



DIRECTIVE 2019-24

October 25, 2019

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

Re: Unofficial and Official Canvasses of the November 5, 2019 General Election

SUMMARY

This Directive outlines the procedures that boards of elections must follow when conducting both the Unofficial and the Official Canvasses of the November 5, 2019 General Election.

To assist boards of elections with any problems, questions, or concerns that may arise on Election Day, the Secretary of State's Office will be staffed on Election Day from 6:00 a.m. until all boards have reported their unofficial results to our office. Boards can contact the Secretary of State's Office using a dedicated telephone number that will be emailed prior to November 5, 2019 or the main telephone number for the Elections Division of (614) 466-2585.

All Directors, Deputy Directors, and Board Members must ensure that they are able to receive emails and other communications sent from the Secretary of State's Office on Election Day (including after the polls close).

PART ONE – UNOFFICIAL CANVASS

The Unofficial Canvass of the November 5, 2019 General Election must be conducted on Election Night in accordance with state law¹ and the processes and procedures outlined in [Chapter 8, Section 1.02](#) of the Election Official Manual.

The Unofficial Canvass must be conducted in full view of the members of the board of elections and any observer appointed in accordance with R.C. 3505.21.² The board must continuously count the ballots during the Unofficial Canvass.³

I. SUMMARY AND FINAL REPORTS

Generally, boards of elections must follow the processes and procedures outlined in [Chapter 8, Section 1.02](#) of the Election Official Manual for reporting summary results and submitting final summary reports in odd-numbered year elections.

¹ R.C. 3505.27 (counting regular ballots that were cast at precinct polling locations); R.C. 3505.28 (ballots not counted); R.C. 3509.06 (counting absentee ballots); R.C. 3509.07 (absentee ballots not counted); R.C. 3511.11-3511.13 (uniformed service and overseas voter absentee ballots).

² R.C. 3505.27.

³ R.C. 3505.27; R.C. 3505.29; R.C. 3505.30.

Additionally, the following reporting requirements must be followed by each board of elections conducting an election on November 5, 2019:

- On Election Night, after a board has completed its Unofficial Canvass, it must email the following to Results@OhioSoS.gov:
 - The unofficial vote total report generated by the board’s voting system. This report must be clearly labeled “[County]’s Unofficial Canvass,” and it must contain only vote totals for that county. The Unofficial Certification of Results Signature Form must also be submitted on Election Night and is attached to the email containing this Directive.
 - The Unofficial Certification Signature Form. The signature form, which will be provided to each board prior to Election Day, must be signed by the Director, Deputy Director, and each Board Member present for the Unofficial Canvass. The board may not use digital or stamped signatures for these reports.
- By 10:00 a.m. on November 6, 2019 (the day after the election), each board must submit the following:
 - A report showing the number of ballots cast and counted by absentee voters and the number of regular ballots cast and counted on Election Day. This report should be generated from the board’s election management system and may provide summary or precinct-level detail. The report must be emailed to Results@OhioSoS.gov.
 - The Unofficial Certification of Results Supplemental Data Form to provide the following statistics using the ElectCollect system:
 - Counted Ballots:**
 - Total number of Election Day Ballots (regular ballots cast at polling locations on Election Day);
 - Total number of Non-UOCAVA Absentee Ballots Counted (as reported in the board’s voter registration (“VR”) system); and
 - Total number of UOCAVA Absentee Ballots Counted (as reported in the board’s VR system).
 - Outstanding Ballots (ballots issued but not yet counted):**
 - Total number of Outstanding Non-UOCAVA Absentee Ballots as reported in the board’s VR system as having been issued by the board but not returned or returned but not counted (for which [Secretary of State Form 11-S](#) is provided to the voter);
 - Total number of outstanding UOCAVA absentee ballots issued by the board as reported in the board’s VR system as having been issued by the board but not returned or returned but not counted (for which [Secretary of State Form 11-S](#) is provided to the voter);
 - Total number of provisional ballots cast on Election Day; and
 - Total number of provisional ballots cast before Election Day.

- The board of the most populous county of any multi-county district must generate a separate summary report showing the combined vote totals for its county and the overlapping county that reports to the most populous county for that contest, question, or issue. This report must be clearly labeled “[County]’s Unofficial Canvass – Most Populous County.” The board may use its voting system, the relevant Secretary of State Form, or some other form to provide this information. The report(s) must be emailed to Results@OhioSoS.gov.

PART TWO – OFFICIAL CANVASS

I. TIMELINE FOR OFFICIAL CERTIFICATION

Boards of elections may begin the Official Canvass of the November 5, 2019 General Election **no earlier than** the 11th day after the election (Saturday, November 16, 2019) **and no later than** the 15th day after the election (Wednesday, November 20, 2019). **Each board must complete its Official Canvass and certify no later than the 21st day after the election (Tuesday, November 26, 2019).**⁴

II. PRE-CANVASS ACTIVITY

Boards of elections must follow the instructions for pre-canvass activity that are outlined in [Chapter 8, Section 1.03](#) of the Election Official Manual.

III. INSTRUCTIONS FOR OFFICIAL CANVASS

Boards of elections must follow the processes and procedures for conducting the Official Canvass that are contained in [Chapter 8, Section 1.04](#) of the Election Official Manual.

IV. FORMS FOR OFFICIAL CERTIFICATION

Forms used to report results to the Secretary of State’s Office, and, in instances listed under Section C below, to other boards of elections or public agencies, will be provided after the Unofficial Canvass by email from mtlachac@OhioSoS.gov.

All certifications and reports must be submitted to the Secretary of State’s Office, to another board of elections, or to another public entity. The board may not use digital or stamped signatures for these reports.

Boards of elections must submit the Official Certification Signature Form (which will be provided after the Unofficial Canvass via email from mtlachac@OhioSoS.gov) for the purpose of certifying the Official Election Results, including the supplemental reports for both absentee ballots and provisional ballots, to the Secretary of State’s Office.

⁴ R.C. 3505.32(A).

A. Certification of Official Results to the Secretary of State⁵

1. After a board completed its Official Canvass, it must email Results@OhioSoS.gov a copy of the official vote total summary report generated by the board's voting system. This report must be clearly labeled "[County]'s Official Canvass," and it must contain *only* vote totals for that county.
2. The board of elections for the most populous county of any multi-county jurisdiction or district must generate a separate report from its voting system, create a report outside of its voting system, or use a reporting form which will be provided after the Unofficial Canvass. This report must be clearly labeled "[County's] Official Canvass – Most Populous County." The report must include the total number of votes recorded for the office, question, or issue from each county in a multi-county jurisdiction and the sum total for all counties. The contest(s) for which a board is the most populous county must be marked to clearly identify it as a contest containing vote totals from other counties. The report(s) must be emailed to Results@OhioSoS.gov.

B. Absentee and Provisional Ballot Supplemental Report

State law requires the Secretary of State to publish a report on the number of absentee and provisional ballots cast and counted for the election in each county.⁶ Each board of elections must provide this supplemental data for absentee and provisional ballots. The reporting forms will be provided after the Unofficial Canvass.

C. Certificate of Official Summary Results for Local Liquor Option Questions and Local Questions and Issues

Each board of elections must send a completed copy of [Secretary of State Form No. 126-B](#) to the Secretary of State's Office (via email to Results@OhioSoS.gov) and a copy of the completed form to the Ohio Division of Liquor Control via email: LiquorLicensingMailUnit@com.state.oh.us or by mailing to the following address:

Division of Liquor Control
6606 Tussing Road
Reynoldsburg, Ohio 43068-9005

The board of elections (most populous county only if it is a multi-county issue) must certify the results of an election on tax levies and bond issues to the following offices and agencies:

- The county auditor of each county in which the election was held.
- The fiscal officer of the subdivision in which the election was held.
- The Tax Commissioner of the State of Ohio via email at: DTE@tax.state.oh.us.
- The Secretary of State.

⁵ R.C. 3505.30.

⁶ R.C. 3501.05(Y).

The board of elections of the most populous county must certify the results of an election on a school district income tax on [Secretary of State Form 125-A](#) to the following offices and agencies:

- The board of education that placed the issue on the ballot.
- The Tax Commissioner of the State of Ohio via email at DTE@tax.state.oh.us.
- The Secretary of State.

V. TIMELINE FOR REPORTS

The Secretary of State's Office must receive each board of elections' properly completed certification report, signature form, and report forms no later than Tuesday, November 26, 2019. Boards must submit these reports via email to Results@OhioSoS.gov as soon as the board has completed its official certification. Do not delay in submitting the official certification forms due to a recount for any race or issue.

Every board of elections must maintain at its office a copy of each of its completed certification and report forms.

VI. RECOUNTS

Before scheduling and conducting a recount, please review the procedures set forth in state law and the instructions and procedures outlined in [Chapter 9, Section 1.02](#) of the Election Official Manual.

Boards will be provided with a link to a survey to notify the Secretary of State of a recount. The survey will be provided via email along with the Official Canvass report forms. If the recount to be conducted is of a multi-county jurisdiction, the Secretary of State's Office will issue the notice of recount upon notification by the most populous county. If a recount changes vote totals, the board of elections must submit a properly completed and signed amended certification and abstract.

VII. POST-ELECTION AUDITS

For the November 5, 2019 General Election, each board is required to conduct a post-election audit. The board must audit one countywide contest. If there is no countywide contest, the board must audit a countywide question or issue. If there is no countywide question or issue, the board must audit a contest or question or issue which appears on the ballot in the largest number of precincts. For example, if a question or issue appears on the ballot in 15 precincts and a candidate contest appears in only 14, the board would audit the question or issue which appears on the ballot in 15 precincts.

No later than the time the board meets to certify the official results of the election, the board must determine: whether it will conduct its post-election audit by precinct, by polling place, or by individual voting machine; the date and location that the selection of units to be audited will take place; and the date and place that the audit will commence.

Each board of elections must conduct a post-election audit beginning no sooner than six business days after the board certifies the official election results, unless there is an automatic or

requested recount. If a recount is conducted, the post-election audit shall begin immediately after the board certifies the results of the recount, and the audit must be completed no later than 14 days after the board certifies the results of the recount. If no recount is conducted, a board of elections must complete the audit no later than 21 days after certifying the official results of the election. Please review the procedures set forth in [Chapter 9, Section 1.03](#), of the Election Official Manual.

Instructions regarding the reporting of the audit will be provided after the election via email from mtlachac@OhioSoS.gov.

VIII. VOTER HISTORY

All boards must upload voter history for the November 5, 2019 General Election to the Statewide Voter Registration Database no later than 14 days after the board's official certification. Counties with more than 100,000 registered voters must contact Robin Fields at rfields@OhioSoS.gov to schedule their upload in advance. The election name to submit the history for the election is **2019_NOV_GEN**.

For purposes of assigning voter history, each board of elections must follow the instructions outlined in [Chapter 8, Section 1.04](#) of the Election Official Manual.

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

Yours in service,



Frank LaRose
Ohio Secretary of State