



Amherst County Elections

Citizen Academy 2025



General Registrar / Director of Elections

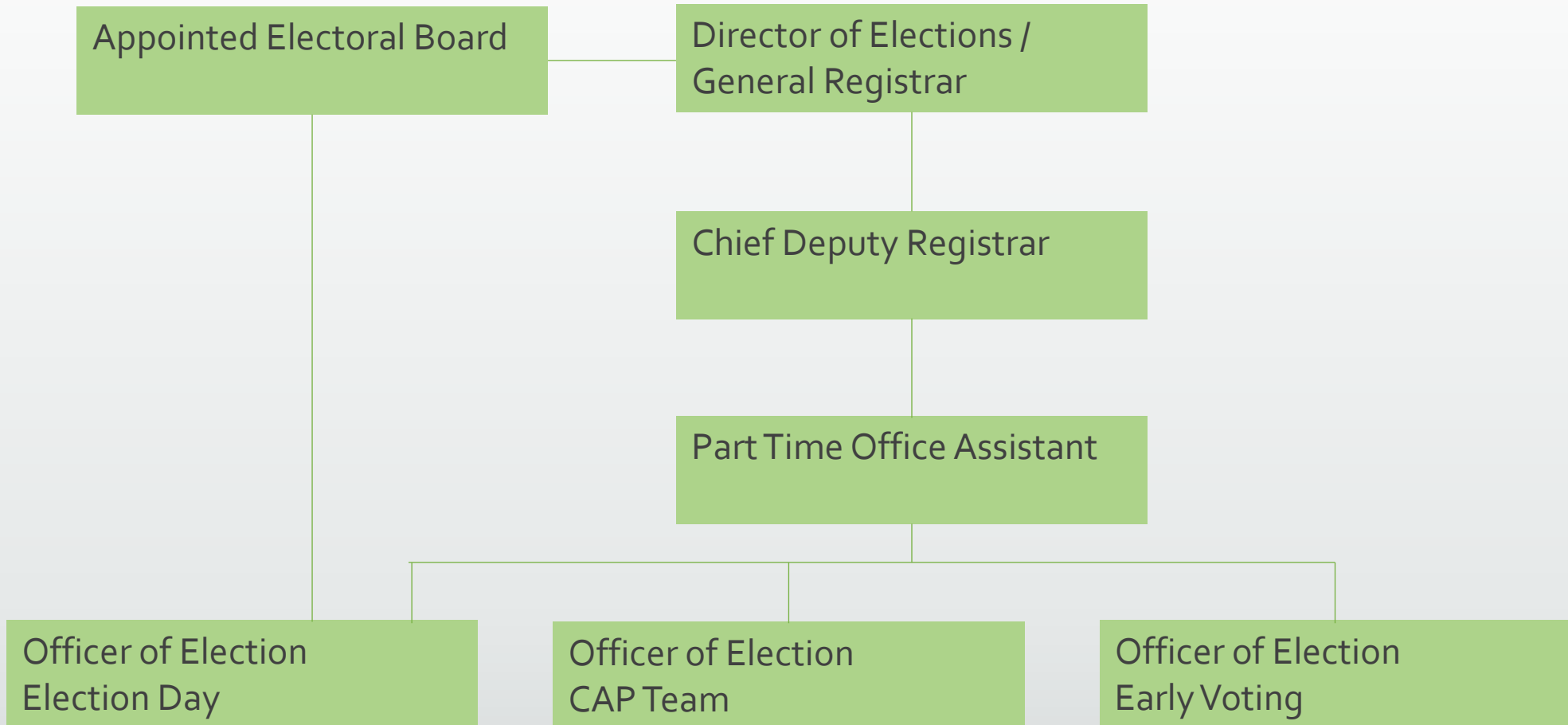
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Department Structure



Voter Registrar Office

Every County and Independent City in Virginia has a General Registrar (Director of Elections), multiple Officers of Election, a three-person Electoral Board, and most localities have office staff to help support the General Registrar.

The General Registrar is appointed to a four-year term by the local Electoral Board, the office staff is hired by the General Registrar, and Officers of Election are appointed by the Electoral Board to a three-year term.



General Registrar

The General Registrar is responsible for overseeing Elections in Amherst County, maintaining the Amherst County voter lists, providing training for officers of election, mailing ballots and other election related materials, managing the election budget for the county, working with state and local officials to make sure Amherst elections are in line with state regulations and many other election related responsibilities.



Amherst Electoral Board

Wanda Spradley
Secretary

Charles Nalls
Chair

Doug Turner
Vice Chair

The Electoral Board is appointed by a local Judge from recommendations made by the party chairs for a term of three years. The political make up of the board is determined by the party of the sitting Governor.

They are responsible for hiring the General Registrar, approving Officers of Election, helping the General Registrar conduct the election, approving Provisional votes, conducting the Canvass of local elections and declaring winners.



Amherst Officers of Election

On Election Day, each Polling Location will have at least three Officers of Election that conduct the Election. They can represent the major parties or be independent. Amherst Officers of Election also help the General Registrar conduct Early Voting in the Amherst County Courthouse.

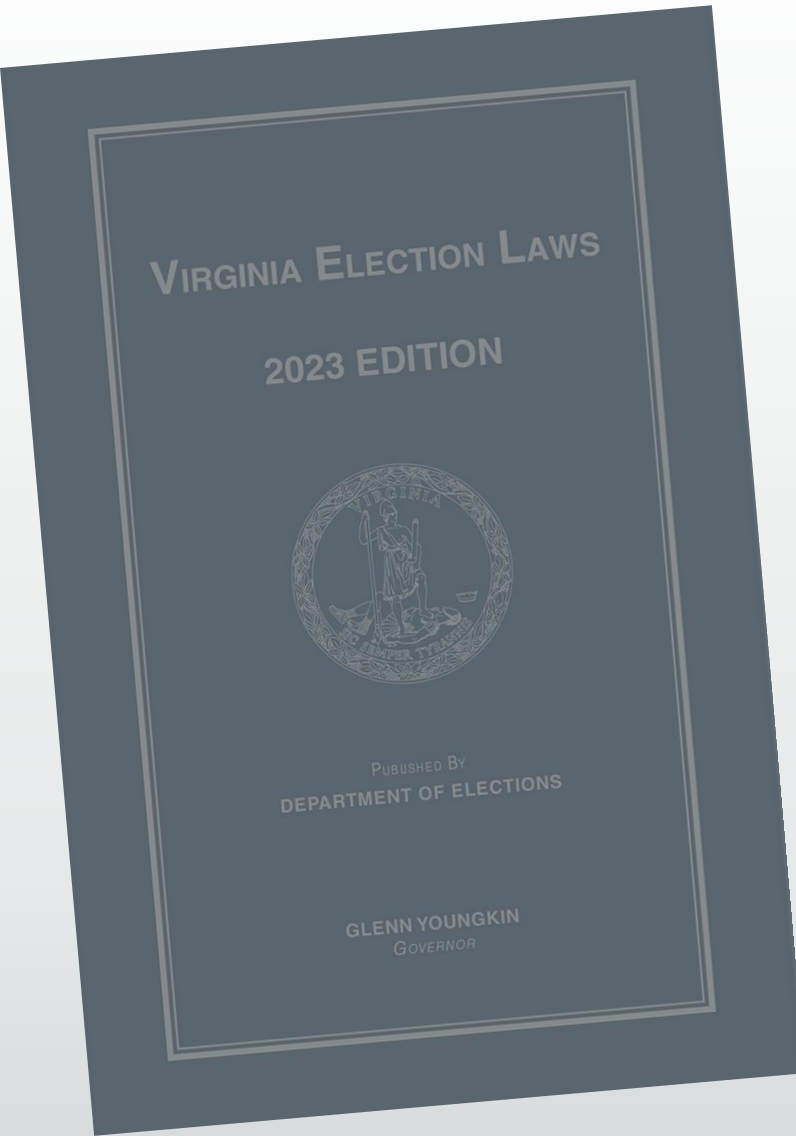
Any registered Virginia voter can become an Officer of Election by filling out a form, passing approval of the Electoral Board, attending training, and taking an oath.



Election Laws



State Laws



Elections in Amherst are carried out under section 24.2 of the Virginia code. Everything from how ballots may be designed, to how far campaigns must stand from a polling location door is covered in this section of the Virginia code.

The General Assembly sub committee on Privileges and Elections in the Senate and House of Delegates starts the process of creating new election laws.

The Virginia Department of Elections (ELECT) is tasked with interpreting state laws, and issuing guidance to localities on how election laws should be carried out.



Federal Laws



There are six Federal Laws that apply to Virginia elections.

- The Civil Rights Act
- The Voting Rights Act of 1965 (VRA)
- The Voting Accessibility Act of 1984 (VAEHA)
- The Uniformed and Overseas Citizens Absentee Voting Act of 1986 (UOCAVA)
- The National Voter Registration Act of 1993 (NVRA)
- The Help America Vote Act of 2002 (HAVA)

These dictate how we run elections and write laws that govern elections in Virginia.



There are three types of elections



Primary Elections

In Virginia they typically happen the third Tuesday in June, they can also happen on a Tuesday in February or March during Presidential Election years. They only happen when the parties request them.

This election is conducted by the state or the local elections office and is used to determine candidate preference (nomination) for political parties. Parties have the option of requesting the state or local election office to conduct a primary or they can hold a Caucus using their own resources.



General Election

General Elections occur on the Tuesday after the first Monday in November. In Virginia we conduct a General Election every November. They are conducted to fill regular vacancies for federal, state or local offices.



Special Election

Special elections can happen at anytime and can be held on any date other than the same day as a Primary. Typically, special elections will happen at the same time as the General Election.

Special elections are conducted to either fill an office that has become vacant between general elections, or to vote on a ballot referendum / question. Ballot referendums/ questions allow citizens to vote on new legislation, or to ratify recently passed legislation



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

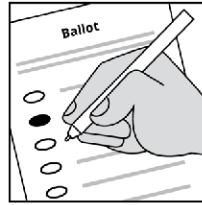
Virginia Election Process



Step 1. Voter Registration

To register to vote, submit a voter registration application in paper or in our online Citizen Portal. General Registrars review and verify the information on the application and enter it into the Virginia Election Registration and Information System (VERIS).

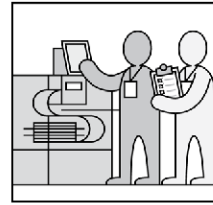
Election Law § 24.2-417



Step 2. Mail Ballot Request and Voting

In Virginia, registered voters can choose to vote by mail, early in person, or in person on Election Day. To vote by mail, voters are first required to submit an application for an absentee ballot or can apply to be placed on a permanent absentee list of voters.

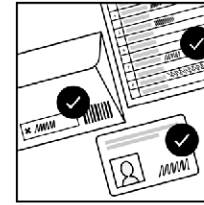
Election Law § 24.2-701 & 703.1



Step 3. Ballot Preparation & Election Equipment Testing

After the qualification of candidates, General Registrars coordinate with their vendors for the production of ballots. After the ballot is approved by ELECT, General Registrars test election equipment.

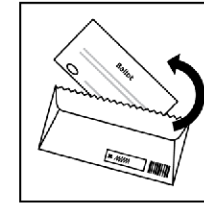
Election Law § 24.2-613 & 633



Step 4. Start of Early Voting

All voters with approved absentee applications are mailed ballots 45 days prior to the election. In-person early voting also begins.

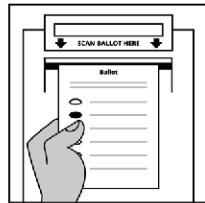
Election Law § 24.2-701.1, 701.2, & 612



Step 5. Preprocessing

Starting 7 days before the election, General Registrars are required to run all mailed ballots received through a machine without initiating ballot count totals.

Election Law § 24.2-709.1

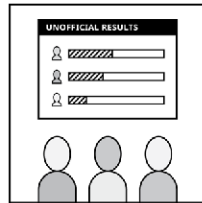


Step 6. Election Day

General Registrars scan and count all the valid votes to determine the results of each contest in the election.

In Virginia, General Registrars tabulate in-person ballots at the poll sites where the vote was cast.

Election Law § 24.2-643



Step 7. Unofficial results

General Registrars begin publishing unofficial results after the close of polls on Election Day.

Results are unofficial until after all ballot return deadlines have passed and after General Registrars have counted every valid ballot received.

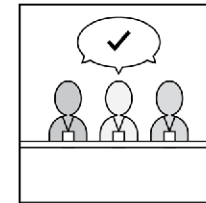
Election Law § 24.2-709
Find unofficial results on elections.virginia.gov.



Step 8. Risk Limiting Audit

Audits are a normal check and balance that is part of every election. We use audits to confirm that election equipment accurately interpreted and tallied voters' ballots, that the outcome of the election reflects how voters voted, and that election workers followed procedures.

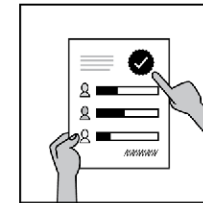
Election Law § 24.2-671.2



Step 9. Canvass

After all valid ballots have been counted, the Electoral Board reviews the election results, resolves discrepancies, and verifies the outcome of the election.

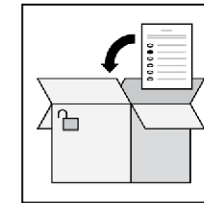
Election Law § 24.2-671 & 672



Step 10. Certification of Official Results

After the Electoral Board reviews and verifies the outcome of the election, official election results are certified by the local Electoral Board and submitted to the state.

Election Law § 24.2-675



Step 11. Ballot Storage

General Registrars securely store all paper ballots and other records as part of the official record for 12 months. We store ballots that include federal contests for 24 months. We are not allowed to open the boxes during this time. After 24 months, the ballots are destroyed.

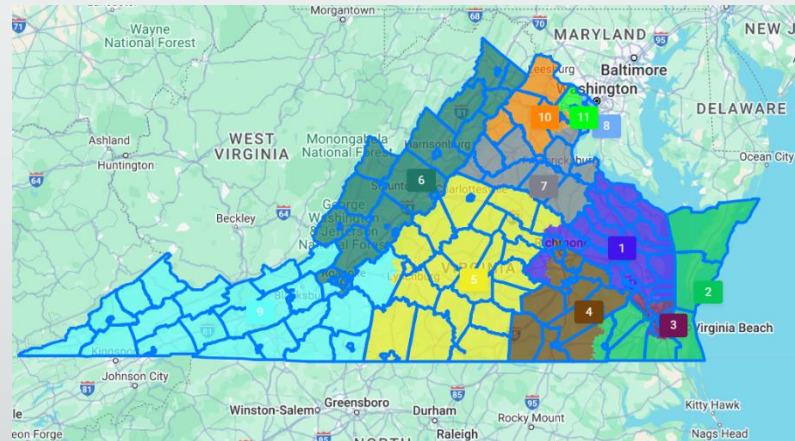


What Elected Offices Do We Vote For In Amherst?



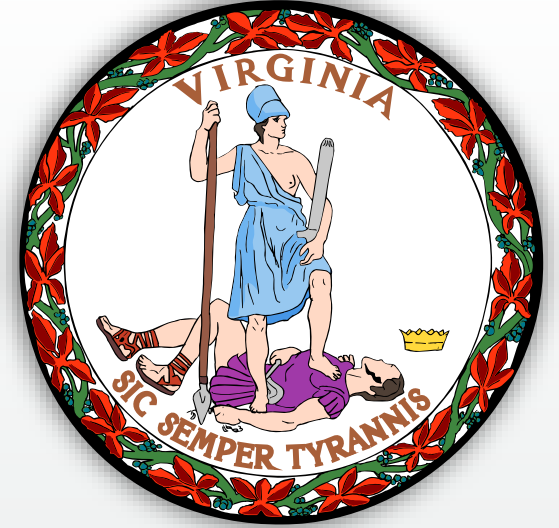
Federally Elected Offices Representing Virginia

- President – Every 4 years
 - 2 Senate Seats – Every 6 years
 - 11 Congressional Districts – Every 2 years
- * Amherst is in U.S. House District 5



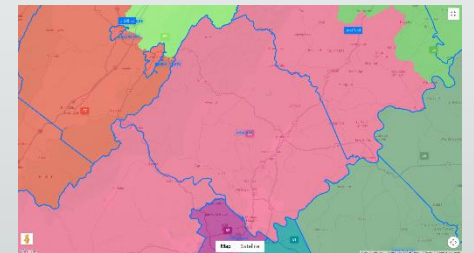
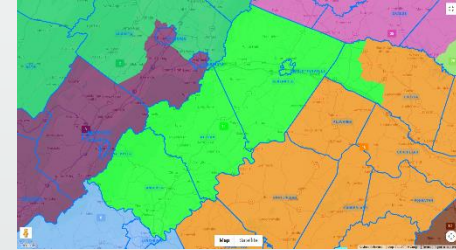
State Elected Offices Representing Virginia

- Governor – Every 4 years
- Lieutenant Governor – Every 4 years
- Attorney General – Every 4 years



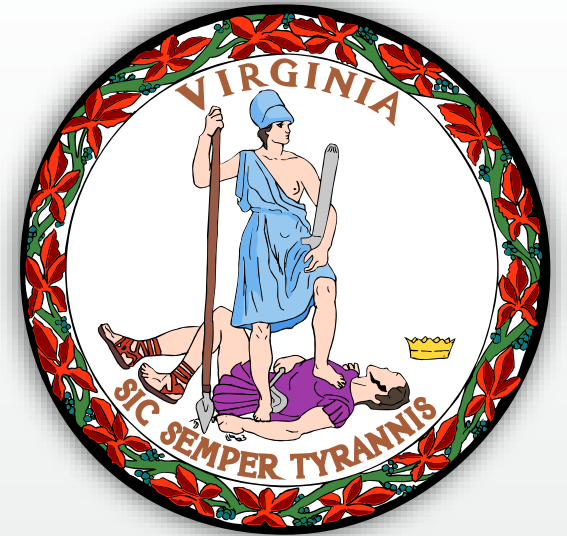
The General Assembly

- 40 State Senate seats – Every 4 years
 - * Amherst is Senate District 11
- 100 House of Delegate seats – Every 2 years
 - * Amherst is Delegate District 53



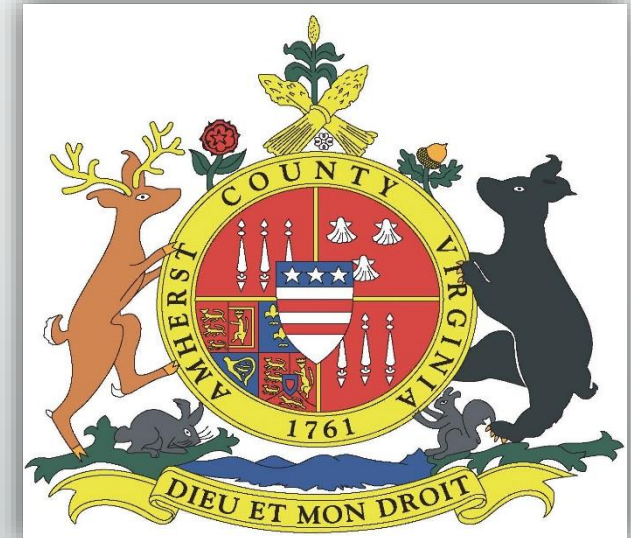
Local Offices Representing Amherst County

- Sheriff – Every 4 years
 - Clerk of The Circuit Court – Every 8 years
 - Commonwealth Attorney – Every 4 years
 - Commissioner of the Revenue - Every 4 years
 - Treasurer - Every 4 years
 - 2 Soil & Water Directors – Every 4 years
- * Amherst is in The Robert E. Lee Conservation District



Local Elected Offices

- Board of Supervisors— 5 Seats
 - 2 Seats then 3 seats are up for election every 4 years
- School Board – 5 Seats and 2 At large Seats
 - - 2 Seats then 3 seats are up for election every 4 years



What's on the ballot for November 4th?

General & Special Election

- Governor
- Lieutenant Governor
- Attorney General
- House of Delegates
- Board of Supervisors – Districts 2 & 5
- School Board – Districts 2 & 5 and the At Large Seat
- Any Special Election called by the Judge





We have elections every year in Virginia!



How do you register to vote?



What are the requirements?

- You must be a U.S. citizen.
- You must be a resident of Virginia.
- You can't be currently declared mentally incompetent by a court of law.
- If you are convicted of a felony, your right to vote must have been restored by the Governor.
- You must be 18 years old or be 18 by the time of the next general election. This allows you to vote in a primary if you are 17.
- If you are registered in another state you must let us know, or cancel your registration in the previous state.

After your application is approved you will receive a voter letter in the mail that will assign you a voter ID number and a polling location.



Same Day Registration

- Beginning with the 2022 General Election, the General Assembly approved legislation that provides the ability to register to vote after the close of books and on Election Day.
- Any person qualified to register to vote is eligible. However, if they are already registered in a different locality and seeking to update their registration, they may be eligible to cast a non-provisional ballot, rather than the provisional ballot used for same day registration.

Virginia Provisional Vote and Same Day Registration Application Precinct # _____

Only for voters not registered in this precinct. Use blue or black ink.

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied.

1 * I am a citizen of the United States of America ☐ YES ☐ NO
* Full Social Security Number _____ * Gender _____
* Date of Birth (MM/DD/YYYY) _____ Jr. Sr. II III IV (Circle one) Other (write-in): _____
2 * Last Name _____ * Middle Name _____ Apt. _____
* First Name _____ * Zip Code _____
* Residence Address (May not be a P.O. Box) _____ Phone _____
* City/Town _____ Email _____
3 * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? ☐ YES ☐ NO
If YES, has your right to vote been restored? ☐ YES ☐ NO
4 ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
My mailing address _____
(Complete only if you have checked a box in this section)
5 ☐ I am currently registered to vote in another state: _____ (Indicate state of previous registration)
6 ☐ I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.
7 **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning.**
(See back for Privacy Act Notice and Warning.) Today's date: ____/____/____
* Signature _____
☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

ELECTION OFFICER
YOU MUST SELECT THIS REASON CODE.
#1: Same Day Registration (or not on pollbook)
Did voter show ID or complete ID Confirmation Statement?
☐ YES ☐ NO
Comments: _____
Election Officer: ☒ X
Sign Here _____

OFFICE/ELECTORAL BOARD USE ONLY
Voter ID # _____
Adjudication: ☐ COUNT ☐ DO NOT COUNT
Voter Identification
1. If the voter returns with the proper identification, check this box and sign ☒ X
2. Attach a copy of the identification document.
ELECT-653 - 7/2023



Preregistration?

- Since October 1st, 2022, persons 16 and older have been allowed to preregister to vote.
- A preregistration will be held by the General Registrar's office until you reach the age that you are old enough to vote. When the time comes the registration will be processed and the voter will receive a letter in the mail.



An application was denied?

Voter Registrations can be denied for a variety of reasons in Virginia. Typically, it's because the application wasn't filled out correctly.

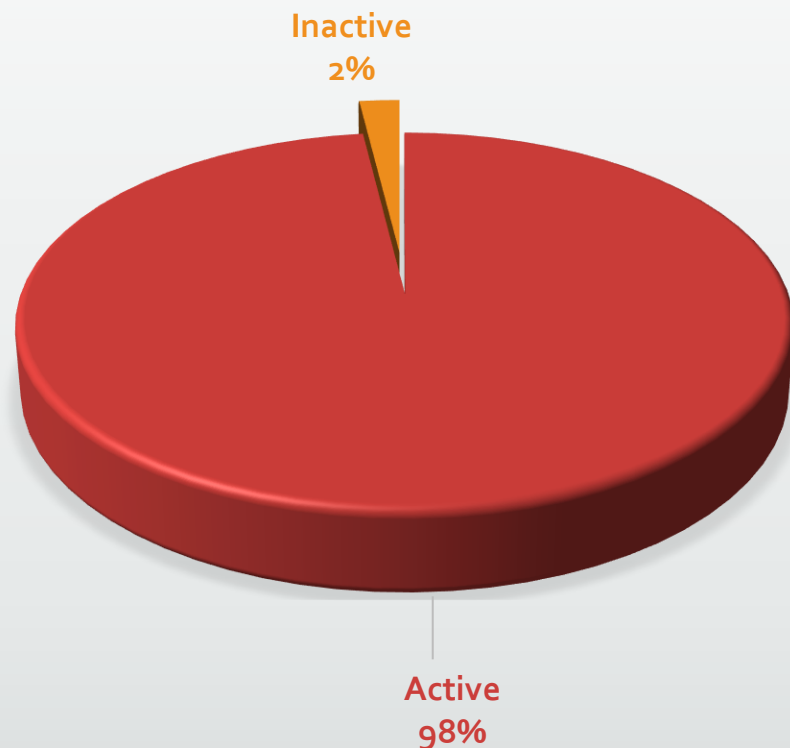
The letter sent informing you of the denial should tell you what part of the application needs to be corrected. If it's not clear why your application was denied you can always contact the voter registration office.

You can either fill out a new application with corrections or challenge the denial in court. There is not limit to how many times you can register to vote in a year.



Active vs Inactive Voters

CURRENT VOTERS
ACTIVE 23,026 | INACTIVE 463



Out of 23,489 current registered voters.
As April 15th, 2025.



Active vs Inactive Registered Voters

There are two ways for voters to become “inactive”

1. A voter submits the change of address form to the USPS or another state agency.
2. A letter we mailed to the voter comes back as undeliverable.

Voters **DO NOT** become inactive because they didn't show up to vote for a number of years

Once a year the state sends confirmation letters to individuals that fall into either of these categories, if they don't respond to the letter within 45 days they become “inactive”.

Once a voter becomes “inactive” they have two Federal Election cycles (3-5 years) to become “active” again before they are purged from our voter roles by the state.

There are a variety of ways for a voter to become “active”

1. Show up to Vote
2. Update their Registration
3. Request an Absentee ballot by mail
4. Call the Registrars office and confirm their information



How can you vote?



Early Voting

- Early voting starts 45 days before election day and ends the Saturday before Election Day.
- All registered Virginia voters are entitled to vote early if they choose.
- Early Voting takes place in Amherst at the courthouse, in the J&D waiting area.

What do you need to bring?

An acceptable form of identification.



Vote By Mail

- Any Virginia registered voter can request a ballot to be mailed to them.
- They can either fill out an Absentee ballot application in person at the General Registrars office, request to have an application mailed to them or go to the Department of Elections website and fill it out online.
- Ballots must be returned by the deadline either by mail or dropped off in person.



Voting on Election Day

- After your voter registration has been approved you will receive in the mail a letter that assigns you a polling place for election day. You can **only** vote at your assigned location on Election Day.
- Polling locations in Virginia are open on Election day from 6am- 7pm.
- Amherst polling locations

What do you need to bring?

As acceptable form of identification.



What's acceptable identification?

- Virginia driver's license
- Passport
- Valid employee ID with a photograph
- Military ID
- Student ID
- Government issued ID card
- Voter Confirmation documents
- Current utility bill, bank statement, government check with your name and voter address.
- Signed ID confirmation statement



Unacceptable forms of identification

- Out of state driver's license
- Credit card or membership card with a picture

Find a more detailed list at www.elections.virginia.gov/registration/voterid



Deadlines?

Here are a few election deadlines to pay attention to in Virginia.

- Voter Registration – 22 days before election day
(if you miss this deadline same day registration is an option)
- Request a ballot by mail – 11 days before election day
- Last day to vote early – 3 days before election day



Officers of Election



The Polling Place - Staffing

Chief	Provide Leadership and direction for other officers; resolve voter problems, help provisional voters, watch the AB ballot drop off bag
Asst. Chief	Provide backup for the Chief
Greeter / Demo Officer	Welcome voters; assist with entry, provide voting info/demonstration upon request; guide voter to Pollbook Officer
Pollbook Officer	Qualify and check in voter using Electronic Pollbook (EPB); issue paperwork (if needed) to be filled out with the Chief
Ballot Officer	Issue ballots to checked in voters. Responsible for reissuing Spoiled ballots, will fill in for Pollbook Officer when on break.
Booth Officer	Guide voter to next available voting booth; provide assistance upon request; keep booths clean and free of campaign materials; guide voter to Machine Officer
Machine Officer	Monitor public vote count on DS200; ensure proper operation of OVI; guide voter to exit. Issue "I Voted Stickers"
Information Officer	This position helps voters with provisional ballots, and assists the chiefs.



Election Day

- The Chiefs arrive at the polling locations at 5:00am to start setting up for the election.
- When officers of election arrive at their precinct (at 5am), they will take an oath of office from their chief and start to setup the election posters and materials.
- The voting machines must be open and working and election materials set up by 6am when voters arrive.



Things to keep in mind

After registering to vote, remember to check your voter registration when making any updates at the DMV. www.elections.virginia.gov/citizen-portal

Your General Registrar sends important documents to you through the mail, so make sure to always check any envelope you may get from my office, or if you move, your local General Registrar.

We are here to help, if you have any questions about elections always start with your local office of elections.

Contact info

phone: at 434-946-9315

email: registrar@countyofamherst.com

website: www.countyofamherst.com





Questions?

