



Election Division Dispatch

Brad King & Angie Nussmeyer, Co-Directors | September 2018

NEWS & UPDATES

New PRE-16 Form (Pollbook & DRE Election Day Audit)

Last month we shared the PRE-16 with this newsletter. The form is to be used by counties that use DRE voting systems as its main voting system on Election Day. The PRE-16 does not apply to counties using an optical scan ballot card voting system as its main system on Election Day.

Legislators recently required poll workers to record the number of signatures on the poll list and the number of votes cast on the DRE on the form at the precinct, and provide an explanation for any discrepancies.

The CEB must then compile into a single document listing for each precinct or vote center the number of votes cast on each DRE and the number of voters signing the poll book and compute the difference. No later than noon, the second Friday following Election Day, the document must be discussed at a CEB hearing and report made publicly available.

The CEB or Secretary of State may order an audit of all votes cast in the precinct if the number of votes cast on the DRE and the number of signatures on the poll list exceed the statutory audit threshold numbers found in IC 3-12-3.5-8.

New IEC-6, IEC-22 Forms (Voting System Disposal)

Included in this packet are two new forms, which will be included on the 2019 forms disc:

IEC-6: Indiana Voting System or ePollbook Disposal Plan. This is used if your county decides to dispose of a voting system or ePollbook, and requires the county to include important information about the device. The plan is then forwarded to the IED for review and approval.

IEC-22: County Certification of Voting System & ePollbook Inventory. No later than January 31 of each year, the county must confirm the accuracy of VSTOP's inventory of its ePollbooks and voting systems to the Secretary of State.

CALENDAR

- September 3, 2018**
IED Closed for Labor Day
- September 7, 2018**
NOON, Deadline to decide candidate challenge for local office
- September 13, 2018**
NOON, deadline to decide candidate challenge for school board office
- September 14, 2018**
NOON, deadline to submit proposed precinct orders to IED for the counties reprecincting for 2019
- September 17, 2018**
Deadline for delivery of printed absentee and provisional ballots to the CEB
- September 17, 2018**
Deadline for CEB to send notice to major party chairs for ABS voter board appointments
- September 21, 2018**
Deadline for major party chairs to submit names for ABS voter boards
- September 22, 2018**
Deadline date to mail all absentee ballots where an application is already filed and approved
- October 8, 2018**
IED closed for Columbus Holiday
- October 9, 2018**
Statewide VR Deadline
- October 10, 2018**
In-person early voting begins statewide

SEPTEMBER WEB TRAINING

- Sept 5 & 7** | Election, Office & Candidate Set up
- Sept 12 & 13** | Absentee Overview
- Sept 12 & 13** | Token Training
- Sept 18 & 19** | ePollbook Overview

Dates are subject to change; check the 2018 INSVRS Training Schedule on the county portal to confirm.

IN FOCUS: Changes to Straight Party Device & Your Ballot

With school board filings in the rear view mirror and the state's list of candidates certified to you, ballot building has begun in earnest around the state. The 2018 Election Administrator's Guide goes into great detail about the required elements in building your ballot. See pages 71-78 of the blue book.

Our office has received several calls about voting straight party and recent changes in state law affecting "at-large" type races.

As a reminder, straight party no longer applies to all partisan races on the ballot. State law requires tabulation of the votes containing the straight party device on "vote for 1" partisan races. For any race that allows a voter to vote for more than 1 person (usually "at large"), then the voter must mark their choices individually and straight party does not apply.

For example, the town dogcatcher is on the ballot and it's a "vote for no more than 3" race. Sally gets her ballot, and

uses the Democratic Party straight party device. The machine will tabulate the results of her ballot as vote for every Democratic candidate on the ballot in a "vote for 1" race but will not tabulate results in the town dogcatcher race.

Doug goes to his polling place, and he uses the Republican Party straight party device AND individually marks two candidates running for dogcatcher. The machine will tabulate the results of his ballot as a vote for every Republican candidate in a "vote for 1" race and for the two candidates he picked for dogcatcher. (In this example, Doug "under-voted" in the dogcatcher race, which is OK.)

Of course, using the straight party device would not cast votes for any public question, school board candidate, or judicial retention question. Those races or questions must be individually marked.

To help voter's navigate these changes, state law requires "vote for no more than

X" races to appear at the end of the ballot order for partisan races, just above school board elections. It also requires additional instructions to be printed below the "vote for not more than X" direction:

"Vote for not more than X for this office. To vote for this office, you must make a voting mark for each candidate you wish to vote for. A straight party vote will not count as a vote for any candidate for this office."

These instructions under the office name must be printed for each "at-large" type race on your ballot. This is in addition to the general instructions that can be printed above the names of the political parties on the ballot or hung inside the voting booth on election day for voters to read. Pages 76 and 73 of the blue *Administrator's Manual* include these details.

QUESTIONS OF THE MONTH

Q. Can a candidate withdraw from the ballot at this point in the process?

A. Generally speaking, no. However, if the candidate moves out of the election district, is convicted of a felony, dies, or is otherwise disqualified (IC 3-8-7-28), then the candidate must withdraw. The county party is able to fill the vacancy within the 30-day window pursuant to the procedures in IC 3-13-1. If ballots have been printed, the county must re-print the ballot with the new candidate's name and send notice and an ABS-5 to voters that have already submitted a ballot.

Q. Can a candidate withdraw in the final 30-days before an election?

A. Yes, but only for the reasons noted above. However, any vacancy occurring on or after the 30-days before the election is considered a late vacancy. While the county party may fill the vacancy, the county election board has discretion in some cases on whether or not the ballot is to be re-printed, and tabulation may be impacted if the ballot is not corrected. See IC 3-11-13-29.5 and IC 3-13-2 for these details.

VR CORNER

Voter's Request to Cancel Registration

Sometimes a voter will contact your office to request their voter registration record to be moved to cancelled status. State and federal law requires this request to be in written form made by the voter. Voter registration officials may not accept a verbal cancellation from the voter or any person associated with the voter, like a family member.

Counties create the cancellation request form through SVRS. Navigate to the voter's name, click "voter overview > "voter reports" and select the "registration" category. This allows you to click the "Authorization to Cancel Registration" link and generate the form in .pdf or excel format to mail to the voter.

2019 Election Administrator's Conference

December 10 | Check-in from 4-7P
December 11 | Full Day of Training
December 12 | Half Day of Training

Location: Hyatt Regency Indianapolis
1 South Capitol Ave

Registration fee is \$175 per person, and must be paid on or before the date of the conference. Fee includes breakfast on Tues/Wed and lunch on Tues along with election publications for 2019.

Registration packets will be released to counties in the near future. You may register for conference by completing the form in the packet and sending it to Kimmy Hollowell-Williams or submitting your county's information online through the link in the packet.

Room rates for single and double occupancy are \$119 per night, plus fees and taxes. You can book your room by calling 1-800-233-1234 or using the hotel's website: <https://book.passkey.com/go/INEN18>
Please be sure to mention your booking is for the IED Election Administrator's Conference.

Don't forget! Ballots must include a "write-in" option for every federal race (US Senate and US House), even if there are no declared write-in candidates for those offices in your county.

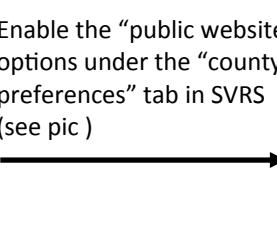
For all other races, counties are only required to provide a write-in option if there is a declared write-in candidate for the office.

Some counties opt to include a write-in option on all races. If your county does so, remember poll workers may only tally for those candidates on the declared write-in list.

Website Readiness

SVRS is growing to include more information for counties to share with the public through indianavoters.com such as general information about where the voter can vote on Election Day or early in –person at the Clerk’s office and in modules like “who’s on your ballot” or election night reporting. Because the system relies on information entered by county election officials, please take a few moments to ensure the following is updated in SVRS when you make changes:

- 1) Candidates from the primary and any other “summer” filers have been pulled over to the 2018 general election, so that the “who’s on your ballot” and election night reporting features have accurate information
- 2) Update county directory information, if needed, so that voters can reach your office
- 3) Enter or carry over polling location information (precinct poll sites or vote centers) as soon as the final list of sites is known
- 4) Enter or carry over early voting (in-person absentee) locations and hours as soon as the information is known
- 5) Enable the “public website” options under the “county preferences” tab in SVRS (see pic)



The screenshot shows a table titled 'County Preferences' with a dropdown menu set to 'Public Website'. The table has two columns: 'Preference Option' and 'Preference Type'. The rows are:

Preference Option	Preference Type
<input type="checkbox"/> Early Voting Locations on Public Site	Public Website
<input checked="" type="checkbox"/> Enable Who's On Your Ballot?	Public Website
<input type="checkbox"/> Voting Locations on Public Site	Public Website

Need a refresher on these topics? The online training portal has recorded sessions on the following: Locations & Hours Setup for Election Day and Early Voting; Election, Office and Candidate Setup; and County ENR Data Entry



INDIANA VOTING SYSTEM OR ELECTRONIC POLL BOOK DISPOSAL PLAN

State Form 56532 (6-18)
Indiana Election Division (IC 3-11-15-59)

(IEC-6)

INSTRUCTIONS: Whenever a county wishes to dispose of a voting system unit or an electronic poll book unit, the county election board must first file a plan with the election division. The plan must state: (1) the serial number of each unit to be disposed of by the county; (2) the method to be used for disposal of the equipment, including sale, transfer, or destruction of the equipment; and (3) that the disposal will occur in compliance with federal and state laws requiring the retention of election materials until the expiration of the period specified by those laws.

If the election division approves the proposed plan, the election division shall notify: (1) the county election board, which may then dispose of the equipment; and (2) the Voting System Technical Oversight Program (VSTOP).

Note: If a voting system or an electronic poll book has already been destroyed or lost (for example, stolen equipment or equipment damaged or destroyed by fire or flood), indicate approximate date of destruction or loss.

County	Date of proposed disposal (<i>month, day, year</i>)
Method of disposal <input type="checkbox"/> Sale <input type="checkbox"/> Transfer <input type="checkbox"/> Destruction <input type="checkbox"/> Other: _____	
Description of disposal plan (<i>Attach additional sheet(s), if necessary.</i>) 	
Total number of items being disposed of	

Please complete details below for ALL equipment to be disposed of.

Are there additional pages?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many additional pages?
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We, the members of the _____ County Election Board, confirm that this disposal is in compliance with federal and state laws and that the requirements for retention of all election materials have been met.

SO CERTIFIED, THIS THE _____ DAY OF _____, 20_____:

Circuit Court Clerk

County Election Board Member

County Election Board Member

Member of the Lake Board of Elections and Registration

Member of the Lake Board of Elections and Registration

APPROVED by the Indiana Election Division on this _____ day of _____, 20_____:

Co-Director

Co-Director

INDIANA VOTING SYSTEM OR ELECTRONIC POLL BOOK DISPOSAL PLAN

ADDITIONAL PAGES

ADDITIONAL PAGES

County	Date of proposed disposal (<i>month, day, year</i>)
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Page _____ of _____



COUNTY CERTIFICATION OF VOTING SYSTEM AND ELECTRONIC POLL BOOK INVENTORY

(IEC-22)

State Form 56531 (6-18)
Indiana Election Division (IC 3-11-16-5)

INSTRUCTIONS: Each county election board shall regularly provide information to the Voting System Technical Oversight Program to update the inventory of voting systems and electronic poll books maintained under IC 3-11-16-4. Not later than January 31 of each year, the county election board shall certify to the secretary of state that the information set forth in the inventory regarding the voting systems and electronic poll books of the county is accurate, to the best of the knowledge and belief of the county election board.
All members of the County Election Board must fill out the information below.

STATE OF INDIANA)
)
COUNTY OF _____)

As a County Election Board Member, I certify that the information set forth in the attached inventory regarding the voting systems and electronic poll books of the county is accurate, to the best of the knowledge and belief of the county election board, as of this date.

SO CERTIFIED, THIS THE _____ DAY OF _____, 20____:

Circuit Court Clerk

County Election Board Member

County Election Board Member

Member of the Lake Board of Elections and Registration

Member of the Lake Board of Elections and Registration

Filed with Secretary of State: _____