Notice of Appointment

[Date]

TO: Name of Officer

Street Address

City, State Zip

Dear [Name],

You have been appointed as an Officer of Election designated [as a Democrat/as a Republican/with no party affiliation] for a term of \_\_\_\_\_\_ year(s) beginning March 1, 20\_\_\_\_ [or on \_\_\_\_\_\_\_\_, 20\_\_\_\_ if appointed after the term begins] and ending on the last day of February, 20\_\_\_\_\_. *Article II, Section 7* of the *Constitution of Virginia* requires you to take the enclosed oath. The Clerk or Deputy Clerk of the Circuit Court (whose name and address is indicated below), or a Member of the Electoral Board, the General Registrar, and Deputy Registrar, or a notary may administer the oath.

Do not confuse the enclosed oath with the one required each Election Day by Code of Virginia § 24.2-611. You will still need to take that oath each Election Day, and it is not a substitute for the enclosed oath.

Please arrange to take the oath before March 1, and return it to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Clerk of Circuit Court

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for filing as required by law. Failure to take and file this oath before serving as an Officer of Election is punishable by a fine of not less than $100 nor more than $1,000.

The Constitution of Virginia prohibits any person, deputy or employee of a person who holds an elected office in the government of the United States, the Commonwealth, or any county, city or town of the Commonwealth from serving as an Officer of Election.

Please complete and return the enclosed Notice of Response (ELECT-115(R)) to me in the enclosed, self-addressed, stamped envelope no later than February 23.

If you have been appointed after the beginning of the term on March 1, please take and sign the oath as soon as possible and before serving as an Officer of Election. You should return the enclosed response form to the Secretary of the Electoral Board as soon as possible.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary, Electoral Board of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County/City