

**DIRECTIVE 2009-19**

December 14, 2009

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

Re: **Appointments to the Board of Elections in Each County for Full Terms  
Commencing 3/1/2010**

In accordance with R.C. 3501.06, the Secretary of State will be appointing to the board of elections of each county two members, one from each major political party, to four-year terms commencing March 1, 2010.

R.C. 3501.07 provides for the county executive committees of the two major political parties to meet 15 to 60 days before the expiration date of the term of a member of the board of elections for the purpose of making and filing 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 30, 2009 and no later than February 13, 2010.**

**Note:** Any recommendation of appointment received by the Secretary of State indicating a meeting was held prior to December 30, 2009, must be returned as an invalid recommendation, because the meeting was held earlier than permitted by law.

All electors recommended for appointment, including current board members, will undergo a background check. To ensure that there will be sufficient time for our office to review and process the paper work for each elector recommended and to schedule swearing in ceremonies across the state before March 1, 2010, it is essential that each executive committee submit its recommendation to the Secretary of State's office no later than **January 20, 2010**, on the forms provided with this directive.

• **Recommendation of a current board member whose term will expire  
02/28/2010:**

The executive committee must submit two properly completed documents:

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

• **Recommendation of an elector not currently on the board:**

The executive committee must submit three properly completed documents:

1. *Recommendation for Appointment* (Form No. 300),
2. *Questionnaire for Prospective Appointee* (Form No. 302), and
3. *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 (attached)**, 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), in the event your board experiences a mid-term vacancy in the office of board member.

If you have questions concerning this process, please contact one of the election administrators at (614) 466-2585.

Sincerely,

Jennifer Brunner

Attachments (4)