



Jon Husted Ohio Secretary of State

180 East Broad Street, 16th Floor
Columbus, Ohio 43215
Tel: (877) 767-6446 Fax: (614) 644-0649
www.OhioSecretaryofState.gov

DIRECTIVE 2016-14

May 25, 2016

To: Butler, Clark, Darke, Miami, Mercer, and Preble County Boards of Elections
Directors, Deputy Directors and Board Members

Re: Unofficial and Official Canvass of the June 7, 2016 Special Congressional General
Election for the 8th Congressional District

SUMMARY

In lieu of issuing two Directives, this Directive outlines the procedures that boards of elections must follow when conducting both the Unofficial and the Official Canvasses of the June 7, 2016 Special Congressional General Election for the 8th Congressional District.

To assist boards of elections with any problems, questions, or concerns that may arise on Election Day, the Secretary of State's Office will be staffed on Election Day from 6:30 a.m. until all boards have reported their unofficial results to our office. As in the past, boards can contact the Secretary of State's Office using the dedicated telephone number, (614) 466-2564, or the main telephone number for the Elections Division, (614) 466-2585.

All Directors, Deputy Directors, and Board Members must ensure that they are able to receive emails and other communications sent from the Secretary of State's Office on Election Day (including after the polls close).

PART ONE – UNOFFICIAL CANVASS

The Unofficial Canvass of the June 7, 2016 Special Congressional General Election must be conducted on election night in accordance with state law¹ and the processes and procedures outlined in Directive 2015-30, Chapter 8, Section 1.02, of the [Election Official Manual](#). The Unofficial Canvass must be conducted in full view of the members of the board of elections and any observer appointed in accordance with R.C. 3505.21.² The counting of ballots for the Unofficial Canvass must be continuous.³

¹ R.C. 3505.27 (counting regular ballots that were cast at precinct polling locations); R.C. 3505.28 (ballots not counted); R.C. 3509.06 (counting absentee ballots); R.C. 3509.07 (absentee ballots not counted); R.C. 3511.11-3511.13 (uniformed service and overseas voter absentee ballots).

² R.C. 3505.27.

³ R.C. 3505.27; R.C. 3505.29; R.C. 3505.30.

I. PERIODIC REPORTING REQUIREMENTS FOR ELECTION NIGHT

State law requires that all boards of elections provide regular periodic election results for specified contests to the Secretary of State's Office.⁴ All counties must use the upload tool used statewide in the 2016 Primary Election to provide summary results to fulfill this statutory requirement.

Although all counties will have access to hand-key the results at the time frames below, the upload tool will allow you to do this more efficiently and without data entry errors. Prior to Election Day, you will receive a shipment of USB thumb drives for use on election night to ensure the security of your central tabulating system.

As in the past, unofficial election results provided to the Secretary of State's Office will be summary only, rather than precinct-level. Precinct-level results will be uploaded by boards of elections for the Official Canvass.

A. Reporting Absentee Ballot Results

You must upload vote totals for absentee ballots by 7:45 p.m. unless your voting system is technologically unable to do so. If necessary, you may upload partial absentee results (e.g., for GEMS users who were unable to scan all absentee ballots prior to starting the central tabulation of precinct cards). If you upload partial absentee results at 7:45 p.m., you must ensure that you do not double report the initial upload. Contact your voting system vendor if you need assistance.

Be sure to enter zero (0) precincts reporting when you upload your absentee results.

Remember, you may begin "processing," which includes "scanning," absentee ballots beginning 10 days before the election. You may not, however, "tabulate" any absentee ballot prior to 7:30 p.m. on Election Day.⁵

B. Maximum Time Between Reports

Once your first Election Day precinct has reported, you must begin uploading summary election results. Do not wait until you have 10 or some other minimum number of precincts to report together. After you have uploaded your first summary election results, you must report on the following time-increment assigned to your county:

⁴ R.C. 3505.27(C).

⁵ See Directive 2015-30, Chapter 8, Section 1.01, of the [Election Official Manual](#) for additional guidance on processing absentee ballots prior to Election Day.

1. “Quarter-Hour” Counties

“Quarter-Counties (assigned to Valerie Bunting) are: Butler and Clark.

“Quarter-hour” counties must report at each quarter hour (e.g., 7:45 p.m., 8:00 p.m., 8:15 p.m., 8:30 p.m., 8:45 p.m., etc.), beginning with the quarter hour that follows the upload of the board’s first summary election results, and continuing until all precincts have reported.

If, as you approach full reporting, one or more precincts have not reported, and it has been more than 30 minutes since your last report, you must notify Valerie Bunting. Once you have 100% precincts reporting, do not delay entering final vote tallies into the ENR system. You do not have to wait until your designated reporting time (noted above) when reporting final results.

2. “Half-Hour” Counties

“Half-Hour” counties (assigned to Valerie Bunting) are: Darke, Mercer, Miami, and Preble.

“Half-hour” counties must report at each half-hour following absentee at 7:45 p.m. (e.g., 8:00 p.m., 8:30 p.m., 9:00 p.m., etc.), beginning with the half-hour that follows the upload of the board’s first summary election results, and continuing until all precincts have reported.

If, as you approach full reporting, one or more precincts have not reported, and it has been more than 60 minutes since your last report, you must notify Valerie Bunting. Once you have 100% precincts reporting, do not delay entering final vote tallies into the ENR system. You do not have to wait until your designated reporting time (noted above) when reporting final results.

C. Supplemental Statistics

You must provide “supplemental statistics” when you report your last precinct or shortly thereafter. Do not delay reporting vote totals only because the supplemental statistics are not yet available; upload the election results, then return when the supplemental statistics are complete. Do not delay reporting vote totals or supplemental statistics because you have not completed ballot reconciliation procedures.

You must provide the supplemental statistics before the board and its employees disband following completion of the Unofficial Canvass. The supplemental statistics you are required to report are:

- Counted Ballots
 - Total number of regular ballots counted from Election Day precincts (do not include absentee).
 - Total number of non-UOCAVA absentee ballots counted.
 - Total number of UOCAVA absentee ballots counted.
 - Total number of absentee ballots counted.
 - Total regular and absentee ballots counted.
- Outstanding Ballots (ballots issued but not yet counted)
 - Total number of outstanding non-UOCAVA absentee ballots issued by the board, but not returned.
 - Total number of outstanding UOCAVA absentee ballots issued by the board, but not returned.
 - Total number of outstanding absentee ballots (issued by BOE but not returned by close of polls).
 - Total number of provisional ballots issued on Election Day.
 - Total number of provisional ballots issued before Election Day, but after close of registration at the board office.
 - Total number of provisional ballots issued at the polls or the board office.

II. SUMMARY AND FINAL REPORTS

Boards of elections must follow the processes and procedures outlined in Directive 2015-30, Chapter 8, Section 1.02, of the [Election Official Manual](#) for reporting summary results and submitting final summary reports in even-numbered year elections.

The required reports and forms (listed below) for the Unofficial Canvass and the instructions and deadline for submission will be provided to boards of elections under separate cover via email before Election Day:

1. Unofficial Vote Total Summary Report;
2. Most Populous Report (Butler County ONLY); and
3. Signature Form.

All final summary reports must be transmitted to the Elections Division via email to Allison Scott at Ascott@ohiosecretaryofstate.gov prior to the board leaving the board office.

PART TWO – OFFICIAL CANVASS

Boards of elections may begin the Official Canvass of the June 7, 2016 Special Congressional General Election no earlier than Saturday, June 18, 2016 (the 11th day after the election). Because the Butler County Board of Elections is certifying the afternoon of June 20, 2016, the Clark, Darke, Mercer, Miami, and Preble County Boards of Elections each must complete its official canvass, certify the election, and send results to the Butler County Board of Elections no later than 1:00 p.m. on June 20, 2016.

I. PERMISSIBLE PRE-CANVASS ACTIVITY

Each board of elections must follow the instructions for pre-canvass activity that are outlined in Chapter 8, Section 1.03, of the [Election Official Manual](#).

II. INSTRUCTIONS FOR OFFICIAL CANVASS

Each board of elections must follow the processes and procedures for conducting the Official Canvass that are contained in Chapter 8, Section 1.04, of the [Election Official Manual](#).

III. FORMS FOR OFFICIAL CERTIFICATION

Templates for reporting results to the Secretary of State's Office and to the Butler County Board of Elections will be forwarded under separate cover.

All certifications and reports must be signed by the appropriate board personnel before being submitted to the Secretary of State's Office or the Butler County Board of Elections. The board may not authorize the use of digital or stamped signatures for these reports.

Each board of elections must submit the signature form, which will be provided under separate cover, for the purpose of certifying the Official Election Results including, the Supplemental Reports for Absentee Ballots and Provisional Ballots to the Secretary of State's Office.

A. Certification of Official Results to the Secretary of State⁶

1. After a board has completed its official canvass, it must email the Secretary of State's Office and attach a copy of the official vote total summary report generated by the board's voting system. This report must be clearly labeled "<County>'s Official Canvass" and it must contain only vote totals for that county.
2. As the most populous county, the Butler County Board of Elections must generate a separate report from its voting system, create a report outside of its voting

⁶ R.C. 3505.30.

system, or use a reporting form that will be provided under separate cover for this purpose. This report must be clearly labeled “*Butler’s Official Canvass – Most Populous County*.” The report must include the total number of votes recorded for the contest from each county in the 8th Congressional District and the sum total for all counties.

B. Absentee and Provisional Ballot Supplemental Report

State law requires the Secretary of State to publish a report on the number of absentee and provisional ballots cast and counted.⁷ Each board of elections must provide this supplemental data for absentee and provisional ballots. The reporting forms will be sent under separate cover.

C. Electronic Precinct-Level Official Results File of Votes and Turnout By Precinct

Each board of elections must upload an electronic precinct-level results file of votes to the Secretary of State on June 20, 2016, via the SOS County Submission System. The upload tool within the SOS County Submission System will allow you to do this efficiently and without data entry errors. You must use the file format provided by Secretary of State’s Office. Instructions regarding the upload process as well as the time to complete the upload will be sent under separate cover. If you have any questions regarding the electronic precinct-level results file containing votes, contact Laura Pietenpol at Lpietenp@ohiosecretaryofstate.gov.

Additionally, boards of elections are required to provide, via email to AScott@ohiosecretaryofstate.gov, a separate report from the county’s central tabulating system detailing turnout by precinct. Boards must also submit a Statement of Votes Cast (SOVC) report with their turnout report. Details outlining the content and generation of these reports will be sent under separate cover.

IV. TIMELINE FOR REPORTS

The Secretary of State’s Office must receive a properly completed certification report, signature form, report forms, electronic turnout detail by precinct (via email) and Statement of Votes Cast (SOVC) report from the Butler, Clark, Darke, Mercer, Miami, and Preble county boards of elections not later than 4:00 p.m. on Monday, June 20, 2016. However, boards are encouraged to submit these reports via email as soon as the board has completed its official certification.

Submit completed reports and forms to Allison Scott via email at AScott@ohiosecretaryofstate.gov.

⁷ R.C. 3501.05(Y).

Every board of elections must maintain at its office a copy of each of its completed certification and report forms.

Each board of elections must upload an electronic precinct-level results file of votes that includes all candidates in the 8th Congressional District to the Secretary of State on Monday, June 20, 2016 via the SOS County Submission System. Instructions including the time of the upload on Monday, June 20, 2016 will be forwarded under separate cover.

V. RECOUNTS

If a recount needs to be conducted, the Secretary of State's Office will issue the notice of recount upon notification by the Butler County Board of Elections. If a recount should result in vote totals changing, the board of elections must submit a properly completed and signed amended certification and abstract to the Secretary of State's Office.

VI. VOTER HISTORY

All boards must upload voter history for the June 7, 2016 Special Congressional General Election to the Statewide Voter Registration Database (SWVRD) no later than June 30, 2016. The election code to submit the history is 2016_JUNE_CDGEN.

For purposes of assigning voter history, each board of elections must follow the instructions outlined in Chapter 8, Section 1.04, Division E, of the [Election Official Manual](#).

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