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DIRECTIVE 2014-21

July 22, 2014

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

Re: Mandatory Training for Precinct Election Officials

SUMMARY

All precinct election officials appointed to work at an Election Day precinct for the November 4, 2014 General Election must attend, during the 60 days leading up to the election, a training class provided by the board of elections that covers, at a minimum, the topics specified herein. To assist with the fiscal impact of training precinct election officials this year, each Board will receive in July a payment for precinct election official training expenses incurred in county fiscal years 2013 and 2014. The Secretary of State's Office also will be providing Precinct Election Official Quick Reference Guides (flipcharts) for the general election, with delivery expected in October.

INSTRUCTIONS

State law sets a minimum threshold for the training of precinct election officials, leaving to the discretion of the Secretary of State and the boards of election whether to require more frequent training.¹ To help ensure the efficiency and accuracy of the administration of the November 4, 2014 General Election, all boards of elections are directed to train, during the 60 days leading up to the election, all precinct election officials who may work at an Election Day precinct polling location for the election.

The training must include, at a minimum, instruction on the following specific topics:

- Duties and conduct of precinct election officials²
- Duties of the voting location manager (formerly known as the presiding judge)³

¹ R.C. 3501.27.

² See, e.g., R.C. 3501.22, 3501.26, 3501.33, 3501.35, 3505.26, 3505.27, 3505.29, 3505.30, 3505.31, 3599.07, 3599.17, 3599.18, 3599.19, 3599.20, 3599.25, 3599.26, 3599.32, 3599.33, 3599.38; 42 U.S.C. 1973bb, 1973i(a), 18 U.S.C. 241, 242, 608(a).

- Setting up the polling location
 - Opening supplies⁴
 - Activating the voting equipment and verifying zero counts
 - Posting flags and required notices⁵
 - Signing the oath and payroll documents⁶
- Security at the polling location⁷
- When and how to contact the board of elections due to
 - Missing supplies⁸
 - Insufficient supply quantities
 - Equipment malfunction⁹
 - Ballot shortages
- When and how the board of elections will contact the precinct election officials
- Handling non-voting activity at the polling location
 - Observers¹⁰
 - Media & pollsters¹¹
 - Permitted review of the precinct voter lists (6:30, 11:00, and 4:00 lists)¹²
 - Prohibitions against electioneering¹³
- Assisting voters¹⁴
 - Finding the voter in the signature poll book
 - Processing voters who have changed their residential address within the precinct as regular ballot voters rather than provisional ballot voters¹⁵
 - Processing voters who have changed their name but have not changed residential address, or who have changed their name and have changed

³ R.C. 3501.22(A)(1), 3501.31, 3501.32.

⁴ R.C. 3501.30, 3505.16.

⁵ R.C. 3501.11(W), 3501.30, 3505.12.

⁶ R.C. 3501.31.

⁷ R.C. 3501.33, 3501.34, 3501.35, 3599.24, 3599.31; Directive 2012-46.

⁸ R.C. 3505.17.

⁹ Directive 2012-27 (referencing the *League of Women Voters Settlement Agreement*).

¹⁰ R.C. 3505.21; Directive 2012-21.

¹¹ R.C. 3501.35(B); Directive 2012-29; Advisory 2013-02.

¹² R.C. 3501.35(B), 3503.23(C).

¹³ R.C. 3501.30, 3501.33, 3501.35, 3599.24(A)(5); Advisory 2011-08.

¹⁴ R.C. 3505.18, 3505.181(E)(2); Advisory 2014-04.

¹⁵ R.C. 3503.16(B)(1)(a), Advisory 2014-04.

their residential address within the precinct, as regular ballot voters rather than provisional ballot voters¹⁶

- Directing wrong-precinct voters to the correct precinct or polling location using the Precinct Voting Location Guide¹⁷
- Understanding special designations in the signature poll book (returned acknowledgement card, requested an absentee ballot, etc.)¹⁸
- Issuing the correct ballot style to the voter based on the voter's address¹⁹
- When to cancel a voter's ballot / issue replacement ballots²⁰
- Proper administration of voter ID requirement
 - Qualifying forms of valid voter identification²¹
 - Accepting former residential address on an Ohio driver license or state identification card as valid when current address is printed in signature poll book²²
- Assisting provisional voters²³
 - Reasons for issuing a provisional ballot²⁴
 - Proper completion, by the voter, of the provisional ballot affirmation statement on the provisional envelope²⁵
 - Proper use of [Form 12-D](#) whenever a voter's name does not appear in the signature poll book or poll list, because the voter is in the wrong precinct of the correct multiple-precinct polling place, and the voter insists on casting a provisional ballot in the wrong precinct²⁶
 - Issuing the correct ballot style to the voter based on the voter's address
- ADA accessibility and assisting voters with a disability²⁷
- How to handle voters in line at 7:30 p.m.²⁸
- How to handle court orders to keep the polls open past 7:30 p.m.²⁹

¹⁶ R.C. 3505.16(B)(1)(b), Advisory 2014-04.

¹⁷ R.C. 3505.181(E)(2).

¹⁸ R.C. 3503.19(C)(2), 3503.24(D)(2), 3505.182(B)(2), 3505.19, 3509.09(A), 3511.011.

¹⁹ R.C. 3505.18.

²⁰ R.C. 3505.23.

²¹ R.C. 3505.18(A); Advisory 2014-04.

²² R.C. 3501.01(AA)(2), 3505.18(A)(1); Advisory 2014-04.

²³ Advisory 2014-04.

²⁴ R.C. 3503.16(B)-(C), 3505.18(A)(2), 3505.181(A); 42 U.S.C. 1973gg-6(f), 42 U.S.C. 15482(a), 42 U.S.C. 15483(b).

²⁵ R.C. 3505.181(B)(2), 3505.182.

²⁶ R.C. 3505.181(C); Advisory 2014-04.

²⁷ R.C. 3501.29(B)-(C), 3501.382, 3505.18(B), 3505.181(F), 3505.23, 3505.24; 42 U.S.C. 1973aa-6, 1973ee-1, 1973ee-2, 1973ee-3; Advisory 2014-04.

²⁸ R.C. 3501.32(A).

- Closing the polls³⁰
 - Closing the voting equipment
 - Printing results tapes³¹
 - Reconciling signatures, ballots, and public counts³²
 - Completing reports³³
 - Securing equipment and supplies³⁴
 - Transporting appropriate material to the board of elections by bipartisan teams³⁵

All Boards are reminded that online precinct election official training provided by the Secretary of State's Office is available to supplement, not replace, the training provided by the board of elections. For more information about online precinct election official training, contact Bronwen Evener at (614) 466-2585 or bevener@ohiosecretaryofstate.gov.

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

Sincerely,



Jon Husted

²⁹ 42 U.S.C. 15482(c).

³⁰ R.C. 3501.26, 3505.26, 3505.29.

³¹ R.C. 3505.30.

³² R.C. 3501.26, 3501.30, 3505.26, 3505.27.

³³ R.C. 3501.26, 3505.26, 3505.29.

³⁴ R.C. 3501.30, 3501.37, 3505.31; Directive 2012-46, Directive 2012-27; Advisory 2014-02.

³⁵ Directive 2012-46 (Section H).