POLLING TOUR GUIDE

November 8, 2016

2016 U.S. Election Program
## Contents

District of Columbia

Maryland

Virginia
## District of Columbia

<table>
<thead>
<tr>
<th>Electoral Body</th>
<th>D.C. Board of Elections</th>
<th><a href="http://www.dcboee.org/home.asp">www.dcboee.org/home.asp</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Polling Place Hours</td>
<td>7:00 a.m. - 8:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Population</td>
<td>672,228 (2015 estimate)</td>
<td></td>
</tr>
<tr>
<td>Eligible Voters</td>
<td>543,588 (2016 estimate)</td>
<td></td>
</tr>
<tr>
<td>Registered Voters</td>
<td>448,718 (As of August 31, 2016)</td>
<td></td>
</tr>
<tr>
<td>2014 General Election Turnout</td>
<td>38.45 percent</td>
<td></td>
</tr>
<tr>
<td>2012 General Election Turnout</td>
<td>60.9 percent</td>
<td></td>
</tr>
</tbody>
</table>
D.C. Board of Elections and Ethics

Rules and Information about District of Columbia Elections

The District of Columbia will hold a general election on November 8, 2016 for the following candidates:

- Presidential Elector
- Delegate to the United States House of Representatives
- At-large Member of the Council of the District of Columbia (Two seats)
- Ward Member of the Council of the District of Columbia (Wards 2, 4, 7 & 8)
- United States Representative (“Shadow Representative”)
- At-large Member of the State Board of Education
- Ward Member of the State Board of Education (Wards 2, 4, 7 & 8)
- Advisory Neighborhood Commissioner

Eligible voters

All registered voters in the District of Columbia are eligible to vote.

Where and when to vote

You can vote early, by mail or at your assigned polling place on Election Day.

Early voting

All voters registered in the District of Columbia can vote early in person. Early voting will be open from October 28 through November 5 in at ward-based early voting centers, which will be open from 8:30 a.m. to 7:00 p.m.

By mail

You can request an absentee ballot by completing an online form. Once you have completed the form, print and sign it, and return it to the Board by mail or fax. All mailed or faxed absentee ballot requests must be received no later than seven days before an election.

You may also request and vote an absentee ballot in-person at the Board’s Office, starting approximately 15 days before an election until the day before an election.

At the polls

You can look up your assigned polling place online. Polls will be open on November 8 from 7:00 a.m. to 8:00 p.m.


Voters’ Rights

As a registered voter in the District of Columbia, you have the right to:

- Inspect a sample ballot posted in the polling place
- Vote in privacy at a polling place, regardless of physical disability
- Receive instructions on how to operate the voting equipment
- Bring voter information materials into the voting booth
- Take your time when voting
- Ask for and receive assistance in voting from anyone you choose, including a poll worker
- Vote by provisional ballot if your name is not on the list of voters in your precinct
- Receive a new ballot if you make a mistake before casting your ballot
- Cast a ballot if you are in line when the precinct closes
- Vote free from threat or intimidation from election officials or any other person
- Cast a ballot using voting equipment that accurately counts all votes

http://www.dcboee.org/home.asp
**Maryland**

<table>
<thead>
<tr>
<th>Electoral Body</th>
<th>Maryland State Board of Elections</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="http://www.elections.state.md.us/">www.elections.state.md.us/</a></td>
</tr>
<tr>
<td><strong>Polling Place Hours</strong></td>
<td>7:00 a.m. - 8:00 p.m.</td>
</tr>
<tr>
<td><strong>Population</strong></td>
<td>6,006,401 (2015 estimate)</td>
</tr>
<tr>
<td><strong>Eligible Voters</strong></td>
<td>4,625,863 (2016 estimate)</td>
</tr>
<tr>
<td><strong>Registered Voters</strong></td>
<td>3,857,809 (As of July 2016)</td>
</tr>
<tr>
<td><strong>2014 General Election Turnout</strong></td>
<td>36.65 percent</td>
</tr>
<tr>
<td><strong>2012 General Election Turnout</strong></td>
<td>69 percent</td>
</tr>
<tr>
<td><strong>Voting System</strong></td>
<td>Various systems. Full list of approved voting systems available at:</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.elections.state.md.us/voting_system/index.html">http://www.elections.state.md.us/voting_system/index.html</a></td>
</tr>
</tbody>
</table>
Maryland State Board of Elections

Rules and Information about Maryland Elections

Before voting

1. Make sure that you are registered to vote and that your information is correct. If you need to register to vote or update your information, you can do it online or submit a voter registration application.

The deadline to register to vote and update your information is 21 days before an election.

- For the 2016 Primary Election, the deadline is April 5, 2016.
- For the 2016 General Election, the deadline is October 18, 2016.

If you use the online system, you must be finished by 9 p.m. To make sure that you are done by 9 p.m., we suggest that you access the system no later than 8:50 p.m. on the deadline.

If you submit an application after the deadline, election officials will process it after the election. You can provide any new information when you vote, but if you moved, you may have to vote a provisional ballot. If you can’t register by the deadline, go to an early voting center in the county where you live and bring a document that proves where you live. This document can be your MVA-issued license, ID card, or change of address card, or your paycheck, bank statement, utility bill, or other government document with your name and new address.

2. Before a primary election, make sure that you are eligible to vote in a primary election. Only certain voters can vote in a primary election.

3. Decide when and how you want to vote. You can vote in person during early voting or on Election Day or by absentee ballot.

4. If you want to vote in person, know where to go.

- During early voting, go to an early voting center in the county where you live. All early voting centers are open from 10 a.m. to 8 p.m.
- On Election Day, vote at the polling place for your home address between 7 a.m. and 8 p.m.

If you moved at least three weeks before the election, go to the polling place for your new address. Use the voter look-up website to find the polling place for your new address. At your new polling place, you will vote a provisional ballot, but as long as you complete and sign the provisional ballot application, all of your votes will count.

If you moved less than three weeks before the election, you may vote at the polling place for your old address or vote a provisional ballot at your new address. To find the polling place for your new address, use the polling place search.

5. Know what type of voting system you will use when you cast your ballot.

6. Check to see if your polling place is accessible. All early voting centers in Maryland are accessible.

7. If you have a disability, learn about the accessibility features of Maryland’s voting system and if you need help voting, who can help you vote.
8. Review the sample ballot you received in the mail or print it from the voter look-up website. To find out more about the candidates on your ballot, review voter’s guides provided by the League of Women Voters, major newspapers and other organizations. The State Board of Elections does not have biographical or background information on candidates.

9. Use the voter services site to see if you have to show ID before voting.

10. If English is your second language, ballots and other voting materials in Montgomery and Prince George’s Counties are provided in Spanish. Check with your local board of elections to find out if information in other languages are available.

11. Certain voters may have to vote a provisional ballot. Understand provisional voting in case you have to vote a provisional ballot.

While voting

1. You can bring one or two children under 18 years old with you to vote. Under Maryland law, the children can accompany you as long as they do not disrupt or interfere with normal voting procedures. (Election Law Article, sec. 10-308, Annotated Code of Maryland).

2. You cannot use your cell phone, pager, camera, and computer equipment in an early voting center or at a polling place.

3. You can bring any printed material – including your marked specimen ballot – to help you vote.

4. Some first time voters in Maryland will be asked to show ID before voting. If you are asked to show ID, please show an election judge one of the following forms of ID:
   - A copy of a current and valid photo ID (i.e., Maryland driver’s license, MVA ID card, student, employee, or military ID card, U.S. passport, or any other state or federal government-issued ID card); or
   - A copy of a current utility bill, bank statement, government check, paycheck or other government document that shows your name and address. Current means that the document is dated within three months of the election.

5. When you go vote, you can wear clothing, buttons or stickers with political messages, but you must leave the early voting center or polling place immediately after voting.

6. In a general election, you can write-in the name of a candidate, but in a primary election, you cannot. Instructions on how to cast a write-in vote and a listing of the filed write-in candidates will be posted at the early voting centers and at your polling place on election day.

7. If your employer asks for proof that you voted, ask an election judge for a Certificate of Participation.

After voting

1. If you voted an absentee or provisional ballot, find out whether your ballot was counted and if not, the reason why it was not counted. This information is typically available about 10 days after an election.

2. If your employer requires proof that you voted, give your employer the Certificate of Participation you received from the election judge.
Voting FAQs

Who can vote?
Any registered voter can vote. If you are not registered to vote, learn about how to register.

When can I vote?
You can either vote in person during early voting or on Election Day or by absentee ballot.

Early voting starts the second Thursday before an election through the Thursday before an election. Each early voting center will be open continuously from 10 a.m. to 8 p.m. each day. Anyone in line at 8 p.m. will be allowed to vote.

On Election Day, you can vote at your assigned polling place. If you do not know where your polling place is, please visit our voter look-up website. On Election Day, polling places are open continuously from 7 a.m. until 8 p.m. on. Anyone in line at 8 p.m. will be allowed to vote.

If you are unable to vote during early voting or on Election Day, you may vote by absentee ballot. Find out more information about absentee voting.

Where should I vote?
During early voting, you can vote at any early voting center in the jurisdiction where you live. Find out where the early voting center or centers are in your jurisdiction.

On Election Day, you should vote where you live. If your voter registration is up-to-date, you can refer to your Voter Notification Card for your precinct number and polling place location or use the voter look-up website. However, if you moved and have not updated your voter registration information, enter your new address in the Polling Place Locator. You will be required to vote a provisional ballot at the new polling place.

How will I cast my vote?
During early voting or on Election Day, you will hand mark a paper ballot. Use the pen provided to fill in the oval next to your choices. Review your ballot choices, place your voted ballot into the privacy sleeve and take it to the scanner. An election worker will direct you to insert your ballot into the scanning unit to cast your vote. Your ballot will be scanned and dropped into a secure ballot box.

There will be instructions available at the early voting centers and at your polling place to familiarize you with the ballot. You may ask an election judge to explain how to vote, but you must cast your vote alone, unless you are unable to do so because you have a disability or are unable to read or write the English language.

For absentee voting and provisional voting, you will be issued a paper ballot. Use a black ink pen to fill in the oval next to your choices. Provisional ballots are returned to local election office in secure bags on election night. Absentee and provisional ballots will be scanned at the local election office.

I have a disability. Will I be able to vote?
Yes. All of the early voting centers and the most polling places in Maryland are accessible to voters with disabilities.

See Access by Voters with Disabilities for more information.
Are election materials available in languages other than English?
Federal law requires Montgomery County to provide election materials in Spanish. Non-English materials may be provided in other jurisdictions on a voluntary basis. Contact your local board of elections to determine what is available in your jurisdiction.

Other Rules and Information

1. Electioneering is permitted in certain areas outside of an early voting center or polling place.
   - **What is electioneering?** Electioneering is campaigning for or against a candidate or ballot issue. It includes handing out fliers, holding signs, and encouraging voters to support or oppose a candidate or ballot question. It is not electioneering if a voter wears campaign buttons, t-shirts, or stickers when voting. After voting, however, the voter must immediately leave the early voting center or polling place.
   - **Where can I electioneer?** At each voting location, there is a line as near as practicable to 100 feet from the entrance and exit of the facility. In Montgomery County, the “no electioneering” zone may be located anywhere between 25 feet and 100 feet from the entrance and exit of the building. To electioneer, you must stay behind that line.
   - **Who can electioneer?** Almost everyone can electioneer. Election judges, challengers and watchers, and other people within the marked “no electioneering” zone of the facility cannot electioneer. These individuals cannot wear or display campaign materials.

2. Exit polling is allowed in Maryland. An individual can conduct exit polls as long as the person:
   - Is outside of the voting room
   - Does not ask questions until voters have left the voting room
   - Tells voters that answering questions is voluntary
   - Is not electioneering and therefore can be within the 100 foot no electioneering zone

3. Employers must give certain employees time off to vote and pay them for their absence. If an employee is a registered voter and does not have two continuous hours off-duty between 7 a.m. and 8 p.m. on Election Day, the voter’s employer must give the employee two hours to vote and pay the employee for the two-hour absence.

4. Members of the press are permitted to enter an early voting center or polling place and may film voting activities, but they must respect the secrecy of a voter’s ballot and allow election judges to maintain control of the early voting center or polling place. If you are with a media organization and wish to visit early voting centers or polling places, please provide the local board of elections in the county where you would like observe election activities with a list of the early voting centers and polling places you would like to visit.

5. If you wish to observe voting activities in an early voting center or at a polling place, you must be accredited as a challenger and watcher.

http://www.elections.state.md.us/voting/index.html
<table>
<thead>
<tr>
<th><strong>Virginia</strong></th>
</tr>
</thead>
</table>
| **Electoral Body** | Virginia State Board of Elections  
www.sbe.virginia.gov |
| **Polling Place Hours** | 6:00 a.m. - 7:00 p.m. |
| **Population** | 8,382,993 (2015 estimate) |
| **Eligible Voters** | 6,457,174 (2016 estimate) |
| **Registered Voters** | 5,196,436 (2015 estimate) |
| **2014 General Election Turnout** | 41.6 percent |
| **2012 General Election Turnout** | 71.78 percent |
Virginia State Board of Elections

Rules and Information about Virginia Elections

Elections in Virginia are conducted by:
- Local Electoral Boards
- Officers of Election
- General Registrars
- Virginia State Board of Elections
- Virginia Department of Elections (ELECT)

Local Electoral Boards
Every city and county has a three-member Electoral Board. The following is a list of the main duties of your Electoral Board:
- Appoints the General Registrar for your locality.
- Appoints the Officers of Election for your locality.
- Trains the Officers of Election.
- Removes a General Registrar or Officer of Election who fails to discharge his or her duties.
- Performs other duties assigned to it, including:
  - Purchases and maintains the voting equipment used in your city or county.
  - Prepares your ballots.
  - Administers the absentee ballot process.
  - Conducts the election.
  - Certifies of the results of the election.

Officers of Election, also known as “Poll Workers”
There are Officers of Election in every polling place on Election Day. They have two primary jobs – to help you vote and to make sure all votes are properly counted. Their specific duties include:
- Preparing the polling place for Election Day, including opening the voting machines and making sure they work properly
- Opening the polls to voters
- Checking voter identification to ensure voters are eligible to vote
- Giving demonstrations of the voting equipment
- Offering assistance to any voter who requests it
- Directing voters to the voting machines
- Making sure each voter’s ballot is properly counted
- Maintaining order in the polling place
• Closing the polling place when the election is over
• Obtaining the count of votes from the voting equipment and reporting the results to the Electoral Board

Other information about Officers of Election:
• As much as possible, political party representation should be equal at each polling place.
• One officer is designated the Chief Officer and another the Assistant Chief for each polling place.
• Officers of Election are paid both for attending required training before the election and for working on Election Day. The amount of payment varies from locality to locality.

General Registrar of Voters
Your General registrar is primarily responsible for registering voters and maintaining current voter registration records. Specifically, his or her duties include:

• Establishing and maintaining public places for voter registration.
• Participating in programs to educate the general public concerning registration and encouraging registration by the general public.
• Providing the appropriate forms for citizens to register and to obtain the information necessary to complete the applications.
• Accepting a registration application or request for transfer or change of address submitted by or for a resident of any other county or city in Virginia. Registrars process registration applications and requests for transfer or changes of address from residents of other counties and cities and forward the completed application or request to the registrar where the voter lives.
• Maintaining the registration records for his or her county or city in the central registration system; preserving the written applications of all persons who are registered; and preserving for a period of four years the written applications of all persons who are denied registration or whose registration is cancelled.
• Promptly notifying in writing any a person who is denied registration the reason for denial.
• Notifying by mail each affected voter of changes affecting his or her district or polling place.
• Provide to a resident of any county or city in Virginia, free of charge, the opportunity to apply for a Virginia Voter Photo Identification Card.
• Carrying out any other duties as directed by his or her Electoral Board.

A Registrar can also:
• Go into a county or city adjoining to his or her locality to register voters of his or her locality when conducting registration jointly with the registrar of the adjoining county or city.
• Provide staff for voter registration offices that are located at facilities of the Department of Motor Vehicles.

A General Registrar cannot:
• Use any political bias when registering voters, sending absentee ballots or performing any other requirement of the job, but must perform all his or her duties in a politically neutral manner.
More information about your General Registrar:

- The General Registrar is appointed by your Electoral Board to a four-year term.
- He or she can’t be removed, or not reappointed, because the party with a majority on the electoral board changes.
- His or her salary is determined by the population of your city or county.

About Elections in General

There are three types of elections in which you may vote:

**Primary – One of the methods by which a political party may nominate its candidate.**

- Held in February or March of presidential election years to nominate candidates for president.
- Held in March for city governing bodies where permitted by charter, but held at the same time as the presidential primary in presidential election years.
- Held in June for all other offices regularly scheduled to be elected in November.
- A primary may not be called for a special election to fill a vacancy unless the primary is to be held on the regular date set for primaries.

**General Election**

- Held in May for some city and town governing bodies and school boards.
- Held in November for all other elected offices.

**Special Election**

- Called by the Governor for a vacancy in:
  - the U. S. Senate, or
  - the U. S. House of Representatives
- Called by Governor, President Pro Tempore of the Senate or Speaker of the House, as appropriate, for a vacancy in the General Assembly; and
- Called by the Court of jurisdiction for any local office vacancy or local referendum.

Who pays for elections?

Your city or county pays for the costs of elections.

About ballots in general:

The political party affiliation of candidates for statewide, federal and General Assembly offices in a general or special election are listed on the ballot. The following abbreviations are used:

- (D) for the Democratic Party
- (R) for the Republican Party
- for an Independent (non-party) candidate

Exception – presidential ballots contain the actual party name followed by “Electors for” and the name of the party’s candidates for president and vice president.
Paper Ballots

- These ballots also are used by most voters who vote absentee by mail in counties, cities and towns using mechanical voting equipment at the polling place. The locality may choose a different form of ballot, such as a marksense ballot, to use for mailed absentee ballots.

Direct Recording Electronic (DRE) Voting Equipment Ballots

- This voting equipment counts and records votes on a removable memory cartridge as well as in an internal memory system.
- If more than one machine is used in the precinct, at the close of the election, an officer of election uses a device to capture and consolidate the data from all the voting machines.

Marksense Ballots

- These paper ballots are read and counted by an optical scan reading device that is programmed for each election type.

How do I know my voting equipment is accurate?

Under the Code of Virginia, the State Board of Elections must approve any mechanical or electronic voting system or equipment before it can be used by any locality.

Each system must successfully complete three distinct levels of testing:

- Qualification testing (testing of hardware and software that may be conducted by Independent Testing Authority)
- Certification testing (to ensure it meets all applicable requirements of the Code of Virginia)
- Acceptance testing (conducted by the locality to assure it meets their needs and is identical to the certified system)

What happens at the polls on Election Day?

Officers of Election are there to assist voters and to assure that policies and procedures concerning the conduct of elections are followed.

Before the polls open they:

- Welcome authorized representatives.
- Take the Oath of Office administered by the Chief Officers.
- Set up polling place.
- Organize supplies, forms, and materials.
- Confirm that paper pollbooks, if used, are separated into the same alphabetical divisions.
- Confirm that there is one Pollbook Count form with correct identifying information for each alphabetical division of the pollbook, if paper pollbooks are used.
- Set up electronic pollbooks, if used.
- Set up or post the appropriate signs inside and outside the polling place.
• Confirm that voter count is zero (0) on both voting equipment and pollbooks when polls are opened.
• Announce polls open at 6:00 a.m.

While the polls are open they:
• Maintain Order.
• Offer Voting Equipment Demonstration.
• Provide instruction to voter in booth, if requested, but leave booth before voter votes.
• Provide assistance, if requested by voter.
  o Voter and assistant must sign a Request For Assistance before help can be provided (Exceptions – Neither blind voter nor his assistant may sign the Request for Assistance. Officer prints required information.)
• Mark off next pollbook count number, if paper pollbooks are used.
• Enter the pollbook count number for each voter, if paper pollbooks are used.
• Direct voter to voting machine or voting booth, as appropriate.
• Take entry slip from voter.
• Activate voting machine, if used.
• After voter leaves, remove any campaign material left by voter.

Before the polls close they:
• At 6:45 p.m. announce that polls will close in 15 minutes.

After the polls close they:
• At 7:00 p.m. announce that Polls Are Closed.
  o Starting from the end of the line, make list of names of those in line to assure they will be permitted to vote if line continues after 7:00 p.m. closing of polls
• Welcome authorized representatives and check written authorization.
• After last voter has voted and left, enter “Polls Closed, (Actual) Time” on last page of each pollbook, if paper pollbooks are used.
• Close polls of electronic pollbooks, if used.
• Close polls on voting equipment.
• Remove provisional ballots from ballot container, place in sealed envelope and sign certification.
• Obtain results from machine and complete and sign two copies of the Statements of Results.
• Complete two copies of the Write-Ins Certification, if any.
• Call in unofficial results to Electoral Board or their representative.
• Announce unofficial results outside polls if media or others waiting.
• Close and seal voting machines.
• Pack and seal all envelopes.
• Sign all forms and labels are prescribed by Electoral Board.
• Remove signs and discard those that are non-reusable.
• Pack election materials in supply containers.
• Leave polling place as clean and organized as possible.

**How are the election results made official?**

**The Canvass**

Until the official counting and certification of the ballots is complete, all election results are considered “unofficial.” A process known as the “canvass” must be completed before the results become official. The canvass procedure is described below.

Each Electoral Board must meet to ascertain the results of all elections held in its county or city and certify the results.

**When and where the Electoral Board meets:**

No later than 5:00 p.m. on the day after the election.

- At the office of the Clerk of Court. The Board may adjourn to the principal office of the General Registrar. The Clerk so advises interested citizens who inquire where meeting is being conducted.
- All Board Members should be present. Two members constitute a quorum in the event one member is unable to attend due to an emergency.
- Only those members of the Board present during the entire canvass may legally sign any document concerning it.

**Who may be present at the Electoral Board canvass:**

- The General Registrar and other staff needed to assist the Board may attend, as may representatives of the Clerk of Court’s office, if needed.
- Any qualified voter and any media representative is also permitted to attend. These persons may observe but may not interrupt the meeting.
