



Election Division Dispatch

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NEWS & UPDATES

March Build

Throughout the year a number of “hotfixes” are pushed to SVRS, which tend to be smaller enhancements or bug fixes. In March, however, a number of SVRS improvements will be released, which is called a “build.” Build notes and training will be released toward the end of the month, so please plan to attend the online training session to understand these changes, which may impact how you use the system.

Upcoming Public Notices to Publish in Newspaper

Before each election there are three public notices that must be published in a newspaper in accordance with IC 5-3-1, generally. This would apply in those counties conducting a primary election and include:

- 1) **Notice of Public Test.** Notice must be published in the newspaper not later than 48-hours before the county’s public test of voting equipment. The CEB is required to pay for its publication, and there is no prescribed state form (IC 3-11-14.5-2; IC 3-11-13-22)
- 2) **CAN-9 Notice of Primary Election.** Notice must be published not later than 21 calendar days before the election. The CEB is required to pay for its publication, and counties are to use the CAN-9 form. A copy of this notice is to be filed with IED not later than 10 days before the election. (IC 3-8-2-19) Note: If candidates were entered into SVRS, a CAN-9 can be generated through the SVRS Reports Library.
- 3) **Notice of Polling Locations (including Vote Centers).** This notice must be published not later than 21 calendar days before the election. The CEB is required to pay for its publication in non-voter counties; county commissioners are required to pay for its publication in vote center counties. There is no special state form. (IC 3-11-8-3.2)

Please note: unless specifically noted in statute like those items above, CEB meetings do not need to be published in the newspaper, though a CEB may do so if desired. Be certain to follow the Open Door Law to post proper notice as well.

Absentee Ballot Ready Date

Don’t forget that absentee ballots for voters with approved ABS applications (ABS-Mail, ABS-VPD, FPCA) must be sent not later than Sat. March 18, 2023. This is a firm deadline set in federal and state law. Your ballot ready date in SVRS is set to March 18, but you can request an earlier date be programmed into the system. Please remember that once you send absentees out in this first push, state law requires you to send an absentee ballot out on the same day the application is approved! (IC 3-11-4-18)

NEWSLETTER ACRONYMS

ABS = absentee | CAN = candidate | CEB= county election board
CFA= campaign finance act | FPCA = Federal Post Card Application
IED = Indiana Election Division | VPD = voters with print disabilities

CALENDAR

- **Mar. 1, 2023 (NOON):** Deadline for party committees to file 2022 Annual Report
- **Mar. 3, 2023:** Deadline to estimate the number of ABS & provisional ballots needed for primary election
- **Mar. 7, 2023:** Town of Vernon election
- **Mar. 13, 2023:** Deadline for ABS ballots to be delivered to CEB for primary election
- **Mar. 13, 2023 (NOON):** Deadline for CEB to request from the D/R county chairs the number of ABS voter board & central count teams needed for the election
- **Mar. 17, 2023 (NOON):** Deadline for D/R chairs to nominate ABS voter board & central count team members
- **Mar. 18, 2023:** Deadline for counties to send ABS ballots to voters with approved ABS-Mail, ABS-VPD or FPCA applications
- **Apr. 3, 2023:** Voter Registration ends in municipalities holding a primary election
- **Apr. 3, 2023:** VLM activities to move voters to inactive status must be completed in municipalities holding a primary election
- **Apr. 4, 2023:** First Day of Early Voting
- **Apr. 7, 2023:** Good Friday (IED Closed)
- **Apr. 7, 2023:** Pre-Primary Reporting Period Ends
- **Apr. 8, 2023:** First day of CFA-11 reporting period for candidate committees only
- **Apr. 11, 2023:** Deadline for D/R county chairs to nominate poll workers for Election Day
- **Apr. 11, 2023:** Deadline to publish in a newspaper the CAN-9 notice of primary election
- **April 11, 2023:** Deadline to publish in a newspaper the polling locations or vote centers used on Election Day
- **Apr. 13, 2023:** Travel Board begins
- **Apr. 14, 2023 (NOON):** Deadline to file pre-primary election report for all candidates on the ballot (even if no primary is held!), PACs & regular party committees
- **Apr. 20, 2023 (11:59PM):** Deadline to file ABS-Mail or ABS-VPD
- **May 2, 2023:** Primary Election Day!

MARCH WEB TRAINING

- **Mar. 2 |** ABS FPCA Overview
- **Mar. 7 & 9 |** Election Mapping Overview
- **Mar. 14 & 16 |** User Account Management
- **Mar 21 & 23 |** ePollbook Overview
- **Mar. 28 & 30 |** March Build Placeholder (TBD)

2023 Calendar posted to INSVRS County Portal. Dates/times subject to change. Please verify training dates against the training calendar.

Statewide VLM Project Preview

The Election Division is required to engage in a statewide voter list maintenance project in each odd-numbered year under state law, which means the project will launch right after the May 2023 primary election. The project follows federal and state law and consists of two mailers:

- 1) Card 1: Sent to the mailing address of every active voter in Indiana via USPS non-forwardable mail. This first card should be mailed in late May. If the card is returned undeliverable pursuant to IC 3-5-2-49.7, then card 2 is sent to the voter.
- 2) Card 2: Sent by USPS forwardable mail to the mailing address of a person whose card 1 is returned undeliverable. Card 2 allows the person to a) confirm their residence address is their registration address or b) update their registration within the county or c) cancel their registration if they've moved out of county.

Card 2 is the main focus for county VR officials since it is a voter registration document. However, the bulk of the returned second cards will be scanned and sorted into SVRS VLM hoppers for counties to review and approve or reject. Or, if Card 2 is not returned by the stated deadline on Card 2, then those voters will go into the VLM inactive hopper for counties to review.

More details about the project, including images of the cards and a more defined timetable, will be shared as the contract is finalized.

VR CORNER

VR Deadline & No Primary Election

Monday, April 3, 2023 is the voter registration deadline for municipalities holding a May primary election. Voters must submit their request online by 11:59PM, April 3, 2023 or hand-deliver their paper form before the VR office closes on April 3 or mail the form and ensure it is postmarked on or before April 3, 2023.

A reminder that a voter registration form postmarked on or before this deadline date must be reviewed and processed by the VR office, even if it is received after April 3. Those envelopes missing a postmark or where the postmark is illegible can be processed as long as the envelope is received by April 10, 2023.

However, if a voter lives "in the county" (meaning outside a municipality) OR the CEB decided not to hold BOTH party's primary elections in a city or town because there were no contested races on the D & R ballots, then the VR deadline does not apply this spring in that county or within that city or town. This means voter registration requests can continue to be processed after April 3 and until the next VR deadline, which will be October 10, 2023, in those jurisdictions holding an election this November.

QUESTIONS OF THE MONTH

Q. Do both parties need to provide ABS board members, central count teams, and poll workers for the primary election, if only one party is holding a primary election?

A. Yes! Election administration is a bi-partisan activity. The CEB must send notice to county chairs by March 13, 2023, with the number of ABS boards and election day central count teams needed. The D/R county chairs have until noon, March 17, 2023, to provide those names, in writing, to the CEB. Poll worker nominations from the county chair are due by April 11, 2023.

Q. Are early voting sites set up like Election Day voting locations?

A. There are key differences between the two because early voting is absentee voting. This means you do not have poll workers like Inspector, Judge or Clerk at early voting sites but instead use bi-partisan ABS voter boards. (IC 3-11-10-26; IC 3-11.5-4-22) Of course you can have other employees (full-time or temporary) to support those teams, but those are not party appointments. Further, any disagreements between the ABS voter boards would go to the CEB. Additionally, counties using opScan voting systems **cannot have their voters scan their ballots on a tabulator during early voting**. Instead, the voter encloses their ballot in the ABS-7 envelope and signs the affidavit before the ABS voter board. The board members then print and sign their name on their affidavit.

Q. If there is no primary election being held for one or both parties but candidates have filed to be on the May ballot, do those candidates still need to file a pre-primary CFA-4 report and comply with the 48-hour CFA-11 reporting requirements?

A. Yes! If a candidate has filed a CAN-42 to run in the primary and is required to open a campaign finance committee, then the candidate must file a pre-primary report and report any "large" contributions during the CFA-11 reporting window in April. Please see the *2023 Campaign Finance Manual* for more information, including filing dates.

Q. How do we handle a situation where a voter submits an ABS application for the May election but the voter requests a ballot for a party that is not holding a primary or a ballot for the public question only but there are no public questions on the ballot where they live?

A. You would reject the ABS application in this scenario and send notice of disposition to the voter. This notice is generated in SVRS once you enter and then reject the ABS application. However, you would NOT reject an ABS-VPD or FPCA if the voter requests a ballot for a party not having a primary election or forgets to include a party choice altogether or requests a public question only ballot where there is none on the ballot. These two types of ABS applications are ongoing, meaning the request to send an absentee ballot would be honored for November and needs to be recorded as such.