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DIRECTIVE 2016-31

August 29, 2016

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

Re: Ballots and Candidates for the November 8, 2016 Presidential General Election

Summary

This Directive provides the certified form of the official ballot to be used in the November 8, 2016 Presidential General Election and the names of candidates who have been certified by the Ohio Secretary of State.¹

Please note that, in lieu of issuing a separate Directive with specific details covering ballot layout, proofing, and quantities, the Secretary of State's office is issuing only this Directive, which must be used in conjunction with Chapter 4, Ballots, of the Election Official Manual (EOM) when preparing ballots for this election. Chapter 4 of the EOM ([Directive 2016-22](#)) provides specific instructions on the following subjects:

- Ballot format;
- Voter instructions;
- Ballot stubs;
- Candidate ballots (names, restrictions, political party, rotation, etc.);
- Questions and issues ballot;
- Ballot proofs;
- Bid requirements;
- Ballot quantities;
- Logic and accuracy testing; and
- Public test.

Instructions

A. Verifying District Relationships

Before programming any aspect of the central tabulating system for the November 8, 2016 Presidential General Election, boards of elections must verify the accuracy of district

¹ The filing deadline for a write-in candidate is August 29, 2016. Accordingly, the Secretary of State's office will certify the names of any valid write-in candidates who file with the Secretary of State's office after the filing deadline.

relationships in the central tabulating system against the county's voter registration system. This is to ensure that each voter receives the correct ballot style (i.e., the correct combination of candidate offices and issues) based upon that voter's residential address.

As a part of the review for accuracy of district relationships between the county's voter registration system and its tabulating system, but no later than September 16, 2016, the board also must ensure that 1) the Secretary of State's precinct codes (three alphabet letters) are accurate in the tabulating system and, if appropriate, the county's voter registration system; and 2) the precinct names correspond between the two systems.

Note: It also is imperative that a board of elections upload to the statewide voter registration database (SWVRD) any changes to district relationships (including wards and precincts) that have been made locally in the county's voter registration system (VRS).

After the board has completed all changes in the county VRS, but no later than September 16, 2016, the board must send a complete list of the district(s) that had changes to Robin Fields at swvrd@ohiosecretaryofstate.gov. Be sure to include the name and the state code associated with each district so the names can be corrected in the SWVRD.

The board must spot-check at least one voter record for each precinct in the SWVRD against the county's VRS.

B. Official Ballot Forms²

The certified ballot forms accompanying this Directive are for offices to be elected at the November 8, 2016 Presidential General Election. The ballot forms contain the correct title for each office as that title should appear on your county's ballot and the order in which offices must appear on the ballot for all voting systems.

The names of all candidates, who have not withdrawn pursuant to R.C. 3513.30, must be arranged, rotated, and printed upon the ballot in accordance with the provisions of Ohio Revised Code Chapters 3505, 3506, and 3513 and Chapter 4 of the EOM ([Directive 2016-22](#)).

C. Order of Offices³

The order of offices shall be as follows:

President and Vice President
U. S. Senator
Representative to Congress

² R.C. 3505.03, .04, .05, .10.

³ R.C. 3505.03, .10.

State Senator
State Representative
County Commissioner (Full term commencing 1-2-2017)⁴
County Commissioner (Full term commencing 1-3-2017)
Prosecuting Attorney
Clerk of the Court of Common Pleas
Sheriff
County Recorder
County Treasurer
County Engineer
Coroner
Member of the State Board of Education
Chief Justice of the Supreme Court (Full term commencing 1-1-2017)
Justice of the Supreme Court (Full term commencing 1-1-2017)
Justice of the Supreme Court (Full term commencing 1-2-2017)
Judge of the Court of Appeals (full terms in order of date commencing)
Judge of the Court of Common Pleas (full terms in order of date commencing)
Judge of the County Court (full terms in order of date commencing)

If there is both a full and an unexpired term for the same office, place the full term first followed by the unexpired term.

D. Write-In Vote Blank Spaces⁵

A write-in space must be provided on the ballot for every office for which the board of elections or the Secretary of State has received a valid declaration of intent to be a write-in candidate.

The Secretary of State will certify the names of valid write-in candidates who filed with the Secretary of State's Office after the August 29, 2016 deadline.

E. Questions and Issues⁶

Offices for which candidates may be elected are presented on the ballot first, followed by the questions and issues. The ballot form contains examples of some of the local questions and issues that may appear on the ballot in your county. Not every category or type of question/issue will appear on every ballot in every county, so please apply as much of the form as is appropriate to the ballots in your county.

⁴ If an unexpired term election is held for the office of County Commissioner (Unexpired term ending 12-31-2018) or County Auditor (Unexpired term ending 3-10-2019), the offices should appear after the offices for full term with the office of County Commissioner first followed by County Auditor.

⁵ R.C. 3513.041.

⁶ R.C. 3505.06.

Additional instructions on headings, ballot language, and percentage of votes can be found in Chapter 4 of the EOM ([Directive 2016-22](#)).

Questions and issues must be grouped together in the following political subdivision order for elections held in 2016:

- Municipal
- Township
- School and other Districts
- County

Each board of elections may determine the specific order in which the questions/issues within each group are placed on the ballot in that county, however, a board should adopt a method for doing so (i.e., ordered alphabetically or by date filed, etc.). Absentee ballots must contain identical ordering of issues within groups to regular ballots.

Please review the appropriate sections of the Ohio Revised Code, local charter (if applicable), and the [Questions and Issues Handbook](#) for ballot language and formats that are not on the attached ballot forms.

F. Absentee Ballots⁷

Each board of elections must have absentee ballots printed and ready for use 45 days before the general election (September 24, 2016) for Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voters.

A copy of each absentee ballot (candidates and questions and issues) must be sent to the Secretary of State's office at least 46 days before the election (September 23, 2016). Please send to Serena Henderson via email at shenders@ohiosecretaryofstate.gov.

⁷ R.C. 3509.01; R.C. 3511.04.

G. Candidates Certified by the Secretary of State⁸

The following candidates have been certified to the November 8, 2016 General Election ballot:

For President and Vice President

For President

Hillary Clinton

For Vice President

Tim Kaine

Democratic

For President

Richard Duncan

For Vice President

Ricky Johnson

Nonparty candidates

For President

Gary Johnson

For Vice President

William Weld

For President

Jill Stein

For Vice President

Ajamu Baraka

Green

For President

Donald J. Trump

For Vice President

Michael R. Pence

Republican

⁸ The filing deadline for a write-in candidate is August 29, 2016. Accordingly, the Secretary of State's Office will certify the names of any valid write-in candidates who filed with the Secretary of State's Office after the filing deadline.

For U.S. Senator

Tom Connors
Nonparty candidate

Joseph R. DeMare
Green

Rob Portman
Republican

Scott Rupert
Nonparty candidate

Ted Strickland
Democratic

For Chief Justice of the Supreme Court (Full term commencing 1/1/2017)

Maureen O'Connor

For Justice of the Supreme Court (Full term commencing 1/1/2017)

Pat Fischer
John P. O'Donnell

For Justice of the Supreme Court (Full term commencing 1/2/2017)

Pat DeWine
Cynthia Rice

H. Candidates of Other District Offices (e.g., Representative to Congress, State Senate, State Representative, Member of the State Board of Education and Judge of the Court of Appeals)

Candidates for other district offices must be certified to the appropriate board(s) of elections by the most-populous county board of elections of the district. If you are a less-populous county of a district and have not received a list of candidates from the most-populous county, you must contact the most-populous county before programming your ballots.

If you have any questions regarding this Directive or Chapter 4 of the EOM ([Directive 2016-22](#)), please contact the Secretary of State's elections attorney assigned to your county.

Sincerely,

A handwritten signature in black ink that reads "Jon Husted". The signature is written in a cursive, flowing style with a large initial "J".

Jon Husted

OFFICIAL GENERAL ELECTION BALLOT

A	_____ County	B	General Election	C	November 8, 2016
<p>Instructions to Voter</p> <ul style="list-style-type: none"> ● To vote: completely darken the oval (●) to the left of your choice. ● Note the permitted number of choices directly below the title of each candidate office. Do not mark the ballot for more choices than allowed. ● If you mark the ballot for more choices than permitted, that contest or question will not be counted. ● To vote for a write-in candidate: completely darken the oval (●) to the left of the blank line and write in the candidate's name. Only votes cast for candidates who filed as write-in candidates can be counted. ● Do not write in a candidate's name if that person's name already is printed on the ballot for that same contest. ● If you make a mistake or want to change your vote: return your ballot to an election official and get a new ballot. You may ask for a new ballot up to two times. 	<p>For President and Vice President (Vote for not more than 1 pair)</p> <p><small>A vote for any candidates for President and Vice President shall be a vote for the electors of those candidates whose names have been certified to the Secretary of State.</small></p>			<p>For U.S. Senator (Vote for not more than 1)</p>	
	<p><input type="radio"/> For President Hillary Clinton For Vice President Tim Kaine Democratic</p>			<p><input type="radio"/> Tom Connors Nonparty candidate</p>	
	<p><input type="radio"/> For President Richard Duncan For Vice President Ricky Johnson Nonparty candidates</p>			<p><input type="radio"/> Joseph R. DeMare Green</p>	
	<p><input type="radio"/> For President Gary Johnson For Vice President William Weld</p>			<p><input type="radio"/> Rob Portman Republican</p>	
	<p><input type="radio"/> For President Jill Stein For Vice President Ajamu Baraka Green</p>			<p><input type="radio"/> Scott Rupert Nonparty candidate</p>	
	<p><input type="radio"/> For President Donald J. Trump For Vice President Michael R. Pence Republican</p>			<p><input type="radio"/> Ted Strickland Democratic</p>	
	<p><input type="radio"/> For President _____ Write-in For Vice President _____ Write-in</p>			<p><input type="radio"/> _____ Write-in</p>	
	<p>For Representative to Congress (_____ District) (Vote for not more than 1)</p>			<p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p>	
	<p>For State Senator (_____ District) (Vote for not more than 1)</p>			<p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p>	
	<p>For State Representative (_____ District) (Vote for not more than 1)</p>			<p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p>	
			<p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p>		

A 001 _____ TWP A **B** 0001:1 **C** 001

This **SAMPLE** ballot provides the **CORRECT TITLES** and **ORDER OF OFFICES** for ballot layout for candidates for the November 2016 General Election.
The space for a write-in candidate should be provided only if applicable. See ballot layout directive.

OFFICIAL GENERAL ELECTION BALLOT

D	_____ County	E	General Election	F	November 8, 2016
			For County Recorder (Vote for not more than 1)		For Justice of the Supreme Court (Full term commencing 1-1-2017) (Vote for not more than 1)
			<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)		<input type="radio"/> Pat Fischer
			<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)		<input type="radio"/> John P. O'Donnell
			For County Treasurer (Vote for not more than 1)		For Justice of the Supreme Court (Full term commencing 1-2-2017) (Vote for not more than 1)
			<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)		<input type="radio"/> Pat DeWine
			<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)		<input type="radio"/> Cynthia Rice
			For County Engineer (Vote for not more than 1)		For Judge of the Court of Appeals (_____ District) (Full term commencing XX-XX-20XX) (Vote for not more than 1)
			<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)		<input type="radio"/> Print Candidate Name
			<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)		<input type="radio"/> Print Candidate Name
			For Coroner (Vote for not more than 1)		For Judge of the Court of Common Pleas (Full term commencing XX-XX-20XX) (Vote for not more than 1)
			<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)		<input type="radio"/> Print Candidate Name
			<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)		<input type="radio"/> Print Candidate Name
			For Member of the State Board of Education (_____ District) (Vote for not more than 1)		For Judge of the County Court (Full term commencing XX-XX-2017) (Vote for not more than 1)
			<input type="radio"/> Print Candidate Name		<input type="radio"/> Print Candidate Name
			<input type="radio"/> Print Candidate Name		
			For Chief Justice of the Supreme Court (Full term commencing 1-1-2017) (Vote for not more than 1)		
			<input type="radio"/> Maureen O'Connor		
					Page 2 of 4
D	001 _____ TWP A	E	0001:1	F	001

This **SAMPLE** ballot provides the **CORRECT TITLES** and **ORDER OF OFFICES** for ballot layout for candidates for the November 2016 General Election.
 The space for a write-in candidate should be provided only if applicable. See ballot layout directive.
 08/25/2016

OFFICIAL GENERAL ELECTION BALLOT

G	County	H	General Election	I	November 8, 2016
<p>Proposed Tax Levy (Additional)</p> <p>_____ (Name of subdivision, district, college, library or board)</p> <p>A majority affirmative vote is necessary for passage.</p>	<p>Proposed Tax Levy</p> <p>_____ (Name of school district)</p> <p>A majority affirmative vote is necessary for passage.</p>	<p>auditor to average over the repayment period of the bond issue _____ mills (Number of mills) for each one dollar of tax valuation, which amounts to _____ (Rate expressed in cents or dollars and cents, such as "36 cents" or "\$1.41") for each one hundred dollars of tax valuation, commencing in _____, first due _____ (First year the tax will be levied) in calendar year _____, (First calendar year which the tax will be levied) to pay the annual debt charges on the bonds, and to pay debt charges on any notes in anticipation of those bonds?</p> <p><input type="radio"/> For the bond issue</p> <p><input type="radio"/> Against the bond issue</p>			
<p>An additional tax for the benefit of _____ (Name of subdivision submitting resolution or public library) for the purpose of _____ at a rate not exceeding _____ mills for each one dollar of valuation, which amounts to _____ (Rate expressed in dollars and cents) for each one hundred dollars of valuation, for _____, (Life of indebtedness or number of years the levy is to run) commencing in _____, first _____ (First year the tax will be levied) due in calendar year _____. (First calendar year which the tax shall be due)</p> <p><input type="radio"/> For the Tax Levy</p> <p><input type="radio"/> Against the Tax Levy</p>	<p>Shall a levy be imposed by the _____ (Name of school district) for the purpose of _____ in _____ (Purpose shall be boldface type of at least twice the size of the type immediately surrounding it) the sum of _____ (Annual amount the levy is to produce) and a levy of taxes to be made outside of the ten-mill limitation estimated by the county auditor to average _____ mills for each one _____ (Number of mills) dollar of valuation, which amounts to _____ (Rate expressed in dollars and cents) for each one hundred dollars of valuation, for a period of _____ (Life of indebtedness or number of years levy is to be imposed) years, commencing in _____, (First year the tax will be levied) first due in calendar year _____? (First calendar year which the tax shall be due)</p> <p><input type="radio"/> FOR THE TAX LEVY</p> <p><input type="radio"/> AGAINST THE TAX LEVY</p>	<p>Proposed Municipal Income Tax</p> <p>_____ (Name of subdivision)</p> <p>A majority affirmative vote is necessary for passage.</p>			
<p>Proposed Tax Levy (Renewal)</p> <p>_____ (Name of subdivision, district, college, library or board)</p> <p>A majority affirmative vote is necessary for passage.</p>	<p>Proposed Bond Issue</p> <p>_____ (Name of subdivision, district, college, library or board)</p> <p>A majority affirmative vote is necessary for passage.</p>	<p>Shall the Ordinance providing for a _____ percent levy on income for _____ (Brief description of purpose of the levy) be passed?</p> <p><input type="radio"/> FOR THE INCOME TAX</p> <p><input type="radio"/> AGAINST THE INCOME TAX</p>			
<p>A renewal of a tax for the benefit of _____ (Name of subdivision submitting resolution or public library) for the purpose of _____ at a rate not exceeding _____ mills for each one dollar of valuation, which amounts to _____ (Rate expressed in dollars and cents) for each one hundred dollars of valuation, for _____, (Life of indebtedness or number of years the levy is to run) commencing in _____, (First year the tax will be levied) first due in calendar year _____. (First calendar year which the tax shall be due)</p> <p><input type="radio"/> For the Tax Levy</p> <p><input type="radio"/> Against the Tax Levy</p>	<p>Shall bonds be issued by the _____ (Name of subdivision) for the purpose of _____ (Purpose of the bond issue printed in boldface type) in the principle amount of _____ (Principle amount of the bond issue) to be repaid annually over a maximum period of _____ (The maximum number of years over which the principle of the bonds may be paid) years, and an annual levy of property taxes be made outside the _____ (As applied, "ten-mill", or "... charter tax") limitation, estimated by the county</p>	<p>Page 3 of 4</p>			
G	001 _____ TWP A	H	0001:1	I	001

This **SAMPLE** ballot provides the **CORRECT** ballot format for various questions or issues that may appear on your local ballot.

OFFICIAL GENERAL ELECTION BALLOT

J	_____ County	K	General Election	L	November 8, 2016
Local Liquor Option (By Petition) A majority affirmative vote is necessary for passage.		D-5g, D-5h, D-5i, D-5j, D-5k, D-5l, D-5m, D-5n, D-5o or D-7 liquor permit," (if only the approval of beer sales is sought), or "liquor agency store"] who is engaged in the business of _____ (Insert general nature of the business in which liquor permit holder or applicant is engaged, or will be engaged, at the particular location) at _____ (Insert address of the particular location within the precinct) in this precinct? <input type="radio"/> YES <input type="radio"/> NO		Insert board member signatures	
Shall the sale of _____ (Insert above one or more of the following three choices: "beer"; "wine and mixed beverages"; or "spirituous liquor") be permitted by _____ [Insert name (as submitted to Division of Liquor Control) of liquor permit holder or applicant, or liquor agency store, including, if applicable, trade or fictitious name under which applicant for, or holder of, liquor permit or liquor agency store either does, or intends to do, business at the particular location] a(n) _____ (Insert "an applicant for" or "a holder of" or "an operator of") a _____ (Insert class name of liquor permit or permits followed by the words "liquor permit(s)" or, if appropriate, the words "liquor agency store for the State of Ohio") who is engaged in the business of _____ (Insert general nature of the business in which liquor permit holder or applicant is engaged, or will be engaged, at the particular location) at _____ (Insert address of the particular location within the precinct) in this precinct? <input type="radio"/> YES <input type="radio"/> NO					
Local Liquor Option (By Petition) A majority affirmative vote is necessary for passage.					
Shall the sale of _____ (Insert above one or more of the following three choices: "beer"; "wine and mixed beverages"; or "spirituous liquor") be permitted for sale on Sunday between the hours of _____ by _____ (Insert one of the following: "ten a.m. and midnight" or "eleven a.m. and midnight") [Insert name (as submitted to Division of Liquor Control) of liquor permit holder or applicant, or liquor agency store, including, if applicable, trade or fictitious name under which applicant for, or holder of, liquor permit or liquor agency store either does, or intends to do, business at the particular location] a(n) _____ [Insert all that applies: "an applicant for a D-6 liquor permit, holder of a D-6 liquor permit," or "liquor agency store," "an applicant for or holder of an A-1-A, A-2, A-3a, C-1, C-2x, D-1, D-2x, D-3, D-3x, D-4, D-5, D-5b, D-5c, D-5e, D-5f,		Page 4 of 4			
J	001 _____ TWP A	K	0001:1	L	001

This **SAMPLE** ballot provides the **CORRECT** ballot format for various questions or issues that may appear on your local ballot.