



Dear Voter,

Thank you for your interest in serving as an Election Officer for James City County. Please complete and return the enclosed forms as soon as possible. Once signed and returned, your new term will be valid until February 28, 2025. Assignments will depend on the needs of the County, available funds, and staffing requirements. Election dates for the next appointment cycle are attached and **training dates are provided prior to each election.**

Article II, Section 7 of the Constitution of Virginia, requires that you take the attached oath. This oath should be administered by either the Director of Elections/General Registrar, an Assistant Registrar, a Notary, Clerk or Deputy Clerk of the Circuit Court or a member of the James City County Electoral Board. You may complete the oath in the Office of Elections, free of charge.

The *Constitution of Virginia* prohibits any person who holds any elected 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 Election Officer.

Please return the attached forms as soon as possible to:

JCC Office of Elections, 4095 Ironbound Road, Williamsburg, VA 23188.

Sincerely,

Dianna S. Moorman
Director of Elections and
General Registrar



Election Officer Guidelines and Standards

You are eligible to serve as an Election Officer if you are a registered voter in the Commonwealth of Virginia and you are not employed by, or not the deputy of, any local, state or federal elected official. Election Officers who meet these criteria will serve as follows:

1. Election Officers work for the Electoral Board/Director of Elections and are required to follow the guidelines and standards that lead to exceptional customer service for our citizens on Election Day, outlined below.
2. You will be given a great deal of responsibility and trust in the election process. You will work with other officers to produce accurate election results, provide for equal access to voting and give the necessary assistance to individual voters who need your help. You will also demonstrate the voting process, 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.

You must also be willing to:

- a. Complete training sessions prior to each election to ensure you are properly prepared to provide the best possible service to the voters of James City County.
 - b. Arrive at the polling location at **5 a.m.** and remain there until the election results have been reported (*generally* around 8 p.m.; for the Presidential Election - 9 p.m.).
 - c. Report to and follow directions of the Precinct Chief Election Officer who assigns jobs. Please be willing and able to work where assigned.
 - d. Be courteous, **non-political** and people-friendly to ALL voters and fellow officers.
 - e. Wear appropriate business casual dress (no sweat clothes, t-shirts, flip-flops or shorts).
3. Polling places are located in schools, community centers and churches. ***These locations do not permit smoking or firearms in or on the premises.*** Please consider this when accepting your appointment.
 4. James City County conducts a General Election the first Tuesday after the first Monday in November each year (training is conducted in October). A Primary Election, if called, is held the third Tuesday in June each year (training is conducted in May). Presidential Primary Elections are held the first Tuesday in March every four years (training is conducted in February) and Special elections are held when conditions warrant.
 5. You will be compensated for training (one class), working at the Vote Center, and/or on Election Day ONLY if you work when assigned. Failure to show is cause for removal as an Election Officer. We depend on you!!
 6. VOTE CENTER: You are also welcome and encouraged to work some or all of the 45 days before any election from 7:30 a.m. – 5:30 p.m. Monday – Friday as well as the 2 Saturdays immediately before the Election Day. Pay will be hourly for these days.



Election Officer Acknowledgement and Availability

Please complete and return this form to: JCC Office of Elections, 4095 Ironbound Road, Williamsburg, VA 23188.

Name:	Nickname:
Address:	Apt/Suite:
City:	Zip:
Telephone (preferred main number):	- - H / W / Cell
(alternate phone number):	- - H / W / Cell
May we contact you via text message?	Yes No
Email:	
Would you like to also work some or all of the 45 days at the Vote Center? :	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>I accept the appointment as an Election Officer and I agree to represent the:</p> <p><i>This does not affiliate you with a party for voting purposes – it simply satisfies legal requirements to ensure that all parties are fairly represented to protect the interests of all voters. However, if you wish assignment as Chief or Assistant Chief, you MUST select Democratic Party or Republican Party.</i></p> <p>Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Independent <input type="checkbox"/></p>		
	Do	Do Not
Agree to represent either party, if necessary		
Accept assignments other than my voting precinct		
I understand that I am required to complete in-person training session(s)		
I hold an elected office, whether paid or unpaid, under the government of the USA or of any Virginia county, city or town		
I hold an office title as the deputy or the employee of an elected official		

<p>SAVE THE DATE: Please take a moment to mark your calendar with the dates below. You will be expected to be available to work the following elections in this appointment cycle or notify us in writing at least 90 days prior to the election (except for emergencies).</p>		
	General Election:	Tue., Nov. 8, 2022
	Early voting starts:	Fri., Sept. 23, 2022
Primary Election (if called): Tue., June 20, 2023	General Election:	Tue., Nov. 7, 2023
Early voting starts: Fri., May 5, 2023	Early voting starts:	Fri., Sept. 22, 2023
Presidential Primary Election (if called): Tue., March 5, 2024		
Early voting starts: Fri., Jan 19, 2024		
Primary Election (if called): Tue., June 18, 2024	General Election:	Tue., Nov. 5, 2024
Early voting starts: Fri., May 3, 2024	Early voting starts:	Fri., Sept. 21, 2024

Signature (required): _____ Today's Date: _____

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FOR OFFICE USE ONLY:			
Voting Precinct: _____	Vendor Code: _____	W9 on file: Y <input type="checkbox"/> N <input type="checkbox"/>	DD on file: Y <input type="checkbox"/> N <input type="checkbox"/>



Election Officer 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 Election Officer of James City County, for the term ending February 28, 2025, according to the best of my ability (so help me God).

Signature (Required)

State of _____ County/City of _____

Print name of Election Officer

did subscribe and swear the foregoing instrument before me on the

_____ day of _____, 20____

Signature of notary or other person authorized to administer oaths*

Title of Person Administering Oath

Notary Registration Number**

Date Notary Commission Expires**

* Director of Elections/General Registrar, an Assistant Registrar, a Notary, Clerk or Deputy Clerk of the Circuit Court, or a Member of the JCC Electoral Board

** If not included in seal/stamp