

Precinct Election Official



Training Supplement



Jon Husted
Ohio Secretary of State



Jon Husted

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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

Dear Precinct Election Official:

Once again, the eyes of the nation will be on Ohio as our state's voters head to the polls. To those Ohioans, you are the face of our state's elections system. Your neighbors are able to cast their ballot with ease because of the role you play.

In addition to deciding local issues, voters will be choosing which candidates appear on the ballot during this November's general election. There are differences in operating a precinct polling location for a primary election and this supplement provides you with primary-specific information.

This guide contains:

Rules and instructions for conducting a primary election, including:

- Issuing ballots;
- Challenging voters;
- Helping eligible 17-year-old voters cast their ballots; and
- Other primary reminders.

Supplemental forms to be used for the primary election, including:

- [*Instructions for 17-Year-Old Voters*](#);
- [*Form 10-W: Statement of Person Challenged as to Party Affiliation*](#); and
- [*Form 10-X: Statements of Persons Challenged as to Party Affiliation*](#).

Please review these forms and procedures and familiarize yourself with any other material provided by your county board of elections.

Thank you for all you do to make sure your fellow Ohioans find it easy to vote and hard to cheat.

Sincerely,

A handwritten signature in blue ink that reads "Jon Husted".

Jon Husted
Ohio Secretary of State

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Issuing a Ballot as Part of the Voting Process During a Primary Election

Use the following additional procedures when issuing a ballot as part of “processing voters” (found in the SOS Precinct Election Official Training Manual, page 21):

- Ask the voter: Which ballot would you like – a political party ballot or an “issues only” ballot?
- Most voters will know which type of political party ballot they will want. But, if a voter asks, “What are my choices?” then you should explain the political party ballot choices, if any.
- Once the voter indicates his or her choice of ballot (political party or issues only):
 - Record the voter’s choice of ballot in the Signature Poll Book by marking either (1) the appropriate political party for the ballot requested by the voter, or (2) that the voter requested an issues only ballot;
 - Give the voter the proper ballot or appropriate ballot permission slip/device; and
 - Direct the voter to the appropriate voting location in the polling place.

Challenging a Voter

If a precinct election official has personal knowledge that a voter is not affiliated with or a member of the political party whose ballot he or she has requested, the precinct election official may challenge the voter and ask the voter to complete the Statement of Person Challenged as to Party Affiliation ([Form 10-W](#), page 7 or [10-X](#), pages 8-9).

Personal knowledge requires more than just a notation of party affiliation in a board record such as a poll book. You must not rely solely on information contained in the poll book to challenge an elector's party affiliation.

Such challenges will be rare, and a voter is required to complete Form [10-W](#), page 7 or Form [10-X](#), pages 8-9 only if he or she is challenged.

If the challenged voter completes the Statement of Person Challenged as to Party Affiliation ([Form 10-W](#), page 7 or [10-X](#), pages 8-9), then the voter's choice of ballot is added in the Signature Poll Book by marking the appropriate political party whose ballot was requested by the voter. The voter is then given a regular ballot or appropriate ballot permission slip or device for the political party ballot of his or her choice.

If the challenged voter refuses to complete the Statement of Person Challenged as to Party Affiliation ([Form 10-W](#), page 7 or [10-X](#), pages 8-9), then the voter MUST vote the voter's choice of political party ballot provisionally. The voter is then given the provisional ballot for the voter's choice of political party.

17-Year-Old Voters

- Updated 3/12/2016. A 17-year-old registered voter who will be 18 years of age on or before the date of the next general election may vote in a primary election, including for Presidential delegates.
- Voters who are 17 years old as of the primary election are not permitted to vote on any of the following:
 - State Party Central Committee
 - County Party Central Committee
 - Questions and Issues, such as a school tax levy, charter amendment, or local liquor option.
- 17-year-old voters will be identified as such in the Signature Poll Book.
- Before giving the 17-year-old voter his or her ballot or ballot permission slip/device, give the voter the 17-Year-Old Voter Instruction Sheet.

NOTE: If your county does NOT provide a unique ballot for 17-year-old voters, you must give the following items to a 17-year-old voter:

- A regular optical scan ballot;
 - Instructions on the proper method for marking and returning the ballot (Instructions for 17-Year-Old Voters, page 6);
 - An envelope into which the voted ballot can be placed and segregated from the other regular ballots so that the board can review the ballot to ensure that no votes for which the 17-year-old voter is ineligible to cast are counted.
-
-

Primary Information Reminders

By requesting a political party's ballot, the voter becomes affiliated with the political party for which ballot the person votes. This designation can only be changed by requesting a different political party's ballot at the next partisan primary election.

Make sure to enter into the Signature Poll Book which political party's ballot is voted by a voter, regardless of whether or not there is a change in party affiliation.

At the end of the day, you will complete the bottom portion of *Form 10-X*, pages 8-9 for any pages which may not have been completely filled in earlier in the day.

Additional Documents Provided in the Precinct Supply Kit During a Primary Election

- Instructions for 17-Year-Old Voters, page 6 (primary election only)
- 17-Year-Old Voter Ballot Envelope (primary election only) provided by BOE
- *Form 10-W*: Statement of Person Challenged as to Party Affiliation, page 7 or *Form 10-X*: Statements of Persons Challenged as to Party Affiliation, pages 8-9 as directed by your County BOE

17-Year Old Voter Instructions: Voting Your Optical Scan Ballot

A 17-year old registered voter who will be 18 years of age on or before the date of the next general election may vote in a primary election, including for Presidential delegates. You CANNOT vote on: any candidacy for a state or county political party's central committee, or any question or issue, such as a school tax levy, charter amendment, or local liquor option.

Please read the following instructions on how to mark your ballot:

1. Before marking your ballot, make sure that there are not any marks on it.
2. If there are marks on the ballot, please return the ballot to the election officials for a clean ballot with no marks already on it.
3. Read the directions on the unmarked ballot carefully before you vote:
 - ✓ If the ballot allows you to cast **one** vote for a particular office, you may fill in only **one** oval or box on your ballot.
 - ✓ If the ballot allows you to cast more than **one** vote for the same office, you may fill in the maximum number of ovals or boxes allowed by the directions.
 - ✓ If you vote for fewer candidates than the maximum number allowed by the directions for a particular office, you have under voted that contest and your vote will be counted
 - ✓ If you vote for more candidates than the maximum number allowed by the directions for a particular office, you have over voted that contest and your vote for that contest only will NOT be counted.
4. Use the pen or pencil provided to mark your vote on the optical scan ballot.
5. Completely fill in the oval or box to the **left** of the candidate's name you want to vote for.
6. To cast a vote for a person who has filed to be a **write-in** candidate:
 - ✓ Find the blank line provided on the ballot under the names of candidates listed for that particular office.
 - ✓ Fill in the oval or box to the left of that blank line.
 - ✓ Clearly write the name of the write-in candidate on the blank line. Only votes for a person who previously filed with the board of election to become a write-in candidate will be counted.
7. If you have questions, ask the election officials for assistance.
8. If you make an error while marking your ballot, please take your ballot to the election officials. The election officials will void that ballot and give you a new one. You may request up to two replacement ballots.
9. Once you have completed marking your ballot, review it to make sure it reflects your votes and place it in the envelope given to you.
10. Once you place your ballot in the envelope given to you and return it to the election officials, you may not request another ballot.
11. Your ballot will be sent to the county board of elections with all the other ballots after the polls close. Your ballot does not identify you; your vote is secret.
12. CONGRATULATIONS! You have voted for the first time and taken an important first step toward being a lifelong voter and a regular participant in your government.

3/11/2016

Form No. 10-W Prescribed by the Secretary of State (06-14)

**STATEMENT OF PERSON CHALLENGED AS TO PARTY AFFILIATION
(Primary)**

R.C. 3513.19, .20

At the Primary Election held on the _____ day of _____,

I, _____, of _____
(Name of Elector) (Street and Number, if any, or Rural Route and Number)

_____, _____, hereby state, under
(City, Village or Post Office)

penalty of election falsification, that I desire to be affiliated with and that I support the principles of the

_____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Person Challenged)

(Address)

(City and Zip)

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

We, the undersigned precinct election officials hereby _____ the
(enter either "accept" or "reject")
vote of the above named elector.

Precinct _____

Voting Location Manager

Precinct Election Official

Precinct Election Official

Precinct Election Official

Precinct Election Official - Training Supplement

Form No. 10-X Prescribed by Secretary of State (06-14)

STATEMENTS OF PERSONS CHALLENGED AS TO PARTY AFFILIATION (R.C. 3513.19, .20)

_____ (ward) _____ (precinct) _____ (city, village or township)
(fill in date, year, county, city, village or township, ward and precinct before electors sign)

At the Primary Election held on the _____ day of _____, _____, each of the electors named below were challenged as being ineligible to vote on the basis that he or she was not affiliated with or was not a member of the political party whose ballot he or she requested.

State of Ohio, County of _____:

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

I, _____, of _____
(Name of Person Challenged) (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official)

(Signature of Person Challenged)

Right to Vote
Approved Rejected

I, _____, of _____
(Name of Person Challenged) (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official)

(Signature of Person Challenged)

Right to Vote
Approved Rejected

I, _____, of _____
(Name of Person Challenged) (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official)

(Signature of Person Challenged)

Right to Vote
Approved Rejected

I, _____, of _____
(Name of Person Challenged) (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official)

(Signature of Person Challenged)

Right to Vote
Approved Rejected

I, _____, of _____
(Name of Person Challenged) (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official)

(Signature of Person Challenged)

Right to Vote
Approved Rejected

I, _____, of _____
(Name of Person Challenged) (Address)
 hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Election Official)
 Right to Vote
 Approved Rejected

I, _____, of _____
(Name of Person Challenged) (Address)
 hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Election Official)
 Right to Vote
 Approved Rejected

I, _____, of _____
(Name of Person Challenged) (Address)
 hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Election Official)
 Right to Vote
 Approved Rejected

I, _____, of _____
(Name of Person Challenged) (Address)
 hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Election Official)
 Right to Vote
 Approved Rejected

I, _____, of _____
(Name of Person Challenged) (Address)
 hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Election Official)
 Right to Vote
 Approved Rejected

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY IN THE FIFTH DEGREE

We, the undersigned precinct election officials, hereby approved or rejected the right to vote of the above-named electors as signified by the appropriate checkmark, this _____ day of _____, _____.

Voting Location Manager _____
Precinct Election Official _____
Precinct Election Official _____
Precinct Election Official



Jon Husted

Ohio Secretary of State

The seal of the Ohio Secretary of State is circular, featuring a landscape with a sun rising over hills and water. The text "THE SEAL OF THE SECRETARY OF STATE" is around the top and "OHIO" is at the bottom. A signature "Jon Husted" is written across the seal.

Elections Division
180 E. Broad Street, 15th Floor
Columbus, Ohio 43215

Toll-Free: (877) SOS-OHIO (877-767-6446)
Local Phone: (614) 466-2585
Toll-Free TTY: (877) TTY-OHIO (877-889-6446)
Local TTY: (614) 728-3295

PEO@OhioSecretaryofState.gov
www.OhioSecretaryofState.gov