



DIRECTIVE 2022-25

February 22, 2022

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

Re: Ballots and Candidates for May 3, 2022 Primary Election for Offices Not Impacted by
Redistricting

SUMMARY

This Directive provides the certified forms of the official ballots to be used in the May 3, 2022 Primary Election. No write-in candidates for statewide office filed for the May 3, 2022 Primary Election.

This Directive does not apply to the offices of U.S. Representative to Congress, Ohio General Assembly, and State Central Committee.

INSTRUCTIONS

Please note that, in lieu of issuing a separate Directive with specific details covering ballot layout and proofing the Secretary of State's Office is issuing this Directive, which must be used in conjunction with [Chapter 5 of the Election Official Manual](#) when preparing ballots for this election. [Chapter 5 of the Election Official Manual](#) provides specific instructions on the following subjects:

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

I. VERIFYING DISTRICT RELATIONSHIPS

Before programming any aspect of the central tabulating system for the May 3, 2022 Primary Election, boards of elections must verify the accuracy of district relationships in the

central tabulating system against the county's voter registration system.¹ This is to ensure that each voter receives the correct ballot style (i.e., the correct combination 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 must ensure the following by March 4, 2022:

- A. The Secretary of State's precinct codes (three alphabet letters) are accurate in the tabulating system and, if appropriate, the county's voter registration system; and
- B. The precinct names correspond between the two systems.

Note: 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").

Using the report provided by our Office on February 28, 2022, each board must review the report to ensure that all SOS Precinct ID Codes provided on the report match the board's voter registration system. Boards will have until March 4, 2022 to return the reviewed report noting any changes.

In addition, the board must verify at least one voter record for each precinct in the SWVRD against the county's VRS to ensure accuracy.

II. OFFICIAL BALLOT FORMS

Each board of elections is to provide a separate ballot for each political party listing candidates for nomination or election in a primary election.² Accordingly, accompanying this Directive are the following ballot forms:

- Official Democratic Primary Ballot;
- Official Republican Primary Ballot; and
- Official Questions and Issues Ballot.

The names of all candidates, who have not withdrawn pursuant to [R.C. 3513.30](#), 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 5 of the Election Official Manual](#).

¹ Boards must verify the accuracy of all district relationships with the exception of the districts associated with the office of U.S. Representative to Congress, Ohio General Assembly, and State Central Committee.

² [R.C. 3513.13](#).

III. **ORDER OF OFFICES FOR PRIMARY BALLOTS**³

A. The order of offices for **Democratic Party** ballots shall be as follows:

- Governor and Lieutenant Governor
- Attorney General
- Auditor of State
- Secretary of State
- Treasurer of State
- Chief Justice of the Supreme Court (Full term commencing 1-1-2023)
- Justice of the Supreme Court (Full term commencing 1-1-2023)
- Justice of the Supreme Court (Full term commencing 1-2-2023)
- United States Senator
- Judge of the Court of Appeals
- Judge of the Court of Common Pleas
- County Commissioner
- County Auditor

B. The order of offices for **Republican Party** ballots shall be as follows:

- Governor and Lieutenant Governor
- Attorney General
- Auditor of State
- Secretary of State
- Treasurer of State
- Chief Justice of the Supreme Court (Full term commencing 1-1-2023)
- Justice of the Supreme Court (Full term commencing 1-1-2023)
- Justice of the Supreme Court (Full term commencing 1-2-2023)
- United States Senator
- Judge of Court of Appeals
- Judge of the Court of Common Pleas
- County Commissioner
- County Auditor

Candidates for statewide office appear on the sample ballot layouts provided with this Directive.

³ [R.C. 3513.13](#).

C. Blanks Spaces for Write-In Votes⁴

A write-in space must be provided on the ballot for every office for which the board of elections received a valid declaration of intent to be a write-in candidate.

- **Write-In Candidates for Statewide Office:**

No write-in candidates for statewide office filed for the May 3, 2022 Primary Election.

- **For County Central Committee:** The board may accept valid declarations of intent to be a write-in candidate and provide a write-in space on the ballot for county central committee, even if no declarations of candidacy were filed for the positions.⁵

D. Full or Unexpired Term

For judicial offices, the designation of “Full Term Commencing,” followed by the appropriate date, must appear on the ballot. If for an unexpired term, the designation “Unexpired Term Ending,” followed by the term ending date of the office, must appear on the ballot.

The judicial offices for that court should appear in chronological order by the date the terms commence, followed by unexpired terms in descending order based on the ending date of the term.

For all other offices, the designation of term is necessary only when there is an unexpired term to elect (e.g., if a candidate is running for an unexpired term for mayor) and where two or more full terms for the office are to appear on the ballot (e.g., municipal court judge), in which case the offices should appear in chronological order by the date the terms commence. If there is both full and unexpired term for the same office, place the full term first followed by the unexpired term.

A 2-point rule must separate the title of the office from the names of the candidates for that office.⁶

IV. CANDIDATES OF OTHER DISTRICT OFFICES (JUDGE OF COURT OF APPEALS)

Candidates for other district offices must be certified to the appropriate board(s) of elections by the most-populous county board of elections of the district. If you are a less-populous county of a district and have not received a list of candidates from the most-populous county, you must contact the most-populous county before programming your ballots.

V. OFFICIAL QUESTIONS AND ISSUES BALLOT⁷

Offices for which candidates may be nominated or elected are presented on the ballot first, followed by the questions and issues. The Official Questions and Issues Ballot must be used for all voting systems. The ballot form also contains examples of some of the local questions and issues that may appear on the ballot in your county. Not every category or type of question/issue will appear on every ballot in every county, so please apply as much of the form as is appropriate to the ballots in your county.

⁴ [R.C. 3513.041](#); [3513.14](#).

⁵ [OAG 70-011](#).

⁶ [R.C. 3505.08\(A\)](#).

⁷ [R.C. 3505.06](#).

Additional instructions on headings, ballot language, and percentage of votes can be found in [Chapter 5 of the Election Official Manual](#).

Questions and issues must be grouped together in the following political subdivision order for elections held in 2022:

- School and other Districts
- County
- Municipal
- Township

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 to regular ballots.

Please review the appropriate sections of the Ohio Revised Code, local charter (if applicable), and the [Questions and Issues Handbook](#) for ballot language and formats that are not on the attached Official Questions and Issues Ballot.

VI. ABSENTEE BALLOTS⁸

Each board of elections must have absentee ballots printed and ready for use by Friday, March 18, 2022 (46 days before the May 3, 2022 Primary Election) for Uniformed and Overseas Citizens Absentee Voting Act (“UOCAVA”) voters, and by Tuesday, April 5, 2022 regular, non-UOCAVA absentee voters.

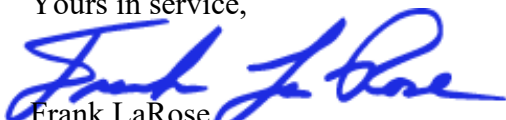
Boards must use the current absentee instructions ([Form 12](#)) and print them on standard letter-sized paper. Each board must ensure that the proper postage amount is printed in the box provided on the instructions. Our Office recommends boards print the instructions in color to allow the contents to stand out.

Boards must provide a copy of each absentee ballot (candidates and questions and issues) at least 47 days before the election (March 17, 2022) to the Secretary of State’s Office. Boards must upload ballots to SharePoint.

Each board must review the instructions provided in [Chapter 7 of the Election Official Manual](#) concerning incomplete absentee ballot applications.

If you have any questions concerning this Directive, please contact the Secretary of State’s elections counsel at (614) 728-8789.

Yours in service,


Frank LaRose
Ohio Secretary of State

⁸ [R.C. 3509.01](#); [R.C. 3511.04](#).