



Electoral Board

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

November General Election 2022

August 23, 2022

Dear Election Officer:

As you know, November 8th is a General Election and we need all of our Election Officers to work if you can.

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. We will also be offering an Emergency Procedures course. 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. 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.

Working on Election Day

If you are returning Election officer your Chief will contact you soon to confirm that you will work in November. If you have not heard from your Chief by the first of September, please contact them.

If you are a new Election officer and you have not yet been assigned to a Precinct, please call Caitlin Shelton or Destiny Fleming at (804) 646-4411 or e-mail us at Electionofficer@rva.gov.

If you're a Poll book officer or a Voting Machine Specialist your chief will contact our office at (804) 646-4411 to sign you up for training class. We remind you that the Board's policy is that officers who attend training but do not work are not paid for attending training. If an emergency arises and you know you will not be able to work a particular election, then please notify your Chief Officer of Election as far in advance as you possibly can. It impacts the conduct of the election if you do not let us know in advance that you are unable to work. If you do not know the telephone number or e-mail for your Chief, then please contact Caitlin Shelton or Destiny Fleming at (804) 646-4411 so that our team can provide you with that information.

Paycheck Pickup

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 17th, which 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, which will be the second pay period following Election Day.

Checks may only be picked up in extraordinary cases and only if pre-approved by the Electoral Board Secretary. Staff will begin processing payroll the day after Election Day. We ask that you have patience and only inquire if you haven't received your check by December 1, 2022.

Absentee Voting

If you work in a precinct other than the one in which you are registered to vote, then 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 to apply for an Absentee Ballot). You can apply for an Absentee Ballot at www.rva.gov/elections/absentee-voting.

We look forward to seeing you soon. 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