



Electoral Board

2134 W. Laburnum Avenue, 2nd Floor
Richmond, Virginia 23227
P.O. Box 61037 • Richmond, Virginia 23261-1037
(804) 646-5950

November 2022 General Election

August 23, 2022

Dear Chief Officer:

As you know, there will be an election on Tuesday, November 8, 2022. Offices on the ballot will be the race for the 4th Congressional seat in the US House of Representatives. Enclosed are: 1) a list of the officers who, according to our records, are available to work the election; and, 2) an election arrangement acknowledgment form showing the number of officers you are currently authorized to have for November. Please return your acknowledgment form as soon as possible, but **NOT LATER THAN September 16, 2022.** It is important that we have this information by this time to determine whether or not we need to recruit and train more officers if you are having difficulty filling your officer slots. We also need to know how much training material to produce. A pre-addressed, postage paid envelope is enclosed for you to mail the forms back to us. However, you may also fax, scan/e-mail or bring your form back to us. Our fax number is (804) 646-7848. Our e-mail is: www.electionofficer@rva.gov. You may call in (646-4411) any later additions or changes that occur.

CALL YOUR ELECTION OFFICERS NOW!!

One of your primary duties as Chief Officer is to line your officers up to work on Election Day. **We rely on you to do this.** Who you choose to work is up to you, but it is **VERY** important that we have all of our precincts lined up well in advance. That is why you need to contact **each** person shown on the enclosed list of officers assigned to your precinct right away. You must confirm that they will either work on Election Day, or will be available to work should you need to replace an officer at the last minute. (Our thanks to those of you who have already started doing this!)

Anyone who isn't selected to work should also be notified of that so they have an opportunity to ask to be assigned to a different precinct.

When making your final selection for who will work on Election Day, the Board urges you to have as equal as possible representation of both major political parties in your polling place. This is a requirement in the Code of Virginia. You should have enough people on reserve to replace (sometimes on short notice) any regular officers that might not be able to work.

You also need to determine what training classes that you want your workers to attend. PLEASE NOTE THAT ELECTION OFFICERS WILL NOT BE ALLOWED TO SIGN UP FOR TRAINING.

TRAINING

Training

A training schedule of classes is enclosed. The only in-person classes that will be offered for this election will be the Chief and Assistant class, the Voting Machine class, and the Poll Book class. The other courses that we are offering will be available online. There will be three classes offered online, and they will be mandatory for every election officer. These courses will reflect the content that was historically presented in the Mandatory Training class, the Basic Training for New Election Officers, and What to do in case of emergencies into three online courses. These courses will be interactive, complete with exercises and quizzes. Starting on October 1st, you will be able to access these three classes at www.richmondelectiontraining.com. If you don't have computer access please contact our office at (804)-646-4411.

If you don't have computer access please contact our office at (804)-646-4411. We will provide you the opportunity to take these courses here at the Office of Elections on Friday October 7th 10am - 12pm or Friday October 7th 6pm-8pm.

ELECTION SUPPLY DISTRIBUTION

You will pick up your supplies on Monday, November 1, 2022 from 2134 W. Laburnum Avenue at 7:00 AM to 7:00 PM. PLEASE DO NOT ASK TO PICK UP SUPPLIES OUTSIDE OF THESE TIMES UNLESS IT IS AN EMERGENCY.

Please note: E-poll books, machine keys and paper ballots will **NOT** be released to anyone but the Chief Officer of election except in limited circumstances with prior approval of the Electoral Board.

PLEASE CHECK YOUR SUPPLIES IMMEDIATELY! We encourage you to do so at the warehouse if you wish so that we can provide you with anything that is missing on the spot.

ELECTION SUPPLY RETURN

You will return majority of your supplies on Election night except for the items that remain on your cage at your polling Precinct.

PAYCHECK PICK-UP

All pay checks for election officers who are **not** City employees will be mailed, with limited exceptions. The check will be directed to the address at which you are registered to vote. Please check this address before **October 17, 2022** to make sure it is correct, and ask your officers to do the same. **October 17** is the deadline to update your address. You can check your voter registration address online at www.rva.gov/elections/voter-registration. Checks for election officers who are City employees will be included in their regular paycheck.

Checks may only be picked up in extraordinary cases and only if pre-approved by the Electoral Board Secretary. We ask that you have patience and only inquire if you haven't received your check by **December 1, 2022**.

ABSENTEE VOTING

Some of you -- and your officers -- will be working on Election Day in precincts other than the one in which you are registered to vote. Accordingly, you will need to vote by absentee ballot. (If you are working in your home precinct, you DO NOT need to vote absentee as you may vote in your own precinct on election morning.)

We encourage all persons who need to vote absentee to do so either through the mail or prior to the final Saturday, November 5th.

In person absentee voting will begin on **September 23, 2022**. You may also apply for and vote by mail anytime between now and Friday October 28, 2022 (the deadline for applying to vote for absentee ballot by mail). More information regarding absentee voting is available at www.rva.gov/elections/absentee-voting.

We look forward to seeing you. Please don't hesitate to call us at 646-5950 if you have any questions.

Sincerely,



C. Starlet Stevens
Secretary
City of Richmond Electoral Board

c: Assistant Chief Officers
Staff of the Office of the General Registrar



Electoral Board

City of Richmond
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NOVEMBER 8TH 2022 ELECTION ARRANGEMENTS ACKNOWLEDGMENT FORM

PLEASE RETURN COMPLETED FORMS TO THE CITY OF RICHMOND ELECTORAL BOARD SO THAT
THEY ARE RECEIVED NO LATER THAN SEPTEMBER 16TH

FROM: _____, Chief Officer of Precinct _____
(Chief officer's name, please print) (precinct number)

I am authorized to have the following number of machines, lines and officers in my precinct for the
November 8, 2022 General Election.

Election Type	# of Machines	# of Lines	Total Officers
CD			
4	1	3	13

I have contacted the persons listed below and they have agreed to work in my precinct on
November 8, 2022. The officers will call (804) 646-4411 to sign up for the other training.

Officer's Name (Please Print)	
Chief	
Assist. Chief	
Officer	
Officer	
Officer	
Officer	
Officer	
Officer	
Officer	
Officer	
Officer	
Officer	
RESERVE	