



**CUYAHOGA COUNTY
BOARD OF ELECTIONS**

Henry F Curtis, IV, Chairman

Anthony W. Perlatti, Director

Inajo Davis Chappell, Board Member

Anthony Kaloger, Deputy Director

Terence M. McCafferty, Board Member

Lisa M. Stickan, Board Member

MEETING AGENDA

September 9, 2024

9:30 a.m.

THE PLEDGE OF ALLEGIANCE

ADMINISTRATIVE

1. Approval of the minutes from the August 19, 2024, board meeting
2. Acknowledgment of Secretary of State Directives:
 - a. Directive 2024-18: The Data Analysis Transparency Archive Act (DATA Act) Implementation
 - b. Directive 2024-19: 2024 General Voter Records Maintenance Program
 - c. Directive 2024-20: Ballots for November 5, 2024, General Election
 - d. Directive 2024-21: Enforcement of Absent Voter's Ballot Provisions and Compliance with State and Federal Laws
 - e. Directive 2024-22: Expedited Canvass and Certification of the November 5, 2024, General Election
3. Approval of Vote-by-Mail Ballot Collection Proposal

CANDIDATE & PETITION SERVICES

4. Acknowledgment of resignations from elected office
5. Certification of candidates for South Euclid Charter Review Commission Candidates to the November 5, 2024, Presidential General Election
6. Certification of Write-in Candidates for the November 5, 2024, Presidential General Election
7. Certification of Remaining Issue(s) for the November 5, 2024, Presidential General Election

FISCAL SERVICES

8. Approval of Resolutions and/or Vouchers for
 - a. R2024-09-09-0006V - Pitney Bowes (funding of postage meter)
 - b. R2024-09-09-0007V - USPS (funding of mailing permit)
 - c. R2024-09-09-0008V - Clear Ballot Group (election support service days)
 - d. R2024-09-09-0009V - Silverbacc Protective Services (private security for 2024 Presidential General Election)

POLL WORKER

9. Authorization to pay: 289 Voting Location Managers x \$275 = \$79,475; 312 Voting Location Deputies x \$275 = \$85,800; 3,171 Precinct Election Officials x \$250 = \$792,750; 150 Election Substitute Officials x \$100 = \$15,000 for the November 5, 2024, Presidential General Election

NEW BUSINESS

- November 5, 2024, Presidential General Election Update

Video of this meeting can be viewed at <https://www.youtube.com/CuyahogaCountyBOE>

¹ Please email mbejjani@cuyahogacounty.gov or dwhite1@cuyahogacounty.gov with your name and the nature of your comment so we can fully assist you.

PUBLIC COMMENT¹

EXECUTIVE SESSION

Discussion of personnel issues (to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official) and disputes involving the public body that are the subject of pending or imminent court action.

2024 Board Meeting Schedule

September 2024

Monday, September 9th @9:30 a.m. **Certification of remaining issues, charter amendments, and write in candidates for the November 5, 2024 General Election**

October 2024

Tuesday, October 8th @9:30 a.m. **October Board Meeting**

November 2024

Friday, November 1st @ 9:30AM **Meeting for the November 5, 2024 General Election**

Tuesday, November 5th **November 5, 2024 General Election**

Monday, November 18th @9:30 a.m. **Provisional Verification for the November 5, 2024 General Election**

Tuesday, November 26th @9:30 a.m. **Certification of the November 5, 2024 General Election**

December 2024

Thursday, December 12th @9:30 a.m. **December Board Meeting**

Agenda Item

#1

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

**Board Meeting
8/19/2024**

Attending:

Henry F Curtis, IV, Chairman
Inajo Davis Chappell, Board Member
Terence M. McCafferty, Board Member
Lisa M. Stickan, Board Member
Anthony Perlatti, Director
Mark R. Musson, Assistant Prosecutor, Cuyahoga County

Mary Bejjani, Clerk to the Board
Skip White, Clerk to the Board

The Cuyahoga County Board of Elections Meeting began at 9:30 a.m. Hereinafter referred to as the CCBOE/Board. Chairman Curtis noted that Board Members Davis Chappell and McCafferty, were in attendance. Board Member Stickan arrived at 9:34 a.m.

Agenda Item 1: Approval of the minutes from the July 25, 2024, board meeting

Chairman Curtis moved to approve the minutes from the July 25, 2024, board meeting. Board Member Davis Chappell seconded. Board Member Davis Chappell made a friendly amendment to page three of the minutes, eliminating the words "needs to be." The sentence will state, "Perhaps it is important to have a sublease executed." The motion passed.

Agenda Item 2: Acknowledgement of Secretary of State Directives: Directive 2024-16: Removal of Non-Citizen Records; Directive 2024-17: Examination and Verification of Petitions from Independent Candidate for President and Vice President Filed with the Secretary of State's Office

Chairman Curtis moved to acknowledge Secretary of State Directives: Directive 2024-16: Removal of Non-Citizen Records; Directive 2024-17: Examination and Verification of Petitions from Independent Candidate for President and Vice President Filed with the Secretary of State's Office. Board Member Davis Chappell seconded. The motion passed.

Agenda Item 3: Approval of the CCBOE Security Policy

Peter James, Election and Compliance Administrator, presented information regarding the CCBOE Security Policy. This policy is exempt from public viewing under R.C. 149.433.

Chairman Curtis moved to approve the CCBOE Security Policy. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 4: Acknowledgment of resignation from, and appointment to elected office

Chairman Curtis moved to acknowledge the resignation from, and appointment to elected office, as provided in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Narrative that is underlined in the CCBOE minutes relates to a motion that was acted on by the Board.

Agenda Item 5: Acknowledgment of issues withdrawn from the November 5, 2024, Presidential General Election

Chairman Curtis moved to acknowledge the issues withdrawn from the November 5, 2024, Presidential General Election, as provided in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 6: Certification of candidates for the November 5, 2024, Presidential General Election

Chairman Curtis moved to certify the candidates for the November 5, 2024, Presidential General Election, as provided in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 7: Certification of issues for the November 5, 2024, Presidential General Election

Before the certification of issues, Brent Lawler, Candidate and Petition Services Manager, presented information from the board materials regarding petitions for the Board to review.

Mr. Lawler stated that the petition for Bay Village Ward 01, Precinct B for All In Restaurants was two signatures short, and the petitioners had provided the CCBOE with two affidavits. Mr. Lawler said the affidavit signatures do match the signatures in the CCBOE registration database. The petitioner asks the Board to acknowledge the two signatures, making the petition valid for certification.

Chairman Curtis moved to accept the two affidavits and certify to the ballot the petition for Bay Village Ward 01, Precinct B for All In Restaurants for the November 5, 2024, Presidential General Election. Board Member Davis Chappell seconded. The motion passed unanimously.

The Board reviewed a petition for Local Liquor Option, Cleveland 03, Precinct B, for Imposters LTD. The Local Liquor Option Election Petition states the petition is for either beer, wine and mixed beverages, or spirituous liquor. The three classifications cannot be combined. The petition lists the sale shall be for wine and spirituous liquor, which is not a category. Attorney John Neil, representing Imposters, LTD., presented the Imposters LTD. case and exhibits.

A transcript of the hearings can be obtained by contacting Mary Bejjani, CCBOE Clerk to the Board, at 216-443-6430/mbejjani@cuyahogacounty.gov.

Chairman Curtis moved to reject the petition from Imposters, LTD, and it not be certified to the November 5, 2024, Presidential General Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Chairman Curtis moved to certify the issues for the November 5, 2024, Presidential General Election, as provided in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 8: Acknowledgment of the updated Precinct Election Officials (PEO) Performance Policy

Marlene Robinson Statler, Election Officials Manager, presented information from the board materials regarding the PEO Performance Policy.

Chairman Curtis moved to acknowledge the updated PEO Performance Policy. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 9: Approval of Resolutions and/or Vouchers for a) R2024-08-19-0004V – Diltex, Inc., b. R2024-08-19-0005V– Weekley's Mailing Service

Director Perlatti said the Resolution for Diltex is for a qualifiable Cyber Security Grant purchase of 25 computers. The purchase went through the bid as required, and the computers will be received and installed for the November 5, 2024, Election in the Vote-by-Mail area, and will operate with Windows 11. He stated the Resolution to Weekley's Mailing Service is the printing of the CCBOE Voter Information Guide which is mailed to the households of registered voters.

Chairman Curtis moved to approve the Resolutions and/or vouchers for a) R2024-08-19-0004V – Diltex, Inc.; b) R2024-08-19-0005V– Weekley's Mailing. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Items 10 – 12

Director Perlatti stated there were three related challenges filed by different individuals. Brian Gresham filed agenda item 10, and agenda items 11 and 12 were filed by Hasani Wheat, Registration Manager. All of the challenges relate to the same address. Mr. Grisham filed a challenge when he received a voter confirmation notice for Da'Viaghne Thomas. The CCBOE then contacted Mr. Thomas, who said he never lived at the challenged address. The CCBOE mailed Mr. Thomas a registration card to update his address, but he had not updated his address. Therefore, the voter challenge is proceeding. Director Perlatti said in the meantime, the CCBOE received two additional registration cards at the same address with the same surname, and date of birth. The CCBOE determined those voter registrations should also be challenged.

A transcript of the hearings can be obtained by contacting Mary Bejjani, CCBOE Clerk to the Board, at [216-443-6430](tel:216-443-6430)/mbejjani@cuyahogacounty.gov.

Agenda Item 10: Challenge of Right to Vote filed by Brian Gresham against Da'Viaghne Thomas

Hasani Wheat, Registration Department Manager, presented information outlined in the board materials regarding the Challenge of Right to Vote filed by Brian Gresham against Da'Viaghne Thomas. The Challenger, Mr. Gresham, is a registered voter in Cuyahoga County, and his challenge stated that Mr. Thomas did not live at 20508 Hansen Road, Maple Heights, Ohio. Mr. Thomas signed the registration form on April 11, 2024. Black Fork Strategies submitted the registration form on April 23, 2024, and the CCBOE processed the registration on May 1, 2024. Upon receipt of the voter challenge, the CCBOE contacted Mr. Thomas by phone on May 29, 2024, regarding his registration. Mr. Thomas stated that he never lived at 20508 Hansen Road and lives at 4705 Walford Road, Apartment 6, Warrensville Heights, Ohio. The CCBOE sent Mr. Thomas a registration card to update the address and held the challenge in abeyance for one month to update his record. Mr. Thomas did not update his address. Mr. Thomas has not voted in any election at either the Maple Heights or Warrensville Heights addresses. Board Member Davis Chappell asked if Mr. Thomas said why he signed the card if he did not live at the Hansen Road address. Mr. Wheat stated that Mr. Thomas did not give a reason.

Chairman Curtis confirmed that Mr. Gresham, Mr. Thomas, nor any representatives attended the hearing.

Chairman Curtis moved to uphold the challenge filed by Brian Gresham against Da'Viaghne Thomas and to cancel Da'Viaghne Thomas's voter registration. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 11: Challenge of Right to Vote filed by Hasani Wheat against Dave J. Thomas

Mr. Wheat presented information outlined in the board materials regarding two Challenges of Right to Vote filed on August 9, 2024, by Hasani Wheat against Dave J. Thomas and David Thomas. The Challenges note the registration address as 20508 Hansen Road, Maple Heights, Ohio, which is the same address as in the Challenge Brian Gresham versus Da'Viaghne Thomas. Mr. Wheat stated in the challenge that all three registrants have the same surname and birthdate. The registration card for David Thomas was received from Black Fork Strategies on July 2, 2024, and the card for Dave Thomas was received on July 22, 2024, from Second Street Associates. Both voters were placed in inactive status's based on routine Secretary of State (SOS) and CCBOE quality assurance measures that were unable

to verify relevant voter information through the BMV and SSA verification process. The CCBOE was unable to reach either individual. Chairman Curtis stated both signatures appear to be very similar. Board Member Stickan asked to clarify the timeline for when both of these registration cards came which was after the card for Da'Viaghne Thomas. Mr. Wheat said yes. Board Member Davis Chappell said a probative fact is that three people have the same last name and birthday. She stated whoever is circulating is creating names based on the derivatives, which is very concerning.

Chairman Curtis confirmed that Dave J. Thomas, David Thomas, nor any representatives attended the hearing.

Chairman Curtis moved to uphold the challenge filed by Hasani Wheat against Dave J. Thomas and to cancel their voter registration. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 12: Challenge of Right to Vote filed by Hasani Wheat against David Thomas

Chairman Curtis moved to uphold the challenge filed by Hasani Wheat against David Thomas and to cancel their voter registration. Board Member Davis Chappell seconded. The motion passed unanimously.

Board Member Stickan said these issues are usually referred to other agencies. This being an issue where, this person was notified, and they did not live in Maple Heights. She stated there is a concern about signing the registration card or being presented with one or multiple cards. She asked if it would be appropriate to refer this to the SOS. Board Member Stickan said the Board will be discussing the entities that are circulating registration cards, which is a separate concern from this individual. She questioned if they purposely are signing these, or are they being taken advantage of if they are not understanding what is occurring? Board Member Davis Chappell said they may not be signing any cards. Director Perlatti said Da'Viaghne Thomas's registration was changed from Warrensville Heights to Maple Heights, which has been canceled, and he no longer has an active registration. Board Member Davis Chappell said he could update his voter registration with his correct address. Board Member Stickan said the CCBOE did have personal contact with him. She said there is a concern about either his conduct or his being potentially taken advantage of. Board Member McCafferty stated the danger would be, in this case, if you were registered and somebody had submitted a fraudulent card with another address, which would negate your registration. Board Member Stickan noted that this person was advised by the CCBOE and admitted they did not live in Maple Heights, and two cards came later. Director Perlatti said it is very concerning and will lead to the next agenda item: the discussion of questionable registration cards.

Agenda Item 13: Discussion on questionable registration cards

Director Perlatti stated at the previous board meeting that the CCBOE had canceled registrations, which had a similar pattern to today's challenges. He said the CCBOE is receiving registration cards on a regular basis from two main circulation organizations, Second Street Associates and Black Fork Strategies. The CCBOE has identified at least three categories of concern for the Board to discuss. These scenarios are also something other boards of elections across the State are experiencing and is not unique to Cuyahoga County.

Deputy Director Kaloger stated that the homeowners' challenges are the first category to discuss. When an individual registers to vote or updates their voter registration, the CCBOE sends a postcard to the individual. The confirmation notice informs the voter about their polling location, voting district information, etc. It also acts as a mechanism to help verify the individual actually lives at that address. If a card is returned from the postal service as undeliverable, that record is marked that they must vote provisionally, and when they go to the polls, they are asked to confirm their address. The CCBOE now sees more voter challenges where someone says the individual on the card does not live at that address. They bring it to the CCBOE's attention and take action accordingly. The second category is where three deceased individuals were re-registered by Black Fork Strategies and Second Street Associates. Deputy Director Kaloger reviewed the three instances with the Board. He said every month, the CCBOE receives reports from the Ohio Department of Health notifying the CCBOE of who has passed away, and the registrations are then canceled. He stated that the CCBOE requests voter registration drives to have their circulators indicate on the registration card coding that would identify the circulator. The identifiers would help the CCBOE

recognize issues of concern. The recommendation for indicators is not a requirement by law, but it is a good quality assurance measure. Initially, the registration drives were not cooperative, but for the last month or so, they have included the circulators' initials, which helped identify who the circulator was. Board Member Davis Chappell asked if the circulators who submitted the registration cards for the deceased individuals have been fired? Deputy Director Kaloger stated he did not know. Board Member Davis Chappell asked if that was their policy? Deputy Director Kaloger said that based on previous instances, the voter registration drives have terminated people. He added the CCBOE has met with the registration drives. Director Perlatti said the voter registration drives have not yet had an opportunity to terminate these individuals, as the meeting was just a few days ago. The CCBOE will be having follow-up calls with the organizations. He said two cards were submitted by Black Fork Strategies, and one card was from Second Street Associates. Director Perlatti said there were three different circulators for these three deceased individuals. Board Member McCafferty questioned where people get access to this particular information for deceased individuals to have the name, address, date of birth, and social security number? He asked if the canvassers are paid per registration card? Deputy Director Kaloger said the organizations do not pay per registration card; they pay per day and there are certain expectations, but not a quota, per se. Board Member Davis Chappell asked how the same individuals are registered by two different organizations? Deputy Director Kaloger said the CCBOE Registration Department does a great job. The department processes a high volume of registration cards with due diligence; these issues are identified and can be brought before the Board for action. As the Registration Department were entering voter registration cards, they noticed a lot of duplicates with the same person being registered repeatedly. The Registration Department worked with the Information Technology Department and derived a report from March 1, 2024, to August 14, 2024, to see how many duplicate registrations were received. An analysis was done on duplicate registration of three or more registrations for the same individual. During those four and a half months, the CCBOE received 17,000 voter registration cards for 6,500 voters. There were 1,300 cases where the CCBOE received three duplicate registration cards. The board materials provided a breakdown of the duplicate registration data, which detailed as many as 19 duplicate registrations for the same individual. He said these situations are identified as duplicate registrations and not registered multiple times. The impact these situations has is it creates a burden for the CCBOE staff, preventing a situation where a duplicate is not identified, and protecting voter registrations from becoming corrupted. There are multiple circulators involved who are working at these organizations, and additional efforts should be made to help prevent these issues rather than deal with them on the back end. Board Member Davis Chappell asked if the CCBOE has talked to the organizations about their quality assurance efforts. Deputy Director Kaloger said the organizations have expressed they have quality assurance operations they conduct. The CCBOE has identified these issues and shared them with the organizations, but the CCBOE is not involved with the organizations to know their solutions. Board Member Davis Chappell asked if there will be a follow-up call? Director Perlatti said the CCBOE will provide the organizations with the names of the individuals who registered the deceased voters. Board Member Davis Chappell recommended that the CCBOE meet with the organizations, as it has done in the past, to share their organization's quality assurance process. Board Member Stickan stated the CCBOE had made previous referrals to the SOS regarding Black Fork Strategies. She asked if the CCBOE is updating the SOS on these recent situations or identified circulators and if it needs to be approved at each board meeting? Director Perlatti said the CCBOE has not provided any more information to the SOS, and this would be an appropriate time to send these issues to the SOS Public Integrity Division. He added the CCBOE has referred previous activities regarding Black Fork Strategies, but there has not been a second referral. Board Member Stickan said it is appropriate to continue to refer these issues to the SOS and include referrals regarding Second Street Associates. Chairman Curtis stated the CCBOE did reach out to the organizations and made them aware of today's meeting. He asked if anyone representing Black Fork Strategies or Second Street Associates was present who would want to make a public comment. He noted that neither organization was present.

Board Member Stickan made a motion to refer Second Street Associates and combine it with allowing the CCBOE Director, Deputy Director, and staff to provide additional information on previous referrals on an ongoing basis. The previous referral is Black Fork Strategies and anything additional for Second Street Associates. The motion would include anything submitted to the Board to be submitted under the previous referral. Board Member Davis Chappell seconded. The motion passed unanimously.

Board Member Stickan asked if there were any updates regarding the previous investigations sent to the SOS. Deputy Director Kaloger said there was a follow-up with the SOS, and the CCBOE received a notice that both the

Black Fork Strategies and 1735 Elsinore referrals are still active and are ongoing investigations. Director Perlatti stated those updates are coming from the Ohio Attorney General's office.

Agenda Item 14: Approval of the personnel agenda

Chairman Curtis moved to approve the personnel agenda, as provided in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Chairman Curtis moved that in order to effectively administer the November 5, 2024, General Election, the Cuyahoga County Board of Elections will observe Columbus Day, Monday, October 14, 2024, and Veterans Day, Monday, November 11, 2024, on alternate dates. The CCBOE will be open to the public on October 14, 2024, and November 11, 2024. Columbus Day and Veterans Day will be observed on Thursday, December 26, 2024, and Friday, December 27, 2024, and the Board will be closed to the public on December 26, 2024, and December 27, 2024. Board Member Davis Chappell seconded. The motion passed unanimously.

Chairman Curtis moved that effective August 19, 2024, the Election Officials Department will be returned to the previous name of the Poll Worker Department. Board Member Davis Chappell seconded. The motion passed unanimously.

NEW BUSINESS

November 5, 2024, Presidential General Election Update

Director Perlatti stated that vote-by-mail (VBM) applications are coming into the CCBOE. There are currently 24,915 non-UOCAVA applications, and 1,530 are UOCAVA applications. The SOS will send out VBM application state-wide around Labor Day, which will skyrocket the number of ballot requests. The recruitment of poll workers has started. The CCBOE is reaching out to voting location managers (VLM) and voting location deputies (VLD) first. There are 263 individuals already signed up for classes that will begin on September 6, 2024. Another email will go out to that group who have not yet signed up to get closer to the goal of 300. On Wednesday, August 21, 2024, a mass email will be sent from the CCBOE to returning poll workers who worked the March Primary Election to sign up for poll worker training. He said regarding Early In-Person (EIP) voting, the CCBOE has released and received bids back for tents in the parking lot and has awarded the bid. The CCBOE has filed permits with the City of Cleveland for obstruction permits to place the tents on the sidewalk. The ballot box is in the process of being moved, and the electricians have moved the streaming camera. The week of August 26, 2024, the Ballot Department will begin importing the ballot to start the ballot layout. Once that is completed, the ballot-proofing process will begin. The Community Outreach department has arranged with IHeart Radio to provide free public service announcements (PSAs). The Director will begin recording the PSAs today, and the announcements will be broadcast over 11 channels. Director Perlatti updated the Board on various security meetings in preparation for the upcoming November election. At the September meeting, the Director and Deputy Director anticipates making a recommendation to the Board to request approval to collect ballots from the turn lane on East 30th for all hours that the CCBOE is open for EIP voting. A safety square will be temporarily constructed in the turn lane with tents, where people can drop off their ballots from both directions on the East 30th Street. The CCBOE has reached out to the SOS to see if it is acceptable, meets the criteria of Directives, and promotes safety to voters. Additionally, the CCBOE has reached out to Cleveland Police and the Traffic Commissioner for their approval, as permits would probably be required. This solution would provide an easier way for the public to drop off their VBM applications and ballots without entering the CCBOE parking lot, which has limited space due to ADA and curbside voting. The Board discussed other logistics for EIP voters, including traffic patterns and voter lines.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no executive session.

Chairman Curtis moved to adjourn the meeting at 11:19 a.m. Board Member Davis Chappell seconded. The motion passed unanimously.

Certification: I have reviewed the above minutes and certify that they are an accurate summary of the actions taken by the Cuyahoga County Board of Elections at its meeting held on August 19, 2024.

Henry F Curtis, IV, Chairman



Inajo Davis Chappell, Board Member



Terence M. McCafferty, Board Member



Lisa M. Stickan, Board Member



Anthony Perlatti, Director



Agenda Item

#2

a)

RELEASED: August 19, 2024

SUMMARY

- *Directive 2024-18* details the new voter registration data that the CCBOE is required to capture for every voter record in its voter registration database.
- This Directive also provides new definitions for “voter registration date,” “last activity date,” “last activity type,” and “voting history.”
- The CCBOE is required to begin using these new definitions in the processing of voter registrations and registration updates on or before **September 16**.
- New definitions:
 - Registration Date - Dependent on the method of registration and should generally be the date the voter initially became registered to vote in Ohio. An update to a registration, including a change of name or address, is **not** assigned a new registration date.
 - Last Activity Date – The last date on which voter-initiated activity occurred, which is documented by the boards of elections and SOS.
 - Last Activity Type – Is the type of activity the voter engaged in that is associated with their Last Activity Date.
 - Voting History – Defined so that only a voter who casts a ballot that was **counted** will receive voting history for participating in that election.
- The CCBOE is required to transmit voter registration data to the SOS daily.
- As a result of the DATA Act, voters phone numbers and email addresses are no longer subject to disclosure as a public record.
- To receive funding provided by the General Assembly to assist with the implementation of the DATA Act, the CCBOE must return a signed grant agreement to the SOS by **August 26**.

INSTRUCTIONS

I. DATA ACT GRANT FUNDING

The General Assembly provided funds to implement the DATA Act requirements. The CCBOE must enter into a grant agreement with the SOS to receive the funding. A signed grant agreement must be returned to the SOS by **August 26, 2024**. Grant requirements include the following:

- **Invoices:** The CCBOE must submit a copy of all DATA Act related invoices paid for with DATA Act funds.
- **Unspent funds:** Any unspent DATA Act funds must be returned to the SOS by **February 14, 2025**.

II. COUNTY VOTER REGISTRATION DATABASE AND STATEWIDE VOTER REGISTRATION DATABASE CHANGES

The CCBOE is required to capture additional information in its voter registration database and submit the additional data to the SOS. Certain technical updates to the CCBOE voter registration databases and the Statewide Voter Registration Database (SWVRD) must be made to successfully implement the DATA Act. The CCBOE is required to begin using the new definitions defined in the DATA Act in the processing of voter registrations and registration updates on or before **September 16, 2024**.

A. Registration Date

The voter's "registration date" is dependent on the method of registration and should generally be the date the voter initially became registered to vote in Ohio. The specific definitions for the "registration date," which depend on how the registration was received, is detailed in this *Directive*.

The filing of a new registration application by a voter who is already registered, including a change of name or change of address, is not considered a new registration and should not be assigned a new registration date.

B. Last Activity Date

The SOS is defining "last activity date" as "the last date on which voter-initiated activity occurred, which is documented by the boards of elections and the SOS." The date to use for the various voter-initiated activities is detailed in this *Directive*.

C. Last Activity Type

Boards of elections must also record the Last Activity Type (LAT), which is the type of activity the voter engaged in that is associated with their Last Activity Date. What constitutes an "Activity" is:

- 1) Voting (VOT)
- 2) Absentee Request (ABR)
- 3) Registering to Vote (REG)
- 4) Updating Voter Registration (UPD)
- 5) BMV Interaction (BMV)
- 6) Petition Signature (PET)
- 7) Confirmation Notice Response (CON)

In cases when a voter has multiple forms of activity taking place on the same day, the Last Activity Type used should be whichever appears higher on this list.

D. Voting History

The DATA Act defines "voting history" so that **only a voter who casts a ballot that was counted will receive voting history** for participating in that election. A blank ballot cast by a voter and counted requires a board to apply "voting history."

E. Type of Ballot Cast

The following categories must be used to indicate which type of ballot the voter cast:

- Uniformed and Overseas Absent Voter's Ballot (ABU)
- Regular Absent Voter's Ballot (ABR)
- Ballots Cast by Early In-person Voting (EIP)
- Ballots Cast on the Date of an Election at a Polling Location (EDR)
- Backup Optical Scan Election Day Ballot (EDB)
- Provisional Ballots (PRV)

F. County of Ballot Cast

The SOS will also include in the SWVRD an indication of which county the voter cast a ballot in. This does not require the board of elections to collect or transmit any additional data.

III. VOTER REGISTRATION DATABASE DAILY SNAPSHOT

The CCBOE is required to create a prescribed daily record of its voter registration database as of 4:00 p.m. each day. It may continue processing registrations after 4:00 p.m. Registrations processed after 4:00 p.m. will be included in the following day's record. This data is available to the public. The CCBOE is required to securely transmit that prescribed daily record to the SOS no later than 11:59 p.m. each day.

IV. ABSENTEE DATA COLLECTION

Beginning on the 45th day before an election and ending on the fifth day after an election, boards of elections are required to report information to the SOS about early voting that took place on the previous day. The SOS must make this information available to the public. To comply with this requirement, the CCBOE is required to provide daily files to the SOS containing all voters who have requested or returned absentee ballots or voted early in-person.

V. PUBLIC RECORDS

Voters' phone numbers and email addresses are no longer subject to disclosure as a public record. Additionally, electronic images of ballots are now required to be retained on the same retention schedule as ballots if such electronic images are created by the board.



DIRECTIVE 2024-18

August 19, 2024

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

Re: The Data Analysis Transparency Archive Act (DATA Act) Implementation

BACKGROUND

Boards of elections received [Advisory 2024-01](#) on February 6, 2024. This Advisory notified the boards of the DATA Act's background and content, and provided other relevant information as we prepare for the implementation of the DATA Act.

This Directive sets forth the new voter registration data that each board is required to capture for every voter record in its voter registration database and provides instructions for boards of elections to implement the new definitions of "voter registration date," "last activity date," "last activity type," and "voting history." The boards of elections are required to securely transmit voter registration data to the Ohio Secretary of State's office on a daily basis, which includes early voting and post-election activity.

INSTRUCTIONS

I. DATA ACT GRANT FUNDING

The General Assembly provided funds for the boards of elections to implement the DATA Act requirements. Boards of elections must enter into a grant agreement with the Secretary of State's office to receive the funding. A signed grant agreement must be returned to the Secretary of State's office on or before August 26, 2024. Upon receipt of the implementation invoices, the Secretary of State's office will issue the board an initial check to offset the implementation costs of the required voter registration database application changes. A second disbursement will be issued at a later date to offset the implementation costs of the voter registration daily database snapshot file.

Each board of elections must meet the following grant requirements, including following all federal, state, and county laws and purchasing rules when making purchases to implement to directive:

- **Invoices:** Each board of elections must submit a copy of all DATA Act related invoices paid for with DATA Act funds. These invoices must be uploaded to the DATA Act SharePoint site.

- **Unspent funds:** Any unspent DATA Act funds must be returned to the Secretary of State's office by February 14, 2025.

II. COUNTY VOTER REGISTRATION DATABASE AND STATEWIDE VOTER REGISTRATION DATABASE CHANGES

Boards of elections are required to capture additional information in their voter registration databases and submit the additional data to the Secretary of State's office. Certain technical updates to the boards of elections' voter registration databases and the Statewide Voter Registration Database must be made to successfully implement the DATA Act. The DATA Act defines critical election data points in the Ohio Revised Code and the Ohio Administrative Code. Boards of elections are required to begin using these new definitions in the processing of voter registrations and registration updates on or before September 16, 2024.

A. Registration Date

The DATA Act defines a voter's "registration date."¹ The voter's "registration date" must be included in their voter registration record in the county and state voter registration databases in compliance with the new definition. The voter's "registration date" is dependent on the method of registration and should generally be the date the voter initially became registered to vote in Ohio.² The DATA Act defines the "registration date" as follows if the application is:

- (1) **Delivered in-person to a state or local office of a designated agency, the office of the registrar or any deputy registrar of motor vehicles, a public high school or vocational school, a public library, or the office of a county treasurer:** the date stamped on the application upon receipt by the entity that transmits the application to the board of elections or the Secretary of State's office;
- (2) **Delivered in-person to a board of elections or the Secretary of State's office:** the date stamped on the application upon receipt by the board of elections or the Secretary of State's office, as applicable;
- (3) **Delivered via mail to a board of elections or the Secretary of State's office:** the date the application is postmarked; If the postmark is missing or

¹ [R.C. 3503.15\(C\)\(9\)](#).

² A change of address or change of name form, including a provisional ballot affirmation that serves as a change of address or change of name form, is not considered an application to register to vote. R.C. 3503.15(C)(9)(b)(ii). Additionally, an application to register to vote that is submitted by an individual who is already registered to vote in this state is not considered an application to register to vote. [R.C. 3503.15\(C\)\(9\)\(b\)\(iii\)](#). ³ [R.C. 3503.19\(A\)](#).

illegible, the date the application is received at the board of elections should be used. If the date such an application is received at the board of elections falls after the close of voter registration and no later than the 25th day before the election, the date of the close of voter registration should be used.³

- (4) **Delivered via online voter registration system:** the date of the online submission;
- (5) **Delivered via fax or electronic mail:** the date of the receipt of the transmission or electronic mail by the board of elections; and
- (6) **A provisional ballot affirmation that serves as an application to register to vote in future elections:** the date of the meeting at which the members of the board of elections determine that the provisional ballot is invalid.⁴

The filing of a new registration application by a voter who is already registered, including a change of name or change of address, is not considered a new registration and should not be assigned a new registration date. Once a registration is assigned a registration date, that date should not change, except in the case where the registration is canceled (including removed, incarcerated, or incompetent) and then properly reactivated.

The DATA Act also sets forth temporal requirements and prohibitions regarding when the voter registration date is entered during voter registration blackout periods.⁵ The DATA Act prohibits a board of elections from assigning a voter's registration date on a date that falls during the period beginning on the day after the close of voter registration before an election and ending on the day of the election.⁶ If the voter registration date as set forth above falls in the voter registration blackout period, the voter registration date instead must be the date on which the board of elections processes the application to register to vote after the date of the election.⁷

Boards are permitted to "pre-process" voter registrations during voter registration blackout periods. Any registrations received and pre-processed during a voter registration blackout period should be assigned a registration date on the first day after the election.

While the blackout period for assigning registration dates ends the day after the election, boards must refrain from transmitting voter registration packets until voter history is uploaded and authorization is received from the Secretary of State's office to

³ [R.C. 3503.19\(A\)](#).

⁴ [R.C. 3503.15\(C\)\(9\)\(a\)](#).

⁵ [R.C. 3503.15\(C\)\(9\)\(b\)](#).

⁶ [R.C. 3503.15\(C\)\(9\)\(b\)](#).

⁷ [R.C. 3503.15\(C\)\(9\)\(b\)\(i\)](#).

resume transmission. Any registrations that arrive between the first day after the election and the resumption of normal packet transmission should receive the appropriate registration date as set forth above.

The voter registration blackout period only applies to the assignment of Registration Dates. Voter-initiated activity that takes place during the blackout period should still result in an update to the Last Activity Date as laid out in the next section.

B. Last Activity Date

The DATA Act requires the Secretary of State to adopt rules that define “last activity date.”⁸ Ensuring the definition of “last activity date” is consistent among all 88 county boards of elections will not only ensure the voter registration databases are more accurate but that the general voter records maintenance program can be conducted more efficiently.

The Secretary of State’s promulgated rules define “last activity date” as “the last date on which voter-initiated activity occurred, which is documented by the boards of elections and the Secretary of State.”⁹ The last activity date shall be the latest of the following voter-initiated activities:

- (1) **Voting:** the last activity date is the date of the last election that a voter cast a ballot and that ballot was counted;
- (2) **Absentee Ballot Request:** the last activity date is the date the board of elections received a valid absentee ballot request;
- (3) **Voter Registration:** last activity date is the date on which a voter successfully registered to vote as set forth in R.C. 3503.15(C)(9);
- (4) **Voter Registration Update:** the last activity date is the date on which a voter successfully updated their registration, including updates where no information has changed, including the following scenarios: (a) last activity dates for in-person updates must be entered as the date the board of elections received the update; (b) last activity dates for online voter registration updates must be the date the update was submitted to the online voter registration system; (c) last activity dates for rejected provisional ballots must be the date the board of elections rejected the provisional ballot.
- (5) **Provisional Ballot:** the last activity date is the date on which a board of elections rejected a voter’s provisional ballot pursuant to Chapter 3505;

⁸ [R.C. 3503.15\(C\)\(11\)](#).

⁹ [O.A.C. 111:3-11-01\(B\)](#).

- (6) **BMV Interaction:** the last activity date is the date of an interaction with the Bureau of Motor Vehicles pursuant to the National Voter Registration Act of 1993;
- (7) **Petition:** the last activity date is the date the petition was filed;¹⁰
- (8) **Confirmation Notice:** the last activity date is the postmarked date of a voter's response to a board of election's confirmation notice sent; If the postmark is missing or illegible, the date the confirmation notice response is received at the board of elections should be used; or
- (9) Any additional date as required through directive by the Secretary of State, such as last activity type as set forth below.¹¹

C. Last Activity Type

Boards of elections must also record the Last Activity Type (LAT), which is the type of activity the voter engaged in that is associated with their Last Activity Date.

- (1) Voting (VOT)
- (2) Absentee Request (ABR)
- (3) Registering to Vote (REG)
- (4) Updating Voter Registration (UPD)
- (5) BMV Interaction (BMV)
- (6) Petition Signature (PET)
- (7) Confirmation Notice Response (CON)

In cases when a voter has multiple forms of activity taking place on the same day, the Last Activity Type used should be whichever appears higher on this list.

D. Voting History

The DATA Act defines "voting history" so that **only a voter who casts a ballot that was counted will receive voting history** for participating in that election.¹² A blank ballot cast by a voter and counted requires a board to apply "voting history." The DATA Act requires boards of elections to record the type of ballot the voter cast, in addition to the date of the election and, if the election was a primary election, the political party whose

¹⁰ Boards must apply voter-initiated activity to the record if both the voter's signature and the part-petition is valid.

¹¹ [O.A.C. 111:3-11-01\(B\)](#).

¹² [R.C. 3503.15\(C\)\(10\)](#). A voter who casts a provisional ballot that is rejected will not receive voting history for that election.

ballot the voter cast at the primary election or if the voter cast a questions and issues only ballot at a special election held on the day of the primary election.¹³

1. Type of Ballot Cast

New Ohio Administrative Code rules set forth a definition of “type of ballot the elector cast.” The promulgated rules define “early in-person ballots” as an absent voter’s ballots cast in-person.¹⁴ The promulgated rules define “Election Day ballots” as “ballots cast on the date of an election at a polling location”¹⁵ and “regular absent voter’s ballots” as “absent voter’s ballots that are not early in-person ballots or Uniformed and Overseas Citizens Absentee ballots.”¹⁶

The following categories must be used to indicate which type of ballot the voter cast:¹⁷

- Uniformed and Overseas Absent Voter’s Ballot (ABU)
- Regular Absent Voter’s Ballot (ABR)
- Ballots Cast by Early In-person Voting (EIP)
- Ballots Cast on the Date of an Election at a Polling Location (EDR)
- Backup Optical Scan Election Day Ballot (EDB)
 - This category only applies if the board of elections canvasses paper ballots cast on Election Day separately from other ballots cast on Election Day.
- Provisional Ballots (PRV)
 - Provisional ballots should use this category regardless of when they were cast.
- Any additional information required through directive by the Secretary of State.

2. County of Ballot Cast

The Secretary of State’s office will also include in the Statewide Voter Registration Database an indication of which county the voter cast a ballot in. This does not require the board of elections to collect or transmit any additional data.

¹³ [R.C. 3503.15\(C\)\(10\)\(a\)-\(c\).](#)

¹⁴ [O.A.C. 111:3-11-01\(C\).](#)

¹⁵ [O.A.C. 111:3-11-01\(D\).](#)

¹⁶ [O.A.C. 111:3-11-01\(E\).](#)

¹⁷ [O.A.C. 111:3-11-03.](#)

III. VOTER REGISTRATION DATABASE DAILY SNAPSHOT

Each board of elections is required to create a prescribed daily record of its voter registration database as of 4:00 p.m. each day.¹⁸ Boards may continue processing registrations after 4:00 p.m. Registrations processed after 4:00 p.m. will be included in the following day's record. This data is available to the public. Boards are required to securely transmit that prescribed daily record to the Secretary of State's office no later than 11:59 p.m. each day. Additional information regarding the transmission of this data is forthcoming. The Secretary of State's office will archive the daily record and retain the data for at least 22 months after the election.¹⁹ The daily snapshot files must conform to the format and data requirements set forth in the Daily Snapshot File and Data Requirements document, which accompanies this directive.

IV. ABSENTEE DATA COLLECTION

Beginning on the 45th day before the election and ending on the fifth day after the election, boards of elections are required to report information to the Secretary of State's office about early voting that took place on the previous day.²⁰ The Secretary of State must make this information available to the public. In order to comply with this requirement, boards of elections are required to provide daily files to the Secretary of State's office containing all voters who have requested or returned absentee ballots or voted early in-person.

Files must conform to the format and data requirements set forth in the Absentee File and Data Requirements document. Information regarding the secure transmission of this data is forthcoming.

V. PUBLIC RECORDS

The DATA Act makes important changes to public records laws. Voters' phone numbers and email addresses are no longer subject to disclosure as a public record.²¹ Additionally, electronic images of ballots are now required to be retained on the same retention schedule as ballots if such electronic images are created by the board. The DATA Act requires ballots and electronic images of ballots to be preserved for 81 days after a state election and for 22 months following a federal election.²²

¹⁸ [R.C. 3503.15\(D\)](#).

¹⁹ [R.C. 3503.15\(D\)](#).

²⁰ [R.C. 3509.05\(B\)\(4\)\(a\)](#).

²¹ [R.C. 3503.13\(A\)\(2\)](#).

²² [R.C. 3505.31](#).

If you have any questions regarding this Directive, please contact the Secretary of State's office at 614.728.8789 or via email at Intake@OhioSoS.gov.

Yours in service,



Frank LaRose

Ohio Secretary of State

DATA Act Grant Funding Agreement

This Agreement is between the **Ohio Secretary of State** (“SOS”) and the **Board of Elections of _____ County, Ohio** (“Board”).

Background

The parties enter this Agreement with the following mutual understanding:

- On June 30, 2023, the General Assembly passed House Bill 33 (H.B. 33), and Governor Mike DeWine signed the bill into law on July 5, 2023.
- This act appropriates funds to be used by the SOS to provide financial assistance to county boards of elections to assist with the implementation of the Data Analysis Transparency Archive Act, including updating county voter registration systems.

Terms and Conditions

In consideration of the mutual benefits contained in this Agreement, the parties agree to the following terms and conditions.

Certification of Funds:

It is expressly understood and agreed by the parties that none of the rights, duties, and obligations described in this Agreement shall be binding on either party until all relevant statutory provisions of the Ohio Revised Code (“R.C.”), including R.C. 126.07, have been complied with, and until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio, or in the event that funds are used, until such time that the SOS gives the Board written notice that such funds have been made available to the SOS by the SOS’s funding source.

Distribution and Use of Funds:

Subject to the conditions below, the SOS will provide funding to the Board in an amount based on the cost of implementation of the changes with the county’s selected election equipment vendor to help cover expenses associated with implementation of the DATA Act (the “DATA Act Funds”). The boards of elections must obtain an invoice from their Voter Registration vendors for the cost of the DATA Act implementation to include invoices for the Voter Registration system updates and one invoice for the Voter Registration Daily Snapshot.

As a condition of accepting the funds, the Board agrees to satisfy the terms and conditions herein and comply with any instructions or guidance from the SOS, including but not limited to the requirements of Directive 2024-18, or any other future Directives or guidance issued by the Secretary of State for the implementation of the DATA Act.

Upon receipt of the signed grant agreement and invoice(s) provided by the county's voter registration vendor, the Secretary of State’s office will issue the board an initial check for the implementation of the required Voter Registration application changes and data standardization.

A second check will be issued at a later date for the implementation of the Voter Registration Daily Snapshot file when the county submits an invoice from their vendor for that milestone

Monitoring and Audits:

The SOS may request any additional information related to the funding at any time. The Board agrees to provide access to fund-related records upon the request of the SOS or any other authorized state agency.

Records Retention:

The Board will maintain accurate records of all expenses incurred related to the funds provided under this Agreement for a minimum of five years. If those records are relevant to litigation, claims, audits, negotiations, or other proceedings initiated prior to the end of that five-year period, the Board must retain the records until the final disposition of those proceedings or until the end of the five-year period, whichever is later.

Revocation of Funding:

The SOS may revoke the funding if the Board fails to comply with the terms of this Agreement. If the SOS revokes the funding provided under this Agreement, the Board must provide restitution to the SOS for the funds expended and return any unused funds within 30 days.

Executive Order 2022-02D. The Board represents, warrants, and certifies that the Board has read and understands [Executive Order 2022-02D](#) regarding the State of Ohio’s prohibition of purchases from or investment in Russian institutions or companies. Specifically, the Board understands and agrees that:

During the performance of the services described in this Agreement, the Board shall not perform any service, subcontract for any service, or purchase any goods to be used under this Agreement from any Russian institutions or companies, and the Board shall not perform any service or locate any SOS data within Russia.

The State of Ohio reserves the right to recover any funds paid to the Board for purchases from a Russian institution or company in violation of this section.

Business with China. During the performance of the services described in this Agreement, the Board shall not perform any service, subcontract for any service, or purchase any goods to be used under this Agreement from any Chinese institutions or companies, and the Board shall not perform any service or locate any SOS data within China.

The State of Ohio reserves the right to recover any funds paid to the Board for purchases from a Chinese institution or company in violation of this section.

Vendor Contracts. Vendor contracts must comply with the requirements in Appendix A.

Successors and Assigns:

This Agreement is binding upon the SOS and the Board and their respective officers, directors, administrators, successors, and assigns.

The Board must sign and upload this agreement to the DATA Act SharePoint site, <https://ohiosos.sharepoint.com/sites/boe/DATA%20Act/Forms/AllItems.aspx> no later than August 28, 2024, unless extended by the SOS, in order to receive funding.

The parties have executed this Agreement by their duly authorized officers as of the last date indicated below, as evidenced by the following signatures:

Ohio Secretary of State
Kimberly Burns
Assistant Secretary of State

Date

Board of Elections Director

Date

Board of Elections Deputy Director

Board Chairperson
(Chairperson's signature needed only if there is no Deputy Director)

Appendix A

VENDOR CONTRACTS

Vendor relationships are an important area where security risk mitigation needs to occur. In recent years there have been several prominent cyber events that showed the importance of ensuring entities are aware of the risk a vendor poses to their operations. Reflecting on these events, the Secretary of State's Office intends to ensure boards of elections are doing everything they can to protect themselves and account for vendor risk.

Board of elections must work with their statutory legal counsel, the county prosecutor, to include cybersecurity-related terms and conditions in all new contracts and upon renewal of contracts involving voter registration systems, electronic pollbooks, ballot on demand services, voting machines and systems, and information technology services (collectively, "technology services contracts"). Specifically, technology services contracts should include language to ensure that the vendor will comply with the security standards in the Ohio Secretary of State's Security Directives and the Election Official Manual. This should be in the form of a Security Supplement or a substantially similar addition to the main contract. A template for such terms and conditions was previously provided to counties and can be found here: <https://www.ohiosos.gov/globalassets/elections/directives/2022/dir2022-38-2022-vendormanagementsecuritysupplementtemplate.pdf>. Boards must involve their legal counsel, the county prosecutor, and technical points of contact in reviewing and negotiating technology services contracts.

The Security Supplement template includes standard cybersecurity related terms for boards and vendors to include in technology services contracts, not all of which will apply to every technology services contract. However, a strict prohibition on Products from Foreign Vendors Banned by the Federal Government applies to all contracts. A more detailed explanation of the Security Supplement is available in the Technical Document accompanying this Directive. At a high level, the Security Supplement includes provisions for all of the following:

- Data Protection;
- Network Protection;
- Vulnerability Management and Application Security;
- Access Control;
- Secure Channels for Remote Access;
- Strong Passwords and Multi-Factor Authentication (MFA);
- Incident Response Plan;
- Supply Chain Risk;
- Prohibition on Products from Foreign Vendors Banned by the Federal Government
- Software Bill of Materials; and
- Incident Reporting.

b)

RELEASED: August 21, 2024

SUMMARY

- *Directive 2024-19* provides instructions for the National Change of Address (NCOA) and Supplemental Process components of the 2024 General Election Records Maintenance Program.
- Voters who likely moved are proactively contacted and given the opportunity to update their voter registration.
- The program also identifies those who may no longer be qualified electors and provide proper legal notice that their voter registration will be canceled if they do not engage in any voter-initiated activity.
- The General Voter Records Maintenance Program is a requirement of the National Voter Registration Act (NVRA) of 1993. There are two parts of Ohio's implementation of this program:
 1. **NCOA Process** – Triggered when a voter record appears in the US postal service NCOA database, indicating the voter likely moved since records were last compared.
 2. **Supplemental Process** – A second method of the voter maintenance program that seeks to identify electors whose lack of voter-initiated activity for two years indicates they may have moved.
- Voter registrations will **not** be cancelled pursuant to the 2024 NCOA or Supplemental Process until four years (or two federal elections) after a confirmation notice is sent.
- A registration will be cancelled only if the voter fails to respond to a notice or engage in any other voter-initiated activity during a period of four consecutive years, including two general federal elections.
- The CCBOE must wait for an email from the SOS before mailing any confirmation notices related to the NCOA or Supplemental Process. All notices must be mailed by September 20, 2024.
- A voter placed in "active-confirmation" status under this program must appear in the pollbook and should not be flagged to cast a provisional ballot (unless flagged for some other reason). The same holds true if a voter placed in "active-confirmation" status requests an absentee ballot. If the voter meets all the requirements to be issued a regular ballot, they will then be issued one.
- No voter registration may be cancelled because of the general voter records maintenance program during the 90 days immediately preceding any federal primary or general election.

BACKGROUND

The general voter records maintenance program is a requirement of the National Voter Registration Act of 1993 (NVRA), commonly referred to as the "motor voter law." Ohio law requires election officials to conduct the state's general voter records maintenance program every year. There are two parts of Ohio's implementation of the general voter records maintenance program:

1. **The NCOA Process** compares boards of elections' voter rolls with the United States Postal Service (USPS) NCOA database to identify electors who have moved since the records were last compared in 2023, and thus may need to update their voter registrations to their current voting residence address.
2. Ohio's general voter records maintenance program uses a second component to identify electors who may have moved and thus may need to reregister to vote where they are currently residing. This second component is known as the "**Supplemental Process**," because it seeks to identify electors whose lack of voter-initiated activity for two years indicates they may have moved, even though their names did not appear as a part of the NCOA Process.

Voter registrations will not be cancelled pursuant to the 2024 NCOA or Supplemental Process until four years after a confirmation notice is sent.

INSTRUCTIONS

The CCBOE must complete the NCOA Process prior to identifying records that are a part of the Supplemental Process.

I. PREPARATION STEPS FOR THE 2024 GENERAL VOTER RECORDS MAINTENANCE PROGRAM

Before beginning the NCOA or Supplemental process, the CCBOE must do the following:

1. Complete the entry of all voter registration applications, including any information from provisional ballot envelopes cast in the March 19, 2024 Primary Election.
2. Update all voter registration records to account for voter-initiated activity.
3. Retrieve and review the "Automatic Confirmation of Address Safeguard" file from the BOE Portal and update any record in "active-confirmation" status to "active-active" status.

II. DATA COLLECTION AND REVIEW OF RECORDS - PRIOR TO MAILING THE CONFIRMATION NOTICES

Step 1: Accessing In-County and Out-of-County Data

The CCBOE will access its 2024 In-County and Out-of-County NCOA data files through the BOE Portal.

Step 2: In-County NCOA Voters

For voters in the In-County NCOA list, update the voter's registration address to the address in the NCOA file and either place or keep the voters in "active-active" status. **Do not send confirmation notices to the impacted NCOA voters at this time.**

Step 3: Out-of-County NCOA Voters

For voters in the Out-of-County NCOA list, place the voters in "active-confirmation" status. **Do not send confirmation notices to the impacted NCOA voters at this time.**

Step 4: Supplemental Data File Creation

Before sending any confirmation notices, the CCBOE must compile a data file containing the list of voters to be identified through the Supplemental Process and provide this list to the SOS. ([The CCBOE must submit this file to the SOS by August 30, 2024](#))

III. MAILING NOTICES UNDER THE 2024 GENERAL VOTER RECORDS MAINTENANCE PROGRAM

The CCBOE must create a proofing process and carefully review the underlying data (e.g., name, address, etc.) and its proper placement on the notice.

The CCBOE must mail all confirmation notices **no later than September 20, 2024** using the prescribed forms in this Directive and include a postage-paid return envelope with the notification form.

A. Mailing In-County and Out-of-County NCOA Confirmation Notices

Confirmation notices are always mailed to the address that appears on the 2024 NCOA list for the voter.

B. Mailing the Supplemental Confirmation Notices (Form 10-S-Supplemental)

Once the CCBOE has received permission to mail supplemental confirmation notices, it must send the confirmation notice by *forwardable* mail to the voter's current address.

IV. DATA COLLECTION AND REVIEW – AFTER MAILING THE CONFIRMATION NOTICES

The CCBOE must submit a "confirmation notice file" to the SOS. It must generate this file the day the confirmation notices are mailed. The CCBOE must send a spreadsheet containing the voter records that received a confirmation notice by September 27, 2024.

V. RESPONSES TO THE CONFIRMATION NOTICE MAILING

An elector may respond to the confirmation notice online or by returning the notice to confirm or update their voter registration address.

A. Change of Address within the County

If the elector provides a new residential address within the county, the CCBOE must update the elector's registration record with the new address.

B. Change of Address to Another Ohio County

If the elector provides a new residential address in another Ohio county, that voter's registration is transferred to the new county.

C. Change of Address to Another State

If an elector completes and returns the confirmation notice and provides a new residential address in a different state, the CCBOE must cancel the elector's registration.

D. Confirmation of Current Address

If the elector confirms they reside at the same address on file, the CCBOE must indicate on the elector's registration record the date that confirmation was received and note the address on file is correct.

E. Confirmation Notice NOT Returned

1. In-County NCOA Process

If the elector fails to return the confirmation notice and otherwise fails to engage in any voter-initiated activity, the elector must continue to be listed as "active-active" in the voter registration database. However, the CCBOE is also required to send Form 10-J to an elector whose address is updated. If that is returned undeliverable, the elector's status must be changed to "active-confirmation."

2. Out-of-County NCOA and Supplemental Processes

If the elector fails to return the confirmation notice and otherwise fails to engage in any voter-initiated activity, the elector must continue to be listed as "active-confirmation" in the voter registration database.

F. Handling "No Forwarding Address" Returns

Confirmation notices must be sent by forwardable mail.

VI. PROSPECTIVE NATURE OF THE 2024 GENERAL VOTER RECORDS MAINTENANCE PROGRAM

The elector's voter status must be changed from "active-confirmation" to "active-active," and the elector must *not* be cancelled pursuant to the 2024 NCOA and Supplemental Process if any of the following apply:

- The elector responds to the 2024 confirmation notice.
- The elector updates their voter registration or engages in voter-initiated activity.
- The elector appears on the county's "Automatic Confirmation of Address Safeguard" list.

All other electors contacted pursuant to the 2024 NCOA and Supplemental Process must be cancelled by one of the following dates, whichever is later:

- Not later than 120 days after the date of the second federal general election (**November 7, 2028**) in which the elector fails to vote; or
- Not later than 120 days after the expiration of the four-year period that begins on the date the confirmation notice is mailed pursuant to this directive; but
- **No voter registration may be cancelled because of the general voter records maintenance program during the 90 days immediately preceding any federal primary or general election.**

VII. MAINTAINING RECORDS FOR PUBLIC INSPECTION AND COPYING

The CCBOE must maintain and make available for public inspection all records concerning the 2024 General Voter Records Maintenance Program, including the names and addresses of all registered electors sent confirmation notices and whether the elector responded to the confirmation notice. It must maintain all records described in this paragraph for a period of five (5) years.

VIII. “ACTIVE-CONFIRMATION” STATUS AND VOTING

A voter placed in “active-confirmation” status under the general voter records maintenance program must appear in the poll list should *not* be flagged to cast a provisional ballot (unless flagged for some other reason).

If a voter placed in “active-confirmation” status appears at the voter’s assigned polling place to vote, states to the poll workers that the voter resides at the same address printed in the poll list, provides valid identification for voting purposes, and is not required to cast a provisional ballot for any other reason, the voter must be permitted to cast a regular ballot.

Likewise, if a voter placed in “active-confirmation” status applies for an absentee ballot, provides the same address on the application at which the voter is registered to vote, and the application is in all other respects complete and valid, the CCBOE must issue the absentee ballot to the voter (whether by mail or in person).

IX. POSTAL INFORMATION

The CCBOE must consult with their local Postmaster or regional business mail analyst regarding the use of nonprofit permit postage rates for the mailing of outbound confirmation notices and business reply mail permits for the return of completed confirmation notices from electors.



DIRECTIVE 2024-19

August 21, 2024

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

Re: 2024 General Voter Records Maintenance Program

SUMMARY

Maintaining accurate voter registration rolls is critical to ensuring elections are secure. This directive provides instructions to boards of elections for the National Change of Address (NCOA) and Supplemental Process components of the 2024 General Voter Records Maintenance Program.

This uniform and nondiscriminatory program is designed to ensure that accurate and current voter registration rolls are maintained. Voters who likely moved are proactively contacted and given the opportunity to update their voter registration. The process also seeks to identify those who may no longer be qualified electors under the law and provide proper legal notice that their voter registration will be canceled if they do not engage in any voter-initiated activity.

BACKGROUND

The general voter records maintenance program is a requirement of the National Voter Registration Act of 1993 (NVRA),¹ commonly referred to as the “motor voter law,” that was signed into law on May 20, 1993. The purposes of the NVRA are to increase the number of voter registrations for eligible citizens, to enhance the participation of eligible citizens in the voter process, to protect the integrity of the electoral process, and to ensure that accurate voter registration rolls are maintained.

Following passage of the NVRA, the Ohio General Assembly enacted Substitute Senate Bill 300 to incorporate the requirements of federal law into Ohio law. Thus, since 1995, state law has required local election officials to conduct the state’s general voter records

¹ [52 U.S.C.A. §20507](#).

maintenance program every year.² There are two parts of Ohio’s implementation of the general voter records maintenance program:

1. **The NCOA Process:** The NCOA process compares boards of elections’ voter rolls with the United States Postal Service (USPS) NCOA database to identify electors who have moved since the records were last compared in 2023, and thus may need to update their voter registrations to their current voting residence address. Under state law, the Secretary of State matches voter records in the Statewide Voter Registration Database against the NCOA database to compile the data for the NCOA Process.³
2. **The Supplemental Process:** Not every Ohio elector who moves files a change of address with the U.S. Postal Service. Therefore, Ohio’s general voter records maintenance program uses a second component to identify electors who may have moved and thus may need to reregister to vote where they are currently residing. This second component is known as the “Supplemental Process,” because it seeks to identify electors whose lack of voter-initiated activity for two years indicates they may have moved, even though their names did not appear as a part of the NCOA Process. County boards of elections use voter initiated activity in their local voter registration system to compile the data for the supplemental process.

Voter registrations will not be canceled pursuant to the 2024 NCOA Process or Supplemental Process until four years, or two federal elections, after a confirmation notice is sent under this directive. A registration will be canceled only if the voter fails to respond to the notice or engage in any other voter-initiated activity during a period of four consecutive years, including two federal general elections.

INSTRUCTIONS

The following sections outline steps each board of elections must take in preparation for the 2024 General Voter Records Maintenance Program. **Boards must complete the NCOA Process prior to identifying records that are a part of the Supplemental Process.**

² [R.C. 3503.21\(D\)](#).

³ [R.C. 3503.21](#).

I. PREPARATION STEPS FOR THE 2024 GENERAL VOTER RECORDS MAINTENANCE PROGRAM

Before beginning the NCOA or Supplemental Process, each board of elections must do the following:

1. Complete the local data entry of all voter registration applications, including any information from provisional ballot envelopes cast in the March 19, 2024, Presidential Primary Election and if applicable, the June 11, 2024, Special Election.
2. Update all voter registration records to account for voter-initiated activity, as necessary. Voter-initiated activity includes voting, submitting a valid absentee ballot application, registering to vote, updating or confirming an address with a board of elections or the Bureau of Motor Vehicles (BMV), or signing a candidate or issue petition that is verified by a board of elections.⁴
3. Retrieve and review the “Automatic Confirmation of Address Safeguard” file from the Board of Elections Portal (BOE Portal) and update any record in “active-confirmation” status to “active-active” status.⁵

II. DATA COLLECTION AND REVIEW OF RECORDS - PRIOR TO MAILING THE CONFIRMATION NOTICES

Step 1: Accessing In-County and Out-of-County Data

Boards of elections will access their 2024 In-County and Out-of-County NCOA data files through the BOE Portal. An email will be sent when files are available.

Step 2: In-County NCOA Voters

For voters on the In-County NCOA list, update the voter’s registration address to the address in the NCOA file and either place or keep the voters in “active-active” status. **Do not send confirmation notices to the impacted NCOA voters at this time.**

Boards of elections must ensure all the following steps are complete:

- Prior to sending the confirmation notice, the voter’s address is changed to the address reported on the 2024 In-County NCOA list;

⁴ See [Chapter 4](#), Section 4.01 of the Election Official Manual.

⁵ See [Chapter 4](#), Section 4.01 of the Election Official Manual.

- The [Secretary of State Form 10-S-In County NCOA](#) form contains the voting location assigned for that voter's new address and provides the identification requirements specified in state law;⁶ and
- The elector is in "active-active" status.

If the address provided on the In-County NCOA list already matches the voter's address in the voter registration system and the voter is in "active-active" status, the board does not need to send a notice to the voter. If the address provided on the In-County NCOA list is not within the county, the board must follow the Out-of-County NCOA instructions, below, and send the voter a [Secretary of State Form 10-S-Out of County NCOA](#) form.

Step 3: Out-of-County NCOA Voters

For voters on the Out-of-County NCOA list, place the voters in "active-confirmation" status. Perform the necessary updates to the records identified but **do not send confirmation notices to the impacted NCOA voters at this time.**

An elector who appears on the 2024 Out-of-County NCOA list may have appeared on previous NCOA lists. Under the 2024 Out-of-County NCOA Process, do not send a confirmation notice to an elector whom the board previously sent a notice unless the address on the 2024 Out-of-County NCOA list is new or different from the address that appeared on NCOA lists in previous years. If the board must send a new confirmation notice to a new/updated address, the four-year timeline will restart.⁷

Electors identified as part of the 2024 Out-of-County NCOA Process must be placed in or remain in "active-confirmation" status in the board's voter registration system. Each board must ensure that the status of the voter is properly updated in the Statewide Voter Registration Database.

Boards of elections must ensure these steps are complete:

- The board places the elector in "active-confirmation" status, and
- The board sends the confirmation notice by forwardable mail to the voter's address as it appears on the Out-of-County NCOA list.

⁶ [R.C. 3505.18](#).

⁷ [52 U.S.C.A. §20507\(d\)](#) and [R.C. 3503.21\(B\)](#).

Step 4: Supplemental Data File Creation

Before sending any confirmation notices, each board of elections must compile a data file containing voters identified through the Supplemental Process and provide this list to the Secretary of State's office. **Do not place these voters into "active-confirmation" status in the county VR system prior to receiving emailed approval from the Secretary of State's office.**

Boards of elections must ensure voter records that will receive a confirmation notice under the Supplemental Process meet **all the following criteria**:

1. The voter record is in "active-active" status, or the record of the voter is in an "active-confirmation" status and had a Confirmation Notice Mailed date prior to September 2021.
2. The voter's registration date is before May 3, 2022.
3. The voter's record does not contain voter-initiated activity on or after May 3, 2022. Voter-initiated activity includes voting, submitting a valid absentee ballot application, registering to vote, updating or confirming an address with a board of elections or the BMV, or signing a candidate or issue petition that is verified by a board of elections.⁸
4. The voter does not appear on the "Automatic Confirmation of Address Safeguard" list on the Board of Elections Portal.

To submit the list of voters identified through the Supplemental Process, all boards must submit a spreadsheet in the same format containing the following information:

- County Number
- County Name
- State Voter ID
- Confirmation Reason (Supplemental)
- Registration Date
- Last Voted Date
- First Name
- Last Name
- Address
- Address 2

⁸ See [Chapter 4](#), Section 4.01 of the Election Official Manual.

- City
- State
- Zip Code
- Voter Status

Boards of elections may upload the spreadsheet starting August 26, 2024. The spreadsheet must be uploaded to the board’s SharePoint folder in a .csv format by **noon on August 30, 2024**.

The Secretary of State’s office will review the data. After the file has passed the necessary data checks, each board of elections will receive an email instructing them to proceed with the Supplemental Process and mail out the confirmation notices for voters identified in the NCOA or Supplemental Processes. **Boards must wait for the email from the Secretary of State’s office before mailing any confirmation notices related to the NCOA or Supplemental Process.**

III. MAILING NOTICES UNDER THE 2024 GENERAL VOTER RECORDS MAINTENANCE PROGRAM

Whether printing confirmation notices in-house or with a vendor, each board of elections must create a proofing process and carefully review the data (e.g., name, address, etc.) and its proper placement on the notice. Each board must review [Chapter 4, page 125 of the Election Official Manual](#) to ensure outside print and mail vendor compliance.

All boards of elections must mail confirmation notices to electors identified through Ohio’s 2024 General Voter Records Maintenance Program. There are three types of confirmation notices used in the NCOA Process and Supplemental Process:

- [Secretary of State Form 10-S-Out of County NCOA](#) must be used for those records that are identified as part of the **Out-of-County NCOA Process**.
- [Secretary of State Form 10-S-In County NCOA](#) must be used for those records that are identified as part of the **In-County NCOA Process**.
- [Secretary of State Form 10-S-Supplemental](#) must be used for those records that are identified as part of the **Supplemental Process**.

Each board must mail all confirmation notices no later than **September 20, 2024**, using the prescribed forms and include a postage-paid return envelope with the notification

form.⁹ Boards must use a business reply mail permit unless use of the permit is not cost effective. Boards must also record in their voter registration system the date the confirmation notice is mailed to an elector and, when applicable, the date the board receives a response to the confirmation mailing or the date the notice is returned undeliverable. **This record is critical to establishing the four-year anniversary date for each confirmation notice.**

A. Mailing In-County and Out-of-County NCOA Confirmation Notices

Confirmation notices are always mailed to the address that appears on the 2024 NCOA list for the voter. However, to prevent confusion, regardless of the address to which the notice is mailed, the front, pre-printed side of [Secretary of State Form 10-S-Out of County NCOA](#) and [Secretary of State Form 10-S-In County NCOA](#) must include *only* the address at which the elector is registered to vote. That is the address the voter is being asked to confirm.

- For [Secretary of State Form 10-S-Out of County NCOA](#) (Out-of-County NCOA Process), print the address that appears in the board’s voter registration system for the elector.
- For [Secretary of State Form 10-S-In County NCOA](#) (In-County NCOA Process), print the address that appears in the in-county NCOA file for that elector since the board has updated the voter’s registration address to the new address in the same county.

Print the address to which the notice must be mailed as provided by the NCOA list on the letter-side of the confirmation notice. In addition, place the board’s name and return address at the top left corner of the letter-side.

B. Mailing the Supplemental Confirmation Notices ([Secretary of State Form 10-S-Supplemental](#))

After the board has received confirmation that it may proceed, the board must:

- Place the elector in “active-confirmation” status.
- Send the confirmation notice by forwardable mail to the voter’s current address (as recorded on the board of elections voter registration record).

⁹ [R.C. 3503.21\(D\)](#).

- For [Secretary of State form 10-S-Supplemental](#) (Supplemental Process), print the address that appears in the board’s voter registration system for the elector.

IV. DATA COLLECTION AND REVIEW – AFTER MAILING THE CONFIRMATION NOTICES

Each board of elections must submit a “confirmation notice file” to the Secretary of State’s office. Boards must generate this file the day that confirmation notices are mailed. The board of elections must upload the spreadsheet containing registration records that received each type of confirmation notice by **Friday, September 27, 2024**. Note that every record on the spreadsheet must have received a confirmation notice.

All boards must utilize the same spreadsheet format provided above. The spreadsheet must be uploaded to the board’s SharePoint folder in a .csv format. The Secretary of State’s office will review the data for any issues that may exist and will perform outreach with a board of elections if such issue is detected. Each board will review any potential discrepancies and provide a summary of its findings.

V. RESPONSES TO THE CONFIRMATION NOTICE MAILING

An elector may respond to the confirmation notice online or by returning the notice to confirm or update their voter registration address. Note that if the elector does not respond to the in-county confirmation notice, their status will remain “active-active.”

A. Change of Address Within the County

If the elector provides a new residential address within the county, the board of elections must update the elector’s registration record with the new address as of the date provided by the online voter registration system or the date of receipt of the mailed-in notice from the elector. The board must send the elector an acknowledgement notice ([Secretary of State Form 10-J](#)) informing the elector of the registration update and the location of their new polling place. The board must place or keep this elector as “active-active” in its voter registration database.

B. Change of Address to Another Ohio County

If the elector provides a new residential address in another Ohio county using the online voter registration system, the board of elections in the elector’s new county must accept the elector into its voter registration system using the date provided by the online voter registration system as the elector’s registration date in that county.

The board of the new county must send the elector an acknowledgement notice ([Secretary of State Form 10-J](#)) informing them of the registration update and location of their new polling place. Update this elector as “active-active” in the board’s voter registration database.

A duplicate record will be created in the statewide voter registration database between the elector’s new and former counties that must be promptly resolved following the normal business procedures established by the Secretary of State and the county boards of elections.

If the elector returns the confirmation return notice by mail and provides a new residential address in another Ohio county, the board of elections that originally mailed the confirmation notice must keep a copy of the completed confirmation return notice and mail the original to the board of elections for the elector’s new county, so that the new board can enter the elector into its voter registration database as an active voter. Completed confirmation notices returned under this section must be forwarded to the appropriate board of elections at least every week.

After the board of elections for the new county has entered the record into its county voter registration database, a duplicate record will be created in the statewide voter registration database that must be promptly resolved following the normal business procedures established by the Secretary of State and the county boards of elections.

C. Change of Address to Another State

If an elector completes and returns the confirmation notice and provides a new residential address in a different state, the board of elections that mailed the confirmation notice must cancel the elector’s registration in that county and make a notation on the elector’s registration record of the date the confirmation return notice was received and the date of cancelation.¹⁰ The online voter registration system does not permit the user to provide a new permanent residential address outside the state of Ohio.

D. Confirmation of Current Address

If the elector uses the online voter registration system or returns the confirmation return notice by mail confirming that the elector resides at the same address on file with the board of elections, the board must indicate on the elector’s registration record the date

¹⁰ [R.C. 3503.02](#) and [3503.21](#).

that confirmation was received by the board and note that the address on file with the board of elections is correct. The board must place or keep this elector as “active-active” in its voter registration database.

E. Confirmation Notice NOT Returned

1. In-County NCOA Process

Under the NVRA¹¹ an in-county change of address may not be placed in confirmation status, even if the elector fails to return the confirmation notice and otherwise fails to engage in any voter-initiated activity. The NVRA requires that the elector must continue to be listed as “active-active” in the county’s voter registration database.

However, a board is also required to send an acknowledgement notice ([Form10-J](#)) to an elector whose address is updated. Consistent with [Section 4.01](#) of the Election Official Manual when an acknowledgement notice is returned as undeliverable, and after investigation the board is unable to verify the elector’s correct address, the board must change the assigned elector’s status from “active” to “active-confirmation.”

2. Out-of-County NCOA and Supplemental Processes

If the elector fails to return the confirmation notice and otherwise fails to engage in any voter-initiated activity, the elector must continue to be listed as “active-confirmation” in the county’s voter registration database.

Unless and until the elector’s registration is canceled as described below, or as otherwise permitted by law, the elector maintains all the rights of an otherwise qualified elector, subject to Ohio’s laws governing provisional voting.

F. Handling “No Forwarding Address” Returns

1. In-County NCOA Process

In-county confirmation notices must be sent by forwardable mail. If the USPS returns a [Secretary of State Form 10-S-In County NCOA](#) confirmation notice that is undeliverable, the board of elections must issue a [Secretary of State Form 10-S-1](#) confirmation notice to the voter by forwardable mail.

¹¹ [52 U.S.C.A. §20507](#).

2. *Out-of-County NCOA and Supplemental Processes*

Confirmation notices must be sent by forwardable mail. However, the USPS sometimes will return to the board of elections a confirmation notice that is undeliverable because the USPS does not have a forwarding address for the elector. The board must record that fact in the comments section of that elector's record and keep the undeliverable confirmation notice for four years.

VI. PROSPECTIVE NATURE OF THE 2024 GENERAL VOTER RECORDS MAINTENANCE PROGRAM

The elector's voter status must be changed from "active-confirmation" to "active-active," and the elector must not be canceled pursuant to the 2024 NCOA and Supplemental Process if any of the following apply:

- The elector responds to the 2024 confirmation notice (either via mail or online);
- The elector updates their voter registration or engages in voter-initiated activity. Voter-initiated activity includes voting, submitting a valid absentee ballot application, registering to vote, updating or confirming an address with a board of elections or the BMV, or signing a candidate or issue petition that is verified by a board of elections; or
- The elector appears on the county's "Automatic Confirmation of Address Safeguard" list.

All other electors contacted pursuant to the 2024 NCOA and Supplemental Process must be canceled by one of the following dates, whichever is later:

- Not later than 120 days after the date of the second federal general election (**November 7, 2028**) in which the elector fails to vote; or
- Not later than 120 days after the expiration of the four-year period that begins on the date the confirmation notice is mailed pursuant to this directive; but
- **No voter registration may be canceled as a result of the general voter records maintenance program during the 90 days immediately preceding any federal primary or general election.**¹²

¹² 52 U.S.C.A. §20507(c)(2)(A).

VII. MAINTAINING RECORDS FOR PUBLIC INSPECTION AND COPYING

The board of elections must maintain and make available for public inspection and copying at a reasonable cost all records concerning the implementation of programs and activities conducted for the purpose of ensuring the accuracy and currency of voter registration lists, including the names and addresses of all registered electors sent confirmation notices and whether or not the elector responded to the confirmation notice. The board must maintain all records described in this paragraph for a period of five years.¹³ Boards of elections must make the list (in electronic form) available to individuals requesting the data under Ohio's public records laws.¹⁴

VIII. "ACTIVE-CONFIRMATION" STATUS AND VOTING

As a reminder, a voter placed in "active-confirmation" status under the general voter records maintenance program must appear in the poll list at the polling place where the voter is registered to vote and should not be flagged to cast a provisional ballot (unless flagged for some other reason). Like a voter with an "active" status code, a voter whose registration is placed in "inactive" or "active-confirmation" status is a fully qualified elector and eligible to engage in the activities of a lawfully registered voter (i.e., cast a regular ballot, sign a petition, request an absentee ballot, etc.), except as described in R.C. 3503.19 (C)(2). The voter is not required by law to vote a provisional ballot, except as described in R.C. 3503.19 (C)(2). Rather, the status designates that a board of elections has issued a confirmation card to that voter, and the voter has not responded to the board of elections either to confirm the information on file with the board or to provide the board of elections with updated information.

If a voter placed in "active-confirmation" status appears at the voter's assigned polling place to vote, states to the precinct election officials that the voter resides at the same address printed in the poll list, provides valid identification for voting purposes, and is not required to cast a provisional ballot for any other reason, the voter must be permitted to cast a regular ballot.¹⁵ If a voter placed in "active-confirmation" status submits an application for an absentee ballot, provides the same address on the application at which the voter is registered to vote, and the application is in all other

¹³ 52 U.S.C.A. §20507(i); [R.C. 3503.26\(B\)](#); CBE-45A & CBE-46, [Secretary of State Retention Schedule](#).

¹⁴ CBE-46, [Secretary of State Retention Schedule](#).

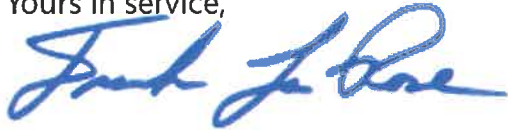
¹⁵ [R.C. 3505.18\(B\)](#) and [R.C. 3505.181](#).

respects complete and valid, the board must issue the absentee ballot to the voter (whether by mail or in person).¹⁶

IX. POSTAL INFORMATION

To reduce mailing costs and save taxpayer funds, boards of elections must consult with their local postmaster or regional business mail analyst regarding the use of nonprofit permit postage rates for the mailing of outbound confirmation notices and business reply mail permits for the return of completed confirmation notices from electors. Both permitting methods have an application process, so boards should evaluate these options as quickly as possible. Boards must use a business reply mail permit unless the use of the permit is not cost effective. If a board requires assistance in applying for and setting up a mail permit, please contact your election mail coordinator.

Yours in service,



Frank LaRose

Ohio Secretary of State

¹⁶ [R.C. 3509.03](#).

c)

RELEASED: August 27, 2024

SUMMARY

- *Directive 2024-20* provides the certified forms of the official ballots to be used in the November 5, 2024 Presidential General Election.
- By **September 13**, the CCBOE must confirm that the SOS precinct codes are accurate in its tabulating system/voter registration system, and the precinct names correspond between the two systems.
- The certified ballot form accompanying this *Directive* contains the correct title for each office that should appear on the ballot, and the order in which the offices should appear.
- The SOS will certify the names of valid write-in candidates for President and Vice President, Justice of the Supreme Court, or U.S. Senator who filed with the SOS after the **August 26** filing deadline.
- There is one statewide issue (State Issue 1). The exact ballot language that must be used for this issue is included in the certified ballot form accompanying this Directive.
- The ballot language for State Issue 1 is currently subject to litigation. Should the ballot language for State Issue 1 change, a new certified form of the ballot would be issued as soon as possible.
- The CCBOE must have absentee ballots printed and ready for use by **Friday, September 20**, for UOCAVA voters, and by **Tuesday, October 8**, for regular, non-UOCAVA absentee voters.

INSTRUCTIONS

This Directive must be used in conjunction with Chapter 5 of the EOM when preparing ballots.

I. VERIFYING DISTRICT RELATIONSHIPS

Before programming any aspect of the central tabulating system, the CCBOE must verify the accuracy of district relationships in the central tabulating system against its voter registration system.

By **September 13**, the CCBOE must confirm that the SOS precinct codes are accurate in its tabulating system/voter registration system, and the precinct names correspond between the two systems.

II. OFFICIAL BALLOT FORMS

The certified ballot form accompanying this Directive contains the correct title for each office as that title should appear on the ballot and the order in which offices must appear. The ballot form also contains the name of each statewide candidate exactly as the candidate's name must appear on all ballots.

III. ORDER OF OFFICERS FOR ALL BALLOTS

A. Order of Offices

<ul style="list-style-type: none">• President and Vice President• Justices of the Supreme Court• U.S. Senator• Representative to Congress• State Senator• State Representative• Judge of Court of Appeals• County Commissioners• County Auditor (if a vacancy occurred that requires an unexpired term election)	<ul style="list-style-type: none">• Prosecuting Attorney• Clerk of the Court of Common Pleas• Sheriff• County Recorder• County Treasurer• County Engineer• Coroner• State Board of Education• Judge of Court of Common Pleas• Judge of the County Court
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B. Write-In Vote Blank Spaces

A write-in space must be provided on the ballot for every office for which the CCBOE or SOS received a valid declaration of intent to be a write-in candidate. The SOS will certify the names of valid write-in candidates for President and Vice President, Justice of the Supreme Court, or U.S. Senator who filed with the SOS after the **August 26, 2024**, filing deadline.

IV. OFFICIAL QUESTIONS AND ISSUES BALLOT

Candidates are presented on the ballot first, followed by the questions and issues. The exact ballot language that must be used for the statewide issue on the ballot is included in the certified ballot form accompanying this Directive. Note the ballot language for State Issue 1 is currently subject to litigation. Should the ballot language for State Issue 1 change, a new certified form of the ballot would be issued as soon as possible.

Questions and issues must be grouped together in the following political subdivision order for elections held in 2024:

- A. State
- B. Municipal
- C. Township
- D. Schools and Other Districts
- E. County

V. ABSENTEE BALLOTS

The CCBOE must have absentee ballots printed and ready for use by **Friday, September 20**, for UOCAVA voters, and by **Tuesday, October 8**, for regular, non-UOCAVA absentee voters.

VI. CANDIDATES CERTIFIED BY THE SOS

C. For President and Vice President

Nonparty Candidate

- For President, Richard Duncan
- For Vice President, Mitchell Preston Bupp

Democratic Party

- For President, Kamala D. Harris
- For Vice President, Tim Walz

Libertarian Party

- For President, Chase Oliver
- For Vice President, Mike ter Maat

Other-party candidates

- For President, Peter Sonski
- For Vice President, Lauren Onak

- For President, Jill Stein
- For Vice President, Anita Rios

Republican Party

- For President, Donald J. Trump
- For Vice President, JD Vance

D. Justice of the Supreme Court (Full term commencing 1/1/2025)

Democratic Party

- Michael P. Donnelly

Republican Party

- Megan E. Shanahan

E. Justice of the Supreme Court (Full term commencing 1/2/2025)

Republican Party

- Joseph T. Deters

Democratic Party

- Melody J. Stewart

F. Justice of the Supreme Court (Unexpired term ending 12/31/2026)

Democratic Party

- Lisa Forbes

Republican Party

- Daniel R. Hawkins

G. U.S. Senator

Democratic Party

- Sherrod Brown

Libertarian Party

- Donald Kissick

Republican Party

- Bernie Moreno

VII. CANDIDATES FOR OTHER DISTRICT OFFICE

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. A less-populous county of a district that has not received a list of candidates from the most populous county must contact that most populous county before programming ballots.

DIRECTIVE 2024-20

August 27, 2024

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

Re: Ballots for November 5, 2024, General Election

SUMMARY

This directive provides the certified forms of the official ballots to be used in the November 5, 2024, general election.

INSTRUCTIONS

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

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

I. VERIFYING DISTRICT RELATIONSHIPS

Before programming any aspect of the central tabulating system for the November 5, 2024, general election, boards of elections must verify the accuracy of district

relationships in the central tabulating system against the county's voter registration system. This is to ensure that each voter receives the correct ballot style (that is, 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 September 13, 2024:

- 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 Allison Scott on Wednesday, September 4, 2024, each board must review the report to ensure that all Secretary of State Precinct ID Codes provided on the report match the board's voter registration system. Boards will have until Friday, September 13, 2024, 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

The certified ballot form accompanying this directive is for offices to be elected at the November 5, 2024, general election. The ballot form contains the correct title for each office as that title should appear on your county's ballot and the order in which offices must appear on the ballot for all voting systems. The ballot form also contains the name of each statewide candidate exactly as the candidate's name must appear on all ballots for all voting systems.

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 EOM.

III. ORDER OF OFFICES FOR ALL BALLOTS¹

A. Order of Offices

The order of offices for ballots shall be as follows:

- President and Vice President
- Justices of the Supreme Court
- U.S. Senator
- Representative to Congress
- State Senator
- State Representative
- Judge of Court of Appeals
- County Commissioners
- County Auditor (if a vacancy occurred that requires an unexpired term election)
- Prosecuting Attorney
- Clerk of the Court of Common Pleas
- Sheriff
- County Recorder
- County Treasurer
- County Engineer
- Coroner
- State Board of Education
- Judge of Court of Common Pleas
- Judge of the County Court

B. Write-In Vote Blank Spaces²

A write-in space must be provided on the ballot for every office for which the board of elections or Secretary of State received a valid declaration of intent to be a write-in candidate. The Secretary of State will certify the names of valid write-in candidates for President and Vice President, Justice of the Supreme Court, or U.S. Senator who filed with the Secretary of State's office after the August 26, 2024, filing deadline.

¹ [R.C. 3505.03](#)

² [R.C. 3513.041](#)

IV. OFFICIAL QUESTIONS AND ISSUES BALLOT

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 contains the exact ballot language that must be used for the statewide issue on the ballot. Please note that the ballot language for State Issue 1 is currently subject to litigation. Should the ballot language for State Issue 1 change, a new certified form of the ballot would be issued as soon as possible.

The attached ballot form 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.

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

Questions and issues must be grouped together in the following political subdivision order for elections held in 2024.³

- A. State
- B. Municipal
- C. Township
- D. Schools and Other Districts
- E. County

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 (for example, 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.

³ [Question and Issues Handbook, P. 9, "Rotation of Questions/Issues on the Ballot"; R.C. 3505.06\(B\).](#)

V. ABSENTEE BALLOTS⁴

Each board of elections must have absentee ballots printed and ready for use by Friday, September 20, 2024, (46 days before the November 5, 2024, general election) for Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voters and by October 8, 2024, for regular (non-UOCAVA) absentee voters.

A copy of each absentee ballot (candidates and questions and issues) must be sent to the Secretary of State's office at least 47 days before the election, by Thursday, September 19, 2024. Absentee ballots must be uploaded to the BOE SharePoint site.

VI. CANDIDATES CERTIFIED BY THE SECRETARY OF STATE

C. For President and Vice President

Nonparty candidate

- For President
Richard Duncan
- For Vice President
Mitchell Preston Bupp

Democratic Party

- For President
Kamala D. Harris
- For Vice President
Tim Walz

Libertarian Party

- For President
Chase Oliver
- For Vice President
Mike ter Maat

Other-party candidate

- For President
Peter Sonski
- For Vice President
Lauren Onak

⁴ [R.C. 3509.01](#); [R.C. 3511.04](#).

Other-party candidate

- For President
Jill Stein
- For Vice President
Anita Rios

Republican Party

- For President
Donald J. Trump
- For Vice President
JD Vance

D. Justice of the Supreme Court (Full term commencing 1/1/2025)

Democratic Party

- Michael P. Donnelly

Republican Party

- Megan E. Shanahan

E. Justice of the Supreme Court (Full term commencing 1/2/2025)

Republican Party

- Joseph T. Deters

Democratic Party

- Melody J. Stewart

F. Justice of the Supreme Court (Unexpired term ending 12/31/2026)

Democratic Party

- Lisa Forbes

Republican Party

- Daniel R. Hawkins

G. U.S. Senator

Democratic Party

- Sherrod Brown

Libertarian Party

- Donald Kissick

Republican Party

- Bernie Moreno

VII. CANDIDATES FOR OTHER DISTRICT OFFICE (for example, Congress, Court of Appeals Judge, State Senate, and State Representative)

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. A less-populous county of a district that has not received a list of candidates from the most populous county must contact that most populous county before programming ballots.

If you have any questions regarding this directive or [Chapter 5](#) of the EOM, please contact the Secretary of State's elections counsel at 614-728-8789.

Yours in service,



Frank LaRose
Ohio Secretary of State

OFFICIAL GENERAL ELECTION BALLOT

A	County	B	C
<p>Instructions to Voter</p> <ul style="list-style-type: none"> • To vote: completely darken the oval (<input type="radio"/>) to the left of your choice. • Note the permitted number of choices directly below the title of each candidate office. Do not mark the ballot for more choices than allowed. • If you mark the ballot for more choices than permitted, that contest or question will not be counted. • To vote for a write-in candidate: completely darken the oval (<input type="radio"/>) to the left of the blank line and write in the candidate's name. Only votes cast for candidates who filed as write-in candidates can be counted. • Do not write in a candidate's name if that person's name already is printed on the ballot for that same contest. • If you make a mistake or want to change your vote: return your ballot to an election official and get a new ballot. You may ask for a new ballot up to two times. 		<p>General Election</p>	<p>November 5, 2024</p>
		<p>For President and Vice President (Vote for not more than 1 pair)</p> <p><small>A vote for any candidates for President and Vice President shall be a vote for the electors of those candidates whose names have been certified to the Secretary of State.</small></p>	<p>For Justice of the Supreme Court (Full term commencing 1-1-2025) (Vote for not more than 1)</p>
		<p><input type="radio"/> For President Richard Duncan For Vice President Mitchell Preston Bupp Nonparty candidate</p>	<p><input type="radio"/> Michael P. Donnelly Democratic</p>
		<p><input type="radio"/> For President Kamala D. Harris For Vice President Tim Walz Democratic</p>	<p><input type="radio"/> Megan E. Shanahan Republican</p>
		<p><input type="radio"/> For President Chase Oliver For Vice President Mike ter Maat Libertarian</p>	<p>For Justice of the Supreme Court (Full term commencing 1-2-2025) (Vote for not more than 1)</p>
		<p><input type="radio"/> For President Peter Sonski For Vice President Lauren Onak Other-party candidate</p>	<p><input type="radio"/> Joseph T. Deters Republican</p>
		<p><input type="radio"/> For President Jill Stein For Vice President Anita Rios Other-party candidate</p>	<p><input type="radio"/> Melody J. Stewart Democratic</p>
		<p><input type="radio"/> For President Donald J. Trump For Vice President JD Vance Republican</p>	<p>For Justice of the Supreme Court (Unexpired term ending 12-31-2026) (Vote for not more than 1)</p>
		<p><input type="radio"/> For President _____ Write-in For Vice President _____ Write-in</p>	<p><input type="radio"/> Lisa Forbes Democratic</p>
			<p><input type="radio"/> Daniel R. Hawkins Republican</p>
	<p>For U.S. Senator (Vote for not more than 1)</p>		
	<p><input type="radio"/> Sherrod Brown Democratic</p>		
	<p><input type="radio"/> Donald Kissick Libertarian</p>		
	<p><input type="radio"/> Bernie Moreno Republican</p>		
	<p><input type="radio"/> _____ Write-in</p>		
	<p>For Representative to Congress (_____ District) (Vote for not more than 1)</p>		
	<p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p>		
	<p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p>		
Page 1 of 4			
A	001 _____ TWP A	B	0001:1
C	001		

This **SAMPLE** ballot provides the **CORRECT TITLES** and **ORDER OF OFFICES** for ballot layout for candidates for the November 2024 General Election. The space for a write-in candidate should be provided only if applicable. See ballot directive and Chapter 5 (Ballots) in the Election Official Manual.

OFFICIAL GENERAL ELECTION BALLOT

D	E	F
_____ County	General Election	November 5, 2024
For State Senator (_____ District) (Vote for not more than 1)	For County Auditor (if a vacancy occurred that requires an unexpired term election) (Vote for not more than 1)	For County Treasurer (Vote for not more than 1)
<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)
<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)
For State Representative (_____ District) (Vote for not more than 1)	For Prosecuting Attorney (Vote for not more than 1)	For County Engineer (Vote for not more than 1)
<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)
<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)
For Judge of the Court of Appeals (_____ District) (Full term commencing xx-xx-20xx) (Vote for not more than 1)	For Clerk of the Court of Common Pleas (Vote for not more than 1)	For Coroner (Vote for not more than 1)
<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)
<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)
For County Commissioner (Full term commencing 1-2-2025) (Vote for not more than 1)	For Sheriff (Vote for not more than 1)	For State Board of Education (_____ District) (Vote for not more than 1)
<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)
<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)
For County Commissioner (Full term commencing 1-3-2025) (Vote for not more than 1)	For County Recorder (Vote for not more than 1)	For Judge of the Court of Common Pleas (Full term commencing xx-xx-20xx) (Vote for not more than 1)
<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name
<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name
		Judge of the County Court (Full terms in order of date commencing)
		<input type="radio"/> Print Candidate Name
		<input type="radio"/> Print Candidate Name
		Page 2 of 4
D	E	F
001 _____ TWP A	0001:1	001

This **SAMPLE** ballot provides the **CORRECT TITLES** and **ORDER OF OFFICES** for ballot layout for candidates for the November 2024 General Election. The space for a write-in candidate should be provided only if applicable. See ballot directive and Chapter 5 (Ballots) in the Election Official Manual.

OFFICIAL GENERAL ELECTION BALLOT

G	County	H	General Election	I	November 5, 2024
<p>Issue 1</p> <p>To create an appointed redistricting commission not elected by or subject to removal by the voters of the state</p> <p>Proposed Constitutional Amendment</p> <p>Proposed by Initiative Petition</p> <p>To repeal Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 of Article XI, Repeal sections 1, 2 and 3 of Article XIX, And enact Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 of Article XX of the Constitution of the State of Ohio</p> <p>A majority yes vote is necessary for the amendment to pass.</p> <p>The proposed amendment would:</p> <ol style="list-style-type: none"> 1. Repeal constitutional protections against gerrymandering approved by nearly three-quarters of Ohio electors participating in the statewide elections of 2015 and 2018, and eliminate the longstanding ability of Ohio citizens to hold their representatives accountable for establishing fair state legislative and congressional districts. 2. Establish a new taxpayer-funded commission of appointees required to gerrymander the boundaries of state legislative and congressional districts to favor either of the two largest political parties in the state of Ohio, according to a formula based on partisan outcomes as the dominant factor, so that: <ol style="list-style-type: none"> A. Each district shall contain single-member districts that are geographically contiguous, but state legislative and congressional districts will no longer be required to be compact; and B. Counties, townships and cities throughout Ohio can be split and divided across multiple districts, and preserving communities of interest will be secondary to the formula that is based on partisan political outcomes. 3. Require that a majority of the partisan commission members belong to the state's two largest political parties. 4. Prevent a commission member from being removed, except by a vote of their fellow commission members, 		<p>even for incapacity, willful neglect of duty or gross misconduct.</p> <ol style="list-style-type: none"> 5. Prohibit any citizen from filing a lawsuit challenging a redistricting plan in any court, except if the lawsuit challenges the proportionality standard applied by the commission, and then only before the Ohio Supreme Court. 6. Create the following process for appointing commission members: Four partisan appointees on the Ohio Ballot Board will choose a panel of 4 partisan retired judges (2 affiliated with the first major political party and 2 affiliated with the second major political party). Provide that the 4 legislative appointees of the Ohio Ballot Board would be responsible for appointing the panel members as follows: the Ballot Board legislative appointees affiliated with the same major political party would select 8 applicants and present those to the Ballot Board legislative appointees affiliated with the other major political party, who would then select 2 persons from the 8 for appointment to the panel, resulting in 4 panel appointees. The panel would then hire a private professional search firm to help them choose 6 of the 15 individuals on the commission. The panel will choose those 6 individuals by initially creating a pool of 90 individuals (30 from the first major political party, 30 from the second major political party, and 30 from neither the first nor second major political parties). The panel of 4 partisan retired judges will create a portal for public comment on the applicants and will conduct and publicly broadcast interviews with each applicant in the pool. The panel will then narrow the pool of 90 individuals down to 45 (15 from the first major political party; 15 from the second major political party; and 15 from neither the first nor second major political parties). Randomly, by draw, the 4 partisan retired judges will then blindly select 6 names out of the pool of 45 to be members of the commission (2 from the first major political party; 2 from the second major political party; and 2 from neither the first nor second major political parties). The 6 randomly drawn individuals will then review the applications of the remaining 39 individuals not randomly drawn and select the final 9 individuals to serve with them on the commission, the 		<p>majority of which shall be from the first and the second major political parties (3 from the first major political party, 3 from the second major political party, and 3 from neither the first nor second major political parties).</p> <ol style="list-style-type: none"> 7. Require the affirmative votes of 9 of 15 members of the appointed commission to create legislative and congressional districts. If the commission is not able to determine a plan by September 19, 2025, or July 15 of every year ending in one, the following impasse procedure will be used: for any plan at an impasse, each commissioner shall have 3 days to submit no more than one proposed redistricting plan to be subject to a commission vote through a ranked-choice selection process, with the goal of having a majority of the commission members rank one of those plans first. If a majority cannot be obtained, the plan with the highest number of points in the ranked-choice process is eliminated, and the process is repeated until a plan receives a majority of first-place rankings. If the ranked-choice process ends in a tie for the highest point total, the tie shall be broken through a random process. 8. Limit the right of Ohio citizens to freely express their opinions to members of the commission or to commission staff regarding the redistricting process or proposed redistricting plans. 9. Require the commission to immediately create new legislative and congressional districts in 2025 to replace the most recent districts adopted by the citizens of Ohio through their elected representatives. 10. Impose new taxpayer-funded costs on the State of Ohio to pay the commission members, the commission staff and appointed special masters, professionals, and private consultants that the commission is required to hire; and an unlimited amount for legal expenses incurred by the commission in any related litigation. <p>If approved, the amendment will be effective 30 days after the election.</p> <p>SHALL THE AMENDMENT BE APPROVED?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	
G	001 _____ TWP A	H	0001:1	I	001

This **SAMPLE** ballot provides the **CORRECT TITLES** and **ORDER OF OFFICES** for ballot layout for candidates for the November 2024 General Election. The space for a write-in candidate should be provided only if applicable. See ballot directive and Chapter 5 (Ballots) in the Election Official Manual.

OFFICIAL GENERAL ELECTION BALLOT

J	County _____	K	General Election	L	November 5, 2024		
<p>Proposed Municipal Income Tax</p> <p>_____</p> <p>(name of subdivision)</p> <p>A majority affirmative vote is necessary for passage.</p> <p>Shall the Ordinance providing for a _____ per cent levy on income for _____</p> <p>(brief description of purpose of the levy) be passed?</p> <p><input type="radio"/> For the Income Tax</p> <p><input type="radio"/> Against the Income Tax</p>		<p>Local Liquor Option (By Petition)</p> <p>A majority affirmative vote is necessary for passage.</p> <p>Shall the sale of _____</p> <p>(insert beer, wine and mixed beverages, or spirituous liquor)</p> <p>be permitted by _____</p> <p>(Insert name of applicant, liquor permit holder, or liquor agency store, including trade or fictitious name under which applicant for, or holder of, liquor permit or liquor agency store either intends to do, or does, business at the particular location),</p> <p>a(n) _____</p> <p>(insert "applicant for" or "holder of" or "operator of")</p> <p>a _____</p> <p>(insert class name of liquor permit or permits followed by the words "liquor permit(s)" or, if appropriate, the words "liquor agency store for the State of Ohio"),</p> <p>who is engaged in the business of _____</p> <p>(insert general nature of the business in which applicant or liquor permit holder is engaged or will be engaged in at the particular location, as described in the petition)</p> <p>at _____</p> <p>(insert address of the particular location within the precinct as set forth in the petition)</p> <p>in this precinct?</p> <p>Shall the sale of _____</p> <p>(insert beer, wine and mixed beverages, or spirituous liquor)</p> <p>be permitted for sale on Sunday by _____</p> <p>(insert name of applicant, liquor permit holder, or liquor agency store, including trade or fictitious name under which applicant for, or holder of, liquor permit or liquor agency store either intends to do, or does, business at the particular location),</p> <p>a(n) _____</p> <p>(insert "applicant for a D-6 liquor permit," "holder of a D-6 liquor permit," "applicant for or holder of an A-1-A, A-2, A-2f, A-3A, C-1, C-2X, D-1, D-2x, D-3, D-3x, D-4, D-5, D-5b, D-5c, D-5e, D-5f, D-5g, D-5h, D-5i, D-5j, D-5k, D-5l, D-5m, D-5n, D-5o, or D-7 liquor permit," if only the approval of beer sales is sought, or "liquor agency store")</p> <p>who is engaged in the business of _____</p> <p>(insert general nature of the business in which applicant or liquor permit holder is engaged or will be engaged in at the particular location, as described in the petition)</p> <p>at _____</p> <p>(insert address of the particular location within the precinct)</p> <p>in this precinct?</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>		<p>Page 4 of 4</p>			
<p>Proposed Tax Levy (Additional)</p> <p>_____</p> <p>(name of subdivision or public library)</p> <p>A majority affirmative vote is necessary for passage.</p> <p>An additional tax for the benefit of _____</p> <p>(name of subdivision or public library) for the purpose of _____ that the county auditor estimates will collect \$ _____ annually, at a rate not exceeding _____ mills for each \$1 of taxable value, which amounts to \$ _____</p> <p>(rate expressed in dollars)</p> <p>for each \$100,000 of the county auditor's appraised value, for _____</p> <p>(life of indebtedness, number of years levy to run, or a continuing period of time)</p> <p>commencing in _____,</p> <p>(first year tax to be levied)</p> <p>first due in calendar year _____</p> <p>(first calendar year tax due)</p> <p><input type="radio"/> For the Tax Levy</p> <p><input type="radio"/> Against the Tax Levy</p>		<p>Insert board member signatures</p>					
J	001 _____ TWP A	K	0001:1	L	001		

This **SAMPLE** ballot provides the **CORRECT TITLES** and **ORDER OF OFFICES** for ballot layout for candidates for the November 2024 General Election. The space for a write-in candidate should be provided only if applicable. See ballot directive and Chapter 5 (Ballots) in the Election Official Manual.

d)

RELEASED: August 31, 2024

SUMMARY

- *Directive 2024-21* sets forth procedures for enforcement of Ohio law regarding the return of an absent voter’s ballot.
- “Ballot harvesting,” a process by which an individual attempts to collect and return absent voters’ ballots of other persons without accountability, is prohibited in Ohio.
- Under his statutory authority to compel the observance of election laws, and to comply with state and federal laws, Secretary of State Frank LaRose issued this *Directive* which states **a designated assistant delivering a ballot for another must sign an attestation form** that they comply with applicable law.
- This new attestation form, SOS Form 12-P, accompanied this *Directive*. It includes an attestation form for a Family Member, and an attestation form for an individual designated to assist a disabled voter.
- As a practical matter, this means only a voter’s personal ballot may be returned via the Drop Box.
- All individuals who are delivering ballots for a family member or disabled voter may either mail the ballot or return the ballot to a CCBOE official at the board office and complete an attestation form. This can only be done during CCBOE office hours (i.e., the hours of Early In-Person voting).
- This *Directive* also requires the CCBOE to post a notification at its Drop Box indicating that voter-assisted ballots must be returned inside the board office, where the voter assistant will be asked to complete the attestation form.
- The SOS will provide each board a laminated Drop Box sign to replace previous signage. The CCBOE can make its own sign as long as the language matches that of the SOS template.



DIRECTIVE 2024-21

August 31, 2024

To: All County Boards of Elections

Board Members, Directors, and Deputy Directors

Re: Enforcement of Absent Voter's Ballot Provisions and Compliance with State and Federal Laws

SUMMARY

This directive sets forth procedures for enforcement of Ohio law regarding the return of an absent voter's ballot. I am acting under my statutory authority to compel the observance of election laws,¹ in this case Ohio's prohibition on "ballot harvesting," a process by which an individual attempts to collect and return absent voters' ballots of other persons without accountability. To ensure compliance with applicable state and federal laws, this directive provides that a designated assistant delivering a ballot for another must sign an attestation that they comply with applicable law.

BACKGROUND AND OVERVIEW

Among other requirements, Ohio law generally prohibits a person from returning the absent voter's ballot of another to the office of a board of elections, unless "[t]he person is a relative who is authorized to do so under division (C)(1) of section 3509.05 of the Revised Code," or "[t]he person is, and is acting as, an employee or contractor of the United States postal service or a private carrier."² There is an important exception for disabled voters, and the persons assisting them, under a recent federal court decision applying Section 208 of the Voting Rights Act.³ However, Ohio's prohibition on ballot harvesting is still required to be enforced with respect to voters who are not disabled.

It is important to ensure the integrity of each vote delivered on behalf of an absent voter. The security of the delivery of absentee ballots remains paramount, especially as it applies

¹ See R.C. 3501.05.

² R.C. 3599.21(A)(9).

³ See *League of Women Voters of Ohio, et al., v. Larose, et al.*, 1:23-cv-02414 (N.D. Ohio) (July 22, 2024).

to the use of unattended drop box receptacles. To ensure compliance with applicable state and federal laws, this directive provides that an assistant delivering a ballot for another must sign an attestation that they comply with applicable state and federal law. As a practical matter, this means that only a voter's personal ballot may be returned via drop box.

Drop boxes are monitored by video surveillance and typically unstaffed. Therefore, this directive also requires boards to post a notification on each drop box indicating that voter-assisted ballots must be returned inside the board office, where the voter assistant will be asked to complete the attestation form.

INSTRUCTIONS

Each board of elections must share this directive with its legal counsel, the county prosecuting attorney. We understand that UOCAVA ballots must be mailed and regular absentee voting begins in less than 40 days.

I. USE OF SECURE ABSENTEE BALLOT DROP BOX

A. Attestation of Assistant Delivering a Ballot to a Board of Elections

To ensure compliance with state and federal law, and to protect the security of absentee ballot delivery, the only individual who may use a drop box to return the ballot is the voter. All individuals who are delivering ballots for a family member or disabled voter may either mail the ballot to the county board of elections or return the ballot to a county board of elections official at the county board of elections office and complete an attestation at the board of elections.

Boards are required to provide the person assisting a voter with an attestation form which declares under penalty of election falsification:

- (1) That they are returning a ballot on behalf of a family member under R.C. 3509.05 (C)(1), and that they have been lawfully designated to assist another voter with the return of an absentee ballot;⁴ or

⁴ See R.C. 3599.21(A)(9).

- (2) If the person is assisting a disabled voter, that they are complying with Section 208 of the Voting Rights Act and that they are not the voter's employer or agent of that employer or officer or agent of the voter's union.⁵

The attached Form No. 12-P meets the requirements of this directive.

B. Drop Box Signage

Each board of elections must post a weather resistant notice at or on a drop box specifying the security protocols for its use, including clear instructions on who is eligible to return such a ballot under this directive, as well as instructions for someone other than the voter attempting to return a ballot. The Secretary of State has issued the attached Drop Box Protocol Sign Template (the "Template") meeting the requirements of this directive, and will be providing a laminated copy of the Template to each county's board of elections. The signage required by this directive supersedes prior signage requirements.

A board of elections may make its own sign, provided that it uses substantially the same language found in the Template. If a board chooses to make its own sign and needs assistance, please contact the appropriate regional liaison at the Secretary of State's office.

II. REFERRAL OF POTENTIAL BALLOT HARVESTING

Current security measures for drop boxes remain in place, including the 24/7 surveillance of drop boxes. Ongoing routine monitoring of drop boxes should continue, specifically monitoring for individuals who are dropping off more than one ballot. My office will vigorously investigate and refer for prosecution any individual engaged in ballot harvesting in violation of Ohio law. It is recommended that any allegation of ballot harvesting be reported to the Public Integrity Division – Election Integrity Unit of the Secretary of State at EIU@OhioSoS.gov.

If you have any questions regarding this directive, please contact the Secretary of State's Elections Counsel at 614-728-8789.

⁵ See 52 U.S.C. §10508.

Yours in service,

A handwritten signature in blue ink, appearing to read "Frank LaRose". The signature is fluid and cursive, with the first name "Frank" and last name "LaRose" clearly distinguishable.

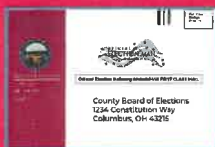
Frank LaRose
Ohio Secretary of State



WARNING



This drop box may only be used to return **YOUR** personal ballot.



If you are assisting another voter with the return of a ballot, you **MUST** see a board of elections official who can provide you with the necessary attestation form.



Ohio law prohibits the unauthorized return of a ballot on behalf of another voter. Anyone charged with this offense could be charged with a fourth degree felony, punishable by up to 18 months in prison and/or a fine of up to \$5,000.



This secure drop box is monitored under 24/7 video surveillance. Ballots are collected at least daily by a team of trained, bipartisan election officials. Once collected, ballots are stored in a dual-locked area under video surveillance. Ballots remain there until they are processed and counted on election night by a bipartisan team.

Learn more at VoteOhio.gov/Secure.



WARNING



This drop box may only be used to return **YOUR** personal ballot.



If you are assisting another voter with the return of a ballot, you **MUST** see a board of elections official who can provide you with the necessary attestation form.



Ohio law prohibits the unauthorized return of a ballot on behalf of another voter. Anyone charged with this offense could be charged with a fourth degree felony, punishable by up to 18 months in prison and/or a fine of up to \$5,000.



This secure drop box is monitored under 24/7 video surveillance. Ballots are collected at least daily by a team of trained, bipartisan election officials. Once collected, ballots are stored in a dual-locked area under video surveillance. Ballots remain there until they are processed and counted on election night by a bipartisan team.

Learn more at VoteOhio.gov/Secure.



WARNING



This drop box may only be used to return **YOUR** personal ballot.



If you are assisting another voter with the return of a ballot, you **MUST** see a board of elections official who can provide you with the necessary attestation form.



Ohio law prohibits the unauthorized return of a ballot on behalf of another voter. Anyone charged with this offense could be charged with a fourth degree felony, punishable by up to 18 months in prison and/or a fine of up to \$5,000.



This secure drop box is monitored under 24/7 video surveillance. Ballots are collected at least daily by a team of trained, bipartisan election officials. Once collected, ballots are stored in a dual-locked area under video surveillance. Ballots remain there until they are processed and counted on election night by a bipartisan team.

Learn more at
VoteOhio.gov/Secure.

Please select the checkbox next to your intended absentee ballot delivery method, fill out the required information, and deliver this with the ballot to a board of elections official in the board of elections office.



Family Member Absentee Ballot Delivery Attestation

R.C. 3509.05, R.C. 3599.21(A)(9)

I, _____, hereby attest that I

full name of assistor

am returning a ballot for _____

full name of voter

a family member defined under R.C 3509.05 and that I am one of the following: spouse of the voter, the father, mother, father-in-law, mother-in-law, grandfather, grandmother, brother, or sister of the whole or half blood, or the son, daughter, adopting parent, adopted child, stepparent, stepchild, uncle, aunt, nephew, or niece of the voter.

Signature X _____

Today's Date: _____

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.



Disabled Voter Absentee Ballot Delivery Attestation

VRA Section 208

I, _____, hereby attest that I

full name of assistor

am returning a ballot for _____

full name of voter

who has designated me to assist them. The person I am assisting is a disabled voter, as defined by state or federal law, and I am not the voter's employer or agent of that employer or officer or agent of the voter's union under Section 208 of the Voting Rights Act, 52 U.S.C. §10508.

Signature X _____

Today's Date: _____

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

e)

RELEASED: September 5, 2024

SUMMARY

- *Directive 2024-22* outlines the procedures the CCBOE must follow when conducting both the Unofficial and Official Canvasses for the November 5, 2024 Presidential General Election.
- *Note:* The Official Canvass is an expedited schedule (like 2020) to accommodate federal election law requirements. The CCBOE must certify the election and submit all reports to the SOS no later than 2 p.m. on **Wednesday, Nov. 20** (15 days after the election). Typically, boards would have until the 21st day after an election to certify their results.
- After the CCBOE has uploaded its first summary election results on Election Night, it must report every “half-hour” starting at **8:15 p.m.** It must also provide required supplemental statistics after reporting the county’s last precinct.
- When curing a provisional ballot for a lack of photo ID, a voter must show a valid form of photo ID. A copy of an ID or writing the Ohio driver license or state ID card number is *not* sufficient.
- The CCBOE *must* conduct a post-election audit after the November 5, 2024 Presidential General Election. The SOS will provide additional instructions after the Unofficial Canvass.
- The CCBOE is required by law to retain all ballots (both used and unused) for 22 months following the November 5, 2024 Presidential General Election. This includes ballot images.
- **Important dates include:**
 - ***Post-Election Cure Period:*** November 6th thru November 9th (8 a.m. to 5 p.m.).
 - ***Official Canvass:*** The CCBOE *may* begin the Official Canvass starting Monday, Nov. 11, and *must* complete it by Wednesday, Nov. 20.
 - ***Voter History:*** Must be uploaded no later than 14 days after official certification.

PART ONE – BALLOT QUANTITIES AND IMPORTANT REMINDERS

When preparing for the November 5, 2024, Presidential General Election, the CCBOE must review Chapter 5, Section 5.07 of the Election Official Manual (EOM) regarding ballot quantities, as well as Directive 2024-09 – Election Administration Readiness and Preparedness for the November 5, 2024 General Election.

PART TWO – UNOFFICIAL CANVASS

The Unofficial Canvass of the November 5, 2024 Presidential General Election must be conducted on Election Night in accordance with processes and procedures outlined in the Election Official Manual.

I. PROCESSING ABSENTEE BALLOTS

The CCBOE may begin processing (including scanning, but not tabulating) absentee ballots on October 8. It is prohibited from tabulating any absentee ballot prior to 7:31 p.m. on Election Day.

II. ELECTION NIGHT REPORTING (“ENR”)

The CCBOE must use the SOS County Submission System (“CSS”) to provide summary results for the following races:

- President and Vice President of the United States;
- Justices of the Supreme Court;
- United States Senator;
- United States Representative to Congress;
- State Senator;
- State Representative;
- Judge of the Court of Appeals;
- Prosecuting Attorney;
- Clerk of the Court of Common Pleas;
- Sheriff;
- County Recorder;
- County Treasurer;
- County Engineer;
- Coroner;
- State Board of Education;
- Judge of Court of Common Pleas;
- Judge of the County Court;
- Statewide Issue 1.

A. INITIAL REPORTING

The CCBOE must log into the CSS no later than 7:45 p.m. on November 5. It must upload vote totals for absentee ballots by 8 p.m. The board must enter zero (0) precincts reporting when it uploads its first absentee results.

B. REPORTING SCHEDULE

ENR begins with the first upload of absentee results by 8 p.m. and will continue at the assigned time throughout the night. [After the CCBOE has uploaded its first summary election results, it must report every “half-hour,” starting at 8:15 p.m.](#)

Once 100 percent of the precincts have been reported, the CCBOE must enter final vote tallies into its ENR System.

C. SUPPLEMENTAL STATISTICS

The CCBOE must provide supplemental statistics upon reporting the county’s last precinct or shortly thereafter.

III. SUMMARY AND FINAL REPORTS

The CCBOE must follow the procedures for reporting summary results and submitting final summary reports in *even-numbered year elections*. The required reports and forms are:

1. Unofficial Vote Total Summary Report;

2. Group Detail Report (if not included with Summary Report);
3. Write-In Report;
4. Most Populous Report(s) (if applicable); and
5. Signature Form.

All reports must be emailed to Results@OhioSoS.gov.

PART THREE – POST-ELECTION CURE PERIOD

I. DAYS AND HOURS

The CCBOE must be open to the public to allow voters to cure a deficiency on an absentee or provisional ballot on the following days:

- Wednesday, November 6, 2024: 8 a.m. to 5 p.m.
- Thursday, November 7, 2024: 8 a.m. to 5 p.m.
- Friday, November 8, 2024: 8 a.m. to 5 p.m.
- Saturday, November 9, 2024: 8 a.m. to 5 p.m.

If the CCBOE has no voters with a deficiency, or all deficiencies have been cured after Election Day, the CCBOE may return to its normal operating hours.

II. AFFIDAVITS OF RELIGIOUS OBJECTION

A provisional voter who failed to provide photo ID has four (4) days after Election Day to either appear at the CCBOE to show photo ID or complete an affidavit of religious objection (Form 12-0).

III. EXAMINING AND COUNTING PROVISIONAL BALLOTS

CCBOE staff, working in bipartisan teams, may begin examining provisional ballot envelopes the day after the election. However, the CCBOE must not examine the provisional ballot affirmation of any provisional ballot cast by an individual who must provide photo ID, complete an affidavit of religious objection, or provide additional information to determine the individual's eligibility until the individual does so or until the 8th day after Election Day, whichever is earlier.

IV. CURING ABSENTEE BALLOT DEFECTS

The CCBOE must provide an absentee voter the ability to cure any defects in their ID envelope by issuing **Form 11-S**. The absentee voter *must* provide the necessary information in writing on **Form 11-S**, either by in-person delivery or by mail by the 4th day after the election (**November 9**).

PART FOUR – OFFICIAL CANVASS

I. EXPEDITED SCHEDULE FOR OFFICIAL CANVASS

To account for the possibility of statewide recounts prior to the meeting of the Electoral College, the CCBOE must follow an expedited schedule for the Official Canvass of the November 5, 2024, Presidential General Election. The Official Canvass must begin no earlier than the sixth day after the election, **Monday, Nov. 11**, and it must be completed by 2 p.m. on **Wednesday, Nov. 20**.

II. INSTRUCTIONS FOR OFFICIAL CANVASS

The CCBOE must reconcile results with records from the poll books and the voter registration system to ensure that only one ballot per voter is counted.

III. FORMS FOR OFFICIAL CERTIFICATION

All certifications and reports must be signed by the appropriate CCBOE personnel before being submitted to the SOS.

A. CERTIFICATION AND REPORTING OF OFFICIAL RESULTS

After the CCBOE completes its Official Canvass, it must email Results@OhioSoS.gov and attach the following:

1. Official Vote Total Summary Report;
2. Group Detail Report (if not included with Summary Report);
3. Signature form;
4. Report forms;
5. Electronic turnout detail by precinct;
6. Statement of Votes Cast ("SOVC") report; and
7. Absentee and provisional ballot report.

B. CERTIFICATE OF OFFICIAL SUMMARY RESULTS FOR JUDICIAL ELECTIONS, LIQUOR OPTION QUESTIONS AND LOCAL QUESTIONS AND ISSUES

The CCBOE must certify the results of judicial elections to the Supreme Court of Ohio (only if it is the most populous county if the race is a multicounty seat).

It must also send a completed copy of Form 126-B to the SOS and the Ohio Division of Liquor Control. If the CCBOE is the most populous county for a tax levy or bond issue, it must send the certified results to:

- 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.
- The SOS.

If the CCBOE is the most populous county for a school district income tax contest, it must send the certified results to:

- The board of education that placed the issue on the ballot.
- The Tax Commissioner of the State of Ohio.
- The SOS.

PART FIVE - POST-CERTIFICATION REQUIREMENTS

I. CERTIFICATIONS OF ELECTION

The CCBOE must follow the instructions for issuing certificates of election that are contained in the EOM. It may not issue a certificate of election in a contest for which a recount is requested, or conducted automatically, until after the recount is complete.

II. RECOUNTS

The deadline for a candidate or group to request a recount is five days after the certification of official results. A recount must take place no later than 10 days after an application for a recount is filed or an automatic recount is declared.

III. POST-ELECTION AUDITS

The CCBOE *must* conduct a post-election audit after the November 5, 2024 Presidential General Election. The SOS will provide additional instructions after the Unofficial Canvass.

IV. VOTER HISTORY

The CCBOE *must* upload voter history to the Statewide Voter Registration Database no later than 14 days after the board's official certification.

V. RETENTION OF BALLOTS

The CCBOE is required by law to retain all ballots (both used and unused) for 22 months following the November 5, 2024 Presidential General Election. This includes ballot images (requirement of the DATA Act).



DIRECTIVE 2024-22

September 5, 2024

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

Re: Expedited Canvass and Certification of the November 5, 2024, 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, 2024, general election. As in 2020, this is an expedited schedule to accommodate federal election law requirements.

To assist boards of elections with any problems, questions, or concerns on Election Day, the Secretary of State's office is staffed on Election Day from 6:00 a.m. until all boards report their unofficial results to our office. Boards should contact the Secretary of State's office using a dedicated telephone number that will be emailed before November 5, 2024.

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 via a .gov email address on November 5, 2024 (including after the polls close).

PART ONE - BALLOT QUANTITIES AND IMPORTANT REMINDERS

When preparing for the November 5, 2024, general election, the boards of elections must review [Chapter 5, Section 5.07](#) of the Election Official Manual (EOM) regarding ballot quantities, as well as [Directive 2024-09](#) – Election Administration Readiness and Preparedness for the November 5, 2024 General Election.

PART TWO - UNOFFICIAL CANVASS

The Unofficial Canvass of the November 5, 2024, general election must be conducted on Election Night in accordance with state law¹ and the processes and procedures outlined in [Chapter 10, Section 10.02](#) of the Election Official Manual. Each board of elections must ensure all eligible Election Day and absentee ballots are tabulated and reported in its Unofficial Canvass. Boards must ensure all memory cards containing tabulated results are properly processed into its election management system. The board must have a document in place to ensure it meets this requirement (i.e., checklist or chart to check off when a memory card is processed).

The Unofficial Canvass must be conducted in full view of the members of the board of elections and any appointed observers, and the board must continuously count the ballots during the Unofficial Canvass.²

I. PROCESSING ABSENTEE BALLOTS

Boards of elections may begin processing (including scanning, but not tabulating) absentee ballots on October 8, 2024, the day after the close of voter registration. Boards must begin this process prior to Election Day to ensure the Unofficial Canvass includes all absentee ballots received by the close of polls on November 5, 2024. Ohio law prohibits boards from tabulating any absentee ballot prior to 7:31 p.m. on Election Day.³ If a court orders polls to remain open later than 7:30 p.m. on Election Day, boards will receive a directive with alternate instructions.

II. ELECTION NIGHT REPORTING (ENR)

State law requires boards of elections to provide election results for certain contests to the Secretary of State's office.⁴ Election Night Reporting for the November 5, 2024 General Election will consist of results for following races:

- President and Vice President of the United States;
- Justices of the Supreme Court;
- United States Senator;

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](#) (rejection or challenge of absentee ballots); and [R.C. 3511.11- 3511.13](#) (uniformed service and overseas voter absentee ballots).

² [R.C. 3505.27](#), [R.C. 3505.29](#), and [R.C. 3505.30](#).

³ [R.C. 3509.06\(F\)](#).

⁴ [R.C. 3505.27\(C\)](#).

- United States Representative to Congress;
- State Senator;
- State Representative;
- Judge of Court of Appeals;
- County Commissioners;
- County Auditor (if a vacancy occurred that requires an unexpired term election);
- Prosecuting Attorney;
- Clerk of the Court of Common Pleas;
- Sheriff;
- County Recorder;
- County Treasurer;
- County Engineer;
- Coroner;
- State Board of Education;
- Judge of Court of Common Pleas;
- Judge of the County Court;
- Statewide Issue 1.

All counties must use the Secretary of State's County Submission System (CSS) to provide summary results on all candidates that appear on the county's ballot. The Secretary of State personnel assigned to each county board of elections and their contact information will be provided prior to November 5, 2024.

Although boards of elections will have access to manually hand-key the results at the time frames below, the upload tool allows each board to do this more efficiently and accurately by mitigating data entry errors. Boards must use the USB drives provided by the Secretary of State's office to ensure the security of the ENR system and election management system (EMS). The USB drives must be used only once.

For the Unofficial Canvass, boards must provide summary-level election results, rather than precinct-level results. Boards will upload precinct-level results for the Official Canvass.

A. Initial Reporting

Each board of elections must log in to the CSS no later than 7:45 p.m. on November 5, 2024. A board must immediately notify the Secretary of State personnel of delays in completing any portion of the results reporting activity.

Each board of elections must upload vote totals for absentee ballots by 8:00 p.m., unless the voting system is technologically unable to do so. If necessary, partial absentee results may be uploaded by the county. If a board uploads partial absentee results at 8:00 p.m., it must not double-report the initial upload. Contact the board's voting system vendor if you need technical assistance. The board must enter zero (0) precincts reporting when it uploads its absentee results.

B. Reporting Schedule

ENR begins with the first upload of absentee results by 8:00 p.m. and will continue at the assigned time throughout the night. After the board uploads its first summary election results, it must report on the following time increment assigned to the county:

1. "Half-Hour" Counties

Allen, Ashtabula, Athens, Belmont, Butler, Clark, Clermont, Columbiana, Cuyahoga, Delaware, Erie, Fairfield, Franklin, Geauga, Greene, Hamilton, Hancock, Jefferson, Knox, Lake, Lawrence, Licking, Lorain, Lucas, Mahoning, Marion, Medina, Miami, Montgomery, Muskingum, Portage, Richland, Ross, Sandusky, Scioto, Stark, Summit, Trumbull, Tuscarawas, Union, Warren, Washington, Wayne, and Wood Counties.

"Half-hour" counties must report at each half hour beginning at **8:15 p.m.** and every half hour after (e.g., 8:45 p.m., 9:15 p.m., 9:45 p.m., etc.), and must continue reporting until all precincts report results.

A board of elections must notify Secretary of State personnel if they will be delayed in reporting results. After one hundred percent (100%) of the precincts have reported, boards must enter final vote tallies into its CSS. The board does not have to wait until its designated reporting time before reporting the final results.

2. "Hourly" Counties

"Top-of-the-hour" counties (e.g., 8:00 p.m., 9:00 p.m., etc.): Ashland, Auglaize, Brown, Champaign, Clinton, Crawford, Darke, Defiance, Fulton, Guernsey, Highland, Huron, Logan, Madison, Mercer, Morrow, Ottawa, Pickaway, Preble, Seneca, Shelby, and Williams Counties.

“Bottom-of-the-hour” counties (e.g., 8:30 p.m., 9:30 p.m., etc.): Adams, Carroll, Coshocton, Fayette, Gallia, Hardin, Harrison, Henry, Hocking, Holmes, Jackson, Meigs, Monroe, Morgan, Noble, Paulding, Perry, Pike, Putnam, Van Wert, Vinton, and Wyandot Counties.

Note: “Bottom-of-the-hour” counties will report once at the “Top-of-the-hour” at 8:00 p.m. and then at the bottom hour as noted above.

“Hourly” counties must report summary election results at the top *or* bottom of every hour, as specified above, and continue reporting until all precincts have reported. If the board reports more frequently, it must still report on the hour.

A board must notify the Secretary of State personnel if it will be delayed in reporting results. After one hundred percent (100%) of the precincts have reported, boards must enter final vote tallies into its CSS. The board does not have to wait until its designated reporting time before reporting the final results.

C. Supplemental Statistics

Boards of elections must provide supplemental statistics upon reporting the county’s last precinct or shortly thereafter. **Boards must promptly report vote totals, even if supplemental statistics are not yet available.** On Election Night, upload the election results and then submit the statistics when ready. The required supplemental statistics are as follows:

Counted Ballots

- Total regular Election Day ballots cast and counted from Election Day precincts (do not include absentee).
- Total absentee ballots, including early in-person and by mail, counted.
- Total regular Election Day and absentee ballots cast and counted as part of the Unofficial Canvass.

Outstanding Ballots

- Total number of outstanding absentee ballots (issued but not yet counted).
- Total number of provisional ballots (issued at the polls or the board office before or on Election Day).

III. SUMMARY AND FINAL REPORTS

Boards of elections must follow the procedures outlined in [Chapter 10, Section 10.02](#) of the Election Official Manual for reporting summary results and submitting final summary

reports in even-numbered year elections. The required reports and forms (listed below) for the Unofficial Canvass as well as the instructions and deadline for submission will be provided to boards of elections via email before Election Day:

1. Unofficial Vote Total Summary Report;
2. Group Detail Report (if not included with Summary Report);
3. Write-In Report;
4. Most Populous Report(s) (when applicable); and
5. Signature Form.

In addition to the Unofficial Vote Total Summary Report submitted on Election Night, each board must print their county results from their CSS via the "Current County Results" page and proof this report against the results from their CSS. The Unofficial Vote Total Summary Report, Group Detail Report, **and** the Signature Form must be emailed to Results@OhioSoS.gov. Instructions outlining this requirement will be provided separately. All final summary reports and the Group Detail Report must be transmitted to the Elections Division via email to Results@OhioSoS.gov.

On Election Night, after the Secretary of State's office receives, reviews, and compares the board's Unofficial Vote Total Summary Report and Group Detail Report, a Secretary of State staff member will contact the director.

The director and deputy director must not leave the office until Secretary of State staff contacts the director to confirm that the board's reports have been received and reviewed to ensure the results match. The director is responsible for releasing the board's staff.

PART THREE - POST-ELECTION CURE PERIOD

I. DAYS AND HOURS

Each board of elections conducting an election must be open to the public on each of the four calendar days immediately following Election Day and during the hours specified below to allow voters to cure a deficiency on an absentee or provisional ballot, as provided for in state law:⁵

- Wednesday, November 6, 2024 8:00 a.m. – 5:00 p.m.
- Thursday, November 7, 2024 8:00 a.m. – 5:00 p.m.

⁵ [R.C. 3505.181\(B\)\(7\)](#) and [R.C. 3509.06\(D\)\(3\)](#).

- Friday, November 8, 2024 8:00 a.m. – 5:00 p.m.
- Saturday, November 9, 2024 8:00 a.m. – 5:00 p.m.

If a board of elections has no voters with a deficiency on their absentee or provisional ballot after Election Day (i.e., there is nothing *possible* to cure for any voter that cast a ballot in the election) or all deficiencies have been cured, the board may return to its normal operating hours for the remainder of the cure period.

II. AFFIDAVITS OF RELIGIOUS OBJECTION⁶

A provisional voter who failed to provide a valid photo ID has four days after Election Day to either appear at the board of elections office to show a valid photo ID or complete an affidavit of religious objection ([Form 12-O](#)). To cure a provisional ballot for lack of valid photo ID, it is not sufficient to provide a copy of the photo ID, the Ohio driver's license number, or the state ID card number, or the last four digits of the voter's Social Security number (SSN). The voter must show a valid photo ID (and not a copy) by the fourth day after Election Day. If the voter did not have a photo ID because of a religious objection to being photographed and the voter did not complete [Form 12-O](#) at the time they voted a provisional ballot, the voter must appear at the board office and complete the affidavit by the fourth day after Election Day (**Saturday, November 9, 2024**).

No later than 6:00 p.m. on Saturday, November 9, 2024, boards of elections must transmit the information in the completed affidavits to the Secretary of State's office, which then must consult the Bureau of Motor Vehicles' (BMV) database to determine whether the BMV issued a currently unexpired photo ID to that voter. The Secretary of State's office will complete this verification no later than the seventh day after Election Day. The affidavit of religious objection is not valid if the BMV has issued a currently unexpired photo ID or if the last four digits of the voter's (SSN) provided on the affidavit do not match those digits in the Statewide Voter Registration Database (SWVRD). To compile the information for each voter, each board must supply the necessary data either by export from the voter registration system or by completion of a spreadsheet that will be provided with instructions under separate cover.

⁶ [R.C. 3505.181](#), [R.C. 3505.182](#), [R.C. 3505.183](#), and [R.C. 3505.19](#).

III. EXAMINING AND COUNTING PROVISIONAL BALLOTS

Boards of elections must follow the “Step-by Step Process for Examining Provisional Ballots” accompanying this directive. Board staff, working in bipartisan teams, may begin examining provisional ballot envelopes the day after the election, as long as the board has adopted a provisional ballot policy allowing its staff to do so. The bipartisan teams may categorize provisional ballots into groups of like ballots (e.g., ballots that have been verified and eligible to be counted, provisional affirmations that are missing the voter’s signature, etc.) for the board to consider. However, the board must not examine the provisional ballot affirmation of any provisional ballot cast by an individual who must provide photo ID, complete an affidavit of religious objection, or provide additional information to determine the individual’s eligibility until the individual does so or until the eighth day after Election Day, whichever is earlier.⁷

It is important to remember that only the board members themselves can determine the validity of each provisional ballot. The board must, by a majority vote, determine whether to accept and count the provisional ballots in a properly noticed public meeting. No provisional ballot envelope may be opened or counted until the board has voted on the eligibility of every provisional ballot cast in the election.⁸

IV. CURING ABSENTEE BALLOT DEFECTS

Whenever a board of elections receives an absentee ballot identification envelope that is missing required information or that contains information that does not conform to the voter’s registration record, the board of elections must contact the absentee voter to provide an opportunity to supplement their identification envelope so the voter’s ballot can be counted. The board must meet this requirement by issuing [Form 11-S](#) to the voter, according to the following schedule:

- [Form 11-S](#) must be issued not later than two business days after a “defective” absentee ballot identification envelope is received by the board of elections from the start of absentee voting through the third Saturday prior to the election;
- [Form 11-S](#) must be issued not later than one calendar day after a “defective” absentee ballot identification envelope is received by the board of elections between the third Monday and last Friday prior to the election; and

⁷ [R.C. 3505.183\(G\)](#).

⁸ [R.C. 3505.183](#).

- [Form 11-S](#) must be issued on the same day that a “defective” absentee ballot identification envelope is received by the board of elections between the Saturday prior to the election and through the third day following Election Day.

When a telephone number or email address is on file with the board of elections, boards must use that contact information to quickly notify the voter about the deficiency on their identification envelope. The absentee voter must provide the missing required information in writing on [Form 11-S](#), either by in-person delivery or by mail by the fourth day after the election (**Saturday, November 9, 2024**).⁹

PART FOUR - OFFICIAL CANVASS

I. EXPEDITED SCHEDULE FOR OFFICIAL CANVASS¹⁰

To account for the possibility of statewide recounts prior to the meeting of the Electoral College, all boards of elections must follow an expedited schedule for the Official Canvass of the November 5, 2024, general election. The Official Canvass must begin no earlier than the sixth day after the election, Monday, November 11, 2024.

Each board of elections must complete its official canvass, certify its results, and submit all reports to the Secretary of State’s office no later than 2:00 p.m. on Wednesday, November 20, 2024. This includes uploading, via the Secretary of State’s CSS, an electronic precinct-level results file of votes cast for all candidates that appeared on the county’s ballot (except write-in candidates). If the board completes its Official Canvass before the deadline, it may upload results on Tuesday, November 19, 2024. A survey for boards to select a time to upload its results, as well as instructions for the upload, will be sent under separate cover.

II. INSTRUCTIONS FOR OFFICIAL CANVASS

Each board of elections must follow the instructions for prec canvass activity outlined in [Chapter 10, Section 10.03](#) of the Election Official Manual. Boards must also follow the rules and procedures outlined in [Chapter 10, Section 10.04](#) of the Election Official Manual for conducting the Official Canvass. Each board must reconcile results with records from the pollbooks and voter registration system to ensure that only one ballot

⁹ [R.C. 3509.06\(D\)\(3\)\(b\)](#).

¹⁰ [R.C. 3505.32\(A\)](#).

per voter is counted.¹¹ This includes ensuring that all returned absentee ballots are entered in the voter registration system and reconciling the list of voters whose ballots were returned with the number of physical ballots returned.

III. FORMS FOR OFFICIAL CERTIFICATION

After the Unofficial Canvass, the Secretary of State's office will provide the forms for reporting official results. All certifications and reports must be signed by the appropriate board personnel before the board submits them to the Secretary of State's office, another board of elections, or another public entity.

Each board of elections must submit the signature form to certify the official election results, including the absentee and provisional ballot reports, to the Secretary of State's office.

A. Certification and Reporting of Official Results¹²

Each board of elections must complete and provide all the following the day it completes its official certification and no later than **Wednesday, November 20, 2024**:

1. Official Vote Total Summary Report;
2. Group Detail Report (if not included with Summary Report);
3. Signature form;
4. Report forms;
5. Electronic turnout detail by precinct;
6. Statement of Votes Cast (SOVC) report; and
7. Absentee and provisional ballot report.

Each board of elections must submit these reports to Results@OhioSoS.gov as soon as the board completes its official certification. The Official Vote Total Summary Report must be clearly labeled "[County]'s Official Canvass," and it must contain *only* vote totals for that county. Boards must not delay submitting the official certification forms because of a potential recount. Every board must maintain a copy of each of its completed certification and report forms.

The board of elections for the most populous county of any multicounty 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 that will be provided after the Unofficial Canvass. This report must be clearly labeled "[County's] Official Canvass – Most

¹¹ [R.C. 3505.32\(D\)](#).

¹² [R.C. 3505.30](#).

Populous County.” The report must include the total number of votes recorded for the office, question, or issue from each county in a multicounty jurisdiction and the sum total for all counties. The board must clearly mark the contest(s) for which a board is the most populous county to clearly identify it as a contest containing vote totals from other counties. The board must email the report(s) to Results@OhioSoS.gov.

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.¹³ Each board of elections must provide this data for absentee and provisional ballots. The Secretary of State’s office will provide the reporting forms after the Unofficial Canvass.

B. Certificate of Official Summary Results for Judicial Elections, Liquor Option Questions and Local Questions and Issues

The board of elections (most populous county only if it is a multicounty seat) must certify the results of judicial elections to the following:

Supreme Court of Ohio at: JudicialElectionResults@sc.ohio.gov.

Each board of elections must send a completed copy of Secretary of State [Form 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: localoption@com.ohio.gov 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 multicounty 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 Ohio via email at: DTE@tax.state.oh.us.
- The Secretary of State.

¹³ [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 Ohio via email at DTE@tax.state.oh.us.
- The Secretary of State.

PART FIVE - POST-CERTIFICATION REQUIREMENTS

I. CERTIFICATES OF ELECTION

Each board of elections must follow the instructions for issuing certificates of election that are contained in [Chapter 10, Section 10.04](#), of the Election Official Manual. The candidate's name on the certificate of election must match the name as it appears on the ballot. The Secretary of State issues certificates of election for statewide offices, offices of representatives to Congress, and offices of State Board of Education members.¹⁴ Certificates of election should not be issued before the expiration of the time by which applications for recounts may be made. Boards of elections may not issue a certificate of election in a contest for which a recount is requested, or conducted automatically, until after the recount is complete.

II. RECOUNTS

Before scheduling and conducting a recount, boards of elections must review the procedures set forth in state law and [Chapter 11, Section 11.02](#) of the Election Official Manual. The deadline for a candidate or group to request a recount is five days after the certification of official results. A recount must take place no later than 10 days after an application for a recount is filed or an automatic recount is declared.

The Secretary of State's office will provide the boards of elections a spreadsheet along with the Official Canvass report forms to notify the Secretary of State of a recount.

If the recount to be conducted is for a multicounty jurisdiction, the Secretary of State's office will issue the notice of recount after receiving notice from the most populous county. Multicounty recounts will not be ordered until all counties in the district have certified their official results. If a recount changes vote totals, the board of elections

¹⁴ [R.C. 3505.38](#).

must submit a properly completed and signed amended certification and abstract to Results@OhioSoS.gov.

III. POST-ELECTION AUDITS

Boards of elections must perform a post-election audit after the November 5, 2024, general election. When a board conducts an audit, the board must follow the procedures outlined in [Chapter 11, Section 11.03](#) of the Election Official Manual. Additional instructions will be provided after the Unofficial Canvass.

IV. VOTER HISTORY

All boards of elections must upload voter history for the November 5, 2024, general election to the SWVRD no later than 14 days after the board's official certification. Counties with more than 100,000 registered voters must email Lauren Price at lprice@OhioSOS.gov to schedule their upload in advance. After voter history is transmitted, Secretary of State's office will compare the total ballots cast to the total number of voters participating in the election.

For purposes of assigning voter history, each board of elections must follow the instructions outlined in [Chapter 10, Section 10.04](#) of the Election Official Manual. The election name to submit the history for the election is **2024_NOV_GEN**.

V. RETENTION OF BALLOTS

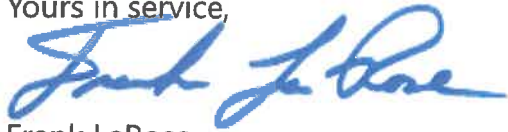
Because ballots for the November 5, 2024, general election include candidates for election to federal offices, each board of elections is required by law to retain all ballots prepared for the election – both used and unused – for 22 months following the election.¹⁵ The DATA Act requires ballots and electronic images of ballots be preserved for 22 months following a federal election.¹⁶ Accordingly, the board should consult with its legal counsel, the county prosecuting attorney, regarding the retention of those images.

If you have any questions regarding this directive, please contact the Secretary of State's Elections Counsel at 614-728-8789.

¹⁵ [R.C. 3505.31](#) and [52 U.S.C.S. 20701](#).

¹⁶ [R.C. 3505.31](#).

Yours in service,



Frank LaRose

Ohio Secretary of State

**Revised Directive 2024-22 Form of the
Ballot November 5, 2024 General
Election**

RECEIVED from SOS:

Friday, September 6, 2024 5:16 PM



DIRECTIVE 2024-22

September 6, 2024

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

Re: Revised Ballots for November 5, 2024, General Election

SUMMARY

This directive updates the certified forms of the official ballots to be used in the November 5, 2024, general election.

INSTRUCTIONS

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

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

I. VERIFYING DISTRICT RELATIONSHIPS

Before programming any aspect of the central tabulating system for the November 5, 2024, general election, boards of elections must verify the accuracy of district

relationships in the central tabulating system against the county's voter registration system. This is to ensure that each voter receives the correct ballot style (that is, 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 September 13, 2024:

- 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 Allison Scott on Wednesday, September 4, 2024, each board must review the report to ensure that all Secretary of State Precinct ID Codes provided on the report match the board's voter registration system. Boards will have until Friday, September 13, 2024, 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

The certified ballot form accompanying this directive is for offices to be elected at the November 5, 2024, general election. The ballot form contains the correct title for each office as that title should appear on your county's ballot and the order in which offices must appear on the ballot for all voting systems. The ballot form also contains the name of each statewide candidate exactly as the candidate's name must appear on all ballots for all voting systems.

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 EOM.

III. ORDER OF OFFICES FOR ALL BALLOTS¹

A. Order of Offices

The order of offices for ballots shall be as follows:

- President and Vice President
- Justices of the Supreme Court
- U.S. Senator
- Representative to Congress
- State Senator
- State Representative
- Judge of Court of Appeals
- County Commissioners
- County Auditor (if a vacancy occurred that requires an unexpired term election)
- Prosecuting Attorney
- Clerk of the Court of Common Pleas
- Sheriff
- County Recorder
- County Treasurer
- County Engineer
- Coroner
- State Board of Education
- Judge of Court of Common Pleas
- Judge of the County Court

¹ [R.C. 3505.03](#)

B. Write-In Vote Blank Spaces²

A write-in space must be provided on the ballot for every office for which the board of elections or Secretary of State received a valid declaration of intent to be a write-in candidate. Below is the list of valid write-in candidates for President and Vice President, Justice of the Supreme Court, or U.S. Senator who filed with the Secretary of State's office.

U.S. President and Vice President:

- For President Shiva Ayyadurai, for Vice President Crystal Ellis
- For President John Cheng, for Vice President Wayne Waligorski
- For President Claudia De la Cruz, for Vice President Karina Garcia
- For President Cherunda Fox, for Vice President Harlan McVay, Jr.
- For President Brian Kienitz, for Vice President Christina Johnston

Justice of the Supreme Court

- No Valid Declaration of Intent to be a Write-In Candidate Filed

U.S. Senator:

- Stephen Faris
- David Allen Pastorius
- Nathan Russell
- Tariq Shabazz

IV. OFFICIAL QUESTIONS AND ISSUES BALLOT

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 contains the exact ballot language that must be used for the statewide issue on the ballot. Please note that the ballot language for State Issue 1 is currently subject to litigation. Should the ballot language for State Issue 1 change, a new certified form of the ballot would be issued as soon as possible.

² [R.C. 3513.041](#)

The attached ballot form 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.

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

Questions and issues must be grouped together in the following political subdivision order for elections held in 2024.³

- A. State
- B. Municipal
- C. Township
- D. Schools and Other Districts
- E. County

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 (for example, 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.

V. ABSENTEE BALLOTS⁴

Each board of elections must have absentee ballots printed and ready for use by Friday, September 20, 2024, (46 days before the November 5, 2024, general election) for Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voters and by October 8, 2024, for regular (non-UOCAVA) absentee voters.

A copy of each absentee ballot (candidates and questions and issues) must be sent to the Secretary of State's office at least 47 days before the election, by Thursday, September 19, 2024. Absentee ballots must be uploaded to the BOE SharePoint site.

³ [Question and Issues Handbook, P. 9, "Rotation of Questions/Issues on the Ballot"; R.C. 3505.06\(B\).](#)

⁴ [R.C. 3509.01; R.C. 3511.04.](#)

VI. CANDIDATES CERTIFIED BY THE SECRETARY OF STATE

C. For President and Vice President

Nonparty candidate

- For President
Richard Duncan
- For Vice President
Mitchell Preston Bupp

Democratic Party

- For President
Kamala D. Harris
- For Vice President
Tim Walz

Libertarian Party

- For President
Chase Oliver
- For Vice President
Mike ter Maat

Other-party candidate

- For President
Peter Sonski
- For Vice President
Lauren Onak

Other-party candidate

- For President
Jill Stein
- For Vice President
Anita Rios

Republican Party

- For President
Donald J. Trump
- For Vice President
JD Vance

D. Justice of the Supreme Court (Full term commencing 1/1/2025)

Democratic Party

- Michael P. Donnelly

Republican Party

- Megan E. Shanahan

E. Justice of the Supreme Court (Full term commencing 1/2/2025)

Republican Party

- Joseph T. Deters

Democratic Party

- Melody J. Stewart

F. Justice of the Supreme Court (Unexpired term ending 12/31/2026)

Democratic Party

- Lisa Forbes

Republican Party

- Daniel R. Hawkins

G. U.S. Senator

Democratic Party

- Sherrod Brown

Libertarian Party

- Don Kissick

Republican Party

- Bernie Moreno

VII. CANDIDATES FOR OTHER DISTRICT OFFICE (for example, Congress, Court of Appeals Judge, State Senate, and State Representative)

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. A less-populous county of a district that has not received a list of candidates from the most populous county must contact that most populous county before programming ballots.

If you have any questions regarding this directive or [Chapter 5](#) of the EOM, please contact the Secretary of State's elections counsel at 614-728-8789.

Yours in service,



Frank LaRose
Ohio Secretary of State

OFFICIAL GENERAL ELECTION BALLOT

A	County	B	C
Instructions to Voter		General Election	November 5, 2024
<ul style="list-style-type: none"> • To vote: completely darken the oval (●) to the left of your choice. • Note the permitted number of choices directly below the title of each candidate office. Do not mark the ballot for more choices than allowed. • If you mark the ballot for more choices than permitted, that contest or question will not be counted. • To vote for a write-in candidate: completely darken the oval (●) to the left of the blank line and write in the candidate's name. Only votes cast for candidates who filed as write-in candidates can be counted. • Do not write in a candidate's name if that person's name already is printed on the ballot for that same contest. • If you make a mistake or want to change your vote: return your ballot to an election official and get a new ballot. You may ask for a new ballot up to two times. 		For President and Vice President (Vote for not more than 1 pair) <small>A vote for any candidates for President and Vice President shall be a vote for the electors of those candidates whose names have been certified to the Secretary of State.</small>	For Justice of the Supreme Court (Full term commencing 1-1-2025) (Vote for not more than 1)
		<input type="radio"/> For President Richard Duncan For Vice President Mitchell Preston Bupp Nonparty candidate	<input type="radio"/> Michael P. Donnelly Democratic
		<input type="radio"/> For President Kamala D. Harris For Vice President Tim Walz Democratic	<input type="radio"/> Megan E. Shanahan Republican
		<input type="radio"/> For President Chase Oliver For Vice President Mike ter Maat Libertarian	For Justice of the Supreme Court (Full term commencing 1-2-2025) (Vote for not more than 1)
		<input type="radio"/> For President Peter Sonski For Vice President Lauren Onak Other-party candidate	<input type="radio"/> Joseph T. Deters Republican
		<input type="radio"/> For President Jill Stein For Vice President Anita Rios Other-party candidate	<input type="radio"/> Melody J. Stewart Democratic
		<input type="radio"/> For President Donald J. Trump For Vice President JD Vance Republican	For Justice of the Supreme Court (Unexpired term ending 12-31-2026) (Vote for not more than 1)
		<input type="radio"/> For President _____ Write-in For Vice President _____ Write-in	<input type="radio"/> Lisa Forbes Democratic
			<input type="radio"/> Daniel R. Hawkins Republican
			For U.S. Senator (Vote for not more than 1)
	<input type="radio"/> Sherrod Brown Democratic		
	<input type="radio"/> Don Kissick Libertarian		
	<input type="radio"/> Bernie Moreno Republican		
	<input type="radio"/> _____ Write-in		
	For Representative to Congress (_____ District) (Vote for not more than 1)		
	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)		
	<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)		

A	001 _____ TWP A	B	0001:1
C	001		

This **SAMPLE** ballot provides the **CORRECT TITLES** and **ORDER OF OFFICES** for ballot layout for candidates for the November 2024 General Election. The space for a write-in candidate should be provided only if applicable. See ballot directive and Chapter 5 (Ballots) in the Election Official Manual.

OFFICIAL GENERAL ELECTION BALLOT

D	E	F
County	General Election	November 5, 2024
For State Senator (_____ District) (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	For County Auditor (if a vacancy occurred that requires an unexpired term election) (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	For County Treasurer (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)
For State Representative (_____ District) (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	For Prosecuting Attorney (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	For County Engineer (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)
For Judge of the Court of Appeals (_____ District) (Full term commencing xx-xx-20xx) (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	For Clerk of the Court of Common Pleas (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	For Coroner (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)
For County Commissioner (Full term commencing 1-2-2025) (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	For Sheriff (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	For Member of State Board of Education (_____ District) (Vote for not more than 1) <input type="radio"/> Print Candidate Name <input type="radio"/> Print Candidate Name
For County Commissioner (Full term commencing 1-3-2025) (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	For County Recorder (Vote for not more than 1) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any) <input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	For Judge of the Court of Common Pleas (Full term commencing xx-xx-20xx) (Vote for not more than 1) <input type="radio"/> Print Candidate Name <input type="radio"/> Print Candidate Name
		For Judge of the County Court (Full terms in order of date commencing) (Vote for not more than 1) <input type="radio"/> Print Candidate Name <input type="radio"/> Print Candidate Name

D	E	F
001 _____ TWP A	0001:1	001

This **SAMPLE** ballot provides the **CORRECT TITLES** and **ORDER OF OFFICES** for ballot layout for candidates for the November 2024 General Election. The space for a write-in candidate should be provided only if applicable. See ballot directive and Chapter 5 (Ballots) in the Election Official Manual.

OFFICIAL GENERAL ELECTION BALLOT

G	County	H	General Election	I	November 5, 2024
<p>Issue 1</p> <p>To create an appointed redistricting commission not elected by or subject to removal by the voters of the state</p> <p>Proposed Constitutional Amendment</p> <p>Proposed by Initiative Petition</p> <p>To repeal Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 of Article XI, Repeal sections 1, 2 and 3 of Article XIX, And enact Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 of Article XX of the Constitution of the State of Ohio</p> <p>A majority yes vote is necessary for the amendment to pass.</p> <p>The proposed amendment would:</p> <ol style="list-style-type: none"> 1. Repeal constitutional protections against gerrymandering approved by nearly three-quarters of Ohio electors participating in the statewide elections of 2015 and 2018, and eliminate the longstanding ability of Ohio citizens to hold their representatives accountable for establishing fair state legislative and congressional districts. 2. Establish a new taxpayer-funded commission of appointees required to gerrymander the boundaries of state legislative and congressional districts to favor either of the two largest political parties in the state of Ohio, according to a formula based on partisan outcomes as the dominant factor, so that: <ol style="list-style-type: none"> A. Each district shall contain single-member districts that are geographically contiguous, but state legislative and congressional districts will no longer be required to be compact; and B. Counties, townships and cities throughout Ohio can be split and divided across multiple districts, and preserving communities of interest will be secondary to the formula that is based on partisan political outcomes. 3. Require that a majority of the partisan commission members belong to the state's two largest political parties. 4. Prevent a commission member from being removed, except by a vote of their fellow commission members, 	<p>even for incapacity, willful neglect of duty or gross misconduct.</p> <ol style="list-style-type: none"> 5. Prohibit any citizen from filing a lawsuit challenging a redistricting plan in any court, except if the lawsuit challenges the proportionality standard applied by the commission, and then only before the Ohio Supreme Court. 6. Create the following process for appointing commission members: Four partisan appointees on the Ohio Ballot Board will choose a panel of 4 partisan retired judges (2 affiliated with the first major political party and 2 affiliated with the second major political party). Provide that the 4 legislative appointees of the Ohio Ballot Board would be responsible for appointing the panel members as follows: the Ballot Board legislative appointees affiliated with the same major political party would select 8 applicants and present those to the Ballot Board legislative appointees affiliated with the other major political party, who would then select 2 persons from the 8 for appointment to the panel, resulting in 4 panel appointees. The panel would then hire a private professional search firm to help them choose 6 of the 15 individuals on the commission. The panel will choose those 6 individuals by initially creating a pool of 90 individuals (30 from the first major political party, 30 from the second major political party, and 30 from neither the first nor second major political parties). The panel of 4 partisan retired judges will create a portal for public comment on the applicants and will conduct and publicly broadcast interviews with each applicant in the pool. The panel will then narrow the pool of 90 individuals down to 45 (15 from the first major political party; 15 from the second major political party; and 15 from neither the first nor second major political parties). Randomly, by draw, the 4 partisan retired judges will then blindly select 6 names out of the pool of 45 to be members of the commission (2 from the first major political party; 2 from the second major political party; and 2 from neither the first nor second major political parties). The 6 randomly drawn individuals will then review the applications of the remaining 39 individuals not randomly drawn and select the final 9 individuals to serve with them on the commission, the 	<p>majority of which shall be from the first and the second major political parties (3 from the first major political party, 3 from the second major political party, and 3 from neither the first nor second major political parties).</p> <ol style="list-style-type: none"> 7. Require the affirmative votes of 9 of 15 members of the appointed commission to create legislative and congressional districts. If the commission is not able to determine a plan by September 19, 2025, or July 15 of every year ending in one, the following impasse procedure will be used: for any plan at an impasse, each commissioner shall have 3 days to submit no more than one proposed redistricting plan to be subject to a commission vote through a ranked-choice selection process, with the goal of having a majority of the commission members rank one of those plans first. If a majority cannot be obtained, the plan with the highest number of points in the ranked-choice process is eliminated, and the process is repeated until a plan receives a majority of first-place rankings. If the ranked-choice process ends in a tie for the highest point total, the tie shall be broken through a random process. 8. Limit the right of Ohio citizens to freely express their opinions to members of the commission or to commission staff regarding the redistricting process or proposed redistricting plans. 9. Require the commission to immediately create new legislative and congressional districts in 2025 to replace the most recent districts adopted by the citizens of Ohio through their elected representatives. 10. Impose new taxpayer-funded costs on the State of Ohio to pay the commission members, the commission staff and appointed special masters, professionals, and private consultants that the commission is required to hire; and an unlimited amount for legal expenses incurred by the commission in any related litigation. <p>If approved, the amendment will be effective 30 days after the election.</p> <p>SHALL THE AMENDMENT BE APPROVED?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>			
G	001 _____ TWP A	H	0001:1	I	001

This **SAMPLE** ballot provides the **CORRECT TITLES** and **ORDER OF OFFICES** for ballot layout for candidates for the November 2024 General Election. The space for a write-in candidate should be provided only if applicable. See ballot directive and Chapter 5 (Ballots) in the Election Official Manual.

OFFICIAL GENERAL ELECTION BALLOT

J	County	K	General Election	L	November 5, 2024		
<p>Proposed Municipal Income Tax</p> <p>_____</p> <p><small>(name of subdivision)</small></p> <p>A majority affirmative vote is necessary for passage.</p> <p>Shall the Ordinance providing for a _____ per cent levy on income for _____</p> <p><small>(brief description of purpose of the levy)</small></p> <p>be passed?</p> <p><input type="radio"/> For the Income Tax</p> <p><input type="radio"/> Against the Income Tax</p>		<p>Local Liquor Option (By Petition)</p> <p>A majority affirmative vote is necessary for passage.</p> <p>Shall the sale of _____</p> <p><small>(insert beer, wine and mixed beverages, or spirituous liquor)</small></p> <p>be permitted by _____</p> <p><small>(insert name of applicant, liquor permit holder, or liquor agency store, including trade or fictitious name under which applicant for, or holder of, liquor permit or liquor agency store either intends to do, or does, business at the particular location),</small></p> <p>a(n) _____</p> <p><small>(insert "applicant for" or "holder of" or "operator of")</small></p> <p>a _____</p> <p><small>(insert class name of liquor permit or permits followed by the words "liquor permit(s)" or, if appropriate, the words "liquor agency store for the State of Ohio"),</small></p> <p>who is engaged in the business of _____</p> <p><small>(insert general nature of the business in which applicant or liquor permit holder is engaged or will be engaged in at the particular location, as described in the petition)</small></p> <p>at _____</p> <p><small>(insert address of the particular location within the precinct as set forth in the petition)</small></p> <p>in this precinct?</p> <p>Shall the sale of _____</p> <p><small>(insert beer, wine and mixed beverages, or spirituous liquor)</small></p> <p>be permitted for sale on Sunday</p> <p>by _____</p> <p><small>(insert name of applicant, liquor permit holder, or liquor agency store, including trade or fictitious name under which applicant for, or holder of, liquor permit or liquor agency store either intends to do, or does, business at the particular location),</small></p> <p>a(n) _____</p> <p><small>(insert "applicant for a D-6 liquor permit," "holder of a D-6 liquor permit," "applicant for or holder of an A-1-A, A-2, A-2f, A-3A, C-1, C-2X, D-1, D-2x, D-3, D-3x, D-4, D-5, D-5b, D-5c, D-5e, D-5f, D-5g, D-5h, D-5i, D-5j, D-5k, D-5l, D-5m, D-5n, D-5o, or D-7 liquor permit," if only the approval of beer sales is sought, or "liquor agency store")</small></p> <p>who is engaged in the business of _____</p> <p><small>(insert general nature of the business in which applicant or liquor permit holder is engaged or will be engaged in at the particular location, as described in the petition)</small></p> <p>at _____</p> <p><small>(insert address of the particular location within the precinct)</small></p> <p>in this precinct?</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>		<p>Proposed Tax Levy (Additional)</p> <p>_____</p> <p><small>(name of subdivision or public library)</small></p> <p>A majority affirmative vote is necessary for passage.</p> <p>An additional tax for the benefit of _____</p> <p><small>(name of subdivision or public library)</small></p> <p>for the purpose of _____ that the county auditor estimates will collect \$ _____ annually, at a rate not exceeding _____ mills for each \$1 of taxable value, which amounts to \$ _____</p> <p><small>(rate expressed in dollars)</small></p> <p>for each \$100,000 of the county auditor's appraised value, for _____</p> <p><small>(life of indebtedness, number of years levy to run, or a continuing period of time)</small></p> <p>commencing in _____,</p> <p><small>(first year tax to be levied)</small></p> <p>first due in calendar year _____.</p> <p><small>(first calendar year tax due)</small></p> <p><input type="radio"/> For the Tax Levy</p> <p><input type="radio"/> Against the Tax Levy</p>		<p>Insert board member signatures</p>	
<p>J 001 TWP A</p>		<p>K 0001:1</p>		<p>L 001</p>			

This **SAMPLE** ballot provides the **CORRECT TITLES** and **ORDER OF OFFICES** for ballot layout for candidates for the November 2024 General Election. The space for a write-in candidate should be provided only if applicable. See ballot directive and Chapter 5 (Ballots) in the Election Official Manual.

Agenda Item

#3

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

Henry F Curtis, IV
Chairman

Inajo Davis Chappell
Member

Lisa M. Stickan
Member

Terence M. McCafferty
Member

Anthony W. Perlatti
Director

Anthony N. Kaloger
Deputy Director

Vote-by-Mail Ballot Collection outside the Board Office Program November 5, 2024 Presidential General Election

Purpose

To offer voters of Cuyahoga County with expanded options to deliver their Vote-by-Mail (VBM) Ballot Applications and Voted Ballots to the Director of the Board of Elections.

Background

The Cuyahoga County Board of Elections (CCBOE) is the largest election jurisdiction and leader in the State of Ohio for the number of Vote-by-Mail (VBM) Ballots requested and received for any given election. There is always a significant increase of VBM utilization in Presidential General Elections and this upcoming election is trending in this direction. The CCBOE has received over 90,000 VBM Ballot Applications as of September 5, 2024. For comparison purposes, the CCBOE received nearly the same number of VBM Ballot Applications for the entirety of the November 7, 2023 General Election cycle. About 7 weeks remain until the VBM Ballot Application deadline is reached and it is plausible to assume the number of applications received will at least double in quantity, if not possibly tripling in number.

During the previous four (4) Presidential General Elections the CCBOE witnessed large volumes of voters personally delivering their completed VBM Ballot Applications and Voted Ballots to the CCBOE's permanent Ballot Drop Box located at 2925 Euclid Avenue. Previous years proved the voluminous number of voters converging to the CCBOE resulted in multiple logistical challenges, and at times posed safety risks to both voters dropping off their Voted Ballots and those participating in Early In-Person (EIP) Voting. The issuance of SOS Directive 2024-21 on August 31, 2024 adds additional logistical challenges for staff and voters that will more than likely result in increased traffic flow congestion on and near the CCBOE property.

For the upcoming November 5, 2024 Presidential General Election's EIP Voting period, the CCBOE will erect tents in the parking lot of the Hughes Building to provide voters with shelter from inclement weather and a safer separation from vehicular traffic while waiting in line to vote. These responsible preparations impact vehicular traffic flow near the CCBOE's Early In-Person Voting Center and Ballot Drop Box during voting hours.

Permanent Ballot Drop Box

In accordance with SOS Directive 2023-27, the CCBOE is limited to only one (1) permanently installed, secure Ballot Drop Box outside its office located at 2925 Euclid Avenue, Cleveland, OH 44115. This Ballot Drop Box is monitored by security surveillance 24 hours a day, 7 days a week. Voters have access to deposit documents in the Ballot Drop Box the entirety of the EIP Voting window.

VBM Ballot Collection Outside the Board Office Program

For the November 5, 2024 Presidential General Election, the CCBOE will be dispatching Bi-partisan Collection Teams comprised of CCBOE staff from the two (2) major political parties during the Early In-Person Voting period to collect VBM Ballot Applications and returned Voted Ballots outside the Board of Elections pursuant to Directive 2022-45. The Secretary of State's Director of Elections confirmed this Directive is active.

The Collection Site will be in the center traffic lane on East 30th Street, Cleveland, Ohio, between Euclid and Chester Avenues. A safe collection site will be constructed with the assistance of the City of Cleveland's Department of Public Safety. Additionally, law enforcement personnel will be stationed near the Collection Site during the hours of operation. This Collection Site complements the permanent Ballot Drop Box which will also be accessible to voters during the collection schedule. Operations will be conducted in accordance with applicable SOS Directives.

Schedule of Days and Hours for the Collection of VBM Ballots Outside the Board Office

The East 30th Street Collection Site will be active to collect VBM Ballots and SOS Forms on a schedule similar to the EIP Voting schedule. Collection Site Hours of Operation are as follows:

- | | |
|---|-----------------------|
| ▪ Friday, October 11 th | 8:00 a.m. – 5:00 p.m. |
| ▪ Weekdays, October 14 th – October 18 th | 8:00 a.m. – 5:00 p.m. |
| ▪ Weekdays, October 21 st – October 25 th | 8:00 a.m. – 6:00 p.m. |
| ▪ Saturday, October 26 th | 8:00 a.m. – 4:00 p.m. |
| ▪ Sunday, October 27 th | 1:00 p.m. – 5:00 p.m. |
| ▪ Weekdays, October 28 th – November 1 st | 8:00 a.m. – 7:00 p.m. |
| ▪ Saturday, November 2 nd | 8:00 a.m. – 4:00 p.m. |
| ▪ Sunday, November 3 rd | 1:00 p.m. – 5:00 p.m. |

On an as needed basis, the Director of the Cuyahoga County Board of Elections is authorized to make modifications to the hours of operation on any given day based on reasonable cause such as weather conditions, voter usage, safety needs, etc. Additionally, the Director is authorized to staff and operate the Collection Site at his discretion, on an as needed basis the following days:

- Monday, November 4th
- Tuesday, November 5th (not later than 7:30 p.m.).

Any adjustments to the collection schedule will be noted on our website <https://boe.cuyahogacounty.gov/>.



DIRECTIVE 2022-45

September 22, 2022

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

Re: Requirements for the Use of Secure Absentee Ballot Receptacles, the Use of Bipartisan Teams to Receive Absentee Ballots at a Board of Elections, the Sharing of Election Integrity Information at Polling Locations, the Reporting of Security Events, and the Use of Election Observers

SUMMARY

This Directive sets forth requirements and recommendations for:

- The use of a secure absentee ballot receptacle,¹ commonly known as a “drop box,” outside of a board of elections;
- The collection of returned absentee ballots outside of a board of elections by bipartisan elections officials;
- The legal role and responsibility of observers at a polling location or early voting location;
- The training of Precinct Election Officials (“PEOs”) on how to address voter questions or concerns on election security at a polling location; and
- The reporting of security incidents, otherwise known as security events.

INSTRUCTIONS

I. REQUIREMENTS FOR USING A SECURE ABSENTEE BALLOT RECEPTACLE (OR “DROP BOX”)

Recognizing that, for many years, some county boards of elections have stationed a secure absentee ballot drop box outside of the board of elections office, boards must inform voters of the appropriate requirements for the use of such a drop box.

Each board of elections must create and post a weather resistant notice at or on a drop box specifying the security protocols for its use and the appropriate Ohio Revised Code citations for returning an absentee ballot, including clear instructions on who is eligible to return such a ballot and the possible penalties for a violation.² The notice must be in place no later than the beginning of early, in-person voting.

¹ See generally Directives [2020-22](#) and [2021-10](#).

² [R.C. 3509.05\(A\)](#); [R.C. 3599.21](#).

To accommodate the differences in type and location of absentee ballot drop boxes, boards may use discretion in complying with this requirement. For example, the attached template notice can be used by the board to create a professionally produced waterproof sign. As an alternative, the board could print and laminate the attached template or even place it in a clear document protector with a strip of clear tape along the open edge to make it waterproof. If a board has questions about how to comply with this requirement or needs assistance, please contact our office. **Note:** A board of elections that already posts a substantially similar notice is not required to post a new sign based on the attached template.

II. EMPLOYING BIPARTISAN ELECTION OFFICIALS TO RECEIVE ABSENTEE BALLOTS OUTSIDE OF THE BOARDS OF ELECTIONS

Even though voter engagement and turnout can vary during the early voting period, boards should plan to accommodate high turnout circumstances that can result in traffic congestion and delays. This is especially problematic when voters must park and leave their vehicle to use a permanently installed absentee ballot drop box.

Boards are encouraged to consider, as a best practice, developing a streamlined, convenient ballot drop-off system during periods of high-volume turnout. For example, some boards have stationed trained, bipartisan teams of elections officials *outside of the office of the board of elections* to receive absentee ballots from voters in a drive-through format.³ Boards of elections may consider, by a majority vote, implementing this traffic mitigation plan using permanent or temporary board employees who have undergone a criminal background check (hereinafter, “board employees”) and received appropriate training. If the board members vote to utilize such a plan, the board must also determine and document how the following requirements will be met:

- (1) At least one Republican and one Democrat board employee must be paired together and trained to receive absentee ballots outside the board of elections;
- (2) The board must have enough additional staff at the board office to continue the successful operation of all other duties at the board of elections;
- (3) The board must provide the bipartisan team with an appropriate container into which the delivered absentee ballots will be received and maintain the secure and bipartisan chain of custody of the ballots until they are deposited and stored under dual lock with other voted ballots inside the board of elections;
- (4) The board must engage its law enforcement point of contact to develop a plan for appropriate traffic control while the drive-through system is being utilized;
- (5) The board must post appropriate signage outside the board of elections instructing voters on where to park or drive up to return absentee ballots;
- (6) The board must set a schedule of days and hours during which bipartisan teams of board employees will be stationed outside the office of a board of elections to receive absentee ballots and publicize that schedule on the board’s website

³ To be clear, “outside the office of the board of elections” means *immediately* outside the office of the board of elections, not remote locations miles from the office of the board. So, boards may station bipartisan teams of employees directly in front of the office of the board, behind the office of the board, right around the corner from the office of the board, or across the street from the office of the board, whichever of these options works best considering the vehicular traffic flow around the office of the board.

and social media. The staffed collection schedule may begin when early, in-person voting begins but must conclude at 7:30 p.m. on Election Day;⁴

- (7) The board must require the bipartisan team of board employees to remind any elector returning more than one ballot that only the elector or a “family member” of the elector may personally deliver an absentee ballot to the board of elections. “Family member” only includes a father, mother, father-in-law, mother-in-law, grandfather, grandmother, brother, or sister of the whole or half blood, or the son, daughter, adopting parent, adopted child, stepparent, stepchild, uncle, aunt, nephew, or niece;⁵ and
- (8) If there is a line, boards must mark or personally monitor⁶ the last voter in line at 7:30 p.m. on Election Day to allow those who are in line at 7:30 p.m. to drop off their ballot.

Additionally, boards should consider the following best practices when implementing a streamlined, bipartisan ballot drop-off plan:

- Use of directional signage and traffic cones for traffic management. Board may coordinate with their county engineer or local road department to borrow such assets;
- Providing board staff with inexpensive reflective vests for their safety and to designate them as official board staff;
- Providing a quantity of “I voted” stickers, poll worker recruiting fliers, and the attached election security sheet to provide to voters who utilize the drive-through ballot drop off; and
- Coordinating with local media to publicize designated dates and times for drive-through ballot drop off.

III. ELECTION INTEGRITY INFORMATION AT POLLING LOCATIONS, PEO TRAINING, AND REPORTING SECURITY EVENTS

Given the heightened public interest in the security and integrity of our elections, voters might naturally ask questions about those issues during the voting process. While extended conversations between PEOs and voters should be avoided so as not to delay the voting process, PEOs should be trained and prepared to respond to a voter with helpful information.

To assist in managing these circumstances, boards must print and distribute to each polling location the attached document titled “Ohio Elections are Secure.” This document can be produced in sufficient quantity, depending on anticipated demand, for PEOs to offer a voter who raises concerns. Boards may also consider providing the PEO recruitment flyer to a voter, inviting them to learn more about how the boards keep elections secure through poll worker recruitment and

⁴ If a court order is issued, extending voting hours on election day, the Secretary of State’s Office will provide additional guidance.

⁵ [R.C. 3509.05\(A\)](#).

⁶ The bipartisan team must mark or personally monitor the last voter in line at 7:30 p.m. on Election Day in a similar manner to how precinct election officials mark or personally monitor lines at a polling location.

training. Each board of elections must print the document attached to this Directive and provide no less than 20 copies to each polling location (or more, as needed). Boards also must instruct PEOs to provide the document to any voter with questions about election security and integrity in Ohio.

Additionally, boards should consider the inclusion of de-escalation training for PEOs. Voters are often passionate about the electoral process. It is not uncommon for voters to have strong opinions about their preferred candidates, and sometimes these emotions manifest themselves in a way that causes a voter to react emotionally or inappropriately at a polling location. For example, PEOs are required to notify voters of the prohibition against wearing certain campaign attire inside a polling location. This can elicit an emotional reaction from a voter. Approaching such interactions in a friendly and informative way can calm the situation instead of escalating it. Boards should consider training techniques such as role-playing to prepare PEOs for dealing with voters in a helpful, professional, and effective way that de-escalates potentially tense situations. Our office provides videos, lesson plans, and other materials to help boards deliver this training effectively.

As in the past, boards must immediately report security incidents, sometimes referred to as security events, to the Secretary of State's Office.⁷ Security events include, but are not limited to those examples in the Election Official Manual [Chapter 3](#), pages 70-71. Other types of security events include misinformation, disinformation, and mal-information; direct, indirect, or perceived threats of violence; harassment or intimidation of election officials, staff, precinct election officials, or voters; and threats to property utilized by the board of elections. If an election official feels an act of violence is imminent, call 9-1-1 immediately.

IV. OBSERVERS

A. GENERALLY

Transparency is an essential part of ensuring confidence in our electoral process and its outcomes. Candidates, campaigns, political parties, and individual electors have recently asked new questions about the role of observers at polling locations. This section is intended to provide a brief overview of Ohio election law on that topic.⁸

Generally, state law permits certain individuals to be observers during the election process.⁹ Only certain appointing authorities can appoint observers. All observers (except recount observers) must be qualified electors in the State of Ohio but do not have to be registered in a particular county.

⁷ See Directive 2019-07 (unredacted).

⁸ Potential observers may also review "[Being an Observer: Things to Know](#)" on the Secretary of State's website.

⁹ [R.C. 3505.21\(C\)](#).

B. TYPES OF OBSERVERS

Ohio law allows six types of recognized observers:¹⁰

- (1) Observers at an Early In-Person Absentee Voting Location;
- (2) Observers at Precincts on Election Day;
- (3) Observers at a Board of Elections Office prior to the Official Canvass;
- (4) Official Canvass Observers;
- (5) Recount Observers; and
- (6) Post-Election Audit Observers.

The following are prohibited from serving as observers: candidates, uniformed peace officers, uniformed state highway patrol troopers, uniformed members of a fire department, uniformed members of the armed services, uniformed members of the organized militia, any person wearing any other uniform, and any person carrying a firearm or other deadly weapon.¹¹

C. APPOINTING OBSERVERS

Election observers may be appointed by any county or state political party supporting a candidate at that election or by any group of five or more candidates. Additionally, a ballot issue committee that in good faith advocates for or opposes a ballot question or issue may file a petition with the county board of elections asking to be recognized as a committee entitled to appoint observers for the election.¹²

The authority appointing observers must first notify the board of elections in writing of the names and addresses of its observer appointees and the location(s) at which they will observe. Written amendments for a notification of appointment may be filed with the board of elections prior to 4:00 p.m. the day before the observer is appointed to observe. An amendment may substitute one observer for another at the location identified in the original filing but cannot add a location that was not identified in the original filing. An amendment also cannot add observers at a location or expand the number of observers at a location beyond what is permitted by law.

The authority appointing observers then issues a certificate of appointment to the observer, who will present that certificate to the appropriate election official at the time that the observer arrives at the location where they will observe. Each observer must take the following oath:¹³

You do solemnly swear that you will faithfully and impartially discharge the duties as an official observer, assigned by law; that you will not cause any delay to persons offering to vote; and/or that you will not disclose or communicate to any person how any elector has voted at such election.

A precinct election official administers this oath for observers who observe on Election Day, while an election official, director, or deputy director may administer the oath for other types of observers. If observers are observing over multiple days, they do not need to take this oath

¹⁰ See [Chapter 9](#) of the Election Official Manual for details regarding each type of observers and Forms 214 through 219 for petition forms, notices of appointments, certificates of appointments for each type.

¹¹ [R.C. 3505.21\(B\)](#).

¹² See Form 220, Petition to be Recognized as Committee to Appoint Observers to a Ballot Question or Issue.

¹³ [R.C. 3505.21\(F\)](#).

multiple times but must affirm to an election official each day that they understand that they are still under oath.

D. PERMISSIBLE AND PROHIBITED ACTIVITY

Observers are authorized to observe the election proceeding, and as such, may move freely about the polling location or any area where ballots are being cast,¹⁴ processed, counted, or recounted at a board of elections office, if they do not engage in any prohibited activity. Depending on the type of appointment, an observer may be allowed to observe at multiple locations, as the observer may spend parts of Election Day at several different locations or observe at different locations at different points in the election process. They may engage election officials in casual conversation during less busy times and gather information about the process. Observers can collect or transmit information from the registration lists posted throughout the day in each precinct, provided they are not engaging in harassment as defined in [R.C. 3501.90\(A\)](#).¹⁵

Observers are prohibited from using a mobile telephone, two-way radio, or any other wired, wireless, or satellite communication device to discuss the election or a perceived problem with the administration of the election inside a polling location. Observers may send and receive text messages, email communications, instant messages, and similar other non-verbal, electronic communications using a communications device or audio/video device, but the device must be on silent mode (although low volume vibration settings are permitted). Observers may not engage in an audible conversation inside the polling location using a communications device or audio/video device and may not otherwise use a communications device within a polling location in any manner that creates a disruption or disturbance, or in any manner that that impedes, interferes with, or disrupts an election, or in any way intimidates a voter, or risks violating the secrecy of the ballot or voter privacy. They may not use their devices, including but not limited to cell phone cameras, to take photographs or videos, or to record or transcribe any conversations inside the polling location.

Observers are prohibited from interfering with election officials administering the election and are never permitted to handle any election materials. They are not authorized to enforce the law or advocate on behalf of voters. Observers may not hinder or delay an elector in reaching or leaving the polling location; may not impede, interfere with, or disrupt the election in some manner; may not engage in any kind of election campaigning; may not intimidate, harass, or attempt to influence voters or precinct election officials; and may not violate a voter's privacy or the secrecy of an individual's ballot.¹⁶

In certain circumstances, election officials have a responsibility to, and are authorized to, remove observers from their posts. Those circumstances include incidents where the observer's

¹⁴ A board may deny an observer access to other parts of its office.

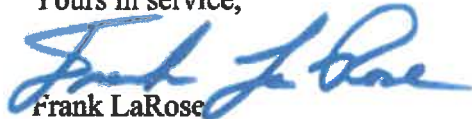
¹⁵ Harassment in violation of the election law includes conduct in or about a polling place or a place of registration or election where one obstructs access of an elector to a polling place; where one engages in an improper practice or attempt that would tend to obstruct, intimidate, or interfere with an elector in registering or voting at a place of registration or election; where one molests or otherwise engages in violence against observers in the performance of their duties at a place of registration or election; or where one participates in a riot, violence, tumult, or disorder in and about a place of registration or election. It also includes behavior that violates divisions (A)(1), (A)(2), (A)(3), (A)(5), or (B) of [R.C. 3501.35](#), "Loitering or Congregating Near Polling Places."

¹⁶ Unless specifically exempted by law, all observers are subject to the statutory prohibitions in Title 35 of the Revised Code.

behavior is inconsistent with Ohio law or with a Secretary of State Directive, or that interferes with, impedes, or disrupts an election. Only the voting location managers, directors, deputy directors, and appointing authorities have the authority to administratively remove observers from their posts, and law enforcement officials have the statutory duty to remove observers at the order of one of the above-listed election officials. If an observer is removed, the person removing the observer may request their certificate of appointment and return it to the board office with a notation that the observer was removed from the polling location.¹⁷

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

¹⁷ [R.C. 3501.33](#) and [3505.21](#).

Agenda Item

#4

Resignations from Elected Office

1. Thomas McDonald, Bratenahl Village Council, Member of Council¹
2. Jason Shachner, Lakewood City Council, Member of Council (Ward 2)²

¹ Term ends 12-31-2025; no special election required pursuant to ORC.

² ***Term ends 12-31-2027; special election required at the 11-4-2025 election to fill the remaining two years of the term.***

Village Council resignation - McDonald

dcooks@bratenahl.org <dcooks@bratenahl.org>

Thu 8/22/2024 11:52 AM

To: Brent Lawler <blawler@cuyahogacounty.gov>; Cory Milne <cmilne@cuyahogacounty.gov>
Cc: 'Keith Ari Benjamin' <kbenjamin@bratenahl.org>; 'Dave Matty' <dmatty@mhglegal.com>; 'Public Records' <publicrecords@bratenahl.org>

📎 1 attachments (240 KB)

McDonald resignation Village of Bratenahl.pdf;

Good morning,

At yesterday's Village Council meeting, our Village Solicitor read into the record, the resignation letter of Councilperson Thomas McDonald. It is effective August 19, 2024.

Pursuant to ORC 731.43, Village Council will accept applications for the vacancy until Friday, September 6, 2024. Village Council will make an appointment by September 18, 2024, thereafter, if none is made, the appointment will be made by the Mayor.

Please advise if there is anything additional needed at this time.

Thank you,
Diana

Diana L. Cooks, MPA
Village Fiscal Officer
Village of Bratenahl
411 Bratenahl Road
Bratenahl Ohio 44108
(p) 216.681.4266 x4
(f) 216.681.3811
(e) dcooks@bratenahl.org



THE VILLAGE OF
Bratenahl



AUG 22 '24 PM 12:46



Virus-free www.avg.com

Thomas M. McDonald
23611 Harvard Rd, #337
Beachwood, OH 44122
Tmcdon9603@gmail.com
216.906.3122
8/21/2024

Keith Benjamin
Mayor
Joyce Burke-Jones
Council President Pro Tem
Bratenahl City Hall
411 Bratenahl Road
Bratenahl, OH 44108

Dear Mayor Benjamin, President Burke-Jones, Village Council, and citizens of Bratenahl,

I am writing to inform you of my decision to resign from my position on the village council, effective immediately, Monday, August 19, 2024.

I have moved to a new location, outside of Bratenahl, and am unable to continue my duties on council. It has been an honor to serve on the council and represent our community for these past years.

I would like to express my gratitude for the opportunities and experiences I have had while serving on the council. It has been a privilege to work alongside dedicated individuals committed to improving the quality of life in our village.

Thank you for your understanding, and I wish the entire council continued success in their efforts to better serve our community.

Sincerely,
Thomas M. McDonald



AUG 22 '24 PM 12:46



12650 DETROIT AVENUE 44107 216-529-6055
www.lakewoodoh.gov
Lakewood City Council
SARAH KEPPLER, PRESIDENT
JASON SHACHNER, VICE PRESIDENT

Council at Large
THOMAS R. BULLOCK III
TRISTAN RADER
SARAH KEPPLER

Ward Council
KYLE BAKER, WARD 1
JASON SHACHNER, WARD 2
CINDY STREBIG, WARD 3
CINDY MARX, WARD 4

July 11, 2024

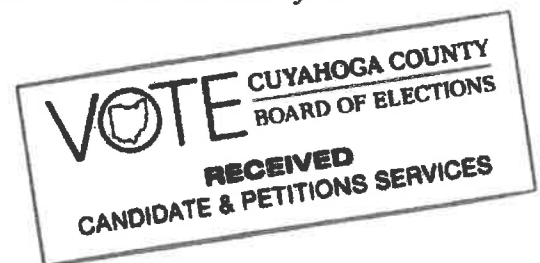
Lakewood City Council
Lakewood, Ohio

President Kepple and Fellow Councilmembers,

Please accept this letter as notice of my resignation from Lakewood City Council, effective August 5, 2024. It has been an honor and a privilege to serve my neighbors as their representative on Council and this body as Vice President. The opportunity to make a difference in the lives of Lakewood residents and have an impact on the future of the city is truly special.

Though I am glad to be continuing my career in public service, I will miss working with you all and the residents of Ward 2. I have no doubt that you all will continue to make Lakewood the best possible place to live, work, raise a family, and retire. Thank you for all for your service, commitment to the success of Lakewood, and most of all your friendship. I am proud that I was able to play a small part in our community's history, and I am excited to see what you accomplish in the future.

Jason Shachner
Councilmember, Ward 2



SEP 4 '24 PM 1:24

Cc: Mayor George, Clerk Bach, Deputy Clerk Cariglio, Law Director Vargo, Human Resources Director Dillinger, Cuyahoga County Board of Elections

Agenda Item

#5



Certification of South Euclid Charter Review Commission Candidates to the November 5, 2024 General Election (Nonpartisan)

<u>Municipality</u>	<u>Office</u>	<u>Name</u>	<u>Last Name</u>
City of South Euclid	Member of Charter Review Commission	Michael C.	Love
City of South Euclid	Member of Charter Review Commission	Deborah	Wright

Certification of Write-in Candidates to the November 5, 2024 General Election (Nonpartisan)

<u>District</u>	<u>Office</u>	<u>Name</u>	<u>Last Name</u>
Congressional District 11	Representative to Congress	Tracy	DeForde
Congressional District 11	Representative to Congress	Christopher	Zelonish
House District 18	State Representative	Christela	Neal

Agenda Item

#6

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

Certification of South Euclid Charter Review Commission Candidates to the November 5, 2024 General Election (Nonpartisan)

<u>Municipality</u>	<u>Office</u>	<u>Name</u>	<u>Last Name</u>
City of South Euclid	Member of Charter Review Commission	Michael C.	Love
City of South Euclid	Member of Charter Review Commission	Deborah	Wright

Certification of Write-in Candidates to the November 5, 2024 General Election (Nonpartisan)

<u>District</u>	<u>Office</u>	<u>Name</u>	<u>Last Name</u>
Congressional District 11	Representative to Congress	Tracy	DeForde
Congressional District 11	Representative to Congress	Christopher	Zelonish
House District 18	State Representative	Christela	Neal

Agenda Item

#7

Certification of Remaining Issue(s) for the November 5, 2024 General Election

9-9-2024 Board Meeting

CITY OF GARFIELD HEIGHTS

Proposed Charter Amendment

Shall Section 59 of the Charter of the City of Garfield Heights, which currently prohibits the use of photo-monitoring devices for the enforcement of qualified traffic law violations in the city, be amended to add Subsection 59-4 to provide that Section 59 shall not apply to the use of traffic law photo-monitoring devices on Interstate 480 within the corporate boundaries of the City of Garfield Heights; and add Subsection 59-5 to provide that not less than one-half of net collections from traffic photo-monitoring violations shall be used towards the cost of the City's: 1) police, fire and other safety services; 2) street and other infrastructure improvements; and/or 3) parks, recreation, and senior programming?

VILLAGE OF OAKWOOD

Proposed Charter Amendment

Shall Section 8.03 of the Charter of the Village of Oakwood be amended to provide that in case of death, resignation, recall or removal of the Mayor, there shall be a special election, but no primary election, in which the candidate receiving the highest number of votes shall be elected to serve the remainder of the Mayor's term, to take place within 120 days of said vacancy; and to provide that candidates for said election shall file with the Board of Elections, not less than 60 days before the election, a petition signed by not less than 75 and not more than 150 registered voters of the Municipality?

Agenda Item

#8

a)

Resolution No. R2024-09-09-0006V

WHEREAS, the Cuyahoga County Fiscal Office (CCFO) requires the Cuyahoga County Board of Elections (CCBOE) to provide multiple documents to the CCFO to facilitate the procurement and subsequent accounts payable functions associated with CCBOE contracts for goods and services from vendors. The Resolution is necessary for the CCBOE to continue to provide for the usual operational services critical to election administration.

RESOLVED, that the Cuyahoga County Board of Elections hereby authorizes the Director on behalf of the Board, to undertake all actions necessary to procure and subsequently pay the items identified as postage meter allocation not to exceed \$ 39,000.00.

RESOLVED, this Resolution shall take effect and be in force immediately upon receiving the affirmative vote of a quorum of members of the CCBOE. All formal actions of this Board relating to the adoption of this Resolution were adopted in an open meeting of the Board, open to the public, and in compliance with all legal requirements of the Ohio Revised Code.

FURTHER RESOLVED, the Director and Chair are authorized to authenticate this resolution upon adoption through their signatures thereon, and the Director is instructed to transmit copies of this resolution to those individuals deemed necessary to effectuate the intent of its adoption.

Board Meeting Date: September 9, 2024

Agenda Item: Fiscal Services A

Vendor: Pitney Bowes Postage Meter Service

Motion: (as presented on the agenda with any edits made during the meeting)

Motion made by: ----- Chairman Curtis

Motion seconded by: ----- Board member McCafferty

Vote of the Board Members:

Henry F Curtis, IV, Chairman	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Inajo Davis Chappell, Member	<input type="checkbox"/> Yay	<input type="checkbox"/> Nay
Lisa M. Stickan, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Terence McCafferty, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay

Resolution adopted at the Cuyahoga County Board of Elections meeting on 9th,
September 2024

Signature of Chairman

Henry A. Curtis, IV

Signature of Director

[Signature]

b)

Resolution No. R2024-09-09-0007V

WHEREAS, the Cuyahoga County Fiscal Office (CCFO) requires the Cuyahoga County Board of Elections (CCBOE) to provide multiple documents to the CCFO to facilitate the procurement and subsequent accounts payable functions associated with CCBOE contracts for goods and services from vendors. The Resolution is necessary for the CCBOE to continue to provide for the usual operational services critical to election administration.

RESOLVED, that the Cuyahoga County Board of Elections hereby authorizes the Director on behalf of the Board, to undertake all actions necessary to procure and subsequently pay the items identified as United States Postal Service mailing permit allocation not to exceed \$ 60,000.00.

RESOLVED, this Resolution shall take effect and be in force immediately upon receiving the affirmative vote of a quorum of members of the CCBOE. All formal actions of this Board relating to the adoption of this Resolution were adopted in an open meeting of the Board, open to the public, and in compliance with all legal requirements of the Ohio Revised Code.

FURTHER RESOLVED, the Director and Chair are authorized to authenticate this resolution upon adoption through their signatures thereon, and the Director is instructed to transmit copies of this resolution to those individuals deemed necessary to effectuate the intent of its adoption.

Board Meeting Date: September 9, 2024

Agenda Item: Fiscal Services B

Vendor: United States Postal Service

Motion: (as presented on the agenda with any edits made during the meeting)

Motion made by: ----- Chairman Curtis

Motion seconded by: ----- BOARD MEMBER McCafferty

Vote of the Board Members:

Henry F Curtis, IV, Chairman	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Inajo Davis Chappell, Member	<input type="checkbox"/> Yay	<input type="checkbox"/> Nay
Lisa M. Stickan, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Terence McCafferty, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay

Resolution adopted at the Cuyahoga County Board of Elections meeting on 9th
September 2024

Signature of Chairman Henry F Curtis, IV

Signature of Director [Signature]

c)

Resolution No. R2024-09-09-0008V

WHEREAS, the Cuyahoga County Fiscal Office (CCFO) requires the Cuyahoga County Board of Elections (CCBOE) to provide multiple documents to the CCFO to facilitate the procurement and subsequent accounts payable functions associated with CCBOE contracts for goods and services from vendors. The Resolution is necessary for the CCBOE to continue to provide for the usual operational services critical to election administration.

RESOLVED, that the Cuyahoga County Board of Elections hereby authorizes the Director on behalf of the Board, to undertake all actions necessary to procure and subsequently pay the items identified as Professional Services – Ballot Programming and Election D Support Package, not to exceed \$ 34,000.00.

RESOLVED, this Resolution shall take effect and be in force immediately upon receiving the affirmative vote of a quorum of members of the CCBOE. All formal actions of this Board relating to the adoption of this Resolution were adopted in an open meeting of the Board, open to the public, and in compliance with all legal requirements of the Ohio Revised Code.

FURTHER RESOLVED, the Director and Chair are authorized to authenticate this resolution upon adoption through their signatures thereon, and the Director is instructed to transmit copies of this resolution to those individuals deemed necessary to effectuate the intent of its adoption.

Board Meeting Date: September 9, 2024

Agenda Item: Fiscal Services C

Vendor: Clear Ballot Group, Inc.

Motion: (as presented on the agenda with any edits made during the meeting)

Motion made by: ----- Chairman Curtis

Motion seconded by: ----- BOARD MEMBER DAVIS CHAPPELL

Vote of the Board Members:

Henry F Curtis, IV, Chairman	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Inajo Davis Chappell, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Lisa M. Stickan, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Terence McCafferty, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay

Resolution adopted at the Cuyahoga County Board of Elections meeting on 9th, September 2024

Signature of Chairman Henry F Curtis, IV

Signature of Director [Signature]



Clear Ballot Group, Inc
 Tax ID: 27-0798408
 Tel: +1 857-250-4961
<https://clearballot.com>

Invoicing Address:
 Cuyahoga County, OH, BOE Fiscal Services
 2925 Euclid Ave
 Cleveland OH 44115
 United States

Cuyahoga County, OH, Cuyahoga County Elections
 Warehouse
 1890 E 40th St.
 Cleveland OH 44103
 United States

Quotation # S04122

Order Date: 08/05/2024 12:56:42 Salesperson: Adam Booth

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
Professional Services for the 2024 General Election				
Ballot Programming	8.000 Units	2,000.00		\$ 16,000.00
<i>*Of the 8 days included above, 1 of them constitutes 2 half days on Friday 9/6/24 and 9/13/24</i>				
Test Deck Creation	1.000 Units	0.00		\$ 0.00
Election Day Support Package	9.000 Units	2,000.00		\$ 18,000.00
<i>*Election Day support will include a minimum of 3 individuals on-site Monday, November 4th, all day Tuesday, November 5th and the morning of Wednesday, November 6th.</i>				
			Subtotal	\$ 34,000.00
Total				\$ 34,000.00

Signature  Date 8/5/24

This quotation is issued pursuant to, is governed by and subject to the terms and conditions of the Clear Ballot Group

2 Oliver Street, Suite 607
 Boston MA 02109
 United States
 Clear Ballot Group, Inc
 Tax ID: 27-0798408
 Tel: +1 857-250-4961
<https://clearballot.com>

d)

Resolution No. R2024-09-09-0009V

WHEREAS, the Cuyahoga County Fiscal Office (CCFO) requires the Cuyahoga County Board of Elections (CCBOE) to provide multiple documents to the CCFO to facilitate the procurement and subsequent accounts payable functions associated with CCBOE contracts for goods and services from vendors. The Resolution is necessary for the CCBOE to continue to provide for the usual operational services critical to election administration.

RESOLVED, that the Cuyahoga County Board of Elections hereby authorizes the Director on behalf of the Board, to undertake all actions necessary to procure and subsequently pay the items identified as Security Services for the Early In-Person Voting period, beginning Tuesday, October 8th, 2024, and continuing through Election Day, Tuesday, November 5th, 2024. The Security Services will consist of one officer stationed at the Halle Warehouse lobby area and multiple officers outside the Hughes Building. The total amount not to exceed \$ 76,667.50.

RESOLVED, this Resolution shall take effect and be in force immediately upon receiving the affirmative vote of a quorum of members of the CCBOE. All formal actions of this Board relating to the adoption of this Resolution were adopted in an open meeting of the Board, open to the public, and in compliance with all legal requirements of the Ohio Revised Code.

FURTHER RESOLVED, the Director and Chair are authorized to authenticate this resolution upon adoption through their signatures thereon, and the Director is instructed to transmit copies of this resolution to those individuals deemed necessary to effectuate the intent of its adoption.

Board Meeting Date: September 9, 2024

Agenda Item: Fiscal Services D

Vendor: Silverbacc Protective Services

Motion: (as presented on the agenda with any edits made during the meeting)

Motion made by: ----- Chairman Curtis

Motion seconded by: ----- Board Member Davis Chappell

Vote of the Board Members:

Henry F Curtis, IV, Chairman	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Inajo Davis Chappell, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Lisa M. Stickan, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Terence McCafferty, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay

Resolution adopted at the Cuyahoga County Board of Elections meeting on 9th
September 2024

Signature of Chairman Henry F Curtis, IV



CUYAHOGA COUNTY BOARD OF ELECTIONS

Henry F Curtis, IV
Member

Inajo Davis Chappell
Member

Lisa M. Stickan
Member

Terence M. McCafferty
Member

Anthony W. Perlatti
Director

Anthony N. Kaloger
Deputy Director

Memorandum

To: Board Members

Cc: **Anthony W. Perlatti, Director**
Anthony N. Kaloger, Deputy Director

From: LaTerra Brown, Fiscal Services Manager

Date: September 6, 2024

Re: Security Staffing for November 5, 2024, General Election Early In-Person Voting and Vote-by-Mail Ballot Deliveries

The CCBOE anticipates a significant increase in voter activity during the early in-person voting period at 2925 Euclid Avenue. Additionally, we expect many voters to personally deliver their Vote-by-Mail Ballots to the CCBOE’s office. This approximate month-long influx of voters necessitates additional security personnel to ensure public safety for all parties. The CCBOE has partnered with the County Sheriff’s Office to develop a security plan and several other individuals needed to implement the necessary safety measures. Due to current staffing level at the Sheriff’s Office, it will be necessary to supplement Deputy Sheriff’s with off-duty law enforcement officers.

A request for bids, for each building, was distributed through the Cuyahoga County’s procurement system, INFOR, to 48 registered suppliers. The bidding process closed on Wednesday, September 4th at 2:00pm EST. Five bid were received. Please see bid summary below.

Informal RFB	
BOE Security Services (178.5 hours)	Halle Warehouse
Bid Estimate: \$13,000.00	
Law Enforcement Management Solutions	\$ 12,441.45
R-Cap Security, LLC	\$ 14,280.00
Silverbacc Protective Services	\$ 11,602.50
U.S. Protections Service, LLC	\$ 16,243.50
Safe Choice, LLC	\$ 13,923.00
Formal RFB	
BOE Security Services (910 hours)	Hughes Building
Bid Estimate: \$75,000.00	
Law Enforcement Management Solutions	\$ 69,769.70
R-Cap Security, LLC	\$ 72,800.00
Silverbacc Protective Services	\$ 65,065.00
U.S. Protection Service	\$ 91,091.00
Safe Choice, LLC	\$ 78,078.00

Silverbacc Protective Services was the lowest and best bidder for a total of \$76,667.50 for the 1088.5 hours of security services. CCBOE staff are working with the County Office of Budget and Management on the budget appropriation.

Agenda Item

#9



CUYAHOGA COUNTY BOARD OF ELECTIONS

Agenda Item Request

Requested By: Marlene Robinson-Statler

Department: Poll Worker

Requested Action: Approval
 Authorization
 Other _____

Type of Request RFP/contract
 Travel/Training
 Personnel
 Provisional Rejections
 Absentee Rejection

Certification
 Protest
 Other _____

Requested for the 09/09/2024 Board Meeting Agenda.
Date

Specific description of request:

Authorization to Pay: 289 Voting Location Managers x \$275 = \$79,475 ; 312 Voting Location Deputies x \$275 = \$85,800

3171 Precinct Election Official \$250 = \$792,750; 150 Election Substitute Official \$100 = \$15,000

For the November 5, 2024 Presidential General Election.

Estimated Expense: _____

Budgeted Item: Yes No

Requestor Signature: _____

Date: _____

Manager Signature: Marlene Rob Statler

Date: 9/4/2024

Fiscal Officer Signature: _____

Date: _____

Deputy Director: _____

Date: _____

Director Approved: Yes No

Director's Signature: [Signature]

Date: 09.05.24

Please enclose all associated documentation along with this request form to the Clerk of Board.

Forward to the Clerk of the Board: Date: 9/4/2024

Received by the Clerk of the Board: Date: 9/4/2024

A Resolution

To

Donna R. Pope

On the occasion of your retirement following twelve years of valuable service to the Cuyahoga County Board of Elections

WHEREAS, the Cuyahoga County Board of Elections recognizes, appreciates, and honors the work of Donna Pope for over twelve years of public service to the voters of Cuyahoga County; and

WHEREAS, Donna has earned the gratitude of the voters and the respect of the Board of Elections for her outstanding work ethic that is reflected in her service as an Election Official in the Ballot Preparation and Tabulation Division, where she helped to assure that thousands of pages of ballots were accurate, the votes were tabulated correctly and free of errors; and

WHEREAS, Donna is a lifelong, dedicated public servant who began her career at the County Job and Family Services Agency in 1983, she retired in 2009 from that position, before coming out of retirement in 2012 to join the Board as a temporary worker in the Ballot Preparation and Tabulation Division where she eventually became a fulltime staff member of that Department in 2019;

WHEREAS, Donna's colleagues will miss this thoughtful and generous person who helps create a cheerful workplace with her excellent sense of humor and comedic timing, they highly value her attention to detail and her dedication to the job; and

WHEREAS, upon her retirement, Donna will enjoy a sea cruise that she has been looking forward to taking for many years, have more time explore restaurants and other adventures; and

IT IS THEREFORE RESOLVED, that the Chairman, Board Members, Director, and Deputy Director of the Cuyahoga County Board of Elections, join staff in proclaiming Donna Pope a valuable asset, and a very special person, who will be missed by the County of Cuyahoga.

Henry F. Curtis, IV

Henry F. Curtis, IV Chairman

Inajo Davis Chappell

Inajo Davis Chappell, Member

Lisa M. Stickan

Lisa M. Stickan, Member

Terence M. McCafferty

Terence M. McCafferty, Member

Anthony W. Perlatti

Anthony W. Perlatti, Director

Anthony N. Kaloger

Anthony N. Kaloger, Deputy Director

Duly Adopted on this Ninth Day of September 2024