

**Notice to Serve as Voting Location Manager at the \_\_\_\_\_ Election**  
(Primary, General or Special)

R.C. 3501.31, 3501.36, 3505.31, 3513.03, 3599.17

**Office, Board of Elections, \_\_\_\_\_ County,**

\_\_\_\_\_, **Ohio,** \_\_\_\_\_,  
(Town or City of BOE) (Month and Day) (Year)

**To \_\_\_\_\_, Voting Location Manager:**  
(Name of Voting Location Manager)

The Board of Elections having designated you to serve as Voting Location Manager in and for  
Precinct \_\_\_\_\_, you are  
(Name of Precinct)

hereby notified that the \_\_\_\_\_ Election will be held on Tuesday,  
(Primary, General or Special)  
\_\_\_\_\_, \_\_\_\_\_, between the hours of 6:30 a.m. and 7:30 p.m.,  
(Month and Day) (Year)

at \_\_\_\_\_,  
(Name of Polling Place)

\_\_\_\_\_  
(Location of Polling Place)

You shall, therefore, on \_\_\_\_\_, between the hours of \_\_\_\_\_ a.m. and  
(Month and Day)  
\_\_\_\_\_ p.m., call at the office of the Board or another site designated by the Board, to obtain the ballots, poll  
books, lists and other materials to be used in your polling place on Election Day.

On Election Day, you shall appear at the assigned polling place promptly at \_\_\_\_\_ a.m., to serve as Voting  
Location Manager of such election. You shall take and subscribe to an oath to discharge your duties to the best  
of your ability.

If any of the other precinct election officials are absent at that time, you, with the concurrence of a majority of  
the precinct election officials present, shall appoint a qualified elector who is a member of the same political  
party of which such absent precinct election official is a member, to fill the vacancy until the board of elections  
shall appoint a person to fill such vacancy and the person so appointed reports for duty at the polling place. You  
shall promptly notify the board of elections of such vacancy by telephone or otherwise, and you shall also  
assign the precinct election officials to their respective duties and shall have general charge of the polling place.

After voting has ended in your precinct, the proper forms and certifications have been completed and signed,  
you and a precinct election official of the opposite political party, or as directed by the Board, shall deliver to  
the office of the Board of Elections or designated location, the containers of ballots and the sealed poll books,  
poll lists and tally sheets, together with all other election reports, materials and supplies required by law to be  
delivered to such Board.

**BY ORDER OF THE BOARD OF ELECTIONS,**

\_\_\_\_\_  
Director