

What is an Officer of Election?

An Officer of Election is a person appointed by an Electoral Board to serve at a polling place for any election pursuant to Virginia Election Laws.

What qualifies an individual to be an Officer of Election?

Each Officer of Election must be:

1. a competent person, fully capable of performing all required duties in a mature, pleasant and calm manner;
2. of good moral character; and
3. a qualified voter of Virginia to serve in Augusta County

What disqualifies someone from becoming an Officer of Election?

An Officer of Election must not:

1. hold any elective office; or
2. be the deputy or employee of an elected official

When are Officers of Election appointed?

The Electoral Board appoints election officials during their annual meeting held the first week of February.

How long is the term of office?

The term of office begins March 1 of the year appointed and continues for one, two, or three years. Officers of Election serve for all elections held in their

precincts during their term, with the exception of a primary election involving only one political party.

Are Officers of Election party affiliated?

The Electoral Board, when appointing Officers of Election, **must** ask each officer which party he will agree to **represent**: Democrat or Republican. The officer is **not** required to be a **member** of either party.

What are the duties of an Officer of Election?

Duties include, but are not limited to:

- Reporting to work 5:00 A.M. on Election Day
- Preparing the polling place for voting (arranging tables and chairs, posting signs, opening voting machines, etc.)
- Aiding in the verification of voter information and activating the voting machines for voters throughout the day
- Helping to close the voting precinct (certifying the number of votes cast, completing the required paperwork, packing supplies, etc.)
- Remaining at the polling place until all work is complete
- Being available to appear at the Office of Voter Registration if called by the Electoral Board on the day following the election

When is Election Day?

A General Election is held on the Tuesday after the first Monday in November **each** year. Primary Elections, when called, are generally held the second Tuesday in June. Primary and Special Elections are called by governing officials as required by law.

Are Election Officers trained to perform their duties?

Yes, all Officers of Election receive training prior to the election. Each officer receives written Election Day Guidelines, which are useful in problem solving and addressing issues that may arise at the polls on Election Day.

What occurs when an Officer of Election cannot work an election?

The Electoral Board appoints a number of Alternate Officers of Election, who are qualified and available should their services be needed. Alternates may choose to attend the training offered for Officers of Election, and understand they are deemed to be "on-call" for all elections.

Are Officers of Election compensated?

The governing body of the county does compensate its Officers of Election for services rendered on Election Day.

How do you apply to become an Officer of Election?

Complete the information requested on the opposite side of this brochure. Detach the form and return it to:

Augusta County Electoral Board
P.O. Box 590
Verona, VA 24482-0590

BECOMING AN ELECTION DAY OFFICIAL IN AUGUSTA COUNTY



“Let the Ages Return to the First Golden Period”

Connie Evans, General Registrar
Augusta County Government Center
18 Government Center Lane
P.O. Box 590
Verona, VA 24482-0590

(540) 245-5656, (540) 942-5113,
or (540) 939-4111
FAX – (540) 245-5037

Office Hours
Monday - Friday 8:00-1:00, 2:00-5:00

Rev. 07/28/21

Middlebrook – Middlebrook Fire Station
Spottswood – Spottswood Community Center
White Hill – White Hill Church of the Brethren

South River Magisterial District
Sherando – Sherando Community Center
Ridgeview– Ridgeview Christian School
Lyndhurst – Wilson Fire Station

Wayne Magisterial District
Dooms – Cassell Elementary School
Fishersville – Yancey Fire Station
Wilson – Valley Vocational Technical Center

AUGUSTA COUNTY ELECTORAL BOARD

Marcy M. Reedy, Chairman
 40 Roxbury Dr.
 Fishersville, VA 22939
 (571) 216-8705

David R. Leatherwood, Vice Chairman
 60 Pambrook Dr.
 Fishersville, VA 22939
 (540) 416-2820

Georgia Alvis-Long, Secretary
 140 New Hope and Crimora Road
 Waynesboro, VA 22980
 (540) 255-5527

VOTING PRECINCTS

Beverley Manor Magisterial District
Jolivue – Victory Worship Center
Stuarts Draft Elementary - Stuarts Draft Elementary School
Verona - Augusta County Government Center

Middle River Magisterial District
Crimora - Cassell Elementary School
New Hope - New Hope United Methodist Church
Weyers Cave – Weyers Cave Community Center

North River Magisterial District
Fort Defiance – Clymore Elementary School
North River – North River Elementary School
Mount Solon – Sangerville-Towers Ruritan Hall
Churchville Fire Station – Churchville Fire Station

Pastures Magisterial District
Buffalo Gap – Buffalo Gap High School
Churchville Elementary – Churchville Elementary School
Craigsville – Craigsville Community Center
Deerfield – Deerfield Fire Station
Cedar Green – Beverley Manor Middle School

Riverheads Magisterial District
Greenville – Riverheads High School

YES! I am interested in becoming an Election Official

Full Legal Name: _____ Voting Precinct: _____

Residence Address: _____

Mailing Address: _____

Telephone: _____ (Home) _____ (Cell)

Party Affiliation: Democrat _____ Republican _____ Email Address: _____

Would you agree to represent either party if needed? Yes _____ No _____