

Notice to Serve as Voting Location Manager at the Election

print clearly

Primary, General or Special

R.C. 3501.31, 3505.31, 3513.03, 3599.17

Office, Board of Elections, _____ County,

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 _____,
Name of Precinct

You are hereby notified that the _____ Election will be held on
Primary, General or Special

Tuesday, _____, _____, _____, between the hours of 6:30 a.m. and 7:30 p.m.,
Month Day Year

at _____,
Name of Polling Place

Location of Polling Place

You shall, therefore, on _____, _____, between the hours of _____ a.m. and _____ p.m.,
Month Day

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 a 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,

Dated: _____, _____, _____
Month Day Year

Director