



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

GENERAL
REGISTRAR/DIRECTOR
OF ELECTIONS SALARY
AND DUTIES REPORT

Presented to the Chairmen of the
House Appropriations Committee
and Senate Finance Committee
September 1, 2019

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Introduction

The following report is the result of research undertaken by the Department of Elections (ELECT) as requested in Chapter 854 of the 2019 Acts of Assembly, Item 83 (I) wherein the General Assembly requested that,

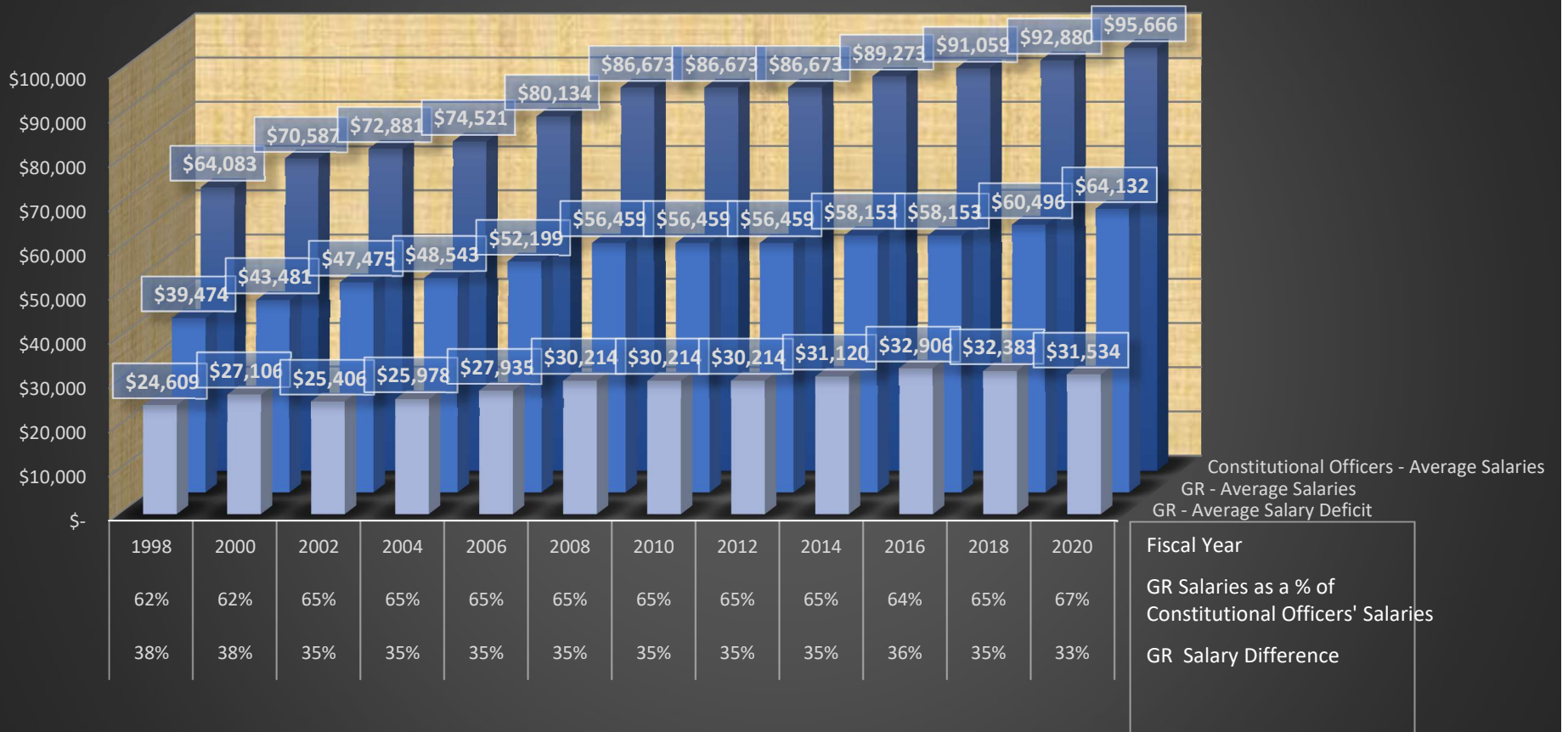
“The Department of Elections, in collaboration with the Compensation Board, shall conduct a comparison of General Registrars' salaries, in relation to other local constitutional officers' salaries, between the years 1981 and 2018. Additionally, the Department shall prepare an analysis detailing the duties and job responsibilities for general registrars. The Department shall submit this information to the Chairmen of the Senate Finance and House Appropriations Committees by September 1, 2019.”

ELECT gathered information from the staff of the Compensation Board in a series of meetings and assembled the data gathered herein. Unfortunately, the Compensation Board stated that data for compensation to constitutional officers is not reliable prior to 1996 and general registrar salary data prior to 1996 is incomplete; therefore, we were unable to compare the salaries prior to 1996. In addition, the Department looked into the changes to the roles and responsibilities of general registrars / directors of elections dating back to 1996.

Finally, included is the 2020 election calendar, which will help explain the many deadlines and duties incumbent upon election officials in preparation for a General Election as part of their roles and responsibilities.

Part I: Compensation Comparison

General Registrar/Constitutional Officer Salary Comparison 1998 - 2020



The graph on page 3 shows the average salary for constitutional officers (Treasurers, Commissioners of the Revenue, Clerks of Court, Sheriffs, and Attorneys for the Commonwealth) as compared to the average salary for general registrar, for the fiscal years 1996 to 2020 on a biennial basis¹.

The annual salary levels for each year were obtained from the Compensation Board. The average salaries are simple averages, equal to the sum of the twelve salary levels for each year shown, divided by 12. These are the amounts appropriated for salaries in each year shown by the General Assembly for each of twelve population ranges². They are base level salaries, without adjustment for certification programs.

Results:

1. **Overall General Registrar Percentages:** As portrayed in the graph, the data shows that, on average, general registrar salaries were 65% of constitutional officer salaries for the years 1998 through 2020. Accordingly, general registrars were in relation to that cohort by an average of 35% for those years.
2. As of 2020, constitutional officers' average salaries have increased by 49% in comparison to 1998 average salaries while general registrar salaries have increased by 62% in comparison to 1998 average salaries. However, the percentage has decreased only slightly, from 38% in 1998 and 33% in 2020. In dollar terms, the average difference is \$31,534 in 2020.

Population Impact

Population of Virginia, 27% increase

6,696,100 (1995)

8,517,685 (2018)

Voter registration, 87% increase

3,038,394 (1995)

5,666,962 (2018)

General registrar average salary difference has remained consistently around 65% of Constitutional officers while the population of those served by general registrar has increased 87% in comparison to population growth.

¹ Virginia operates under a two-year (biennial) budget cycle [example: The budget adopted prior to June 30, 1996 was for fiscal year 1997 (7/1/96 – 6/30/97) and fiscal year 1998 (7/1/97 – 6/30/98)]. For brevity, the years shown in this graph are the *second* year of each biennium [fiscal year 1998, 2000, 2002, etc.], from 1998 through 2020, a total span of 23-years.

² Although population ranges are not consistent between those adopted by the General Assembly for Constitutional officers, and those adopted for general registrars, the population ranges have been adjusted to be consistent for purposes of this comparison.

Constitutional Officers and Certification Supplement (e.g. Treasurers)

The annual salaries of Treasurers, elected or appointed officers who hold the combined office of City Treasurer and Commissioner of the Revenue, or elected or appointed officers who hold the combined office of County Treasurer and Commissioner of the Revenue subject to the provisions of §15.2-1608.1, Code of Virginia, shall be as hereinafter prescribed, based on the services provided, except as otherwise provided in §15.2-1636.12, Code of Virginia.

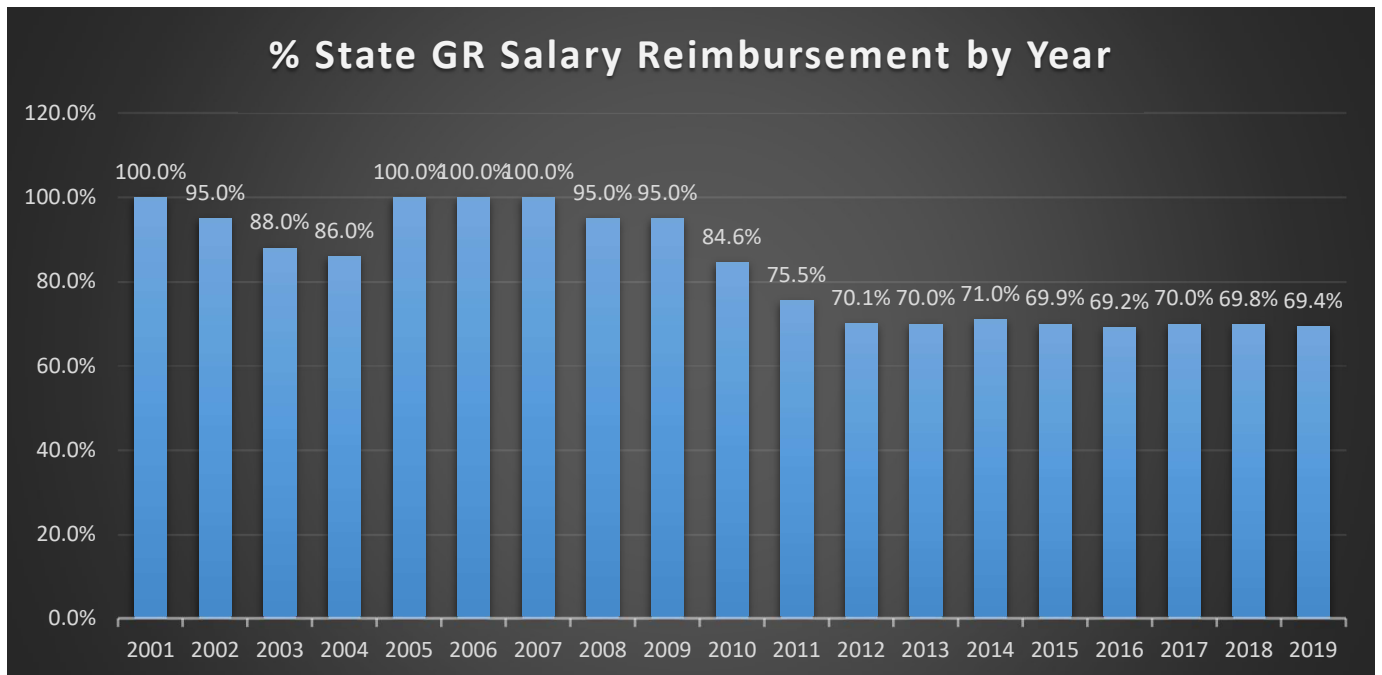
Population	Treasurer Base Salaries: July 1, 2019 - June 30, 2020	Treasurer Salaries with Certification Program: July 1, 2019 - June 30, 2020
Less than 10,000	\$64,399	\$70,388
10,000-19,999	\$71,557	\$78,212
20,000-39,999	\$79,509	\$86,903
40,000-69,999	\$88,340	\$96,556
70,000-99,999	\$98,157	\$107,286
100,000-174,999	\$109,059	\$119,201
175,000-249,999	\$114,803	\$125,480
250,000 and above	\$130,459	\$142,592

Population	GR Salaries: July 1, 2019 - June 30, 2020
0-25,000	\$47,397
25,001-50,000	\$52,080
50,001-100,000	\$57,078
100,001-150,000	\$63,789
150,001-200,000	\$69,861
200,001 and above	\$92,336

A comparison of FY 20 salaries between Treasurers and general registrars shows that the population bracket breakdowns between the two are substantially different with the Treasurers broken down into eight population brackets and general registrars broken into six population brackets. Further, Treasurers are afforded additional compensation upon receiving educational certification. Similar increases in salary are made for Commissioners of the Revenue, Clerks of Court, and Sheriffs. This salary adjustment is not offered to general registrars although general registrars are required by § 24.2-114(19) of the Code of Virginia to attend annual training conducted by ELECT. Georgia, North Carolina, Tennessee, Louisiana, and Florida are all examples of states, which have certification programs for local election officials run by the state although it is not readily apparent if certification leads to higher salaries.

General Registrar / Director of Election Locality Salary Reimbursement

Population	Locality Appropriated Salary Responsibility	Amount Actually Reimbursed to Localities by Act	Locality Responsibility
0-25,000	\$47,397	\$ (32,703.93)	\$14,693
25,001-50,000	\$52,080	\$ (35,935.20)	\$16,145
50,001-100,000	\$57,078	\$ (39,383.82)	\$17,694
100,001-150,000	\$63,789	\$ (44,014.41)	\$19,775
150,001-200,000	\$69,861	\$ (48,204.09)	\$21,657
200,001 and above	\$92,336	\$ (63,711.84)	\$28,624



In comparing salaries of general registrars and those of Constitutional officers, it is noted that the Code of Virginia states in § 15.2, Subtitle II, Chapter 16, that the salaries of each officer is fixed by the Appropriations Act and is not subject to reductions from the state. No such protection exists for general registrars in statute, but § 24.2-111 does require the locality to pay the full amount even if the state does not reimburse fully. The locality reimbursement amount is determined by the Appropriation Act, but is often less than the required salary amount. In reviewing records provided by York County, it was

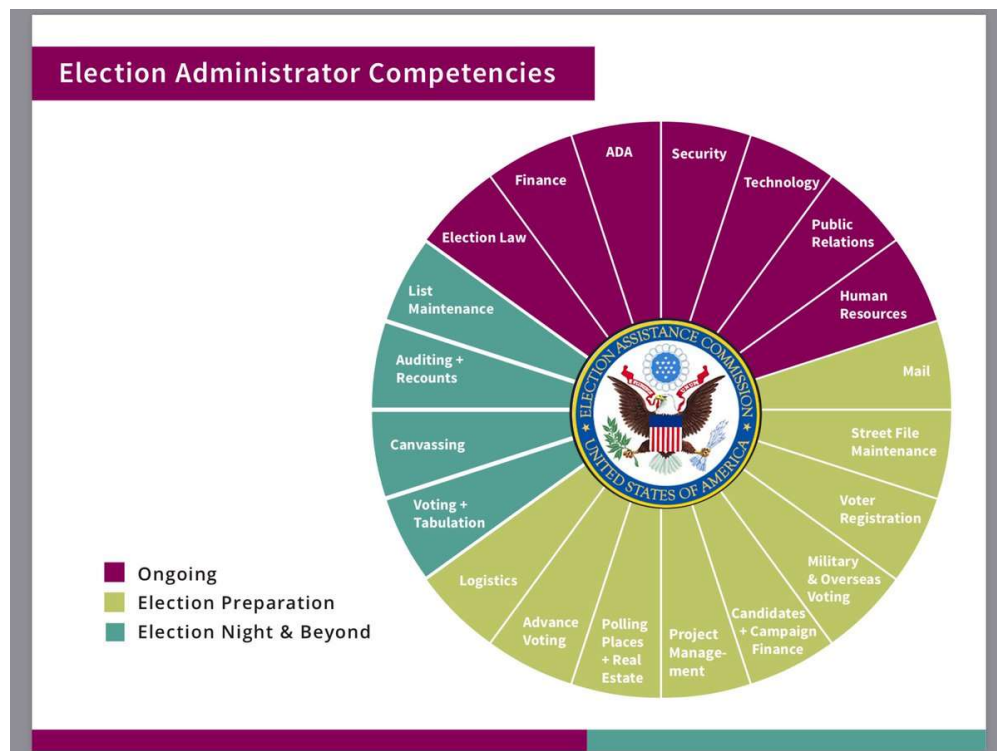
determined that localities have only received 100% reimbursement from the state in three years since 2002.

Part II: Review of Duties

The job duties of general registrars have changed significantly especially since the presidential election in 1996; however, the Code of Virginia has not accurately reflected the change to those duties. While it is not necessary for these duties to be codified, it is important to recognize these significant changes. Below we discuss current job duties as well as significant changes to those duties since 1996.

All 133 general registrars are considered department heads within their respective localities, and carry the requisite local responsibilities of human resources, office manager, and IT professional. Each general registrar carries local budget, public relations, security, and training responsibilities. While the fiduciary responsibility is that of the local government, general registrars must carry out the duties mandated by the state and federal governments.

As seen by the graph below, the Election Assistance Commission (EAC) has recognized in this wheel the vast array of duties required by an election administrator.



Source: Election Assistance Commission

(https://www.eac.gov/assets/1/6/electionofficials_wheel.jpg)

Arlington County Job Description

Another source we can use to examine job duties are job advertisements for open general registrar positions. The following is the published job description for Arlington County seeking a general registrar in 2019.

Position Information

This is a four-year term position appointed by the Electoral Board with a starting date of July 1, 2019 and an end date of June 30, 2023.

The Arlington County [Electoral Board](#) is seeking a Director of Elections/General

Registrar to provide professional and technical leadership to the Office of Elections and manage the planning, overseeing, and administering of elections in Arlington County. The Director is responsible for ensuring the necessary resources are acquired and in place to maintain the list of registered voters and assure elections are well-prepared and conducted in an accurate, efficient, and transparent manner.

Specific duties and responsibilities include:

- Planning, developing, coordinating, and directing the activities of the Office of Elections, including voter registration; candidate processing and filing; pre-election and Election Day voting; ballot design; equipment programming and testing; poll worker recruitment and training; and voter outreach efforts.
- Preparing and continuously evaluating the department's strategic goals and equipment security plan.
- Supervising permanent and temporary staff of up to 50 individuals, including recruitment, training, scheduling and work assignment, implementation of policies and procedures, performance evaluation, and conflict resolution.
- Coordinating the administrative processes with the deputy registrar, including but not limited to, budget development and monitoring, County administrative and personnel policies, and technology resources.
- Consulting and coordinating with County Attorney and Commonwealth's Attorney as needed on legal issues.
- Analyzing departmental performance and usage data to make informed projections about future needs, including staffing, space requirements, equipment, and supplies.
- Providing guidance and technical support to candidates seeking election to local offices, and certifying eligible candidates for elections, including reviewing qualifications and processing of petitions.
- Managing communication tools including web page, social media, and outreach materials, and ensuring information is accurate and timely.
- Monitoring legislation introduced at the state and federal levels related to elections and election administration, and providing advice and expertise to legislators as needed.
- Serving the community and professional organizations as a subject matter expert on elections and election administration; and representing the County at regional, state, and national workshops and conferences.

This Director must be self-directed and will have no direct immediate supervisor but will report to and seek guidance from the Arlington County Electoral Board. Additionally, the incumbent will receive guidance and advice from the Virginia Department of Elections as well as from various County departments and is responsible for keeping the Board informed of all relevant matters pertaining to the smooth operation of the department.

Selection Criteria

The successful candidate will have a combination of education and experience equivalent to a Bachelor's Degree in Public Administration, Management, Business Administration, Communications, or related area and significant professional experience working in state or local government administration, preferably in voter registration and election administration, with at least two years in a supervisory position. Certified professional election official a plus.

Preference will be given to Certified Professional Election Officials and candidates with a Master's Degree.

Key characteristics of the ideal candidate include:

- Knowledge of laws, principles, and practices of election administration and voter registration, specifically in Virginia.
- Knowledge of and experience in management and the utilization of supervision principles, concepts, and techniques; local government budgeting processes; policy formation, implementation, and evaluation; and security best practices, including both physical and cybersecurity. Knowledge of Arlington County policies, procedures, and processes a plus.
- Strong leadership skills, including negotiation, communication both within and outside of the department, change management, and process reengineering.
- Proficiency utilizing available technologies to improve and enhance current processes, and to use initiative and innovation to explore emerging technologies.
- Ability to establish effective policies and procedures; make formal presentations and present information clearly and concisely verbally and in writing; and interpret laws, regulations, policies, and procedures; and make appropriate decisions accordingly.
- Ability to exercise tact and courtesy, and to work under pressure and adapt to rapidly changing circumstances.
- Ability to establish and maintain effective working relationships with county, state, federal, media, non-profit, community, private, and other related entities.
- Certified Election and Registration Associate and/or Virginia Registered Election Official preferred.

Special Requirements

Please provide a cover letter addressing how your education, experience and training meets the requirements under selection criteria highlighting your accomplishments in these areas. Please use the space provided in the Supplemental Questions section of the online application for your cover letter or attach it to your online application.

Must be a registered voter in Arlington County at time of appointment and eligible to become a Virginia Notary Public.

Completion of the Commonwealth of Virginia Statement of Economic Interest form will be required of the successful candidate. Pursuant to Section 27-9 of the Arlington County code, this position requires the completion of "Statement of Economic Interest" (Financial Disclosure) form upon acceptance of employment and annually thereafter.

Additional Information

The employee must have the ability to lift light and occasionally heavier objects of up to approximately 20 pounds.

This is a 40-hour per week position with the incumbent being required to work additional hours leading up to and including Election Days, including some evenings and weekends.

Timeline of Expansion of Job Duties

Below is a timeline of significant additions to GR duties/responsibilities since 1996 and broken up between significant changes to election administration between each presidential election (headings include number of registered voters at time of election and number of absentee ballots cast in the election):

1996: 3,322,740 registered voters, 116,606 absentee Ballots cast

- 1996 National Voter Registration Act (NVRA) is implemented in Virginia requiring:
 - DMV to offer voter registration
 - Previous to NVRA all registrations were required to be in-person before the GR
 - Resulted in significant increase in voter registrations and also an increase in denials as notifications had to be sent to the applicant
 - Required voter registration be offered through various state agencies (e.g. Social Services)
 - Allowed 3rd party groups to conduct registration drives
 - Prior to NVRA implementation, the law disallowed third party voter drives
- 1997-98 Windows based Virginia Voter Registration System 2 (VVRS 2) is introduced on a trial basis into a few offices. This expanded the need for localities to train staff in computerization.
- 1999-00 after \$2.3 million expended, VVRS 2 abandoned

2000: 4,073,644 registered voters, 150,414 absentee ballots cast

- 2002 Help America Vote Act (HAVA), address confirmation ID's required, provisional ballots, required Election offices to expand training of Election officials and staff. (Pub. L. 107–252)

2004: 4,517,980 registered voters, 222,059 absentee ballots cast

- 2004 required disposal of Mechanical Voting Machines. HAVA replaces with Accessible Direct Recording Electronic (DRE) voting machines and optical scan. Due to DRE use, absentee voting for all practical purposes now the responsibility of Registrar's office. Re-training and staff time for the new equipment
- 2004 Code mandates annual training attendance for Registrars and Board members without stipend or reimbursement. Acts 2004 c. 410
- 2005 GR evaluations by Electoral Boards. Acts 2004 cc.27, 391
- February 2007 - VVRS abandoned, replaced by Virginia Election Registration Information System (VERIS)

2008: 5,034,660 registered voters, 506,672 absentee ballots cast

- 2008 Registration deadline decreased from 29 to 21 days, further compressing poll book and Election preparation time. §24.2-416 Acts 2008 c. 424
- 2009 MOVE Act, significantly expands UOCAVA, created on-going Absentee applicants, increased eligibility of overseas voters. Pub. L. 111–84
- 2009, Acts of Assembly expanded absentee Voting for all elections to 45 days, previously May, Primary, and special Elections had a 30-day absentee period. Overlapping absentee periods for multiple election years. 2009 c.522 §24.2-612
- 2008-10 Appropriation reductions for SBE caused the Registrar offices to become responsible for Poll Books through VERIS. Previous paper poll books were printed at the State level, then shipped. 2009 First State Board Agency Regulations, currently 9 chapters, continual updates to policies and procedures, VAC 20

2012: 5,428,833 registered voters, 447,907 absentee ballots cast

- 2013 On-Line voter registration “Citizen Portal”. Additional avenue of Voter registration, further expanded the in-office duty of registrar and staff as new and updated registrations expand.
- 2013 Online public portal increases by mail Absentee Ballot usage affecting postal budgets across the Commonwealth. Acts 2013, c 520
- 2013 Felon clemency expedited, Additional look-up time for registrars and staff members to assure applicants had indeed achieved Clemency
- 2013 Required training for 3rd party registration groups. Local Offices are responsible for training of 3rd party groups as well as ELECT. Increases amount of time and responsibilities, often outside of regular office hours. Acts c. 465
- 2014 Photo ID implemented, further expansion of training of Officers of Election and Election day procedures, ID provisional ballots increase after election canvass procedures. Acts 2013 cc. 725, 746
- 2014 with the Photo ID requirement, in office photography stations required office rehab for many localities as well as staff training and resources for all
- 2014 §24.2 now 345 individual sections in 377 pages
- 2015 §24.2 mandates absentee voting (Chapter 700) and Campaign Finance Chapter (900) as duties of the general registrar. Formerly Electoral Board. Significantly increased in-office responsibilities of campaign finance acceptance and execution, this responsibility is solely that of the GR. Acts of assembly 2015 c. 645 (HB 1455 and SB1092)
- Reflecting the reality of the elections offices, the GR is now responsible for all absentee voting preparation and execution
- 2016 HB30 Appropriations Act; removes reference to “part-time” general registrars, all localities are now full time. The General Assembly recognized that a professional elections office must be available to all citizens equally

2016: 5,529,742 registered voters, 496,452 absentee ballots cast

- 2016 Ballot order determination for independent candidates and more complex petition checking regulations. Petition requirements have continued to change and entry methods for the accurate review of candidate petitions have expanded, resulting in a much longer review and process times. Acts 2016 c.493
- 2016 ELECT ceases printing of election materials. Localities must now provide almost all of the supplies for Election Day resulting in an unfunded mandate to localities, but also huge personnel, time and fiscal burden on local offices
- 2016 Increased focus on Cyber-security and training, further expanding staff training and responsibilities for the protection of not only VERIS, but all local systems as well.
- 2018: Post-election “risk limiting” post-election audits required. Acts 2017 c. 367

November 2018 Election Day turnout was 3,374,382 voters. More than 1 million more voters cast a ballot in 2018 than were REGISTERED in 1981. 287,763 absentee ballots cast

- 2019 §24.2 now 428 individual sections in 400 pages of language
- The GR/EB handbook is well over 400 pages in comparison to Commissioners and Treasurer handbooks, last published at 129, and 101 pages respectively

Conclusion

General registrar salaries have remained constant at around 65% of constitutional officers since 1996. The review does not consider if constitutional officers' job duties have expanded during the report's time period; however, the review did consider general registrar job duties. It is clear that general registrar job duties have increased substantially since 1996, but more evident is that registered voters have increased 87% since 1996 while actual state population has only increased 27% during the same period. Further, state reimbursement of general registrar salaries have not been consistently reimbursed at 100% since 2002 creating a funding gap for localities which further depresses their ability to supplement the general registrars' salaries.

Appendix A: 2020 Election Calendar

Included as part of the review of current duties is the Department of Elections' draft 2020 election calendar outlining all applicable deadlines for 2020 leading up to the General Election.



2020 Deadline Calendar

(for regularly scheduled March, May, June, & November elections only)

Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Mar 03, 2020	yes	Mon, 07/01/2019	Election Admin	Candidate	Start: Candidates may begin collecting petition signatures (must be filed with declaration of candidacy and petition statement).	§§ 24.2-505(D), 24.2-506, 24.2-507, 24.2-521, 24.2-522, and 24.2-545 Virginia Administrative Code 1 VAC 20-50-20 and 1 VAC 20-50-30	16	246 days prior to Primary.
Nov 03, 2020	yes	Mon, 07/01/2019	Election Admin	Party	Start: Notify the State Board of Elections of choice of primary or other method of nomination. Include any rules for participation in a primary (if applicable).	§ 24.2-545(A)	N/A	246 days prior to Primary.
Mar 03, 2020	no	Fri, 10/18/19	Election Admin	Candidate	Start: 3/3/20 Primary local office candidates for May may file the certificate of candidate qualification and statement of economic interests only. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-503(i) & 24.2-522(A)	16	This event is unique in that the May 2020 local office primary candidate's filing deadline is within calendar year 2019. Therefore, a primary candidate may file his/her certificate of candidate qualification and, if required, SOEI once s/he learns of the adoption of his/her party's primary method of nomination. As this is a party process, it is very difficult to predict the commencement date.
Mar 03, 2020	no	Fri, 10/18/19	Election Admin	ELECT	Deadline: ELECT inquires with State, County, and City Political Party Chairs on whether a direct primary has been adopted for offices elected in May 2020.	§ 24.2-509 & 24.2-516	N/A	At least 135 days prior to Primary.
May 05, 2020		Fri, 10/18/19	Election Admin	ELECT	Deadline: ELECT inquires with State, County, and City Local Party Chairs on whether a direct primary has been adopted for offices elected in May 2020.	§ 24.2-509 & 24.2-516	N/A	At least 135 days prior to the Primary.
Mar 03, 2020	no	Wed, 10/30/19	Election Admin	Party	Start: For local political party chairs to submit adoption of primary method of nomination notices (ELECT-516) to ELECT for offices elected in May 2020.	§ 24.2-516	N/A	125 days prior to Primary.
May 05, 2020		Wed, 10/30/19	Election Admin	Party	Start: Political party chairs submits notices of adoption of the primary method of nomination for office(s) elected in May 2020 to ELECT.	§ 24.2-516	N/A	Starts 125 days prior to Primary; Ends 105 days before Primary.
Mar 03, 2020	no	Tue, 11/19/19	Election Admin	Party	Deadline: For local political party chairs to submit adoption of primary method of nomination notices (ELECT-516) to ELECT for offices elected in May 2020.	§ 24.2-516	N/A	105 days prior to Primary.
May 05, 2020		Tue, 11/19/19	Election Admin	Party	Deadline: For political party chairs to submit adoption of primary method of nomination notices to ELECT for office(s) elected in May 2020.	§ 24.2-516	N/A	125 days prior to Primary; Ends 105 days before Primary.
Mar 03, 2020	no	Wed, 11/20/19	Election Admin	ELECT	ELECT issues orders calling March 2020 primary to secretary of electoral board.	§ 24.2-517	N/A	As soon as possible after the primary adoption submission window closes.
Mar 03, 2020	yes	Fri, 11/22/19	Election Admin	ELECT	100-Day Notice: ELECT publishes the election information for use with a federal write-in absentee ballot.	§ 24.2-465	N/A	At least 100 days before election (100th day is Sun., 11/24/19).
Mar 03, 2020	yes	Mon, 11/25/19	Election Admin	GR & EB	Deadline: Post ELECT's March 2020 order calling primary notice either on the county's/city's website, at least 10 public places, or have notice published at least once in a newspaper of general circulation.	§ 24.2-517	2	At least five days after ELECT issues March order calling primary.



2020 Deadline Calendar

(for regularly scheduled March, May, June, & November elections only)

Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Mar 03, 2020	no	Mon, 12/02/19	Election Admin	Candidate	Start: 3/3/20 local office primary candidates may file declaration of candidacy, petitions of qualified voter forms, and receipt showing payment of primary filing fee with appropriate party chairperson.	§ 24.2-522	N/A	Starts @ 12PM on 92nd day prior to Primary; Ends @ 5 PM on 75th day prior to the Primary.
Nov 03, 2020	yes	Wed, 12/04/19	Election Admin	Party	Deadline: 5:00 pm, Notify the State Board of Elections of choice of primary or other method of nomination. Include any rules for participation in a primary (if applicable).	§ 24.2-545(A)	N/A	90 days prior to primary.
Mar 03, 2020	yes	Thu, 12/12/19	Election Admin	Candidate	Deadline: 5:00 pm deadline for presidential primary candidates to file Petitions of Qualified Voters and Petition Statement.	§ 24.2-520, §§ 24.2-505(D), 24.2-506, 24.2-507, 24.2-521, 24.2-522, and 24.2-545 Virginia Administrative Code 1 VAC 20- 50-20 and 1 VAC 20-50-30	N/A	81 days prior to the primary.
Mar 03, 2020	yes	Thu, 12/12/19	Election Admin	Candidate	Deadline: 5:00 pm deadline for candidates to file additional party required documents. The following documents may also be required depending on your party's rules. Check with your party to know if these forms are required: List of National Convention Delegates and Alternates, Primary Filing Fee.	§ 24.2-545	N/A	81 days prior to the primary.
Mar 03, 2020	yes	Thu, 12/12/19	Election Admin	Candidate	Deadline: candidates must submit notice of withdrawal by 5pm to have their name removed from the ballot. Candidates may submit any time after December 18, but their name will not be removed from the ballot.		N/A	81 days prior to the primary.
Nov 03, 2020	yes	Fri, 12/13/2019	Election Admin	Party	Start: Party provide list of certified candidates for the presidential primary to ELECT.	§ 24.2-545(B)	N/A	81 days prior to primary.
all applicable		Sun, 12/15/19	Election Admin	GR	Deadline: GR send annual absentee application renewals	§ 24.2-703.1		December 15 set in code.
Mar 03, 2020	yes	Tue, 12/17/19	Election Admin	State Political Party Chairman	Deadline: Certifies qualified 3/3/20 presidential primary candidates to the Department of Elections.	§ 24.2-545(B)	N/A	77 days prior to the primary.
Nov 03, 2020	yes	Tue, 12/17/2019	Election Admin	Party	Deadline: 5:00 pm, Party provide list of certified candidates for the presidential primary to ELECT.	§ 24.2-545(B)	N/A	77 days prior to primary.
Mar 03, 2020	yes	Wed, 12/18/19	Election Admin	SBE	State Board meets to determine 3/3/2020 presidential primary candidate's ballot order.	§ 24.2-545(C)	N/A	76 days prior to the primary.
Mar 03, 2020	no	Thu, 12/19/19	Election Admin	Candidate	Deadline: 3/3/20 local office primary candidate pays 2% primary filing fee with treasurer's/director of finance's office of candidate's city of residence.	§ 24.2-524	N/A	Starts after primary method of nomination adopted; Ends on the 75th day prior to the Primary.
Mar 03, 2020	no	Thu, 12/19/19	Election Admin	Candidate	Deadline: 3/3/20 local office primary candidate must file declaration of candidacy, petitions of qualified voter forms, and receipt showing payment of primary filing fee with appropriate party chairperson.	§ 24.2-522	N/A	Starts @ 12PM on 92nd day prior to Primary; Ends @ 5 PM on 75th day prior to the Primary.



2020 Deadline Calendar

(for regularly scheduled March, May, June, & November elections only)

Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Mar 03, 2020	no	Thu, 12/19/19	Election Admin	Candidate	Deadline: 3/3/20 local office primary candidate files certificate of candidate qualification and, if applicable, statement of economic interests. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-503 & 24.2-507	16	After adoption of primary method notification to ELECT; no later than 5:00 pm on the seventy-fifth day before the primary.
Mar 03, 2020	no	Fri, 12/20/19	Election Admin	GR	Reminder: GR to confirm 1) all 3/3/20 local office primary candidate filings have been submitted, reviewed, are complete and accurate, and have been processed, and 2) all candidate records in VERIS have been set up, fully processed, and accurate. Note: Ensuring VERIS is completely up to date satisfies the reporting requirements in §§ 24.2-505 & 24.2-612 (Candidate lists to ELECT).	§ 24.2-505 & 24.2-612	16	Immediately after candidate filing window closes.
Mar 03, 2020	yes	Fri, 12/20/19	Election Admin	Party	RARE EVENT - Start: Office vacancy occurs and party chair submits adoption of the 3/3/20 primary method of nomination to ELECT.	§ 24.2-536	N/A	Starts: Less than 75 days prior to Primary; Ends 46 days prior to Primary.
Mar 03, 2020	no	Tue, 12/24/19	Election Admin	Party	Deadline: Political party certification of 3/3/20 qualified local primary candidates with date, time of filing, and that a minimum number of petition signatures were found for each. If only one member of the party qualifies, they are designated as the party's nominee	§ 24.2-526 & 24.2-527	N/A	Not less than 70 days before the primary.
Mar 03, 2020	no	Thu, 12/26/19	Election Admin	EB	Reminder: Local Electoral Board perform ballot order drawings for simultaneous 3/3/20 local primary candidate filings.	§ 24.2-529	2	68 days prior to primary (69th day is Christmas).
Mar 03, 2020	no	Thu, 12/26/19	Election Admin	ELECT	ELECT staff to provide ELECT Commissioner report of 3/3/20 local candidates that did not file their SBE-501 and/or SOEI by the deadline. ELECT Commissioner to determine if a 10 day extension on the filing deadline is warranted.	§ 24.2-503	16	ASAP after the Candidate filing deadline.
Mar 03, 2020	no	Thu, 12/26/19	Election Admin	GR	Reminder: GR to confirm 1) all party filings have been submitted, reviewed, complete, accurate, and all have been processed, 2) all candidate records in VERIS have been set up, complete, and accurate, 3) unopposed candidate records are copied over to the May election in VERIS. Reminder: Ensuring VERIS is completely up to date satisfies the reporting requirements in §§ 24.2-505 & 24.2-612 (Candidate lists to ELECT).	§ 24.2-505 & 24.2-612	16	Immediately after political party filing window closes.
Mar 03, 2020	yes	Thu, 01/02/20	Election Admin	GR	Reminder: Testing of absentee voting equipment must be done prior to absentee voting commencement. Notice of testing date must be given to local party chair(s) holding the primary. A specific date for giving notice is not set in Code.	§ 24.2-632 & 24.2-633	4 & 10	Prior to start of AB voting.
May 05, 2020		Thu, 01/02/20	Election Admin	Candidate	Start: Candidates for May may file ballot access documents with GR.	§ 24.2-506 and SBE Policy 2010-003	16	After January 1st; by first Tuesday in March @ 7 PM.
Jun 09, 2020		Thu, 01/02/20	Election Admin	Candidate	Start: Primary candidates for November may file the certificate of candidate qualification and statement of economic interests only. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-503 and SBE Policy 2010-003	16	After January 1st; by no later than 5:00 pm on the seventy-fifth day before the primary.



2020 Deadline Calendar

(for regularly scheduled March, May, June, & November elections only)

Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Nov 03, 2020		Thu, 01/02/20	Election Admin	Candidate	Start: Independent, political party, and 3rd party candidates for November may file ballot access documents with GR.	§ 24.2-506, 24.2-521, and SBE Policy 2010-003	16	After January 1st; by second Tuesday in June @ 7 pm., or, 81 days before Nov in certain Special Elections.
Mar 03, 2020	no	Fri, 01/03/20	Election Admin	EB	Deadline: EB sends notice to treasurer or director of finance to return primary filing fee(s) for unopposed, disqualified, or withdrawn 3/3/20 local primary candidates. Any candidate that withdraws after the Party Chair certifies the nominee(s) is not due a refund.	§ 24.2-524	2	Starts on 74th day prior to Primary; Ends on 60th day prior to Primary.
Mar 03, 2020	yes	Fri, 01/03/20	Election Admin	GR	Reminder: Absentee voting equipment custodian(s) must be appointed prior to testing absentee voting equipment.	§ 24.2-632	4 & 10	Best Practice: Appointment made at least two weeks prior to the start of absentee voting.
Mar 03, 2020	no	Wed, 01/08/20	Election Admin	GR	No special election between this date and the March primary election.	§ 24.2-682	N/A	55 days prior to the March Primary.
Nov 03, 2020		Wed, 01/15/20	Campaign Finance	Candidate & Referendum Committees	Campaign finance reports due for period ending December 31, 2019 (All candidates - election year and non-election year)	§ 24.2-947.6 & 24.2-951.4	17	All candidates and referendum committees with open campaign finance accounts must file disclosing all activity covering the period from the last report through December 31, 2019.
Qtr Report		Wed, 01/15/20	Campaign Finance	PAC & Parties	Campaign finance reports due for filing period ending December 31, 2019	§ 24.2-949.6 & 24.2-950.6	17	Political Action and Party committees must file disclosing all activity covering the period from the last report through December 31, 2019.
Mar 03, 2020	yes	Thu, 01/16/20	Election Admin	ELECT	ELECT to send absentee ballot readiness survey to GR. Reminder: Survey includes AB and L&A certification; GR's response due by deadline established in the communication.	§ 24.2-612 & DOJ Consent decree	7	45 days prior to primary.
Mar 03, 2020	yes	Thu, 01/16/20	Election Admin	GR	Deadline: Testing of absentee voting equipment must be done prior to absentee voting commencement. Reminder: ELECT will send a survey about testing absentee voting equipment. GR must respond by deadline established in the communication.	§ 24.2-632 & 24.2-633	4 & 10	Prior to AB voting.
Mar 03, 2020	yes	Thu, 01/16/20	Election Admin	Voter	Thursday, 1/16/20 (Friday, 1/17/20 is a state holiday) if GR office is not open on Saturday, 1/18/20 - Starts absentee voting for the March primary.	§ 24.2-612	7	At least 45 days before the election.
Mar 03, 2020	yes	Fri, 01/17/20	Election Admin	Party	RARE EVENT - Deadline: Office vacancy occurs and party chair submits adoption of the 3/3/20 primary method of nomination to ELECT.	§ 24.2-536	N/A	Starts: Less than 75 days prior to Primary; Ends 46 days prior to Primary.
Mar 03, 2020	yes	Sat, 01/18/20	Election Admin	GR	(Thur, 1/16/20 if GR office is not open on Sat., 1/18/20) GR must respond to ELECT's Absentee Ballot Readiness Survey.	§ 24.2-612 & DOJ Consent decree	7	45 days prior to primary.
Mar 03, 2020	no	Sat, 01/18/20	Election Admin	Party	RARE EVENT - Deadline: Unopposed primary nominee dies, withdraws, or has nomination set aside for any reason. Political party permitted to re-open primary filing window to interested replacement candidates.	§ 24.2-537	N/A	Starts: After unopposed primary nominee is certified by party; ends 45 days prior to Primary.
Mar 03, 2020	no	Tue, 01/21/20	Election Admin	Party	RARE EVENT - Deadline: Office vacancy occurs and party chair submits adoption of the primary method of nomination to ELECT.	§ 24.2-536	N/A	Starts: Less than 75 days prior to Primary; Ends 46 days prior to Primary. The 46th day prior to the primary is a state holiday. The next day that isn't a weekend or holiday is Tuesday, January 21, 2020 (§ 1-210).



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(for regularly scheduled March, May, June, & November elections only)

Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Mar 03, 2020	yes	Fri, 01/24/20	Election Admin	GR	Reminder: Notice must be given to local party chair(s) affiliated with the presidential primary and, if applicable, the local primary candidates about testing election day voting equipment. The specific date is not set in Code.	§ 24.2-633	4 & 10	Prior to testing voting equipment. Specific date not set in code.
May 05, 2020		Fri, 01/24/20	Election Admin	ELECT	100-Day Notice: ELECT publishes the election information for use with a federal write-in absentee ballot.	§ 24.2-465	N/A	At least 100 days before election (100th day is Sun, 1/26/2020).
Nov 03, 2020		Fri, 01/24/20	Election Admin	ELECT	Deadline: ELECT inquires with State, County, and City Political Party Chairs on whether a direct primary has been adopted for offices elected in November.	§ 24.2-509 & 24.2-516	N/A	At least 135 days prior to the primary.
Mar 03, 2020	no	Mon, 01/27/20	Election Admin	Candidate	RARE EVENT - only applies to circumstances outlined in § 24.2-537. Deadline: Candidate must file certificate of candidate qualification and statement of economic interests with GR's office in the locality in which the candidate resides. Candidate must also file declaration of candidacy and petitions of qualified voters with appropriate party chair. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-537	N/A	36 days prior to the primary.
Mar 03, 2020	no	Mon, 01/27/20	Election Admin	Candidate	RARE EVENT - only applies to circumstances outlined in § 24.2-536. Deadline: Candidate must file certificate of candidate qualification and statement of economic interests with GR's office in the locality in which the candidate resides. Candidate must also file declaration of candidacy and petitions of qualified voters with appropriate party chair. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-536	N/A	36 days prior to the primary.
Mar 03, 2020	yes	Mon, 01/27/20	Election Admin	GR & EB	Reminder: New officers of election and officers starting a new term must receive training before the first election in which they will be serving as an officer of election. Note: The Code does not specify an exact number of days prior to an officer's first election date in this matter. Also, EB shall certify to ELECT all the newly trained officers. Certification to ELECT must include dates each officer completed training.	§ 24.2-115 & 24.2-115.2 & ELECT Policy 2010-002	1-5, 10, 12, & 13	Appropriate time or times before each election.
Mar 03, 2020	yes	Fri, 01/31/20	Election Admin	GR	Deadline: Election Day voting equipment custodian(s) must be appointed prior to testing election day voting equipment.	§ 24.2-632	4	At least 30 days prior to primary. (30th day is Sun, 2/2/20)
Mar 03, 2020	yes	Fri, 01/31/20	Election Admin	GR	Deadline: GR to give notice of date, hours, and locations for final day of voter registration.	§ 24.2-415	1, 6, & 10	At least 10 days prior to registration deadline.
Mar 03, 2020	yes	Mon, 02/03/20	Election Admin	GR & EB	Start: First day local electoral boards can train Chief and Deputy Chief officers of election.	§ 24.2-115	1 & 13	Not less than 3 nor more than 30 days before each election.
May 05, 2020		Mon, 02/03/20	Election Admin	Clerk & GR	Reminder: GR sends email to appropriate local governing body clerk requesting confirmation that annual statements of economic interests filings were made for offices up for election in May.	§ 24.2-502	16	Annual SOEIs are due on or before February 1st.



2020 Deadline Calendar

(for regularly scheduled March, May, June, & November elections only)

Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Nov 03, 2020		Mon, 02/03/20	Election Admin	Clerk & GR	Reminder: GR sends email to appropriate local governing body clerk requesting confirmation that annual statements of economic interests filings were made for offices up for election in May.	§ 24.2-502	16	Annual SOEIs are due on or before February 1st.
May 05, 2020		Wed, 02/05/20	Election Admin	Court	Deadline: Special elections for vacancies occurring after this date cannot be ordered to occur at the May general election.	§ 24.2-226	N/A	Not allowed within 90 days of the next such general election.
Nov 03, 2020		Wed, 02/05/20	Election Admin	Party	Start: Political party chairs submit notices of adoption of the primary method of nomination for office(s) elected in November to ELECT.	§ 24.2-516	N/A	125 days prior to Primary; Ends 105 days before Primary.
Mar 03, 2020	yes	Mon, 02/10/20	Election Admin	Voter	Deadline: Last day to register to vote for the March primary.	§ 24.2-416, 24.2-419, & 24.2-420.1	1, 6, & 7	22 days before election. In person and by mail: 5:00 pm. Online: 11:59 pm.
Mar 03, 2020	yes	Tue, 02/11/20	Election Admin	GR	Close of Books: voter records cannot be changed and no one (except UOCAVA - military only, not overseas citizens) can be registered to vote until after the election.	§ 24.2-416, 24.2-419, & 24.2-420.1	1, 6, & 7	21 days before election; reopens the day after the election.
May 05, 2020		Fri, 02/14/20	Election Admin	Court	Deadline: Last day a writ for a referendum may be issued.	§ 24.2-682	N/A	At least 81 days before election.
Mar 03, 2020	yes	Mon, 02/17/20	Election Admin	GR	Reminder: Testing of Election Day voting equipment must be done prior to election day. Notice of testing date must be given to local party chairs affiliated with the presidential primary and, if applicable, local primary candidates. A specific date for giving notice is not set in Code.	§ 24.2-632 & 24.2-633	4 & 10	Prior to election.
Mar 03, 2020	yes	Tue, 02/25/20	Election Admin	Voter	Deadline: Last day to apply via online, fax, or mail for an absentee ballot.	§ 24.2-701	7	No later than 5:00 pm on the 7th day prior to election.
Nov 03, 2020		Tue, 02/25/20	Election Admin	Party	Deadline: For political party chairs to submit adoption of primary method of nomination notices to ELECT for office(s) elected in November.	§ 24.2-516	N/A	125 days prior to Primary; Ends 105 days before Primary.
Jun 09, 2020		Wed, 02/26/20	Election Admin	Candidate	Start: Primary candidate pays 2% primary filing fee with treasurer's/director of finance's office of candidate's county or city of residence.	§ 24.2-524	N/A	Starts after primary method of nomination adopted; Ends on the 75th day prior to the Primary.
Jun 09, 2020		Wed, 02/26/20	Election Admin	ELECT	ELECT issues orders calling June primary to secretary of local electoral boards.	§ 24.2-517	N/A	As soon as possible after the primary adoption submission window closes.
Jun 09, 2020		Fri, 02/28/20	Election Admin	ELECT	100-Day Notice: ELECT publishes the election information for use with a federal write-in absentee ballot.	§ 24.2-465	N/A	At least 100 days before election (100th day is Sun, 3/3/2019).
Mar 03, 2020	yes	Sat, 02/29/20	Election Admin	GR	GR's office open a minimum of eight hours between 8 am - 5 pm for in-person absentee voting.	§ 24.2-701	7	Saturday before election.
Mar 03, 2020	yes	Sat, 02/29/20	Election Admin	GR & EB	Deadline: Last day for local electoral boards to train Chief and Deputy Chief officers of election.	§ 24.2-115	1 & 13	Not less than 3 nor more than 30 days before each election.
Mar 03, 2020	yes	Sat, 02/29/20	Election Admin	Voter	Deadline: Last day a voter can request a replacement absentee ballot. (Certain restrictions apply.)	§ 24.2-703.2	7	GR office close of business on the Saturday before the election.
Mar 03, 2020	yes	Sat, 02/29/20	Election Admin	Voter	Deadline: Last day to apply in person for an absentee ballot. Application must be completed at the GR office.	§ 24.2-701	7	Not less than 3 days prior to election.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Mar 03, 2020	yes	Mon, 03/02/20	Election Admin	GR	Deadline: Testing of Election Day voting equipment must be done prior to election day. Reminder: ELECT will send a survey about testing Election Day voting equipment. GR must respond by the deadline established in the communication.	§ 24.2-632 & 24.2-633	4 & 10	Prior to Election Day.
Mar 03, 2020	yes	Mon, 03/02/20	Election Admin	Voter	Deadline: Last day a voter can request an emergency absentee ballot. (Certain restrictions apply.)	§ 24.2-705, 24.2-705.1, & 24.2-705.2	7	Prior to 2:00 pm on the day preceding the election.
Jun 09, 2020		Mon, 03/02/20	Election Admin	GR & EB	Deadline: Post ELECT's June order calling primary notice either on the county's/city's website, at least 10 public places, or have notice published at least once in a newspaper of general circulation.	§ 24.2-517	2	At least five days after ELECT issues June order calling primary.
Mar 03, 2020	yes	Tue, 03/03/20	Election Admin	All	ELECTION DAY	§ 24.2-515	11	First Tuesday in March.
May 05, 2020		Tue, 03/03/20	Election Admin	Candidate	Deadline: Independent candidates for May must file ballot access documents with GR.	§ 24.2-507	1 & 16	After January 1st; by first Tuesday in March @ 7 PM.
Mar 03, 2020	yes	Wed, 03/04/20	Election Admin	EB	Start: Local election results certification (provisional ballot meeting and canvass).	§ 24.2-653 & 24.2-671	13 & 14	Meet the day following the election at or before 5:00 pm; may adjourn as needed, not to exceed 7 days from the election.
May 05, 2020		Wed, 03/04/20	Election Admin	ELECT	ELECT staff to provide ELECT Commissioner report of Candidates that did not file their SBE-501 and/or SOEI by the deadline. ELECT Commissioner to determine if a 10 day extension on the filing deadline is warranted.	§ 24.2-503	16	ASAP after the Candidate filing deadline.
May 05, 2020		Wed, 03/04/20	Election Admin	GR	Reminder: Testing of absentee voting equipment must be done prior to absentee voting commencement. Notice of testing date must be given to local political party chair, if applicable, and local independent candidates. A specific date for giving notice is not set in Code.	§ 24.2-632 & 24.2-633	4 & 10	Best Practice: Notice sent at least two weeks prior to the start of absentee voting.
May 05, 2020		Wed, 03/04/20	Election Admin	GR	GR to notify disqualified 5/5/20 candidates in writing via email or mail of their disqualification and the reason they failed to qualify. If candidate filing deadline is extended, this will be done after the new deadline date.	§ 24.2-612	16	Immediately after filing deadline passes.
May 05, 2020		Wed, 03/04/20	Election Admin	GR	Reminder: GR to confirm 1) all Candidate filings have been submitted, reviewed, are complete and accurate, and have been processed, and 2) all Candidate records in VERIS have been set up and are complete and accurate. Reminder: § 24.2-613 was amended in 2018 to change the meaning of "time of filing". This must be taken into account when entering "time of filing" in VERIS. Note: Ensuring VERIS is completely up to date satisfies the reporting requirements in § 24.2-505 & 24.2-612 (Candidate lists to ELECT).	§ 24.2-505 & 24.2-612	16	Immediately after Candidate filing window closes.
May 05, 2020		Thu, 03/05/20	Election Admin	GR	Reminder: Absentee voting equipment custodian(s) must be appointed prior to testing absentee voting equipment.	§ 24.2-632	4 & 10	Best Practice: Appointment made at least two weeks prior to the start of absentee voting.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Mar 03, 2020	yes	Fri, 03/06/20	Election Admin	Voter	Deadline: Provisional No ID voter must provide a copy of acceptable photo ID via fax, email, mail, or in person to GR or local EB.	§ 24.2-643 & 24.2-653	13	Election Day through noon on the third day after the election.
May 05, 2020		Fri, 03/06/20	Election Admin	Candidate	Potential Start (actual start may be different): If Candidate filing extension granted, 10 day extension for Candidates to file their SBE-501 and SOEI. Review appropriate Candidate Bulletin for who files where.	§ 24.2-503	16	10 days after date written notice of extension was sent (e.g. 3/6/20 to 3/16/20).
May 05, 2020		Fri, 03/06/20	Election Admin	Candidate	Reminder: Disqualified 5/5/2020 candidates may appeal their disqualification if it was due to the candidate's filed petition not containing the minimum number of signatures of qualified voters for the office sought.	§ 24.2-506	16	Within 5 days from issuance of notification.
Mar 03, 2020	yes	Mon, 03/09/20	Election Admin	EB	Deadline: Local EB sends ELECT certified copies of Abstract of Votes.	§ 24.2-532 & 24.2-675	14	Within six days after any state primary election.
Jun 09, 2020		Mon, 03/09/20	Election Admin	Candidate	Start: Primary candidates may file declaration of candidacy, petitions of qualified voter forms, and receipt showing payment of primary filing fee with appropriate party chairperson.	§ 24.2-522	N/A	Starts @ 12PM on 92nd day prior to Primary; Ends @ 5 PM on 75th day prior to the Primary.
Mar 03, 2020	yes	Tue, 03/10/20	Election Admin	EB	Deadline: Local election results certification and provisional ballot meeting must conclude.	§ 24.2-653 & 24.2-671	13 & 14	Meet the day following the election at or before 5:00 pm; may adjourn as needed, not to exceed 7 days from the election.
Mar 03, 2020	no	Tue, 03/10/20	Election Admin	EB	RARE EVENT - Deadline: To mail local office primary abstract to the local city political party chairperson.	§ 24.2-532	14	After canvass concludes. Conclusion of canvass date will vary from locality to locality.
May 05, 2020		Wed, 03/11/20	Election Admin	GR	No special election between this date and the May general election.	§ 24.2-682	N/A	55 days prior to the May General.
Mar 03, 2020	yes	Fri, 03/13/20	Election Admin	Candidate	Reminder: Losing primary candidate may petition for a contest.	§ 24.2-808	16	10 days after election.
May 05, 2020		Mon, 03/16/20	Election Admin	Candidate	Potential Deadline (actual deadline may be different): Candidates with 10 day extension to file their SBE-501 and SOEI. Review appropriate Candidate Bulletin for who files where.	§ 24.2-503	16	10 days after date written notice of extension was sent (e.g. 3/6/20 to 3/16/20).
May 05, 2020		Mon, 03/16/20	Election Admin	GR	Reminder if Candidate filing extension granted: GR to confirm 1) all 5/5/20 Candidate filings have been submitted, reviewed, are complete and accurate, and have been processed, and 2) all Candidate records in VERIS have been set up and are complete and accurate. Reminder: § 24.2-613 was amended in 2018 to change the meaning of "time of filing". This must be taken into account when entering "time of filing" in VERIS. Note: Ensuring VERIS is completely up to date satisfies the reporting requirements in § 24.2-505 & 24.2-612 (Candidate lists to ELECT).	§ 24.2-505 & 24.2-612	16	Immediately after extended filing window closes.
Mar 03, 2020	yes	Tue, 03/17/20	Election Admin	SBE	State Board of Elections meets to certify March presidential primary election(s).	§ 24.2-534	N/A	Not later than fourteen days after the primary.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
May 05, 2020		Thu, 03/19/20	Election Admin	GR	Deadline: Testing of absentee voting equipment must be done prior to absentee voting commencement.	§ 24.2-632 & 24.2-633	4 & 10	Prior to start of AB voting.
May 05, 2020		Fri, 03/20/20	Election Admin	ELECT	ELECT to send absentee ballot readiness survey to GR. Reminder: Survey includes AB and L&A certification; GR's response due by deadline established in the communication.	§ 24.2-612 & DOJ Consent decree	7	45 days before the election.
May 05, 2020		Sat, 03/21/20	Election Admin	GR	(Fri, 3/22/19 if GR office is not open on Sat.) GR must respond to ELECT's Absentee Ballot Readiness Survey.	§ 24.2-612 & DOJ Consent decree	7	45 days before the election.
May 05, 2020		Sat, 03/21/20	Election Admin	Voter	(Fri, 3/22/19 if GR office is not open on Sat.) Start: Absentee voting begins for the May election.	§ 24.2-612	7	At least 45 days before the election.
Jun 09, 2020		Thu, 03/26/20	Election Admin	Candidate	Deadline: Primary candidate pays 2% primary filing fee with treasurer's/director of finance's office of candidate's county or city of residence.	§ 24.2-524	N/A	Starts after primary method of nomination adopted; Ends on the 75th day prior to the Primary.
Jun 09, 2020		Thu, 03/26/20	Election Admin	Candidate	Deadline: Primary candidates must file declaration of candidacy, petitions of qualified voter forms, and receipt showing payment of primary filing fee with appropriate party chairperson.	§ 24.2-522	N/A	Starts @ 12PM on 92nd day prior to Primary; Ends @ 5 PM on 75th day prior to the Primary.
Jun 09, 2020		Thu, 03/26/20	Election Admin	Candidate	Deadline: Primary candidates file certificate of candidate qualification and, if applicable, statement of economic interests. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-503 & 24.2-507	16	After January 1st; no later than 5:00 pm of the 75th day before the primary.
Mar 03, 2020	yes	Fri, 03/27/20	Election Admin	Candidate	Reminder: Losing presidential primary candidate may petition for a recount.	§ 24.2-801	16	10 days after SBE election certification. Note: Local recount submission based on local electoral board certification and not SBE certification.
Jun 09, 2020		Fri, 03/27/20	Election Admin	ELECT	ELECT staff to provide ELECT Commissioner report of Candidates that did not file their SBE-501 and/or SOEI by the deadline. ELECT Commissioner to determine if a 10 day extension on the filing deadline is warranted.	§ 24.2-503	16	ASAP after the Candidate filing deadline.
Jun 09, 2020		Fri, 03/27/20	Election Admin	GR	Reminder: GR to confirm 1) all candidate filings have been submitted, reviewed, are complete and accurate, and have been processed, and 2) all candidate records in VERIS have been set up and are complete and accurate. Note: Ensuring VERIS is completely up to date satisfies the reporting requirements in § 24.2-505 & 24.2-612 (Candidate lists to ELECT).	§ 24.2-505 & 24.2-612	16	Immediately after Candidate filing window closes.
Jun 09, 2020		Fri, 03/27/20	Election Admin	Party	RARE EVENT - Start: Office vacancy occurs and party chair submits adoption of the primary method of nomination to ELECT.	§ 24.2-536	N/A	Starts: Less than 75 days prior to Primary; Ends 46 days prior to Primary.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
May 05, 2020		Mon, 03/30/20	Election Admin	GR & EB	Reminder: New officers of election and officers starting a new term must receive training before the first election in which they will be serving as an officer of election. Note: The Code does not specify an exact number of days prior to an officer's first election date in this matter. Also, EB shall certify to ELECT all the newly trained officers. Certification to ELECT must include dates each officer completed training.	§ 24.2-115 & 24.2-115.2 & ELECT Policy 2010-002	1-5, 10, 12, & 13	Appropriate time or times before each election.
Jun 09, 2020		Tue, 03/31/20	Election Admin	Candidate	Potential Start (actual start may be different): If Candidate filing extension granted, 10 day extension for Candidates to file their SBE-501 and SOEI. Review appropriate Candidate Bulletin for who files where.	§ 24.2-503	16	10 days after date written notice of extension was sent (e.g. 3/8/19 to 3/18/19).
Jun 09, 2020		Tue, 03/31/20	Election Admin	Party	Deadline: Political party certification of qualified primary candidates with date, time of filing, and that a minimum number of petition signatures were found for each. If only one member of the party qualifies, they are designated as the party's nominee and no primary is needed.	§ 24.2-526 & 24.2-527	N/A	Not less than 70 days before the primary.
Jun 09, 2020		Wed, 04/01/20	Election Admin	ELECT & EB	Reminder: Local Electoral Board/ELECT perform ballot order drawings for simultaneous primary candidate filings.	§ 24.2-529	2	69 days prior to primary.
Jun 09, 2020		Wed, 04/01/20	Election Admin	GR	Reminder: GR to confirm 1) all party filings have been submitted, reviewed, are complete and accurate, and have been processed, 2) all candidate records in VERIS have been set up and are complete and accurate, and 3) unopposed candidate records are copied over to the November election in VERIS. Reminder: Note: Ensuring VERIS is completely up to date satisfies the reporting requirements in § 24.2-505 & 24.2-612 (Candidate lists to ELECT).	§ 24.2-505, 24.2-527 & 24.2-612	16	Immediately after political party filing window closes.
May 05, 2020		Fri, 04/03/20	Election Admin	GR	Reminder: Election Day voting equipment custodian(s) must be appointed prior to testing election day voting equipment.	§ 24.2-632	4	At least 30 days before election. (30th day is Sun, 4/5/20)
May 05, 2020		Fri, 04/03/20	Election Admin	GR	Deadline: GR to give notice of date, hours, and locations for final day of voter registration.	§ 24.2-415	1, 6, & 10	At least 10 days before the registration deadline.
May 05, 2020		Mon, 04/06/20	Election Admin	GR & EB	Start: First day local electoral boards can train Chief and Deputy Chief officers of election.	§ 24.2-115	1 & 13	Not less than 3 nor more than 30 days before each election.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Jun 09, 2020		Wed, 04/08/20	Election Admin	GR	Reminder: Testing of absentee voting equipment must be done prior to absentee voting commencement. Notice of testing date must be given to local party chairs and independent Candidates. A specific date for giving notice is not set in Code.	§ 24.2-632 & 24.2-633	4 & 10	Prior to start of AB voting.
Jun 09, 2020		Thu, 04/09/20	Election Admin	GR	Reminder: Absentee voting equipment custodian(s) must be appointed prior to testing absentee voting equipment.	§ 24.2-632	4 & 10	Best Practice: Appointment made at least two weeks prior to the start of absentee voting.
Jun 09, 2020		Fri, 04/10/20	Election Admin	Candidate	Potential Deadline (actual deadline may be different): Candidates with 10 day extension to file their SBE-501 and SOEI. Review appropriate Candidate Bulletin for who files where.	§ 24.2-503	16	10 days after date written notice of extension was sent (e.g. 3/30/20 to 4/10/20).
Jun 09, 2020		Fri, 04/10/20	Election Admin	EB	Deadline: EB sends notice to treasurer or director of finance to return primary filing fee(s) for unopposed, disqualified, or withdrawn primary candidates. Any candidate that withdraws after the Party Chair certifies the nominee(s) is not due a refund.	§ 24.2-524	2	Starts on 74th day prior to Primary; Ends on 60th day prior to Primary.
May 05, 2020		Mon, 04/13/20	Election Admin	Voter	Deadline: Last day to register to vote for the May election.	§ 24.2-416, 24.2-419, 24.2-420.1	1, 6, & 7	22 days before election. In person and by mail: 5:00 pm. Online: 11:59 pm.
May 05, 2020		Tue, 04/14/20	Election Admin	GR	Close of Books: voter records cannot be changed and no one (except UOCAVA - military only, not overseas citizens) can be registered to vote until after the election.	§ 24.2-416, 24.2-419, 24.2-420.1	1, 6, & 7	21 days before election; reopens the day after the election.
May 05, 2020		Wed, 04/15/20	Campaign Finance	Candidate & Referendum Committees	Campaign finance report due for filing period ending March 31, 2020	§ 24.2-947.7 & 24.2-951.5	17	Candidates and referendum committees must file disclosing all activity covering the period from the last report through March 31, 2019.
Jun 09, 2020		Wed, 04/15/20	Election Admin	GR	Reminder: Notice must be given to primary candidates about testing in-person absentee voting equipment. The specific date is not set in Code.	§ 24.2-633	4 & 10	Prior to testing voting equipment. Specific date not set in code.
Jun 09, 2020		Wed, 04/15/20	Election Admin	GR	No special election between this date and the June primary elections.	§ 24.2-682	N/A	55 days prior to the June Primary.
Nov 03, 2020		Wed, 04/15/20	Campaign Finance	Candidate & Referendum Committees	Campaign finance reports due for filing period ending March 31, 2020	§ 24.2-947.6 & 24.2-951.4	17	Candidates and referendum committees must file disclosing all activity covering the period from the last report through March 31, 2020.
Qtr Report		Wed, 04/15/20	Campaign Finance	PAC & Parties	Campaign finance reports due for filing period ending March 31, 2020	§ 24.2-949.6 & 24.2-950.6	17	Political Action and Party committees must file disclosing all activity covering the period from the last report through March 31, 2020.
May 05, 2020		Mon, 04/20/20	Election Admin	GR	Reminder: Testing of Election Day voting equipment must be done prior to election day. Notice of testing date must be given to local political party chair, if applicable, and local independent candidates.	§ 24.2-632 & 24.2-633	4 & 10	Prior election day. A specific date for giving notice is not set in Code.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Jun 09, 2020		Thu, 04/23/20	Election Admin	GR	Deadline: Testing of absentee voting equipment must be done prior to absentee voting commencement. Reminder: ELECT will send a survey about testing absentee voting equipment. GR must respond by the deadline established in the communication.	§ 24.2-632 & 24.2-633	4 & 10	Prior to AB voting.
Nov 03, 2020		Thu, 04/23/20	Election Admin	Party	Start: Political party nomination window for non-primary methods of nomination.	§ 24.2-510	N/A	Starts on 47 days before Primary; Ends second Tuesday in June @ 7PM.
May 05, 2020		Mon, 04/27/20	Campaign Finance	Candidates & Referendum Committees	Campaign finance reports due for filing period ending April 23, 2020	§24.2-949.6 & 24.2-950.6	17	Candidates and referendum committees must file disclosing all activity covering the period from the last report through April 23, 2020.
May 05, 2020		Fri, 04/24/20	Campaign Finance	candidate	Large pre-election contribution reporting period begins.	§ 24.2-947.9	17	Large contributions must be reported within 24 hours during the eleven days preceding election day.
Jun 09, 2020		Fri, 04/24/20	Election Admin	ELECT	ELECT to send absentee ballot readiness survey to GR. Reminder: Survey includes AB and L&A certification; GR's response due by deadline established in the communication.	§ 24.2-612 & DOJ Consent decree	7	45 days before the election.
Jun 09, 2020		Fri, 04/24/20	Election Admin	Party	RARE EVENT - Deadline: Office vacancy occurs and party chair submits adoption of the primary method of nomination to ELECT.	§ 24.2-536	N/A	Starts: Less than 75 days prior to Primary; Ends 46 days prior to Primary.
Jun 09, 2020		Sat, 04/25/20	Election Admin	GR	GR must respond to ELECT's Absentee Ballot Readiness Survey.	§ 24.2-612 & DOJ Consent decree	7	45 days before the election. 46 days if GR office is not open on Sat.
Jun 09, 2020		Sat, 04/25/20	Election Admin	Party	RARE EVENT - Deadline: Unopposed primary nominee dies, withdraws, or has nomination set aside for any reason. Political party permitted to re-open primary filing window to interested replacement Candidates.	§ 24.2-537	N/A	Starts: After unopposed primary nominee is certified by party; ends 45 days prior to Primary.
Jun 09, 2020		Sat, 04/25/20	Election Admin	Voter	(Fri, 4/24/20 if GR office is not open on Sat.) Start: Absentee voting begins for the June election.	§ 24.2-612	7	At least 45 days before the election.
May 05, 2020		Tue, 04/28/20	Election Admin	Voter	Deadline: Last day to apply via online, fax, or mail for an absentee ballot.	§ 24.2-701	7	No later than 5:00 pm on the 7th day prior to election.
May 05, 2020		Wed, 04/29/20	Campaign Finance	Candidate & Referendum Committees	Campaign finance report due for period ending April 25, 2020 for candidates and for the period ending April 26, 2020 for referendum committees.	§ 24.2-947.7 & 24.2-951.5	17	Candidates must file disclosing all activity covering the period from the last report through April 25, 2020. Referendum committees through April 26, 2020.
May 05, 2020		Sat, 05/02/20	Election Admin	GR	GR's office open a minimum of eight hours between 8 am - 5 pm for in-person absentee voting.	§ 24.2-701	7	The Saturday immediately preceding the May general election.
May 05, 2020		Sat, 05/02/20	Election Admin	GR & EB	Deadline: Last day for local electoral boards to train Chief and Deputy Chief officers of election.	§ 24.2-115	1 & 13	Not less than 3 nor more than 30 days before each election.
May 05, 2020		Sat, 05/02/20	Election Admin	Voter	Deadline: Last day a voter can request a replacement absentee ballot. (Certain restrictions apply.)	§ 24.2-703.2	7	By close of business of GR office on the Saturday before the election.
May 05, 2020		Sat, 05/02/20	Election Admin	Voter	Deadline: Last day to apply in person for an absentee ballot. Application must be completed at the GR office.	§ 24.2-701	7	Not less than 3 days prior to election.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
May 05, 2020		Mon, 05/04/20	Election Admin	GR	Deadline: Testing of Election Day voting equipment must be done prior to election day. Reminder: ELECT will send a survey about testing Election Day voting equipment. GR must respond by the deadline established in the communication.	§ 24.2-632 & 24.2-633	4 & 10	Last day before election day.
May 05, 2020		Mon, 05/04/20	Election Admin	Voter	Deadline: Last day a voter can request an emergency absentee ballot. (Certain restrictions apply.)	§ 24.2-705, 705.1, & 705.2	7	Prior to 2:00 pm on the day preceding the election.
Jun 09, 2020		Mon, 05/04/20	Election Admin	Candidate	RARE EVENT - only applies to circumstances outlined in 24.2-537. Deadline: Candidate must file certificate of candidate qualification and statement of economic interests with either ELECT or GR's office in the locality in which the candidate resides. Candidate must also file declaration of candidacy and petitions of qualified voters with appropriate party chair. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-537	N/A	36 days prior to the primary.
Jun 09, 2020		Mon, 05/04/20	Election Admin	Candidate	RARE EVENT - only applies to circumstances outlined in 24.2-536. Deadline: Candidate must file certificate of candidate qualification and statement of economic interests with either ELECT or GR's office in the locality in which the candidate resides. Candidate must also file declaration of candidacy and petitions of qualified voters with appropriate party chair. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-536	N/A	36 days prior to the primary.
Jun 09, 2020		Mon, 05/04/20	Election Admin	GR	Reminder: Notice must be given to local primary candidates about testing election day voting equipment. The specific date is not set in Code.	§ 24.2-633	4 & 10	Prior to testing voting equipment. Specific date not set in code.
Jun 09, 2020		Mon, 05/04/20	Election Admin	GR & EB	Reminder: New officers of election and officers starting a new term must receive training before the first election in which they will be serving as an officer of election. Note: The Code does not specify an exact number of days prior to an officer's first election date in this matter. Also, EB shall certify to ELECT all the newly trained officers. Certification to ELECT must include dates each officer completed training.	§ 24.2-115 & 24.2-115.2 & ELECT Policy 2010-002	1-5, 10, 12, & 13	Appropriate time or times before each election.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
May 05, 2020		Tue, 05/05/20	Election Admin	All	ELECTION DAY	§ 24.2-101	11	General election means an election held in the Commonwealth on the Tuesday after the first Monday in November or on the first Tuesday in May for the purpose of filling offices regularly scheduled by law to be filled at those times.
May 05, 2020		Wed, 05/06/20	Election Admin	EB	Start: Local election results certification (provisional ballot meeting and canvass).	§ 24.2-653 & 24.2-671	13 & 14	Meet the day following the election at or before 5:00 pm; may adjourn as needed, not to exceed 7 days from the election.
May 05, 2020		Fri, 05/08/20	Election Admin	Voter	Deadline: Provisional No ID voter must provide a copy of acceptable photo ID via fax, email, mail, or in person to GR or local EB.	§ 24.2-643 & 24.2-653	13	Election Day through noon on the third day after the election.
Jun 09, 2020		Fri, 05/08/20	Election Admin	GR	Deadline: Election Day voting equipment custodian(s) must be appointed prior to testing election day voting equipment.	§ 24.2-632	4	At least 30 days before election. (30th day is Sun, 5/10/20)
Jun 09, 2020		Fri, 05/08/20	Election Admin	GR	Deadline: GR to give notice of date, hours, and locations for final day of voter registration.	§ 24.2-415	1, 6, & 10	At least 10 days before the registration deadline.
Jun 09, 2020		Sun, 05/10/20	Election Admin	GR & EB	Start: First day local electoral boards can train Chief and Deputy Chief officers of election.	§ 24.2-115	1 & 13	Not less than 3 nor more than 30 days before each election.
May 05, 2020		Tue, 05/12/20	Election Admin	EB	Deadline: Local EB sends ELECT certified copies of Abstract of Votes.	§ 24.2-675	14	Immediately after local certification of results.
May 05, 2020		Tue, 05/12/20	Election Admin	EB	Deadline: Local election results certification and provisional ballot meeting must conclude.	§ 24.2-653 & 24.2-671	13 & 14	Meet the day following the election at or before 5:00 pm; may adjourn as needed, not to exceed 7 days from the election.
May 05, 2020		Wed, 05/13/20	Election Admin	EB	Reminder: EB shall transmit without delay certificates of election to declared winners.	§ 24.2-676	14	Immediately after local certification of results.
Jun 09, 2020		Mon, 05/18/20	Election Admin	Voter	Deadline: Last day to register to vote for the June election.	§ 24.2-416, 24.2-419, 24.2-420.1	1, 6, & 7	22 days before election. In person and by mail: 5:00 pm. Online: 11:59 pm.
Jun 09, 2020		Tue, 05/19/20	Election Admin	GR	Close of Books: voter records cannot be changed and no one (except UOCAVA - military only, not overseas citizens) can be registered to vote until after the election.	§ 24.2-416, 24.2-419, 24.2-420.1	1, 6, & 7	21 days before election; reopens the day after the election.
May 05, 2020		Fri, 05/22/20	Election Admin	Candidate	Reminder: Losing candidate may petition for a recount.	§ 24.2-801	16	10 days after EB election certification.
Jun 09, 2020		Mon, 05/25/20	Election Admin	GR	Reminder: Testing of Election Day voting equipment must be done prior to election day. Notice of testing date must be given to primary candidates.	§ 24.2-632 & 24.2-633	4 & 10	Prior to Election Day. A specific date for giving notice is not set in Code.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Nov 03, 2020		Mon, 06/01/20	Campaign Finance	Candidate & Referendum Committees	Campaign finance report due for period ending May 30 for candidates and for the period ending May 29 for referendum committees.	§ 24.2-947.6 & 24.2-951.4	17	Candidates must file disclosing all activity covering the period from the last report through May 30. Referendum committees through May 29.
Jun 09, 2020		Tue, 06/02/20	Election Admin	Voter	Deadline: Last day to apply via online, fax, or mail for an absentee ballot.	§ 24.2-701	7	No later than 5:00 pm on the 7th day prior to election.
May 05, 2020		Thu, 06/04/20	Election Admin	Candidate	Reminder: Losing candidate may petition for a contest.	§ 24.2-808	16	30 days after election.
Jun 09, 2020		Sat, 06/06/20	Election Admin	GR	GR's office open a minimum of eight hours between 8 am - 5 pm for in-person absentee voting.	§ 24.2-701	7	Saturday before election.
Jun 09, 2020		Sat, 06/06/20	Election Admin	GR & EB	Deadline: Last day for local electoral boards to train Chief and Deputy Chief officers of election.	§ 24.2-115	1 & 13	Not less than 3 nor more than 30 days before each election.
Jun 09, 2020		Sat, 06/06/20	Election Admin	Voter	Deadline: Last day a voter can request a replacement absentee ballot. (Certain restrictions apply.)	§ 24.2-703.2	7	By close of business of GR office on the Saturday before the election.
Jun 09, 2020		Sat, 06/06/20	Election Admin	Voter	Deadline: Last day to apply in person for an absentee ballot. Application must be completed at the GR office.	§ 24.2-701	7	Not less than 3 days prior to election.
Jun 09, 2020		Mon, 06/08/20	Election Admin	GR	Deadline: Testing of Election Day voting equipment must be done prior to election day. Reminder: ELECT will send a survey about testing Election Day voting equipment. GR must respond by the deadline established in the communication.	§ 24.2-632 & 24.2-633	4 & 10	Prior to Election Day.
Jun 09, 2020		Mon, 06/08/20	Election Admin	Voter	Deadline: Last day a voter can request an emergency absentee ballot. (Certain restrictions apply.)	§ 24.2-705, 705.1, & 705.2	7	Prior to 2:00 pm on the day preceding the election.
Jun 09, 2020		Tue, 06/09/20	Election Admin	All	ELECTION DAY	§ 24.2-515	11	Second Tuesday in June.
Nov 03, 2020		Tue, 06/09/20	Election Admin	Candidate	Deadline: Independent, political party, and 3rd party candidates with a 6/9/20 @ 7 pm filing deadline must file ballot access documents. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-503 & 24.2-507	16	After January 1st; by second Tuesday in June @ 7 PM.
Jun 09, 2020		Wed, 06/10/20	Election Admin	EB	Start: Local election results certification (provisional ballot meeting and canvass).	§ 24.2-653 & 24.2-671	13 & 14	Meet the day following the election at or before 5:00 pm; may adjourn as needed, not to exceed 7 days from the election.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Nov 03, 2020		Wed, 06/10/20	Election Admin	GR	GR to notify disqualified candidates in writing via email or mail of their disqualification and the reason they failed to qualify. If candidate filing deadline is extended, this will be done after the new deadline date.	§ 24.2-612	16	Immediately after filing deadline passes.
Nov 03, 2020		Wed, 06/10/20	Election Admin	GR	Reminder: GR to confirm 1) all candidate filings have been submitted, reviewed, are complete and accurate, and have been processed, and 2) all candidate records in VERIS have been set up and are complete and accurate. Reminder: § 24.2-613 was amended in 2018 to change the meaning of "time of filing". This must be taken into account when entering "time of filing" in VERIS. Note: Ensuring VERIS is completely up to date satisfies the reporting requirements in § 24.2-505 & 24.2-612 (Candidate lists to ELECT).	§ 24.2-505 & 24.2-612	16	Immediately after Candidate filing window closes.
Jun 09, 2020		Fri, 06/12/20	Election Admin	Voter	Deadline: Provisional No ID voter must provide a copy of acceptable photo ID via fax, email, mail, or in person to GR or local EB.	§ 24.2-643 & 24.2-653	13	Election Day through noon on the third day after the election.
May 05, 2020		Mon, 06/15/20	Campaign Finance	Candidate & Referendum Committees	Campaign finance report due for period ending June 10 for both candidates and referendum committees.	§ 24.2-947.7 & 24.2-951.5	17	Candidates and referendum committees must file disclosing all activity covering the period from the last report through June 10.
Jun 09, 2020		Mon, 06/15/20	Election Admin	EB	Deadline: Local EB sends ELECT certified copies of Abstract of Votes.	§ 24.2-532 & 24.2-675	14	Within six days after any state primary election
Nov 03, 2020		Mon, 06/15/20	Election Admin	Party	Deadline: "Recognized political party" ballot recognition documents submitted to ELECT.	§ 24.2-511 & 24.2-613	N/A	No later than 5 days after the last day for political party nominations to be made.
Nov 03, 2020		Mon, 06/15/20	Election Admin	Party	Deadline: Political party certification of non-primary nominees.	§ 24.2-511	16	No later than 5 days after the last day for nominations to be made.
Jun 09, 2020		Tue, 06/16/20	Election Admin	EB	Deadline: Local election results certification and provisional ballot meeting must conclude.	§ 24.2-653 & 24.2-671	13 & 14	Meet the day following the election at or before 5:00 pm; may adjourn as needed, not to exceed 7 days from the election.
Jun 09, 2020		Tue, 06/16/20	Election Admin	EB	Deadline: To mail USH, and, if applicable, local office abstracts to Congressional Political Party Chairs and, if applicable, local party chairs	§ 24.2-532	14	After canvass concludes. Conclusion of canvass date will vary from locality to locality.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Nov 03, 2020		Tue, 06/16/20	Election Admin	ELECT	ELECT staff to provide ELECT Commissioner with report of all 6/9/20 filers that did not file their SBE-501 and/or SOEI by the deadline. ELECT Commissioner to determine if a 10 day extension on the filing deadline is warranted.	§ 24.2-503	16	ASAP after the Candidate filing deadline.
Nov 03, 2020		Tue, 06/16/20	Election Admin	ELECT & GR	Reminder: GR, after communicating with ELECT, contact parties regarding nominees for which certification were not received. Recognition of political party nomination will be accepted once the proper party certification document is received.	§ 24.2-511	N/A	Contact with ELECT and subsequent contact with the political party must be made ASAP. Political party certification document must be received by GR as soon after notification as possible.
Nov 03, 2020		Tue, 06/16/20	Election Admin	GR	Reminder: GR to confirm 1) all party filings have been submitted, reviewed, are complete and accurate, and have been processed, and 2) all candidate records in VERIS have been set up and are complete and accurate. Reminder: § 24.2-613 was amended in 2018 to change the meaning of "time of filing". This must be taken into account when entering "time of filing" in VERIS. Note: Ensuring VERIS is completely up to date satisfies the reporting requirements in § 24.2-505 & 24.2-612 (Candidate lists to ELECT).	§ 24.2-505 & 24.2-612	16	Immediately after political party filing window closes.
Nov 03, 2020		Wed, 06/17/20	Election Admin	Candidate	Potential Start: (If Candidate filing extension granted.) 10 day extension for Candidates to file their SBE-501 and SOEI.	§ 24.2-503	16	10 days after date written notice of extension was sent (e.g. 6/17/20 to 6/30/20).
Jun 09, 2020		Fri, 06/19/20	Election Admin	Candidate	Reminder: Losing candidate may petition for a contest.	§ 24.2-808	16	10 days after election.
Nov 03, 2020		Mon, 06/22/20	Election Admin	GR	Reminder: Disqualified 6/9/20 candidates (other than party nominees) may appeal their disqualification if it was due to the candidate's filed petition not containing the minimum number of signatures of qualified voters for the office sought.	§ 24.2-506	16	Within 5 days from issuance of notification.
Jun 09, 2020		Tue, 06/23/20	Election Admin	SBE	State Board of Elections meets to certify June primary elections for US Senate and US House of Representatives.	§ 24.2-534	N/A	Not later than fourteen days after the primary.
Jun 09, 2020		Fri, 06/26/20	Election Admin	Candidate	Reminder: Losing primary candidate may petition for a recount.	§ 24.2-801	16	10 days after SBE election certification. Note: Local recount submission based on local electoral board certification and not SBE certification.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Nov 03, 2020		Tue, 06/30/20	Election Admin	Candidate	Potential Deadline: (If Candidate filing extension granted.) 10 day extension for Candidates to file their SBE-501 and SOEI.	§ 24.2-503	16	10 days after date written notice of extension was sent (e.g. 6/17/20 to 6/30/20).
Nov 03, 2020		Tue, 06/30/20	Election Admin	GR	Potential Reminder: (If 6/17/20 candidate filing extension granted.) GR to confirm 1) all candidate and party filings have been submitted, reviewed, are complete and accurate, and have been processed, and 2) all candidate records in VERIS have been set up and are complete and accurate. Reminder: § 24.2-613 was amended in 2018 to change the meaning of "time of filing". This must be taken into account when entering "time of filing" in VERIS. Note: Ensuring VERIS is completely up to date satisfies the reporting requirements in § 24.2-505 & 24.2-612 (i.e. Candidate lists to ELECT).	§ 24.2-505 & 24.2-612	16	Immediately after extended filing window closes.
Nov 03, 2020		Wed, 07/01/20	Election Admin	GR & EB	Reminder: Each officer of election shall receive additional training or instruction whenever a change to election procedures is made to Title 24.2 or to regulations that alters the duties or conduct of the officers of election.	§ 24.2-115 & 24.2-115.2 & ELECT Policy 2010-002	1-5, 10, 12, & 13	Promptly after the law or regulation has taken effect, but not less than three days prior to the November general election.
May 05, 2020		Wed, 07/15/20	Campaign Finance	Candidate & Referendum Committees	Campaign finance report due for period ending June 30, 2020 for both candidate and referendum committees.	§ 24.2-947.7 & 24.2-951.5	17	Candidates and referendum committees must file disclosing all activity covering the period from the last report through June 30.
Nov 03, 2020		Wed, 07/15/20	Campaign Finance	Candidate & Referendum Committees	Campaign finance due for filing period ending June 30. (All candidates including non-election year.)	§ 24.2-947.6 & 24.2-951.4	17	Candidates and referendum committees must file disclosing all activity covering the period from the last report through June 30.
Qtr Report		Wed, 07/15/20	Campaign Finance	PAC & Parties	Campaign finance reports due for filing period ending June 30.	§ 24.2-949.6 & 24.2-950.6	17	Political Action and Party committees must file disclosing all activity covering the period from the last report through June 30.
Nov 03, 2020		Fri, 07/24/20	Election Admin	ELECT	100-Day Notice: ELECT publishes the election information for use with a federal write-in absentee ballot.	§ 24.2-465	N/A	At least 100 days before election (100th day is a Sunday).
Nov 03, 2020		Wed, 08/05/20	Election Admin	Court	Deadline: Special elections for vacancies occurring after this date cannot be ordered to occur at the November general election.	§ 24.2-226	N/A	Not allowed within 90 days of the next such general election.
Nov 03, 2020		Fri, 08/14/20	Election Admin	Candidate	Deadline: Independent, political party, and 3rd party candidates with a 8/14/20 @ 5 pm filing deadline must file ballot access documents. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-503 & 24.2-507	16	81 days before election.
Nov 03, 2020		Fri, 08/14/20	Election Admin	Court	Deadline: Last day a writ for a referendum may be issued.	§ 24.2-682	N/A	At least 81 days before election.



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Nov 03, 2020		Fri, 08/14/20	Election Admin	Party	Deadline: Political parties certify nominees to ELECT and GR for 8/14/20 special election candidates for November special elections.	§ 24.2-510 & 24.2-511	16	81 days before election.
Nov 03, 2020		Mon, 08/17/20	Election Admin	ELECT	ELECT staff to provide ELECT Commissioner with report of 8/14/20 filers that did not file their SBE-501 and/or SOEI by the deadline. ELECT Commissioner to determine if a 10 day extension on the filing deadline is warranted.	§ 24.2-503	16	ASAP after the Candidate filing deadline.
Nov 03, 2020		Mon, 08/17/20	Election Admin	GR	Reminder: GR, after communicating with ELECT, contact parties regarding nominees for which certification were not received. Recognition of political party nomination will be accepted once the proper party certification document is received.	§ 24.2-511	N/A	Contact with ELECT and subsequent contact with the political party must be made ASAP. Political party certification document must be received by GR as soon after notification as possible.
Nov 03, 2020		Mon, 08/17/20	Election Admin	GR	Reminder: Disqualified 8/14/20 candidates may appeal their disqualification if it was due to the candidate's filed petition not containing the minimum number of signatures of qualified voters for the office sought.	§ 24.2-506	16	Within 5 days from issuance of notification.
Nov 03, 2020		Mon, 08/17/20	Election Admin	GR	Reminder: GR to confirm 1) all 8/14/20 special election candidate filings have been submitted, reviewed, are complete and accurate, and have been processed, and 2) all candidate records in VERIS have been set up and are complete and accurate.	§ 24.2-505 & 24.2-612	16	Immediately after Candidate filing window closes. § 24.2-613 was amended in 2018 to change the meaning of "time of filing". This must be taken into account when entering "time of filing" in VERIS. Ensuring VERIS is completely up to date satisfies the reporting requirements in § 24.2-505 & 24.2-612 (Candidate lists to ELECT).
Nov 03, 2020		Mon, 08/24/20	Election Admin	Candidate	Potential Deadline: (If Candidate filing extension granted.) 10 day extension for 8/14 Candidates to file their SBE-501 and SOEI. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-503	16	10 days after date written notice of extension was sent (e.g. 8/14 to 8/24).



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Nov 03, 2020		Tue, 08/25/20	Election Admin	GR	Potential Reminder: (If 8/14/20 candidate filing extension granted.) GR to confirm 1) all candidate and party filings have been submitted, reviewed, are complete and accurate, and have been processed, and 2) all candidate records in VERIS have been set up and are complete and accurate. Reminder: § 24.2-613 was amended in 2018 to change the meaning of "time of filing". This must be taken into account when entering "time of filing" in VERIS. Note: Ensuring VERIS is completely up to date satisfies the reporting requirements in § 24.2-505 & 24.2-612 (i.e. Candidate lists to ELECT).	§ 24.2-505 & 24.2-612	16	Immediately after extended filing window closes.
Nov 03, 2020		Fri, 09/04/20	Election Admin	Candidate	RARE EVENT - Deadline: In cases where a party nominee has withdrawn or had their nomination set aside, Candidate ballot access documents must be filed. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-539, 540, & 541	N/A	At least 60 days before the election. (If a party nominee withdraws or has their nomination set aside within 60 days of the election the filing window cannot be reopened.)
Nov 03, 2020		Fri, 09/04/20	Election Admin	Party	RARE EVENT - Deadline: In cases where a party nominee has withdrawn or had their nomination set aside, political party certification of replacement nominee must be filed with ELECT and GR. Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-539, 540, & 541	N/A	At least 60 days before the election. (If a party nominee withdraws or has their nomination set aside within 60 days of the election the filing window cannot be reopened.)
Nov 03, 2020		Sat, 09/05/20	Election Admin	GR	Reminder: Absentee voting equipment custodian(s) must be appointed prior to testing absentee voting equipment.	§ 24.2-632	4 & 10	Best Practice: Appointment made at least two weeks prior to the start of absentee voting.
Nov 03, 2020		Wed, 09/09/20	Election Admin	GR	Reminder: Notice must be given to local party chair and Independent Candidates about testing in-person absentee voting equipment. The specific date is not set in Code.	§ 24.2-633	4 & 10	Prior to testing voting equipment. Specific date not set in code.
Nov 03, 2020		Wed, 09/09/20	Election Admin	GR	No special election between this date and the November general election.	§ 24.2-682	N/A	55 days prior to the November General.
Nov 03, 2020		Tue, 09/15/20	Campaign Finance	Candidate & Referendum Committees	Campaign finance report due for period ending August 31 for both candidates and referendum committees.	§ 24.2-947.6 & 24.2-951.4	17	Candidates and referendum committees must file disclosing all activity covering the period from the last report through August 31.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Nov 03, 2020		Thu, 09/17/20	Election Admin	GR	Reminder: Testing of absentee voting equipment must be done prior to AB commencement. Notice of testing date must be given to local party chairs and independent candidates. A specific date for giving notice is not set in Code.	§ 24.2-632 & 24.2-633	4 & 10	Prior to AB voting.
Nov 03, 2020		Fri, 09/18/20	Election Admin	ELECT	ELECT to send absentee ballot readiness survey to GR. Reminder: Survey includes AB and L&A certification; GR's response due by deadline established in the communication.	§ 24.2-612 & DOJ Consent decree	7	45 days before the election.
Nov 03, 2020		Fri, 09/18/20	Election Admin	GR	Deadline: Testing of absentee voting equipment must be done prior to AB commencement. Reminder: ELECT will send a survey about testing Election Day voting equipment. GR must respond by the deadline established in the communication.	§ 24.2-632 & 24.2-633	4 & 10	Prior to AB voting.
Nov 03, 2020		Sat, 09/19/20	Election Admin	GR	GR must respond to ELECT's Absentee Ballot Readiness Survey. (Fri, 9/20/19 if GR office is not open on Sat.)	§ 24.2-612 & DOJ Consent decree	7	45 days before the election. (Fri, 9/20/19 if GR office is not open on Sat.)
Nov 03, 2020		Sat, 09/19/20	Election Admin	Voter	Start: Absentee voting begins for the November election.	§ 24.2-612	7	At least 45 days before the election. (Fri, 9/18/20 if GR office is not open on Sat.)
Nov 03, 2020		Mon, 09/28/20	Election Admin	GR & EB	Reminder: New officers of election and officers starting a new term must receive training before the first election in which they will be serving as an officer of election. Note: The Code does not specify an exact number of days prior to an officer's first election date in this matter. Also, EB shall certify to ELECT all the newly trained officers. Certification to ELECT must include dates each officer completed training.	§ 24.2-115 & 24.2-115.2 & ELECT Policy 2010-002	1-5, 10, 12, & 13	Appropriate time or times before each election.
Nov 03, 2020		Fri, 10/02/20	Election Admin	GR	Deadline: GR to give notice of date, hours, and locations for final day of voter registration.	§ 24.2-415	1, 6, & 10	At least 10 days before the registration deadline.
Nov 03, 2020		Fri, 10/02/20	Election Admin	GR & EB	Start: First day local electoral boards can train Chief and Deputy Chief officers of election.	§ 24.2-115	1 & 13	Not less than 3 nor more than 30 days before each election.
Nov 03, 2020		Mon, 10/05/20	Election Admin	GR	Reminder: Notice must be given to local party chair and Independent Candidates about testing election day voting equipment. The specific date is not set in Code.	§ 24.2-633	4 & 10	Prior to testing voting equipment. Specific date not set in code.
Nov 03, 2020		Mon, 10/05/20	Election Admin	GR	Deadline: Election Day voting equipment custodian(s) must be appointed prior to testing election day voting equipment.	§ 24.2-632	4	At least 30 days before election. (30th day is Sun, 10/6/19)



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Nov 03, 2020		Fri, 10/09/20	Election Admin	Candidate	RARE EVENT - Deadline: Candidate ballot access items must be filed. (Applicable ONLY in cases where a party nominee has died.) Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-539, 540, & 541	N/A	At least 25 days before the election. (If a party nominee dies within 60 days of the election the filing window cannot be reopened.)
Nov 03, 2020		Fri, 10/09/20	Election Admin	Party	RARE EVENT - Deadline: Party ballot access items must be filed. (Applicable ONLY in cases where a party nominee has died.) Note: Review appropriate Candidate Bulletin for who files where.	§ 24.2-539, 540, & 541	N/A	At least 25 days before the election. (If a party nominee dies within 60 days of the election the filing window cannot be reopened.)
Nov 03, 2020		Mon, 10/12/20	Election Admin	Voter	Deadline: Last day to register to vote for the November election.	§ 24.2-416, 24.2-419, 24.2-420.1	1, 6, & 7	22 days before election. In person and by mail: 5:00 pm. Online: 11:59 pm.
Nov 03, 2020		Tue, 10/13/20	Election Admin	GR	Close of Books: voter records cannot be changed and no one (except UOCAVA - military only, not overseas citizens) can be registered to vote until after the election.	§ 24.2-416, 24.2-419, 24.2-420.1	1, 6, & 7	21 days before election; reopens the day after the election.
Nov 03, 2020		Thu, 10/15/20	Campaign Finance	Candidate & Referendum Committees	Campaign finance report due for period ending September 30 for both candidates and referendum committees.	§ 24.2-947.6 & 24.2-951.4	17	Candidates and referendum committees must file disclosing all activity covering the period from the last report through September 30.
Qtr Report		Thu, 10/15/20	Campaign Finance	PAC & Parties	Campaign finance reports due for filing period ending September 30.	§ 24.2-949.6 & 24.2-950.6	17	Political Action and Party committees must file disclosing all activity covering the period from the last report through September 30.
Nov 03, 2020		Fri, 10/23/20	Campaign Finance	Candidate	Large pre-elections contribution reporting period begins.	§ 24.2-947.9	17	Large contributions must be reported within 24 hours during the eleven days preceding election day.
Nov 03, 2020		Sat, 10/24/20	Election Admin	GR	GR's office open a minimum of eight hours between 8 am - 5 pm for in-person absentee voting.	§ 24.2-701	7	Second Saturday before election.
Nov 03, 2020		Tue, 10/27/20	Election Admin	GR	Reminder: Testing of Election Day voting equipment must be done prior to election day. Notice of testing date must be given to local party chairs and independent Candidates. A specific date for giving notice is not set in Code.	§ 24.2-632 & 24.2-633	4 & 10	Prior to Election Day.
Nov 03, 2020		Tue, 10/27/20	Election Admin	Voter	Deadline: Last day to apply via online, fax, or mail for an absentee ballot.	§ 24.2-701	7	No later than 5:00 pm on the 7th day prior to election.
Nov 03, 2020		Mon, 10/26/20	Campaign Finance	Candidate & Referendum Committees	Campaign finance report due for period ending October 22 for both candidates and referendum committees.	§ 24.2-947.6 & 24.2-951.4	17	Candidates and referendum committees must file disclosing all activity covering the period from the last report through October 24.
Nov 03, 2020		Sat, 10/31/20	Election Admin	GR	GR's office open a minimum of eight hours between 8 am - 5 pm for in-person absentee voting.	§ 24.2-701	7	Saturday before election.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Nov 03, 2020		Sat, 10/31/20	Election Admin	GR & EB	Deadline: All officers of election must have had the required training applicable to them.	§ 24.2-115 & 24.2-115.2 & ELECT Policy 2010-002	1-5, 10, 12, & 13	Not less than three days prior to the November general election.
Nov 03, 2020		Sat, 10/31/20	Election Admin	GR & EB	Deadline: Last day for local electoral boards to train Chief and Deputy Chief officers of election.	§ 24.2-115	1 & 13	Not less than 3 nor more than 30 days before each election.
Nov 03, 2020		Sat, 10/31/20	Election Admin	Voter	Deadline: Last day to apply in person for an absentee ballot. Application must be completed at the GR office.	§ 24.2-701	7	Not less than 3 days prior to election.
Nov 03, 2020		Sat, 10/31/20	Election Admin	Voter	Deadline: Last day a voter can request a replacement absentee ballot. (Certain restrictions apply.)	§ 24.2-703.2	7	GR office close of business on the Saturday before the election.
Nov 03, 2020		Mon, 11/02/20	Election Admin	GR	Deadline: Testing of Election Day voting equipment must be done prior to election day. Reminder: ELECT will send a survey about testing Election Day voting equipment. GR must respond by the deadline established in the communication.	§ 24.2-632 & 24.2-633	4 & 10	Last day before election day.
Nov 03, 2020		Mon, 11/02/20	Election Admin	Voter	Deadline: Last day a voter can request an emergency absentee ballot. (Certain restrictions apply.)	§ 24.2-705, 705.1, & 705.2	7	Prior to 2:00 pm on the day preceding the election.
Nov 03, 2020		Tue, 11/03/20	Election Admin	All	ELECTION DAY	§ 24.2-101	11	General election means an election held in the Commonwealth on the Tuesday after the first Monday in November or on the first Tuesday in May for the purpose of filling offices regularly scheduled by law to be filled at those times.
Nov 03, 2020		Wed, 11/04/20	Election Admin	EB	Start: Local election results certification (provisional ballot meeting and canvass).	§ 24.2-653 & 24.2-671	13 & 14	Meet the day following the election at or before 5:00 pm; may adjourn as needed, not to exceed 7 days from the election.
Nov 03, 2020		Fri, 11/06/20	Election Admin	Voter	Deadline: Provisional No ID voter must provide a copy of acceptable photo ID via fax, email, mail, or in person to GR or local EB.	§ 24.2-643 & 24.2-653	13	Election Day through noon on the third day after the election.
Nov 03, 2020		Tue, 11/10/20	Election Admin	EB	Deadline: Local EB sends ELECT certified copies of Abstract of Votes.	§ 24.2-675	14	Immediately after local certification of results.
Nov 03, 2020		Tue, 11/10/20	Election Admin	EB	Deadline: Local election results certification and provisional ballot meeting must conclude.	§ 24.2-653 & 24.2-671	13 & 14	Shall meet the day following the election at or before 5:00 pm; may adjourn as needed, not to exceed 7 days from the election.
Nov 03, 2020		Wed, 11/11/20	Election Admin	EB	Reminder: EB shall transmit without delay certificates of election to declared winners.	§ 24.2-676	14	Immediately after local certification of results.



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Election	Pres?	Date	Type	Who	TASK	CODE	Handbook Chapter(s)	TIME FRAME
Nov 03, 2020		Fri, 11/20/20	Election Admin	Candidate	Reminder: Losing local candidate may petition for a recount.	§ 24.2-801	16	10 days after EB election certification. Note: Local recount submission based on local electoral board certification and not SBE certification.
Nov 03, 2020		Thu, 12/03/20	Election Admin	Candidate	Reminder: Losing candidate may petition for a contest.	§ 24.2-808	16	30 days after election.
Nov 03, 2020		Tue, 12/3/2020	Campaign Finance	Candidate & Referendum Committees	Campaign finance report due for period ending November 28 for both candidates and referendum committees.	§ 24.2-947.6 & 24.2-951.4	17	Candidates and referendum committees must file disclosing all activity covering the period from the last report through November 26, 2020.
all applicable		Tue, 12/15/20	Election Admin	GR	Deadine: GR send annual absentee application renewals	§ 24.2-703.1		December 15 set in code.
May 05, 2020		Fri, 01/15/21	Campaign Finance	Candidate & Referendum Committees	Campaign finance reports due for period ending December 31, 2019 (All candidates - election year and non-election year)	§ 24.2-947.7 & 24.2-951.5	17	Candidates and referendum committees must file disclosing all activity covering the period from the last reort through 12/31/2020.