



**JENNIFER BRUNNER**  
**OHIO SECRETARY OF STATE**

180 East Broad Street, 15<sup>th</sup> floor  
Columbus, Ohio 43215-3726 USA  
Tel.: 1-614-466-2655  
Fax: 1-614-644-0649  
www.sos.state.oh.us

**DIRECTIVE 2007-23**

November 2, 2007

To: ALL COUNTY BOARDS OF ELECTIONS

Re: Unofficial Canvass

The "unofficial canvass" shall be conducted on election night in accordance with Revised Code sections 3505.27 (*counting regular ballots cast at polling locations*), 3505.28 (*ballots not counted*), 3509.06 (*counting absentee ballots*), 3509.07 (*absentee ballots not counted*) and 3511.11 through .13 (*armed service absentee ballot*). The unofficial canvass shall include all ballots that the board determines are eligible to be counted on election night. An example of a ballot that cannot be counted on election night is a provisional ballot. Pursuant to R.C. 3505.27, the unofficial canvass must be conducted in full view of the board members and any observer appointed under R.C. 3505.21.

**SOS Reporting Requirements**

Since there are no Statewide Issues on the ballot for the November 6<sup>th</sup>, 2007 General Election, there is no need for reports on Statewide Issue results be sent to the Secretary of State's Office.

**Tabulation Instructions**

The board of elections must designate teams having an equal number of people from each major political party to inspect and/or count the ballots. Depending on the type of voting system used in the county, the teams either inspect or count the ballots as follows:

- Optical Scan - Precinct Count

*Verify* that memory cards and corresponding report from all the polling places containing results from all precincts are received.

- Optical Scan - Central Count

*Inspect* any ballot rejected by the tabulator as a blank ballot or a ballot in which the voter intent is in question. As stated in R.C. 3506.21(B), voter intent is determined by examining the ballot for a consistently made mark that is contrary to voting instructions. *Examples:* Rather than filling in the oval or box, the voter underlined or circled choice; circled oval or box by choice; made an "X", checkmark or other recognizable mark beside the choice; or marked the ballot with a writing instrument not recognized by tabulator.

*Remake* any ballot where the intent of the voter has been determined.

- Direct Recording Electronics (DRE)

*Verify* that cartridges, PCMCIA cards or other removable memory devices and a corresponding report is received from each precinct.

### Tabulation Instructions For Write-in Candidates

It is permissible to count a ballot in which a voter has written in only the last name of the candidate, if there is only one candidate with that last name as a candidate. But if there are two or more write-in candidates with the same last name, the voter must provide sufficient information for election officials to determine the voter's intent in order for it to be counted. (For example, a voter who has written on the ballot the write-in candidate's first and last name, or the candidate's last name and the office sought should be considered to be a valid write-in vote.)

- **Optical Scan Ballots**

The oval or box next to the write-in candidate's name must be filled in for a write-in vote to be valid.

If, for the same office, there is any candidate whose name is on the ballot and any candidate who is a write-in, the ballots must be examined for the possibility of an overvote and whether any name the voter has written on the ballot is a qualified write-in candidate.

### Required Reports for the November 6 Election

In accordance with R.C. 3505.30, each board of elections shall transmit unofficial results for offices and questions and issues on your ballot by transmitting a copy of your county's summary report. Please transmit election night or no later than **noon** on Wednesday, November 7, 2007. You may transmit your results to the Elections Division by one of the following methods:

- Fax to 614-752-4360;
- Email to [twashing@sos.state.oh.us](mailto:twashing@sos.state.oh.us) or
- U.S. mail to Secretary of State's Office, Elections Division, 180 E. Broad St, 15<sup>th</sup> Floor, Columbus, OH 43216 or P.O. Box 2828, Columbus, OH 43216.

If you have any question regarding these instructions, please contact your elections attorney assigned to your county at 614- 466-2585.

Sincerely,



Jennifer Brunner