



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

## Electoral Board

**Hon. Katherine K. Hanley**  
Chairman

**Jeffrey K. Shapiro**  
Vice Chairman

**Amb. (ret.)  
Christopher P. Henzel**  
Secretary

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**Eric L. Spicer**  
General Registrar and  
Director of Elections

## ELECTORAL BOARD MEETING

Date: October 30, 2023

Time: 4:30 p.m.

Location: Conference Room 315

## AGENDA

- I. Call to Order, Welcome, and Introduction
- II. Adoption of the Agenda
- III. Approval of the Minutes
  - September 27, 2023
- IV. Election Officer Appointments
- V. General Registrar's Report
- VI. Electoral Board Reports
- VII. New Business
- VIII. Closed Session for the following reasons:
  - Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Va. Code § 2.23711(8).
- IX. Public Comments
- X. Adjourn

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Voter Services  
Phone: 703-222-0776  
Fax: 703-324-2205  
TTY: 711 (Virginia Relay)  
Email: [voting@fairfaxcounty.gov](mailto:voting@fairfaxcounty.gov)

Election Administration  
Phone: 703-324-4735  
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12000 Government Center Parkway  
Suite 323  
Fairfax, Virginia 22035  
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MINUTES  
Fairfax County Electoral Board  
September 27, 2023

The Fairfax County Electoral Board (Board) met on Wednesday, September 27, 2023, in Conference Room 315 at the Fairfax County Government Center located at 12000 Government Center Parkway, Fairfax. Chairman Hon. Katherine K. Hanley; Vice Chairman Jeffrey K. Shapiro; General Registrar Eric L. Spicer; Deputy Director Cheryl Jones; and Clerk to the Electoral Board Beth Dixon Methfessel were present. Secretary Amb. (ret.) Christopher P. Henzel participated remotely.

IT Manager Cord Whitehouse; Election Manager Ravi Udeshi; Deputy Registrar for Voter Registration Bushra Ardalán; Deputy Registrar for Voter Satellite Offices Florence Brown; Deputy Registrar for Absentee Voting Sean Stewart; Voting Equipment and Logistics Manager Tyrone Allen; Election Officer Manager Gretchen Coleman; Supply Manager Kay Garrison; Financial Specialist Teresa Maza; Mira Elliott, Ann Hines, Jean Thoensen, Kelly Roberts, and Rodrigo Quintanilla Alba (Office of Elections (Office) staff); Andi Bayer, Christine Brim, Jim Emery, and Shari Emery (Fairfax County Republican Committee (FCRC) Election Integrity Task Force); Gregory Brandon (Fairfax County Democratic Committee (FCDC) Central Communications); Peggy Morrison (FCDC Voter Registration and Education); Barbara Palmer-Tengs (member FCRC); Kyle Laker (member FCDC); and Jean Deavers, Jill Mobley, and Benjamin Mobley (residents of Fairfax County and/or neighboring jurisdictions).

Also present at the meeting were representatives of ES&S: Mike Dvorak, Chris Wlaschin, Tom O'Brien, Mac Beeson, Cara Florence, and Bridgette Richardson; PrintElect representatives: Owen Andrews, Chris Andrews, and Tyler Lincks; and representatives from Hart InterCivic: Felice Liston, Bob Heisner, Letty Salazar, and Jen Moreci.

The following individuals participated using the Zoom videoconferencing platform: Human Resources Manager Yoon Choi-Lee; FOIA Coordinator Pat Ferguson; IT Business Analyst Khamthakone Betts; Office staff and/or rovers Mark Beale, Carrie Clark, Jeanne Faubell, Lisa Hogle, B. Gissell Jimenez, Alejandra Malanowski, Abigale Peters, Claudia Stallings, Todd Strelow, Jerald Taylor, and Fily Vilasanta; Maria Vorel (FCDC Precinct Operations); Arina van Breda (Fairfax League of Women Voters (LVW)); Carol Allen (FCDC Election Law and Voter Protection); Helen Chaikovsky, Audrey Dutton, William Denk, Phyllisa Goldenberg, Amanda Griffith, and David Lopez, Fairfax County election officers and/or residents of Fairfax County or neighboring jurisdictions).

Ms. Hanley called the meeting to order at 4:00 p.m. and introduced the Board. Ms. Hanley asked Mr. Henzel to state for the record his location and why he was participating remotely. Mr. Henzel replied that he was on business and calling in from Manhattan, New York. Ms. Hanley called for a motion that Mr. Henzel's voice can be adequately heard and that his remote participation comports with the Electoral Board's Remote Participation Policy. Mr. Shapiro so moved, and the motion passed 2-0.

Mr. Shapiro moved approval of the agenda. Ms. Hanley offered a correction on page 5, paragraph 1, to remove “at the VEBA Annual Conference” and replace it with “the VEBA Legislative Committee and Executive Board.” The correction was accepted, and the Minutes of the Board meeting held on August 7, 2023, were adopted, as amended.

Mr. Shapiro made a motion to appoint of 255 election officers (EO) (98 Democrats, 73 Republicans, and 84 Unaffiliated) for a term ending February 28, 2025. The motion passed by a vote of 3-0.

Under the General Registrar’s (GR) report dated September 26, 2023 (attached and made a part of this record), Mr. Spicer updated the voter registration numbers since the last Electoral Board meeting:

<b>Registered Voters</b>	<b>As of September 25, 2023</b>	<b>Change from 8/3</b>
Active registered voters	714,527	-7,156
Inactive registered voters	70,595	+7,919
<b>TOTAL</b>	<b>785,122</b>	<b>+763</b>

<b>Registration Transactions</b>	<b>August 2023 (8/1 to 9/1)</b>	<b>Year-to-Date (1/1 to 9/1)</b>
DMV online voter registration transactions	21,437	120,618
Web voter registration transactions	1,894	7,584
Third-party voter transactions	276	2,814
Other voter registration transactions	2,701	16,650
<b>TOTAL</b>	<b>26,308</b>	<b>147,666</b>

<b>Voter Cancellations</b>	<b>August 2023 (8/1 to 9/1)</b>	<b>Year-to-Date (1/1 to 9/1)</b>
Deceased	496	2,793
Out-of-state	2,226	8,470
Other	63	7,172
<b>TOTAL</b>	<b>2,785</b>	<b>18,435</b>

Mr. Shapiro commented that the 21,000+ DMV transactions in August seemed like a large number compared to the small increase in active registered voters. Ms. Ardalan explained that most DMV transaction result in no change to the active voter numbers because they are duplicates, name changes, or address updates. Mr. Henzel asked how many new registrations are included in the 21,000+. Ms. Ardalan responded that a VERIS report can be

generated to reflect new registrations. Mr. Henzel asked Ms. Ardalan if any other third-party groups other than the League of Women Voters have submitted voter registration applications. Ms. Ardalan responded that another group sent in several applications, and she will provide the name of that group to the Board.

Sample ballot mailers will be sent this week to all active voters in Fairfax County. The brochure contains an image of the voter's precinct-specific ballot, information on the three options for voting (early in-person, by mail before Election Day, Election Day), the voter's polling place and precinct, and in-person early voting locations and schedules. Mr. Spicer added that although it is not a legal requirement, the sample ballot mailer will be sent "Return Receipt Requested." If the mailer is undeliverable, it will be returned to the Office. Ms. Hanley added that the sample ballot mailer is usually not sent "Return Receipt Requested," but this is a continued effort to improve the accuracy of the voter rolls. Mr. Shapiro commended the Chairman, Mr. Spicer and staff for this initiative.

On July 1, 2023, the statutory requirement for absentee by mail voting (Va. Code § 24.2-706) removed the need for a witness signature on the "statement of absentee voter" and replaced it with a requirement for the last four digits of the voter's Social Security number and year of birth. To implement these legislative changes, a new absentee ballot return envelope in collaboration with the Office's third-party printer/mailer and the USPS will be used beginning with the September 22 mailing. The new absentee return envelope features a privacy flap that covers the "statement of absentee voter" while the mailer is in transit, but, importantly, allows staff to review and process the returned envelope as efficiently as possible. Although this privacy flap is not legally required, it protects the voter's birth year and social security number. (An image of the voter submission area and privacy flap on the new envelope is attached and made a part of this record). The Board commended Ms. Jones, Mr. Stewart, and staff for an ingenious feature designed to protect voters' privacy.

As of September 22, 59,611 absentee ballot (AB) applications have been received for the November 2023 General Election. This includes 55,633 permanent applications, 1,669 applications from overseas and military voters, and 2,309 one-time applications. Mr. Shapiro asked if the Office tracks ABs when they are returned as undeliverable. Mr. Spicer confirmed that ballots returned as undeliverable are tracked. Additionally, voters moved to the inactive list are removed from the permanent AB list. Mr. Shapiro suggested another way to maintain "list hygiene" is to send a mailing to permanent AB voters allowing them to "opt-out" of the permanent AB list. Ms. Jones mentioned that there is an opt-out form available on the Office's website. Mr. Henzel asked about the rate of voters requesting permanent AB status. Mr. Stewart explained that about half of the applicants request permanent AB status and half of the requests are one-time only for the upcoming election. He added that currently the portal is receiving mostly one-time applications. Mr. Henzel asked that the number of applicants requesting permanent AB status and those requesting one-time ABs be tracked and reported on the next General Registrar's report.

On September 22, in-person absentee voting for the November 2023 Election began at the Government Center, Mount Vernon Governmental Center, and North County Governmental Center. A total of 757 voters cast ballots at these three locations on September 22 and 340 voters on September 23. An additional thirteen locations will open on Thursday,

October 26. All locations will be open for ten consecutive days from October 26 until November 4, including Sunday, October 29.

Under the Resource Allocation for the General and Special Elections (attached and made a part of this record), each precinct will receive ballots for at least 60% of active voters. Ballots will be ordered for 65% to 80% of active voters for the precincts that had the highest in-person turnout in past elections and for new precincts created by redistricting. Each precinct will receive three to five Poll Pads, two ExpressVote ballot marking devices, and two DS200 ballot scanners. Each precinct will be assigned seven to twelve total election officers, including one SDR specialist officer to help the chief process same day registration voters. Ms. Hanley noted that this is the first time the Town of Vienna will hold its election in November. She expected the four Vienna precincts to have higher turnout, so the Office needs to be prepared to send extra ballots. Mr. Shapiro approved of the three to five Poll Pads for each precinct to ensure proper backup. Mr. Spicer commented that there are 117 candidates on the ballot in Fairfax County this November. Each voter satellite office has a sample ballot book containing all 265 precinct ballots for the November election.

In accordance with the Code of Virginia and Electoral Board policy, Republican chief election officers have been assigned and confirmed in 250 precincts. Due to extensive staff efforts, a pool of 100 more Republican officers willing to serve as a chief or reserve chief have been secured ensuring that a Republican chief will be assigned for all 265 precincts. Approximately 35 reserve chiefs are available to step in should a chief cancel anywhere in the county.

Florence Brown was appointed Deputy Registrar for Voter Satellite Offices effective July 15. Gretchen Coleman was hired as Election Officer Manager effective August 21, and Abigale Peters was promoted to the Election Officer Specialist position effective September 23. The Office is recruiting a training specialist for the Election Administration Division, a GIS analyst for the IT Division, and an administrative assistant for the Absentee Division.

Mr. Spicer made the following statement,

“On September 14, I was served with a lawsuit that questioned the validity of signatures on a candidate petition. The lawsuit, filed by three voters in Fairfax County and the Fairfax County Republican Party, sought to disqualify six signatures that did not have a date on a candidate petition from Ms. Saint John-Cunning, a candidate for School Board in the Franconia District for this November election. This matter was presented at a hearing in the Fairfax County Circuit Court on September 20. The judge dismissed the case and ruled that I had discretion in my position as General Registrar to determine that the six signatures in question that did not have a date were valid and that the missing dates were not a material omission. We began voting last Friday on September 22 with ballots that were approved by ELECT [Virginia Department of Elections] on September 7 that included Ms. Saint John-Cunning as a candidate for School Board in the Franconia District.”

Under the Chairman’s report, Ms. Hanley moved to reaffirm the appointment of Ben Jarratt as an Electoral Board representative and to appoint William Turley to replace Dan Per-

Lee as an Electoral Board representative. At least one of these representatives will be present during the L&A process until it is completed and will sign the machine certification forms. The motion passed by a vote of 3-0.

Ms. Hanley made the following motion to approve ELECT's ADA Compliance Confirmation that states all polling places in the locality stated above have been assessed for accessibility using an Americans with Disabilities Act (ADA) checklist provided either by the Virginia Department of Elections (ELECT) or by the U.S. Department of Justice (DOJ); that the ADA checklist for each polling place has been filed and will be maintained within the records of the local electoral board in accordance with the Virginia Freedom of Information Act (§2.2-3700 et. seq.); and that pursuant to §24.2-310(C), all polling places in the locality stated above are currently compliant with the requirements of the ADA (§42 USC 12132), the Voting Accessibility for the Elderly and Handicapped Act (§52 USC 20102), and the Virginia with Disabilities Act (§51.5-1 et seq.). The motion passed by a vote of 3-0.

There was no Vice Chairman's report, or Secretary's report.

Under Public Comments, Ms. Hanley reminded the public that comments are limited to three minutes. The Board may provide the information; however, an answer may be deferred if more research is required.

Jill Mobley asked if the voting equipment vendors will be providing a SOC 2 Type 2 audit report with an audit opinion for consideration in reviewing their voting equipment. Ms. Hanley responded that this question will probably be answered during the upcoming voting equipment presentations.

Andi Bayer commented that in addition to the lawsuit that was filed regarding the School Board's candidate signatures, new information surfaced and should have been presented to the Board on September 26, 2023. This information reveals that on one of the signature pages there was an incorrect home address for the candidate. Ms. Bayer asked if this issue will be addressed at this meeting, a future meeting, or has it been discussed. Mr. Shapiro and Ms. Hanley responded that they had just received the information today. Mr. Henzel responded that the letter came from an attorney, and wondered if it makes it a legal matter that should be discussed in Closed Session. Mr. Shapiro agreed, and asked Ms. Hanley to add the matter to the reasons for the Closed Session.

Christine Brim requested a copy of the General Registrar's statement.

Mr. Shapiro confirmed for William Denk that page 2, section Absentee by Mail Requests for November 2023 Election, paragraph 1 of the General Registrar's report breaks down absentee applications by permanent, overseas and military, and one-time applications.

Arina van Breda asked if there was a policy about the timing for sending out the sample ballot mailer so that LWV can provide an answer when voters inquire when they should expect to receive them. Ms. Spicer explained that the mailer cannot be sent until the ballots are approved, which occurred on September 7. Ms. Jones added that the timeline is further impacted by the time required to download all the voter addresses, ensure that the polling places are accurately reflected, and to properly incorporate all the ballot styles. The sample ballot mailer also includes a translation into three languages. Multiple cross-checks are

performed to ensure accuracy. The third-party printer must then load all this information and ensure that it integrates properly.

Ms. Deavers read a statement regarding her experience attempting to vote early in-person at the North County Governmental Center. Ms. Hanley thanked her for her comments and responded that the Office will investigate how the process should work for “fleeing” voters and make sure it is covered during training.

Under the Voting Equipment Presentations, two vendors, ES&S and Hart InterCivic, presented voting equipment that they have developed or are developing that would meet the new 2.0 standards.

Ms. Hanley moved that the Board go into Closed Session to discuss protocols for maintaining the security of ballots or voting and counting equipment, where discussion of such matters in open meeting would compromise the security of any election, as permitted by Va. Code § 2.2-3711(34), and Va. Code § 24.2-625.1(B); and to discuss or consider of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, as permitted by Va. Code § 24.2-3711(A)(6); and to discuss personnel matters, as permitted by Va. Code § 2.23711(A)(1).

Mr. Henzel asked about adding the legal matters exemption, and Ms. Hanley indicated that the letter regarding the incorrect address on the candidate petition would fall under the personnel exemption. Without objection, and by a vote of 3-0, the Board entered a Closed Session at 5:45 p.m.

At 7:14 p.m. the Board concluded the Closed Session. Chairman Hanley read the following statement:

“In accordance with *Virginia Code* § 2.2-3712(D), I am asking the Secretary of the Electoral Board to conduct a roll call vote to certify that to the best of each member’s knowledge that (i) only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were conducted in the closed meeting and (ii) only such public business as was identified in the motion for the closed meeting, by which the closed meeting was convened, was heard, discussed or considered in the closed meeting of the Electoral Board. That roll call vote shall be recorded and included in the minutes of the Electoral Board.”

Secretary Henzel then called the roll for the vote on the above statement:

Voting Yes:	Chairman Hanley
	Vice Chairman Shapiro
	Secretary Henzel

Mr. Shapiro moved to adjourn. The motion carried, and without objection, the meeting was adjourned at 7:16 p.m.

Attachments

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Hon. Katherine K. Hanley, Chairman

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Jeffrey K. Shapiro, Vice Chairman

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Amb. (ret.) Christopher P. Henzel, Secretary

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# County of Fairfax, Virginia

## GENERAL REGISTRAR'S REPORT

**DATE:** October 29, 2023

**TO:** Hon. Katherine K. Hanley, Chairman of the Fairfax County Electoral Board  
Jeffrey K. Shapiro, Vice Chairman of the Fairfax County Electoral Board  
Amb. (ret.) Christopher Henzel, Secretary of the Fairfax County Electoral Board

**FROM:** Eric L. Spicer, General Registrar and Director of the Office of Elections

**CC:** Beth Dixon Methfessel, Clerk to the Electoral Board  
Office of Elections – All staff

**SUBJECT:** General Registrar's Report for the October 30, 2023, Electoral Board Meeting

### Voter Registration

Registered Voters	As of October 27, 2023	Change from 9/25
Active registered voters	717,440	+2,913
Inactive registered voters	69,580	-1,015
<b>TOTAL</b>	<b>787,020</b>	<b>+1,898</b>

Registration Transactions	September 2023 (9/1 to 10/1)	Year-to-Date (1/1 to 10/1)
DMV online voter registration transactions	16,947	137,565
Web voter registration transactions	2,673	10,257
Third-party voter transactions	382	3,196
Other voter registration transactions	1,592	18,242
<b>TOTAL</b>	<b>21,594</b>	<b>169,260</b>

Voter Cancellations	September 2023 (9/1 to 10/1)	Year-to-Date (1/1 to 10/1)
Deceased	478	3,271
Out-of-state	427	8,897
Other	77	7,249
<b>TOTAL</b>	<b>982</b>	<b>19,417</b>

## Action Items from Previous Board Meeting

Breakdown of DMV Transactions	September (9/1 to 10/1)
Change of Address	3,480
New Registrant	2,662
Transferred In	1,551
Administrative Duplicate Match	4,212
Name and/or Address Change	545
Other (Includes voters who moved out of Fairfax County, moved out of the State, were reactivated, and identified themselves as non-citizens)	4,497
<b>Total DMV Transactions</b>	<b>16,947</b>

### Information on DMV Processes and Transactions and Online Voter Registration

As mandated by NVRA and state law, any person who comes to a DMV office to apply for, replace, renew, or change an address on a driver's license or special identification card ("qualifying transactions") must be given the opportunity to apply to register to vote at the same time. On average, we receive 300 OVR (Online Voter Registration) transactions daily, mostly from the DMV. These applications are reviewed by staff for proper action. If applications are completed correctly, they are processed in a timely manner. Any incomplete application is denied, and a denial letter is mailed and emailed to the voter if an email is provided.

Applications with out of state addresses are denied and if a voter with an out of state address is registered in Fairfax County, the registration is cancelled.

### Third Party Voter Registration Drives

We received applications from the following Third-Party voter registration groups between September 1 and October 27:

Date	League of Women Voters	Catholic Engaged for Fairfax	Providence of Fairfax	FC HS	Cornerstone	Nova Health
Sep 1-30	165	6	0	0	0	0
Oct 1-27	393	0	3	4	2	2
<b>Total</b>	<b>558</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>2</b>



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## **Permanent Absentee Opt-Out Mailing**

In June 2021, we sent a postcard to approximately 15,400 voters who were converted from an annual absentee application to the newly created permanent absentee voter list. This by-mail notification was required by the legislation that implemented the permanent absentee list. Through 2022, we received approximately 800 permanent absentee voter opt-outs from the mailing. Additionally, opt out forms are available at polling locations and on our website, and are emailed or mailed to voters who contact the office requesting to be removed.

After the November 2023 Election, we will send another opt-out mailing to the approximately 60,000 voters on our current permanent absentee list in advance of the 2024 election cycle.

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## **Report on Voter List Maintenance Efforts**

The Voter Services team works daily processing voter registrations to accurately maintain the voter list. This includes reviewing information sent daily from ELECT in VERIS hoppers and conducting research to match the information to current voters. The team receives and acts on information related to DMV registrations, license surrenders for out-of-state moves, voters who move to other localities, deceased voters, duplicate voters, felony convictions, non-citizens, and adjudicated mental incapacitation.

The team also researches and updates the voter list when any Office of Elections mail is returned as undeliverable. An address update request form is mailed to a voter's new address when mail is returned with an USPS NCOA nixie label. When the form is returned with an out-of-state address noted and signed by the voter, we are able to cancel the voter's registration.

### **Non-Citizens**

Each month the DMV is required to furnish to Department of Elections a complete list of all persons who have indicated to the DMV that they are not a United States citizen. The Department of Elections transmits that information to the appropriate general registrar. We mail a notice of pending cancellation to each registered voter identified by DMV as a non-citizen. The voter is given 14 days from the date the notice was mailed to return a signed statement affirming citizenship. VERIS will automatically cancel the registration of any voter who does not respond to the notice within 21 days.

### **Felony Convictions**

The name of a person who has been convicted of a felony must be removed from the official list of registered voters. We will remove names when felony information in VERIS is updated once a month or any time the names populated in felony hopper.

### **Adjudicated Incapacitated**

The name of a person who has been adjudicated incapacitated by a court must be removed from the list of eligible registered voters unless the court order specifically provides voting rights.



**DMV Notification of Out-of-State:**

Each month VERIS receives an updated electronic file from DMV of persons who have surrendered their Virginia driver’s license indicating relocation to another state. VERIS automatically searches for any potential matches of registered voters in the electronic file from DMV. Potential matches will appear in the VERIS hopper for the locality. After reviewing the record, a matching record may be identified. This initiates a request for a Confirmation Notice to be sent to the voter.

**Deceased Voters**

The Code of Virginia §24.2-404.3 requires ELECT to compare the voter lists with records belonging to the Bureau of Vital Statistics and the Social Security Administration (SSA). The Department of Elections complies with the requirement to match the SSA death list annually by October 1. Additionally, the State Registrar of Vital Records is required to transmit a weekly list of individuals 17 years of age or older who have died in the Commonwealth. This information is transmitted to localities through VERIS. There are many sources that provide such information, including:

- Confirmation of death by deceased voter’s family or estate
- Confirmation of death by registrar or deputy registrar who personally knows the deceased voter
- Records from the State Registrar of Vital Records processed through the hopper
- Records from local health officials
- A death certificate
- An obituary posted in a newspaper or on a website of a licensed funeral home

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**Removal/Restoration of Felony Voters**


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The Virginia Department of Elections (ELECT) receives a list of individuals convicted of felonies from the Virginia State Police (VSP) each month and sends this list to local General Registrars through VERIS as part of the voter registration hopper. Local voter registration offices remove the voters from the voter list and send cancellation letters by mail in accordance with state law.

Recently, ELECT discovered that VSP had included in its list voters who had violated their probation, which is not cause for removal from the voter list. ELECT asked VSP to conduct a historical review, which revealed 3,400 such records statewide. As a result of this effort, ELECT sent these names to local General Registrars for reinstatement and directed us on October 6, 2023, to reinstate 7 voters in Fairfax County out of 32 voters that ELECT directed us to take off our voter list on July 21.

ELECT has provided guidance detailing resources available to local elections offices during early voting, on Election Day, and during the canvass to ensure that impacted voters can exercise their right to vote. Probation violations have been removed from the lists of felony convictions sent to ELECT by VSP.

Between September 1 and October 28, based on information from ELECT, we cancelled 38 voter registrations for felonies, and we reinstated 94 voters who had been previously removed from our list for felonies also based on information from ELECT.



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## Same Day Registration

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We began accepting Same Day Registration (SDR) applications for the current election on October 17. As of October 28, we had 50 SDR applications and accompanying provisional ballots.

We will have an SDR Specialist at every polling place on Election Day. These individuals will be thoroughly trained on the SDR and provisional process.

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## Absentee by Mail Requests for November 2023 Election

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As of October 26, we have received **69,433** absentee ballot applications for the November 2023 General Election. This includes **58,688** permanent applications, **1,821** applications from overseas and military voters, and **8,924** one-time applications.

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## Returned Undeliverable Absentee Envelopes

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As of October 26, **1,218** absentee mail ballots have been returned to our office as undeliverable. The status for all ballots returned has been appropriately updated in the statewide voter database and the undeliverable mail has been noted in the voter's record.

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## Absentee Voter Statement Review Process

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The General Assembly changed a statutory requirement for absentee by mail voting (Va. Code § 24.2-706) that required a witness signature on the "statement of absentee voter" and replaced it with a requirement for the last four digits of the voter's Social Security number and year of birth. To implement these legislative changes, we developed a new absentee ballot return envelope in collaboration with our third-party printer/maier and the USPS and began using it with the September 22 mailing.

In a recent Advisory, ELECT noted concerns being raised statewide about who has access to potentially sensitive voter information as the result of the requirement for voters to put their Social Security number and year of birth on the outside of the envelope. Thanks to our proactive approach and early redesign of the envelope, these concerns are not an issue in Fairfax County.

The new envelope succeeds in protecting voters' sensitive information, but the envelope design and the legislative requirements to confirm the Social Security number and year of birth have increased the amount of time needed to process each envelope in our Central Absentee Precinct (CAP). It now takes approximately 3 minutes to process each envelope. In addition, these changes have increased the number of mail absentee ballots that are required to be put in the curing process to give voters an opportunity to cure deficiencies on their absentee mail voter statement.



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## **Mailing for Greenspring Polling Place Relocation**

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Erickson Senior Living confirmed that the renovation of the usual polling place for precinct 426 Greenspring voters is not yet complete, and that voting could continue in the temporary location identified for the June 21, 2023 primary election. A postcard was sent to voters the week of October 16 to inform them of the location. Erickson will publicize this relocation within the community, as well as increase shuttle service to the relocated polling place on Election Day.

Because this notification was received within 60 days of Election Day and does not allow adequate time for relocation under § 24.2-129, the polling place was temporarily relocated under guidance found in Virginia Code §24.2-310(D). This provision allows the General Registrar or the Electoral Board to provide an alternative polling place when an “emergency makes a polling place unusable or inaccessible.” An ordinance to permanently relocate the polling place will be issued on December 5, 2023.

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## **Mailing for Name Change**

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In response to action by the Board of Supervisors, we mailed postcards to affected voters to inform them of these changes:

- **Lee Highway and Lee Jackson Memorial Highway changed to Rt. 29 and Rt. 50.** Notice that their records have been updated. Mailed the last week of August.
- **Providence Community Center changed to Jim Scott Community Center.** Scheduled to be mailed next week.

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## **Sample Ballot Mailing – Mailed by Fairfax County Office – September 2023**

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Sample ballot brochures in four languages were mailed on October 5 to active voters in Fairfax County. It included an image of the voter’s precinct-specific ballot, information on the three ways they may vote, the voter’s polling place and precinct, and in-person early voting locations and schedules. Return was requested for undeliverable brochures.

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## **Change of Address Mailing from Sample Ballot Mailing**

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After mailing the sample ballot brochure, our printer/mail house received the NCOA (National Change of Address) data for voters on our address list. They will use the list to mail our address update questionnaire to voters, using their forwarding address. The questionnaire asks the voter to confirm whether they have moved outside of Virginia or the county and to return the form. Because the form is signed by the voter, we can use this to immediately cancel the voter’s registration. The list could be close to 20 thousand voters. This is an efficient and effective way to update the voter list. Normally we would send the questionnaire to voters individually based on the Post Office nixie label attached to the returned mail. We have received about 11,200 undeliverable brochures to date and continue to process them as usual, indicating the return on the voter’s record in VERIS.



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## Election Officers Assigned to Early Voting Absentee Satellite Locations

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We have assigned a total of 235 election officers to early voting absentee satellite locations including a Republican Chief Officer and a Democratic Assistant Chief Officer for each location. We have a total of 106 Republican election officers, 104 Democratic election officers, and 25 unaffiliated election officers assigned for the satellites. We also have 71 backup Republican election officers and 20 backup Democratic election officers. As we experienced a large number of cancellations, we greatly increased our efforts to recruit additional election officers to ensure that we will have party balance for the election officers at the satellites.

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## In-Person Absentee Voting

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Through Friday, October 27, 23,281 people have voted in-person absentee. An additional 13 locations opened on Thursday, October 26. All locations will be open for 10 days in a row until November 4, including on Sunday, October 29.

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## Logic and Accuracy Testing for November 2023 Election

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- All Precincts and Early Voting sites completed **October 09, 2023**
- DS 850's completed **October 12, 2023**
- All L&A machine testing officially ended **October 12, 2023**

IT Team L&A:

- Early Voting Electronic Pollbook L&A took place on September 14
- Early Voting Ballot on Demand L&A took place October 4-5
- Election Day Electronic Pollbook L&A will take place November 5 at 9:00 in room 251

All carts have been packed and are being transported to polling sites in preparation of setup for Election Day.

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## Election Officers for Election Day

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We have assigned and confirmed 2,451 election officers across all 265 precincts and are in the process of filling daily cancellations with replacements. All Chief Officers represent the Republican Party, and all Assistant Chief Officers represent the Democratic Party, with sufficient reserves to ensure that this remains the case through election day. We have a total of 760 Republican election officers, 1,240 Democratic election officers, and 451 unaffiliated election officers assigned to the Election Day polling places. We continually strive to achieve party balance and we have greatly increased our recruiting efforts to meet this requirement.

On Monday, October 30, we will conduct a mandatory online Chiefs Briefing for all Chiefs and Assistant Chiefs to cover critical information ahead of election day. They must either watch live or watch a recording within 48 hours.





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## **Election Officer Training**

We have hosted numerous in-person training classes for this election, including workshops for Chiefs and Same Day Registration Specialists as well as equipment practice sessions for first-time and inexperienced officers. In addition, we are offering open houses to provide optional opportunities for additional practice. An open house open to all election officers is scheduled on Saturday, October 28; another open house open to all Chiefs and Assistant Chiefs is scheduled on Thursday, November 2. More than 1,050 officers have attended in-person training for this election or are enrolled in an upcoming open house.

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## **Office Personnel**

Matthew Meads, a promotional hire from DIT, started as GIS Analyst II on October 21. Gissell Jimenez Cedeno was promoted to Absentee Mail Assistant Manager, effective November 4.

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## **FOIA**

We have received nine VFOIA requests and no NVRA requests since the September Board meeting. We received a total of 67 VFOIA requests between January 1 and October 27.

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## **Candidate Signs**

The Office of Elections has received several questions and complaints regarding candidate signage in this election season. Concerns include the location of signs on FCPS and Fairfax County government properties, the timing of when signs can be posted, the allegedly incorrect or defamatory content of signs, and whether or not signs include the required “Stand By Your Ad” language.

We respond to all inquiries by candidates and voters, informing them that the Office of Elections has no control over signage posted outside the 40-foot perimeter at early voting locations or polling places. We advise them to refer any concerns regarding sign placement to local planning departments and concerns about sign content to ELECT.

