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**DIRECTIVE 2014-04**

February 13, 2014

To: All County Boards of Elections  
Members, Directors, and Deputy Directors

Re: Verifying the Accuracy of District Relationships and Establishing the Order of Offices  
and Issues for the May 6, 2014 Primary Election Ballot

**INSTRUCTIONS**

1. Before programming any aspect of the central tabulating system for the May 6, 2014 Primary Election, each board of elections must verify the accuracy of the district relationships in the central tabulating system against the county's voter registration system. This is to ensure that each voter receives the correct ballot style (i.e., the correct combinations of candidate offices and issues) based upon that voter's residential address.

**Note:** It is also imperative that a board of elections upload to the statewide voter registration database (SWVRD) any changes to district relationships (including wards and precincts) that have been made locally in the county's voter registration system (VRS). After the Board has completed all changes in the county VRS, the Board must send a complete list of the district(s) that had changes to Robin Fields at [swvrd@ohiosecretaryofstate.gov](mailto:swvrd@ohiosecretaryofstate.gov). Include the name and the state code associated with each district so the names can be corrected in the SWVRD. The Board should spot-check at least one voter record for each precinct in the SWVRD against the county's VRS.

2. The order of offices for the May 6, 2014 Primary Election Ballot shall be as follows:<sup>1</sup>

**Governor and Lieutenant Governor**

**Attorney General**

**Auditor of State**

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<sup>1</sup> R.C. 3513.13; R.C. 3505.03, .04

**Secretary of State**

**Treasurer of State**

**Representative to Congress**

**Justice of the Supreme Court, Full Term Commencing 1/1/2015**

**Justice of the Supreme Court, Full Term Commencing 1/2/2015**

**Judge of the Court of Appeals** (full terms in order of date commencing, followed unexpired term(s), if applicable)

**Member of State Central Committee, Man**

**Member of State Central Committee, Woman**

**State Senator**

**State Representative**

**Judge of the Court of Common Pleas** (full terms in order of date commencing, followed unexpired term(s), only if applicable)

**County Commissioner, Full Term Commencing 1/1/2015** (followed by unexpired term(s), only if applicable)

**County Auditor** (followed by unexpired terms for prosecuting attorney, clerk of the court of common pleas, sheriff, county recorder, county treasurer, county engineer, and/or coroner, only if applicable)

**Member of County Central Committee**

3. The order of ballot questions and issues for the May 6, 2014 Primary Election shall be as follows:<sup>2</sup>

**State**

**School and Other Districts**

**County**

**Municipal**

**Township**

Each board of elections may determine the specific order in which the questions and issues within each group are placed in the ballot in that county. However, a Board should adopt a method of doing so (i.e., ordered alphabetically or by date filed, etc). Although not required by state law, numbering questions and issues is a recommended practice.

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<sup>2</sup> R.C. 3505.06

Absentee ballots must contain identical ordering of issues as regular ballots within the ordering of groups above.

Boards of elections must review the appropriate sections of the Ohio Revised Code, local municipal charter (if applicable), and the Secretary of State's [Ohio Ballot Questions and Issues Handbook](#).

If you have any questions regarding this Directive, please contact the Secretary of State's elections counsel assigned to your county at (614) 466-2585.

Sincerely,

  
Jon Husted