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**ADVISORY 2017-07**

August 8, 2017

To: All County Boards of Elections  
Directors, Deputy Directors, and Members

Re: Updated Ohio Election Official Manual

**BACKGROUND**

Recently, the Secretary of State's Office posted seven directives, revised chapters of the Ohio Election Official Manual, for public comment. Today Directive 2017-10 issued those seven revised chapters of the Ohio Election Official Manual as permanent Directives.<sup>1</sup> Each permanent Directive replaces the chapter of the same title in the Ohio Election Official Manual.

**EXPLANATION**

Below is a summary of the substantive changes and additions made to the permanent Directive chapters.

***ADA Automated Accessibility Checklist***

- A reference to and brief explanation of the ADA Automated Accessibility Checklist application for tablets has been added to the Election Official Manual.

[**Directive 2017-11** (Chapter 2 Election Administration).]

***Online Voter Registration and Repeal of R.C. 3505.19***

- An explanation of the online voter registration application and instructions to boards of elections on how to process and track online voter registration transactions have been added to Chapter 3, Voter Registration.
- Sub. H.B. 359 (131<sup>st</sup> General Assembly) repealed Section 3505.19 of the Revised Code. There now is a single provision and procedure for challenging an elector's voter registration contained in R.C. 3503.24. The references to R.C. 3505.19 have been removed from the Election Official Manual.

[**Directive 2017-12** (Chapter 3 Voter Registration).]

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<sup>1</sup> R.C. 3501.053.

***Review of Voter-Identifying Fields on Absentee Ballot Identification Statements and Provisional Ballot Affirmations***

- Directive 2016-38, Review of Voter-Identifying Fields on Absentee Ballot Identification Statements and Provisional Ballot Affirmations, required boards of elections to apply additional practices when reviewing voter-identifying fields on absentee identification envelopes and provisional ballot affirmations. The instructions contained in Directive 2016-38 were incorporated into the Election Official Manual after a posting early this year. The same instructions now have been incorporated into an additional chapter of the Election Official Manual.

[**Directive 2017-13** (Chapter 8 Canvassing the Votes).]

***Post-Election Audit – Contest Selection***

- The non-statewide candidate contest selected by the board of elections for a post-election audit must be a countywide candidate contest.

[**Directive 2017-14** (Chapter 9 Post-Election Activities).]

***Signature Undercounting and Over-Counting***

- The updated instructions for determining the validity of a part-petition that contains a signature undercounting or over-counting in the circulator's statement now are included in the Election Official Manual.

[**Directive 2017-15** (Chapter 11 Petitions) and **Directive 2017-16** (Chapter 14 Statewide Initiative and Referendum).]

***Safe at Home***

- Pursuant to Sub. H.B. 359 (131<sup>st</sup> General Assembly) boards of elections may not include a confidential voter record of a Safe At Home participant in the lookup function on the board of elections' website or on the list of electors provided to the commissioner of jurors.

[**Directive 2017-17** (Chapter 15 Miscellaneous Duties).]

If you have questions regarding this Advisory or the Ohio [Election Official Manual](#), please contact the Secretary of State's elections counsel assigned to your county at (614) 466-2585.

Sincerely,

  
Jon Husted