



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

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**DIRECTIVE 2007-34**  
December 11, 2007

To: ALL COUNTY BOARDS OF ELECTIONS  
ALL CHAIRPERSONS OF COUNTY PARTY EXECUTIVE COMMITTEES

Re: **Appointments to the Board of Elections in Each County for Terms  
Commencing 3/1/2008**

In accordance with R.C. 3501.06, the Secretary of State will be appointing two board of elections members in each county, one from each major political party, on March 1, 2008.

R.C. 3501.07 provides for the county executive committee of each major political party to meet, 15 to 60 days before the expiration date of the term of a member of the board of elections, to make and file a recommendation with the Secretary of State for the appointment of a qualified elector to serve as a board member. **By law, the committee meeting must be held no earlier than December 31, 2007 and no later than February 14, 2008.** Any recommendation of appointment received by the Secretary of State indicating a meeting was held prior to December 31, 2007, must be returned as an invalid recommendation, as the meeting was held earlier than permitted by law.

To ensure that there will be sufficient time for our office to review and process the paper work for each individual recommended, and to schedule swearing in ceremonies across the State before March 1, 2008, it is essential that each executive committee submit its recommendation to the Secretary of State's office no later than **January 22, 2008**, on the forms provided with this directive.

**Recommendation of a current board member whose term is expiring 02/29/2008.**

The executive committee must submit two properly completed documents:

- *Recommendation for Appointment* (Form No. 300) and
- *Questionnaire for Prospective Appointee* (Form No. 302), to be completed by the appointee.

**Recommendation of a person not currently on the board.** The executive committee must submit three properly completed documents:

- *Recommendation for Appointment* (Form No. 300),
- *Questionnaire for Prospective Appointee* (Form No. 302), and
- *Applicant's resume* that sets forth the nominee's education, employment history and other information relating to the applicant's qualifications to be a member of a board of elections.

Each board of elections is instructed to **forward a copy of this Directive, along with the forms provided and Directive 2007-35 Ethics Policy**, to the **Democratic and Republican Party Executive Committee chairpersons** of the county. Each committee must submit the appropriate, properly completed forms to:

Ohio Secretary of State Elections Division,  
Attention: Myra Hawkins,  
PO Box 2828  
Columbus OH 43216.

At a later date, each board of elections will receive details about the regional swearing-in ceremonies and orientation meetings for the newly appointed board members.

Finally, also provided with this directive is *Recommendation for Unexpired Term Appointment* (Form No. 301), should your board experience a mid-term vacancy in the office of board member.

Should you have questions concerning this process, please contact David Farrell, Director of Elections or Patricia Wolfe, Election Administrator at (614) 466-2585.

Sincerely,



Jennifer Brunner

Attachments (3)

# Recommendation for Full Term Appointment of Member of Board of Elections (For unexpired term use Form # 301)

\_\_\_\_\_ County  
\_\_\_\_\_, Ohio \_\_\_\_\_, 20 \_\_\_\_\_

The undersigned Chairperson and Secretary of the  Dem.  Rep. Party Executive Committee of  
\_\_\_\_\_ County, Ohio, do hereby certify that at a meeting of said Executive Committee,

held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, it was resolved by a majority vote of the  
members thereof that

- Mr.
- Mrs.
- Ms. \_\_\_\_\_

**Political Party Affiliation**

- Dem.
- Rep. Birthdate \_\_\_\_\_

\_\_\_\_\_  
Street and Number or Rural Route

\_\_\_\_\_  
City or Village Zip Code

Residence Telephone: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

who is an elector qualified and competent to perform the duties of such office, be and is hereby recommended  
for appointment as a member of the Board of Elections for said county for the full term beginning March 1,  
2008 and ending February 29, 2012.

The address of the Chairperson and Secretary must be provided.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Address

Send to:

Secretary of State's Office - Elections Div.  
Attn: Myra Hawkins  
P. O. Box 2828  
Columbus, OH 43216

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Address

# Recommendation for **Unexpired Term Appointment** of Member of Board of Elections

\_\_\_\_\_ County

The undersigned Chairperson and Secretary of the  **Dem.**  **Rep.** Party Executive Committee of  
\_\_\_\_\_ County, Ohio, do hereby certify that at a meeting of said Executive Committee,

held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, it was resolved by a majority vote of the  
members thereof that

- Mr.
- Mrs.
- Ms. \_\_\_\_\_

**Political Party Affiliation**

- Dem.
- Rep. Birthdate \_\_\_\_\_

\_\_\_\_\_  
Street and Number or Rural Route

\_\_\_\_\_  
City or Village Zip Code

Residence Telephone: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

who is an elector qualified and competent to perform the duties of such office, be and is hereby recommended  
for appointment as a member of the Board of Elections for said county for the unexpired term ending  
\_\_\_\_\_.

Appointed to succeed \_\_\_\_\_ *(please check one below)*

- Retired \_\_\_\_\_ (date)
- Resigned \_\_\_\_\_ (date)
- Deceased \_\_\_\_\_ (date)

The address of the Chairperson and Secretary must be provided.

Send to: Secretary of State's Office - Elections Div.  
Attn: Myra Hawkins  
P.O. Box 2828  
Columbus, OH 43216

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Address

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Address

# Questionnaire for Prospective Appointment as a Member of the \_\_\_\_\_ County Board of Elections

(Please return YOUR RESUME with your completed form, *unless* you are being reappointed to the Board)

Full Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Present Home Address: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_  
Zip Code Home telephone number E-mail address

Date of Birth: \_\_\_\_\_ Aliases or Maiden Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ SS#: \_\_\_\_\_

Previous addresses in past ten years (include years of residence, city & state)

\_\_\_\_\_  
\_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_  
Zip Code Occupation Business telephone number

When answering the following questions, please attach additional sheets as necessary.

1. Are you currently holding any elected office?  Yes  No  
If yes, please identify. \_\_\_\_\_

2. Are you currently holding any appointed office for which you must subsequently be elected?  Yes  No  
If yes, please identify. \_\_\_\_\_

3. Have you ever been convicted of a misdemeanor or felony?  Yes  No  
If yes, give details of conviction: what, when and where. \_\_\_\_\_

4. Are there any circumstances which might present a conflict of interest with the administrative duties of a member of the board of elections? (see enclosed ethics policy, Directive #2007-35)  Yes  No  
If yes, please identify. \_\_\_\_\_

5. Please describe any employment or interests in contracts you have had with the board of elections within the last 24 months.  
\_\_\_\_\_

6. Have you ever been required, as a candidate or campaign treasurer, to file a campaign finance report with any board of elections or the Secretary of State?  Yes  No  
\_\_\_\_\_

7. Has a campaign in which you were involved as a candidate or treasurer ever been the subject of a referral or complaint to the Ohio Elections Commission? If yes, please explain.  Yes  No  
\_\_\_\_\_

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

Send to: Secretary of State's Office  
Attention: **Myra Hawkins**  
P O Box 2828, Columbus, OH 43216