

DIRECTIVE 2024-17

August 9, 2024

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

Re: Examination and Verification of Petitions from Independent Candidate for
President and Vice President Filed with the Secretary of State's Office

SUMMARY

This directive provides instructions on the examination and verification of signatures for independent candidate petitions filed with the Ohio Secretary of State for the November 5, 2024, general election. In lieu of issuing a separate directive with each candidate's petition, this directive applies to each petition filed with the Ohio Secretary of State's office and transmitted to county boards of elections for review. Enclosed is a list of candidates and their filing dates, as well as a manifest of all part-petitions.

The examination and verification of signatures must be complete and the certification forms returned to the Secretary of State's office by **12:00 p.m. on Monday, August 19, 2024.**¹ County boards of elections are encouraged to return certification forms as soon as possible.

The original part-petitions must be shipped via trackable delivery method no later than **Friday, August 23, 2024**. The part-petitions must be received by the Secretary of State's office by **Friday, August 30, 2024**. Please note that the office has moved to 180 Civic Center Drive, Columbus, Ohio 43215-4138.

VERIFYING THE VALIDITY OF PART-PETITIONS AND SIGNATURES

Please carefully read this directive and [Chapter 13 \("Petitions," Directive 2023-38\)](#) of the Election Official Manual before the board of elections examines the petitions sent to your county. Remember that a signature on a nominating petition for President and Vice President "is not valid if it is dated more than one year before the nominating petition was filed."²

¹ 78 days before the general election, as required by [R.C. 3513.263](#).

² [R.C. 3513.263](#)

Before verifying the signatures on the part petitions, each board of elections must process all new, valid voter registrations as well as changes of names and addresses to existing registrations received by the board or the Secretary of State's office as of the date the petition was filed with the Secretary of State.³

The board must verify all petition signatures, electronically record decisions on the validity or invalidity of each signature on the voter registration record, track for duplicate signatures, and ensure that the voter registration record is updated accordingly.

The board must review each candidate's petitions independently of other candidates' petitions. Prior to verifying the validity of individual signatures contained on a part-petition, the board of elections must verify the validity of that part-petition. To verify the part-petitions, the board must check each part-petition to determine whether the circulator's statement on the part-petition has been properly completed. The entire part-petition is invalid if the circulator's statement is not completed as required by law.⁴

PART-PETITION BELONGING TO ANOTHER COUNTY

If a board of elections receives a part-petition with a majority of signatures from another county, that board of elections may not determine the validity of that part-petition or review the signatures contained on it. Instead, it must promptly follow the steps below, complete the following two spreadsheets, and return them in the envelopes provided when all part-petitions are returned to the Secretary of State's office:

1. "Part-Petitions Sent" Spreadsheet [original part-petition(s)], and
2. "Part-Petitions Received" Spreadsheet [emailed part-petition(s)].

If a board of elections receives a part-petition(s) that belongs to another county, complete the following steps:

1. Contact the director or deputy director at the other county board by phone to notify them that your board will be forwarding a scanned copy of a part-petition(s).
2. Log the transfer of the part-petition(s) being sent on the "Part-Petitions Sent" spreadsheet.
3. Send the copy of the part-petition(s) via email to the director and deputy director of the other county board.

³ [R.C. 3501.38\(A\)](#), *State ex rel. Oster vs. Lorain Cty. Bd. of Elections*, 93 Ohio St. 3d 480 (2001).

⁴ [R.C. 3501.38](#).

4. Return the original part-petition(s) with the "Part-Petitions Sent" spreadsheet in an envelope and mark it as such. When the board returns its checked part-petitions to the Secretary of State's office, place this envelope on top of the checked part-petitions so it can be easily located and retrieved from the box.

If a board of elections receives a copy of a part-petition from another county, complete the following steps:

1. Log the part-petition(s) that the board received on the "Part-Petitions Received" spreadsheet.
2. Process the part-petition(s).
3. Return a printed copy of the emailed part-petition(s) with the "Part-Petitions Received" spreadsheet in an envelope and mark it as such. When the board returns its checked part-petitions to the Secretary of State's office, place this envelope on top of the checked part-petitions so it can be easily located and retrieved from the box.

Note: Even if a board of elections does not email a copy of a part-petition(s) to another county and/or does not receive a copy of a part-petition from another county, the board must enter the county name and mark the box (X) in the top right-hand corner of the spreadsheet and place it in an envelope. When the board returns its checked part-petitions to the Secretary of State's office, place both envelopes on top of the checked part-petitions so they can be easily located and retrieved from the box.

SCANNING THE PART-PETITIONS

After the board of elections finishes verifying the signatures on the part-petitions, the board must electronically scan each part-petition. A copy of the scanned images – one for each candidate, e.g. each delegate – must be uploaded to the Secretary of State's SharePoint site (using the instructions accompanying this directive). Each board must retain an electronic copy of the images for the board's records.

FULFILLING PUBLIC RECORDS REQUESTS

Boards of elections may receive public records requests for copies of the part-petitions. Boards should consult with their statutory legal counsel, the county prosecuting attorney, before rejecting, fulfilling, or responding to any public records request.

PUBLIC INSPECTION OF PART-PETITIONS

The part-petitions must be open to public inspection at the board office until 4:00 p.m. on Monday, August 19, 2024.⁵ During this time the petitions must remain under the custody and control of the board of elections at all times.

CERTIFICATION AND RETURN OF PETITIONS

As soon as the board of elections finishes verifying the signatures on the part-petitions, the board must return a completed certification form for each candidate's petition. The certification form for each candidate's petition must be completed and submitted electronically via Elect Collect by selecting the "Submit" button. Each certification form must also be saved and printed. The director and deputy director must sign the certification forms and upload the signed certification forms to the SharePoint site.⁶ **All certification forms and scanned images of petitions must be submitted by 12:00 p.m. on Monday, August 19, 2024.**

After the certification forms have been submitted, county boards of elections must promptly return the original part-petitions to the Secretary of State's office, Elections Division, 180 Civic Center Drive, Columbus, Ohio 43215-4138 via trackable delivery method. **All original part-petitions must be received by the Secretary of State's office no later than Friday, August 30, 2024.**

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

⁵ [R.C. 3513.262](#); [R.C. 1.14](#)

⁶ If a board has not appointed a deputy director or director, then the board chairperson or a board member of the opposite party, respectively, must sign the certification forms.