

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.

OBJECTIVES

- To provide all 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.

FISCAL YEAR 2023 SUMMARY

Annual Fiscal Plan

Description	FY21 Actual	FY22 Original	FY23 Approved	Change 22 to 23
Personnel	\$ 1,708,386	\$ 1,473,515	\$ 1,642,676	11.5%
Operation	845,834	539,296	569,296	5.6%
Capital	22,313	200	200	0.0%
Total	<u>\$ 2,576,533</u>	<u>\$ 2,013,011</u>	<u>\$ 2,212,172</u>	<u>9.9%</u>
Personnel Complement ⁽¹⁾	9	9	10 ⁽²⁾	1

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

⁽²⁾ Added Early Voting Coordinator to assist with managing early voting duties and staff.

PERFORMANCE MEASURES

	FY21	FY22	FY23	Change 22 to 23
Efficiency Measures				
% 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

OBJECTIVES (CONTINUED)

- 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.
- To ensure all required media advertisements from Virginia General Code are 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 budget for FY23 is \$2,212,172, which represents an increase of \$199,161 or 9.9% compared to the FY22 approved budget. This increase was driven primarily by the personnel component and reflects revised salary estimates and associated benefit adjustments as well as the addition of an Early Voting Coordinator position. This position has been established to assist with managing early voting duties and staff. The operating portion of the budget saw an increase of \$30,000 or 5.6% over last year's due to a lease increase for a new voting machine storage facility. The capital component remains flat from the previous fiscal year.

DEPARTMENTAL HIGHLIGHTS

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.*

An election resource not included in the budget 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. Their 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 2021 November General Election, 99 student pages, representing all nine County High Schools, earned 693 hours of community service working at the polling places.