



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 2016-10

March 18, 2016

To: All County Boards of Elections
Directors, Deputy Directors and Board Members

Re: Official Canvass for the March 15, 2016 Presidential Primary Election (and Special Congressional Primary for the 8th Congressional District)

SUMMARY

This Directive outlines the procedures that all county boards of elections must follow in conducting the official canvass of the March 15, 2016 Presidential Primary Election (and Special Congressional Primary Election for the 8th Congressional District).

INSTRUCTIONS

I. TIMELINE FOR OFFICIAL CERTIFICATION

Boards of elections may begin the official canvass of the March 15, 2016 Presidential Primary Election no earlier than the 11th day after the election (Saturday, March 26, 2016) and must begin no later than the 15th day after the election (Wednesday, March 30, 2016). Each board of elections must complete its official canvass and certify no later than the 21st day after the election (Tuesday, April 5, 2016).¹

II. PERMISSIBLE PRE-CANVASS ACTIVITY

Each board of elections must follow the instructions for pre-canvass activity that are outlined in Chapter 8, Section 1.03, of the [Election Official Manual](#).

III. INSTRUCTIONS FOR OFFICIAL CANVASS

Each board of elections must follow the processes and procedures for conducting the official canvass and resolving tie votes (candidate contests only) that are contained in Chapter 8, Section 1.04, of the [Election Official Manual](#).

¹ R.C. 3513.22(A).

IV. FORMS FOR OFFICIAL CERTIFICATION

Templates for reporting results to the Secretary of State's Office and, in some instances, to other boards of elections or public agencies will be forwarded under separate cover.

All certifications and reports must be signed by the appropriate board personnel before being submitted to the Secretary of State's Office, to another board of elections, or to another public entity. The board may not authorize the use of digital or stamped signatures for these reports.

Each board of elections must submit the signature form, which will be provided under separate cover, for the purpose of certifying the Official Election Results including, the Supplemental Reports for Absentee Ballots and Provisional Ballots to the Secretary of State's Office.

A. Certification of Official Results to the Secretary of State²

1. After a board has completed its official canvass, it must email the Secretary of State's Office and attach a copy of the official vote total summary report generated by the board's voting system. This report must be clearly labeled "<County>'s Official Canvass" and it must contain only vote totals for that county.
2. A separate write-in tally must be provided that records the official canvass of the number of valid votes cast for write-in candidates for party nomination using a reporting form that will be provided under separate cover. Reporting to the Secretary of State the official canvass of valid votes for write-in candidates does not need to be detailed to the precinct-level.
3. The board of elections for the most populous county of any jurisdiction must generate a separate report from its voting system, create a report outside of its voting system, or use a reporting form that will be provided under separate cover for this purpose. This report must be clearly labeled "<County>'s Official Canvass – Most Populous County." The report must include the total number of votes recorded for the office, question or issue from each county in the multi-county jurisdiction and the sum total for all counties. The contest(s) for which a board is the most populous county must be marked to clearly identify it as a contest containing vote totals from other counties.

B. Absentee and Provisional Ballot Supplemental Report

State law requires the Secretary of State to publish a report on the number of absentee and provisional ballots cast and counted.³ Each board of elections must provide this supplemental data for absentee and provisional ballots. The reporting forms will be sent under separate cover.

² R.C. 3505.30.

³ R.C. 3501.05(Y).

C. Certificate of Official Summary Results for Local Liquor Option Questions

Each board of elections must send a completed copy of Form No. 126-B to the Secretary of State's Office (via email to AScott@ohiosecretaryofstate.gov) and a copy of the completed form to the Ohio Division of Liquor Control via email: LiquorLicensingMailUnit@com.state.oh.us or by mailing to the following address:

Division of Liquor Control
6606 Tussing Rd.
Reynoldsburg, OH 43068-9005

D. Electronic Precinct-Level Official Results File of Votes and Turnout By Party By Precinct File

Each board of elections must upload an electronic precinct-level results file of votes that includes all candidates that appear on the county's ballot except County Central Committee to the Secretary of State on Wednesday, April 6, 2016 via the SOS County Submission System. The upload tool within the SOS County Submission System will allow you to do this efficiently and without data entry errors. You must use the file format provided by Secretary of State's Office. Instructions regarding the upload process as well as the time to complete the upload will be sent under separate cover. If you have any questions regarding the electronic precinct-level results file containing votes, contact Laura Pietenpol at Lpietenp@ohiosecretaryofstate.gov.

Additionally, boards of elections are required to provide, via email to AScott@ohiosecretaryofstate.gov, a separate report from the county's central tabulating system detailing turnout by party by precinct. Boards must also submit a Statement of Votes Cast (SOVC) report with their turnout report. Details outlining the content and generation of these reports will be sent under separate cover.

V. TIMELINE FOR REPORTS

The Secretary of State's Office must receive each board of elections' properly completed certification report, signature form, report forms, electronic turnout detail by precinct (via email) and Statement of Votes Cast (SOVC) report not later than Tuesday, April 5, 2016. However, boards are encouraged to submit these reports via email as soon as the board has completed its official certification.

Submit completed reports and forms to Allison Scott via email at AScott@ohiosecretaryofstate.gov.

Every board of elections must maintain at its office a copy of each of its completed certification and report forms.

Each board of elections must upload an electronic precinct-level results file of votes that includes all candidates that appear on the county's ballot except County Central Committee to the Secretary of State on Wednesday, April 6, 2016 via the SOS County Submission System.

VI. CERTIFICATES OF ELECTION AND/OR NOMINATION⁴

Each board of elections must follow the instructions for issuing certificates of election and/or nomination that are contained in Chapter 8, Section 1.04, Division G, of the [Election Official Manual](#).

VII. RECOUNTS

Do not delay submitting the official certification forms due to a recount for any race or issue. Before scheduling and conducting a recount, please review the procedures set forth in state law⁵ and the instructions and procedures outlined in Chapter 9, Section 1.02, of the [Election Official Manual](#).

If a recount is to be conducted, please send notice of the recount to Melanie Poole via email to mpoole@ohiosecretaryofstate.gov. If the recount to be conducted is of a multi-county jurisdiction, the Secretary of State's Office will issue the notice of recount upon notification by the most populous county. If a recount should result in vote totals changing, the board of elections must submit a properly completed and signed amended certification and abstract.

VIII. VOTER HISTORY AND PARTY AFFILIATION

All boards must upload voter history for the March 15, 2016 Presidential Primary Election to the Statewide Voter Registration Database (SWVRD) no later than April 22, 2016. Counties with more than 100,000 registered voters must contact Robin Fields at rfields@ohiosecretaryofstate.gov to schedule their upload.

For purposes of assigning voter history, each board of elections must follow the instructions outlined in Chapter 8, Section 1.04, Division E, of the [Election Official Manual](#).

For purposes of assigning party affiliation, each board of elections must follow the instructions outlines in Chapter 3, Section 1.13, Division C, of the [Election Official Manual](#).

⁴ R.C. 3505.38

⁵ R.C. 3515.01 - .072.

If you have any questions regarding this Directive, please contact the Secretary of State's elections counsel assigned to your county at (614) 466-2585.

Sincerely,


Jon Husted