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DIRECTIVE 2014-22

August 7, 2014

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

Re: Verifying the Accuracy of District Relationships and Establishing the Order of Offices
and Issues for the November 4, 2014 General Election Ballot

INSTRUCTIONS

1. Before programming any aspect of the central tabulating system for the November 4, 2014 General 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.

As a part of the review for accuracy of district relationships between the county's voter registration system and its tabulating system, the board should also ensure that the Secretary of State's precinct codes (three alphabet letters) are accurate in the tabulating system and, if applicable, the county's voter registration system and that the precinct names correspond between the two systems.

It is 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).

Additionally, all boards must ensure that secondary districts (i.e., election districts or political subdivisions other than House, Senate and Congressional districts that were not previously required to be uploaded to the SWVRD such as municipal wards, school districts, county court districts, and municipal court districts) have populated the SWVRD.

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. 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 statewide voter registration database against the county's voter registration system to verify accuracy.

2. The order of offices for the November 4, 2014 General Election Ballot shall be as follows:¹

Governor and Lieutenant Governor

Attorney General

Auditor of State

Secretary of State

Treasurer of State

Representative to Congress

State Senator

State Representative

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 the State Board of Education

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)

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

Judge of County Court

¹ R.C. 3505.03, .04.

3. The order of ballot questions and issues for the November 4, 2014 General Election shall be as follows:²

School and Other Districts

County

Municipal

Township

There will be no statewide issues on the November 4, 2014 General Election ballot.

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 consistent 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.

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 concerning this Directive, please contact the Secretary of State's elections counsel assigned to your county at (614) 466-2585.

Sincerely,



Jon Husted

² R.C. 3505.06.