

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.*

- To educate officers of elections on registration and election laws and voting procedures
- To ensure every precinct conducts fair and impartial elections.
- 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.

Objectives

- 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 provide training to all chiefs and assistant chiefs before each election is conducted.
- To ensure programming of ballots is designed in a timely manner to permit voters to cast and mail ballots to Registrar's office before voting deadline.
- To ensure all required media advertisement from Virginia General Code is published.
- To ensure a safe and secure voting environment is provided to each voter.
- To ensure precinct manuals on Election Day procedures and actions are supplied to all precinct workers.

Annual Fiscal Plan

Description	FY08 Actual	FY09 Original	FY10 Approved	Change 09 to 10
Personnel	\$ 909,234	\$ 1,078,582	\$ 1,093,534	1.4%
Operation	300,186	374,926	364,227	(2.9%)
Capital	5,162	0	0	0.0%
Total	\$ 1,214,582	\$ 1,453,508	\$ 1,457,761	0.3%

Personnel Complement 9 9 9 0

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

Electoral Board (cont'd)

Performance Measures				
	FY08	FY09	FY10	Change 09 to 10
Workload Measures				
Number of Registered Voters	182,127	196,719	198,637	1,918
Efficiency Measures				
% of Manuals Published before Training	100%	100%	100%	0%
% of Attendance for Chief and All Assistants	100%	100%	100%	0%
Effectiveness Measures				
% of Accuracy of Daily Registration Reports	100%	100%	100%	0%
% of Polling Places Meeting ADA Requirements	100%	100%	100%	0%
% of Ballots Passing Public Testing	100%	100%	100%	0%
% of Ballots Reconciled with Voters	100%	100%	100%	0%
% of Candidates Receiving Filing Forms	100%	100%	100%	0%

- To ensure all poll workers are notified of training dates before each election.
- To collect information on candidate contributions, committees, and treasurers.
- To record all candidate filings for upcoming elections.
- To provide regulation advice for political advertising.
- To attend workshops related to campaign reporting relevant to changes in Election code or policy procedures.
- To provide required forms and supplies to candidates, treasurers, and committees.

Budget Highlights

The Department’s budget for FY2009-10 is \$1,457,761, which represents an increase of 0.3 percent over the FY2008-09 approved budget. This increase is the result of adjustments to salaries and benefits including anticipated increases in health care costs for FY2009-10. The operating component decreased by \$10,699, or 2.9 percent from the

previous fiscal year. There are no funds allocated to the capital outlay component of this budget.

The Registrar and Electoral Board’s budget for FY2009-10 is forecasted to cover costs associated with the General Election on November 3, 2009 and potential Primary Elections in the spring of 2010. In addition to funding the mandated training of election chiefs and assistant chiefs, funding has been allocated to continue training of all election workers on new voting equipment and new state-wide voter registration software. Operating costs have been allocated to meet the educational and training needs that stem from new voting equipment, software, and Federal Election legislation.

Number of Registered Voters

