



J. KENNETH BLACKWELL  
Ohio Secretary of State

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**DIRECTIVE 2005-34**

December 1, 2005

To: ALL COUNTY BOARDS OF ELECTIONS  
ALL CHAIRPERSONS OF COUNTY PARTY EXECUTIVE COMMITTEES

Re: **Appointments to the Board of Elections in Each County for Terms Commencing 3/1/2006**

In accordance with R.C. 3501.06, the Secretary of State appoints two board of elections members, each from opposite political parties, on March 1 of every even-numbered year.

R.C. 3501.07 provides for the county executive committee of each major political party to meet, 15 to 60 days before the expiration date of the term of a member of the board of elections, to make and file a recommendation with the Secretary of State for the appointment of a qualified elector to serve as a board member. **By law, the committee meeting must be held no earlier than December 30, 2005 and no later than February 14, 2006.**

However, to ensure that there will be sufficient time for this office to review and process the paper work on each person recommended, and to schedule swearing in ceremonies around the State so that newly appointed board members will be able to take office March 1, it is essential that each executive committee submit its recommendation to this office no later than **January 21, 2006**, on the forms provided with this directive.

- O Recommendation of a board member whose term is expiring 02/28/2006. The executive committee must submit two documents: the *Recommendation for Appointment* (Form No. 300) and *Questionnaire for Prospective Appointee* (Form No. 302), to be completed by the appointee.
- O Recommendation of a person not currently on the board. The committee must submit three documents: *Recommendation for Appointment* (Form No. 300), *Questionnaire for Prospective Appointee* (Form No. 302), and the applicant's resume that sets forth the applicant's education, employment history and other information relating to the applicant's qualifications to be a member of a board of elections.

**Each board is instructed to forward a copy of this Directive, along with the forms provided, to the Democratic and Republican Party Executive Committee chairpersons of the county. Each committee must submit the appropriate, properly completed forms to: Ohio Secretary of State Elections Division, Attention: Myra Hawkins, PO Box 2828, Columbus OH 43216.**

Each board of elections will receive at a later date details about the regional swearing-in ceremonies and orientation meetings for the newly appointed board members.

Finally, also provided with this directive is *Recommendation for Unexpired Term Appointment* (Form No. 301), should your board experience a mid-term vacancy in the office of board member.

Should you have questions concerning this process, please contact my Elections Division at (614) 466-2585.

Sincerely,

A handwritten signature in black ink that reads "J. Kenneth Blackwell". The signature is written in a cursive, flowing style with a large initial "J" and a long, sweeping underline.

J. Kenneth Blackwell

Attachments (3)

**Recommendation for Unexpired Term Appointment**  
**of**  
**Member of Board of Elections**  
(Revised 3/2002)

\_\_\_\_\_ County

The undersigned Chairperson and Secretary of the ☐ **Dem.** ☐ **Rep.** Party Executive Committee of

\_\_\_\_\_ County, Ohio, do hereby certify that at a meeting of said Executive Committee,

held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, it was resolved by a majority vote of the members thereof that

☐ Mr.

☐ Mrs.

☐ Ms. \_\_\_\_\_

**Politics**

☐ Dem.

☐ Rep. Birthdate \_\_\_\_\_

\_\_\_\_\_  
Street and Number or Rural Route

\_\_\_\_\_  
City or Village

\_\_\_\_\_  
Zip Code

Residence Telephone: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

who is an elector qualified and competent to perform the duties of such office, be and is hereby recommended for appointment as a member of the Board of Elections for said county for the unexpired term ending \_\_\_\_\_.

Appointed to succeed \_\_\_\_\_ *(please check one below)*

☐ Retired \_\_\_\_\_ (date) ☐ Resigned \_\_\_\_\_ (date) ☐ Deceased \_\_\_\_\_ (date)

**The address of the Chairperson and Secretary must be given.**

Send to: J. Kenneth Blackwell, Secretary of State  
180 E. Broad St., 15<sup>th</sup> Fl.  
P.O. Box 2828  
Columbus, OH 43216  
Attn: **Myra Hawkins**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Address

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Address

**Recommendation for Full Term Appointment**  
**of**  
**Member of Board of Elections**  
**(For unexpired term use Form # 301)**  
(Revised 11/2005)

\_\_\_\_\_ County

\_\_\_\_\_, Ohio \_\_\_\_\_, 20\_\_\_\_

The undersigned Chairperson and Secretary of the ☐ **Dem.** ☐ **Rep.** Party Executive Committee of \_\_\_\_\_ County, Ohio, do hereby certify that at a meeting of said Executive Committee,

held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, it was resolved by a majority vote of the members thereof that

☐ Mr.

☐ Mrs.

☐ Ms. \_\_\_\_\_

**Politics**

☐ Dem.

☐ Rep. Birthdate \_\_\_\_\_

\_\_\_\_\_  
Street and Number or Rural Route

\_\_\_\_\_  
City or Village

\_\_\_\_\_  
Zip Code

Residence Telephone: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

who is an elector qualified and competent to perform the duties of such office, be and is hereby recommended for appointment as a member of the Board of Elections for said county for the full term beginning March 1, 2006 and ending February 28, 2010.

The address of the Chairperson and Secretary must be given.

Send to:

J. Kenneth Blackwell, Secretary of State  
180 E. Broad St., 15<sup>th</sup> Fl.  
P. O. Box 2828  
Columbus, OH 43216  
Attn: **Myra Hawkins**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Address

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Address

# Appointment of Director or Deputy Director of Board of Elections

(revised 3/2002)

\_\_\_\_\_, Ohio \_\_\_\_\_, 20\_\_\_\_

The \_\_\_\_\_ County Board of Elections met on the \_\_\_\_\_ day of  
\_\_\_\_\_ 20\_\_\_\_ and selected as ☐ Director ☐ Deputy Director of the Board of Elections

☐ Mr.

## Politics

☐ Mrs.

☐ Dem.

☐ Ms. \_\_\_\_\_

☐ Rep.

Birthdate \_\_\_\_\_

\_\_\_\_\_  
Street and Number or Rural Route

\_\_\_\_\_  
City or Village

\_\_\_\_\_  
Zip Code

Residence Telephone: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

Effective date of appointment \_\_\_\_\_

Appointed to succeed \_\_\_\_\_ *(please check one below)*

☐ Retired \_\_\_\_\_ (date) ☐ Resigned \_\_\_\_\_ (date) ☐ Deceased \_\_\_\_\_ (date)

Send to: J. Kenneth Blackwell  
Secretary of State  
180 E. Broad St., 15<sup>th</sup> Fl.  
Columbus, OH 43215  
Attn: **Myra Hawkins**

\_\_\_\_\_  
Director

# Appointment of Chairperson to the Board of Elections

(Revised 3/2002)

\_\_\_\_\_, Ohio \_\_\_\_\_, 20\_\_\_\_

The \_\_\_\_\_ County Board of Elections met on the \_\_\_\_\_ day of  
\_\_\_\_\_ 20\_\_\_\_ and selected as Chairperson of the Board of Elections

☐ Mr.

☐ Mrs.

☐ Ms. \_\_\_\_\_

## Politics

☐ Dem.

☐ Rep.

Birthdate \_\_\_\_\_

\_\_\_\_\_  
Street and Number or Rural Route

\_\_\_\_\_  
City or Village

\_\_\_\_\_  
Zip Code

Residence Telephone: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

Effective date of appointment \_\_\_\_\_

Appointed to succeed \_\_\_\_\_ *(please check one below)*

☐ Retired \_\_\_\_\_ (date) ☐ Resigned \_\_\_\_\_ (date) ☐ Deceased \_\_\_\_\_ (date)

Send to: J. Kenneth Blackwell  
Secretary of State  
180 E. Broad St., 15<sup>th</sup> Fl.  
Columbus, OH 43215  
Attn: **Myra Hawkins**

\_\_\_\_\_  
Director

# Questionnaire for Prospective Appointment as a Member of the \_\_\_\_\_ County Board of Elections

(Please return YOUR RESUME with your completed form, *unless* you are being reappointed to the Board)

Full Name *(please print)*: \_\_\_\_\_ Date: \_\_\_\_\_

Present Home Address: \_\_\_\_\_ City: \_\_\_\_\_  
\_\_\_\_\_  
Zip Home number

Date of Birth: \_\_\_\_\_ Aliases or Maiden Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ SS#: \_\_\_\_\_

Previous addresses in past ten years (include years of residence, city & state)

Business Address: \_\_\_\_\_ City: \_\_\_\_\_  
\_\_\_\_\_  
Zip Occupation Business number

When answering the following questions, please attach additional sheets as necessary.

1. Are you currently holding any elected office?  
(If yes, please identify.)

☐ Yes☐ No
2. Are you currently holding any appointed office?  
(If yes, please identify.)

☐ Yes☐ No
3. Have you ever been convicted of a misdemeanor or felony?  
(If yes, give details of conviction: what, when and where.)

☐ Yes☐ No
4. Are there any circumstances which might present a conflict of interest with the administrative duties of a member of the board of elections? (If yes, please identify.)

☐ Yes☐ No
5. Please describe any employment or interests in contracts you have had with the board of elections within the last 24 months.
6. Have you ever been required, as a candidate or campaign treasurer, to file a campaign finance report with any board of elections or the Secretary of State?

☐ Yes☐ No
7. Has a campaign in which you were involved as a candidate or treasurer ever been the subject of a referral or complaint to the Ohio Elections Commission? (If yes, please explain.)

☐ Yes☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send to: Secretary of State, J. Kenneth Blackwell  
Attention: **Myra Hawkins**  
P O Box 2828, Columbus, OH 43216