



JENNIFER BRUNNER
OHIO SECRETARY OF STATE

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DIRECTIVE 2007-13

September 10, 2007

To: County Boards of Elections

Re: Initial filing of petition on proposed referendum on Am. Sub. S.B. 117

Pursuant to R.C. 3519.01(B)(1), a petition was filed in the Secretary of State's office on September 7, 2007 by persons seeking to file a referendum petition against Am. Sub. S.B. 117 of the 127th General Assembly. Enclosed are part petitions containing signatures that must be examined to determine the number of registered voters who signed each part petition. Please read this directive and the accompanying instructions carefully before you start your examination of the signatures.

Checking the petitions:

- Circulator signatures: You must invalidate any part petition that was circulated by a person whom you have a record has been convicted of a felony under the laws of this state, any other state or the United States. To verify whether a circulator has been convicted of a felony, you may seek the assistance of your county clerk of courts.
- Petition signatures: Each person who signs a petition paper must be a qualified elector of the county in which the petition paper was circulated as of the date the petition is examined by the board. (R.C. 3519.15) If the part petition contains signatures from another county, the part petition is still valid, but only signatures from your county shall be counted, and the signatures outside your county are invalid. (R. C. 3519.10)

Returning the petitions:

- As soon as you certify these part petitions, **please return the completed form and all petitions to the Secretary of State's office. Certification and return of the petitions and form must be received by the Secretary of State's office no later than September 14, 2007.**
- You must deliver these part petitions to the Secretary of State's office either in person or by a method that provides for tracking of delivery (e.g. certified U.S. Mail, U.S. Post Office Express Mail, UPS, or FedEx.).

If you have any questions concerning the examination of the part petitions, please contact the Elections Division at (614) 466-2585.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jennifer Brunner".

Jennifer Brunner

CODE SYMBOLS FOR VALIDATING SIGNATURES ON PETITIONS

Each signature must be individually examined. If a signature is valid, please place a red check mark at the left margin beside it. After checking an entire part petition, please **write the number of valid signers** on the right side of the front page of each part petition and please **write the initials** of the board employee who checked the part petition under the number.

If a signature is not valid, please indicate the problem with it by using the following initials or, if no set of initials applies, an explanatory notation:

- CIR Circulator signed the part petition he or she was circulating. (This invalidates the circulator's signature as a signer, but not the entire part petition.)
- DUP "Duplication." The person has signed more than one part petition or twice on the same part petition.
- ILL "Illegible" applies only if both the signature and address are unreadable, so that it is impossible to check the signature against a voter registration record.
- NA "No address." The signer must have provided his/her complete address: house number and street name or RFD, and the appropriate city, village, or township. Failure to provide the name of the county of residence is not fatal *if* board officials can determine the county from the other information given. Ward and precinct information is not required.
- ND "No Date." The petition does not indicate the date on which the signature was affixed. (However, acceptable are: month-date-year, month-date, date out of sequence with other signers' dates, ditto marks.)
- NG "Not Genuine." The signature on the petition does not appear to be the genuine signature of the person whose signature it purports to be, compared to the signature on file with the board of elections as of the date the board checks the petition.
- NR "Not Registered." The signer is not registered to vote. Each person who signs a petition paper must be a qualified elector **as of the date the board examines the petition.**
- NRA "Not Registered Address." The address provided on the petition paper is not the address on file with the board of elections **as of the date the board examines the petition.**
- OC "Other County." The signer is a resident of some other county. **Do not cross out signature or address; instead, place code at left margin.**
- P "Pencil." The signature was written using a pencil *other than* an indelible pencil.

If the number of signatures on a part petition is *more than* the number indicated by the circulator, the entire part petition is invalid.

When invalidating an entire part petition, please indicate the reason for rejection on the front of that part petition and separate it from any valid part petition. **Please do not invalidate a part petition solely for the reason that it does not contain any valid signatures; it is a valid part petition, but it contains zero valid signatures.**

Finally, please fill out the certification form and forward it, with the part petitions, to the Secretary of State by personal delivery or by a method that provides for tracking of delivery.

CERTIFICATION FORM

Initial Filing

Petition Filed September 7, 2007

Proposing a Referendum Election on Am. Sub. S.B. 117

On behalf of the _____ County Board of Elections, I hereby certify that the board has examined the enclosed part petitions. The numbers of valid and invalid signatures on the part petitions for the proposed referendum are as follows:

	PETITIONS	SIGNATURES
1. Number of valid part petitions	_____	
Number of valid signatures		_____
Number of invalid signatures		_____
2. Number of invalid part petitions	_____	
Number of signatures on invalid part petitions		_____
3. Total number of <i>part petitions</i> received (valid and invalid)	_____	
4. Total number of <i>signatures</i> on part petitions (valid and invalid)		_____

Signed: _____
 Director

 Date

Please return completed form and petitions no later than Sept. 14, 2007

Please keep a copy of your completed Certification Form for your files.