



**DIRECTIVE 2017-05**

April 14, 2017

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

Re: Unofficial and Official Canvasses of the May 2, 2017 Primary/Special Election

**SUMMARY**

In lieu of issuing two Directives, this Directive outlines the procedures that boards of elections must follow when conducting both the Unofficial and the Official Canvasses of the May 2, 2017 Primary/Special 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 6:30 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 a dedicated telephone number that will be emailed prior to May 2, 2017 or the main telephone number for the Elections Division of (614) 466-2585.

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).

**PART ONE – UNOFFICIAL CANVASS**

The Unofficial Canvass of the May 2, 2017 Primary/Special Election must be conducted on election night in accordance with state law<sup>1</sup> 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.<sup>2</sup> The counting of ballots for the Unofficial Canvass must be continuous.<sup>3</sup>

<sup>1</sup> 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).

<sup>2</sup> R.C. 3505.27.

<sup>3</sup> R.C. 3505.27; R.C. 3505.29; R.C. 3505.30.

## **I. 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 odd-numbered year elections.

All final summary reports must be transmitted to the Elections Division via email to Allison Scott at [AScott@ohiosecretaryofstate.gov](mailto:AScott@ohiosecretaryofstate.gov). A signature form, which must be signed by the Director, Deputy Director, and each Board Member present for the unofficial canvass, will be provided under a separate cover. The board may not authorize the use of digital or stamped signatures for these reports.

On Election Night, after a board has completed its unofficial canvass, it must e-mail the Secretary of State's Office and attach a copy of the unofficial vote total report generated by the board's voting system. This report must be clearly labeled "<County>'s Unofficial Canvass," and it must contain only vote totals for that county. The signature form, noted in the above paragraph, must also be submitted on Election Night.

By 10:00 a.m. the day after the election, the board of the most populous county of any multi-county district must generate a separate summary report showing the combined vote totals for its county and the overlapping county that report to the most populous county for that contest. This report must be clearly labeled "<County>'s Unofficial Canvass – Majority County." The board may use its voting system, Secretary of State Form (provided under separate cover) or some other method to provide this information.

## **PART TWO – OFFICIAL CANVASS**

### **I. TIMELINE FOR OFFICIAL CERTIFICATION**

Boards of elections must begin and complete the Official Canvass of the May 2, 2017 Primary/Special Election no earlier than the 11<sup>th</sup> day after the election (Saturday, May 13, 2017) and must begin no later than the 15<sup>th</sup> day after the election (Wednesday, May 17, 2017). Each board must complete its official canvass and certify no later than the 21<sup>st</sup> day after the election (Tuesday, May 23, 2017).<sup>4</sup>

### **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 that are contained in Chapter 8, Section 1.04, of the [Election Official Manual](#).

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<sup>4</sup> 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 State<sup>5</sup>

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. 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 issues from each county in a 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.<sup>6</sup> Each board of elections must provide this supplemental data for absentee and provisional ballots. The reporting forms will be sent under separate cover.

##### 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 emails to [AScott@ohiosecretaryofstate.gov](mailto:AScott@ohiosecretaryofstate.gov)) and a

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<sup>5</sup> R.C. 3505.30.

<sup>6</sup> R.C. 3501.05(Y).

copy of the completed form to the Ohio Division of Liquor Control via email: [LiquorLicensingMailUnit@com.state.oh.us](mailto:LiquorLicensingMailUnit@com.state.oh.us) or by mailing to the following address:

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

## V. TIMELINE FOR REPORTS

**The Secretary of State's Office must receive a properly completed certification report, signature form and report forms from county boards of elections not later than 4:00 p.m. on Tuesday, May 23, 2017. 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](mailto:AScott@ohiosecretaryofstate.gov).

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

## VI. CERTIFICATES OF NOMINATION

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

## VII. RECOUNTS

Do not delay in 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 law 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](mailto: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

All boards must upload voter history for the May 2, 2017 Primary/Special Election to the Statewide Voter Registration Database (SWVRD) no later than May 31, 2017.

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](#).

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,

A handwritten signature in black ink that reads "Jon Husted". The signature is written in a cursive, flowing style. The first letter "J" is large and loops around the "o". The "H" is tall and has a long vertical stroke that extends downwards. The "u" is connected to the "d", which has a small loop at the end.

Jon Husted