

Preparing for Canvass

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Canvass Meeting Basics

Canvass is the process of reviewing, confirming, and recording the official local results of each election.

Canvass is a meeting of the electoral board; thus, the Virginia Freedom of Information Act applies.



- When to Meet
- Where to Meet
- Attendance
 - Required
 - Optional



Required Totals for Canvass



Pollbook and Pollbook Count Form



Statement of Results (SOR)



Voting System Results Tapes



County/City Results Reports



Abstracts of Votes Cast



Conducting the Canvass




The purpose of the Canvass is to compile and certify vote totals for each precinct.

Officers of Elections, Directors of Elections (GRs), and Electoral Board Members all have responsibilities related to canvass.



Conducting the Canvass

Duties of the Officers of Elections

-  The pollbook count form
-  Duplicate statements of results
-  Produce the voting equipment printouts



Conducting the Canvass

Duties of the Directors of Elections

Before the Election

Review the County/City Results Reports worksheet to verify:

- ☀️ If there is a Central Absentee Precinct (CAP), the ## AB-Central Absentee Precinct is listed
- ☀️ The #_ Provisional (Vote) Precinct is listed
- ☀️ The required lines for each precinct in the locality are provided
- ☀️ The offices, districts, candidates, and issues shown on each page are the correct ones for the precincts listed
- ☀️ No required office, candidate, or issue is missing






Conducting the Canvass

Duties of the Directors of Elections Cont.

After the Canvass

The Director of Elections should make available for public inspection one copy of the following:

-  County/City Results Report
-  Statement of Results for each precinct
-  Write-Ins Certification completed by the Officers of Election for each precinct (if applicable)






Conducting the Canvass

Duties of the Electoral Board

The Electoral Board completes and certifies the abstract of votes.

Processing the Statements of Results (SOR):

-  EBs check SORs for discrepancies (Representatives from each party check each copy for matching information)
-  EBs ensure all voting systems are accounted for in the SOR and machine tapes are present
-  Compare the number of voters voting with the total number shown as voting on the SOR



Conducting the Canvass

Duties of the Electoral Board Cont.

Officers of Elections may have to review counted ballots or examine voting machines to correct discrepancies in the returns.

- ✿ Each political party and independent candidate on the ballot is entitled to have representation during this process
- ✿ Electoral Board must notify ELECT when changes are made to the SOR (or later to its certified abstract) and include a reason which will be posted to ELECT's website



Conducting the Canvass

Duties of the Electoral Board Cont.

Once the abstract of votes is complete, the secretary of the board must return to the clerk:

- All pollbooks
- Any printed inspection and return sheets
- One copy of each statement of results



Write-In Votes

Write-In votes cannot be cast for primary elections.

A write-in certification form is required when the write-in voter total is 10% or more of the total votes cast for the office, or when a write-in winner wins the election.



Provisional Votes

The Canvass meeting provides the opportunity to begin work on provisional ballots. Staff members can:

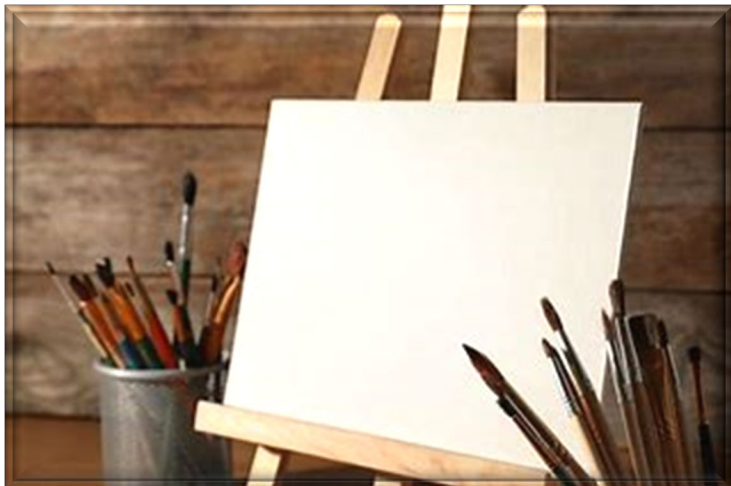
- 🌟 Open 1A provisional ballot envelopes
- 🌟 Prepare redacted copies of the provisional logs
- 🌟 Begin research for DMV queries

There is a statutory requirement to hold a provisional ballot meeting on Wednesday following an election. In this meeting provisional voters can present their case before the board as to why they should count the provisional ballot.



Processing of Abstracts of Votes

For each office, complete one Abstract and, if write-ins equal 10% or more of the total number of votes cast for the office or a person was elected by write-in vote, the Write-Ins Certification.



Questions?

