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DIRECTIVE 2016-42

October 27, 2016

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

Re: Unofficial Canvass – November 8, 2016 Presidential General Election

SUMMARY

This Directive outlines the procedures that all boards of elections must follow when conducting the unofficial canvass of the November 8, 2016 Presidential General Election.

To assist boards of elections with any problems, questions or concerns that may arise on Election Day, the Secretary of State's Office will be staffed on Election Day from 6:00 a.m. until all boards have reported their unofficial results to our office. As in the past, boards can contact the Secretary of State's Office using the dedicated telephone number or the main telephone number for the Elections Division.

All Directors, Deputy Directors, and Board Members must ensure that they are able to receive emails and other communications sent from the Secretary of State's Office on Election Day (including after the polls close).

I. UNOFFICIAL CANVASS

The Unofficial Canvass of the November 8, 2016 Presidential General Election must be conducted on election night in accordance with state law¹ and the processes and procedures outlined in Directive 2015-30, Chapter 8, Section 1.02, of the [Election Official Manual](#). The unofficial canvass must be conducted in full view of the members of the board of elections and any observer appointed in accordance with R.C. 3505.21.² The counting of ballots for the unofficial canvass must be continuous.³

¹ R.C. 3505.27 (counting regular ballots that were cast at precinct polling locations); R.C. 3505.28 (ballots not counted); R.C. 3509.06 (counting absentee ballots); R.C. 3509.07 (absentee ballots not counted); R.C. 3511.11-3511.13 (uniformed service and overseas voter absentee ballots).

² R.C. 3505.27.

³ R.C. 3505.27; R.C. 3505.29; R.C. 3505.30.

II. PERIODIC REPORTING REQUIREMENTS FOR ELECTION NIGHT

State law requires that all boards of elections provide regular periodic election results for specified contests to the Secretary of State's Office.⁴ All counties must use the upload tool used statewide in the 2016 Presidential Primary Election to provide summary results to fulfill this statutory requirement.

Although all counties will have access to hand-key the results at the time frames below, the upload tool will allow you to do this more efficiently and without data entry errors. Prior to Election Day, you will receive a shipment of USB thumb drives for use on election night to ensure the security of your central tabulating system.

Note: Each county board of elections must use its SOS computer workstation to upload results into the County Submission System (CSS).

As in the past, unofficial election results provided to the Secretary of State's Office will be summary only, rather than precinct-level. Precinct-level results will be uploaded by boards of elections for the official canvass.

A. Reporting Absentee Ballot Results

You must upload vote totals for absentee ballots by 7:45 p.m. unless your voting system is technologically unable to do so. If necessary, you may upload partial absentee results (e.g., for GEMS users who were unable to scan all absentee ballots prior to starting the central tabulation of precinct cards). If you upload partial absentee results at 7:45 p.m., you must ensure that you do not double report the initial upload. Contact your voting system vendor if you need assistance.

Be sure to enter zero (0) precincts reporting when you upload your absentee results.

Remember, you may begin processing, which includes scanning, absentee ballots beginning 19 days before the election.⁵ You may not, however, tabulate any absentee ballot prior to 7:30 p.m. on Election Day.⁶

B. Maximum Time Between Reports

Once your first Election Day precinct has reported, you must begin uploading summary election results. Do not wait until you have some arbitrary, minimum number of precincts to report together. After you have uploaded your first summary election results, you must report on the following time-increment assigned to your county:

⁴ R.C. 3505.27(C).

⁵ [Directive 2016-36, Chapter 5, Section 1.06](#), of the Election Official Manual.

⁶ See [Directive 2015--30, Chapter 8, Section 1.01](#), of the Election Official Manual for additional guidance on processing absentee ballots prior to Election Day.

1. “Quarter-Hour” Counties

“Quarter-Counties (assigned to Pat Currie) are: Allen, Butler, Clark, Clermont, Cuyahoga, Delaware, Fairfield, Franklin, Greene, Hamilton, Lake, Licking, Lorain, Lucas, Mahoning, Medina, Montgomery, Portage, Stark, Summit, Trumbull, Warren, and Wood.

“Quarter-hour” counties must report at each quarter hour (e.g., 7:45 p.m., 8:00 p.m., 8:15 p.m., 8:30 p.m., 8:45 p.m., etc.), beginning with the quarter hour that follows the upload of the board’s first summary election results, and continuing until all precincts have reported.

If, as you approach full reporting, one or more precincts have not reported, and it has been more than 30 minutes since your last report, you must notify Pat Currie. Once you have 100% precincts reporting, do not delay entering final vote tallies into the ENR system. You do not have to wait until your designated reporting time (noted above) when reporting final results.

2. “Half-Hour” Counties

“Half-Hour” counties (assigned to Valerie Bunting) are: Ashtabula, Athens, Columbiana, Erie, Geauga, Hancock, Jefferson, Knox, Lawrence, Marion, Miami, Muskingum, Richland, Ross, Sandusky, Scioto, Tuscarawas, Washington, and Wayne.

“Half-hour” counties must report at each half-hour (e.g., 8:00 p.m., 8:30 p.m., 9:00 p.m., etc.), beginning at 8:00 p.m. then on every half-hour that follows and continuing until all precincts have reported.

If, as you approach full reporting, one or more precincts have not reported, and it has been more than 60 minutes since your last report, you must notify Valerie Bunting. Once you have 100% precincts reporting, do not delay entering final vote tallies into the ENR system. You do not have to wait until your designated reporting time (noted above) when reporting final results.

3. “Hourly” Counties

“Top-of-the-hour” counties (e.g., 8:00 p.m., 9:00 p.m., etc.) (assigned to Kathy Malott) are: Ashland, Auglaize, Belmont, Brown, Champaign, Clinton, Crawford, Darke, Defiance, Fulton, Guernsey, Highland, Huron, Logan, Mercer, Morrow, Ottawa, Pickaway, Preble, Seneca, Shelby, Union, and Williams.

“Bottom-of-the-hour” counties (e.g., 8:00 p.m. 8:30 p.m., 9:30 p.m., etc.) (assigned to Robin Fields) are: Adams, Carroll, Coshocton, Fayette, Gallia, Hardin, Harrison, Henry, Hocking, Holmes, Jackson, Madison, Meigs, Monroe, Morgan, Noble, Paulding, Perry, Pike, Putnam, Van Wert, Vinton, and Wyandot.

Note: “Bottom-of-the-hour” counties will report once at the “Top-of-the-hour” at 8:00 p.m. and then at the bottom hour as noted above.

“Hourly” counties must report summary election results at the top *or* bottom of every hour, as assigned, and continuing until all precincts have reported. If you report more frequently, you must still report on the hour.

If, as you approach full reporting, one or more precincts have not reported, and it has been more than 60 minutes since your last report, you must notify the assigned Secretary of State contact noted above. Once you have 100% precincts reporting, do not delay entering final vote tallies into the ENR system. You do not have to wait until your designated reporting time (noted above) when reporting final results.

Contact information for Secretary of State Personnel will be provided under separate cover prior to Election Day.

C. Supplemental Statistics

You must provide “supplemental statistics” when you report your last precinct or shortly thereafter. Do not delay reporting vote totals only because the supplemental statistics are not yet available; upload the election results, then return when the supplemental statistics are complete. Do not delay reporting vote totals or supplemental statistics because you have not completed ballot reconciliation procedures.

You must provide the supplemental statistics before the board and its employees disband following completion of the unofficial canvass. The supplemental statistics you are required to report are:

- Counted Ballots
 - Total number of regular ballots counted from Election Day precincts (do not include absentee).
 - Total number of non-UOCAVA absentee ballots counted.
 - Total number of UOCAVA absentee ballots counted.
 - Total number of absentee ballots counted.
 - Total regular and absentee ballots counted.
- Outstanding Ballots (ballots issued but not yet counted)
 - Total number of outstanding non-UOCAVA absentee ballots issued by the board, but not returned.
 - Total number of outstanding UOCAVA absentee ballots issued by the board, but not returned.
 - Total number of outstanding absentee ballots (issued by BOE but not returned by close of polls).

- Total number of provisional ballots issued on Election Day.
- Total number of provisional ballots issued before Election Day, but after close of registration at the board office.
- Total number of provisional ballots issued at the polls or the board office.

III. SUMMARY AND FINAL REPORTS

Boards of elections must follow the processes and procedures outlined in [Directive 2015-30, Chapter 8, Section 1.02](#), of the Election Official Manual for reporting summary results and submitting final summary reports in even-numbered year elections.

The required reports and forms (listed below) for the Unofficial Canvass and the instructions and deadline for submission will be provided to boards of elections under separate cover via email before Election Day:

1. Unofficial Vote Total Summary Report;
2. Write-in Report (when applicable);
3. Most Populous Report(s) (when applicable); and
4. Signature Form.

All final summary reports must be transmitted to the Elections Division via email to Allison Scott using an email address that will be provided under separate cover.

On election night, once the board's Unofficial Vote Total Summary Report has been received, reviewed and compared to the results uploaded into the CSS, the Director will be contacted by its assigned Elections Staff, as noted in Section II. B. The Director must not leave the office until contacted via phone by the assigned Secretary of State Elections Staff who will confirm that the board's report has been received and reviewed to ensure the results match.

If you have any questions regarding this Directive, please contact the Secretary of State's elections counsel assigned to your county.

Sincerely,



Jon Husted