ELECTORAL BOARD

Description

The General Registrar provides appropriate forms for those registering to vote, maintains the official voter registration records for Henrico County, and other duties defined in the Code of Virginia and by the State Board of Elections. The official voter registration records allow the Registrar to provide an accurate list of voters to each polling place. The Henrico County Electoral Board delegates to the General Registrar the duties of arranging and supervising the elections held in Henrico County. The mission statement of the Office of Voter Registration and Elections is: *To promote consistent administration of all elections, registration and campaign finance laws, rules and regulations.*

Objectives

- To provide County residents the opportunity to register to vote.
- To provide fair and honest Federal, Commonwealth and County elections to qualified registered voters of the County of Henrico.
- To offer absentee voting to all qualified voters of the County of Henrico who request this service.
- To ensure the number of absentee voters is correctly projected, all absentee requests are reported, and issue correct ballots to each voter.
- To provide information about the requirements, procedures, and codes governing campaign reporting.
- To educate staff and poll workers on registration and election laws as well as voting procedures and ensure all poll workers are notified of training dates before each election.
- To ensure every precinct conducts fair and impartial elections and a safe and secure voting environment is provided to each voter.
- To provide information to the public regarding the administration of elections in the County and Commonwealth.
- To attend educational seminars relevant to changes in election laws and policy procedures.
- To provide training to all chiefs and assistant chiefs before each election is conducted.
- To ensure the programming of ballots is designed in a timely manner to permit voters to cast and mail ballots to the Registrar's office before the voting deadline for each election.

Annual Fiscal Plan

Description	FY14 Actual	FY15 Original	FY16 Approved	Change 15 to 16
Personnel	$ 974,779	$ 1,018,269	$ 1,029,422	1.1%
Operation	270,078	302,701	302,701	0.0%
Capital	0	0	0	0.0%
Total	$ 1,244,857	$ 1,320,970	$ 1,332,123	0.8%
Personnel Complement*	8	8	8	0

*Complement does not include 1 Complement IV position, whose salary is set and funded by the State.

Performance Measures

	FY14	FY15	FY16	Change 15 to 16
Workload Measures				
Number of Registered Voters	206,176	207,043	210,216	3,173
Efficiency Measures				
% of Manuals Published before Training	100%	100%	100%	0
% of Attendance for All Chief and Assistants	95%	100%	100%	0
% Accuracy of Daily Registration Reports	95%	100%	100%	0
% of Polling Locations Meeting ADA	100%	100%	100%	0
% of Ballots Passing Public Testing	100%	100%	100%	0
% of Ballots Cast Reconciled with Voters	100%	100%	100%	0
% of Candidates Receiving Filing Manuals	100%	100%	100%	0

- To ensure all required media advertisement from Virginia General Code is published.
- To ensure precinct manuals on Election Day procedures and actions are supplied to all precinct workers.
- To record all candidate filings for upcoming elections and to collect information on candidates' contributions, committees, and treasurers.
- To provide regulation advice for political advertising.
- To provide required forms and supplies to candidates, treasurers, and committees.

Budget Highlights

The Department's budget for FY2015-16 is $1,332,123. This represents an increase of $11,153 or 0.8 percent compared to the FY2014-15 budget. The entire budgetary increase is due to an increase in the personnel component and reflects the annualization of a merit based salary increase provided in FY2014-15 as well as a partial-year 2.0 percent wage scale increase. Operating expenditures are forecasted to remain flat compared to the prior fiscal year.

The Electoral Board's budget for FY2015-16 will cover the operating costs of the voter registration operation along with costs associated with elections held during the fiscal year. Those elections include the Virginia State Senate's two districts in Henrico County, the Virginia State House of Delegate's eight districts in Henrico County, the Henrico County Board of Supervisor's five districts, the Henrico County School Board's five districts, the Henrico County Commonwealth Attorney, the Henrico County Clerk of Court, and the Henrico County Sheriff. The Electoral Board must also prepare for the 2016 Presidential Primary and a June Primary for United States Congressional Districts in Henrico County.

An additional election resource is the Henrico County Student Page Program, which is supervised by the department. High school students volunteer to work on Election Day at the polling places to earn community service hours.

The page duties include assisting with the opening of polls on Election Day, distributing voting guide pamphlets, operating doors for elderly and disabled voters, and other duties as assigned by the Chief Officer of Election. In the 2014 November Election, students earned 1,850 hours of community service.