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DIRECTIVE 2016-29

August 19, 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 September 13, 2016 Special Congressional
Democratic Primary 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 September 13, 2016 Special Congressional Democratic Primary 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 a dedicated telephone number that will be emailed prior to September 13, 2016 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 September 13, 2016 Special Congressional Democratic Primary Election for the 8th Congressional District 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. 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 office.

PART TWO – OFFICIAL CANVASS

Boards of elections must begin and complete the Official Canvass of the September 13, 2016 Special Congressional Democratic Primary Election for the 8th Congressional District on Friday, September 23, 2016. Because the Butler County Board of Elections is certifying the afternoon of September 23, 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 4:00 p.m. on September 23, 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 State⁴

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 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.⁵ Each board of elections must provide this supplemental data for absentee and provisional ballots. The reporting forms 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 and report forms from the Clark, Darke, Mercer, Miami, and Preble county boards of elections not later than 4:00 p.m. on Friday, September 23, 2016 and Butler County not later than 6:00 p.m. on Friday, September 23, 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.

⁴ R.C. 3505.30.

⁵ 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.

V. VOTER HISTORY

All boards must upload voter history for the September 13, 2016 Special Congressional Democratic Primary Election for the 8th Congressional District to the Statewide Voter Registration Database (SWVRD) no later than September 30, 2016. The election name to submit the history is 2016_SEPT13_CDPRIM.

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