SUFFOLK ELECTORAL BOARD

MEETING PACKET

REGULAR MEETING

June 9, 2026

9:00 A.M.

City Hall
440 Market Street
Suffolk, Virginia 23434

https://www.suffolkva.us/773/Registrar
(757) 514-7750

GENERAL REGISTRAR

Cameron D. Butler
General Registrar

ELECTORAL BOARD MEMBERS

Dr. Deborah Wahlstrom
Chair

Dr. Judith Brooks-Buck
Vice-Chair

Rev. Isaac Baker
Secretary

ADVISORS

Jim Oaks
Advisor

OUR MISSION

The mission of the Suffolk Electoral Board is to ensure fair, accurate, and transparent elections in accordance with the law, and to uphold the public trust in the electoral process.

The Electoral Board is committed to open and transparent government.
All meetings are conducted in accordance with the Virginia Freedom of Information Act.

INTEGRITY ★ TRANSPARENCY ★ SERVICE

Office of General Registrar & Electoral Board
440 Market Street; First Floor
Suffolk, Virginia 23434

Cameron D. Butler, General Registrar
P.O. Box 1966
Suffolk, Virginia 23439-1966
Telephone: (757) 514-7750
Fax: (757) 514-7759
cdbutler@suffolkva.us

Electoral Board Members
Dr. Deborah Wahlstrom, Chair
Dr. Judith Brooks-Buck, Vice-Chair
Rev. Isaac Baker, Secretary

Revised Electoral Board Meeting Agenda DRAFT
June 9, 2026 | 9:00 a.m.

1. Call to Order

2. Approval of Agenda

3. Review and Approval of Minutes of the Canvass for the April 21, 2026, Special Election
   1. April 7, 2026
   2. April 22-27, 2026

4. First Public Comment Period

5. Old/Ongoing Business

6. Reports by the General Registrar
   1. Informational: Mileage Requests
   2. Informational: Key Dates: Officer of Election Training, L and A Testing
   3. Informational: *Possible* Move of Registrar's Office to the Morgan Memorial Library Site

7. Reports by Electoral Board Members
   1. Informational: Incident Report of April 21, 2026, Special Election
   2. Informational: Approval of Agenda Items on Past Agendas

8. Closed Session

9. Return to Open Session and Continuation with Open Meeting

10. New Business
    1. Discussion and Action: Policy – Electronic Participation in Meetings
    2. Discussion: Evaluation of General Registrar
    3. Discussion and Action: Electoral Board Duties and Delegations
    4. Discussion and Action: Letter to City Council et al., Election Administration Roles and Polling Place Operations
    5. Saturday Voting – Hours of Operation

11. Second Public Comment Period

12. Adjournment

Mark Your Calendars: The next meeting of Suffolk's electoral board is scheduled for **July 7, 2026**, at 9:00 a.m.

Early Voting for the Primary Election begins on June 18, 2026.

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MINUTES OF THE
CITY OF SUFFOLK ELECTORAL BOARD MEETING - DRAFT
April 7, 2026

The Suffolk Electoral Board meeting was held at the Voter Registration Office located at 440 Market Street, First Floor, Suffolk, and was called to order by Chairman Wahlstrom at 9:07 a.m.

There was no public present for the first comment period.

Chairman Wahlstrom motioned to approve the agenda. Secretary Baker seconded the motion. The motion carried with a unanimous yes.

Chairman Wahlstrom introduced the new General Registrar, Cameron Butler, and presented her with a name plaque.

The Registrar provided an update on the Pre-Processing Meetings scheduled for April 14, April 15, and April 17. The Chief and Assistant Chief who served in the November 2025 General Election will serve in the same roles for the April 21, 2026 Special Election.

There were no reports by the Electoral Board members.

Secretary Baker motioned to convene the Board meeting in closed session at 9:35 a.m. pursuant to the exemption in the Code of Virginia §2.2-3711 (A)(1) Local Election Security Plan (LESS). Chairman Wahlstrom seconded the motion. The motion carried with a unanimous yes.

Secretary Baker motioned to reconvene the Board meeting in open session at 10:13 a.m. and also certified that while in closed session, the Board discussed only the Local Election Security Plan as designated in the Code of Virginia §2.2-3711 (A)(1). Vice-Chairman Brooks-Buck seconded the motion. The motion carried with a unanimous yes.

No new business.

No public present for the second comment period.

The board meeting adjourned at 10:29 a.m.

Our next Board meetings will be Wednesday, April 22, 2026 at 9:00 a.m., Friday, April 24, 2026 at 2:00 p.m. and Monday, April 27, 2026 to canvass the April 21, 2026 Special Election.

Dr. Deborah Wahlstrom, Chairman _____

Dr. Judith Brooks-Buck, Vice-Chairman _____

Rev. Isaac Baker, Secretary _____

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Rev. Isaac Baker, Secretary

MINUTES OF THE
CITY OF SUFFOLK ELECTORAL BOARD CANVASS MEETING
April 22-27, 2026

The Suffolk Electoral Board meeting was held at the Voter Registration Office located at 440 Market Street, First Floor, Suffolk, and was called to order by Chairman Wahlstrom at 10:06 a.m. for the purpose of canvassing the April 21, 2026 Special Election.

April 22, 2026: Vice-Chairman Brooks-Buck motioned to go into a closed session to discuss and determine qualification of voters who submitted provisional ballots pursuant to the exemption in the Code of Virginia §2.2-3711. Upon an appropriate second by Secretary Baker, the motion carried by unanimous vote of Yes. At 12:23 p.m., Vice-Chair Brooks-Buck motioned to return to open session and Chairman Wahlstrom seconded the motion. Secretary Baker certified that while in session, the Board discussed only provisional ballots as designated in the Code of Virginia §2.2-3711. The Board confirmed the Statement of Results entry from each precinct and compared them to the Enhanced Results entries of April 21, 2026. The canvass meeting adjourned at 3:50p.m. to reconvene at 2:00p.m. on Friday, April 24, 2026.

April 24, 2026: The canvass meeting resumed at 2:00 p.m. and was called to order by Chairman Wahlstrom. Post ballot Statement of Results from C.A.P. precinct were entered into Enhanced Results. The canvass meeting adjourned at 2:45 p.m.until 9:00 a.m. on Monday, April 27, 2026.

April 27, 2026: Canvass meeting called to order at 9:00 a.m. by Chairman Walhstrom. An update to the canvass process was given by Chairman Wahlstrom. Seal numbers were verified by the Board and provisional ballots submitted for

counting were fed into the provisional ballot voting machine. Counting of provisional ballots concluded and meeting adjourned at 12:45p.m.

The next Board meeting will be held Tuesday, June 9, 2026 at 9:00 a.m.

Dr. Deborah Wahlstrom, Chairman _____

Dr. Judith Brooks-Buck, Vice-Chairman _____

Rev. Isaac Baker, Secretary _____

Effective 01/01/2026

City of Suffolk

MILEAGE REIMBURSEMENT CLAIM FORM
(Personal Vehicle Use Only)

Employee Information	
Name (Last, First MI):	
Position/Title:	
Home Address Line 1:	
Home Address Line 2:	
Home City, State, Zip:	
E-mail Address:	@suffolkva.us

ENTER Round Trip Commuting Mileage (Home to Workplace to Home):	

Preparer Information		
Name:	Cameron Butler	
Department Name:	General Registrar	
Phone Number:	757-514-7754	
E-mail Address:	cdbutler	@suffolkva.us

Date (MM/DD/YY)	Departure Location	Destination	Return Location	Explanation	Other Expenses	Beginning Odometer	Ending Odometer/ Mileage	Mileage Driven	Departure Commuting Mileage	Return Commuting Mileage
03/23/26	Home				$ -			0	0	
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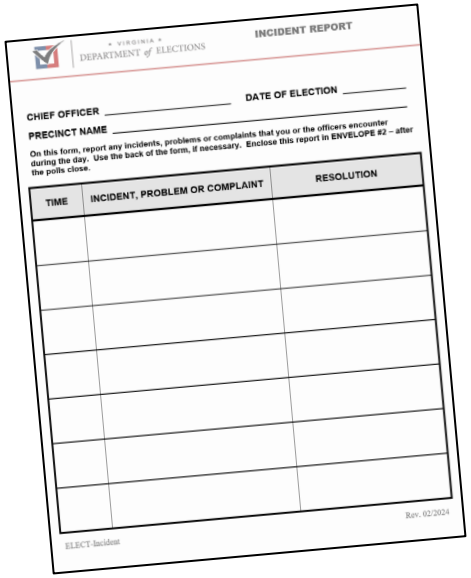
Account Number(s) for Total Due Employee	Amount
	$ -
Total (Should match Total Due To Employee)	$ -
Total Due To/(Owed by) Employee	$ -
Variance (Should be (0) zero)	$ -

Total Mileage Driven @ $.725 per Mile	$ -
Less Commuting Mileage @ $.725 per Mile	$ -
Total Mileage Reimbursement	$ -
Total Other Expenses	$ -
Total Due to Employee	$ -

Signature of Traveler:		Date:	
Checked by:		Date:	
Signature of Department Head:		Date:	

Incident Reports – April 21, 2026 Special Election



INCIDENT REPORT

VIRGINIA DEPARTMENT of ELECTIONS

CHIEF OFFICER _____ DATE OF ELECTION _____

PRECINCT NAME _____

On this form, report any incidents, problems or complaints that you or the officers encounter during the day. Use the back of the form, if necessary. Enclose this report in ENVELOPE #2 – after the polls close.

TIME	INCIDENT, PROBLEM OR COMPLAINT	RESOLUTION

Rev. 02/2024

ELECT-Incident

The state-issued **Incident Report** form is the formal, state-mandated mechanism for each precinct's Chief Officer of Election to document any incidents, problems, or complaints encountered during the voting process. Any disruptive behavior, irregularities, unusual events, or violations warrant completion of the report, even if the issue is resolved at the precinct level. The incident reports are collected, maintained, and available for review.

The completion of the Incident Report is an explicit duty of election officers.

Process

1. Brought the data together from all incident reports from all precincts. To do this, I created a master chart that helps categorize the reported incidents.

Time of Day	Precinct	Chief Officer	Incident Type	Incident	Resolution
Facility					
04.21.2026	Harborview	Shelley Childs	Facility	Voter damaged the door handle of exit at the firehouse. (forced and broken)	Firefighter removed it and replaced the door knob
Notification to Election Staff					
9:55 a.m.	Harborview	Shelley Childs	Notice to Election Staff	Picture sent to Cameron (Suffolk Registrar) showing the T.V. at the fire house has not been replaced.	None. Just documenting that the T.V. has been paid for and not replaced – according to Les Ward.
2:20 p.m.	Harborview	Shelley Childs	Lost and Found	Found in parking lot	Earrings attached to incident report
4:00 p.m.	Hillpoint	Dwane Sherrick	Lost and Found	Driver's license found in parking lot	Voter returned to claim license
???	Lake Cahoon	E. J. McRae	Lost and Found	Voter (???) left behind license (?) in privacy booth.	Called in. Advised to put in Bag #8.
Voting Equipment					
5:00 a.m.	King's Fork	Not indicated	Equipment	Voting booth was not assembled (legs were not attached)	Attached legs and set up booth.
5:10 a.m.	NRHS	Anita Hicks	Equipment	Poll pad – port issue – broken cord	Called office, replaced part.
6:00 a.m.	Kings' Fork	Not indicated	Equipment	Poll pad printers not working.	Powerstrip was turned off. Turned on – printers worked okay.
Ballots					
6:00 a.m.	Driver	Nellie Carbaugh	Ballot	Only 99 provisional ballots in envelope. Batch of ballots too wide to feed into machine.	Contacted registrar's office. They are sending Chris.
8:48 a.m.	Driver	Nellie Carbaugh	Ballot	Voting machine has paper jam and won't accept ballots.	Contacted registrar's office. They are sending Chris.
5:00 p.m.	Airport	James Lawrence, II	Ballots	Ballot pack contained 99 ballots	Made note and continued as normal
8:45 a.m.	Lake Cahoon	E.J. McRae	Campaign Materials	Woman was inside 40 FT line. During discussion she stated she had a box delivered to her (personal items found. Tupperware box. Gave it to her.	Explained 40 ft. rule. Delivered box. Not her personal xxxxx.
10:02 a.m.	Pughsville	Erika Reese	Campaigning	There was a rep handing out material. I advised her she would have to be 40 ft away. She was in the middle of the street, so I advised the lady she had to move for her safety. She refused and wanted to argue about the 40 ft. rule.	Called the office immediately and they sent someone out. The lady then left.

2. Categorized the incidents by incident type:
   - Facilities
   - Notification of election staff
   - Voting equipment
   - Ballots
   - Campaign materials
   - Fled voters
   - Voting process
   - Staffing

3. Created a chart from the data by **Type of Incident** (e.g., facilities, ballots, etc.) and by Election Day and CAP incidents.

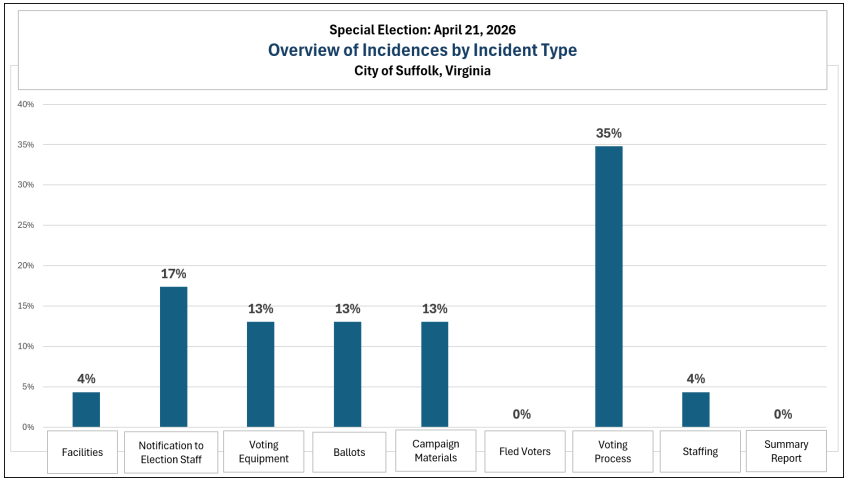
April 2026 Special Election

Overview of Incidences by Type

City of Suffolk, Virginia - Electoral Board Report

Type of Incident	Election Day		CAP		Totals	
	#	%	#	%	#	%
Facilities	1	4%	0		1	4%
Notifications to Election Staff	4	17%	0		4	17%
Voting Equipment	3	13%	0		3	13%
Ballots	3	13%	0		3	13%
Campaign Materials	3	13%	0		3	13%
Fled Voters	0	0%	0		0	0%
Voting Process	8	35%	0		8	35%
Staffing	1	4%	0		1	4%
Summary Report	0	0%	0		0	0%
Totals	23	100%	0		23	100%

4. Created bar chart to visually show the overall results.



5. **Next Step:** Review the data and the corresponding charts with the precinct results. Check whether there is a need to review specific procedures with Officers of Election, adjust training, watch for recurring issues when preparing precinct materials, or make changes to reduce similar incidents in future elections.

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Facility					
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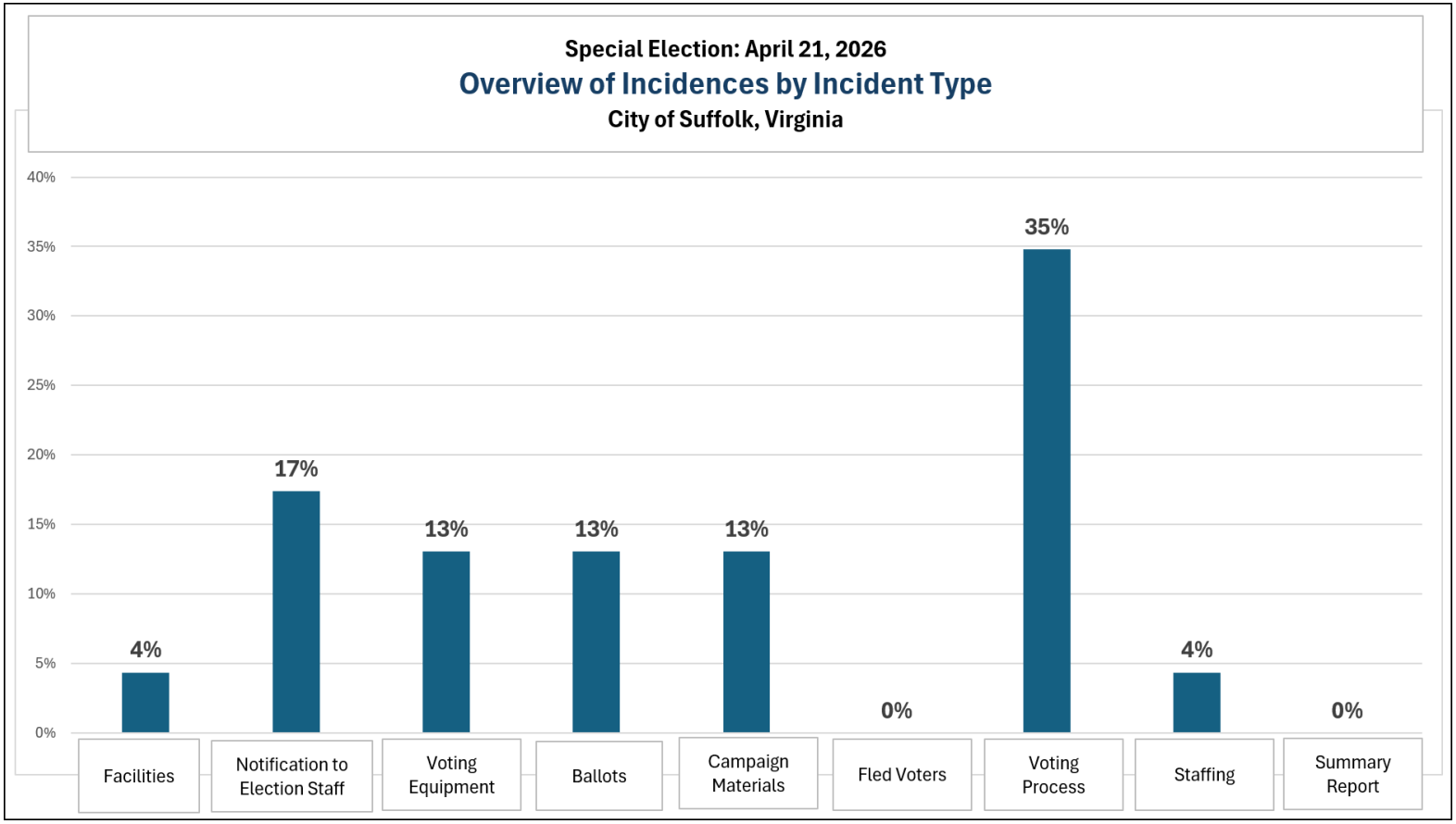
10:02 a.m.	Pughsville	Erika Reese	Campaigning	There was a rep handing out material. I advised her she would have to be 40 ft away. She was in the middle of the street, so I advised the lady she had to move for her safety. She refused and wanted to argue about the 40 ft. rule.	Called the office immediately and they sent someone out. The lady then left.

11:42 a.m.	Huntersville	Carol Turner	Campaigners	Vice mayor stated outside campaigners can come in to use the bathroom. Vice Mayor made a big scene on the phone talking about the fact of it being their building and the registrar's office and the city of Suffolk are two different entities. They can't dictate if campaigners can or can't use the bathroom. I tried to explain that this was a precinct and the traffic would disturb voters. Also for voter privacy reasons. He spoke with the registrar.	

Voting Process					
5:20 a.m.	Hillpoint	Dwane Sherrick	Voting Process	Voting machine showed an error on system loading.	Called downtown. Talked to Chris. Rebooted machine. Loaded properly.
6:00 a.m.	Hillpoint	Dwane Sherrick	Voting Process	Not enough signs due to move to back of church – complaints – could not find us.	Moved signs we had to hope that would help. EB Note: Provide additional signage in next election.
6:00 a.m.	Hillpoint	Dwane Sherrick	Voting Process	No curbside call-in sign.	Called Stacey. One was brought to us.
9:37 a.m.	Lake Cahoon	E.J. McRae	Voting Process	Woman came, not to vote, but to follow friend. Ask her to wait in foyer; she refused – said no – kept her by the front door. Her gentleman left. She left. No issue. XXXXXX?	Stayed with her without incident or xxxx until she left.
10:30 a.m.	King's Fork	Not Identified	Voting Process	Voter checked in under father's name.	Cancelled and re-entered as son. Authorized by chief.
4:45 p.m.	Hillpoint	Dwane Sherrick	Voting Process	2 outside voters didn't get marked as outside (curbside) in poll pad	Noted here and on Statement of Results
6:13 p.m.	NRHS	Anita Hicks	Voting Process	Voter came in but was assigned to Airport. Said Malachi scanned his license today and sent him to our precinct. He pressed that point so I offered to let him vote provisionally. He left instead because his vote probably wouldn't count.	
6:57 p.m.	Airport	James Lawrence, II	Voting Process	Poll book workers checked a voter in twice	

Staffing					
5:40 a.m.	NRHS	Anita Hicks	Staffing	2 officers of election did not show	No resolution



On election day, approximately **23 incidents** were reported. The largest share involved **Voting Process** (35%), followed by **Notification to Election Staff** (17%). Together, these two categories accounted for roughly **52% of all reported incidents**.

Data Source: Precinct Incident Reports for the 2026 special election.
Data visual by Deborah Wahlstrom.

Summary

A review of the incident reports indicates that precinct chiefs documented a variety of election-day issues during the April 21, 2026, special election. Most incidents involved operational matters and were addressed at the precinct level or with assistance from the registrar's office. The largest category involved voting process issues, including machine loading errors, signage concerns, curbside procedures, voter check-in corrections, and poll book entry issues. Additional incidents involved election staff notifications, voting equipment, ballot handling, facilities, campaign activity, and staffing. Chiefs consistently documented both the issue encountered and the actions taken to resolve concerns, including contacting the registrar's office, making operational adjustments, replacing equipment components, and recording issues for follow-up.

Incidents involving campaign activity and polling place access raise particular concern and warrant further review by the Electoral Board. Several reports involved questions regarding campaigner conduct, interpretation of the 40-foot rule, and interactions affecting precinct operations. These incidents highlight the importance of clear expectations and consistent communication regarding Election Administration Roles and Polling Place Operations, as addressed in Agenda Item 10.4 of this meeting packet. The Electoral Board may also wish to work proactively with party chairs, candidates, and campaign representatives to clarify what campaigners are permitted and not permitted to do at polling places in order to support orderly election administration, voter privacy, and consistent application of election law.

Overall, the incident reports reflect active monitoring by precinct chiefs and generally prompt resolution of issues as they arose during Election Day operations, while also identifying several areas where additional guidance, communication, or procedural clarification may strengthen future election administration.

MEMORANDUM

FROM: Deborah Wahlstrom, Chair, Suffolk Electoral Board

TO: Dr. Judith Brooks-Buck, Vice-Chair, Suffolk Electoral Board
Reverend Isaac Baker, Secretary, Suffolk Electoral Board

RE: Informational Report: Electoral Board Agenda Development and Meeting Practices

DATE: June 9, 2026

On May 13, 2026, members of the Electoral Board, along with the General Registrar and the Board's advisor, received an email from Dr. Brooks-Buck suggesting that all board members have an opportunity for input regarding meeting agendas. The email also raised concerns regarding whether Approval of the Agenda had been included on meeting agendas and included the statement that "no one should attempt to control the topics for discussion in our meetings."

Because these comments related directly to agenda practices and meeting procedures, I reviewed past agendas, draft agendas, and related communications to determine whether the record reflected adequate opportunity for agenda input and discussion.

The purpose of this informational report is to document agenda practices since January 1, 2025, the year I joined the Electoral Board.

Meeting Date	Approval of Agenda on the Agenda?
January 14, 2025	NO
February 14, 2025	NO
February 19, 2025	NO
March 4, 2025	NO
April 1, 2025	NO
June 18-23, 2025 Canvass – Primary	NO
July 1, 2025	NO
July 15, 2025	NO
August 12, 2025	NO
September 2, 2025	NO
November 5, 2025 Canvass – November Election	NO
December 2, 2025	NO

In 2025, there were 12 meetings of Suffolk's Electoral Board, including two canvasses. A review of those agendas shows that none included an item entitled Approval of the Agenda.

This is neither a positive nor negative observation. It is simply a factual observation regarding agenda practices during 2025.

Meeting Date	Approval of Agenda on the Agenda?	Was input sought?
January 13, 2026 As submitted by Dr. Wahlstrom in her role as chair	YES	YES
January 13, 2025 As submitted by Reverend Baker to overwrite the agenda submitted by Dr. Wahlstrom	NO	NO
February 3, 2026 Dr. Wahlstrom	YES	YES
March 3, 2026 Dr. Wahlstrom	YES	YES
April 2, 2026 Reverend Baker	NO	NO
April 7, 2026 Dr. Wahlstrom	YES	YES
April 21, 2026 Dr. Wahlstrom	NO Organizational Agenda	YES Jim Oaks
June 9, 2026 Dr. Wahlstrom	YES	YES

Thus far, in 2026, there have been seven meetings of the Electoral Board, including the June 9, 2026 meeting. Agendas developed during my service as chair included requests for agenda input and also included Approval of the Agenda.

One meeting — the canvass — did not include Approval of the Agenda because the structure and required activities of the canvass are governed by law and the applicable handbook procedures.

Additionally, for meetings conducted during my service as chair, I sought input either through the General Registrar or through draft agendas distributed to fellow board members.

Since assuming the role of chair, I have not received proposed agenda items from any board member in response to requests for agenda input.

Based on my review of agendas, draft agendas, and related email communications, I do not believe the record supports a conclusion that I have attempted to limit or control agenda discussion topics.

Agenda items may appropriately appear more than once over the course of the year when further discussion, updates, follow-up actions, or additional components are necessary. Additionally, if the majority of the Board determines that an item does not need discussion, it may be removed during approval of the agenda.

In summary:

1. Approval of the Agenda has been included on agendas developed during my service as chair.
2. Requests for agenda input have been provided to board members and others.
3. I have not received proposed agenda items from Dr. Brooks-Buck or Reverend Baker during my service as chair.

4. At the January 2026 organizational meeting, a draft agenda I prepared was revised and posted without prior discussion with me. I note this only because it reflects that agenda development has, at times, involved revisions outside the chair's direct coordination.

My intent in preparing this report is simply to document past agenda practices and clarify the procedures used during my service on the Electoral Board.

Suffolk Electoral Board

Remote Participation Policy

Purpose

The Suffolk Electoral Board recognizes that circumstances may occasionally prevent a member from attending a meeting in person. Consistent with the Virginia Freedom of Information Act, the Board permits remote participation by individual members under the conditions set forth in this policy and in Virginia Code § 2.2-3708.3.

Policy

A member of the Suffolk Electoral Board may participate in a meeting through electronic communication means when permitted by Virginia Code § 2.2-3708.3 and this policy.

This policy shall be applied strictly and uniformly to all members of the Electoral Board without regard to the identity of the member requesting remote participation or the matters to be considered or voted upon.

Whenever remote participation is used, a quorum of the Electoral Board shall be physically assembled at the meeting location identified in the meeting notice, except as otherwise provided by law.

A member participating remotely under this policy may fully participate in the meeting, including discussion, motions, and voting, as permitted by law. The member may also participate in closed meetings of the electoral board.

Circumstances Permitting Remote Participation

Remote participation by an individual member may be permitted when:

1. The member has a temporary or permanent disability or other medical condition that prevents physical attendance;
2. A medical condition of a family member or caregiving responsibility prevents the member's physical attendance;
3. The member's principal residence is more than sixty (60) miles from the meeting location; or
4. The member is unable to attend due to a personal matter and identifies with specificity the nature of the personal matter.

Remote participation due to a personal matter shall be limited to the number of meetings permitted by Virginia Code § 2.2-3708.3.

Request and Approval Process
A member requesting remote participation shall notify the Chair and/or the General Registrar as soon as practicable prior to the meeting and state the reason permitted under law for the request.

Remote participation shall be approved unless such participation would violate this policy or Virginia law. If the request is challenged, the Electoral Board shall vote on whether to allow the participation.

Record of Requests
Requests for remote participation and the Board's action on such requests shall be recorded in the minutes of the meeting in accordance with Virginia law.

Date Adopted: _____

Office of the General Registrar & Electoral Board

440 Market Street; First Floor
Suffolk, Virginia 23434

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Electoral Board Members
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MEMORANDUM

FROM: Dr. Deborah Wahlstrom, Chair

TO: Dr. Judith Brooks-Buck, Vice Chair
Rev. Isaac Baker, Secretary
Jim Oaks, Advisor
Cameron D. Butler, General Registrar

RE: Agenda Item 10.2 | Evaluation of the General Registrar

DATE: June 9, 2026

The purpose of this memorandum is to introduce discussion regarding the annual evaluation of the General Registrar and how to proceed with a fair and appropriate evaluation process for 2026.

Virginia law requires the electoral board to conduct an annual performance review of the General Registrar. The review must be completed by **August 1 of each year**, retained by the electoral board, and summarized for the State Board of Elections using the format and forms provided by the Department of Elections. *Va. Code § 24.2-109.1 – Performance Review of General Registrars.*

The electoral board has a statutory responsibility to evaluate the performance of the General Registrar each year. This year presents a unique circumstance because our current General Registrar, Cameron Butler, began service on **April 2, 2026**, only a few months prior to the statutory evaluation deadline.

To ensure the evaluation process is conducted fairly and in a manner that recognizes the limited period of service involved, I contacted Viki Mainwaring, Elections and Registration Specialist, to seek guidance regarding the evaluation of a General Registrar who has served only a short period of time prior to the annual evaluation deadline.

Mrs. Mainwaring advised the electoral board to consider conducting the 2026 evaluation as an "interim" type evaluation, using the Department of Elections evaluation forms while making appropriate use of the comment sections to reflect the limited amount of time the General Registrar has served.

This approach recognizes both the electoral board's statutory obligation to complete an evaluation and the practical reality that a newly appointed registrar has not yet had the opportunity to demonstrate performance across the full range of registrar responsibilities over an entire evaluation cycle.

Proposed Evaluation Process for 2026
To support fairness, consistency, and meaningful participation by all Electoral Board members, I propose the following for discussion and consideration:

1. Each electoral board member reviews the Department of Elections evaluation form and related guidance.
2. Prior to the July 7, 2026, board members independently complete comments and observations using the required Department of Elections form. (There is no need to use the Likert scales included on the evaluation form.)
3. Board members bring their completed evaluation forms to the July 7, 2026 electoral board meeting.
4. The board meets in a closed session to share individual member comments. The board also prepares a summary of the comments for the Department of Elections.
5. At its July meeting (2026), and in a closed session, the electoral board reviews and finalizes the evaluation summary as a body.
6. Also in the closed session, the completed evaluation is presented and discussed with the General Registrar.

This proposed process is intended to ensure that the evaluation reflects the collective observations and judgment of the electoral board. This is similar to the process used in 2025, except only the electoral board secretary met with the general registrar to share the evaluation results.

★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

ANNUAL GENERAL REGISTRAR PERFORMANCE REVIEW

GENERAL REGISTRAR NAME **(FIRST, MI, LAST)**: _____

ELECTORAL BOARD MEMBER'S TITLE: _____

LOCALITY NAME/LOCALITY CODE: _____

PERIOD OF REVIEW: From: _____ To: _____

TIME IN CURRENT POSITION: _____

PART I - INSTRUCTIONS TO Electoral Board

§24.2-109.1 of the Code of Virginia provides that the "electoral board shall conduct an annual performance review of the general registrar for years ending June 30, 2006 and for years thereafter." The code requires that the review be completed by August 1 of each year. The review shall be conducted in accordance with the form and format prescribed by the Department of Elections. The board must retain a copy of the completed review and provide a copy of appendix 3 to the Department of Elections. Listed below are five performance factors, seven behavioral traits, and five supervisory factors that are important in the performance of the General Registrar's job. Performance factors and behavioral traits must be utilized for all General Registrars. The supervisor factors should be used only for General Registrars with supervisory responsibilities. NOTE: A rating of Unacceptable (1), Needs Improvement (2) or Exceptional (5) requires COMMENTS The "overall performance" review should reflect the General Registrar's total performance, including the performance factors as related to the General Registrar's responsibilities and duties as set forth in the job description, behavioral traits and supervisory factors, if applicable. Appendix 3 is to be remitted to the Department of Elections and shall serve as the Board's official record of the review.

MARKING INSTRUCTIONS	1. **The Electoral Board should indicate the General Registrar's performance by using *check box* next to the appropriate level of performance.**

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the General Registrars' performance factors, behavioral traits and supervisory factors.

1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.

2 = **NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.

3 = **MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.

4 = **EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.

5 = **EXCEPTIONAL** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

ANNUAL GENERAL REGISTRAR PERFORMANCE REVIEW

PART II - PERFORMANCE FACTORS

1. **Knowledge, Skills, Abilities** – Consider the degree to which the General Registrar exhibits the required level of job knowledge and/or skills to perform the job and this General Registrar's use of established techniques, materials and equipment as they relate to performance.

Unacceptable .....Exceptional
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

2. **Quality of Work –** Does the General Registrar complete assignments meeting quality standards? Consider accuracy, neatness, thoroughness and adherence to stated policies and legal standards.

Unacceptable .....Exceptional
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

3. **Quantity of Work –** Consider the results of this General Registrar's efforts. Does the General Registrar demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?

Unacceptable .....Exceptional
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

4. **Work Habits –** To what extent does the General Registrar display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules and organizational policies.

Unacceptable .....Exceptional
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

5. **Communication and Customer Service –** Consider job related effectiveness in dealing with others. Does the General Registrar express ideas clearly, both orally and in writing, listen well and respond appropriately? Does the General Registrar handle all citizen complaints and requests for information in an accurate, timely, and non-partisan manner?

Unacceptable .....Exceptional
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

ANNUAL GENERAL REGISTRAR PERFORMANCE REVIEW

PART III - BEHAVIORAL TRAITS

1. **Dependability** – Consider the amount of time spent directing this General Registrar. Does the General Registrar monitor projects and exercise follow-through; adhere to time frames; is on time for meetings and appointments; and responds appropriately to instructions and procedures?

Unacceptable .....Exceptional
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

2. **Cooperation** – How well does the General Registrar work with co-workers and Electoral Board members as a contributing team member? Does the General Registrar demonstrate consideration of others; maintain rapport with others; help others willingly?

Unacceptable .....Exceptional
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

3. **Initiative** – Consider how well the General Registrar seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.

Unacceptable .....Exceptional
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

4. **Adaptability** – Consider the ease with which the General Registrar adjusts to any change in duties, procedures, laws, the Electoral Board or work environment. How well does the General Registrar accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?

Unacceptable .....Exceptional
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

5. **Judgment** – Consider how well the General Registrar effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.

Unacceptable .....Exceptional
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

6. **Attendance** – Consider number of absences, use of leave in accordance with stated policy.

☐ Unacceptable ☐ Acceptable

Comments:

7. **Punctuality** – Consider work arrival and departure in accordance with stated policy.

☐ Unacceptable ☐ Acceptable

Comments:

PART IV - SUPERVISORY FACTORS

1. **Leadership** – Consider how well the General Registrar demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.

Unacceptable.....Exceptional **N/A**
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Comments:

2. **Delegation** – How well does the General Registrar demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?

Unacceptable.....Exceptional **N/A**
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Comments:

3. **Planning and Organizing** – Consider how well the General Registrar plans and organizes work; coordinates with others, and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.

Unacceptable.....Exceptional **N/A**
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Comments:

4. **Administration** – How well does the General Registrar perform day-to-day administrative tasks; manage time; administer policies and implement procedures; maintain appropriate contact with Electoral Board and utilize funds, staff or equipment?

Unacceptable.....Exceptional **N/A**
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Comments:

5. **Personnel Management** – Consider how well the General Registrar serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related problems; assists subordinates in accomplishing their work-related objectives. Does the General Registrar communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?

Unacceptable.....Exceptional **N/A**
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Comments:

ANNUAL GENERAL REGISTRAR PERFORMANCE REVIEW

PART V - GOALS/OBJECTIVES/SPECIAL ASSIGNMENTS

Where goals, objectives, projects, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. In cases where special goals or objectives are not appropriate, the Electoral Board should identify the major duties and/or responsibilities of the job and evaluate the General Registrar accordingly. List and evaluate progress made on major pre-determined goals, objectives, projects, job duties and special assignments by marking the appropriate box. The "Comments" space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

1. Goal/Objective/Project/Major Job Duty/Special Assignment

☐ **Accomplished or Satisfactory Progress** ☐ **Unsatisfactory Progress (See "Comments" Below)**

Comments:

2. Goal/Objective/Project/Major Job Duty/Special Assignment

☐ **Accomplished or Satisfactory Progress** ☐ **Unsatisfactory Progress (See "Comments" Below)**

Comments:

3. Goal/Objective/Project/Major Job Duty/Special Assignment

☐ **Accomplished or Satisfactory Progress** ☐ **Unsatisfactory Progress (See "Comments" Below)**

Comments:

4. Goal/Objective/Project/Major Job Duty/Special Assignment

☐ **Accomplished or Satisfactory Progress** ☐ **Unsatisfactory Progress (See "Comments" Below)**

Comments:

★ VIRGINIA ★
DEPARTMENT of ELECTIONS

ANNUAL GENERAL REGISTRAR PERFORMANCE REVIEW

PART VI - OVERALL PERFORMANCE

Please use this space to describe the overall performance rating. The overall rating should be a reflection of the performance factors, behavioral traits and supervisory factors.

The General Registrar receiving an overall rating of "Needs Improvement or Unacceptable" must have received notification of the marginal performance during the performance cycle.

The General Registrar who earns an overall rating of “Needs Improvement or Unacceptable” must be reviewed again within three months.

The General Registrar receiving an overall rating of “Exceptional” must have received at least one acknowledgment of the exemplary performance during the performance cycle. However, the receipt of an exemplary performance does not guarantee an overall performance rating of “Exceptional” for that performance cycle.

Unacceptable .....Exceptional

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

SIGNATURES

Electoral Board Member: _____ **Date:** _____

Electoral Board Member: _____ **Date:** _____

Electoral Board Member: _____ **Date:** _____

PART VII - TO THE GENERAL REGISTRAR:

I have been advised of my performance ratings. I have discussed the contents of this review with my Electoral Board. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

_____

_____

_____

_____

Signature: _____ **Date:** _____

ANNUAL GENERAL REGISTRAR PERFORMANCE REVIEW

APPENDIX 1: ESTABLISHMENT OF OBJECTIVES FOR THE COMING YEAR

With reference to the position responsibilities, list below the goals, objectives, projects or special assignments which should be continued and/or completed in the coming year. It is understood that these goals, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in Electoral Board files so that it can be updated as the situation warrants and so that it can be used to assist the rater at the end of the next review period. Attach a copy of this completed form to the performance review.

GOALS/OBJECTIVES/MAJOR DUTY/PROJECT/SPECIAL ASSIGNMENTS

1.

2.

3.

4.

5.

SIGNATURES

Electoral Board Member: _____ **Date:**_____

Electoral Board Member: _____ **Date:**_____

Electoral Board Member: _____ **Date:**_____

General Registrar: _____ **Date:**_____

APPENDIX 2: Additional Guidelines for Electoral Board Members

- Electoral Board members should understand that not all General Registrars' Offices are configured in the same manner and that some of the components of the performance review document may not apply to your specific arrangement. In these circumstances, please use the N/A check box where one is provided, otherwise, simply indicate in the Comments section the reason why that component does not apply.

- Electoral Boards should be mindful of the many duties that the General Registrar is legally required to perform and should have an awareness of the resources available to the Registrar when undertaking this performance review.

- Electoral Boards should make sure well in advance of the review period that any duties delegated by the Electoral Board to the General Registrar have been clearly defined and properly communicated.

- Electoral Board members are encouraged to refer to Chapter 3 of the General Registrar and Electoral Board manual when completing this evaluation form for information regarding what knowledge, skills, and abilities are being evaluated, the stated policy concerning absences and leave, and the types of tasks that General Registrars are expected to perform.

- It may be useful for the Electoral Board to ask the General Registrar to conduct a self-assessment using the performance review document. This will allow the General Registrar to provide information about ongoing projects, highlight specific achievements that the Electoral Board may not be aware of, and/or express desires concerning future projects. In addition, it will give the Electoral Board and the General Registrar a starting point for discussion of the performance review based on those areas where there may be differing views on the General Registrar's performance.

★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

ANNUAL GENERAL REGISTRAR PERFORMANCE REVIEW

APPENDIX 3: PERFORMANCE SUMMARY – REMIT TO DEPARTMENT OF ELECTIONS

Please use this space to summarize the ratings in each of the three major areas under review: performance factors, behavioral traits and supervisory factors (if applicable).

NOTE: A rating of Unacceptable requires comments.

PERFORMANCE FACTORS

Unacceptable.....**Exceptional**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

BEHAVIORAL TRAITS

Unacceptable .....**Exceptional**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

SUPERVISORY FACTORS

Unacceptable .....**Exceptional**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

SIGNATURES

Electoral Board Member: _____ **Date:**_____

Electoral Board Member: _____ **Date:**_____

Electoral Board Member: _____ **Date:**_____

County/City Name: _____

Contact Email: _____

TO THE GENERAL REGISTRAR:

I have been advised of my performance ratings. I have discussed the contents of this review with my Electoral Board. My signature does not necessarily imply agreement. My comments (if any) are on the reverse side of this form (attach additional sheets if necessary):

_____

Signature: Date:

Office of the General Registrar & Electoral Board

440 Market Street; First Floor
Suffolk, Virginia 23434

Cameron D. Butler, General Registrar
P.O. Box 1966
Suffolk, Virginia 23439-1966
Telephone: (757) 514-7750
FAX: (757) 514-7759
cdbutler@suffolkva.us

Electoral Board Members
Dr. Deborah Wahlstrom, Chair
Dr. Judith Brooks-Buck, Vice-Chair
Rev. Isaac Baker, Secretary

MEMORANDUM

FROM: Dr. Deborah Wahlstrom, Chair

TO: Dr. Judith Brooks-Buck, Vice Chair
Rev. Isaac Baker, Secretary
Jim Oaks, Advisor
Cameron D. Butler, General Registrar

RE: Agenda Item 10.3 | Electoral Board Duties and Delegations

DATE: June 9, 2026

This agenda item allows the electoral board to begin a review of the Electoral Board and General Registrar Duties and Delegations chart and to establish a shared understanding of responsibilities related to election administration in Suffolk.

Background and Legal Context
Virginia's election system operates through a shared structure involving the three Electoral Board members and the General Registrar. As the GREB Handbook explains:

"*These four individuals are responsible for virtually all aspects of voter registration and election administration in their respective locality.*" (GREB Handbook 2025, Chapter 1)

Because election responsibilities are spread across multiple sections of Virginia law and Department of Elections guidance, it is helpful for the Electoral Board and General Registrar to maintain a clear and current record of who performs particular responsibilities and where those responsibilities originate. The context establishing delegations can be found in the following documents.

Legal Context for Electoral Board Duties and Delegations

Source	Statement/Phrase	Plain English
Va. Code § 24.2-114	*"In addition to the other duties required by this title, the general registrar… shall…"*	The Code directly assigns many operational and administrative duties to the General Registrar.
Electoral Board Job Description (Rev. 11/2025)	*"Adherence to the decisions and established procedures approved by the electoral board as a whole, including delegations of authority to the general registrar/director of elections."*	Delegations are recognized by ELECT as board-approved procedures that guide administration.
GREB Handbook 2025, Ch. 1, §1.2	*"These four individuals are responsible for virtually all aspects of voter registration and election administration in their respective locality."*	The three Electoral Board members and the General Registrar together administer elections within the locality.
GREB Handbook 2025, Ch. 2, §2.1	*"This chapter is written for both local electoral board members and their general registrars."*	Election administration is designed as a shared governance and administration system involving both the Electoral Board and the General Registrar.
GREB Handbook 2025, §2.5.14.3	*"The electoral board may prescribe additional duties – beyond those prescribed in the Code – to the general registrar."*	The Electoral Board may assign additional duties beyond those already imposed by statute.
GREB Handbook 2025, §2.5.14.3	*"If this is done, the board should create a delegation of authority policy, which should become part of the minutes, listing those board duties that are being delegated to the general registrar to perform."*	Delegations should be formalized, listed, and included in board minutes as a delegation policy.
GREB Handbook 2025, §2.5.14.3	*"The delegation of authority policy should be reviewed annually."*	Delegations are not static and should be reviewed annually by the Electoral Board.
GREB Handbook 2025, §2.5.14.3	*"ELECT recommends that the Secretary of each electoral board retain an updated list of delegated duties to provide to any new registrar."*	The Board Secretary should maintain and update the delegation list to support continuity and transitions.

Agenda item 10.3A is an infographic related to electoral board duties and delegations. The infographic is designed for greater clarity and understanding of the duties, delegations, and responsibilities of the electoral board and general registrar.

Agenda item 10.3B is a chart of the Electoral Board Duties and Delegations. This tool identifies:

- Responsibilities assigned in Virginia election law;
- Responsibilities carried out by the Electoral Board, General Registrar, or both;
- Related Virginia Code and GREB Handbook references; and
- Current review and verification status.

Our electoral board advisor shared a "delegations" chart with the board when he served as chair. He obtained the document from the electoral board for Fredericksburg or other electoral board. Since receiving the framework, I have been verifying and correcting the legal citations where necessary. I have also added additional numerous handbook references and futher updated the document.

The chart should be viewed as a working reference document that we can continue refining over time.

Delegations and Board Responsibility
The GREB Handbook recognizes that an Electoral Board may prescribe additional duties and recommends that delegated duties be documented and reviewed periodically.

Most importantly, delegation does not remove responsibility from the Electoral Board.

The purpose of this review is therefore not to transfer authority away from the Board, but to strengthen shared understanding, continuity, and communication regarding how election responsibilities are carried out in Suffolk.

Requested Board Direction
1. Review the attached Suffolk Electoral Board and General Registrar Duties and Delegations;
2. Discuss whether the list appropriately reflects current responsibilities and practice;
3. Consider using the chart as a working governance and training document that may continue to be refined and updated over time; and
4. Motion to approve the Electoral Board and General Registrar Duties and Delegations list.

Attachments
1. Delegations Infographic
2. Electoral Board and General Registrar Duties and Delegations List

ELECTION ADMINISTRATION STRUCTURE (VIRGINIA)

Delegation Framework

ELECTORAL BOARD

Role: Governance & Oversight

- ✓ Appoints General Registrar (Va. Code § 24.2-109)
- ✓ Appoints Officers of Election (Va. Code § 24.2-115)
- ✓ Certifies Election Results (Va. Code § 24.2-671)
- ✓ Adjudicates Provisional Ballots (Va. Code § 24.2-653)
- ✓ Oversees Election Integrity (Va. Const. Art. II, § 8)
- ✓ Evaluates Registrar Performance (GREB Handbook §1.2.1.2)

Key Identity

- ✓ Final decision-making authority
- ✓ Legal responsibility for elections

DELEGATION: BOARD → REGISTRAR

WHAT MAY BE DELEGATED

- ✓ Administrative & Operational Tasks
- ✓ Training of Officers
- ✓ Election Preparation & Logistics

WHAT CANNOT BE DELEGATED

- ✗ Certifying Election Results
- ✗ Adjudicating Provisional Ballots
- ✗ Approving Officers of Elections
- ✗ Evaluating Registrar Performance
- ✗ Safeguarding Ballots

DELEGATION REQUIREMENTS

- ✓ Discussed with Registrar
- ✓ Approved in Board Meeting
- ✓ Recorded in Minutes or Job Description
- ✓ Reviewed Annually

GENERAL REGISTRAR

Role: Administration & Execution

- ✓ Maintains Voter Registration System (Va. Code § 24.2-114)
- ✓ Processes Voter Applications (Va. Code § 24.2-114)
- ✓ Manages Absentee Voting (Va. Code §§ 24.2-701–710)
- ✓ Maintains Pollbooks & Records (Va. Code § 24.2-114)
- ✓ Oversees Election Logistics (GREB Handbook §1.2.1)

Key Identity

- ✓ Operational leader
- ✓ Independent statutory duties

DELEGATION DOES NOT REMOVE RESPONSIBILITY FROM THE ELECTORAL BOARD.

SOURCES: Va. Code §§ 24.2-109, 24.2-114, 24.2-115, 24.2-653, 24.2-671, 24.2-701–710; Va. Const. Art. II, § 8; GREB Handbook §1.2.1, §1.2.1.2.

Suffolk Electoral Board and General Registrar Duties and Delegations

June 9, 2026

#	Duty/Task	Group	Stage	Resp.	Source	Notes
101	Execution of Elections. The general registrar and electoral board must conduct elections for the county or city in which their office is located.	Administrative Tasks	0 -General/ Ongoing	Both GR/EB	Handbook 1.2.1.1	
102	Maintain an Office. Maintain the office of the general registrar and establish and maintain additional public places for voter registration. Preserve order at and in the vicinity of the place of registration.	Administrative Tasks	0 -General/ Ongoing	GR	Code 24.2-114 Handbook 1.2.1.1	
103	Office Contact Information. The GR must ensure that the public can easily find contact information for the voter registration office and the office must be clearly marked	Administrative Tasks	0 -General/ Ongoing	GR Only	Code 24.2-411 Handbook 1.3.1	
104	Organizational Plan. Develop an organizational plan that addresses the changing needs of the Office, plans for emergencies, and responds to changes in Virginia Code. Include yearly goals and objectives in the city's budget book.	Administrative Tasks	0 -General/ Ongoing	GR		The objectives should align to the city's priorities.
105	Hire and Evaluate Staff. The general registrar shall establish the duties of deputy registrars, appoint deputy registrars, and have authority to remove any deputy registrar who fails to discharge the duties of his office. At their discretion, the GR can hire additional temporary, part-time employees when necessary.	Administrative Tasks	0 -General/ Ongoing	GR	Code 24.2-112 Handbook 1.2.1.2, 1.2.10.2, 1.2.11	Statutory Authority
106	General Registrar Evaluation. Evaluate the GR annually and make hiring/firing decision, appoint at 4 year intervals (Cameron Butler appointed on April 3, 2026 to fill Burdet Lawrence's unexpired term.)	Administrative Tasks	0 -General/ Ongoing	EB Only	Code 24.2-110, 24.2-109.1 Handbook 2.5.14.5	Eval by Aug 1 each year.
107	Office Clearly Marked. Registrar's office must have exterior and interior signs that make it easy for citizens to locate the office.	Administrative Tasks	0 -General/ Ongoing	GR Only	Code 24.2-412 Handbook 1.3.1	Recheck Handbook Notation
108	Public Communication. Communicate important election events and deadlines to the public through both print and digital media.	Administrative Tasks	0 -General/ Ongoing	GR		Work with City PR department
109	Facilitate state, local, and Board communication. Communicate critical issues to the Electoral Board, ELECT, and city leadership. Build relationships with city partner agencies and state officials to be a strong partner.	Administrative Tasks	0 -General/ Ongoing	GR Only	Book of Common Sense Handbook 1.2.13; 1.2.14	

#	Duty/Task	Group	Stage	Resp.	Source	Notes
110	Budget. Oversee and manage the budget of the Office of Elections and keep activities within the overall budget. The "governing body of each county, city, and town [must] provide funds to enable the general registrar to provide adequate facilities at each polling place for the conduct of elections."	Administrative Tasks	0 -General/ Ongoing	GR	Code 24.2-310(B) Code 24.2-114	City obligation
111	Educate the Public. Participate in programs to educate the general public and encourage registration.	Administrative Tasks	0 -General/ Ongoing	GR	Code 24.2-112 Code 24.2-114.2 Handbook 1.2.1.1	
112	Complete Required Trainings. GRs must complete a first year training course and annual training requirements. EB members must complete a boot camp in first year and attend state trainings based on notice provided from ELECT.	Administrative Tasks	0 -General/ Ongoing	Both GR/EB	24.2-106 (D) Code 24.2-114.19 Handbook 1.2.8; 2.4.3; 2.5.13	
113	Election Public Notice. The Secretary must post or publish any notice of a primary that is received from the Department of Elections or other appropriate authority on the official website of any county or city, in at least 10 public places in the county, or published at least once in a newspaper of general circulation in the county. This includes notices for special elections.	Administrative Tasks	1 -Plan (45+ Days)	GR Delegated	Code 24.2-517 Handbook 1.2.1.6; 2.5.5	Delegated in Suffolk?
114	Review EB & GR Duties. Periodically review duties on this list to make sure the duties of both the the GR and EB are in concert.	Administrative Tasks	0 -General/ Ongoing	EB	GREB Handbook 1.2.1.1	Review Handbook again.
115	General Registrar Evaluation. Evaluate the GR annually and make hiring/firing decision, appoint at 4 year intervals (Cameron Butler appointed on April 3, 2026 to fill Burdet Lawrence's unexpired term.)	Administrative Tasks	0 -General/ Ongoing	EB	Code 24.2-413 Code 24.2-109.1 Handbook 2.5.14.5	
117	Convene Electoral Board Meetings. Set and meet for required meetings in February, March, and after each election. Schedule additional meetings as needed.	Administrative Tasks	0 -General/ Ongoing	EB	Code 24.2-107 Handbook 2.3.1.3; 2.3.2; 2.3.3	Published on Suffolk's Agenda Center. Review Handbook again.
201	Register Voters. Provide voter registration forms for the public. Determine eligibility and notify a voter of approval or denial. Indicate, when appropriate, that the registrant has registered by mail. Accept voter registration applications and requests for a transfer or change of address from residents of any county or city in the Commonwealth.	Voter Registration	0 -General/ Ongoing	GR	Code 24.2-114 Handbook 1.2.1.1; 6.5; 6.6; 6.7; 6.8	
202	Update and Maintain the Voter Registration Database. Maintain the official registration records for their county or city in the voter	Voter Registration	0 -General/ Ongoing	GR Only	Code 24.2-114.8 Handbook 1.2.1.1; 6.7;	

#	Duty/Task	Group	Stage	Resp.	Source	Notes
	registration system. Maintain accurate and current registration records and comply with all Code requirements for the transfer, inactivation, and cancellation of voter registrations.				8.2; 8.3; 8.4	
203	Maintain accurate voter registration records. The GR (and the deputy registrars acting under their supervision) shall maintain accurate and current registration records and comply with the requirements of this title for the transfer, inactivation, and cancellation of voter registrations.	Voter Registration	0 -General/ Ongoing	GR Only	Code 24.2-114.12 Handbook 1.2.1.1; 8.2; 8.3; 8.4	
204	Registration Denials. If a registration or absentee ballot application is denied, the GR should provide the applicant with specific reasons why it was denied. The Board will automate this process through standard correspondence and VERIS.	Voter Registration	0 -General/ Ongoing	GR	VAC 20-20-70 (B) Handbook 1.2.1.1; 6.8; 2.5.3	
205	Additional Office Locations. EB must approve any agreement for ongoing registration sites at businesses or other governmental agencies	Voter Registration	0 -General/ Ongoing	EB Only	Code 24.2-412 Handbook 2.5.3	
206	Additional Office Hours. The EB or GR may set additional hours for the voter registration office to be open.	Voter Registration	0 -General/ Ongoing	EB	Code 24.2-411 24.2-412 (C) Handbook 1.3.2; 2.5.3	
207	Notification of Timely VR Processing. GRs should notify the EB Secretary if having difficulty processing applications for voter registration in a timely fashion in order to maintain compliance with state and federal law.	Voter Registration	0 -General/ Ongoing	GR	VAC 20-20-70 (A) Handbook 1.2.1.1; 2.5.3	
208	Temporary Additional Locations. The electoral board or general registrar may set additional occasional registration sites.	Voter Registration	0 -General/ Ongoing	Both GR/EB	Code 24.2-412 (C) Handbook 1.2.1.1; 2.5.3	If the GR wants to set up a satellite site, does she need approval from the EB?
301	Candidate Filing. Provide the ability for local candidates to file for office. Make critical documents/forms available and provide assistance to candidates who have questions about the filing forms, process, or how to use online resources.	Candidates	0 -General/ Ongoing	GR	Handbook 16.2; 16.4; 16.5	Include the EB's recent policy for completing forms for local candidates.
302	Keep Candidates Up-to-Date in VERIS. Through VERIS, the general registrar must provide ELECT, after the filing deadline for each election, a list of all offices to be filled and the names of all candidates who have filed for each office, including the names of any candidates who failed to	Candidates	1 -Plan (45+ Days)	GR Only	Code 24.2-612 Handbook 1.2.1.5; 16.9	

#	Duty/Task	Group	Stage	Resp.	Source	Notes
	qualify.					
303	Statement of Economic Interest. A general registrar must also accept Statements of Economic Interests from candidates for a constitutional office.	Candidates	0 -General/ Ongoing	GR	Code 24.2-502 Handbook 1.2.1.5; 16.2.1.4	
304	Candidate Deficiencies. (a) The general registrar must notify each disqualified candidate and enter the reason for their disqualification into VERIS. If you have additional questions, please submit a System Support ticket. (b) If requested by a candidate, the electoral board must notify the candidate of any deficiencies in his declaration of candidacy or his petitions "which can be corrected prior to the filing deadline."	Candidates	1 -Plan (45+ Days)	Both GR/EB	Code 24.2-505 (D) Handbook 1.2.1.5; 16.9	Currently EB secretary contacts all candidates about paperwork. Who does this in Suffolk?
305	Return of Filing Fees. The electoral board must notify the locality's treasurer or director of finance if any candidate is running unopposed in a primary, so that the candidate's filing fee may be returned.	Candidates	1 -Plan (45+ Days)	GR Delegated	Code 24.2-524 Handbook 2.5.5	Delegated in Suffolk?
306	Simultaneous filings. In the event two or more candidates file simultaneously, the order of filing [is] then determined by lot by the electoral board."	Candidates	1 -Plan (45+ Days)	EB	Code 24.2-529 Handbook 2.5.5	
401	Polling Place Selection. Work with the local governing body to assist in the identification of polling places. Provide information to city officials regarding the suitability of polling places based on state criteria. Draft and assist with local ordinances as needed. Assist state/city officials with redistricting every 10 years.	Polling Places	0 -General/ Ongoing	Both GR/EB	Code 24.2-310 Handbook 1.2.1.4; 2.5.2; 3.2.2; 3.3.2	
402	Polling Place ADA Compliance. The electoral board must assist the local governing body in complying with various state and federal acts designed to ensure the accessibility of all polling places to persons with disabilities.	Polling Places	1 -Plan (45+ Days)	EB	Code 24.2-310 Handbook 1.2.1.4; 2.5.2; 5.3.7	
403	Polling Place Accessible Entrance. The electoral board or the general registrar [must] provide and have posted outside each polling place appropriate signs to direct people with disabilities and elderly persons to any special entrance designed for their use.	Polling Places	4 -Election Day	GR Delegated	Code 24.2-604.1 Handbook 1.2.1.4; 2.5.2; 5.3.7	
404	Polling Places Changes. The electoral board is responsible for reviewing all polling places after each election to determine that there will be polling places for the next election that meet the requirements of	Polling Places	0 -General/ Ongoing	Both GR/EB	Code 24.2-305 through 310 Handbook 2.5.2; 3.3.2; 3.4	

#	Duty/Task	Group	Stage	Resp.	Source	Notes
	the Code of Virginia §§24.2-305-310.					
405	Maintain precinct and polling place information. Update the voter registration system to reflect changes to election districts, precincts, or polling places and notify each affected voter of these changes by mail.	Polling Places	0 -General/ Ongoing	GR Only	Code 24.2-113 Code 24.2-114 (13) Handbook 1.2.1.1; 3.4.1; 3.4.2; 3.5	
406	Emergency Polling Place Readiness. In addition to administering the locality polling places and precincts, the general registrar must take steps in an emergency to change the polling place.	Polling Places	1 -Plan (45+ Days)	GR Delegated	Code 24.2-310 (D) Handbook 1.2.1.4; 3.4.1; 3.4.2	Review. Code indicates either GR or EB.
407	Voting System Instructions. The general registrar must provide, to each polling place, a model of or materials displaying the ballot facing portion of the voting system in use, in order to instruct voters on how to use the machine.	Polling Places	4 -Election Day	GR Only	Code 24.2-647 Handbook 1.2.1.10; 2.5.9	
408	Sample Ballots. The board or general registrar must furnish two sample ballots to each precinct. These must be posted for public inspection at each polling place on Election Day.	Polling Places	4 -Election Day	GR Delegated	Code 24.2-641 Handbook 1.2.1.10; 2.5.9	
409	Voting Booths. The electoral board or the general registrar must provide voting booths to each polling place, including at least one designed for voting paper ballots. Voting booths must be well-lit and must permit a voter to cast their ballot in secret.	Polling Places	4 -Election Day	GR Delegated	Code 24.2-609 Handbook 1.2.1.4; 2.5.2; 5.3.7	Use guidance in code about number of booths.
410	Polling Place Preparation. The local electoral board is responsible for ensuring the general registrar has all voting equipment, furniture, and materials at the polling places before the polls open.	Polling Places	4 -Election Day	GR Delegated	Code 24.2-610 Handbook 1.2.1.10; 2.5.9	
411	Emergency Polling Place Changes. If an emergency makes a normal polling place unusable or inaccessible, the electoral board or the general registrar must request emergency approval of a replacement polling place. Upon approval, notice must be given to impacted candidates and voters as is appropriate to the emergency.	Polling Places	4 -Election Day	GR Delegated	Code 24.2-310 (D) Handbook 1.2.1.4; 3.4.1; 3.4.2	After EB approval
501	Election Officer Appointment. The electoral board must appoint all officers of election and designate the precinct in which each will serve.	Officers of Election	0 -General/ Ongoing	EB Only	Code 24.2-115 Handbook 2.5.13	
502	Election Officer Staffing Plan. The general registrar will submit a plan to the electoral board that ensures that an adequate number of trained	Officers of Election	1 -Plan (45+ Days)	GR Only	Code 24.2-115 Handbook 1.2.1.3	

#	Duty/Task	Group	Stage	Resp.	Source	Notes
	officers of election are available to serve in each election					
503	Election Officer Assignments. The electoral board (1) shall ensure a chief officer and assistant chief officer for each precinct from opposite parties when practicable, (2) “Not less than three [officers of election must] be appointed for each precinct.” (3) "representation [must] be given to each of the two political parties having the highest and next highest number of votes" for governor in the last election, (4) no more than one-third of the total number of officers appointed for each precinct may be non-affiliated officers if practicable.	Officers of Election	2 -Before (15-44 Days)	EB	Code 24.2-115 Handbook 2.5.13	
504	Removal of Officers. The electoral board by a recorded majority vote may remove from office, on notice, any […] officer of election who fails to discharge the duties of his office according to law.”	Officers of Election	0 -General/ Ongoing	EB	Code 24.2-109 (A) Handbook 2.5.13	
505	Automatic Dismissal of Officers. When an electronic voting machine is taken outside the polling place to assist a voter, if the required information is not recorded or it is later proven the information recorded was intentionally falsified, the electoral board or general registrar will dismiss, at a minimum (1) the chief officer or the assistant chief officer or both or (2) any other officer of election shown to have caused the failure to record or intentional falsification.	Officers of Election	4 -Election Day	EB Only	Code 24.2-638 Handbook 1.2.1.3	Review. The code doesn't seem to match the automatic dismissal of officers.
506	Non-Affiliated Chief Officers. If the electoral board appoints a chief or assistant chief officer not affiliated with a political party, the general registrar must notify political parties within 10 days to allow for additional nominations.	Officers of Election	3 -Close (1-14 Days)	GR Delegated	Code 24.2-115 (C) Handbook 1.2.1.3	Is this really delegated? The item states what the GR will do. It seems we need to review the makeup on at least an annual basis.
507	Officer Oath. An electoral board member, the general registrar, or designated officer of election must give an oath to each officer of election before the polls open.	Officers of Election	4 -Election Day	Both GR/EB Delegated to Election Chiefs	Code 24.2-611 Handbook 1.2.1.3; 2.5.13	
508	Election Officer Public List. The secretary of the EB or the GR [must] prepare a list of the officers of election that [must] be available for inspection and posted in the general registrar’s office prior to March 1 each year. Whenever substitute or additional officers are appointed, the secretary of the electoral board or the general registrar [must] promptly add the names of the appointees to the public list.	Officers of Election	0 -General/ Ongoing	GR Delegated	Code 24.2-115 (E) Handbook 1.2.1.3; 2.5.13	Where do we keep this posted?

#	Duty/Task	Group	Stage	Resp.	Source	Notes
509	Develop a Training Plan for Officers Before Election. The Department of Elections recommends training (1) all new officers before each election, (2) all officers whenever there are major procedural changes in polling place operations, and (3) requires training on new changes to election laws at least three days prior to the first election in which the new laws take effect.	Officers of Election	2 -Before (15-44 Days)	GR Delegated	Code 24.2-115.2 Handbook 1.2.1.3; 2.5.13	
510	Training Plan Review. The EB will certify to the Department of Elections each year before the November general election that (1) they have reviewed and updated their training plan to meet training standards, including changes in laws and instructions from the Department of Elections, and (2) any officers of election trained within the last year have been trained according to these standards.	Officers of Election	2 -Before (15-44 Days)	Both GR/EB	Code 24.2-115.2(C) Handbook 2.5.13	How is this certification done?
511	Election Training Minimums. "The board or the general registrar [must] not permit any person to serve as an officer [of election] who is not fully trained to conduct an election properly with the equipment" used in the precinct.	Officers of Election	3 -Close (1-14 Days)	GR	Code 24.2-636 Handbook 1.2.1.3; 2.5.13	
512	Special Training. The Code of Virginia also The Department of Elections requires training on issues, such as completing Statements of Results or using electronic pollbooks and requests the electoral board to conduct special workshops.	Officers of Election	0 -General/ Ongoing	GR Delegated	Code 24.2-103 Handbook 2.5.13	
513	State Training Standards. The Department of Elections sets the training standards for the officers of election to be fulfilled by the local electoral boards and general registrars. The electoral board must ensure that the general registrar certify to ELECT that training of the officers of election has been conducted consistent with the training standards. The annual and quadrennial certifications are combined on one form and are posted in the Forms Warehouse.	Officers of Election	3 -Close (1-14 Days)	Both GR/EB	Code 24.2-115.2 (D), Code 24.2-103 Handbook 1.2.1.3; 2.5.13	How is this certification done?
514	Election Officer Training Certification. The electoral board must ensure that the general registrar certifies to ELECT that training of the officers of election has been conducted consistent with training standards passed by the State Board of Elections.	Officers of Election	3 -Close (1-14 Days)	Both GR/EB	Code 24.2-115.2 C Handbook 1.2.1.3; 2.5.13	
601	Ballot Order Preparation. Prepare ballot order sufficient for the proper	Ballots	1 -Plan (45+ Days)	GR Only	Code 24.2-612 Handbook 1.2.1.8; 2.5.7	

#	Duty/Task	Group	Stage	Resp.	Source	Notes
	conduct of the election.					
602	Ballot Order Approval: The EB must approve ballot order numbers proposed or request staff make adjustments.	Ballots	1 -Plan (45+ Days)	EB Only	Code 24.2-612 Handbook 2.5.7	There needs to be a meeting in order for the electoral board to approve ballot orders.
603	Ballot Layout. The EB, along with ELECT, must design and layout ballots according to instructions titled "Ballot Standards and Verification Procedures"	Ballots	1 -Plan (45+ Days)	GR Delegated	Code 24.2-613	
604	Ballot Proofs. Send ELECT proofs of each ballot for verification and copies of each final ballot in the manner directed by ELECT.	Ballots	1 -Plan (45+ Days)	GR	Code 24.2-612 Handbook 1.2.1.8; 2.5.7	Check again
605	Ballot Printer Designee. The EB or the GR [must] "designate one person to be continuously present in the room in which the ballots are printed."	Ballots	1 -Plan (45+ Days)	EB	Code 24.2-617 Handbook 1.2.1.8; 2.5.7	Currently delegated to Ballot Printer. Is there something in writing for this?
606	Affix Seal to Ballots. EB or GR must designate a person to affix the electoral board seal* to each ballot and to sign a statement witnessing such. (NOTE: Statement goes in Minutes)	Ballots	2 -Before (15-44 Days)	EB	Code 24.2-619 Handbook 1.2.1.8; 2.5.7	Currently delegated to Ballot Printer. Is there something in writing for this? I don't remember placing anything in the minutes about this.
607	Receipt of Ballots. EB or GR must designate one of its members, or a registrar, or an employee, to "receive the ballots after they are printed and [to] certify the number of ballots received. This certificate must be filed with other" election materials.	Ballots	2 -Before (15-44 Days)	GR Delegated	Code 24.2-618 Handbook 1.2.1.8; 2.5.7	
608	Custody of Ballots. The packages must remain in the exclusive possession of the GR until delivered to the officers of election of each precinct.	Ballots	3 -Close (1-14 Days)	GR	Code 24.2-620 Handbook 1.2.1.8	
609	Ballots Sorted by Precinct. The EB or the GR must have the printed ballots sorted for each precinct with at least one electoral board member or designee of the board present.	Ballots	3 -Close (1-14 Days)	GR	Code 24.2-620 Handbook 1.2.1.8; 2.5.7	Are we doing this?
610	Delivery of ballots to the precinct. The EB must designate a member, or a registrar, or an employee, to "deliver to an officer of election of each precinct the official ballots for that precinct and obtain a receipt	Ballots	3 -Close (1-14 Days)	GR Delegated	Code 24.2-621 Handbook 1.2.1.8; 2.5.7	

#	Duty/Task	Group	Stage	Resp.	Source	Notes
	for the package or packages."					
611	Unused Ballots. Any unused ballots at the close of the polls on Election Day should be sent by the GR to the clerk of the circuit court.	Ballots	5 -Post-Election	GR	Code 24.2-669 Handook 1.2.1.8; 14.4.2	
701	Equipment Security Plan. The board must take all necessary steps to assure the security of all voting equipment hardware, software, and firmware.	Equipment and Security	0 -General/ Ongoing	EB Only	Code 24.2-625 Handbook 2.3.5; 2.5.8; 4.9	Review again.
702	Equipment Custody. The general registrar must keep custody of all voting equipment and maintain it in proper repair.	Equipment and Security	0 -General/ Ongoing	GR Only	Code 24.2-637	
703	Ballot containers. The board must provide a ballot containers for each precinct.	Equipment and Security	0 -General/ Ongoing	GR Delegated	Code 24.2-623 Handbook 2.5.8	
704	L&A Testing. Election equipment and pollbooks must be tested for logic and accuracy prior to each election. A board member, an authorized representative of the electoral board, or the general registrar must be present at the final testing of each machine before each election.	Equipment and Security	3 -Close (1-14 Days)	Equipment Custodian (This cannot be the equipment custodian) Both EB/GR	Code 24.2-632 Handbook 2.5.8; 4.8	
705	Equipment custodians. The board and general registrar must employ a person or persons (called "custodians") to program, maintain, test, calibrate, and deliver each voting machine before each election. Custodians must be appointed and instructed at least 30 days before each election. A board member or a deputy registrar may serve as custodian but when the law requires the presence of both a board member or registrar and a custodian, the same person cannot fulfill both roles.	Equipment and Security	2 -Before (15-44 Days)	EB Only GR Delegated	Code 24.2-632 Handbook 1.2.1.9; 2.5.8; 4.7	
706	Contracting voting equipment. With the approval of ELECT, the electoral board or general registrar may contract with the voting equipment vendor or another contractor to program, prepare, and maintain the voting machines. If this is done, the custodian's role will be to instruct and supervise the vendor or contractor technicians and oversee the programming, testing, calibrating, and delivering of the equipment.	Equipment and Security	2 -Before (15-44 Days)	EB Only GR Delegated	Code 24.2-632 Handbook 1.2.1.9; 2.5.8; 4.7	
707	L&A Notice. The general registrar must notify appropriate local party chairs (or independent candidates for a city or town election if there are	Equipment and Security	3 -Close (1-14 Days)	GR Only	Code 24.2-633 Handbook 1.2.1.9; 2.5.8;	

#	Duty/Task	Group	Stage	Resp.	Source	Notes
	no party nominees on the ballot for any office) of the time and place of the final testing and sealing of the voting equipment. The notice must be in writing and sent by mail. Each political party or candidate notified must be allowed to have one representative present to witness the testing and sealing.				4.8	
707 A	Final Testing of Equipment. The final testing of the equipment prior to each election shall be done in the presence of an electoral board member, a representative of the electoral board, or the general registrar. The electoral board or general registrar may authorize a representative to be present at the final testing only if it is impracticable for a board member or general registrar to attend, and such representative shall in no case be the custodian or a vendor or contractor technician who was responsible for programming the ballot software, electronic activation devices, or electronic data storage media.			EB and GR	Code 24.2-632	
708	Equipment Keys. The general registrar must retain custody of all voting machine keys after the machines have been sealed. The board or the general registrar must deliver the keys in sealed packages to designated officers of election in each precinct before the polls open.	Equipment and Security	3 -Close (1-14 Days)	GR Only	Code 24.2-627 Handbook 1.2.1.9; 2.5.8; 4.7; 4.9	Review Code again.
801	Make Absentee Applications Available. The GR must make applications for absentee ballots available and accept them electronically.	Absentee Voting	0 -General/ Ongoing	GR Only	Code 24.2-701 Handbook 1.2.1.12; 7.6	
802	Absentee Application Rejection. If a registration or absentee ballot application is denied, the GR should provide the applicant with specific reasons why it was denied.	Absentee Voting	0 -General/ Ongoing	GR	1VAC20-20-70 Handbook 1.2.1.1; 2.5.3; 6.8; 7.6	
803	Timely Absentee Response. General registrars should notify ELECT if having difficulty processing applications for voter registration or absentee ballots in a timely fashion in order to maintain compliance with state and federal law (20-20-70(A))	Absentee Voting	0 -General/ Ongoing	GR	1VAC20-20-70 Handbook 1.2.1.1; 2.5.3; 7.5.5	
804	Send Mail Ballots within 3 Days. GR must send absentee ballots to requestors within three business days of receiving a completed absentee ballot application. The GR must certify to ELECT that absentee ballots were sent to applicants by the date required by law and must provide certain information required to ensure compliance with absentee voting deadlines.	Absentee Voting	0 -General/ Ongoing	GR Only	Code 24.2-612 Handbook 1.2.1.8; 1.2.1.12; 7.7.6	Check code again.

#	Duty/Task	Group	Stage	Resp.	Source	Notes
805	Military/Overseas Voters. The GR must send absentee ballots electronically to eligible absent military and overseas voters who request.	Absentee Voting	0 -General/ Ongoing	GR Only	Code 24.2-706.5 Handbook 1.2.1.12; 7.7.7	
806	45-Day Absentee Mailing. The GR must send absentee ballots to requestors 45 days before any election; after the 45-day deadline within three business days of receiving a completed absentee ballot application.	Absentee Voting	1 -Plan (45+ Days)	GR Only	Code 24.2-612 Handook 1.2.1.8; 1.2.1.12; 7.7.6	Check code again.
807	45-Day Absentee Compliance. EB and GR must certify its compliance with the (45-day) deadline to ELECT and report the number of ballots ordered. (ELECT lists in both GR and EB sections)	Absentee Voting	1 -Plan (45+ Days)	GR Delegated	Code 24.2-612 Handbook 1.2.1.8; 1.2.1.12; 2.5.7; 7.5.5	
808	Mark Receipt Date of Mail Ballots. The EB or GR, must mark the date of receipt of any absentee ballot and deposit it in an appropriate container.	Absentee Voting	2 -Before (15-44 Days)	GR Delegated	Code 24.2-710 Handbook 1.2.1.12; 7.14.1; 7.14.2	Check code again.
809	Absentee Voter Assistance Forms. The general registrar must provide a voting assistance form to any voters who indicate that they need assistance due to blindness, disability, or inability to read and write.	Absentee Voting	2 -Before (15-44 Days)	GR	Code 24.2-704	Check code again.
810	Absentee List. On the day before the election, the GR must compose a list (in triplicate) of the names of everyone who applied for an absentee ballot through the third day before the election. By noon on the day before the election, the GR must deliver two copies of the list to the electoral board. The GR keeps one copy for their records.	Absentee Voting	3 -Close (1-14 Days)	GR	Code 24.2-710	
811	Supplemental List for Precincts. The GR must compose a supplementary list of everyone who voted absentee in person, or who applied for an emergency absentee ballot. The GR must deliver this list to the chief officer of election for every precinct by 5pm on the day before the election.	Absentee Voting	3 -Close (1-14 Days)	GR Only	Code 24.2-711	Isn't this in the pollbook?
812	Final Absentee List. The board must deliver one attested copy of the final absentee applicants list to the chief officer of election for each precinct on the day before the election.	Absentee Voting	3 -Close (1-14 Days)	GR Delegated	Code 24.2-710 Handbook 2.5.11	Isn't this in the pollbook?
813	Emergency Voting Adjudication. The general registrar must rule on any request for an emergency absentee ballot from a voter where the cause of the voter's emergency is not one of the reasons specified in the Code.	Absentee Voting	3 -Close (1-14 Days)	GR Only	Code 24.2-705 Handbook 1.2.1.12; 7.7.4; 7.7.5	

#	Duty/Task	Group	Stage	Resp.	Source	Notes
814	Provided Provisional Ballots. The GR must provide a provisional ballot to anyone who lost, returned unused, did not receive, or accidentally spoiled his or her absentee ballot.	Absentee Voting	4 -Election Day	GR	Code 24.2-708 VAC 20-60-60 Handbook 1.2.1.12; 7.15; 13.3; 13.4.3	Check code again.
815	General Registrar Evaluation. Evaluate the GR annually and make hiring/firing decision, appoint at 4 year intervals (Cameron Butler appointed on April 3, 2026 to fill Burdett Lawrence's unexpired term.)	Absentee Voting	5 -Post-Election	EB ONLY	Code 24.2-710	Incorrect code. Check again.
816	Absentee Ballots Received after the Election. The secretary of the electoral board [must] deliver all absentee ballots received after the election to the Clerk of Circuit Court."	Absentee Voting	5 -Post-Election	GR Delegated	Code 24.2-710 Handbook 2.5.11; 14.4.2	Incorrect code. Check again.
817	Preserve Unused Ballots. The GR must note, and preserve, any absentee ballot returned unused.	Absentee Voting	5 -Post-Election	GR	Code 24.2-708 (A) Handbook 1.2.1.12; 7.14.2	
901	Canvass. The board must meet beginning on the day after the election to determine the official results. "Each electoral board [must] meet at the clerk's or general registrar's office of the county or city for which they are appointed at or before 5:00 p.m. on the day after any election" to ascertain the results. This meeting may be adjourned to another day as needed, within 7 days from the date of the election.	Election Certification	5 -Post-Election	EB	Code 24.2-671 Handbook 2.5.10; 14.2; 14.3.3	
902	Provisional Ballot Adjudication. A determination of the provisional ballots must determine validity of all provisional ballots not to exceed 10 calendar days from the date of the election.	Election Certification	5 -Post-Election	EB Only	Code 24.2-653.01 Handbook 13.6; 13.7; 14.3.3	
903	Completion of Abstracts. The board must complete, certify, and sign abstracts of results for each office or question on any ballot in the locality. It must deliver copies of these abstracts to the appropriate authorities, depending on the type of election held. Provisions for referenda can also be found in Title 15.2.	Election Certification	5 -Post-Election	EB	Code 24.2-532, 24.2-671, 24.2-675, 59.1-391 Handbook 14.3.3.6; 14.3.3.7	Check again.
904	Certification. The board must deliver the certification of the results of the count together with all ballots and envelopes to the clerk of Circuit Court.	Election Certification	5 -Post-Election	GR Delegated	Code 24.2-653 Handbook 14.3.3.9; 14.4.2	Check again.
905	Election Tiebreakers. If a local election results in a tie, "the electoral board [must] proceed publicly to determine by lot which of the candidates shall be declared elected."	Election Certification	5 -Post-Election	EB Only	Code 24.2-674 Handbook 14.3.3.5	

#	Duty/Task	Group	Stage	Resp.	Source	Notes
906	Winning Certificates. The secretary must make, and deliver, certificates of election to all winners of local offices.	Election Certification	5 -Post-Election	Both GR/EB	Code 24.2-676 Handbook 14.4.1	GR prepares. Secretary signs.
907	Return of Materials on Election Day. The board or general registrar may direct the return of all materials from the precincts to the office of the general registrar instead of to the Clerk of the Circuit Court.	Election Certification	4 -Election Day	GR Delegated	Code 24.2-668 Handbook 1.2.1.11; 2.5.10; 14.2.3; 14.4.2	
908	Unused Ballots. The board, along with the general registrar and the officers of election, must account for all used and unused paper ballots.	Election Certification	5 -Post-Election	GR Delegated	Code 24.2-666 Handbook 2.5.10; 14.4.2	How is this accounting currently done?
909	Transfer of Election Materials to Clerk of Court. The general registrar must secure and retain these materials in their office and must convey them to the Clerk of the Circuit Court by noon on the business day following the electoral board's ascertainment of the results.	Election Certification	5 -Post-Election	GR	Code 24.2-668 (B) Handbook 1.2.1.11; 14.4.2	
910	Action for Election Materials Not Returned. The board must inform the Clerk of Circuit Court of any officer of election who has failed to return the election materials by the time of the board's meeting to ascertain the results.	Election Certification	5 -Post-Election	GR Delegated	Code 24.2-670 Handbook 2.5.10; 14.2.3	
911	Retention of the SOR. The general registrar must retain one copy of the statement of results for public inspection.	Election Certification	5 -Post-Election	GR Only	Code 24.2-668 (B) Handbook 1.2.1.11; 14.4.2	

Office of the General Registrar & Electoral Board

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Electoral Board Members
Dr. Deborah Wahlstrom, Chair
Dr. Judith Brooks-Buck, Vice-Chair
Rev. Isaac Baker, Secretary

Mayor Michael D. Duman
Members of the Suffolk City Council
Kevin Hughes, City Manager
Gerry L. Jones, Deputy City Manager
City of Suffolk
442 W. Washington Street
Suffolk, Virginia 23434

June 9, 2026

SUBJECT: *Election Administration Roles and Polling Place Operations*

Dear Mayor Duman, Council Members, City Manager Hughes, and Deputy City Manager Jones,

The Suffolk Electoral Board is writing to provide information and clarification regarding an incident reported during the April 21, 2026, Special Election and to reaffirm the operational roles established under Virginia election law.

The Electoral Board understands that, during voting on April 21, a question arose at one polling place regarding access to restroom facilities by an individual associated with a political campaign.

According to the information reported to the Board, the chief election officer at the precinct declined the request and explained that the polling place was operating as an active precinct and that limiting non-voter traffic was necessary to protect voter privacy and avoid disruption to election operations.

The Electoral Board further understands that concerns regarding this decision were subsequently raised with the General Registrar.

We recognize that election-day decisions can sometimes involve competing considerations and that questions may arise regarding polling place procedures. For this reason, the Electoral Board believes it is helpful to provide a brief overview of the structure and responsibilities established by Virginia election law.

Virginia's election system is intentionally designed so that election administration functions independently from local political and administrative authority. Under Title 24.2 of the Code of Virginia, the Electoral Board, General Registrar, and Officers of Election each serve distinct roles in conducting elections.

At the precinct level, Officers of Election—and particularly the chief election officer assigned to the polling place—are responsible for managing voting operations, maintaining order, protecting voter privacy, and ensuring the orderly conduct of the election. Virginia law authorizes officers of election to preserve order and prevent disruption within the polling place and recognizes the chief officer as the immediate operational authority for precinct activities during voting.

These responsibilities exist to ensure that polling places remain orderly, secure, and focused solely on the conduct of the election.

The Electoral Board values the partnership it maintains with Suffolk's elected and administrative leadership and appreciates the City's longstanding support of election operations. At the same time, preserving public confidence in the independence and neutrality of election administration requires that operational decisions within active polling places remain under the direction of election officials acting pursuant to Virginia election law.

Questions or concerns regarding polling place operations are always welcome and may be directed to the General Registrar or the Electoral Board for review and discussion through established election administration channels.

The Electoral Board offers this information in the spirit of continued cooperation, shared understanding, and support for Suffolk's election process and those entrusted with administering it.

Thank you for your continued support of fair, secure, and well-administered elections.

Respectfully,

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Dr. Deborah Wahlstrom, Chair
Suffolk Electoral Board

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Dr. Judith Brooks-Buck, Vice-Chair
Suffolk Electoral Board

_____

Reverend Isaac Baker, Secretary
Suffolk Electoral Board

Cc: Cameron Butler, General Registrar
City of Suffolk, Virginia