

VOTER REGISTRARS OFFICE



# James City County

PO Box 3567

Williamsburg VA 23187-3567



Re: Serving as an Election Official for James City County

Thank you for your interest in serving as an Officer of Election for James City County. The current three-year term of office ends on February 28, 2011. In order to obtain your appointment, you must complete and return the enclosed Response to Notice of Appointment/Oath or Affirmation form. Your assignment will depend on available funds and staffing requirements. **If you do not wish to serve as an Officer of Election, check off and sign the bottom of the Response to Notice of Appointment form and return it so that your name can be removed from our Prospective Election Official list. You may also notify the office at 253-6868.**

Do not confuse this oath with the one required by Section 24.2-611 of the Code of Virginia. You will still be required to take that oath on Election Day. *Article II, Section 7 of the Constitution of Virginia*, requires that you take the attached oath. This oath should be administered by either the Clerk or Deputy Clerk of the Circuit Court, a member of the Electoral Board, the General Registrar, an Assistant Registrar or a Notary. Notaries are available in the Voter Registrar's Office free of charge.

The Constitution of Virginia prohibits any person who holds any elective office or is the deputy or employee of such elected official under the governments of the United States, the Commonwealth, or any Virginia county, city or town from serving as an Officer of Election.

**This form should be returned in the enclosed envelope as soon as possible to the Voter Registrar's Office, Attention: Electoral Board at P.O. Box 3567, Williamsburg, VA 23187-3567.**

Sincerely,

Alan J. "AJ" Cole  
Voter Registrar

Attachments

## ELECTION OFFICIAL GUIDELINES AND STANDARDS

You are eligible to serve as an Election Official if you are a registered voter (18 years old or older) and currently reside in James City County. The only exception is that you cannot be employed by or the deputy of any local, state or federal elected official. Election Officials who meet these criteria will serve as follows:

1. Election Officials work for the Electoral Board and follow the guidelines and standards that lead to exceptional customer service for our citizens in helping them to be a successful voter on Election Day.
2. Election Officials are given a great deal of responsibility and trust in the election process. Officials work together to produce accurate election results, provide for equal access to voting and the necessary assistance to individual voters who need their help. Officials demonstrate equipment, make sure voters are in their proper precinct, help citizens complete necessary changes of address and remind voters to check their ballots for accuracy, among other responsibilities.

Officials must be willing to:

- a. Arrive at the polling location at **5:00 a.m.** and remain there until the election results have been reported (generally around 8:00 p.m.; for Presidential Election - 9:00 p.m.).
  - b. Report to and follow directions of the Precinct Chief who assigns jobs to officials. Please be willing to do whatever job they assign.
  - c. Stay at the polling location all day. No exceptions are permitted. This means each Election Official is responsible for bringing his or her own food to eat for the day.
  - d. Be courteous and people-friendly to our voters. **Wear appropriate dress (no blue jeans, sweat clothes, t-shirts, or shorts).**
3. Our voting precincts are located in churches, schools, or community centers. ***Most of these locations do not permit smoking in or on the premises.*** Please consider this when accepting the position.
  4. James City County conducts a general election every **November**. Primary elections are held each year in **June**, if called by the political parties. Special elections are held when conditions warrant.
  5. The polls *open* on Election Day at 6:00 a.m. and *close* at 7:00 p.m. There is a possibility that we might ask you to work as a substitute at a nearby location from time to time in order to fill precinct needs.
  6. Compensation for working as an Election Official on Election Day varies dependent on the position held. As a general requirement before working, you will attend and complete a training workshop designed for Election Officials. Compensation is paid for attending training. ***Please note that if you attend training and then for some reason cannot work on Election Day, we cannot pay you for the training session.*** In addition, your precinct Chief may have an informal meeting ahead of time to organize the Election Officials in his or her Precinct.



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## RESPONSE TO NOTICE OF APPOINTMENT

Please complete the form below and return it in the enclosed envelope to **The Voter Registrar's Office, Attention: Electoral Board, P.O. Box 3567, Williamsburg, VA 23187-3567**. Please complete, or make any additions or corrections to, your personal information listed below.

\*\*\*\*\* **PLEASE RETURN WITHIN 10 DAYS** \*\*\*\*\*

I, \_\_\_\_\_

**DO** understand that I am required to attend an Election Official training session;

**DO**       **DO NOT**  
hold an elected office, whether paid or unpaid, under the government of the United States, of Virginia, or of any Virginia county, city or town; and I

**AM**       **AM NOT**  
the deputy or the employee of an elected official.

**DO** accept appointment as an Officer of Election, and I agree to represent the

**Democratic Party**   OR    **Republican Party**   OR    **I am an Independent**  
**(MUST CHECK ONE! In order to serve as Chief or Assistant Chief Officer of Election, must select Democratic Party or Republican Party)**

Please make any needed corrections:

<b>STREET ADDRESS:</b>			
<b>CITY, ZIP CODE:</b>			
<b>TELEPHONE:</b>	<i>HOME:</i>	<i>WORK:</i>	<i>CELL:</i>
<b>E-MAIL:</b>			
<b>VOTING PRECINCT:</b>			
<b>WORKING PRECINCT:</b>	To Be Assigned		
<b>WILL WORK OUT OF PCT:</b>	YES	NO	(Please Circle One)

**I DO NOT wish to work as an Officer of Election.**

**SIGNATURE:** \_\_\_\_\_  
(Required)

**DATE:** \_\_\_\_\_

# James City County

Place a "check mark" in each box below for the election(s) that you will be able to work:

2010	2011
<input type="checkbox"/> June 8 Primary	<input type="checkbox"/> June 14 Primary
<input type="checkbox"/> November 2 General	<input type="checkbox"/> November 8 General
(All of the above dates fall on TUESDAYS)	

PLEASE TAKE A MOMENT TO MARK YOUR CALENDAR WITH THE ABOVE DATES  
SO THAT YOU WILL NOT SCHEDULE SOMETHING ELSE ON THAT DAY. THANKS.

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## OATH OR AFFIRMATION

I, \_\_\_\_\_, do SOLEMNLY SWEAR (or affirm) that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as an Officer of Election of James City County for the term ending February 28, 2011, according to the best of my ability (so help me God).

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*Signature*

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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*Signature of Person Administering Oath*

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*Title of Person Administering Oath*  
**[Must Be One of the Individuals Listed Below]**

Take the above oath and sign it before one of the following: the Clerk or Deputy Clerk of the Circuit Court, a Member of the Electoral Board, the General Registrar, an Assistant Registrar or a Notary.