



JENNIFER BRUNNER
OHIO SECRETARY OF STATE

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Memorandum

To: All County Boards of Election

From: David M. Farrell, Deputy Assistant Secretary of State and
Director of Elections

DMF

Date: June 4, 2008

Re: Submission of Board Meeting Minutes

Please be reminded that all board of elections meeting minutes are to be sent to the Secretary of State's Office via email. As you are aware, your boards of elections meeting minutes are due no later than 10 days after approval. All minutes are to be emailed to the following individuals for review.

1. Myra Hawkins, Administrative Assistant: mhawkins@sos.state.oh.us
2. Your designated Field Staff Representative
3. Your designated Election Attorney

Once submitted, your minutes will be reviewed to ensure they accurately reflect your board meeting activities and statutory duties. The date of submission will also be recorded to ensure that your board submits its minutes in a timely manner to our office. Should a board fall behind on the submission of meeting minutes you will receive a reminder from our office.

If you are unsure how to attach a word document or PDF to an email, please contact our Help Desk at (614) 466-8467 and they will walk you through the process. Should you have any questions or concerns regarding this email, please do not hesitate to contact Myra Hawkins via email or telephone at (614) 466-2585.