

NOTIFICATION TO PETITIONERS REGARDING R.C. 3519.16(B)

Posted August 15, 2013

In 2013, the 130th General Assembly enacted [Substitute Senate Bill No. 47](#) modernizing many of the operational practices associated with the filing of a statewide petition proposing a statute, constitutional amendment or referendum. The Office of the Secretary of State provides the following information to all petitioners in order to ensure an efficient filing with this office as well as the review by the 88 county boards of elections and certification by this office.

- 1. Electronic Copy of Petition and Index.** R.C. 3519.16(B)(1) requires the petitioners to provide an “electronic copy of the petition along with a verification that the electronic copy is a true representation of the original filed paper petition” and R.C. 3519(B)(3) requires an “index of the electronic copy of the petition.”

The Secretary of State considers the filing of a CD, DVD, or other similar, commonly used, data-storage media to satisfy the requirements of the electronic copy. The Secretary of State considers the petition “indexed” when the file name of the electronic image of each respective part-petition saved to the electronic copy contains both the consecutive number printed on that same part-petition and the name of the county in which that part-petition was circulated.

If petitioners choose not to follow this file-naming convention, then an index designed as follows and in a sortable, electronic spreadsheet, must accompany the filing:

Column A:	Petition Number (the consecutive number assigned to that part petition)
Column B:	County (the alpha name of the county in which that part petition was circulated or in which the majority of signers of that part-petition reside)
Column C	Signatures (the number of signatures witnessed by the circulator and appearing on that part petition)
Column D	File Name (the corresponding file name for that part petition in the electronic copy of all part petitions)

Most petitioners will scan the petitions such that each part-petition is electronically stored as an individual portable document (.pdf), tagged image file format (.tiff), or similar commonly used image format, then copy the all of the files to one or more CD’s, DVD’s, etc.

Petitioners should only use one media format (i.e., petitioners should not submit one portion of the part-petitions on a CD and the remaining portion on a flash drive).

Petitioners will “verify” that “the electronic copy is a true representation of the original filed paper petition” by signing documentation provided by the Secretary of State’s office at the time

of filing. Any member of the petitioner’s committee, or any individual on behalf of the petitioners’ committee, may sign the verification document.

- 2. Summary.** R.C. 3519.16(B)(2) requires petitioners to file a “summary of the number of part-petitions filed per county, and the number of signatures on each part-petition.”

The Secretary of State considers the requirement of a “summary” met when, at the time of filing, the petitioners provide to the Secretary of State a list that shows the number of part petitions and signature by county, as follows:

Column A	County name
Column B	Total number of part petitions for that county
Column C	Total number of signatures on the part petitions listed in Column C

Columns B and C should be totaled at the top of the sheet.