



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 Virginia. The only exception is that you can not be employed by or be the deputy of any local, state, or federal elected official. Election Officials who meet the 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 individuals 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/capable of:

- a. Arrive at the polling location at 5:00am and remain there until the election results have been reported (generally around 8:00pm; for Presidential Election – 9:00pm).
 - b. Report 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).**
 - e. Lift election equipment weighing 20lbs.
3. Our voting precincts are located in schools, churches, or community centers. **Most of these locations do not permit smoking in or on the premises.** Please, consider this before accepting the position.
 4. The City of Petersburg conducts a General Election every **November**. Primary elections are held each year in **June**, if called by the political parties. Specials elections are called when conditions warrant.
 5. The polls *open* on Election Day at 6:00am and *close* at 7:00pm. There is a possibility that we may 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 Officer on Election Day varies dependent upon 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 can NOT work on Election Day, we can NOT pay you for the training session.** In addition, precinct Chief may have an informal meeting ahead of time to organize the Election Officials for his or her precinct.