

DIRECTIVE 2008-66

August 15, 2008

TO: ALL COUNTY BOARDS OF ELECTIONS
MEMBERS, DIRECTORS, AND DEPUTY DIRECTORS

RE: Instructions to Voters for Absent Voter Ballots

All county boards of election must provide instructions to voters who request an absent voter's ballot. As required under R.C. 3509.01, the instructions on how to vote a particular ballot are required to be printed on the ballot itself or on the ballot stub. However, additional instructions must be provided to the voter for the proper return of the voted ballot.

The instructions to the voter must include the following:

- Do not remove the stub from the ballot.
- How to obtain another ballot if there are marks on the ballot when received or if the voter makes an error in marking the ballot.
- How to properly fold the ballot.
- To seal the voted ballot in the identification envelope.
- To complete and sign the identification envelope.
- To place sufficient postage on the return envelope to provide for the timely return of the voted ballot. Boards should inform the voter of the correct amount that should be affixed.
- The deadline for return of the voted ballot. To reflect changes to the law effective September 12, 2008, as found in Am. Sub. H.B. 350, the instructions must include the following statement for a regular absentee ballot: "the ballot must be postmarked with a date not later than November 3, 2008, or delivered in person to the board of elections no later than the close of polls on Election Day to be counted."
- Notice that a voter who changes his or her mind and appears to vote at the polling place on Election Day must vote a provisional ballot.

Although the use of the revised Secretary of State Form #12 is not required, it does provide boards with suggested language for the absent voter instructions that must be included with each ballot mailed to an absentee voter.

A copy of Secretary of State Form #12 is included with this directive and can be found on the BOE Extranet at:

<http://server6.sos.state.oh.us/boe/electionsinfo/forms/forms.htm>

If you have any questions concerning this directive, please contact an Elections Administrator in the Elections Division at (614) 466-2585.

Sincerely,

Jennifer Brunner