



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: February 29, 2024

SUBJECT: June 18, 2024 Local Office Primaries

WHY THIS IS NEEDED: The Democratic Party of Virginia and the Republican Party of Virginia have both expressed to their local and district chairs that the method of nomination for all offices in the November 2024 General election will be by Primary election.

HOW THIS AFFECTS YOU: Several localities have never had local office primaries/dual primaries, so ELECT is reaching out to remind all localities of available resources, key points, and action items to help guide you through the primary candidate process.

ACTION ITEMS: **Resources to review:**

- [Candidate Bulletins page on ELECT's website:](#)
 - [Candidate Bulletins](#) provide candidates with the information they need for ballot access: what, where, when, and how to file, plus additional helpful information.
 - The [Political Party Bulletin](#) provides the Republican and Democratic parties with information they need to submit to ELECT and general registrars: what, where, when, and how to file, plus additional helpful information.
 - [Ballot Access Quick Looks](#) are one pagers that provide candidates and parties with what, where, and when to file but do not provide the extra information available in the candidate and party bulletins.
- [Campaign Finance page on ELECT's website:](#)
 - Candidates must file campaign finance reports through COMET. **When choosing an election in COMET, candidates need to select the November General election date (even if they are participating in a June primary).**
 - Local candidates must provide both their general registrar and ELECT with signed copies of their SOO after completing it in COMET.

Key Points to remember:

- Parties have until March 5, 2024, to officially notify ELECT, for each office, that the nomination method will be by Primary election. They do this via the [ELECT-516 Party Notice of Nomination Method](#) Formsite form.
- Shortly after March 5th, ELECT will send the localities via Official ELECT Advisory the Official ORDER Calling June 2024 Primaries and the list of all offices in the Primaries.
- Primary candidates only have until April 4th to file their ballot access documents (See the [Candidate Bulletin](#) or [Ballot Access Quick Look](#) for more details).
- Primary candidates file their petitions with their party. The parties may ask you to help them verify signatures. You may help if you want, **but you are under no obligation to do so.**
- The parties have to file their ELECT-527 Party Certification of Primary Candidates forms between 5:01pm on April 4th and 5pm April 9th. **For local offices, they must file with both ELECT and the general registrar.**
- On April 4th, ELECT will send the localities via Official ELECT Advisory a Candidate To-Do List for General Registrars with information on steps required to ensure the information in VERIS is correct.
- Shortly after April 9th, ELECT will send the localities via Official ELECT Advisory the lists of candidates/primaries and provide details on ballot proofing. This will also include information on primaries that are cancelled because only one or no candidate filed.
- Primary filing fee refunds are to be given to those candidates that:
 - Are disqualified (not certified by the party and/or did not file all required paperwork), or
 - Are unopposed (causing the primary to be cancelled), or
 - Submit an official withdraw to their general registrar before the ELECT-527 is filed.
- Shortly after the primaries, ELECT will send localities via Official ELECT Advisory a reminder on how to copy primary winners over to the November General election.

Action Items:

- Read the [Candidate Committee Summary of Laws and Policies](#) so you can help your local office candidates through the campaign finance requirements **and know what your responsibilities are in the process.**
- **Primary party candidates, non-primary party candidates, and independent candidates all have different ballot access requirements.** General registrars should use the [Candidate Bulletins](#) and [Ballot Access Quick Looks](#) to ensure candidates are filing the correct documents at the correct place at the correct time for their specific situation (i.e. primary party candidate vs independent candidate).
- Until the ELECT-527 Party Certification of Primary Candidates forms are submitted, you should **assign candidate records in VERIS to the November General election.**
 - **If no candidate is certified** for an office, that office's primary will be cancelled. Candidate records in VERIS for candidates that provided paperwork but did not qualify should stay assigned to the November General. ELECT will remove the primary from VERIS.
 - **If only one candidate is certified** for an office, that office's primary will be cancelled. You will leave that candidate's candidate record in VERIS assigned to the November General and update the record to "Qualified." Ensure the party designation in their candidate record is correct as well. ELECT will remove the primary from VERIS.
 - **If two or more candidates are certified** for an office, you will update their candidate records in VERIS to assign them to the appropriate primary and change their status to "Qualified." Ensure the party designation in their candidate record is correct as well.
 - This information will be reiterated in the April 4th advisory.

CONTACT: **For technical matters:** Submit a JIRA ticket to the System Support team for all VERIS-related issues

For Election Admin: EA@elections.virginia.gov

For all other matters:

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ADVISORY NUMBER:

 ~~GAB-2173~~ - June 18, 2024 Local Office Primaries CLOSED