (10)				
	Category : Absentee_Early Voting (44)				
	Category : Abstract of Votes - General and Special Elections (19)				
	Category : Ballot Access Candidate Qualification (53)				
	Category : Campaign Finance (53)				
	Category : Election Management (64)				
	Category : Emergency Procedures (3)				

The Forms Warehouse has several Categories and Sub-Categories which contain election material forms. If a form is not available, please contact Matthew Abell or Martha Brissette.

### 18.1.3 Packaging and Scheduled Pick Up Of Materials

The State's Mail Service (SMS) counts, packages and prepares the material for delivery to the office of the general registrar via United Parcel Service (UPS).

Packages should be opened promptly upon receipt and inspected to be sure that the proper quantities of each item ordered have been received. If anything is missing, call SBE immediately.

After all materials have been received and inspected, should you determine that you need additional supplies of any item, please fax your request for additional election materials to Election Services (fax 804-225-3706) or email the request to Matt Abell at [matt.abell@sbe.virginia.gov](mailto:matt.abell@sbe.virginia.gov) immediately. SMS will ship supplies ordered as soon as possible after receipt of your order.

### 18.1.4 Materials to Be Used

#### 18.1.4.1 Final Absentee Ballot Applicants List

The printout generated by VERIS must be used. The final list printed out the night before the election will contain the name and information for all persons who have requested an absentee ballot including any person who requested a federal only ballot, presidential only ballot, and a late emergency ballot. If you run the Final Absentee Ballot

Applicant’s List prior to 2:00 p.m. on the day before the election, you will need to run the list again in VERIS if any late emergency requests for absentee ballots are granted. You can set the time for printing the final list through the Report functions of VERIS.


**18.1.4.2 Application for Absentee Ballot**

Provided by the general registrar to any individual who requests it, whether for the person making the request or for someone else. This document may also be downloaded by the voter from the SBE website.

**18.1.4.3 Affidavits and Oaths for Printing of Ballots**

These various forms are to be sworn or affirmed to in connection with the printing of your ballots for each election held in your locality:






Form #	Form Name
Form SBE-616	Statement of Printer
Form SBE-616(T)	Statement of Printer (Town Elections)
Form SBE-617	Statement of Electoral Board Representative
Form SBE-618(1)	Certificate of Number of Ballots Delivered to Electoral Board
Form SBE-618(2)	Certificate of Number of Ballots Received from Printer
Form SBE 618(1) (T)	Certificate of Number of Ballots Delivered to Electoral Board (Town Elections)
Form SBE 618(2) (T)	Certificate of Number of Ballots Received from Printer (Town Elections)
Form SBE-619(1)	Statement of Witness to Affixing of Seal
Form SBE-619(2)	Statement of Person Affixing Seal
Form SBE-621	Receipt for Ballots
Form SBE-621(T)	Receipt for Ballots (Town Elections)

-  Filling-in and signing these forms is highly important, as they can be utilized to establish chain of custody if a problem arises with the ballots, or if the ballots become missing. Criminal liability may possibly be avoided through diligently completing these forms.

**18.1.4.4 Envelopes for Return of Election Materials (1A – 10)**

These are the envelopes in which officers of election, on election night, seal the material indicated for delivery the next day to the Clerk of Circuit Court or return on election night or the following morning, as the Board directs, to the office of the general registrar. [§ 24.2-668\(B\)](#).

Localities are permitted to use containers in lieu of envelopes for Counted Ballots (Envelope 3), Absentee Ballot Material (Envelope 5) and Unused Ballots (Envelope 6). The containers must be sealed and labeled using the box labels posted in SharePoint GR & EB tab>Forms Warehouse>Election Management>Envelopes\_Labels. See the illustration below.

Category : Election Management (64)						
Sub-Category : Ballots (13)						
Sub-Category : Canvass Document (3)						
Sub-Category : Certificate of Election, Local (3)						
Sub-Category : Election Day Instructions and Forms (14)						
Sub-Category : Envelopes_Labels (7)						
	Officer certification to reuse empty provisional votes envelope 1A	EU	3.2010	Envelopes_Labels	Election Management	
	Officer certification to reuse empty provisional votes envelope 1A	EU	3.2010	Envelopes_Labels	Election Management	
	SBE-Box Label 3 Counted Ballots Rev 1 08	Matt Abell	1.08	Envelopes_Labels	Election Management	
	SBE-Box Label 5, Absentee Ballots Not Counted		7.04	Envelopes_Labels	Election Management	
	SBE-Box Label 6 For Paper and Optical Scan Systems Rev 1 08	Matt Abell	1.08	Envelopes_Labels	Election Management	

The following envelopes are to be used to convey materials to the Office of the Clerk of the Circuit Court by noon on the day following the election or, if returned on election night to the office of the general registrar as required by [§ 24.2-668](#), by noon on the day after the completion of the canvass:

- Envelope 1A for Provisional Ballots Voted (those cast in sealed green envelopes) and Provisional Ballots Log
- Envelope 1B (if used) for Provisional Ballots cast after hours by court order extending voting hours, and separate Provisional Ballots Log for those ballots
- Envelope 2 for Pollbooks, Pollbook Count Forms, Statement of Results (Two identical copies), Write-ins Certification, Officer of Election Oaths, and Final Absentee Ballot Applicants List; and if used, Incident Report, Ballot Record Reports, Rejected AB Log, SBE-Empty Envelope Certification and SBE-659, -668 Certification of Materials Used in Election
- Envelope 2A for Printed Return Sheet with consolidation or results tapes attached
- Envelope 3 for Counted Ballots, and Counted Ballots with Write-ins (keep separated)
- Envelope 4 for Spoiled/Void Ballots;
- Envelope 5 for Absentee Ballot material, if applicable (Absentee Ballots Returned Unused, Rejected/Unopened AB envelopes, Empty AB envelopes, Empty AB return envelope)
- Envelope 6 for Unused Ballots

- Envelope 7/7C for AVC Advantage Equipment Keys and Optical Scan and DRE Data Storage Units and Seals
- Envelope 7A for memory cartridges for the AVC advantage voting system
- Envelope 7B for voting equipment keys for optical scan and DRE dial/touch screen voting systems that are not secured by the removal of the keys
- Envelope 8 for completed forms as indicated below to the office of the Clerk of Circuit Court and for delivery to or pick up by the general registrar for Oath of Voter forms and Voter Registration Applications. Envelope 8 contains
  - SBE-649 Request for Assistance
  - SBE-651 Affirmation of Eligibility
  - SBE-708 Statement of Voter (absentee ballot lost or not received) (Only used at precincts if locality does not have a CAP)
  - VA-NVRA-1 Virginia Voter Registration Application
  - Authorized REP (Poll Watcher) forms/letters
  - Other Completed Paperwork

The use of the following envelopes is *optional*. The State Board of Elections will provide them until our supplies are depleted. They will not be reprinted.

- Envelope 9 for Virginia Election Laws
- Envelope 10 for Officer of Election buttons/badges

Localities are permitted to use their own envelopes (e.g. 11, 12, 13, etc.) for election material capture. *See, Election Day Guide Standardized Template* provided by SBE. It is recommended to clearly articulate the envelope's purpose in your locality specific Election Day Guide.

#### **18.1.4.5 Election Day Guide (EDG)**

- Two EDG standardized templates, one for precincts and one for the Central Absentee Precinct (CAP), are posted to SBE's SharePoint website, in PDF and Word versions. You must duplicate them in the quantities needed for each polling place. The SBE will repost the guides whenever changes are made to this document due to law or procedural changes.

#### **18.1.4.6 Labels for Sealing Election Material Envelopes or Containers**

- A label must be affixed to Envelopes 1 through 7 and/or containers 3, 5 and 6.
- Two officers of election (of different parties) who verify the contents and seal the envelope/container must sign and date the label after it is affixed.
- All officers of election must sign the label affixed to the Counted Ballots envelope/container (3).

- A new label is to be affixed, signed and dated by the appropriate person, i.e., Clerk of Circuit Court, secretary of the electoral board, general registrar, etc., each time it is necessary to re-open an envelope.
- Remember that envelopes containing ballots may be opened only when authorized by the SBE.

#### **18.1.4.7 OP Envelope SBE-649 - For Outside Polls Voter Using Paper Ballot**

This envelope captures the voted paper ballot of an eligible voter (i.e. a voter age 65 or older or physically disabled) who votes outside the polls ("curbside") under [§ 24.2-649\(A\)](#). The OP Envelope may be used only for paper ballots. Optical scan ballot jurisdictions must use a secrecy folder or some other method that protects the secrecy of the voter's ballot.

#### **18.1.4.8 Officer of Election Buttons or Badges**

Officers of election must be identified as such by either a button or badge. Buttons or badges are to be used for every election held in your county (including town elections) or city.

#### **18.1.4.9 Pollbook - Provisional Votes**

The Provisional Votes Pollbook is used by the electoral board on the day following the election if any ballots cast in green Provisional Vote envelopes pursuant to [§ 24.2-653](#) are counted by the electoral board. *See*, GREB 29.

- If the locality is split by congressional district lines, in a federal or statewide election SBE requires that votes be reported by congressional district, so one provisional vote pollbook would be used for each congressional district, as needed.
- In a primary election, one provisional votes pollbook is used for each party holding a primary, as needed.
- In town elections held in May, one provisional votes pollbook is prepared for each town, as needed.
- If polling place hours are extended by a court order, any votes cast after normal hours must be cast as provisional ballots, not on the equipment. These after-hours ballots (from Envelope 1B), if counted by the electoral board, would be recorded in a separate provisional votes pollbook from those cast during regular hours (again, as above, one per congressional district in the locality in a statewide or federal election, one for each party holding a primary, and one for each town in a May election, as needed).

#### 18.1.4.10 Prohibited Area Signs SBE-604

These notices are to be posted at the polls by the officers of election indicating a “Prohibited Area” within 40 feet of any entrance to the building in which any polling place is located. [§ 24.2-604](#). These signs must be posted outside the building within the prohibited area. If campaigning is allowed within the structure where the election is being conducted, notices must be posted by officers of election indicating a prohibited area within 40 feet of any entrance to the room where the election is conducted. [§ 24.2-310\(E\)](#)

No activity is permitted within the prohibited area including, but not limited to, loitering or congregating, campaigning, handing out sample ballots, campaign materials or any type of literature, hindering or delaying a voter who is either entering or leaving the polling place, conducting bake sales or yard sales.

- ① It is helpful to indicate an arc of 40 feet with tape or some other marking device. Localities should provide a long measuring tape or a length of rope that is 40 feet long for such purposes.
- ① The law now provides: The provisions of subsections A and D of [§ 24.2-604](#) shall not be construed to prohibit a person who approaches or enters the polling place for the purpose of voting from wearing a shirt, hat, or other apparel on which a candidate's name or a political slogan appears or from having a sticker or button attached to his apparel on which a candidate's name or a political slogan appears. [§ 24.2-604\(K\)](#).

In a primary election, authorized representatives of each candidate on the primary ballot must be permitted to remain in the room in which the election is being conducted at all times. In a general or special election, a maximum of three authorized representatives of any political party or independent candidate on the ballot, or no more than one such representative for each pollbook station, **whichever number is larger**, must be permitted at all times to remain at any one time in the room in which the election is being conducted. Each such representative must adhere the following criteria:

- must be a qualified voter of the Commonwealth of Virginia.
- must not hinder or delay a qualified voter or give, tender or exhibit any ballot, ticket or other campaign material to any person, or solicit or in any manner attempt to influence any person casting his vote
- must not hinder or delay any officer of election or otherwise impede the orderly conduct of the election

A representative may serve part of the day and be replaced by successive representatives. [§ 24.2-604\(C\)](#).

Representatives shall be allowed, whether in a regular polling place or central absentee voter precinct, to be close enough to the voter check-in table to be able to hear and see

what is occurring. Any representative who complains to the chief officer of election that he/she is unable to hear or see the process may accept the chief officer's decision or, if dissatisfied, he/she may immediately appeal the decision to the local electoral board. [§ 24.2-604\(C\)](#). However, representatives shall *not* be allowed in any case to provide assistance to any voter as permitted under [§ 24.2-649](#) or to wear any indication that they are authorized to assist voters either inside the polling place or within 40 feet of any entrance to the polling place. [§24.2-604\(C\)](#).

#### 18.1.4.11 Other Signs

- **Attention All Voters SBE-643S**  
This sign states that voters are required to show identification or sign an Affirmation of Identity Form. This sign applies to all elections, federal, state, and local and to all voters except those marked with an “H” on the pollbooks and then the sign below applies in federal elections only.
- **Election Date and Hours HAVA-2**  
This sign lists the date of the election and the hours the polls are open. It is a Help America Vote Act (HAVA) requirement and therefore is provided in federal elections only.
- **Explanation of Political Party Abbreviations SBE-613**  
This sign explains the Party ID abbreviations shown on the ballot for candidates for statewide, federal and General Assembly offices. It is provided only for November elections.
- **Full Legal Name**  
This sign, to be posted at the table where the officers of election are seated, is to remind a voter that he/she is required to give his/her full legal name to the officer after presenting a required form of identification. The space at the bottom of this form may be used to list, if any, the alphabetical division of your pollbook (i.e., A-K...).
- **No Smoking**  
This sign reminds everyone that no smoking is permitted inside the polling place.
- **Voter’s Rights and Responsibilities HAVA-3**  
This sign provides the voter with his voting rights and responsibilities, explains voting a provisional ballot and provides the SBE website and telephone number.

#### 18.1.4.12 Statement of Results

The Statement of Results (SOR) is located in SharePoint GR & EB tab>Forms Warehouse>Statement of Results. Enter required information and duplicate in the quantities needed.

- **Number of Copies:**  
Two copies are required for each precinct; these will be prepared by the EB/GR



for use at each precinct. Additional copies can be made locally for training purposes.

- **Dual / Multi-Party Primary:**  
If your locality is holding a dual or multi- party primary, two SOR copies are required -- one for each party's primary.
- **Information Required:**  
Your electoral board must enter on these forms, prior to using them for training or delivering them to your officers of election for use at each polling place, the following information:
  - On every page -The name of the county, city or town and of the precinct in which the form is to be used;
  - Page 2 - In column (VM-1) the number of the first machine to be used in the precinct;
  - Page 2 - In succeeding columns (VM- ) and succeeding lines, the numbers of any other machines to be used in the precinct;
  - Page 4 - In the order in which they will appear on the ballot:
    - Centered in the row designated for Office Title/Issue, enter the name of the office or issue.
    - In the columns designated for Candidates Name, enter the names of the candidates as they will appear on the ballot.

City of: _____	<b>STATEMENT OF RESULTS (SOR)</b>	Election Date: _____
_____	<b>FOR OPTICAL SCAN AND DRE VOTING SYSTEMS</b>	Election Type: _____
<b>ENVELOPE 2</b>	Page ____ of ____	

VOTES CAST								
OFFICE OR ISSUE	TOTAL NUMBER VOTING	(OFFICE TITLE/ISSUE)					Write-In Votes	TOTAL VOTES CAST FOR THIS OFFICE
CANDIDATE OR RESPONSE		(CANDIDATES NAME/ RESPONSE)						
... DRE MACHINE IT	Line B7							
... BALLOTS READ OPTICAL SCANNER	Line B11							
... MANUALLY ITED BALLOTS	Line B12							
... VOTES CAST + D2 + D3]								Σ
VOTES CAST								

- After the last office:
  - Centered in the row designated for the Issue, enter the title of the Referendum or Bond Issue.
  - In the columns designated for Issue Response, enter “Yes” and “No”.

		(= D1 + D2)						
<b>PART D - VOTES CAST</b>								
<b>OFFICE or ISSUE</b>		<b>Total NUMBER VOTING</b>	<b>MIXED ALCOHOLIC BEVERAGES</b>					
<b>CANDIDATE or RESPONSE</b>			<b>YES</b>	<b>NO</b>	<b>TOTAL VOTES CAST FOR THIS OFFICE/ISSUE</b>			
Votes Cast:								

The training copy given to the Chief Officer, Assistant Chief Officers and officers who will serve as "closers" at your instruction meeting should include a copy of the SOR prepared in accordance with the above.


#### 18.1.4.13 Statement of Voter Forms

Form #	Form Name	Form Color	Number of Forms
SBE-653	Provisional Ballot Oath	Green	Envelope
SBE-649	Request For Assistance	White	50 per pad
SBE-651	Affirmation of Eligibility (includes Statement of Challenger Form)	White	50 per pad
SBE-708	Absentee Ballot Not Received	White	Each
VA-NVRA-1	VA Voter Registration Application	White	Each

Refer to the Election Day Guides for officers of election for a complete description of each of these forms. All unused forms should be returned to the office of the general registrar and retained for use in any subsequent election.

#### 18.1.4.14 Stickers - I Voted

If provided by the electoral board, must be used at general elections only. The officer of election hands one sticker to the voter as the voter exits the voting booth.

-  Officers of election should *never* attempt to affix the sticker onto voter's apparel. One such attempt resulted in a successful suit for damages.

#### 18.1.4.15 Virginia Election Laws (Title 24.2) Amended to July 1 of the Current Year

Only one copy per year will be provided for each precinct and CAP in your county or city. These are to be used at each polling place at every election and must be returned by you in either Envelope 10 or by the method articulated in your locality specific Election Day Guide.

This copy must be made available at the polling place to any officer of election who needs to refer to it and may be used when handling voters with problems.

Four additional copies, one for the continuing use of each member of the electoral board and one for the general registrar, are provided to the locality. These laws are also available on-line from the link on the SBE's website.

Any satellite absentee voting locations (or satellite registrar's offices) are not included in the number of "precincts" on which your book shipment is based. If you have such additional locations, or a new precinct is created, or a new electoral board member or general registrar is appointed, request an additional copy of the law book by email from [policy@sbe.virginia.gov](mailto:policy@sbe.virginia.gov). For inventory control reasons, please state the reason that the additional book is needed.

Upon receipt of any new edition, all precinct copies of any prior edition must be discarded. In any year in which a supplement is issued, instead of a new edition, the supplement should be affixed inside the back cover of the most recent edition. A self-stick backing is attached. Only laws amended or added since the publication of the most recent full edition will appear in the supplement. The supplement should always be consulted first.

#### **18.1.4.16 What If**

This is a quick reference guide to problems. It provides the section of the Code of Virginia that applies and the action required to be taken to resolve most voter situations at the polls.

The What If is available on SharePoint GR and EB tab>Forms Warehouse>Election Day Instructions. Every locality should duplicate enough copies for each precinct, or as needed to use when training officers.

#### **18.1.4.17 Ballot Examples for Hand-counting Paper or Paper-based Ballots**

When the SBE revised the Recount Standards on November 28, 2005, it directed that the same standards should be used whenever paper or paper-based ballots must be counted "by hand" or manually -- whether in the original count or any recount. Manual counting may occur in the following circumstances:

- When the locality uses paper ballots for all or certain uses
- When the locality uses optical scan ballots (where a tabulator is not available) or copies of optical scan ballots in lieu of paper ballots
- When a counting device machine has malfunctioned or is unavailable
- When an otherwise valid ballot has been damaged (for example in the mail) and will not feed into the counting device

"The State Board of Elections also directs that in the interest of uniformity whenever paper or paper-based ballots must be counted manually for whatever reason (outside of a recount), the local election officials shall use the "Ballot Examples for Hand-counting Paper or Paper-Based Ballots for Virginia Elections and Recounts" as guidance for such hand counts."

A complete copy of the ballot examples should be provided to every precinct where paper or paper-based ballots are used. The officers of election should be instructed to use these examples whenever ballots must be counted manually. The electoral board should also use these examples when counting provisional ballots manually.

## **18.2 Unruly Behavior at the Polling Location**

### **18.2.1 General Disruption and Campaigning within the Polling Place**

In the event of a voter or any other person is disrupting the polls, or any person is campaigning within the prohibited area or polling place, first have the election officials (preferably two officials) ask the person to cease the disruption, or ask the person who is campaigning to leave the prohibited area and polling place. If the person is entering or inside the polling place to vote, first make the voter aware of the prohibition on campaigning in this area. If the person persists, call 9-1-1. Be sure to identify yourself as the chief election officer or an election official. Complete an Incident Report.

- ① Officers of election are authorized to appoint in writing one or more persons, who will have all the powers of a law-enforcement officer in the polling place and within the prohibited area. [§ 24.2-606](#). This action should be taken as the *last resort* for the protection of election officials and the public.
- ① The prohibition on campaigning in the polling place and prohibited area "shall not be construed to prohibit a person who approaches or enters the polling place for the purpose of voting from wearing a shirt, hat, or other apparel on which a candidate's name or a political slogan appears or from

having a sticker or button attached to his apparel on which a candidate's name or a political slogan appears." [§ 24.2-604](#).<sup>1</sup>

## **18.2.2 Weapons in the Polling Place**

Currently, Virginia law prohibits bringing firearms and other weapons into the following polling place locations:

- Public, private, or religious elementary, middle, or high schools (extending to the building and grounds of these institutions)
- Courthouses
- Any private property location used as a polling place with an owner-established policy restricting or prohibiting the presence of weapons.

If your polling place is not one of the types listed above, a person with a weapon or firearm may be removed from the polling place if they are found to be in violation of § 24.2-607. § 24.2-607 states that it is unlawful for any person to hinder, intimidate, or interfere with any qualified voter so as to prevent the voter from casting a secret ballot. Additionally no person may conduct themselves in a noisy or riotous manner at the polls so as to disturb the election.

Officers of election have authority to preserve order in the polling place. If a person in possession of a weapon or firearm is acting in violation of § 24.2-607, the officers of election may first order the person to stop. If the person does not stop, the officers of election, or a majority of them, may order the arrest of the individual by a law enforcement officer.

- ① In no instance should an officer of election or other elections official possess any weapon while in the polling place.

## **18.2.3 Cameras in the Polling Place**

Outside of members of the media, no person is allowed to conduct any sort of photography or filming within the polling place while the polls are open. A person may possess a cellular phone containing a camera so long as the camera function is not being utilized within the polls.

- ① For more information on media in the polling place please see *Guidelines for Media During Elections*.

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<sup>1</sup> Updated 07/09

- ① For more information on authorized representatives in the polling place, please see *Dos and Don'ts for Campaigners and Authorized Representatives (SBE-604 guidance)*.

#### **18.2.4 Children in the polling place**

A voter may be accompanied into the voting booth by his child age fifteen or younger. [§ 24.2-643](#). Under laws that prohibit disruption of voting, the officers may ask a parent whose child becomes unruly to get them under control. In no case should an officer of election or electoral board member ever discipline or touch the child. It is the parent's responsibility to control the child he or she has brought into the polling place.

If the child feeds the ballot into the tabulator or otherwise casts the ballot and the voter has not completed the ballot, a new ballot will not be provided. If a ballot is damaged, the voter may “void” it and a new ballot can be issued. However, children should not be allowed to mark or play with a ballot.

While Code language allowing a child to accompany the voter is written in the singular, there is not a one child per voter limit.

The officer should normally assume that the child accompanying the voter is "his [or her] child." No affirmation of kinship is required. Only the most obvious abuses should be questioned. For example, a teacher trying to claim a class of twenty as "his children" obviously does not fall within the intended meaning of the law. The class would fall under the definition of “neutral observers” which can only be authorized in writing, in advance, by the electoral board. [§ 24.2-604](#).