



## MEMORANDUM 2020-03

To: All Major Political Party County Central Committee Chairpersons and Secretaries  
From: Frank LaRose, Ohio Secretary of State  
CC: All County Boards of Elections Directors, Deputy Directors, and Board Members  
Date: May 18, 2020  
Re: Organizational Meeting of Major Political Party County Central Committee

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This Memorandum is to remind political party officials of certain statutory requirements for county central committee members of the major political parties following the 2020 Primary Election. This information is also available in [Chapter 13 of the Election Official Manual](#).

*Note: In light of the COVID-19 pandemic and Governor DeWine's Stay Safe Order, political parties are encouraged to consult with their legal counsel and parliamentarians in preparation for organizational meetings, particularly as it pertains to using technology to hold virtual meetings and the social distancing practices that pertain to in-person meetings.*

### Organizational Meeting

Ohio law requires members-elect of major political party county central committees to hold an organizational meeting not earlier than six days or later than 15 days after the county board of elections certifies the results of that election, including results of any recounts conducted in a county central committee race.<sup>1</sup>

### Meeting Notice

The county central committee's secretary must mail written notice to each member-elect to inform them of the time and place of the organizational meeting. The county central committee must provide a copy of the organizational meeting notice to the county board of elections at least five days before the organizational meeting, and the county board of elections must publicly post the notice.<sup>2</sup>

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<sup>1</sup> [R.C. 3517.04](#).

<sup>2</sup> [R.C. 3517.04](#).

## Committee Roster

Ohio law requires each county political party to file with its county board of elections and with the Secretary of State the names and addresses of each member and officer of the county central and executive committees. The roster need not be in any particular form so long as the required information (i.e., name and address), designations (e.g., district represented), and titles (e.g., chairman, secretary, etc.) are included.<sup>3</sup>

The roster should be completed and returned to your county board of elections and the Secretary of State's Office no later than June 30, 2020. To file the county political party's roster with the Secretary of State's Office, please email the file to [partycommittees@ohiosos.gov](mailto:partycommittees@ohiosos.gov).

## Vacancies

If the county central or executive committee fills a vacancy in membership any time after the organizational meeting, the committee must promptly report to the board of elections and the Secretary of State's Office the names and addresses of any new member appointed to fill the vacancy.<sup>4</sup>

## Party Constitution and By-Laws

Ohio law requires each political party to file with the Secretary of State's Office a copy of its constitution and by-laws, if any, within 30 days after adoption or amendment.<sup>5</sup> To ensure that the most recent version of the party's bylaws is on file, enclose a copy when the roster is submitted to the county board of elections and Secretary of State's Office. The current bylaws may be emailed to [partycommittees@ohiosos.gov](mailto:partycommittees@ohiosos.gov).

If the county political party has any questions regarding the completion of these forms or your obligation under the sections of Ohio law described above, please contact a member of the Elections Division staff at (614) 728-8789.

Yours in service,



Frank LaRose  
Ohio Secretary of State

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<sup>3</sup> [R.C. 3517.06](#).

<sup>4</sup> [R.C. 3517.06](#).

<sup>5</sup> [R.C. 3517.02](#).