



## **Introduction—Please read important information on effective dates!**

Welcome to the general registrar & electoral board handbook (GREBook). The GREBook is a dynamic document changing to reflect current Virginia Code, State Board of Election’s (SBE) regulations, policies, and procedural changes. Unless noted, all statutory references are to the Code of Virginia, Title 24.2. Each year Title 24.2 is amended and amendments normally take effect July 1 unless the legislation specifies a different day, subject to federally required preclearance under the Voting Rights Act of 1965. Changes submitted to the U.S. Department of Justice are subject to a review period of 60 days. The federally required preclearance means that many changes discussed in chapter revisions published July 1 are not yet effective and cannot be enforced until the required preclearance is obtained. If you have questions about the effective date of a particular law change, or need additional guidance related to topics covered in this manual, please contact the policy team at SBE.

Although general VERIS information is provided in the GREBook, please refer to other sources such as the “VERIS Step by Steps” for detailed data entry and processing procedures.

This manual is meant to be used online instead of in print format. Changes, to this manual, may occur without notice. Using the electronic format will ensure that the most current information is accessed. In addition, chapters may contain electronic hyperlinks to referenced materials or to websites with additional information.

Our goal is to continually update the GREBook with a complete review every year in the summer following the legislative session. Please check the revision date to ensure access to the most recent version.

The GREBook consists of the following chapters:

Introduction
Chapter 1 – The State Board of Elections
Chapter 2 – Electoral Board
Chapter 3 – General Registrar
Chapter 4 – Officers of Election
Chapter 5 – Registrar Office Operations
Chapter 6 – Files & Records
Chapter 7 – Voter Registration/List Maintenance
Chapter 8 – Accessibility

GREBook Chapters Continued

Chapter 9 – Voter Registration
Chapter 10 – Candidate & Referenda Processing
Chapter 11 – Absentee Voting
Chapter 12 – Temporary Registration*
Chapter 13 – Establishing and Updating a Precinct or Polling Place
Chapter 14 – Managing Split Precincts
Chapter 15 – Managing Ballots
Chapter 16 – CAP
Chapter 17 – Election Day Preparation
Chapter 18 – Election Day
Chapter 19 – Canvassing Results
Chapter 20 – Voting Equipment
Chapter 21 – Campaign Finance
Chapter 22 – Recounts & Contested Elections
Chapter 23 – Election Offenses
Chapter 24 – Dept. of Justice Pre-Clearance
Chapter 25 – Redistricting **
Chapter 26 – Freedom of Information Act (FOIA)
Chapter 27 – Emergency Procedures
Chapter 28 – Electronic Communication and the SBE ***
Chapter 29 – Provisional Ballots
Chapter 30 - Fiscal Operations

\* [2012 Va. Acts Chapter 353](#) repealed the sections of the Code of Virginia that were the basis for this Chapter. It is set forth as stricken through and will not appear in 2013.

\*\* The redistricting chapter will not be published at this time. The chapter will be reviewed and published prior to future redistricting efforts.

\*\*\* The content of this chapter has been merged into Chapter 1.