

Chapter 15

Miscellaneous Duties

Directive 2017-17

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Ohio Secretary of State



Ohio Election Official Manual

SECTION 1.01 VACANCY IN ELECTIVE OFFICE

A vacancy in a public elective office can be caused by the death, resignation, suspension, or removal of the holder of the office before the current term has expired. The vacancy usually is filled initially by appointment in accordance with the relevant legal provisions. The vacancy in office also may require the holding of an election for the remainder of the unexpired term, depending on: 1) the particular office in which the vacancy has occurred, and 2) when the vacancy occurred.

Various provisions of the United States Constitution, Ohio Constitution, Ohio Revised Code, and home rule charters set forth procedures for filling a vacancy in a particular office by appointment, either for the remainder of the term or until an election is held to select someone to serve for the remainder of the unexpired term.

When a vacancy occurs in a county office, the board's director provides notice of the party's right to make an appointment to fill the vacancy to the central committee of the political party with which the outgoing office holder is affiliated.



A board may use Secretary of State [Form 292](#) (Certification by Director of Board of Elections as to Political Party Affiliation of the Last Occupant of a County Office) to do so.

A. Appointing Authority's Duty

1. Generally

It is the duty of the entity entitled to appoint a person to a vacancy in office to determine what legal provisions apply to the appointment and to take the appropriate action. Examples of entities that have appointing authority under state law include, but are not limited to, a legislative authority of a municipal corporation, a village mayor, a board of township trustees, the county central committee of a political party, a school board, etc.

2. Notice of Appointment to Election Officials

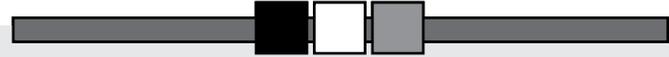
When an elective office becomes vacant and is filled by appointment, the appointing authority shall immediately, but no later than seven days after making the appointment, certify it both to the board of elections and the Secretary of State.

The Secretary of State has prescribed a form, Certification by Party Central Committee to Fill a Vacancy in County Office or City Office ([Form 291](#)) that the appropriate committee of a political party may use to give notice to election officials that a vacancy in city or county office has been filled by appointment.

Other appointing authorities must prepare a written notice of an appointment and certify that notice to the board of elections.¹

¹ [R.C. 3.02\(B\)](#).





B. Board of Elections Post-Appointment Duties

1. Issue Certificates of Appointments

The board of elections (or, in the case of an appointment to a statewide office, the Secretary of State) must issue a certificate of appointment to the appointee. Certificates of appointment shall be in the form prescribed by the Secretary of State, such as [Form 155-B](#) (Certificate of Appointment to Fill Vacancy in Elective Office).²

2. Submit Documents and Fee for Governor's Commission

Persons appointed to any county office or to a judgeship also must receive a governor's commission before entering upon the duties of the office.³

The board of elections must collect from any person appointed to one of those offices the commission fee mandated by [R.C. 107.06](#). The fee for the commission is \$5, except in the case of county court judges⁴ for whom it is \$2.

Note: "County court" is defined in [R.C. 1907.01](#). A court of common pleas is not the same as a "county court;" therefore, a judge of a court of common pleas pays the \$5 commission fee.

The board then sends to the Elections Division of the Office of the Secretary of State the following materials:

- the appropriate commission fee collected from the appointee,
- the notice of appointment executed by the appointing authority,
- the certificate of appointment executed by the board of elections, and

² [R.C. 3.02\(B\)](#).

³ [R.C. 107.05](#).

⁴ [R.C. 1907.01](#).





- any other necessary documentation (for example, [Form 292](#), Certification by Director of Board of Elections as to Political Party Affiliation of the Last Occupant of a County Office, if applicable).

The Secretary of State's Office will obtain a governor's commission for the appointee and mail it to the clerk of the court of common pleas in the county where the appointee lives. The clerk will deliver the commission to the appointee.⁵

SECTION 1.02 RECALL OR REMOVAL FROM OFFICE

Recall is the procedure that allows voters to decide whether to remove (recall) a municipal official holding elective office. The use of recall is significantly limited. First, it is available only in a municipality whose voters have adopted both 1) a form of limited home rule – that is, a charter or one of the plans of government outlined in Chapter 705 of the Revised Code – and 2) the recall process as part of that home rule government.⁶

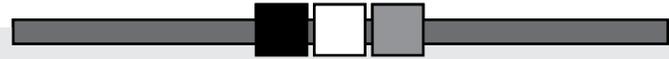
Note: Recall is not available in a statutory municipality or in a limited home rule municipality that has not adopted the recall process. Additionally, recall is not available for state, township or district offices, or for county offices, except in a county that has adopted a limited home rule charter that specifically provides for the recall.

Additional details on the recall process may be found in the [Ohio Ballot Questions & Issues Handbook](#).

⁵ [R.C. 107.07](#).

⁶ *Lockhart v. Boberek* (1976), 45 Ohio St.2d 292; [R.C. 705.91-.92](#).





A. Removal – All Public Offices

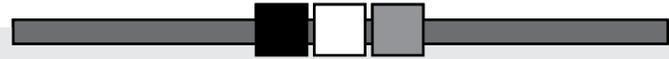
The General Provisions of the Revised Code provide that any person holding a public office in this state, or in any municipal corporation, county, or subdivision thereof, coming within the official classification in Section 38 of Article II of the Ohio Constitution may be removed by judicial action for good cause shown. In order to be removed from office, a public officer must be found guilty by a court of competent jurisdiction of misconduct in office for one or more of the following reasons:

- Willfully and flagrantly exercising authority or power not authorized by law.
- Refusing or willfully neglecting to enforce the law or to perform any official duty imposed upon the public officer by law.
- Gross neglect of duty.
- Gross immorality.
- Drunkenness.
- Misfeasance.
- Malfeasance.
- Nonfeasance.⁷

Additional details on initiating a judicial action for removal may be found in the [*Ohio Ballot Questions & Issues Handbook*](#).

⁷ [*R.C. 3.07*](#).





B. Removal – Public Officials with Fiscal Duties

There are also provisions in Ohio law that provide for the removal of a person who holds a public office with fiscal duties. These public offices include: county auditors, county treasurers, township fiscal officers, village fiscal officers, village-clerk treasurers, village clerks, city auditors, city treasurers, and fiscal officers of chartered municipalities who have duties and functions similar to the city or village fiscal officers of statutory municipalities.⁸ A person holding one of these offices may be removed for 1) purposely, knowingly, or recklessly failing to perform a fiscal duty expressly imposed by law with respect to the fiscal duties of the office, or 2) purposely, knowingly, or recklessly committing any act expressly prohibited by law with respect to the fiscal duties of the office.⁹

This type of removal is initiated by the filing of a sworn affidavit and evidence with the Auditor of State by a person or persons authorized by law to file such an affidavit and evidence. The person or persons authorized by law to file an affidavit and evidence are:

- The county treasurer or county commissioner against the county auditor;¹⁰
- A county commissioner or county auditor against the county treasurer;¹¹
- Four residents of a township against a township fiscal officer;¹² and
- A member of the legislative authority of a municipality against a village or city fiscal officer.¹³

⁸ [R.C. 319.26](#); [R.C. 321.37](#); [R.C. 507.13](#); [R.C. 733.78](#).

⁹ [R.C. 319.26\(A\)](#); [R.C. 321.37\(A\)](#); [R.C. 507.13\(A\)](#); [R.C. 733.78\(B\)](#).

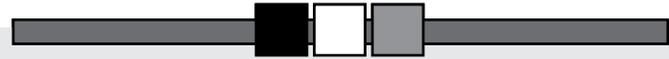
¹⁰ [R.C. 319.26\(A\)](#).

¹¹ [R.C. 321.37\(A\)](#).

¹² [R.C. 507.13\(A\)](#).

¹³ [R.C. 733.78\(B\)](#).





An individual with questions regarding this removal process might want to consult with private legal counsel, the county prosecuting attorney (for county and township officials), legal counsel for the municipality (for municipal officials), or the Office of the Auditor of State.

C. Removal – Municipal Officer

Additionally, a judicial complaint can be filed against a municipal officer pursuant to [R.C. 733.72](#). This method for removal is available only when the municipal officer is receiving illegal compensation for services, has a private interest in a city contract, or is guilty of misfeasance or malfeasance in office.

The complaint is filed with the probate judge of the county in which the municipality or the larger portion the municipality is located.

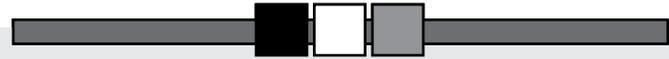
An individual with questions on removing a municipal officer under [R.C. 733.72](#) might want to consult with private legal counsel.

SECTION 1.03 ADVISORY ELECTIONS

An advisory election is a non-binding election on a question that municipal officials submit to the electorate to gauge voter attitudes on a particular topic. An advisory election is not intended as a substitute for the election on a municipal ordinance, resolution, charter amendment, or other measure. Rather, the advisory election only tests the appeal of the proposed legislation, with a second election on the legislation itself to follow, if municipal officials so choose.¹⁴

¹⁴ In *State ex rel. Bedford v. Cuyahoga Co. Board of Elections* (1991), 62 Ohio St.3d 17, the Court held that [Article XVIII, Section 3 of the Ohio Constitution](#) (commonly referred to as the "home rule" provision) grants a municipality the authority to hold an advisory election, absent a specific prohibition against holding such an election in the municipality's charter, the Ohio Revised Code, or the Ohio Constitution.





Please note that only a municipality may conduct an advisory election; an advisory election may not be held by any other political subdivision (e.g., state, county, township, school district, etc.).

When municipal officials certify an advisory question to the board of elections, the board should review the municipality's charter, if it has one, to determine whether the charter prohibits an advisory election. If the charter does not specifically prohibit an advisory election, the board should proceed with the election. If the charter appears to prohibit the advisory election, the board should consult with its legal counsel, the county prosecuting attorney.

The heading "Advisory Election" must be placed on the ballot for an advisory election.

SECTION 1.04 VOTER FILE FOR COMMISSIONER OF JURIES

On the date ordered by the common pleas court, the director of the board of elections shall prepare the current voter file for the county and file it with the commissioner of jurors.

The file compiled by the board of elections must include all electors registered in that county for the most recent general election regardless of active status (i.e., include voters in both active-active and active-confirmation status), except that the board of elections must remove from the file any elector who has not voted in at least one election during the preceding four calendar years. In addition, the list may not include any elector who has a confidential voter record under the Safe At Home program.¹⁵ The file layout must include only full name, registration address, and date of birth, unless additional information is specifically requested.

In the event that a board does not have a standard report that meets these statutory requirements, it must contact your county voter registration system vendor to create one.

¹⁵ [R.C.2313.06\(A\)\(1\)\(b\)](#); [R.C. 111.44](#).





SECTION 1.05 PRECINCT ELECTION OFFICIAL EVALUATIONS

To ensure that the performance of precinct election officials ("PEOs") can be fairly and consistently assessed, all boards of elections must adopt local performance standards along with uniform and non-discriminatory evaluation methods for their precinct election officials. Following are the minimum standards a board must use for monitoring and assessing the performance of their precinct election officials as a means to ensure the public that the precinct election officials have met the board's minimum standards in performing their duties for the public.

A. Opening and Closing of Polling Places

- Did the polling location open and close on time;
- Did the PEOs print and appropriately sign a zero tape(s) and summary report(s);
- Did the PEOs sign the oath; and
- Did the PEOs open and close correctly the voting machines?

B. Self-Reporting of Problems

- Did the PEOs follow required procedures for reporting any voting machine/device issues to the board, and
- Did the PEOs follow required procedures for reporting if/when the ballot supply ran low to the board?

C. Handling of Provisional Ballots

- Did the PEOs issue properly provisional ballots to voters, including directing wrong-polling location voters to the correct location?

D. Reconciliation after Polls are Closed

- Did the PEOs complete their reconciliation duties, and
- Did the PEOs sign the reconciliation certification document?





SECTION 1.06 ELECTION ADMINISTRATION PLANS

Each board of elections is required to create an Election Administration Plan (EAP) prior to each even-numbered year general election and prior to each presidential primary election. The Secretary of State's Office is providing an EAP template for use by each board of elections. To promote consistency in plan content and format among all 88 county boards of elections, each board **MUST** use this template when drafting its plan. Additional information beyond the categories in the template is acceptable, so long as the additional information is provided as an addendum and not commingled with the response to the template categories.

Detailed election administration planning is something that each board of elections should do prior to any election, not just federal elections. The EAP template pinpoints the most important election administration action-items for the board's consideration as it builds its plan to execute the election. The board should look at the EAP process not just as critical planning exercise, but also as an opportunity for continuous process improvements. In addition, we have incorporated recommendations from the 2014 Presidential Commission on Election Administration that relate to the county-level administration of elections.

Each board must submit an EAP to the Secretary of State's Office **60 days before each statewide presidential primary election and 120 days before each statewide general election in even-numbered years.**

Below is a template that each board of elections *must* use when drafting its EAP. Adhering to the substance and format of this template ensures that counties are well-prepared to execute their elections administration duties.

The EAP must contain ten sections, organized as follows:

1. Precinct Election Official Recruitment, Training, and Accountability,
2. Resource Allocation,
3. Election Day Communication,





4. Materials,
5. Election Day Contingencies,
6. Security,
7. Voter Registration,
8. Absentee Ballots,
9. Polling Places and Accessibility, and
10. Master Calendar.

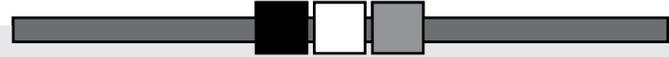
Each board must submit this completed template as its EAP. A submission may include additional content, but must, at a minimum, include the items designated in the template. The response “not applicable” is unacceptable for any portion of the template.

The EAP must be signed by the board members, director, and deputy director and submitted to the Secretary of State’s Office no later than 60 days before each statewide presidential primary election and 120 before each statewide general election in even-numbered years.

In order to assist this office with the processing of public records requests, each county must submit its EAP electronically, as one unrestricted PDF file. Additionally, each county must submit a second electronic file of the same document, also as an unrestricted PDF, with specified portions redacted as may be permitted under Ohio’s public records laws. Each redaction must cite to the relevant legal authority and be reviewed and approved by your county prosecuting attorney. This office will use the second, redacted electronic file to respond to public records requests for copies of an EAP.

Each county must send its EAP by e-mail to election@ohiosecretaryofstate.gov.





EAP TEMPLATE

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

1. Precinct Election Official Recruitment, Training, and Accountability

Before completing this section, board personnel must review [Successful Practices for Poll Worker Recruitment, Training, and Management](#) published by the United States Election Assistance Commission.

- 1.1. Detail your plans to generate public awareness for recruitment.

Local Content

- 1.2. Detail your partnerships with local organizations and public agencies for recruitment.

Local Content

- 1.3. Timeframe for recruitment of precinct election officials (in addition to [R.C. 3501.27](#)).

Local Content

- 1.4. Detail your contingency plan(s) in the event of an insufficient number of workers.

Local Content

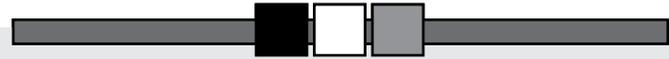
- 1.5. Detail your timeframe for producing materials and holding training classes (in addition to [R.C. 3501.22](#)).

Local Content

- 1.6. Detail your approach to training (class content and materials) for the proper administration of the voter identification requirement, specifically, former address on Ohio driver licenses and state identification cards.

Local Content





- 1.7. Detail your approach to training (class content and materials) for the proper administration of the “right precinct” voting requirement, specifically, the use of the voting location guide, Secretary of State [Form 12-D](#), and providing the voter with directions to the correct polling location.

Local Content

- 1.8. Detail your approach to training (class content and materials) for the difference between, and the proper processing by precinct elections officials of, provisional and regular ballots (paper or DRE), including instructions not to place voted provisional ballots into the precinct count optical scanner and instructions not to place a regular ballot (e.g., a backup paper ballot or curbside ballot) into a provisional ballot envelope.

Local Content

- 1.9. Detail your approach to training (class content and materials) for properly assisting voters with disabilities.¹⁶

Local Content

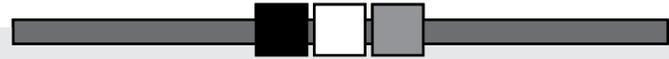
- 1.10. Detail your process and methods for post-election evaluation of performance by precinct election officials.

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 and state identification cards, c) proper appropriate handling/processing of provisional ballots, d) accurate completion of reconciliation sheets, and e) the proper opening and closing of polls.

- 1.11. Detail your process and methods for post-election accountability (e.g., requirements for re-training, retention of services for future

¹⁶ [R.C. 3505.24](#).





elections, etc.) of precinct election officials based on the performance evaluation described in 1.10 above.

Local Content

2. Resource Allocation

- 2.1. Detail your plan for allocating voting devices (DRE and/or PCOS) for voters with disability.

Local content must include, at a minimum, a description of how the board will provide at least one voting or marking device per voting location to accommodate the needs of voters with disability pursuant to state law.

- 2.2. Detail your plan to pretest the amount of time it takes an average voter to vote a ballot in order to project how many precinct election officials, machines, and voting stations may be needed at each voting location.

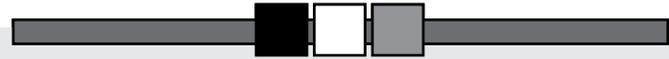
Local Content

- 2.3. Detail your plan for consideration and adoption of your county's voting device allocation.¹⁷

Local content must include, at a minimum, that not later than 90 days prior to an even-numbered year general election or a presidential primary election, the board will hold a public meeting and, in noticed, public session, adopt a plan for the allocation and distribution of voting machines, marking devices, and automatic tabulating equipment for each precinct in the county. Local content must also include a second public meeting of the board, held no earlier than the 30th day prior to an even-numbered year general election or a presidential primary election at which the board may reconsider any previous allocation decisions in light of changes in registration through the close of

¹⁷ [R.C. 3501.11\(I\)](#).





registration. There must not be fewer than two (2) DRE voting machines in any precinct or voting location except in a presidential primary or regular state election when there must never be fewer than three (3) DRE voting machines in any precinct or voting location.

2.3.1. Anticipated date of meeting.

Local Content

2.3.2. Draft plan for resource allocation.

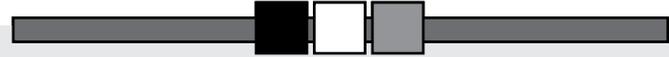
Local content may include, at a minimum, consideration of the election toolkit calculators recommended by the Presidential Commission on Election Administration (PCEA). The toolkit calculators can be found at <http://web.mit.edu/vtp/calc1.html>, <http://web.mit.edu/vtp/calc2.html>, and <http://web.mit.edu/vtp/calc3.html>.

2.4. Detail your plan for consideration and adoption of your county's paper ballot allocation.¹⁸

Local content must include, at a minimum, that not later than 90 days prior to an even-numbered year general election or a presidential primary election, the board will hold a public meeting and, in noticed, public session, adopt a plan for the allocation, printing, and distribution of Election Day paper ballots for each precinct in the county. This requirement applies to precinct count optical scan counties as well as DRE counties subject to the backup paper ballot requirements. Local content must also include a second public meeting of the board, held no earlier than the 30th day prior to the even-numbered year general election or a presidential primary election at which the board may reconsider any previous allocation decisions in light of changes in registration through the close of registration.

¹⁸ [R.C. 3501.11\(I\)](#).





- 2.4.1. Anticipated date of meeting.

Local Content

- 2.4.2. Draft plan for resource allocation.

Local content may include, at a minimum, consideration of the election toolkit calculators recommended by the PCEA. The toolkit calculators can be found at <http://web.mit.edu/vtp/calc1.html>, <http://web.mit.edu/vtp/calc2.html>, and <http://web.mit.edu/vtp/calc3.html>.

- 2.5. Review any polling locations where, during the normal course of the day in previous federal elections, nearly all voters were not able to be processed within the PCEA's suggested standard of 30 minutes and, based on that analysis, detail your plan for mitigating those wait times.

Local Content

- 2.6. Detail your plan for determining the number of precinct election officials to assign to each precinct or voting location.¹⁹

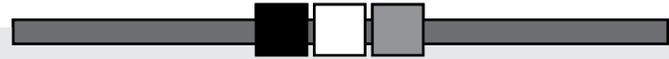
Local content must include, at a minimum, consideration of the number of voters assigned to the polling location, whether there has been a recent change in polling locations (both with voters who had previously been assigned to a different polling location and voters who have recently been assigned to a different polling location), expected Election Day turnout, and whether that polling location has experienced problems or long lines in the past.

3. Election Day Communication

Detail your “Plan A” and “Plan B” methods for communicating with each of the following categories of individuals or groups *both* during the 72-hours prior to Election Day *and* on Election Day.

¹⁹ [R.C. 3501.22](#); [R.C. 3501.221](#); [R.C. 3501.27](#); [R.C. 3501.28](#); [R.C. 3501.31](#).





- 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.

Local Content

- 3.4. Sheriff and other local law enforcement agencies (including fire departments).

Local Content

- 3.5. County engineer and other public service agencies of political subdivisions within the county.

Local Content

- 3.6. Public utility agencies and/or companies.

Local Content

- 3.7. County and local emergency management authorities and/or agencies.

Local Content

- 3.8. Methods and procedures for communicating with the media.

Local Content

- 3.9. Methods and procedures for communicating with the Secretary of State's office.

Local Content





- 3.10. Methods and procedures for communicating with the public.

Local Content

- 3.11. Detail your plan for notifying all registered voters in an affected precinct of a change in polling location.

Local Content

- 3.11.1. Detail your plan for 3.11 above in the event that first-class mail is not an available means for contact in the event the change is due to an emergency during the 72 hours prior to Election Day.

Local Content

4. Materials

- 4.1. List all necessary election related materials and supplies (including, but not limited to, those materials required, or necessitated, by [R.C. 3501.29\(A\)](#), [3501.30](#), [3503.16](#), [3503.23](#), [3505.09](#), [3505.11](#), [3505.12](#), [3505.16](#), [3505.18](#), [3505.181](#), [3505.182](#), [3505.20](#), [3505.21](#), [3505.23](#), [3505.24](#), [3505.26](#), [3505.30](#), and [3599.12](#)).

Local Content

- 4.2. Timeline for producing elections related materials and supplies prior to Election Day.

Local Content

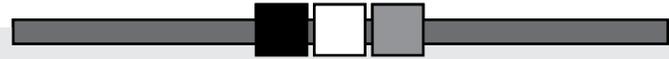
- 4.3. Method and procedures for ensuring the necessary and proper distribution of election related materials and supplies.

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 or unauthorized early departure of precinct elections officials.

Local Content

6. Security

Local Content (while some security information may be redacted when responding to a public records request, citing a security exception to Ohio's public records laws, you must provide this information to the Secretary of State's Office for review).

7. Voter Registration

- 7.1. Detail your processes for entering voter registration data into your county voter registration database and verifying accuracy of the data entry.

Local Content

- 7.2. Detail your process for notifying individuals of incomplete voter registration forms.

Local Content

- 7.3. Detail your plan for ensuring that all valid registrations are entered into the county voter registration database within 20 days, if received more than 30 days before an election, including the mailing of the voter acknowledgement notice.²⁰

Local Content

- 7.4. Detail your plan for ensuring that all valid registrations received by the

²⁰ [RC 3503.19\(C\)](#).





close of registration, including registration activity in the week before the close of registration (assuming that in the week before the close of registration you will receive voter registration cards equal to 10 percent of the total number of registration cards your county received during the calendar year in the previous like election (i.e., gubernatorial or presidential general or presidential primary), are entered into the county voter registration database and the official list of registered voters is generated by the 14th day before the election.²¹

Local Content

- 7.5. Detail your plan for resolving all duplicate registrations within your county voter registration database and duplicate registrations flagged by the statewide voter registration database for your county by the 14th day before the election.

Local Content

- 7.6. Detail your plan to ensure that the district relationships in the county's voter registration system are correct and that those same district relationships exist within the county's voting system such that each voter's correct ballot style is available in the system.

Local Content

- 7.7. Detail your plan to ensure that other counties in a multi-county district for which your county is the most populous are timely notified of all relevant information such that all counties present the contest in the same way to all voters in the district.

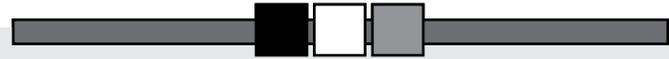
Local Content

- 7.7.1. List all multi-county districts of which your county is a part.

Local Content

²¹ [R.C. 3503.23](#).





- 7.7.1.1. From the list provided in 7.7.1, list all districts for which your county is the most populous.

Local Content

8. Absentee Ballots

Study and understand your county's internal efficiencies for processing by-mail absentee ballots, assuming you will have to mail absentee ballots equal to 50 percent of the total turnout in your county in the previous like election (i.e., gubernatorial or presidential general or presidential primary), then detail your plans for processing by mail absentee ballot assuming this volume. For this section, the objective is for you to understand, through a careful review of your operations and a time study if needed, how long and what resources (i.e., people, space, tools, etc.) are needed to perform the task and then the process by which the task will be completed.

- 8.1. Detail the amount of time it will take you and the resources you will need to process incoming by mail absentee ballot requests (obtaining and securing mail from USPS, extracting application from an envelope, entering/verifying data in your VR system, producing an identification envelope, pulling the ballot, and addressing/stuffing the carrier envelope).

Local Content

- 8.1.1. Applying the efficiencies described in 8.1, detail your plan for processing incoming by mail absentee ballot requests (obtaining and securing mail from USPS, extracting application from an envelope, entering/verifying data in your VR system, producing an identification envelope, pulling the ballot, and addressing/stuffing the carrier envelope).

Local Content





- 8.2. Detail the amount of time it will take you and the resources you will need to process returned, voted by mail absentee ballots (obtaining and securing mail from USPS, extracting identification envelope, entering/verifying data in your VR system, extracting ballot, detaching stub from ballot, preparing ballots for scanning).

Local Content

- 8.2.1. Applying the efficiencies described in 8.2 above, detail your plan for processing returned, voted by mail absentee ballots (obtaining and securing mail from USPS, extracting identification envelope, entering/verifying data in your VR system, extracting ballot, detaching stub from ballot, preparing ballots for scanning).

Local Content

- 8.3. Detail the amount of time it will take you and the resources you will need to scan all valid, voted absentee ballots received by 7:30 p.m. on Election Night (scanning must be completed by 7:30 p.m. on Election Day and cannot begin earlier than 19 days prior to Election Day).

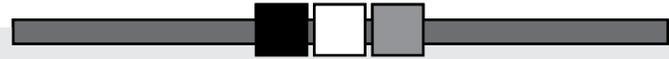
Local Content

- 8.3.1. Applying the efficiencies described in 8.3 above, detail your plan for scanning all valid, voted absentee ballots received by Election Night (scanning cannot begin earlier than 19 days prior to Election Day).

Local Content

- 8.4. What is the estimated cost to mail outbound absentee ballots, assuming that you will have to mail absentee ballots equal to 50 percent of the total election turnout in your county in the previous like election (i.e., gubernatorial or presidential general or presidential





primary, and that the number of ballot pages (on average) is equal to the number of ballot pages used in that election.

Local Content

- 8.5. Detail your plan for notifying voters of incomplete by mail absentee ballot applications.²²

Local Content

- 8.6. Detail your plan for notifying voters of incomplete absentee ballot identification envelopes using [Form 11-S](#).²³

Local Content

- 8.7. Detail your plan for conducting in-person absentee voting, including the location, internal processes, etc.

Local Content

- 8.8. Detail your plan for producing, receiving, and storing printed absentee ballots, assuming that you will have by mail absentee ballots equal to 50 percent of the total election turnout in your county in the previous like election (i.e., gubernatorial or presidential general or presidential primary).

Local Content

- 8.9. Detail your plan for determining the quantity, selecting a vendor, determining the date of delivery, and placing an order for printed absentee ballots.

Local Content

- 8.10. Detail your plan for determining the quantity, selecting a vendor, determining the date of delivery, and placing an order for absentee

²² [R.C. 3509.04](#); [R.C. 3511.04](#).

²³ [R.C. 3509.06\(D\)\(3\)\(b\)](#); See also [Chapter 5](#) of this Manual.





ballots supplies (e.g., carrier envelopes, identification envelopes, reply carrier envelopes, instruction sheets, etc.).

Local Content

- 8.11. Detail your plan for determining the quantity, selecting a vendor, determining the date of delivery, and placing an order for ballot on demand supplies, if applicable (e.g., ballot stock, sequential numbering process, toner cartridges, fuser kits, etc.).

Local Content

- 8.12. Detail your plan for creating two election notices for each precinct for use with the Federal Write-In Absentee Ballot (FWAB).²⁴

- 8.12.1. Initial Notice 100 days before Election Day (a list of all federal, state, and local offices the board expects to be on the ballot, a list of all questions and issues the board expects to be on the ballot, and specific instructions on how a UOCAVA voter must indicate his or her choice on the FWAB).

Local Content

- 8.12.2. Updated Notice 45 days before Election Day (a list of candidates certified to each office on the ballot, and a list of all certified questions and issues on the ballot).

Local Content

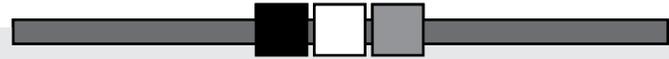
- 8.13. Detail your plan for meeting the federal mandate of 45-day issuance (by USPS, e-mail, or facsimile as requested by voter) of UOCAVA ballots.

Local Content

- 8.14. Detail your plan for the orderly and secure storage of voted (and

²⁴ [R.C. 3511.16](#).





voted but invalid and unopened) absentee ballots assuming that you will have by mail absentee ballots equal to 50 percent of the total election turnout in your county in the previous like election (i.e., gubernatorial or presidential general or presidential primary and that the number of ballot pages (on average) is equal to the number of ballot pages used in that election.

Local Content

9. Polling Places and Accessibility

Before completing this section, board personnel must review the [Quick Start Management Guide: Accessibility](#) published by the United States Election Assistance Commission and the [Polling Place Accessibility Checklist](#) and [Accessible Parking Guide](#) published by the Secretary of State's Office.

- 9.1. Detail your plan for communicating with polling locations to confirm use of that location as a polling location on Election Day and to minimize the likelihood that a polling location would have to be moved during the 25 days prior to Election Day.²⁵

Local content must include, at a minimum, the date the board will establish as its deadline by which all polling locations will be confirmed for the election and must be no later than 45 days prior to Election Day.

- 9.2. Detail your plan for documenting the accessibility for each polling location for voters with a disability, specifically the creation and/or maintenance of a current profile for each location that includes, at a minimum, room dimensions, location of power outlets, the proposed positioning of voting and voter processing equipment, the entry and exit routes, and signage required by the Americans with Disabilities Act, and what temporary equipment or other measures (e.g., curb

²⁵ [R.C. 3501.18](#).





or threshold ramps, compliant signage, voter call buttons, etc.) are necessary to ensure physical accessibility on Election Day.²⁶

Local Content

9.2.1. Detail your plan for ensuring that temporary equipment or other measures are in place, and fully functioning as applicable, on Election Day.

Local Content

9.3. Detail your plan for ensuring that the minimum number of special parking spaces for handicapped persons is designated at each polling location.²⁷

Local Content

10. Master Calendar

Attach a local “elections calendar” that begins on the 100th day before the election and ends with the completion of post-election activities (official canvass, recounts, and audit) of the election. The timeline must detail every local task that must be accomplished between these dates, and the start and end date of each task. It is not acceptable to simply attach a copy of the Secretary of State’s published elections calendar.

SECTION 1.07 VOTER ACCESS TO PUBLIC INFORMATION²⁸

Each board of elections must offer the following minimum look-up tools on its website:

²⁶ [R.C. 3501.29\(B\)\(1\)\(a\), \(c\) & \(d\).](#)

²⁷ [R.C. 3501.29\(B\)\(1\)\(b\).](#)

²⁸ The confidential voter record of a Safe At Home participant is not public record and may not be included in this lookup function. [R.C. 149.43\(A\)\(1\)\(ee\).](#)





A. Voter Registration Status

This functionality must allow a voter to identify the address within the county at which the voter is registered to vote. A successful search result must offer a link to the Secretary of State's Online Change of Address system in the event the voter must update the voter's registration address. An unsuccessful search (i.e., the voter cannot be found in the county's voter file) must offer a link both to the voter registration form and the Secretary of State's Online Change of Address system. This search functionality must be available to voters throughout the year. Boards of elections must continue to ensure that registration updates made in the county voter registration system (e.g., new registrations, changes of name, changes of address, etc.) are promptly sent to the Statewide Voter Registration Database.

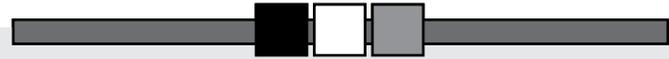
B. Absentee Ballot Status

This functionality must allow all absentee voters in the county to identify the status of his or her absentee ballot from the date of application to the date the ballot was accepted for counting. Specifically, a successful search result must provide the voter with the following information:

- The date the voter's absentee application was approved;
- The date the voter's approved absentee application was processed by the board of elections (i.e., the date the board of elections mailed the ballot or otherwise issued it);
- The date the voter's voted absentee ballot was received by the board of elections; and
- The date the voter's voted absentee ballot was accepted for counting (or, if not accepted for counting, the reason it was determined to be ineligible for counting and the deadline by which the voter may correct any deficiency).

This search functionality must be available to voters beginning at least the 45th day before an election through the 35th day after that same election.





C. Polling Place Lookup

This functionality must allow a voter to identify the correct polling location assigned to the voter based upon the address at which the voter is registered to vote. Optional functionality may offer a link to online directions (e.g., Google, MapQuest, etc.) from the voter's registration address to the address of the correct polling location assigned to the voter. This search functionality must be available to voters throughout the year. Boards of elections must continue to ensure that registration updates made in the county voter registration system (e.g., changes to precinct assignments or changes to polling location locations, addresses, names, etc.) are promptly sent to the Statewide Voter Registration Database.

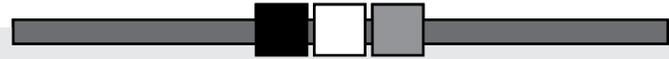
D. Sample Ballot

This functionality must allow a voter to view and print the correct sample ballot assigned to the voter for the upcoming election based upon the address at which the voter is registered to vote. This search functionality must be available to voters beginning the 45th day before the election.

Because election information changes from time to time, it is important that each board establish regular intervals by which the information necessary to populate the lookup tools established above is updated. Any change to a voter's registration information or absentee ballot status must be reflected in the lookup tool each business day. Any changes to the location of a polling location or to a sample ballot must be reflected promptly in the lookup tool.

Boards of elections must make the necessary arrangements to ensure that the IT infrastructure supporting its website and these lookup tools, as well as the internet "path" to them, are sufficiently robust and stable to support the traffic during peak election periods. Boards of elections should procure the appropriate personnel and resources (e.g., county Automatic Data Processing board personnel and other county or elections IT staff, county voter registration system vendor, local internet service provider personnel, etc.) to ensure that the board's online presence is scaled and supported appropriately to meet presidential-year activity levels.





The voter information discussed here is derived from public records as defined in state law. However, each board of elections must take all necessary steps to ensure that industry-standard security protocols for its website and lookup tools are implemented and followed. Boards should procure the appropriate resources (see above) to do so.

Each board of elections' website must have these baseline online voter information access tools with the end user – the voter – in mind. Each board needs to evaluate the following:

- Are users easily able to find the correct site when using online search engines (e.g., Google, Yahoo!, etc.);
- Are users easily able to navigate within the board of elections' own website (e.g., are links clearly labeled, is the content organized, and does it use plain language whenever possible); and
- Is the information easily displayed using various platforms (i.e., PC vs. mobile; iPhone vs. Android; Internet Explorer vs. Chrome)?

Boards of elections must work to ensure that its website and these baseline online voter information access tools can be accessed effectively and used by voters with disabilities.

