



Jon Husted Ohio Secretary of State

180 East Broad Street, 16th Floor
Columbus, Ohio 43215
Tel: (877) 767-6446 Fax: (614) 644-0649
www.OhioSecretaryofState.gov

DIRECTIVE 2011-47

December 30, 2011

To: ALL COUNTY BOARDS OF ELECTIONS

Re: Election Administration Plans

Summary

This Directive provides an Election Administration Plan (EAP) template for use by county boards of elections. To promote consistency in plan content and format among all eighty-eight county boards of elections, each board must use this template when drafting its plan. Additional information beyond the categories in the template is acceptable.

According to the terms of the settlement agreement, the first EAP for 2012 is due on January 6, 2012, because the presidential primary was moved from June to March.

This Directive supersedes Directive 2009-11.

Instruction

In compliance with the settlement agreement entered into in *League of Women Voters, et al. v. Brunner*, the Secretary of State's office must require each county board of elections to create an Election Administration Plan (EAP). Boards must submit their plans to the Secretary of State's office sixty days before each statewide presidential primary election and one hundred twenty days before each statewide general election in even-numbered years.

Recent review of EAP's has revealed a lack of consistency in content and format. To enable more efficient review, as well as the processing of public records requests for these reports, attached to this Directive is a template for boards of elections to use when drafting their EAP. Adhering to the substance and format of this template will ensure that the requirements of the *League of Women Voters* settlement agreement are met and that counties are well prepared to execute their elections administration duties.

The attached template is closely tailored to the categories specifically cited in the agreed undertakings of the settlement agreement. There are six sections, organized as follows:

- 1. Poll Worker Recruitment, Training, and Accountability**
- 2. Resource Allocation**
- 3. Election Day Communication**

4. **Materials**
5. **Election Day Contingencies**
6. **Security**

Each board must submit this completed template as its EAP. A submission may include additional content, but must include the items designated in the template at a minimum. The EAP must be signed by the board members, director, and deputy director, or, if the board does not have a deputy director, the highest-ranking staff person at the board who is of a different political party than the director.

In order to assist this office with the processing of public records requests, each county shall submit its EAP electronically, in unrestricted .pdf format. In addition, each county shall identify the portions of the EAP that it considers to be exempt from mandatory disclosure under Ohio's Public Records Act, with a citation to relevant authority. Please contact your county prosecutor for further guidance on the public records issue.

EAP's should be sent by email to Keith Cunningham at KCunningham@ohiosecretaryofstate.gov.

If you have any questions concerning this directive, please contact Keith Cunningham or the elections counsel assigned to your county at 614-466-2585.

Sincerely,



Jon Husted

Directive 2011-45
Attachment 1

Election Administration Plan for the *(name)* County Board of Elections
(date submitted)

1. Precinct Election Official Recruitment, Training, and Accountability

1.1 Public Awareness for Recruitment

Local Content

1.2 Partnerships with Local Organizations and Public Agencies for Recruitment

Local Content

1.3 Contingency Plan in the Event of Insufficient Number of Workers

Local Content

1.4 Training Classes and Materials (in addition to R.C. 3501.22)

Local Content

1.5 Timeframe for Poll Worker Recruitment (in addition to R.C. 3501.27)

Local Content

1.6 Post-Election Accountability and Assessment of Precinct Election Officials

Local Content must include, at a minimum, evaluation of performance using a) self-reporting of problems, b) correct administration of identification rules, specifically the validity of former address on Ohio driver licenses, c) proper appropriate handling/processing of provisional ballots, d) accurate completion of reconciliation sheets, and e) the proper opening and closing of polls

2. Resource Allocation

2.1 Voting Device (DRE and/or PCOS) Allocation for Voters with Disability

The board will provide one voting or marking device per voting location to accommodate the needs of voters with disability pursuant to state law.

2.2 Public Meeting for Consideration and Adoption of Voting Device Allocation

Prior to each election, the board will hold a public meeting and, in public session, adopt a plan for the allocation and distribution of voting machines, marking devices, and automatic tabulating question for each precinct in the county.

2.2.1 Anticipated Date of Meeting for March 6, 2012 Primary Election: *Local Content*

3. Election Day Communication

3.1 Methods and Procedures for Communicating with Precinct Election Officials

Local Content

3.2 Methods and Procedures for Communicating with the Owners of Buildings Used for Voting Locations

Local Content

3.3 Methods and Procedures for Communicating with other Public Entities

3.3.1 Sheriff and other Local Law Enforcement Agencies (including Fire Departments)

Local Content

3.3.2 County Engineer and other Public Service Agencies of Political Subdivisions within the County

Local Content

3.3.3 Public Utility Agencies and/or Companies

Local Content

3.3.4 Emergency Management Authority

Local Content

3.4 Methods and Procedures for Communicating with the Media

Local Content

3.5 Methods and Procedures for Communicating with the Secretary of State

Local Content

3.6 Methods and Procedures for Communicating with the Public

*Local Content***4. Materials and Supplies**

4.1 List All Necessary Election Related Materials and Supplies (including, but not limited to, those materials required, or necessitated, by R.C. 3501.30, 3503.16, 3503.23, 3505.09, 3505.11, 3505.12, 3505.16, 3505.18, 3505.181, 3505.20, 3505.21, 3505.23, 3505.24, 3505.26, and 3505.30)

Local Content

4.2 Timeline for Producing Elections Related Materials and Supplies prior to Election Day

Local Content

4.3 Method and Procedures for Ensuring the Necessary and Proper Distribution of Election Related Materials and Supplies

Local Content

4.4 Method and Procedures for Providing Additional Quantities of Elections Related Materials and Supplies on Election Day
Local Content

5. Election Day Contingencies

5.1 Shortages or Failures of Election Equipment
Local Content

5.2 Absence of Early Departure of Precinct Elections Officials
Local Content

6. Security

Local Content