



DIRECTIVE 2021-15

May 25, 2021

To: Athens, Clinton, Cuyahoga, Fairfield, Fayette, Franklin, Hocking, Madison, Morgan, Perry, Pickaway, Ross, Summit, and Vinton County Boards of Elections
Board Members, Directors, and Deputy Directors

Re: Ballot for August 3, 2021 Special Congressional Primary Election in the 11th and 15th Congressional Districts

SUMMARY

This Directive provides the certified form of the official ballot to be used in the August 3, 2021 Special Congressional Primary Election in Ohio's 11th and 15th Congressional Districts.

INSTRUCTIONS

Please note that, in lieu of issuing a separate Directive with specific details covering ballot layout, proofing, and quantities, the Secretary of State's Office is issuing only this Directive, which must be used in conjunction with [Chapter 4 \(Ballots\) of the Election Official Manual \("EOM"\)](#) when preparing ballots for this election. [Chapter 4 of the EOM](#) provides specific instructions on the following subjects:

- Ballot format;
- Voter instructions;
- Ballot stubs;
- Partisan primary elections;
- Seventeen-year-old voters;
- Candidate ballots (names, restrictions, political party, rotation, etc.);
- Questions and issues ballot;
- Ballot proofs;
- Overlaps;
- Bid requirements;
- Ballot quantities;
- Logic and accuracy testing; and
- Public test.

I. OFFICIAL FORM OF THE BALLOT

Each board of elections must provide a separate ballot for each political party, listing candidates for nomination in the Special Congressional Primary Election.¹ The names of all candidates who have not withdrawn must be arranged, rotated, and printed upon the ballot in accordance with the provisions of Ohio Revised Code Chapters 3505, 3506, and 3513 and [Chapter 4 of the EOM](#).

Offices for which candidates may be nominated are presented on the ballot first, followed by the questions and issues. Additional instructions on headings, ballot language, and percentage of votes can be found in [Chapter 4 of the EOM](#). Boards may also review the appropriate sections of the Ohio Revised Code, local charter (if applicable), and the Questions and Issues Handbook for ballot language and formatting.

Questions and issues must be grouped together in the following political subdivision order for elections held in 2021:²

- County
- Municipal
- Township
- School and Other Districts

No statewide issue will appear on the August 3, 2021 Ballot.

Each board of elections may determine the specific order in which the questions/issues within each group are placed on the ballot in that county; however, a board should adopt a method for doing so (i.e., ordered alphabetically or by date filed, etc.). Absentee ballots must contain identical ordering of issues within groups of regular ballots.

II. SEVENTEEN-YEAR OLD VOTERS

A 17-year old registered voter who will be 18 years old on or before November 2, 2021 may vote on the nomination of candidates for U.S. Representative in the Special Congressional Primary Election.³

III. WRITE-IN VOTE BLANK SPACE

If the most populous board of elections for the 11th or 15th Congressional District receives any valid declaration of intent to be a write-in candidate, a write-in space must be provided on the

¹ [R.C. 3513.13](#); If a city or village has adopted a charter or one of the three alternate forms of home rule government set forth in Revised Code Chapter 705 (i.e., commission plan, city manager plan, or federal plan), the board must refer to the charter or appropriate provisions of R.C. Chapter 705 to determine the following: what officers are to be elected; the term of each office to be elected; the method of nomination (e.g., partisan primary election, nonpartisan primary election, or nominating petition) for each office; and the form of the ballot, if such ballot is prescribed by charter.

² [Question and Issues Handbook](#), pp. 1-12; [R.C. 3505.06\(B\)](#).

³ [R.C. 3503.011](#) and [3503.07](#).

ballot.⁴ The board must not accept a declaration of intent to be a write-in candidate for any office for which the primary election has been eliminated pursuant to [R.C. 3513.32](#).

IV. CURING ABSENTEE BALLOT APPLICATIONS

If a board of elections receives an absentee ballot application that does not contain all of the required information, the board must promptly notify the voter of the additional information required. Boards must utilize telephone numbers and email addresses to complete this process as quickly as possible. However, if electronic contact is not possible, boards must attempt to correct the missing information by mail. Boards should ultimately retain a completed application from the voter at the board office.⁵

V. ABSENTEE BALLOTS

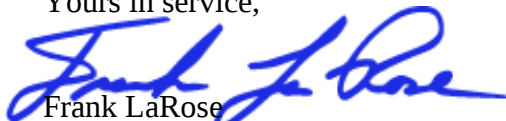
Each board of elections must have absentee ballots printed and ready for use by Friday, June 18, 2021 (46 days before the August 3, 2021 Special Congressional Primary Election) for Uniformed and Overseas Citizens Absentee Voting Act (“UOCAVA”) voters.⁶ Absentee voting, by mail and in-person for non-UOCAVA voters, begins on Wednesday, July 7, 2021.⁷

Boards of elections must send a copy of each absentee ballot (candidates and questions and issues) to the Secretary of State’s Office at least 47 days before the election, by Thursday, June 17, 2021. Absentee ballots must be uploaded to the SharePoint site.

The Secretary of State’s Office will issue a Directive regarding the unofficial and official canvass procedures for the August 3, 2021 Special Congressional Primary Election. That Directive will include additional information regarding the cure period for absentee and provisional ballots.

If you have any questions regarding this Directive or [Chapter 4 of the EOM](#), please contact the Secretary of State’s elections counsel at (614) 728-8789.

Yours in service,


Frank LaRose
Ohio Secretary of State

⁴ [R.C. 3513.14](#) and [3513.041](#).

⁵ [R.C. 3509.04\(A\)](#).

⁶ [R.C. 3511.04](#).

⁷ [R.C. 3509.01](#).