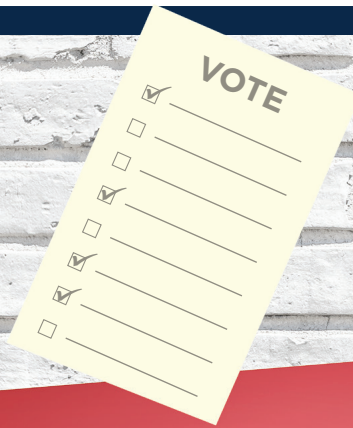




RESTORING TRUST IN OUR ELECTIONS

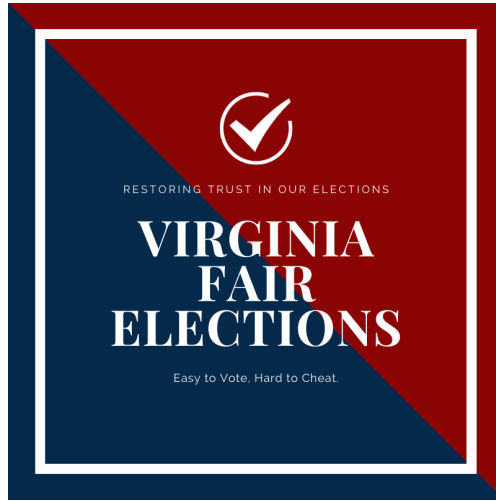
VIRGINIA FAIR ELECTIONS

Easy to Vote. Hard to Cheat.



**HOW TO BUILD AN
ELECTION INTEGRITY
LOCAL TASK FORCE**

WORKBOOK



HOW TO BUILD AN ELECTION INTEGRITY LOCAL TASK FORCE

Contents

Instructions for completing this workbook	3
---	---

Section 1: The Basics

Election Integrity Basics / Local Task Force Definition	6
What To Strive For / The Do's and the Don'ts	8

Section 2: Getting Started

Getting Started	10
Task Force Cabinet and Team Members	11
Virginia Election Code	14
Become a Presence	16
Research your Local Election Office	18
Become a part of the election apparatus in your county	21
County / City Information Worksheet	24

Section 3: Specializations

Areas of Interests	27
Voting Technology & Election Systems	29
Legislative	33
Citizens Research Project	36
Voter Rolls	38
Protecting Vulnerable Voters	44
Vote-by-Mail & USPS	47
Only Citizens Vote	51
Ranked Choice Voting	56
Election Audits	59
UOCAVA	62
Media Training	66
Resource Bank	68
Final Thoughts	71

Instructions for Completing this Workbook

Welcome to the Building an Election Integrity Local Task Force Workbook! This workbook is designed to guide your learning and encourage you to build a local task force and explore important topics related to election integrity. Inside, you'll find a series of questions that aim to deepen your understanding and help you develop critical thinking skills.

Research and Exploration: The answers to these questions are not provided in the workbook. Instead, you will need to research the answers using the internet (e.g. your county or city website, Google, registrar's website), books, articles, and other reliable sources. This is an opportunity for you to practice finding, analyzing, and synthesizing information from various sources.

Critical Thinking: As you search for answers, consider multiple perspectives and sources. Think critically about how the information applies to your local elections.

Documenting Your Findings: After conducting your research, write your answers clearly and thoughtfully. Be sure to explain your reasoning and include any relevant references or sources you consulted. This will not only help you retain the information but also strengthen your ability to present and use it effectively.

Stay Curious: Use this workbook as a tool to develop a deeper understanding of election integrity topics. Don't be afraid to dive deeper into subjects that interest you, and feel free to seek out additional resources to broaden your knowledge.

Areas of Interest: When it comes to the Specializations section of the workbook, do not feel like you have to tackle all of the areas. It is best to select one or two that interest you the most and really dive into those areas. Encourage other task force members

to focus on their preferred areas, then share your findings to learn from one another. It is also perfectly fine if multiple task force members work on the same areas. Just collaborate with each other.



Top Tip: Throughout the workbook, you will see on many pages areas that say “Masterclass,” with a lesson associated with it. These have a QR code allowing you to go directly to the Masterclass associated with each page.

We encourage you to take your time with this workbook. The more effort you put into finding well-informed answers, the more you will enhance your skills as an advocate.

To find the masterclasses later, please visit
<https://whoscounting.us/masterclass/>

Good luck, and enjoy your learning journey!

SECTION 1: THE BASICS

“In the next place, as each representative will be chosen by a greater number of citizens in the large than in the small republic, it will be more difficult for unworthy candidates to practice with success the vicious arts by which elections are too often carried; and the suffrages of the people being more free, will be more likely to centre in men who possess the most attractive merit and the most diffusive and established characters.

- James Madison, “The Federalist Papers: No. 10,” 1787, as documented in historical collections of the Federalist Papers.

The

Election Integrity Basics

Masterclass



What is Election Integrity?

Election integrity means ensuring the U.S. electoral system makes it easy to vote and hard to cheat. Election integrity is all about giving voters confidence that elections are fair and honest through clear rules and strong safeguards that prevent fraud and secure voters' ballots.

Why do we want election integrity?

America's system of governance relies on the idea that the government has the consent of the governed. This consent can only be achieved when the people who are elected are the people honestly chosen by the voters. If someone is fraudulently put into elected office, he or she does not represent the will of the people. Therefore, we want to ensure elections abide by the will of the people, regardless of whether or not our preferred candidates win. Election integrity is not about trying to influence the outcome of elections on behalf of candidates we like. Election integrity is about making sure the process is fair and honest, so that everyone can trust the process and trust the results, regardless of which side wins. When elections are secure, one side might be disappointed, but they can be disappointed and still trust the outcome. Election integrity leads to greater civic trust and ensures that those who are elected have the consent of the governed.

Why Permanent Election Integrity Infrastructure?

There are also nongovernmental organizations that work year-round to influence how elections are conducted, including many that aggressively push and lobby for policies that would make it much easier to cheat. These organizations do not rest; they do not only gear up a month before an election. They have built permanent infrastructure to keep their operations and activities going year after year, election after election.

Join us in strengthening election integrity to ensure every vote counts and every election reflects the true will of the people.

Election Integrity Local Task Force Definition

“ *A local task force is a group of individuals working in collaboration to identify election integrity problems and solutions in their county or city. The local task force may also directly work with the community and local election officials, often engaging in strategic and targeted outreach (ie. vulnerable voters, registrars, electoral boards, etc.). Usually, this group has an informal organization structure and meets in-person or via Zoom on a regular basis.*

What to strive for

Masterclass



- Our goal is to establish a task force in every community dedicated to achieving free, fair, and transparent U.S. elections. Each task force should consist of engaged citizens committed to strengthening and protecting American election processes.
- The task force’s purpose is to involve you in election operations, ensuring the integrity of the process. If partisans manipulate the system to favor one party or candidate, it undermines outcomes, regardless of the candidate’s or campaign’s quality. Election integrity requires year-round commitment, not just attention 30 days before an election.
- Our work begins at the local level. If we are successful, we will foster the sustained citizen engagement needed to safeguard American government. Join us in building a stronger, more trustworthy electoral system for all.

Do’s	Don’ts
Always be right and polite	Go alone
Always take a friend	Lose your temper
Smile and remind whoever may want you to stop and leave, that you’re just gathering information and trying to make our system better	Raise your voice
Document your experience	Give up

SECTION 2: GETTING STARTED

“If the citizens neglect their duty and place unprincipled men in office, the government will soon be corrupted; laws will be made, not for the public good so much as for selfish or local purposes; corrupt or incompetent men will be appointed to execute the laws; the public revenues will be squandered on unworthy men; and the rights of the citizens will be violated or disregarded.

- Noah Webster, *History of the United States* (New Haven: Durrie & Peck, 1832), pp. 336-337

Getting Started

Masterclass



Starting a local task force does not have to be hard. All it takes is at least two or three like-minded people from your area coming together to work to ensure our elections (which are held locally), at all levels of government, are fair and honest.

Step 1: Find a friend (do not stop doing this step!)

Where to find like-minded friends:

Within your family

Your current friends

Social Media

Church

Work

The Election Integrity Network

Your state coalition

Really anywhere

Step 2: Get together

Get together with your friends and come up with a plan for how your task force will be run. Easy questions that need to be answered:

- When is a good time for everyone to meet?
- Will the meeting be in person or over zoom, phone, etc.?
- How often will the group meet? (weekly, bi-monthly, every other, 1st and 3rd, 2nd and 4th)

Task Force Cabinet and Team Members

Masterclass 1



Masterclass 2



Your Task Force Cabinet will need leader(s), expert(s) and manager(s)/notetaker(s). You'll also need team members. Here's an outline job description for each role.

Leader(s): The leader(s) of the task force must:

1. Recruit and welcome interested citizens and keep them engaged and involved, utilizing their strengths and their time availability.
2. Seek to build each component on an ongoing basis to ensure that each component continues as individuals' time commitments ebb and flow.
3. Communicate and stay in contact with the state coalition and other interested parties and groups.
4. Be able to start and grow a relationship with the local election officials, attend meetings, manage the interactions between the task force members and the Electoral Board members and registrars.

Do your best to recruit people who have expertise and knowledge of the areas of interest the task force is working.

Expert(s): Having subject matter experts in key areas of elections may be hard to find at a local level for all localities. If you do not know an expert in elections, you may be able to find someone who you can contact with questions from your state

coalition. Over time, you will notice your members will become experts in their own right.

1. Assist with explaining the election laws.
2. Assist with Freedom of Information/Open Records laws, which are vital to obtaining information that government offices and officials try to avoid providing to citizens.
3. Someone who is a competent researcher.
4. Someone who can gather and analyze voting and other data to inform the task force.

Manager/Notetaker: A manager/notetaker is necessary to help keep the task force organized and on track.

1. Ensure meeting invites and reminders go out to members.
2. Takes meeting notes and distributes to the cabinet and team members as necessary.
3. Recruit and welcome interested citizens.

Team Members:

1. Regularly attend Task Force Meetings.
2. Review Task Force communication to stay up to date.
3. Make a commitment to attend at least one Electoral Board Meeting per quarter.
4. Make a commitment to work on Election Day as an officer of elections, poll watcher, or Absentee Ballot chasing and curing assistant.
5. If possible work Early Voting and/or during the tabulation, adjudication, and certification phases.

- 6. May volunteer to coordinate or join working group(s).
- 7. Work with a local party unit to observe logic and accuracy testing.



Top Tip: Make sure that you always know your calendar of elections, from local up to national level.

	Primaries	General
Local		
State		
National		

Virginia Election Code

It's important to be familiar with the relevant legislation (the Virginia Election Code). You can find legislation in Virginia through the LIS website at <https://law.lis.virginia.gov/vacode/>

The specific parts to read and understand are:

Title 24.2. Elections

Chapter 1: General Provisions and Administration [§§ 24.2-100 through 24.2-124.1]

Chapter 1.1: Rights of Voters [§§ 24.2-125 through 24.2-131]

Chapter 2: Federal, Commonwealth, and Local Officers [§§ 24.2-200 through 24.2-238]

Chapter 2.1: Presidential Electors [§§ 24.2-240 through 24.2-246]

Chapter 3: Election Districts, Precincts, and Polling Places [§§ 24.2-300 through 24.2-314]

Chapter 4: Voter Registration [§§ 24.2-400 through 24.2-447]

Chapter 4.1: Uniform Military and Overseas Voters Act [§§ 24.2-451 through 24.2-470]

Chapter 5: Candidates for Office [§§ 24.2-500 through 24.2-545]

Chapter 6: The Election [§§ 24.2-600 through 24.2-687]

Chapter 7: Absentee Voting [§§ 24.2-700 through 24.2-713]

Chapter 8: Recounts and Contested Elections [§§ 24.2-800 through 24.2-814]

Chapter 9: Campaign Finance Disclosure Act [Repealed] [§ 24.2-900]

Chapter 9.1: Campaign Fundraising; Legislative Sessions [Repealed] [§ 24.2-940]

Chapter 9.2: Disclosure Requirements for Political Campaign Advertisements [Repealed] [§ 24.2-941]

Chapter 9.3: Campaign Finance Disclosure Act of 2006 [§§ 24.2-945 through 24.2-953.5]

Chapter 9.4: Campaign Fundraising; Legislative Sessions [§ 24.2-954]

Chapter 9.5: Political Campaign Advertisements [§§ 24.2-955 through 24.2-960]

Chapter 10: Election Offenses Generally; Penalties [§§ 24.2-1000 through 24.2-1019]

Also become familiar with code, handbooks, and lexicon election integrity (role of Electoral Board, General Registrar, Officers of Election, etc.)

§ 15.2-3543



Top Tip: If you're struggling to understand the actual meaning of legislation when you read it, artificial intelligence is now really helpful. Either Claude AI or Grok (found on X/Twitter) can be especially useful to put legislation into layman's terms.

Become A Presence

Note: This step is about: presence, people, and personal relationships.

Goal: The Task Force Members to be ever-present at the election office and board meetings, to hear, see, and learn things that are only learned by being there.

Commit: Make a commitment that every decision made by the Electoral Board will be made in the presence of two (always take a friend) or more representatives of the Election Integrity Task Force.

What can I do to become a presence in my local election office?

- Develop a healthy relationship with the employees in your local registrar's office. This will help with getting much needed information.
- Attend meetings of the Electoral Board. As well as committees and subcommittees, if any.
- Befriend the General Registrar and local board members. Learn where help is needed, how volunteers can help.
- Learn the issues that have been addressed by the office in past elections. Look into the minutes of past meetings.
- Learn the processes for becoming involved in local elections: Electoral Board members, paid workers inside the election process (in person voting and mail ballot processing), poll watchers, and temporary and permanent registrar's staff.
- Determine how many people are needed, starting with the most problematic areas.

- Report back to the task force on what you are learning about the ongoings of the offices and boards.

Some things to avoid:

- Do not go into your registrar's office or Electoral Board meetings with a chip on your shoulder, thinking you're here to catch the bad guy and save the world.
- Just because you see something that should not be happening, does not mean the person doing it is being nefarious. They could have just been trained to do things the wrong way and do not know they are doing something wrong.

Research your Local Election Office

Masterclass



Note: This step is about understanding the election office's business processes, contracts and procedures.

Goal: The Task Force Members will understand the processes, contracts, and procedures the Local Election Offices uses to run elections.

Commit: Learn when and how to use your state's Freedom of Information Act (FOIA) laws to research, understand and convey to the other task force members what you learned. *Let's try and get the information by being friendly first.*

Commit: Identify weaknesses in the law that need to be enhanced, convey the information to your task force, your state coalition, and contact your local legislators.

Research Questionnaire (most questions should be able to be answered at your local registrar's office):

1. What are the 'nonprofit' groups that are engaged/involved in each county re: election activities and who are they really?

2. Who has contracts with the election office?

3. Did the local registrar's office hire temporary workers during the last two election cycles and, if so, who were the companies and how was the contractor selected?

4. Who owns the companies that do business with the election office?

5. What equipment/software, to include poll books and voting machines, are used (designate a person who is tech savvy for this role)?

6. What are the testing and training opportunities related to voting machines, software, and technology that are being offered to election offices?

7. What has been/is being done re: list maintenance? How can volunteers assist?

8. What would the local office require in order to remove ineligible voters?

9. What are the requirements for conducting voter registration and the procedures followed by the local election office?

10. What are the chain of custody rules for each type of ballot, all voting material, drop boxes, tabulating equipment?

11. How are tabulations and results transmitted?

Become a Part of the Election Apparatus in Your County or City

Masterclass 1



Masterclass 2



Masterclass 3



Masterclass 4



Goal: The Task Force will recruit and train at least one person who is working or watching each precinct.

Commit: Make a commitment to recruit citizens who will help the task force cover every precinct, early voting, and canvasses.

Poll Watchers / Observers

Most state laws require the political parties of candidates to designate poll watchers / observers. Nine states allow non-party or candidate designation of poll watchers. The number of observers is determined by the length of the voting process, the number of polling places where voting is taking place and the rules for the number of observers allowed at each location.

Top Questions Needed to be Answered (all questions should be able to be answered at your local registrar's office)

1. What are the differences between an officer of elections and poll watchers?

2. How do you become an officer of election, poll worker, or other election official?

3. How do you become a poll watcher?

4. Who places poll watchers in polling locations and tabulation locations?

5. Who places officers of election (paid positions) in polling locations and tabulation locations?

6. What are the laws, rules, and directives for poll watchers for overseeing:

a) In person voting

b) Voting by mail

c) Ballot drop boxes

d) Ballot harvesting

7. What are the procedures for enforcement of the law once voting starts and who makes the decisions regarding complaints or concerns?

County / City Information Worksheet

How many residents live in your county/city?

How many residents in your county/city are over 18 years of age?

How many registered voters are in your county/city?

How many votes were cast in the last general election in your county/city?

Who is on your City Council or who is on your Board of Supervisors?

Who is your registrar?

What is the status of parity between the political party affiliation of all officers of elections in your county/city?

Who are the Electoral Board members for your county/city?

- 1.
- 2.
- 3.

How many days of early voting are there in Virginia elections?

How many election locations are there in your county/city?

Early Voting:

Day of Voting:

How many poll watchers and officers of elections are needed in your county/city per day of voting?

Early Voting:

Day of Voting:

Were there enough poll watchers and officers of elections for each location for every day of voting in the last election?

[Yes / No]

When and where are the Electoral Board meetings?

SECTION 3: SPECIALIZATIONS

“We electors have an important constitutional power placed in our hands; we have a check upon two branches of the legislature...the power I mean of electing at stated periods [each] branch... It becomes necessary to every [citizen] then, to be in some degree a statesman, and to examine and judge for himself of the tendency of political principles and measures.

- John Adams, “U’ to the Boston Gazette,” written on August 29, 1763, as cited in *The Papers of John Adams*, edited by Robert J. Taylor (Cambridge: Belknap Press, 1977), Vol. 1, p. 81

Areas of Interest

Masterclass



These Areas of Interest empower your local task force to strengthen our constitutional republic. Each task force member can specialize in one area, diving deep to become an expert and share insights with the group. This collaborative approach ensures every vote counts and reflects the true will of the people, no matter who wins. Pick an area that sparks your interest and start making a difference!

Voting Technology & Election Systems: Investigate local voting machines and tabulation software. Research their security and vulnerabilities, ensuring they're tamper-proof. Work with county officials to verify certification and testing, building voter trust through transparent systems.

Legislative Advocacy: Track state and federal election laws. Advocate for fraud-preventive measures, like voter ID or system audits. Attend hearings, contact representatives, and rally your community to support laws that make voting easy and cheating hard.

Citizens Research Project: Use public records to analyze past election data for irregularities or inefficiencies. Share findings to inform advocacy and educate voters, promoting accountability.

Voter Rolls: Ensure accurate voter rolls. Collaborate with your registrar to review for outdated or duplicate entries. Push for regular maintenance to remove ineligible voters while protecting legitimate ones, guaranteeing valid votes.

Vulnerable Voters: Safeguard seniors, disabled voters, and others from exploitation. Educate them on their rights and monitor polling sites for coercion or fraud. Offer support, like transportation to polls, to ensure access without manipulation.

Vote-by-Mail & USPS: Examine vote-by-mail processes, from ballot distribution to receipt. Advocate for chain-of-custody protocols to prevent lost or altered ballots.

Only Citizens Vote: Promote robust citizenship verification at registration and polling places. Support policies requiring proof of citizenship to ensure non-citizens cannot vote, preserving U.S. election integrity.

Ranked Choice Voting: Explore ranked choice voting's impact on fairness and voter choice. Debate its pros and cons locally and decide if it suits your community. Educate voters on its mechanics to reduce confusion.

Election Audits: Advocate for post-election audits to verify results. Study your state's audit procedures and push for comprehensive, transparent reviews to reassure voters of accurate outcomes.

Media Training: Train your task force to communicate effectively. Learn to craft compelling social media posts, write op-eds, or speak to local media about election integrity, amplifying your message.

UOCAVA: Support military and overseas voters under the Uniformed and Overseas Citizens Absentee Voting Act. Ensure their ballots arrive on time and are counted, honoring their service with secure access.

Choose your area, dive in, and share your expertise with your task force!

Voting Technology and Information Systems

Masterclass 1



Masterclass 2



Goal: The Task Force will have a working group that understands the voting process from beginning to end with both technology and paper voting processes.

Commit: Make a commitment that the Voting Systems Working Group will brief the entire task force on how the voting systems work prior to early voting, alerting the task force and other stakeholders of potential concerns.

Note: Those working on technology and systems for the task force should become familiar with the decisions that have been made by both state and local election offices regarding equipment and systems.

Note: There are points prior to the election when voting machines



Top Tip: Sources are available to help local taskforces research systems and technology used in election offices. The Election Assistance Commission certifies election systems and software nationwide.

www.eac.gov

are supposed to be tested during logic and accuracy testing. This is supposed to be conducted in a public setting.

FOIA/Open Records Laws

Note: The use of a FOIA should not be the first option for trying to gain access to information. The first option should always be to just go ask for the information.

FOIA Laws by State - Through this link, you can find the FOIA laws by state, but also a sample FOIA request from each state.

<https://www.nfoic.org/state-freedom-of-information-laws/>

Top Questions Needed to be Answered:

1. What voting systems are used for in person voting and how are they selected?

2. When are the voting systems selected?

3. Are there public meetings where citizens can have input into the selection of the vendors and the components of the contracts (also, when and where)?

4. Who owns the companies selling the voting systems to the state and local jurisdictions?

5. What complaints or concerns have been raised in the past regarding any of the voting systems used in the locality? What was the resolution?

6. What software or other systems are used for processing mail in ballots?

7. What systems are used for tabulating ballots?

8. What security measures are followed to protect against intrusion or hacking?

9. What issues have been reported in past elections related to the voting systems?

10. Are there electronic poll books and are those connected from the voting location to county or state offices?

11. How are voting results transmitted on election night?

12. What are the vulnerabilities for each system and each step in the process?

13. When and where will the Logic and Accuracy testing be before the next election?

14. Does the voting machine have the capability to generate a digital image of the completed ballot in real time on a daily basis? If so, has the county/city contracted for that capability (and with who)?

Legislative

Masterclass 1



Masterclass 2



Goal: Task Force members will continuously keep an eye on election related legislation, evaluate such legislation, and make calls and write public statements (op-eds, social media, letters to editor, letters to elected officials, etc.) in favor or against such legislation.

Commit: Make a commitment to call or email your elected officials to let them know your stance on election related legislation and to follow up with them to ensure they vote the proper way.

Voting Laws and Statutes by State:

https://ballotpedia.org/Voting_laws_in_the_United_States

State Legislature Websites:

<https://www.congress.gov/state-legislature-websites>

Note: Having task force members who have read through and have an understanding of the election laws and statutes is key to ensuring our elections, all the way down to the local level, are fair and honest.

Top Questions Needed to be Answered:

1. Are there people I know or people in my state coalition who I can work with on election legislation?

2. Who is my legislator?

3. Who are the legislators in my state who support election integrity?

4. When is the legislative session?

5. What is the website where I can read and track election bills in my state?

6. What committee and subcommittee in my state legislature do election bills go through?

7. When does the committee meet that election bills go through?

8. Can I share a statement, in a committee meeting, to voice my support or opposition of a bill via video call online, in written comments submitted online, or in person?

9. Are there written minutes/notes or video recordings of committee and floor votes, and how do you access those?

10. What legislative changes do we want to prioritize?

11. Is fighting bad election bills an important part of our work?

Citizens Research Project

Masterclass



Goal: To gather all pertinent information from your local Registrar needed to help support your local task force and state coalition.

Commit: Following where the factual information leads, whether this is where you were hoping it would lead you or not.

Commit: Keep receipts of where all the information came from, so that the information can be properly cited as needed.

Top Questions Needed to be Answered (by your Registrar):

1. What nonprofit organizations are you engaged with in election administration? What activities are those nonprofits engaged in?

2. What companies have contracts with your election office?

3. Do you hire temporary workers during elections? If so, what companies provide the workers?

4. Who are the owners of the companies you are doing business with?

5. Do you use a third party to distribute Vote-By-Mail ballots? If so, what company?

6. Do you use any third parties to assist with Voter List Maintenance? If so, who are the third parties?

7. Do you or your associates receive any training from any nonprofit organizations? If so, which nonprofits?

8. Do you or your associates attend any conferences for election officials? If so, which ones?

Voter Rolls

Masterclass



Goal: Following all federal, state, and local law, create and implement a list maintenance protocol to help the Registrar keep the list current and accurate.

Commit: Make a commitment to first develop a list maintenance protocol and, in an ideal world, have it approved by legal counsel before beginning implementation..

Commit: When you submit a challenge to a voter on the voter rolls, it is imperative that you are *correct*. Do not just believe an algorithm or an online source. You must know for sure that they should not be on the voter rolls. The government official that you are working with should know that when you walk through the door, you are going to be *right* and *polite*.



Top Tip: Never engage in any conduct that would imply or suggest that volunteers are harassing or intimidating voters. All contacts must be respectful, and research must be conducted in a manner that does not intimidate, accuse, or harass any voter.

Etiquette – You Appreciate Their Work

Who Are We? (It's natural to be defensive with questions – try to diffuse apprehension.)

- We are local volunteers. We appreciate your busy, challenging job.
- We want to partner with you to build communication and confidence in the voting process. *(Smile; hope they want that, too)*
- We believe that more voters will participate in elections – a good thing -- when there is increased understanding about the process.
- We also hope to find more voters willing to work in the elections.

Unspoken Plan: Prioritize Low-Hanging Fruit

- Deceased voters. We all agree the departed should not be disrespected.
- People who have moved, because there is a 90-day moratorium prior to November federal election. Short window.
- Inactive voters for more than 2 federal elections.
- Duplicate voters. There are methods to detect.
- Incomplete records: fail to meet required information or typos for addresses that don't exist.

Top Questions Needed to be Answered:

1. What Federal and State laws, statutes, and directives impact voter registration and list maintenance?

2. What are the requirements to register as a voter?

3. Who do I need to speak with and what is needed to access voter roll data?

4. Where are the real controls? (top-down or bottom-up)

5. How is each registration verified? (honor system or database)

6. What information does the State require to register to vote?

7. What are your State laws to access the voter lists?

8. Is access limited to Political committees?

9. Can non-profit, public policy, or list integrity organizations have access?

10. Are the lists available to individual citizens?

11. Is there a cost?

12. How frequently can you request access?

13. Can volunteers access government records related to list maintenance? (NCOA, death records, property codes/zoning)

14. What is the State registration record “intake” flow?

15. Is the registration form a “mere application” or a completed record at the point of intake? Are there both types in Virginia?

16. Are voter registration applications/records processed locally or “top down” by state officials?

17. Who assigns the voter's precinct and ballot entitlement (ballot style)?

18. Who mails the voter certificate of registration, often referred to as Voter ID Card?

19. Where/when is list maintenance conducted? Is there a statutory calendar?

20. What are the procedures for challenging problematic registrations?

21. What evidence does the State allow to be presented for purposes of removing bad registrations?

Protecting Vulnerable Voters

Masterclass 1



Masterclass 2



Goal: Each voter in your county who needs assistance in casting their vote shall have *their will* voted.

Commit: Commit to ensuring that each facility in the county will have volunteers who will implement the vulnerable voter plan for the facility.

Commit: Develop plans and protocols for ensuring that ideological operatives cannot prey upon vulnerable voters. Identify and map out the facilities in your county. Prepare letters in advance of election / start of voting related to laws of the state that protect vulnerable voters.

Commit: To observe voting process among vulnerable groups and to watch for illegal activities, coercion, and harassment of vulnerable voters.

Who are vulnerable voters?

- Senior citizens in assisted living facilities and nursing homes
- People in group homes
- Military service members.
- Overseas voters

- The disabled and physically handicapped voters
- Homeless and other voters susceptible to being taken advantage of by political operatives and facilities staff
- New citizens and voters in immigrant communities
- Hospitalized citizens
- Non-citizens trying to become citizens

Top questions needed to be answered:

1. Military: How do you ensure that military votes that must be transcribed onto tabulator-ready ballots are transcribed accurately and with bi-partisan observation?

2. Military: What is your procedure and timeline for processing registration requests from military service members?

3. Military: What procedures do you have in place to make sure that all registered military service members receive their ballots within the statutory 45 day pre-election time frame if not earlier?

4. *Voters with disabilities: What is your daily procedure on voting days to ensure that all ADA-compliant accommodations are in place prior to the commencement of voting?*

5. *Voters with disabilities: What procedures do you have in place to ensure that any direct personal assistance provided to a person with a disability needing assistance to fill out their ballot is observed by a poll observer from each party?*

6. *Senior voters: What is your procedure to ensure that signatures on the vote by mail ballot or the corresponding numerical identifiers match either signatures or numbers on file? How do you handle a ballot that does not match these requirements?*

7. *Senior voters: Do you have “pop up” voting stations in senior facilities and if so, do you ensure that there are poll watchers of both parties there?*

8. *Disabled voters: Are disabled voters allowed to receive and complete a ballot electronically?*

Vote-by-Mail and the U.S. Postal Service

Masterclass 1



Masterclass 2



Goal: Learn the procedures and identify potential problems or issues with the mail/absentee vote system.

Commit: Developing team to follow absentee/mail ballots.

Top Questions Needed to be Answered

1. *How do voters apply for a mail-in (VBM) ballot?*
2. *Is there a Permanent VBM Ballot Request list?*
3. *Is a third party used to print, assemble, and mail VBM Ballots?*

4. Is the complete Voter Rolls file sent to the third party?

5. Does the third party create the barcode on the outbound and return envelopes?

6. Are there ballot barcodes on all ballot envelopes, with tracking and address correction?

7. What Postage Class is used for the outbound envelope? Inbound?

8. Is the Center for Civic Design used for designing election materials?

9. When are the VBM Ballots mailed out?

10. Is there poll worker party parity when handling received VBM Ballots?

11. With regards to voting by mail, what is the election calendar for the coming year, and what are the procedures for each step of the election process?

12. When are absentee ballot applications sent out?

13. To whom are the absentee ballot applications sent?

14. What is the process for confirming the identity of voters who submit absentee ballot applications?

15. When do VBM ballots have to be postmarked to count in the election?

16. How can I track my ballot when using an absentee ballot?

Only Citizens Vote

Masterclass



Goal: To ensure the legal votes of all citizens are counted and are not negated by illegal votes.

Commit: Understand the Federal and Virginia state laws regarding non-citizens voting, and work to ensure the election officials and potential non-citizen voters also know the laws and consequences of illegally voting.

Top Questions Needed to be Answered:

1. Do Virginia's laws – including the State Constitution - require US citizenship for voting? Are they specific and strong enough?

2. If citizenship is specifically listed as a requirement to register and vote, what are the processes followed by DMV and other agencies for ensuring that a person being registered to vote is actually a citizen?

3. Are the procedures for obtaining a REAL ID coordinated with the voter registration process?

4. What data does the DMV retain insofar as citizenship status of persons in the database?

5. Is a person who has no proof of citizenship for a driver's license still offered voter registration forms or does the DMV screen out those who don't present citizenship proof?

6. Is there any documentary proof of citizenship required for welfare/ public assistance benefits in the state?

7. Do the social services agencies obtain / require any proof of citizenship to register persons to vote while applying for welfare/ public assistance benefits?

8. What databases exist in the state that contain citizenship data that could be used to compare the state's voter rolls for purposes of identifying / confirming citizenship status of persons already registered to vote?

9. What would be required to compare the voter registration database to other state databases for purposes of confirming citizenship status?

10. What procedures could be established to allow local election offices, or state or local election boards or administrators to require confirmation / proof of citizenship before registering any person to vote? What is the status of court cases where states are utilizing citizen verification for registering to vote?

11. What are safeguards and procedures at social services, DMV, and election offices to ensure that noncitizens are not being registered to vote and are not voting?

12. When registrations are received by the election office from other agencies or third-party groups, what steps are followed to verify citizenship before being added to voter rolls?

13. What verification of other eligibility requirements exist for registration to vote, such as confirming non-felon status, or adjudicated incompetent or other laws that render a person ineligible to vote under state law?

14. Is there a difference between verification processes depending on the source of the registration, whether DMV, social services or third-party groups?

15. What protections exist to ensure that student IDs issued to noncitizens (and nonresidents) are not allowed for voting purposes?

16. What protections and systems exist to ensure that Same Day Registrants are not allowed to vote until citizenship is confirmed?

Ranked Choice Voting

Ranked choice voting (RCV) is emerging as a contentious issue in Virginia's elections, threatening to complicate an already slow and cumbersome counting process. While U.S. elections, like the 2024 Presidential race, can take weeks to finalize, RCV could extend delays further by requiring voters to rank candidates in order of preference.

This system, used nationally only in Fiji, Papua New Guinea, and Australia, risks undermining election integrity by encouraging “negative” voting to eliminate undesired candidates rather than supporting preferred ones. In Alaska, RCV has favored centrist politicians, leaving diverse voices unrepresented. Voters in four states, including Alaska, rejected RCV in November 2024, citing unfair outcomes, as seen in Maine where the top vote-getter lost after vote transfers.

In Virginia, task force members specializing in RCV should research its local impact, educate voters on its complexities, and advocate for transparent, efficient systems that restore public confidence in elections.

Goal: Have a clear understanding of what Ranked Choice Voting is and why it should be fought at all levels of government.

Commit: Talk to your Electoral Board members and Board of Supervisors about why Ranked Choice Voting is a bad idea for elections in your area.

Top Questions Needed to be Answered:

- 1. What does Virginia law say about Ranked Choice Voting?*
- 2. Is Ranked Choice Voting utilized in your city/county?*
- 3. Who chooses if RCV is going to be used in your city/county elections?*
- 4. How are voters disenfranchised during the RCV process?*
- 5. Does RCV force you to vote for a candidate who you do not want to be in office? What happens if you decide not to rank all of the candidates?*
- 6. If in the process of voting through RCV, you make a mistake on your ballot, how do you fix the mistake? How many times are you allowed to fix mistakes on your ballot?*

7. What is the average time for a city/county using the RCV voting method to receive the results?

8. How can an election that was conducted through Ranked Choice Voting be audited?

9. Is there RCV software available from unbiased sources? What are these sources?

10. How many states use RCV as a voting method? How many states have banned the use of RCV as a voting method? How many ballot measures have rejected RCV?

11. Where have both Democrats and Republicans both rejected RCV?

Election Audits

Goal: To understand the processes of how an audit can be requested and conducted in Virginia.

Commit: Work with your Electoral Board to ensure both you and they know the different types of audits, the good and bad of each type of audit, and how and when to request an audit.

Note: Audits are one of the last lines of defense for ensuring integrity in our elections.

Top Questions Needed to be Answered

1. What kind of post election audits does Virginia use? What does Virginia law say about election audits?

2. What is a Risk-Limiting Audit?

3. How many methods of RLAs are there? How many have been approved in Virginia?

4. What are the benefits and limitations to ballot polling RLAs?

5. What are the benefits and limitations to batch comparison RLAs?

6. What is the process to start an audit of a local election?

7. How can a local Electoral Board request a RLA for a local race? When is the deadline for the request?

8. Which races are eligible for a local audit?

9. Who is allowed to conduct election audits in Virginia?

10. How is the process for auditing a statewide election conducted?

11. When an audit is determined necessary, who does the actual auditing of the election and how are they chosen? State vs Local?

12. What kind of audit reforms would help to increase transparency in our elections?

13. What elections are required by the state to be audited?

UOCAVA

Goal: Create an understanding of how Virginia law requires UOCAVA [Uniformed and Overseas Citizens Absentee Voting Act] ballots to be processed and how your locality handles UOCAVA ballots.

Commit: Work with your registrar to find out if they understand compliance with state UOCAVA laws and additional steps they can take for UOCAVA ballot security.

Commit: Keeping the integrity of our elections while ensuring that eligible voters in the military and civilians abroad have their votes counted.

Note: This currently covers both military voters and non-military citizens who are living overseas.

Top Questions Needed to be Answered

1. Does Virginia have any prior state residency requirements (i.e. do you have to have lived in Virginia at some point in your life) before you are eligible to vote with a UOCAVA ballot?

2. If the applicant has never resided in Virginia, where is the person registered?

3. How does Virginia verify proof of identity for non-military applicants?

4. What are the ballot return deadlines? Military vs Non-military?

5. How are UOCAVA ballots allowed to be returned in Virginia?

6. Which committees in Virginia legislature are responsible for election legislation?

7. In your locality, and in the state, how many military UOCAVA voters vs non-military voters voted in the last few elections?

8. How does your registrar process UOCAVA ballots?

9. If the applicant has no SSN, what documentation is required?

10. How is eligibility verified?

*11. Are voters identified who can only vote in Federal elections?
How are they identified?*

*12. How do you ensure that votes that must be transcribed onto
tabulator-ready ballots are transcribed accurately and with bi-
partisan observation?*

13. What is your procedure and timeline for processing registration requests from military service members?

14. What procedures do you have in place to make sure that all registered military service members receive their ballots within the statutory 45 day pre-election time frame if not earlier?

Media Training

Goal: Identify which type(s) of media are the best fit for you to use to share messages and information about election integrity.

Amplifying your voice through the media is a powerful way to advocate for election integrity in Virginia. As a task force member specializing in media training, your mission is to identify the most effective platforms to share your insights and engage your community, whether you're reaching legislators, public policy leaders, or everyday Virginians. By adding your voice to the conversation, you can shape how others think and feel about election integrity issues, inspiring action to protect our democratic process.

Before engaging with the media, be aware of two common pitfalls. First, avoid disengaging entirely because you believe the media is “biased.” While bias may exist, it's often better to provide a strong, informed voice in a potentially unfavorable piece than to let a one-sided narrative dominate. Second, don't chase media coverage at all costs by making outrageous or shocking statements just to gain attention. This can undermine your credibility on a sensitive issue like election integrity. Instead, focus on delivering clear, factual messages that resonate with your audience.

Start by crafting your message. What's the key issue you want to highlight—voter roll accuracy, the risks of ranked choice voting, or the need for election audits? Narrow your focus to a specific, actionable point that connects with your audience. For example, if targeting Virginia citizens, emphasize how election integrity ensures their vote counts. Choose a tone that aligns with your goal: a forward-thinking approach can inspire action, while a

critical tone might highlight urgency. Support your message with solid research, such as data from the Election Assistance Commission (www.eac.gov) or findings from your local election office, to establish credibility.

Next, identify the best platforms to share your message. Virginia offers a range of media outlets to amplify your voice. Local publications like the *Richmond Times-Dispatch* or *The Virginian-Pilot* often accept letters to the editor (typically 150–250 words) or op-eds (500–800 words)—check the website of your own local newspaper(s) for submission guidelines. Don't be afraid to pick up the phone and try to build contacts either: if you have built a personal working relationship with a journalist, your stuff is more likely to get printed.

Statewide online platforms, such as the *Virginia Mercury*, also welcome contributions; review their policies for word limits and submission processes. Tie your message to current events, like recent election law debates in Virginia, to make it timely and relevant. Social media is another key channel, with 62% of people getting news there. Use hashtags like #ElectionIntegrity2025 to connect with others, and follow the social media tips on page 63 to create impactful posts.

Engaging your network can further amplify your reach. Share your content with allies who can distribute it through email lists or local Virginia radio shows focused on political issues. Public speaking at community events, such as town halls, can also build momentum—share relatable stories about election integrity to connect with your audience and encourage dialogue.

Practical Tips for Handling Media

When interacting with traditional print and broadcast media, preparation and professionalism are crucial. Here are some practical tips to ensure your message is clear and effective:

Op-eds/Letters: Start with a hook, such as a local election issue in your county, use facts to support your argument, and end with a call to action, like urging support for voter ID laws.

Radio/Podcasts: Practice your talking points, focusing on one or two key messages (e.g., “Accurate voter rolls ensure fair elections”), and avoid jargon to connect with listeners.

TV Interviews: Dress professionally, maintain eye contact with the interviewer (not the camera), and stay calm under pressure—pause briefly to collect your thoughts if needed. For pre-recorded interviews, rehearse a concise soundbite (15 seconds or less) that captures your main point, as you may be edited down; repeat it during the interview to ensure it’s used.

Press Releases: Keep them to one page, including a headline, key details (who, what, when, where, why), and contact information for follow-up.

Public Speaking: Keep speeches short (you don’t want your audience to become bored, lose focus, or forget your key messages), use relatable stories about election integrity, and engage the audience by inviting questions. Make sure to recap the key points at the end of your speech so that they’re not forgotten.

Seeking Advice: Don’t be afraid to ask for advice if you’re unsure. It’s better to tell a journalist, “I don’t know the answer, but I’ll get back to you,” than to give an incorrect response and risk looking uninformed.

Social Media Tips for Election Integrity Advocacy

Social media is a vital tool for reaching a broad audience, with platforms like Facebook and X being key for Virginia advocates. Include links to events, sign-up pages, or resources like www.eac.gov to make your posts actionable.

Always use graphics—images with faces resonate most, so crop photos for clarity if needed, and obtain permission before posting individuals' images. Repost content that specifies times for events, such as voter education workshops, and tag relevant accounts using “@” on Facebook and X, ensuring they're legitimate to avoid parody profiles.

Consistently use hashtags like #ElectionIntegrity2025, especially on X where they're critical for visibility. Post during peak times—10 a.m. to 4 p.m. on weekdays, 11 a.m. to 7 p.m. on weekends—to maximize reach. Keep your tone sassy yet respectful, as if speaking to your grandmother, and stay positive to inspire engagement.

Resource Bank

Glossary of Election Terms:

<https://www.electionsecurityglossary.com/home>

Election Integrity Network:

<https://whoscounting.us>

Masterclasses:

<https://whoscounting.us/masterclass/>

Voting Laws and Statutes by State:

https://ballotpedia.org/Voting_laws_in_the_United_States

State Legislature Websites:

<https://www.congress.gov/state-legislature-websites>

<https://viriniageneralassembly.gov>

List Maintenance:

<https://www.nass.org/sites/default/files/reports/nass-report-voter-reg-maintenance-final-dec17.pdf>

<https://www.justice.gov/crt/nvra-list-maintenance-guidance>

Legislation Tracker:

<https://lis.virginia.gov>

<https://votingrightslab.org>

Vulnerable Voters:

<https://protectvulnerablevoters.org/>

Only Citizens Vote:

<https://www.onlycitizensvotecoalition.com>

<https://www.onlycitizensvotecoalition.com/resources>

Final Thoughts

As you complete this workbook, you stand at the forefront of a vital mission to safeguard Virginia’s elections and strengthen our constitutional republic. The journey to build a local election integrity task force is both a commitment and a privilege—one that empowers you to ensure every vote counts and reflects the true will of the people. By forming your task force, specializing in critical areas like Voting Technology, Voter Rolls, or Legislative Advocacy, and collaborating with fellow advocates, you are laying the foundation for free, fair, and transparent elections in your community.

Your work begins at the local level, where relationships with election officials, thorough research, and active engagement can drive meaningful change. Whether you’re monitoring vote-by-mail processes, protecting vulnerable voters, or advocating against complex systems like ranked choice voting, your efforts build public confidence in the electoral process. The “Areas of Interest” you’ve explored (pp. 22–23) equip you with the tools to become an expert in your chosen focus, sharing insights to strengthen your task force’s impact.

Stay proactive and persistent. Attend Electoral Board meetings (p.14), use FOIA laws to uncover critical data (p.25), and amplify your message through media strategies (pp.61–64). Connect with your state coalition and other task forces to share findings and strategies, fostering a network that amplifies your voice. The challenges are real—nongovernmental organizations push policies that weaken election safeguards (p.6)—but your dedication counters these threats with informed, grassroots action.

This workbook is your roadmap, but your task force's success depends on your curiosity, collaboration, and commitment to integrity. As you move forward, let the principles of respect, accuracy, and civic trust guide you, as outlined in the "Do's and Don'ts" (p.7) and etiquette advice (p.34). Virginia's elections, and the broader democratic process, rely on citizens like you to uphold the consent of the governed.

Join the growing movement of Virginians ensuring elections are secure and transparent. Share your progress with *#ElectionIntegrity2025*, inspire others, and take pride in your role as a guardian of freedom. Your task force is not just a group—it's a force for change, ensuring every voter's voice is heard and every election reflects the will of the people. Keep striving, keep learning, and keep advocating. Together, we can build a stronger, more trustworthy electoral system for all.

Safeguard Virginia's elections with the power of grassroots action! This workbook equips you to build a local election integrity task force, ensuring every vote counts and reflects the true will of the people. Inside, you'll find practical steps to:

- **Collaborate with fellow advocates to strengthen election processes.**
- **Specialize in critical areas like voter rolls, vote-by-mail, or legislative advocacy.**
- **Engage your community through media strategies and public outreach.**

From attending electoral board meetings to researching local election offices, this guide prepares you to drive meaningful change at the local level. Join the movement to protect American democracy — starting right at home in Virginia.

