



DIRECTIVE 2018-05

February 7, 2018

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

Re: The Examination and Verification of Petitions from Candidates for Statewide Office

SUMMARY

This Directive provides instructions on the examination and verification of candidate petitions that have been filed with the Ohio Secretary of State for the 2018 Primary Election and transmitted to the county boards of elections for examination and verification.

In lieu of issuing a separate Directive with each candidate's petition, this Directive applies to each petition that is filed with the Ohio Secretary of State and transmitted to county boards of elections for examination and verification.

Petition examination and verification must be complete, and the certification forms returned to the Secretary of State's Office, not later than **noon on Tuesday, February 20, 2018**.¹ County boards of elections are encouraged to return certification forms at any time prior to February 20, 2018.

The original part-petitions must be returned to the Secretary of State's Office via a trackable delivery method and received no later than Friday, February 23, 2018.

DIRECTIONS

Before checking any petition, the board must review the instructions contained in [Chapter 11 of the Election Official Manual](#) regarding the review of circulator's statements and signatures and marking signatures.

PART-PETITION BELONGING TO ANOTHER COUNTY

If you receive a part-petition that belongs to another county, please follow the process outlined below. It is imperative that a copy of a part-petition belonging to another county is transmitted via email to the other county as quickly as possible for signature verification.

In the event that a board receives a part-petition on which the majority of signatures on the part-petitions are in another county, that board of elections may not determine the validity of that

¹ R.C. 1.14.

part-petition or review the signatures contained on it. Instead, it must forward the original part-petition to the other county following the steps below and utilize the two spreadsheets provided 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))
2. Part-Petitions Received Spreadsheet (Scanned and Emailed Part-Petition(s))

If a board of elections receives a part-petition(s) for another county, it should follow the steps below to send a copy of it to the correct county:

1. Contact the Director or Deputy Director at the other county board by phone to notify him or her that your board will be forwarding a scanned copy of a part-petition(s) via email to the desired email address.
2. Log the transfer of the part-petition(s) being sent on the "Part-Petitions Sent" spreadsheet.
3. Send the scanned copy of the part-petition(s) via email to the other county and "cc" Matthew Tlachac at mtlachac@ohiosecretaryofstate.gov and Valerie Bunting at vbunting@ohiosecretaryofstate.gov.
4. Return the original part-petition(s) with the "Part-Petitions Sent" spreadsheet in the envelope provided and marked 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 receives a part-petition from another county:

1. Log the part-petition(s) that the board received on the "Part-Petitions Received" spreadsheet.
2. Process the part-petition(s).
3. Return the scanned and emailed part-petition(s) with the "Part-Petitions Received" spreadsheet in the envelope provided and marked 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 does not send a part-petition(s) to another county and/or does not receive a copy of a part-petition from another county, the board must mark the box (X) in the bottom right hand corner of the spreadsheet and place it in the correct 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.

CERTIFICATION & RETURN OF PETITIONS

As soon as you finish verifying the signatures on your county's part-petitions, you must return a completed certification form for each candidate's petition. Each certification form for each candidate's petition must be completed and submitted electronically via Elect Collect by clicking the "Submit" button. Each certification form for each candidate's petition also must be saved and

printed. The Director must sign each certification form for each candidate's petition and return the signed certification forms in one email to Emily Bright via email to Ebright@ohiosecretaryofstate.gov.

All certification forms must be received by NOON on Tuesday, February 20, 2018.

Once the certification form has been submitted, county boards of elections must promptly return the original part-petitions to the Secretary of State's Office, 180 East Broad Street, 15th Floor, Columbus, 43215, via a trackable delivery method no later than Friday, February 23, 2018.

All part-petitions must be received by the Secretary of State's Office no later than Friday, February 23, 2018.

If you have any questions concerning this Directive, please contact the Secretary of State's elections counsel assigned to your county at (614) 466-2585.

Sincerely,


Jon Husted