



**SECTION 16**

# **GUIDELINES & NOTICES**

**Fairfax County Office of Elections**  
12000 Government Center Pkwy, Suite 323, Fairfax, Virginia 22035  
703-324-4735 or ElectionOfficers@fairfaxcounty.gov  
<https://www.fairfaxcounty.gov/elections>

# GUIDELINES

In this section, we have provided various guidelines and appendices. Use these documents as a reference or show them to individuals that may need to take action on them.

## **LIST OF GUIDELINES ENCLOSED**

### **- Guidelines for election day activities**

- This document addresses what activities are permitted outside the polling place and how far individuals may have to remain from the building entrance to conduct some activities.
- If you have issues with individuals breaching the 40-foot Prohibited Area, you may show them this document so they understand what is permitted and what is not.
- Remember that the 40-foot Prohibited Area is set in law. You cannot grant individuals permission to conduct activities inside the 40-foot Prohibited Area for any reason. For example, even if it is raining, restricted activities must remain outside the 40-foot Prohibited Area.

### **- Electronic devices in polling place**

- Voters are generally permitted to use electronic devices, such as a cell phone, inside the polling place.
- Use this code reference if there are any questions or issues about the use of electronic devices inside the polling place.

### **- Notice 8422**

- This notice was sent to the building liaison at all FCPS facilities.
- In general elections, schools must provide the gym or cafeteria to be used as a voting room. If there are any issues regarding which voting room an FCPS facility has provided, you may show your building liaison this document.
- Similarly, schools are required to let voters enter without signing in. If there are any issues, show your building liaison this document.

### **- Notice 8422 attachment**

- This attachment was sent to the building liaison at all FCPS facilities.
- Schools are required to provide a minimum number of parking spots designated only for voters. If there are any issues, show your building liaison this document.

# GUIDELINES FOR ELECTION DAY ACTIVITIES

While the Fairfax County Office of Elections understands that various organizations and individuals want to conduct fundraisers, petition drives, exit polls and other activities on election day, our office must ensure that elections are conducted in an orderly manner, according to law, and that the voters are not intimidated or delayed when exercising their right to vote.

**Section 24.2-604** of the Code of Virginia states (in part) that “During the times the polls are open and ballots are being counted, it shall be unlawful for any person (i) to loiter or congregate within 40 feet of any entrance of any polling place; (ii) within such distance to give, tender, or exhibit any ballot, ticket, or other campaign material to any person or to solicit or in any manner attempt to influence any person in casting his vote; or (iii) to hinder or delay a qualified voter in entering or leaving a polling place.”

Following are guidelines for election day activities in Fairfax County:

- Outside the 40-foot prohibited area, citizens and organizations are entitled to exercise their right to free speech by campaigning, distributing flyers, conducting petition drives, exit polling, soliciting funds, etc., as long as they do not hinder voters or disrupt the election.
- Organizations that wish to conduct fundraising activities must have permission from the appropriate school/church official or owner of the property. **All such activities must be located outside the building and at least 40 feet away from the entrance(s).**
- Participants in these activities are asked to park either off-site or away from the polling place entrance(s) and may not park in spaces reserved for voters.
- Any citizen or organization involved in these activities must remove their tables, signs, flyers and trash from the polling place property immediately after the polls close.
- Loudspeakers are not permitted within 300 feet of the polls. (§ 24.2-605)
- Polling places in churches or other private facilities may have additional restrictions regarding fundraisers. Please contact their managers for specific information.

The Officers of Election have the authority to remove any person who disturbs or otherwise interferes with the orderly conduct of the election. (§ 24.2-607)

Thank you for your cooperation.



Fairfax County is committed to nondiscrimination in all county programs and services. Reasonable accommodations will be made upon request. Phone: 703-324-4735, TTY 711, Email: [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov).  
Fairfax County Office of Elections, 12000 Government Center Parkway, Suite 323, Fairfax, VA 22035

**Board Adoption\_091112** \* On October 1, 2012, the Electoral Board extended these guidelines to all election activities, including absentee voting and the post-election canvass.

**Board Readoption\_091913**

# ELECTRONIC DEVICES IN POLLING PLACE

Virginia Administrative Code  
Title 1. Administration  
Agency 20. State Board of Elections  
Chapter 60. Election Administration

## 1VAC20-60-30. Electronic Devices in Polling Place.

- A. The use of electronic devices inside the polling place is generally permitted. However, representatives of candidates and political parties authorized to observe the election are prohibited from taking photos or video within the polling place.
- B. Officers of election are authorized to monitor the use of an electronic device by any individual in the polling place. Officers of election may restrict the use of an electronic device by any individual if that use hinders, delays, or disrupts the voting process; if that use attempts to solicit or in any manner attempts to influence any person in casting his vote; or if the individual attempts to intimidate another individual through use of an electronic device. Whether use of an electronic device by an individual is deemed in violation of this section is within the discretion of the majority of officers of election at each polling place. Upon determination of a violation of this section, the officers of election may (i) require any individual to cease the use of an electronic device, (ii) require any individual to limit the use of an electronic device to outside the polling place, or (iii) remove any individual from the polling place.
- C. No voter may be removed from the polling place for the use of an electronic device until after the voter has cast his ballot.
- D. The determination of the officers of election of any dispute concerning the use of an electronic device shall be subject to immediate appeal to the local electoral board.
- E. An electoral board may not enact any policy that disallows the use of any electronic device by all individuals.

### **Statutory Authority**

§ 24.2-103 of the Code of Virginia.

### **Historical Notes**

Derived from Virginia Register Volume 28, Issue 4, eff. October 5, 2011; amended Virginia Register Volume 33, Issue 4, eff. October 4, 2016.

## **FACILITIES**

### **Leasing and Community Use of Facilities**

#### **Community Use of School Facilities as Polling Places for the Democratic Party Primary Elections, June 20, 2023**

##### **I. PURPOSE**

To provide a list of the 167 school facilities that have been made available to the Fairfax County Electoral Board as polling places for the Democratic Party Primary Elections, June 20, 2023 (see attachment), and to supply related information.

This notice is effective until Tuesday, June 27, 2023.

##### **II. RESPONSIBILITIES**

Responsibilities associated with the use of school facilities as polling places are set forth in the current version of Regulation 8422, Community Use of School Facilities as Polling Places. Attention is called to the paragraphs pertaining to requirements for the display of flags and times the facilities are open to election officials. Buildings must be open on time.

Polling facilities for all elections must comply with the Americans with Disabilities Act (ADA) including admittance from the accessible entrance to the building. If necessary, election officers will put up signs to reserve parking spaces for voters requiring accessibility near that entrance. Additionally, please ensure that no school buses are parked near an entrance designated as ingress to the polling place as state law prohibits anything that may impede voter access.

Parking spaces are to be reserved for voters. Please reference the attachment for the number of reserved parking spaces required for your facility.

**To accommodate multiple pieces of electronic voting equipment, tables with separate chairs designated for ballot distribution and ballot marking, election staff, voters with disabilities and older voters, polling activities should be in either the gym or cafeteria, or in a space that provides at least 1500 square feet of unobstructed space.**

Voters do not need to sign in at the main office. If your school has a door access system, please deprogram the door(s) used by the voters. If you do not want to disable the door(s) on Election Day, you must post someone near the door(s) to allow voters to enter without impediment. A school should not plan a fire drill on any Election Day.

**Notice 8422**

Page 2

Effective: May 1, 2023

Virginia Election Law 24.2-604 banning campaigning within 40 feet of any entrance to the polling place applies to soliciting for charitable causes as well.

The Fairfax County Office of Elections has been advised that warehouse personnel will move the election cart (58"H, 61"W, 32.5"D) from the warehouse to the schools beginning the week of Monday, June 5, 2023, through Friday, June 16, 2023. Voting equipment will be picked up for storage beginning Wednesday, June 21, 2023. Custodians should be advised that Office of Elections personnel will visit each location on Monday, June 19, 2023, to verify that the correct equipment has been delivered.

Each polling location listed on the attachment is authorized for two hours custodial overtime. Schools must be opened at 5:00 a.m. and outside lights must be turned on. Please check your exterior lighting prior to the polling date to ensure that all lights function properly. Additionally, please ensure that climate control is set to work in the assigned voting areas from 5:00 a.m. until 10:00 p.m. on Tuesday, June 20, 2023.

It is requested that a custodian in each school facility be advised on this subject and be prepared to direct the Office of Elections staff to the location(s) of the equipment within each facility.

Legal Reference: Virginia Election Law § 24.2-604

See also the current version of: Regulation 8422, Community Use of School Facilities as  
Polling Places

Attachment **FAIRFAX COUNTY SCHOOL FACILITIES USED AS POLLING PLACES**

**FAIRFAX COUNTY SCHOOL FACILITIES USED AS POLLING PLACES  
June 20, 2023, Democratic Party Primary Elections**

<u>Elementary Schools (123)</u>	<u>Spaces</u>	<u>Elementary Schools (continued)</u>	<u>Spaces</u>
Aldrin (2 precincts)	20	Franklin Sherman	10
Annandale Terrace	10	Freedom Hill	10
Armstrong (2 precincts)	20	Garfield	10
Bailey's	10	Glen Forest	10
Beech Tree	10	Graham Road	10
Belle View	10	Great Falls	10
Belvedere	10	Greenbriar East	10
Bonnie Brae	10	Greenbriar West	10
Braddock	10	Groveton	10
Bren Mar Park	10	Gunston	10
Brookfield	10	Halley (2 precincts)	20
Bull Run (2 precincts)	20	Haycock	10
Bush Hill	10	Hayfield	10
Camelot	10	Herndon	10
Cameron	10	Hollin Meadows	10
Canterbury Woods	10	Hunt Valley	10
Cardinal Forest	10	Hunters Woods	10
Cedar Lane	10	Hutchison	10
Centre Ridge	10	Hybla Valley	10
Centreville	10	Island Creek	10
Cherry Run	10	Keene Mill	10
Chesterbrook (2 precincts)	20	Kent Gardens	10
Churchill Road	10	Kings Park	10
Clearview	10	Lake Anne	10
Clermont	10	Lane	10
Coates	10	Laurel Hill (2 precincts)	20
Colvin Run	10	Laurel Ridge	10
Crestwood	10	Lees Corner	10
Crossfield	10	Lemon Road	10
Cub Run	10	Little Run	10
Cunningham Park	10	London Towne	10
Deer Park	10	Lorton Station (2 precincts)	20
Dogwood	10	Lynbrook (2 precincts)	20
Eagle View (2 precincts)	20	Mantua	10
Fairfax Villa	10	Marshall Road	10
Fairhill	10	Mason Crest	10
Fairview	10	McNair	10
Flint Hill (2 precincts)	20	Mosaic	20
Floris	10	Mount Eagle	10
Forest Edge	10	Mount Vernon Woods (2 precincts)	20
Forestdale	10	Navy	10
Forestville	10	Newington Forest (2 precincts)	20
Fort Hunt	10	North Springfield	10
Fox Mill (2 precincts)	20	Oak Hill	10

**FAIRFAX COUNTY SCHOOL FACILITIES USED AS POLLING PLACES**  
**June 20, 2023, Democratic Party Primary Elections**

<u>Elementary Schools (continued)</u>		<u>Middle Schools (continued)</u>	
Oak View (2 precincts)	20	Luther Jackson (2 precincts)	20
Olde Creek	10	Poe	10
Orange Hunt	10	Rocky Run	10
Parklawn	10	Stone	10
Pine Spring	10	Thoreau	10
Poplar Tree	10	Whitman	10
Powell	10		
Ravensworth	10		
Riverside	10	<u>Secondary Schools (3)</u>	
Rolling Valley	10	Hayfield (2 precincts)	20
Rose Hill	10	Lake Braddock (2 precincts)	20
Sangster	10	Robinson	10
Saratoga (2 precincts)	20		
Shreveview	10	<u>High Schools (17)</u>	
Silverbrook	10	Centreville (2 precincts)	20
Sleepy Hollow	10	Chantilly	10
Spring Hill	10	Edison (2 precincts)	20
Stratford Landing	10	Herndon	10
Sunrise Valley (2 precincts)	20	Justice	10
Terra Centre	10	Langley (2 precincts)	20
Timber Lane	10	Lewis	10
Virginia Run	10	Madison (2 precincts)	20
Wakefield Forest	10	Marshall	10
Waples Mill	10	McLean	10
Washington Mill	10	Oakton	10
Waynewood	10	South County	10
Westbriar (2 precincts)	20	South Lakes	10
Westgate	10	Thomas Jefferson High School	
Westlawn	10	for Science and Technology	10
West Springfield	10	West Potomac	10
White Oaks	10	West Springfield (2 precincts)	20
Willow Springs (2 precincts)	20	Woodson (2 precincts)	20
Wolftrap	10		
Woodburn	10		
Woodley Hills	10	<u>Other School Facilities (7)</u>	
		Bryant Alternative High School	10
<u>Middle Schools (17)</u>		Leis Instructional Center	10
Rachel Carson	10	Mountain View High School	10
Cooper	10	Pimmit Hills Center	10
Franklin (2 precincts)	20	Sprague Technology Center	10
Herndon	10	Virginia Hills Center	10
Holmes	10	FCPS Gatehouse Rd. Facility	10
Hughes	10		
Irving	10		
Key	10		
Kilmer	10		
Liberty	10		
Longfellow	10		