Fair Elections Ohio v. Husted, Case No. 1:12-cv-797,
U.S. District Court for the Southern District of Ohio – Deposition

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➢ For Hospitalized Electors the majority of the requests we received were by phone and the SOS Prescribed Form 11B was sent via fax to the hospital and returned via fax to process. There were a small number of requests that were sent via email.
Medical Emergencies - Hospitalized

Election Day Only

➢ If a voter or voter’s minor child is in the hospital on Election Day: Regardless of where they are hospitalized, a properly completed and signed application to the board of elections of the county in which the voter’s voting residence is located must be received by 3 p.m. on Election Day.

➢ To be eligible under this provision, the voter or voter’s minor child must be confined in a hospital because of an unforeseeable medical emergency.

➢ The application must specify where, why and when the voter or voter’s minor child came to be hospitalized.

➢ If the voter or voter’s minor child is hospitalized in Butler County and registered in Butler County, two representatives (Dem and Rep) of the board of elections can deliver the ballot, wait while the ballot is being voted, and return the voted ballot to the board office.

➢ The voter may include in the absentee ballot application a request that the county board of elections give the unmarked ballot to a designated relative – your spouse, father, mother, father-in-law, mother-in-law, grandfather, grandmother, brother, sister, son, daughter, adopted parent, adopted child, stepparent, stepchild, uncle, aunt, nephew or niece – who shall deliver the ballot to the voter in the hospital and return the voted ballot to the board office.

➢ If the voter or voter’s minor child is hospitalized in another county other than Butler County, a ballot can be mailed or hand carried by a designated relative.

Phone Request

➢ Information from Caller
  o Hospital Deliver
    ▪ Voter Name & Address
    ▪ Party if Primary Election
    ▪ Hospital
    ▪ Room #
    ▪ Telephone Number to be reached during the day (cell, Hospital)
    ▪ Person requesting the absentee if other than voter
    ▪ Give information to Absentee Management
    ▪ Fax or email 11B form to voter
  o Hand Carry
    ➢ Application must be completed before ballot can be hand carried
    ➢ Designated relative delivers completed application to BOE
    ➢ Prepare ballot as hand carried

Counter Request

➢ Hand Carry
  o Application must be completed and returned
  o Completed application returned
  o Prepare ballot as hand carried

➢ Hospital Deliver
  o Same as Phone Request
Medical Emergencies - Hospitalized
Election Day Only
(Scheduling, logging and processing)

➢ Call Voter
  o Verify information
  o Schedule approx time to vote
    ▪ Start Schedule times around 1:30
      • This allows time to obtain most of the people who want to vote
      • If you start to early, multiple trips will be made to the same Hospitals
➢ List information on Medical Emergencies Log Sheet
➢ Prepare packet to be taken to Voter at Hospital
  o Application
    ▪ Write in
      • Name
      • Resident Address
      • Election Date
      • Check Election
      • Check Reason (voter or voter’s child)
      • Check Delivery of Ballot (first one)
      • Name of Hospital
      • Hospital Address
    ▪ Highlight the information the voter needs to fill out
      • Birth Date
      • Identification
      • Date of Admission
      • Signature
    ▪ Copy Application
  o Ballot
    ▪ Pull Ballot
      • Tear off Stub
      • Attach stub to copy of application
  o ID Envelope
    ▪ Print ID Envelope
➢ Review with Voting Assistance
➢ Attach returned application to copy and file in folder for Election Day Hospital Voting
➢ Voted ballot processed as normal
Confinement in a Jail or Work House

Convicted Felons can not Vote
Awaiting trial for a Felon can Vote

➢ Notify Butler County Jail of Upcoming Election 30 days before election
➢ Verify contact person(s) at Jail(s)
➢ Email or mail Early Voting applications to Facility
➢ Process returned Early Voting applications

In County Jail - Out of County inmate

➢ Applications with resident addresses not in Butler County need to be mailed to the appropriate county
➢ Copy Application and File with Jail Applications
➢ Mail letter and Original Application
➢ (if time does not permit prepare Provisional ballot for inmate)

In County Jail – In county inmate

➢ Process Butler County Registered Voters
➢ Enter Application per Input for Ballot to be Mailed Instructions
  (Exceptions)
    Use Facility address as mailing address
    Category – Jail or waiting trial
    Source - Office
    Print ID Envelopes
    Pull Ballots
    Republican and Democrat review and verify

➢ Contact Facilities regarding scheduling two Voting Assistants (Dem and Rep) to vote applicants

➢ Process Returned Ballots
➢ Verify and process per instructions of Manual Checking & Logging Returned Early Voting Ballots
  (Exceptions)
    Return Source – Confined In Jail
Correction - Jail Voting.

Good Morning Rob,

I hope all is well. I am contacting you to set up voting for the Jail. We plan on voting them either Thursday, November 1st or Friday, November 2nd.

Please have anyone who wishes to vote in this November 6, 2012 Presidential Election complete the attached Absentee Application and return to our office by October 23, 2012.

Absentee Applications
(The following must be completed to be processed)

Have the voters place their resident address on the left side of the application (Section 1) and the jail address on the right side (Section 1a)
Birthdate
One form of Identification
Sign and Date

Please confirm receipt of this e-mail and if you should have any questions please call me or reply to this e-mail address.

Thank you,

JacRisia McKinnon
Early Voting Manager
Butler County Board of Elections
Princeton Road Campus
1802 Princeton Road
Hamilton, OH 45011
Phone: (513) 887-7911
Thank you.

JacRisia

>>> Brent Dixon <BDixon@hillandale.com> 10/20/2012 9:54 AM >>>
Have re worked schedule for Friday so I will be there

Thanks
Brent

Sent from my iPhone

On Oct 18, 2012, at 12:14 PM, "JacRisia McKinnon" <mckinnonj@butlercountyohio.org> wrote:

Good Afternoon,

I am in the process of scheduling the Jail Voting which will take place on Friday November 2, 2012 @ 9:30. Please confirm if you will be available on that day and time.

Thanks,

JacRisia McKinnon
Early Voting Manager
Butler County Board of Elections
Princeton Road Campus
1802 Princeton Road
Hamilton, OH 45011
Phone: (513) 887-7911
Good Morning,

Thank you for delivering the applications this morning, if you receive additional applications after today please continue to forward those to our office.

In addition the inmates could have a ballot mailed to them as long as we received their applications by November 3, 2012 at noon.

Inmates that wish to have a ballot mailed must complete the application listing their residential address in Section 1 and the address at the jail in Section 1a.

Returned voted ballots must be postmarked by November 5, 2012 and received at the Board of Elections no later than November 16, 2012.

Thank you,

JacRisia McKinnon
Early Voting Manager
Butler County Board of Elections
Princeton Road Campus
1802 Princeton Road
Hamilton, OH 45011
Phone: (513) 887-7911

>>> "Rob Clendenin" <rlclendenin@butlersheriff.org> 10/17/2012 8:36 AM >>>
I will deliver the application to you by 1430 hrs on Tuesday October 23rd. As far as voting the inmates, Friday November 2nd works best for the Jail. There is less inmate movement on Fridays. We lock down the facility at 0900 for the official count. 0930 hrs would be a good time to start.

Please confirm if this schedule works for the BOE.

Thanks
Sgt. Clendenin

To: rlclendenin@butlersheriff.org
Cc: Jocelyn Bucaro; Lynn Kinkaid; Mickey Smith
Subject: November 6, 2012 Presidential Election (Jail Voting)

Correction - Jail Voting.

Good Morning Rob,
I hope all is well. I am contacting you to set up voting for the Jail.
We plan on voting them either Thursday, November 1st or Friday, November 2nd.

Please have anyone who wishes to vote in this November 6, 2012 Presidential Election complete the attached Absentee Application and return to our office by October 23, 2012.

Absentee Applications
(The following must be completed to be processed)

Have the voters place their resident address on the left side of the application (Section 1) and the jail address on the right side (Section 1a)
Birthdate
One form of Identification
Sign and Date

Please confirm receipt of this e-mail and if you should have any questions please call me or reply to this e-mail address.

Thank you,

JacRisia McKinnon
Early Voting Manager
Butler County Board of Elections
Princeton Road Campus
1802 Princeton Road
Hamilton, OH 45011
Phone: (513) 887-7911
Thanks!

>>> Rob Clendenin <rclendenin@butlersheriff.org> 10/25/2012 4:38 PM >>>
I do not have a contact there. When you call them just ask to speak to the warden.

Rob

Sent from my iPhone

On Oct 24, 2012, at 7:46 PM, "JacRisia McKinnon" <mckinnonjl@butlercountyohio.org> wrote:

Rob,

Would you happen to have a contact name and phone number of who I should contact about voters at the Middletown Jails?

Thanks,

JacRisia McKinnon
Early Voting Manager
Butler County Board of Elections
Princeton Road Campus
1802 Princeton Road
Hamilton, OH 45011
Phone: (513) 887-7911
I do not have a contact there. When you call them just ask to speak to the warden.

Rob

Sent from my iPhone

On Oct 24, 2012, at 7:46 PM, "JacRisia McKinnon" <mckinnonjl@butlercountyohio.org> wrote:

Rob,

Would you happen to have a contact name and phone number of who I should contact about voters at the Middletown Jails?

Thanks,

JacRisia McKinnon
Early Voting Manager
Butler County Board of Elections
Princeton Road Campus
1802 Princeton Road
Hamilton, OH 45011
Phone: (513) 887-7911
<table>
<thead>
<tr>
<th>Name</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shannon Kline</td>
<td>46 Kelly Drive</td>
<td>376 Smith Rd</td>
<td>513.425.7748</td>
</tr>
<tr>
<td>Miranda Foley</td>
<td>14 Starr Ave</td>
<td>3912 Shank Rd APT C</td>
<td></td>
</tr>
<tr>
<td>Ashley Bowman</td>
<td>317 S Andrew St</td>
<td>3541 Correll Ln #304</td>
<td></td>
</tr>
<tr>
<td>Alex Oakley</td>
<td>24 Dayton St</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anna Larrimore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Julie Hammons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kristen Shearer</td>
<td></td>
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</tbody>
</table>

**Wayne & Brent**

Vote the Jail In Hamilton on 11/6/12

Voted the Jail In Hamilton on 11/6/12

513.425.7748

Vote Provisional, Out of County

Valid

Invalid

November 6, 2012 Presidential Election

Jail Voters

Voted Absentee

Voted Absentee

Voted Absentee

Voted Provisional, Not Registered

Voted Absentee

Voted Absentee

Case: 1:12-cv-00797-SJD Doc #: 102-6 Filed: 06/05/14 Page: 11 of 46 PAGEID #: 2334
Good Morning,

Please have your father complete the enclosed form so that we can process his ballot for you.

Thank you,

JacRisia McKinnon
Early Voting Manager
Butler County Board of Elections
Princeton Road Campus
1802 Princeton Road
Hamilton, OH 45011
Phone: (513) 887-7911
From: JacRisia McKinnon
To: mcdonough7070@aol.com
Date: 11/5/2012 10:26 AM
Subject: Form 11 B Medical Emergencies
Attachments: 11-B.pdf

Please use this form

JacRisia McKinnon
Early Voting Manager
Butler County Board of Elections
Princeton Road Campus
1802 Princeton Road
Hamilton, OH 45011
Phone: (513) 887-7911
From: JacRisia McKinnon
To: MELISSA.tillery@khnetwork.org
Date: 11/5/2012 3:18 PM
Subject: Form 11B Medical Emergencies
Attachments: 11-B.pdf

Please see the attached

if you have any questions please reply to this email or give me a call.

thanks,
JacRisia

JacRisia McKinnon
Early Voting Manager
Butler County Board of Elections
Princeton Road Campus
1802 Princeton Road
Hamilton, OH 45011
Phone: (513) 887-7911
Fax: (513) 887-5535
JacRisia McKinnon - RE: Form 11B Medical Emergencies

Hi Teresa- I left you a message that we faxed you forms for 2 patients on OB and 2 on IMC wishing to vote. Thanks. Melissa

Sent from my Verizon Wireless 4GLTE smartphone.

---

From: JacRisia McKinnon
Subject: Form 11B Medical Emergencies

Please see the attached

if you have any questions please reply to this email or give me a call.

thanks,
JacRisia

JacRisia McKinnon
Early Voting Manager
Butler County Board of Elections
Princeton Road Campus
1802 Princeton Road
Hamilton, OH 45011
Phone: (513) 887-7911
Fax: (513) 887-5535

**KHN Confidentiality Notice**
This message and the accompanying document or attachments may contain information which is privileged and/or confidential. If you are not the intended recipient, you may not review, discuss, disclose, copy, or distribute the contents of this message.

If you have received this information in error, please immediately contact the Kettering Health Network representative whose number is listed on the message and destroy all evidence of this correspondence.
Thank you again ladies!

>>> Ginny Swanson <swanson.ginny@gmail.com> 11/7/2012 9:56 AM >>>
Hi! Just a note to thank you for all your help. My husband, Robert Swanson, was able to vote at the hospital yesterday and he is especially happy that he did! The ladies who visited him at McCullough-Hyde Hospital were very helpful and kind. Our best regards to the Election Board. Sincerely, Virginia Swanson

On Mon, Nov 5, 2012 at 11:53 AM, Ginny Swanson <swanson.ginny@gmail.com> wrote:
Hi again! I received the 11 B form and will take it over to the hospital this afternoon for my husband's signature. Thank you so much! Virginia Swanson

On Mon, Nov 5, 2012 at 11:11 AM, JacRisia McKinnon <mckinnonjl@butlercountyohio.org> wrote:
Here it is - sorry
JacRisia McKinnon
Early Voting Manager
Butler County Board of Elections
Princeton Road Campus
1802 Princeton Road
Hamilton, OH 45011
Phone: (513) 887-7911

>>> Ginny Swanson <swanson.ginny@gmail.com> 11/5/2012 10:46 AM >>>
The 11B form was not attached to your email. Please send again. Thanks, Virginia (Ginny) Swanson

On Mon, Nov 5, 2012 at 10:41 AM, JacRisia McKinnon <mckinnonjl@butlercountyohio.org> wrote:
Please complete and fax back 513.887.5535
JacRisia McKinnon
Early Voting Manager
Butler County Board of Elections
Princeton Road Campus
1802 Princeton Road
Hamilton, OH 45011
Phone: (513) 887-7911
APPLICATION FOR ABSENT VOTER'S BALLOT BY VOTER HOSPITALIZED,  
or WHOSE MINOR CHILD IS HOSPITALIZED, BECAUSE OF  
AN ACCIDENT OR UNFORESEEABLE MEDICAL EMERGENCY  
R.C. 3509.08

Voter's Name ____________________________________________

Voting Residence Street Address ____________________________

City, Village, or Post Office _________________________________

County ___________________________ Zip Code ____________

You must provide your birthdate: ________ / ________ / ________ and one of the following:

☐ Your Ohio driver's license number ___________________________, or
☐ The last four digits of your social security number ____________, or
☐ Copy of a current and valid photo identification, a military identification, a current utility bill, bank
statement, government check, paycheck or other government document (other than a voter
registration notification mailed by a board of elections) that shows your name and current address.

I wish to vote in ONE of the following elections, which is to be held on ____________________________:

Check ONLY ONE:

1. Primary Election (check one):
   ☐ Democratic
   ☐ Republican
   ☐ Nonpartisan or issues only

2. ☐ General Election

3. ☐ Special Election

Please check ONE of the following reasons:

1. ☐ I am confined in a hospital as a result of an accident or unforeseeable medical emergency. Please
deliver my ballot to me as follows (check ONE):
   ☐ by having two election officials deliver my ballot to me at the hospital; or
   ☐ by allowing the family member* listed below to deliver my ballot to me at the hospital.
   
I understand this request must be received by my board of elections no later than 3 p.m. on election day.

2. ☐ My minor child, ________________________________, is confined in a hospital as a result of an
accident or unforeseeable medical emergency. Please deliver my ballot to me as follows (check ONE):
   ☐ by having have two election officials deliver my ballot to me at the hospital; or
   ☐ by allowing the family member* listed below to deliver my ballot to me at the hospital.
   
I understand this request must be received by my board of elections no later than 3 p.m. on election day.

* "Family member" means the voter's: spouse, father, mother, father-in-law, mother-in-law, grandfather, grandmother,
brother, sister, son, daughter, stepparent, stepchild, uncle, aunt, nephew or niece.

Name of Hospital __________________________________________ Date of Admission ________________

Hospital Address _________________________________________ Hospital Tel. No. (___) _____________

I request that ___________________________________, who is my ____________________________,
(delivery of Family Member* - see above) (Relationship to Voter)

deliver my ballot to me at the hospital.

I hereby declare, under penalty of election falsification, that I am a qualified voter and the statements above are true to the best
of my knowledge and belief. I understand that if I do not provide the requested information, my application cannot be processed.

X ___________________________ X ___________________________
(Signature of Voter) (Date Signed)

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE
Butler County
Board of Elections

November 6, 2012
General Election

Election Plan
and
Staffing Schedule

09/11/2013
Butler County Board of Elections
Staffing Schedule
November 6, 2012 General Election

Tuesday, September 11
Admin
- All Route Sheets Completed

Friday, September 14
Admin
- Send Mover Quote Request for Election Equipment/Supplies

Thursday, September 20
Poll Worker
- Set up for Train the Trainer - Conference Room C
- Poll Worker training begins - Conference Room C

Friday, September 21
Poll Worker
- Train the Trainer - Conference Room C
  9:00 am

Saturday, September 22
Poll Worker
- Train the Trainer - Conference Room C
  9:00 am

Early Voting
- UOCAVA Deadline

Monday, September 24
Poll Worker
- Train the Trainer - Conference Room C

Tuesday, September 25
Admin
- Board Meeting 9 am

Poll Worker
- Train the Trainer - Conference Room C
  9:00 am
  1:00 pm
  6:00 pm

Wednesday, September 26
Poll Worker
- Training - Conference Room C
  9:00 am

Thursday, September 27
Poll Worker
2
- Set up Rooms A/B
- Training - Conference Room C

9:00 am

**EV/IT/Warehouse**
- Set up early voting room

**Friday, September 28**

**Poll Worker**
- Training - Rooms A/B
  - 8:30 am
  - 1:00 pm
  - 6:00 pm

**Registration**
- Duplicates must be resolved

**Admin**
- LTs and Depot Coordinators Finalized

**Saturday, September 29**

**Poll Worker**
- Training - Rooms A/B
  - 8:30 am
  - 1:00 pm
  - Tear Down

**Sunday, September 30**

**EV Dept**
Prepare ballot mail out

**EV Dept**
Prepare ballot mail out

**Monday, October 1**

**Poll Worker**
- Set up
- Training - PSEC
  - 6:00 pm

**Tuesday, October 2 - Full time report at 8:00 am**

**Poll Worker**
- Training - PSEC
  - 8:30 am
  - 1:00 pm
  - 6:00 pm
**Early Voting**
- In office early voting begins
- First mail out

**Wednesday, October 3**

**Poll Worker**
- Training - PSEC
  - 8:30 am
  - 1:00 pm
  - 6:00 pm

**Thursday, October 4**

**Admin**
- Mover Quote Due 4 pm

**Poll Worker**
- Training - PSEC
  - 8:30 am
  - 1:00 pm
  - 6:00 pm

**Friday, October 5**

**Admin**
- Sheriff’s Letter Sent – Request for Deputies, Election Night
- Notify Townships of Election Responsibilities (University Moving cannot do it)

**Poll Worker**
- Training - PSEC
  - 8:30 am
  - 1:00 pm
  - 6:00 pm

**Saturday, October 6**

**Poll Worker**
- Training - PSEC
  - 8:30 am
  - 1:00 pm
  - 6:00 pm

**Monday, October 8**

**Poll Worker**
- Set up - A/B Conference Room
- Training
  - 1:00 pm
  - 6:00 pm

**IT/Warehouse/Polling Place**
- L&A Begins
Tuesday, October 9

Poll Worker
- Training- Conference Room A/B
  - 8:30 am
  - 1:00 pm
  - 6:00 pm
  - Tear Down

Registration
- Registration deadline for November General

Early Voting
- Nursing Home Voting Begins

Wednesday, October 10

Admin
- LT and Depot Coordinator Letters Sent

Poll Worker
- Training- Conference Room A/B
  - 8:30 am
  - Tear Down

Thursday, October 11

Poll Worker
- Set up - A/B Conference Room
- Training
  - 1:00 pm
  - 6:00 pm

Friday, October 12

Poll Worker
- Training- Conference Room A/B
  - 8:30 am
  - 1:00 pm
  - 6:00 pm

Saturday, October 13

Poll Worker
- Training- Conference Room A/B
  - 8:30 am
  - 1:00 pm
  - 6:00 pm

Monday, October 15

Poll Worker
- Set up
- Training - PSEC (Makeup Classes and Refreshers)
Tuesday, October 16

**Poll Worker**
- Training - PSEC

8:30 am
1:00 pm
6:00 pm

**Admin**
- Prepare Public Notice of Election

Wednesday, October 17

**Poll Worker**
- Training - PSEC

8:30 am
1:00 pm
6:00 pm

Thursday, October 18

**Poll Worker**
- Training - PSEC

8:30 am
1:00 pm
6:00 pm

**Admin**
- Board Meeting

Friday, October 19

**Poll Worker**
- Precinct Kits Delivered
- Set up - A/B Conference Room
- Training

1:00 pm
6:00 pm

**IT/Warehouse/Vote Center**
- Tech Rover placements complete

Saturday, October 20

**Poll Worker**
- Training - Conference Room A/B (Makeup Classes and Refresher)

9:00 am
1:00 pm
6:00 pm

**Admin**
- Election night workers confirmed

Monday, October 22

**Poll Worker**

6
- PJ/AJ letters sent
- Training: Conference Room A/B (Makeup Classes and Refreshers)
  - 9:30 am
  - 1:00 pm
  - 6:00 pm

**IT/Warehouse/Vote Center**
- Finalize polling place diagrams

**Wednesday, October 24**

**IT/Warehouse/Vote Center**
- Public L&A - Post Zero Total Report
- Rover manuals assembled

**Admin**
- Depot Coordinator training materials complete

**Thursday, October 25**

**IT/Warehouse/Vote Center**
- Begin packing bags
- Super Rover training at 6:00 pm

**Friday, October 26**

**Admin**
- Make calls to Technical Rovers to remind of training
- Give public notice of November 6 election (10 days before the general election)

**IT/Warehouse/Vote Center**
- All rover bags packed

**Saturday, October 27 – Staff Report at 8am**

**Early Voting**
- First absentee opening
- Begin Scanning
  - Scanning Teams:
    - Regina Watson
    - Farrell Goodman
    - Sally Hathaway
    - Christa Patterson
    - Manager: Mickey

**Admin**
- Depot coordinator training
  - 9:00 am
  - 11:00 am

**Sunday, October 28 – Staff Report at 10am**

**Early Voting**
- Abs Opening and Scanning
o Scanning Teams:
   Danielle Glinter
   Linda Reace
   Rosalie Castleberry
   Tiffany Harmon

**Monday, October 29**

**IT/Warehouse/Vote Center**
- Tech Rover training at 6:00 pm

**Early Voting**
- Continue Absentee Opening
- Scanning: AM Teams: Regina Watson, Farrell Goodman, Christa Patterson, Sally Hathaway; PM Teams: Danielle Glinter, Linda Reace, Rosalie Castleberry, Tiffany Harmon

**Tuesday, October 30**

**Early Voting**
- Continue absentee opening/scanning

**IT/Warehouse/Vote Center**
- Route Keys to Election Service Manager
- Tech rover training at 6:00 pm

**Wednesday, October 31**

**Early Voting**
- Continue absentee opening/scanning

**Thursday, November 1**

**Early Voting**
- Continue absentee opening/scanning
- Prep remakes for Monday’s Board Meeting

**Registration**
- Prep remakes for Monday’s Board Meeting

**IT/Warehouse/Vote Center**
- E-poll book bags
- Epollbooks packed with log sheets & seal forms
- West Chester picks up Voting Equipment
- Tech rover training at 6:00 pm

**Friday, November 2**

**Admin**
- University Moving picks up Voting Equipment for Fairfield, Hamilton, Middletown

**Early Voting**
- Absentee opening/Scanning
○ Pack Yellow bags

**Registration**
○ Pack Yellow bags

**IT/Warehouse/Vote Center**
○ Set up and test Election Day Management for all staff
○ Tech Rover training at 6:00 pm

**Poll Worker**
○ Finish packing PJ envelopes

---

**Saturday, November 3**

All FT and PT Staff Report Unless Noted Otherwise

**Early Voting**
- Voting from 8am – 2pm
- Absentee Opening/Scanning

---

**Sunday, November 4**

All FT and PT Staff Report Unless Noted Otherwise

**Early Voting**
- Voting from 1pm – 5pm
- Absentee Opening/Scanning

**IT/Warehouse**
- Finish Yellow Bags
- 6pm – Final poll book extraction
  - Begin burning memory cards and inserting into epollbooks, record seal #s on log form
    - Memory Card Burning: Joe Andrews, Jay Klein, Melissa Trotta, Sally Hathaway
    - Packing Memory Cards – All Hands on Deck

---

**Monday, November 5**

Full Time Staff work 8:00 until dismissed (leave time may vary due to call volume)

Regular Lunch Hours

Dinner Break 4:30 – 5:30 pm

**Early Voting:**
- Jeanette Inman
- Kim Ellenburg
- Mary Tellup
- Lisa Tibbs

**Voter Registration:**
- Linda Reace
- Regina Watson
- Farrell Goodman
- Bernetta Paulsen

**Front Desk:**
- Letha Bunch
Candidate/Ballot Services:

   Melissa Trotta

Warehouse:

   Steve Huffman

Note: All Part-time and Office Team employees not listed above leave at 5:30 pm and report on Election Day at 8:30 a.m

All Poll Worker Department

Admin:

   Nancy Piper (Depot Patrol)
   Brent Dixon (Boiler Room)
   Wayne Hicks (Boiler Room)

IT:

   Jay Klein (Boiler Room)
   Joe Andrews (Boiler Room)

Warehouse:

   Erin Clendenin (Boiler Room)
   Steve Huffman

Admin

   o 8:30 am Completion of reminder calls to polling locations regarding evening access, tables needed, and request that tables be set up:
      Staff:
   o 11:00 am Board Meeting – Reorganization and Approve Remakes
   o 4:15 pm Depot Coordinators must report to assigned location
   o 3:00 pm Location Technicians must report to assigned locations – begin setting up equipment.

Early Voting

   o Voting from 8am – 2pm
   o Open and scan absentee ballots.

IT/Vote Centers

   o 3pm (or after last voter leaves), run End Total Reports, Close EV TSX units, pull memory cards, and pack EV voting units. Set up Conf. Rm C polling location
      Staff
      Jay Klein
      Isaac Tellup
      Erin Clendenin
      Steve Huffman
      Tiffany Harmon
   o 3pm (or after last voter leaves), final Absentee update for epollbooks, print Official Voter Reg Lists for Yellow Bags, burn PCMCIA Cards for pick up by Super Rovers at 6pm.
      Staff
      Joe Andrews
      Melissa Trotta
Sally Hathaway

**Poll Worker Dept.**
- 5:15 – 6:15 pm PJ’s pick up Election supplies at assigned Depot
- 6:30 pm Poll Workers Organizational Meeting

**Warehouse**
- 8:00 am: Townships pick up trucks from U-Haul (pending)
- 8:30 am: Townships pick up voting equipment/supplies. (pending)
- All equipment delivered to polling locations by movers
- 1:00 pm University Moving picks up and delivers Depot supplies
- 3:00 pm All Equipment and Supplies must be delivered to polling locations
November 6, 2012 GENERAL ELECTION STAFFING
Break and Lunch Schedule (Subject to change due to workload)*

Election Services Full-time report to BOE Election Day at 5:15
Part time staff report at 8:30

<table>
<thead>
<tr>
<th>Team 1</th>
<th>Team 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Morning Break:</strong> 8:30 - 9:00 am</td>
<td><strong>Morning Break:</strong> 9:00 - 9:30 am</td>
</tr>
<tr>
<td><strong>LUNCH:</strong> 11:00 - 12:00 pm</td>
<td><strong>LUNCH:</strong> 12:00 - 1:00 pm</td>
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<tr>
<td><strong>PM Break:</strong> 2:45-3:00</td>
<td><strong>PM Break:</strong> 3:00-3:15</td>
</tr>
<tr>
<td><strong>DINNER:</strong> 4:30 - 5:30</td>
<td><strong>DINNER:</strong> 5:30 - 6:30</td>
</tr>
</tbody>
</table>

*Breaks for Managers depend upon workload

**Admin**
- Mickey Smith
- Nancy Piper
- Donna DeFazio

**THE BOILER ROOM**
- Jay Klein
- Joe Andrews
- Erin Clendenin
- Wayne Hicks
- Brent Dixon
- Steve Huffman (reports at 5:15 am)

**Pollworkers**
- Angie Myers, Mgr.
- Betty Goins
- Linda Kennedy
- Sandy Ernst
- Jerri Gardner

**Election Services**
- Diane Noonan- Mgr
- Melissa Trotta
- Farrell Goodman
- Christa Patterson
- Teresa Patrick
- Bernetta Paulsen
- Mary Tellup
- Lisa Tibbs
- Eric Corbin *
- Isaac Tellup
- Danielle Glinter
- PT Staff (no morning break)

**Election Services**
- JacRisla McKinnon
- Linda Reace
- Regina Watson
- Terri Dunn *
- Lisa Mobley
- Jeanette Inman
- Kim Ellenburg
- Denise Rumph
- Christie Hacker
- Sally Hathaway

Bucaro Transcript - Exh. 5
Front Desk

Letha Bunch
All staff will work election day until final election results are finished or until dismissed.

Cynthia Pinchback-Hines
Managers will determine lunch, breaks, and dinner by workload

Medical Emergencies for Voting  Ongoing throughout the day.
Brent Dixon
Wayne Hicks
5:00 mail run. Will then report to Warehouse.

Mail Delivery
11:30 and 5:00 mail processing
(All absentee received Election Day must be prepared for opening, scanning election night)

Scanning

Scanners
Ragina Watson-R
Eric Corbin-D
Lisa Tibbs-D
Christa Patterson- R

Remake Team (2) D & (2) R
JacRisia
Mary Tellup
Christy Hacker
Danielle Glinter

10:00 pm Board Meeting
Regular Board Meeting and Approval of Remakes

Election Night Procedures

In-Office Phone Calls  after election services goes to back room
Queue poll workers to cover EV, REG after 8:00

Warehouse Management - Receiving
1. Erin Clendenin
2. Steve Huffman
3. Brent Dixon
4. Wayne Hicks
5. Nancy Piper (Depot Patrol and Receiving)
Dock Workers
1. Stephanie Adams (Erin) – LT at BOE will stay
2. Jennifer Rowe (Mickey)
3. Lorin Adams (Erin)
4. Jessica Vargas (Tiffany)
5. Denise Goll (Nancy) – Depot Coor BOE will stay
6. Amanda Martin
7. Matt Von Stein (Jocelyn)
8. Scott Martin
9. Delano Perry
10. Ryan Lovins
11. Kenny Hollister
12. Isaac Tellup (Mary-Depot Coordinator fill in)
13. Brandon Harmon (Tiffany-Depot Coordinator fill in)
14. Nicki Knodle?

BALLOT/SUPPLY RECEIVING AND TABULATION PLAN

Depot Locations will be indicated in warehouse.

Blue bags, Canister Bags, Depot Coordinator clipboards, and Rover Supply Bins to be placed here at proper locations.

Dock Runners _13_#Staff
- 4 for check in at each door
- 4 to run to Memory Card Table
- 4 to run to Provisional Table
- 1 runner

Electronic Poll Book _4_ # Staff
- Pull Memory Cards from Pollbooks; place pollbooks on shelves
- Bernetta will coordinate
- Dock Runners move to Epollbook table when completed at Dock

Memory Card Bags to “Memory Card Check-In Table” _6_ # Staff
- Open Bags/Retrieve Bins
- Count Memory Cards
- Place in Yellow Bins
- Take to Tabulation Room
  Melissa Trotta
  Peggy Robinson
  Cynthia Pinchback-Hines
  Terri Dunn
  Rosalie Castleberry
  Pam Roberts

Yellow Bags (with Poll Books) to “Yellow Bag Check-In Table” _15_ # Staff
- Separate Provisionals from Voted Ballots
  - Provisionals to Provisional Table for Check-In
    Diane Noonan*

14
Mickey Smith*
Farrell Goodman
Jeanette Inman
Linda Reace
Lisa Tibbs
Lisa Mobley
Ragina Watson
Kim Ellenburg
Christa Patterson
Teresa Patrick
Eric Corbin
Marcia Ripley
Kristina Kontras (Branden Rudie's wife)
Denise Rumph
Sally Hathaway

- Voted Paper Ballots – placed in pre-marked boxes for scanning, with cover sheet(s) and rubber banded. Maximum to batch = 50.

- Have Dymo labels prepared that say "Scanned-Unofficial" to place on boxes after scanning is completed of a box and taken to ballot room.

Staff to look through Blue Bags and Small "Voted Ballot Bags" at Depot Location sites to search for any stray voted ballots or Poll Books. ______ tbd ______ #Staff (runners)
Isaac Tellup
Danielle Glinter
Christy Hacker

Tabulation:
1. Memory Card Tabulation ______ 5 ______ #Staff – Eric Fletcher; Andy Steed; Jason Scott; Ron Courter; Rob; Nick

2. Server Room ______ 2 ______ # Staff (+ Dominion) – Jay Klein, Joe Andrews, Chad

3. Paper Ballots Scanned ______ 4 ______ # Staff (BOE staff TBD)
   Christa Patterson
   Ragina Watson
   Eric Corbin
   Lisa Tibbs

NOTE to IT: PLACE NOTICE ON HOME PAGE OF WEB SITE THAT TABULATION WILL BE ANNOUNCED WHEN ALL MEMORY CARDS AND PAPER BALLOTS HAVE BEEN TABULATED TO AVOID CONFUSION WHICH MAY ARISE WHEN REPORT SAYS "100% precincts reported." (Tabulation Incomplete vs. Tabulation Completed)

Election Night Reporting – Jay Klein/Nancy Piper/Tiffany Harmon/Donna DeFazio
DIRECTIVE 2012-26
July 12, 2012

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

Re: Absentee Voting

SUMMARY


OVERVIEW

Any qualified voter whose registration information is current may request and vote an absentee ballot at any election without stating a reason.¹

A qualified voter who wishes to cast an absentee ballot must submit an application in writing to the board of elections of the county in which the voter resides. While there is no required form for an application for an absentee ballot, the Secretary of State’s Office makes available prescribed forms specific to each type of absentee voter. Generally, a voter’s request in any form is sufficient if it contains ALL of the following pieces of information:²

1. The voter’s name;
2. The voter’s signature;
3. The address at which the voter is registered to vote;
4. The voter’s date of birth;
5. One of the following:

   a) The voter’s driver’s license number;

¹ RC 3509.02
² RC 3509.03
b) The last four digits of the voter's social security number; or

c) A copy of a current and valid photo identification, a military identification, or a current utility bill, bank statement, government check, paycheck, or other government document, other than a notice of election or a notice of voter registration by a board of elections, that shows the voter's name and address.

6. A statement identifying the election for which the absentee ballot is requested;

7. A statement that the person requesting the ballot is a qualified elector;¹

8. If the request is for a primary election ballot, the voter's party affiliation; and

9. If the voter desires a ballot to be mailed to the elector, the address to which that ballot shall be mailed.

Certain classifications of absentee voters must provide additional information in order to receive an absentee ballot, as discussed below. All absentee ballot applications, except the Federal Post Card Application (FPCA) used by UOCAVA voters, are valid for a single election only.⁴ Non-UOCAVA voters must reapply for an absentee ballot prior to each election in which the voter desires to vote by absentee ballot.

INSTRUCTIONS

I. TYPES OF ABSENTEE VOTING

There are different types of absentee voters, each with slightly different requirements. Specific guidelines for each type of absentee voter are set forth below:

A. Absentee Voting By Mail and In Person

Except for voters with special circumstances (see below), an absentee voter is any qualified voter who prefers to vote by mail or in person prior to Election Day⁵ and who applies using Secretary of State prescribed form 11-A or any written application containing all the required information mentioned above.

1. By Mail

Voters may submit applications to receive an absentee ballot by mail beginning January 1 of the election year or 90 days before the election, whichever is earlier, and ending 12 p.m. the Saturday before Election Day.

¹ Under RC 3503.01, a voter's qualifications to vote are determined as of the date of the election.
² RC 3509.02, 3509.03
³ RC 3509.02
Boards may begin mailing absentee ballots 35 days before Election Day and may continue mailing absentee ballots as they receive valid applications up until 12 p.m. the Saturday before Election Day.

A voter who receives an absentee ballot by mail may return it to the office of the board of elections through the mail or by personal delivery.

- Returned by mail—
  - The absentee ballot must be postmarked no later than the day before Election Day and received at the board of elections office no later than the 10th day after Election Day OR
  - If the absentee ballot does not have a postmark, it must be received at the board of elections office no later than 7:30 p.m. on Election Day.
  - A postmark does not include mail sent using a postage evidencing system, including a postage meter.\(^6\) Postage labels from USPS Automated Postal Centers and online providers (e.g., Stamps.com) are postage evidencing systems; the date on which such postage was purchased, even when printed on the envelope or label, is not a postmark.

- Returned by personal delivery—a voter may deliver the absentee ballot personally or may have a family member\(^7\) deliver the absentee ballot by the close of polls on Election Day at the office of the board of elections only. No one may return a voted absentee ballot to a precinct polling location.

2. In Person

Voters may submit applications in person at the board office or other designated location.

In person absentee voting begins 35 days before Election Day and ends at 6 p.m. on the Friday before Election Day.

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\(^6\) RC 3509.05(B)(2)

\(^7\) RC 3509.05(A): spouse, 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.
 Boards of elections may accommodate in person absentee voting at the board office, or may designate another location for that purpose. If the board chooses to designate an alternate location for in person absentee voting, in person absentee voting may occur only at that location, and that designated location must comply with all applicable requirements and prohibitions for polling locations. Boards of elections having designated another location for in person absentee voting may not issue absentee ballots to voters, other than by mail, from the board office.

Boards of elections operating an alternate site for in person absentee voting before the election may accept the return of absentee ballots to such alternate site in addition to the board of elections office, but may only allow in person absentee voting at one location.

A voter who applies for and receives an absentee ballot in person may vote the ballot immediately in compartments (or on DREs) provided by the board for this purpose or may take that ballot home to complete at a later date. If the absentee voter chooses to take the ballot home, the board must provide the absentee voter a return mailing envelope along with the identification envelope. A voter who receives an absentee ballot in person and takes the ballot home to vote may return it to the office of the board of elections through the mail or by personal delivery.

- Returned by mail—
  - The absentee ballot must be postmarked no later than the day before Election Day and received at the board of elections office no later than the 10th day after Election Day OR
  - If the absentee ballot does not have a postmark, it must be received at the board of elections office no later than 7:30 p.m. on Election Day.
  - A postmark does not include mail sent using a postage evidencing system, including a postage meter. Postage labels from USPS Automated Postal Centers and online providers (e.g., Stamps.com) are postage evidencing systems; the date on which such postage was purchased, even when printed on the envelope or label, is not a postmark.

- Returned by personal delivery—a voter may deliver the absentee ballot personally or may have a family member deliver the absentee ballot by

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8 RC 3501.10(C)
9 RC 3501.11(Z)
10 RC 3509.05(A); spouse, 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.
the close of polls on Election Day at the office of the board of elections only. No one may return a voted absentee ballot to a precinct polling location.

During the first five days of In Person absentee voting, which occur before the voter registration deadline for an election, voters may both register to vote in person and apply for and cast an absentee ballot in person at the same time.

B. Special Circumstances

1. Disability or Confinement

A voter who has a disability or is confined and cannot vote at a polling location on Election Day or in person at the board office due to personal illness, physical disability, infirmity, or confinement may vote by absentee ballot. This includes voters who are confined to a nursing home, jail, or workhouse. An absentee voter who has a disability or is confined applies using Secretary of State prescribed form 11-F or any written application containing all the required information plus the nature of the voter’s illness, physical disability, infirmity, or confinement.

Voters with a disability or who are confined may submit applications to receive an absentee ballot beginning January 1 of the year or 90 days before the election, whichever is earlier, and ending 12 p.m. the Saturday before Election Day.

A voter who has a disability or is confined may receive and return an absentee ballot in person through two board of elections employees.

The two board of elections employees, each belonging to different major political parties, may deliver an absentee ballot to a voter who has a disability or is confined, and return the ballot to the board office. The two board employees must be present during delivery, voting, and return of the ballot, and must subscribe to that fact on the absentee ballot identification envelope (see Secretary of State prescribed form 12-C).

An absentee voter who has a disability or is confined and who also is required to vote a provisional ballot due to a change of address or change of name may vote a
provisional absentee ballot\textsuperscript{13} (see Secretary of State prescribed form 11-I). No other type of absentee voter may vote provisionally by absentee ballot.

2. \textbf{Unforeseeable Hospitalization}

An absentee voter who is confined to a hospital or whose minor child is confined to a hospital due to an accident or unforeseeable medical emergency occurring after the absentee voting by mail application deadline of 12 p.m. on the Saturday before Election Day may vote by absentee ballot.\textsuperscript{14} Any such voter applies using Secretary of State prescribed form 11-B or any written application containing all the required information plus the hospital at which the applicant or the applicant’s minor child has been admitted, the date of the applicant’s or the applicant’s child’s admission to the hospital, and the offices for which the applicant is qualified to vote.

Voters with an unforeseeable hospitalization may submit applications beginning after 12 p.m. the Saturday before Election Day and ending at 3 p.m. on Election Day.

An absentee voter with an unforeseeable hospitalization may receive and return the absentee ballot through a family member, through two board of elections employees, or by mail. If the hospitalization is out of county, the absentee voter may receive and return the absentee ballot through a family member or by mail.

- Received and returned by a family member—a family member\textsuperscript{15} of the voter may deliver the absentee ballot to the voter, and return the voted absentee ballot to the board of elections office by the close of polls on Election Day. A voter’s family member may not return a voted absentee ballot to a precinct polling location.

- Received and returned by two board of elections employees—two board of elections employees, each belonging to different major political parties, may deliver a ballot to an absentee voter who is hospitalized or whose minor child is hospitalized. The two board members must be present during delivery, voting, and return of the ballot, and must subscribe to that

\textsuperscript{13} \textit{RC 3503.16(G)}
\textsuperscript{14} \textit{RC 3509.08(B)}
\textsuperscript{15} \textit{RC 3509.05(A): spouse, 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.}
fact on the absentee ballot identification envelope (see Secretary of State
prescribed form 12-C).

- Received and returned by mail—if the hospital is located outside the
county in which the voter is registered to vote, the board may mail the
absentee ballot.
  o The absentee ballot must be postmarked no later than the day before
    Election Day and received at the board of elections office no later than
    the 10th day after Election Day OR
  o If the absentee ballot does not have a postmark, it must be received at
    the board of elections office no later than 7:30 p.m. on Election Day.
  o A postmark does not include mail sent using a postage evidencing
    system, including a postage meter. Postage labels from USPS
    Automated Postal Centers and online providers (e.g., Stamps.com) are
    postage evidencing systems; the date on which such postage was
    purchased, even when printed on the envelope or label, is not a
    postmark.

3. Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)

A UOCAVA absentee voter is any active or reserve duty uniformed services voter
or overseas voter.\textsuperscript{16} UOCAVA voters apply using the Federal Post Card
Application (FPCA). The FPCA may be submitted by mail, email, or fax.
Relatives of UOCAVA voters\textsuperscript{17} may submit an absentee ballot application on
behalf of the voter using Secretary of State prescribed form 11-E, which may not
be submitted by email or fax. A UOCAVA voter’s relative may only submit form
11-E by mail or by personally delivering it to the board of election office.

UOCAVA voters may submit applications beginning January 1 of the election
year or 90 days before the election, whichever is earlier, and ending 12 p.m. the
Saturday before Election Day. UOCAVA voters may receive absentee ballots by
mail, email, or fax. To receive and vote an absentee ballot in person, UOCAVA
voters must submit an application at the office of the board of election by the
close of polls on Election Day.

\textsuperscript{16} RC Chapter 3511. See also Directive 2012-20.
\textsuperscript{17} RC 3511.02(C) defines family member as a spouse, father, mother, father-in-law, mother-in-law, grandfather,
grandmother, brother or sister of the whole blood or half blood, son, daughter, adopting parent, adopted child,
stepparent, stepchild, daughter-in-law, son-in-law, uncle, aunt, nephew, or niece of the UOCAVA voter.
A UOCAVA voter who receives an absentee ballot by mail, email, or fax may return it to the office of the board of elections through the mail or by personal delivery.

- Returned by mail—the UOCAVA absentee ballot must be submitted for mailing no later than 12:01 a.m. on Election Day and received at the board of elections office no later than the 10th day after Election Day. If the board receives the ballot by the 10th day after Election Day, it shall be deemed to have been submitted for mailing by 12:01 a.m. on Election Day. A postmark is not required in order for a UOCAVA ballot to be valid.

- Returned by personal delivery—a voter may deliver the absentee ballot personally or may have a family member deliver the absentee ballot personally by the close of polls on Election Day at the office of the board of elections only. No one may return a voted absentee ballot to a precinct polling location.

Refer to Directive 2012-20 for a more complete discussion of UOCAVA voting.

II. PROCESSING ABSENTEE BALLOT APPLICATIONS

A board may not accept or process a Non–UOCAVA absentee ballot application received by fax or email.

If the board receives an application for an absentee ballot that does not contain all the required information listed above, it promptly must notify the voter of the missing information and ask the voter to supply the missing information.18 The board may not return an incomplete application to the voter, as once an application is received at the board office, it is a public record. Election officials may not complete an application's missing information on behalf of the voter. The voter must personally complete any missing information on the application, unless the voter has paperwork on file with the board of elections to receive assistance from a designated attorney in fact.19

Absentee voting by mail begins 45 days before each election for UOCAVA voters only and 35 days before each election for all other types of absentee voters.20 Due to the earlier start date for UOCAVA voting, boards must have ballots proofed and ready to mail prior to the 45th day before each election.

18 RC 3509.04(A)
19 RC 3501.382
20 RC 3509.01(B)
Once the board receives an application that meets the requirements explained above, it must provide the voter with the correct ballot for the voter’s precinct, based on the voter’s residence address. Boards of elections may not outsource the mailing of absentee ballots to vendors or any other third party except when the board has received prior written authorization from the Director of Elections, conditioned upon submission of appropriate quality assurance procedures, including the onsite presence of board personnel during every phase of the vendor or third party’s possession of ballots, supplies, and/or data.

Ohio law requires boards of elections to provide an identification envelope with the absentee ballot (see Secretary of State prescribed forms 12-A and 12-C). 21

III. PROCESSING AND COUNTING ABSENTEE BALLOTS

Boards of elections may begin processing, but not tabulating, absentee ballots not earlier than ten days prior to Election Day. “Processing” includes:

- Opening absent voter’s ballot envelopes having been examined and accepted as valid;
- Determining whether the stub is still attached;
- Preparing the absent voter’s ballot for scanning; and
- Scanning of the absent voter’s ballot using automatic tabulating equipment at a central counting station 22; and identifying absent voter’s ballots that cannot be “read” or are “rejected” by the ballot scanning device to determine whether the ballot needs to be remade so that it can be read by the scanner. This includes remaking of UOCAVA ballots transmitted by email or fax.

All absentee ballots returned by the close of polls on Election Day, whether returned in person or by mail, must be included in the unofficial results if the ballots meet all other requirements of law.

Valid absentee ballots received after the close of polls on Election Day through the 10th day after the election must be included in the official canvass.

The board must examine each returned absentee ballot envelope for eligibility before the board may remove the ballot from the envelope.

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21 RC 3509.04
22 In no circumstance may any board initiate the human-readable reporting of election results from absentee ballots processed prior to 7:30 p.m. on Election Day. RC 3505.26
In order for an identification envelope to be opened and the absentee ballot to be counted, the absentee voter must provide, at a minimum, the following information on the absentee ballot ID envelope:

- Name;
- Signature; and
- Proper ID.

Ohio law requires all absentee voters to place their ballot in the ID envelope and seal the envelope. The board of elections must clearly indicate that the ballot must be sealed within the ID envelope in order to count. If the board receives an absentee ballot that is not sealed in its identification envelope, the board must seal the envelope. If the ballot is not inside the identification envelope, the board must put the ballot in the identification envelope and seal it.

Pursuant to a Court Order, if an absentee voter provides the number above his or her picture and not the driver's license number (two alphabet letters followed by six numbers), the board must notify the voter of such error by telephone or in writing, within two business days of receiving the application or voted ballot. The voter so notified must be permitted to appear in person at the office of the board to provide the correct information. In the case of a returned absent voter's ballot, the voter shall have until the tenth day after the election to provide this information to enable his or her ballot to be counted.

**Boards may not count an absentee ballot in the following situations:**

- The absentee ballot identification envelope contains insufficient information;
- The signature of the voter does not correspond with the voter's registration signature;
- The applicant is not a qualified elector in the precinct as of Election Day;
- The ballot envelope contains more than one ballot of any one kind, or any voted ballot that the elector is not entitled to vote;
- Stub A is detached from the absentee ballot;
- The voter provides a different address than the address at which the voter is registered. Ohio law does not permit an absentee ballot identification envelope to be used as a voter registration form, change of name form, or change of address form. If the address on the absentee ballot identification envelope indicates that

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23 NEOCH v. Brunner, Case No. 2:06-cv-00896 (S.D. Ohio) April 19, 2010 Consent Decree
24 RC 3509.07, 3503.16
the voter’s registration information is out of date and that the voter would be required to vote a provisional ballot, the absentee ballot cannot be counted; or

- A Non-UOCAVA ballot contains no postmark and is received after 7:30 p.m. on Election Day or is postmarked later than the day before Election Day. Please note that a postmark is no longer required in order for a UOCAVA ballot to be valid. The board must count an otherwise valid UOCAVA ballot regardless of whether it contains a timely postmark, a late postmark, or no postmark.\(^{25}\)

If an absentee ballot envelope does not meet the requirements to be counted, or if an ID envelope is opened and it is determined that the ballot cannot be counted, the board must not count the ballot. The board must endorse the back of the envelope "Not Counted," write on the envelope the reason the ballot was not counted,\(^{26}\) and retain the rejected ballot pursuant to established retention schedules.

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

Sincerely,

[Signature]

Jon Husted

\(^{25}\) RC 3511.11(C)

\(^{26}\) RC 3509.07
3509.08 Disabled and confined absent voter's ballots.

(A) Any qualified elector, who, on account of the elector's own personal illness, physical disability, or infirmity, or on account of the elector's confinement in a jail or workhouse under sentence for a misdemeanor or awaiting trial on a felony or misdemeanor, will be unable to travel from the elector's home or place of confinement to the voting booth in the elector's precinct on the day of any general, special, or primary election may make application in writing for an absent voter's ballot to the director of the board of elections of the elector's county. The application shall include all of the information required under section 3509.03 of the Revised Code and shall state the nature of the elector's illness, physical disability, or infirmity, or the fact that the elector is confined in a jail or workhouse and the elector's resultant inability to travel to the election booth in the elector's precinct on election day. The application shall not be valid if it is delivered to the director before the ninetieth day or after twelve noon of the third day before the day of the election at which the ballot is to be voted.

The absent voter's ballot may be mailed directly to the applicant at the applicant's voting residence or place of confinement as stated in the applicant's application, or the board may designate two board employees belonging to the two major political parties for the purpose of delivering the ballot to the disabled or confined elector and returning it to the board, unless the applicant is confined to a public or private institution within the county, in which case the board shall designate two board employees belonging to the two major political parties for the purpose of delivering the ballot to the disabled or confined elector and returning it to the board. In all other instances, the ballot shall be returned to the office of the board in the manner prescribed in section 3509.05 of the Revised Code.

Any disabled or confined elector who declares to the two board employees belonging to the two major political parties that the elector is unable to mark the elector's ballot by reason of physical infirmity that is apparent to the employees to be sufficient to incapacitate the voter from marking the elector's ballot properly, may receive, upon request, the assistance of the employees in marking the elector's ballot, and they shall thereafter give no information in regard to this matter. Such assistance shall not be rendered for any other cause.

When two board employees belonging to the two major political parties deliver a ballot to a disabled or confined elector, each of the employees shall be present when the ballot is delivered, when assistance is given, and when the ballot is returned to the office of the board, and shall subscribe to the declaration on the identification envelope.

The secretary of state shall prescribe the form of application for absent voter's ballots under this division.

This chapter applies to disabled and confined absent voter's ballots except as otherwise provided in this section.

(B)

(1) Any qualified elector who is unable to travel to the voting booth in the elector's precinct on the day of any general, special, or primary election may apply to the director of the board of elections of the county where the elector is a qualified elector to vote in the election by absent voter's ballot if either of the following apply:

(a) The elector is confined in a hospital as a result of an accident or unforeseeable medical emergency occurring before the election;
(b) The elector's minor child is confined in a hospital as a result of an accident or unforeseeable medical emergency occurring before the election.

(2) The application authorized under division (B)(1) of this section shall be made in writing, shall include all of the information required under section 3509.03 of the Revised Code, and shall be delivered to the director not later than three p.m. on the day of the election. The application shall indicate the hospital where the applicant or the applicant's child is confined, the date of the applicant's or the applicant's child's admission to the hospital, and the offices for which the applicant is qualified to vote. The applicant may also request that a member of the applicant's family, as listed in section 3509.05 of the Revised Code, deliver the absent voter's ballot to the applicant. The director, after establishing to the director's satisfaction the validity of the circumstances claimed by the applicant, shall supply an absent voter's ballot to be delivered to the applicant. When the applicant or the applicant's child is in a hospital in the county where the applicant is a qualified elector and no request is made for a member of the family to deliver the ballot, the director shall arrange for the delivery of an absent voter's ballot to the applicant, and for its return to the office of the board, by two board employees belonging to the two major political parties according to the procedures prescribed in division (A) of this section. When the applicant or the applicant's child is in a hospital outside the county where the applicant is a qualified elector and no request is made for a member of the family to deliver the ballot, the director shall arrange for the delivery of an absent voter's ballot to the applicant by mail, and the ballot shall be returned to the office of the board in the manner prescribed in section 3509.05 of the Revised Code.

(3) Any qualified elector who is eligible to vote under division (B) or (C) of section 3503.16 of the Revised Code but is unable to do so because of the circumstances described in division (B)(2) of this section may vote in accordance with division (B)(1) of this section if that qualified elector states in the application for absent voter's ballots that that qualified elector moved or had a change of name under the circumstances described in division (B) or (C) of section 3503.16 of the Revised Code and if that qualified elector complies with divisions (G)(1) to (4) of section 3503.16 of the Revised Code.

(C) Any qualified elector described in division (A) or (B)(1) of this section who needs no assistance to vote or to return absent voter's ballots to the board of elections may apply for absent voter's ballots under section 3509.03 of the Revised Code instead of applying for them under this section.

Amended by 129th General AssemblyFile No.105,SB 295, §1, eff. 8/15/2012.

Amended by 129th General AssemblyFile No.40,HB 194, §1 Made subject to referendum in the Nov. 6, 2012 election. The version of this section thus amended was repealed by 129th General AssemblyFile No.105,SB 295, §1, eff. 8/15/2012.

Effective Date: 08-22-1995; 01-27-2006; 2006 HB3 05-02-2006; 2007 HB119 09-29-2007

http://codes.ohio.gov/orc/3509.08