



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

OFFICIAL GUIDANCE

Date: October 6, 2020

RE: Election Night Reporting and the Central Absentee Precinct for November 3, 2020
Elections

Under section § 24.2-709 of the Code of Virginia, mail-in ballots postmarked on or before Election Day and received by Friday, November 6 at noon will count toward the election results. The following guidance explains how registrars should report election results from the Central Absentee Precinct (CAP) for the November 3, 2020 elections.

1. On Election Day and Night, localities should process and count as many of the absentee ballots as can reasonably be counted. These ballots will include any received by the CAP and those that are dropped off at polling places on Election Day. There is no requirement that ALL of these ballots have to be processed. Some localities will be able to process and count all of the ballots received through Election Day by the time the night is over. Others will not. **Continue processing ballots until you have finished or until 11:00 p.m., whichever comes first.**
2. Once counting has finished for the night, pull the results tapes and create an initial SOR for the CAP. Report the results as you normally would in VERIS. Follow the closing procedures for your optical scan equipment.
3. You may continue to process ballots on Wednesday, Thursday, and Friday, or any combination. However, you are not required to process incoming ballots until after the deadline to receive ballots at noon on Friday, November 6. This will be a locality-by-locality decision based on the number of ballots received and processing time necessary to complete canvass by Tuesday, November 10.
 - a. If you have a machine set aside to scan ballots after Election Day, follow opening procedures, run zero tapes, qualify and feed the ballots. Once all precincts are completed, pull your results.
 - b. If you are reusing your machine from CAP to scan ballots after Election Day, you will need to place the Election Day media in Envelope #7. Follow your vendor's instruction on resetting your machine to zero, and insert new CAP media to reopen the voting machine. Follow opening procedures, run zero tapes, qualify and feed the ballots. (If you have not already completed L&A Testing on the media to be used for counting ballots after Election Day, you will need to conduct L&A Testing before scanning ballots.)
4. Once you have completed processing all ballots validly received and cast, pull results tapes from the machines, combine them with the initial SOR from election night, and edit

the SOR to add new columns as necessary to capture the additional results tapes. Edit the CAP results in VERIS to reflect the new totals.

5. Please note that the post-election night CAP will ensure that no locality is reporting 100% results through ENR until the locality has counted all ballots.
6. Please scan or otherwise record received ballots in VERIS as your office receives them. This will ensure that VERIS maintains current, accurate data on the number of ballots returned. ELECT will be displaying this information on our website as part of our election results. Keeping this information current should help reduce the number of calls to your office.
7. CAP ballots counted after Election Day must be processed and counted by members of your CAP team, including the original CAP Chief and Assistant Chief, and at least one other Officer of Election. While the Chief and Assistant Chief must be the original CAP Officers, additional OOs brought in to assist do not have to have been part of your original CAP team. You may bring in as many teams as necessary to efficiently handle processing and counting. You should consider the availability of these officers when making your schedule to count CAP ballots.
8. Notify political parties and candidates of when you plan to continue processing and counting ballots. Note that the rules for observers/authorized representatives are the same for these additional days as they are for Election Day.