



**VOTER REGISTRATION and ELECTIONS**  
**Isle of Wight County**  
**PO Box 77**  
**Isle of Wight VA 23397-0077**

**Re: Appointment as an Officer of Elections for Isle of Wight County**

Thank you for your interest in serving as an Officer of Election for Isle of Wight County. Please complete and return the enclosed forms. Your assignment will depend on the needs of the County, available funds and staffing requirements.

*Article II, Section 7 of the Constitution of Virginia*, requires that you take the attached oath. This oath should be administered by either the General Registrar/Director of Elections, a Deputy Registrar, a Notary, Clerk or Deputy Clerk of the Circuit Court or a member of the IWC Electoral Board. You may complete the oath in the Voter Registration and Elections Office free of charge.

The Constitution of Virginia prohibits any person who holds any elective office or is the deputy or employee of such elected official under the governments of the United States, the Commonwealth, or any Virginia county, city or town from serving as an Officer of Election.

Please return the attached forms to:

Isle of Wight County Voter Registration and Elections  
P.O. Box 77  
Isle of Wight, VA 23397

Sincerely,

*Lisa Betterton*

General Registrar and  
Director of Elections

## Officer of Elections Guidelines and Standards

You are eligible to serve as an Officer of Elections if you are a registered voter in the Commonwealth of Virginia and you are not employed by, or not the deputy of, any local, state or federal elected official. Officers of Elections who meet these criteria will serve as follows:

1. Officers of Elections work for the Electoral Board and follow the guidelines and standards that lead to exceptional customer service for our citizens on Election Day.
2. You will be given a great deal of responsibility and trust in the election process. You will work with other officers to produce accurate election results, provide for equal access to voting and the necessary assistance to individual voters who need your help. You will also demonstrate equipment, make sure voters are in their proper precinct, help citizens complete necessary changes of address and remind voters to check their ballots for accuracy, among other responsibilities.

You must also be willing to:

- a. Complete training sessions prior to each election to ensure you are properly prepared to provide the best possible service to the voters of Isle of Wight County.
  - b. Arrive at the polling location at **5 a.m.** and remain there until the election results have been reported (*generally* around 8 p.m.; for the Presidential Election - 9 p.m.).
  - c. Report to and follow directions of the Precinct Chief Officer of Election who assigns jobs. Please be willing to work where assigned.
  - d. Be courteous and people-friendly to all voters and fellow officers.
  - e. Wear appropriate business casual dress (no sweat clothes, jeans, t-shirts, flip-flops or shorts).
3. Polling places are located in schools, community centers and churches. ***These locations may not permit smoking in or on the premises.*** Please consider this when accepting your appointment.
  4. Isle of Wight County conducts a General Election every November. A Primary Election, if called, is held each year in June. Special elections are held when conditions warrant.
  5. You will be compensated for training AND Election Day only if you work.

## Officer of Elections Acknowledgement and Availability

Please complete the form below and return it in the enclosed envelope to:  
 Isle of Wight County Voter Registration and Elections, P.O. Box 77, Isle of Wight, VA 23397.

Name:	Nickname:
Address:	Apt/Suite:
City:	Zip:
Telephone:	H / W / Cell
	H / W / Cell
Email:	

<p><b><u>I accept the appointment as an Officer of Election and I agree to represent the:</u></b>          (This does not affiliate you with a party for voting purposes – it satisfies legal requirements to ensure that all parties are fairly represented to protect the interests of all voters. However, if you wish assignment as Chief or Assistant Chief, you MUST select Democratic Party or Republican Party.)</p>		
Democratic Party <input type="checkbox"/>	Republican Party <input type="checkbox"/>	Independent <input type="checkbox"/>
	Yes	No
Agree to represent either party in a Primary Election		
Accept assignments other than my voting precinct		
I understand that I am required to complete in-person training session(s)		
I hold an elected office, whether paid or unpaid, under the government of the USA or of any Virginia county, city or town		
I hold an office title as the deputy or the employee of an elected official		

Signature (Required): \_\_\_\_\_

Date: \_\_\_\_\_

## Officer of Elections Oath or Affirmation

I, \_\_\_\_\_, do SOLEMNLY SWEAR (or affirm) that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as an Officer of Election of Isle of Wight County for the term ending February 28, 2026, according to the best of my ability (so help me God).

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Signature  
(Required)

State of \_\_\_\_\_

County/City of \_\_\_\_\_

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Print name of Officer of  
Election

did subscribe and swear the foregoing instrument before me on  
the

\_\_\_\_\_ day of \_\_\_\_\_, 2023

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Signature of notary or other person authorized to administer oaths\*

Title of Person Administering Oath

Notary Registration Number\*\*

Date Notary  
Commission Expires\*\*

\* General Registrar/Director of Elections, a Deputy Registrar, a Notary, Clerk or Deputy Clerk of the Circuit Court or a Member of the IOW Electoral Board

\*\* If not included in seal/stamp