



**J. KENNETH BLACKWELL**  
Ohio Secretary of State

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**DIRECTIVE 2006-47**

April 19, 2006

**TO: ALL COUNTY BOARDS OF ELECTIONS**

Members, Directors, and Deputy Directors

**ELECTION NIGHT REPORTING REQUIREMENTS AND PROCEDURES**

**You must *carefully* read the enclosed instructions.** On election night, each board of elections must provide this office with reports for the statewide candidates, U.S. Congress, State Senate, State Representative, Court of Appeals, total number of electors voting and the number of outstanding absentee and provisional ballots. If due to technical difficulty you are unable to electronically transmit your reports, each county has been assigned a specific fax reporting number which you received in a previous e-mail.

**\*If you have electronically sent your reports, you do not fax your reports - only fax if you have problems in transmitting electronically.**

**FREQUENCY OF REPORTS**

Your first report must be sent to us when the *first ten precincts* have reported. Thereafter, please report results ***at least once each hour*** continuing until the final report for all your precincts is provided to our office. All returns must be cumulative (all figures must include the figures previously reported).

A major system's breakdown, difficulty in reporting, or other serious problems should be reported immediately to the Elections Division at (614) 466-2585.

If you have to fax your reports, a county specific report form is attached for you to copy and use on election night. We have found that a blue or black pen or a fine marker produces the most easily read copies when sending reports by fax.

Since the statewide tabulation cannot be completed until every county has transmitted in a final report, ***your board shall not close until your final report that includes total electors voting***

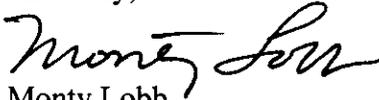
**and number of outstanding absentees and provisional ballots has been given to this office. It is imperative that the Director and Deputy Director take copies of all final vote results home with them and be available if this office must contact them for any reason.**

**REMINDER:** If you are not the most populous county for a district (office or issue), you must report your county results to the most populous county of an overlapping district before your board office closes. The results may be reported by phone, fax or e-mail. ***You must make a final report to the most populous county before you close.*** We request any most populous county board of elections not receiving results from an overlap county to report such incidence to our office.

Return the election day/night contact information form to Kathy Malott by **April 24**.

If you have any questions regarding this Directive, please call my Elections Division at (614) 466-2585.

Sincerely,

A handwritten signature in black ink that reads "Monty Lobb". The signature is written in a cursive, flowing style.

Monty Lobb

Assistant Secretary of State

**To be completed and faxed by April 24 to:**

614-752-4360

Attention: Kathy Malott

**May 2, 2006 Primary Election Day/Night Telephone Numbers**

The Secretary of State's office can contact the \_\_\_\_\_ Board of Elections  
as follows:

Person to contact to verify totals reported, if necessary:

\_\_\_\_\_

Day Time Number ( ) \_\_\_\_\_

Night Time Number ( ) \_\_\_\_\_

Additional numbers (ex: cell numbers for Director or Deputy)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of Director

\_\_\_\_\_  
Residential Telephone Number

\_\_\_\_\_  
Name of Deputy Director

\_\_\_\_\_  
Residential Telephone Number

\_\_\_\_\_  
Name of County Sheriff

\_\_\_\_\_  
Office Telephone Number

Form Completed By: \_\_\_\_\_

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