



# Election Division Dispatch

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## NEWS & UPDATES

### Candidate Entry into SVRS

State law now requires all candidates, even those running for party offices (delegate and PCs), to be entered into SVRS. Counties will want to confirm their election is set up for all offices down to delegate and PC for 2022 in SVRS. The Help Desk can provide some support and point you to the appropriate step-by-step resources if you are unfamiliar with the process to set-up an election.

Once the candidate information is entered into SVRS, you can use it to create your CAN-5 notice. The CAN-5 is required to be provided to the candidate within one business day of filing pursuant to state law. Keeping up on candidate entry, daily, means you can leverage SVRS to manage the CAN-5 process and mail them by batch each day. Plus, it should help on and after Election Day to ensure all candidates are in the system for precinct results mapping and creating certificates of election, a feature coming soon to SVRS for county users.

### IEC-22 Due by Jan. 31

Don't forget to file your county's IEC-22 before January 31, 2022. This is a state form that acknowledges the voting system and ePB inventory database managed by VSTOP is up-to-date with your county's inventory.

### Administrative Disband of Campaign Finance Committees

Not later than January 28, 2022, the CEB may review its campaign finance records to determine if a committee is subject to the administrative dissolution procedure. To move forward with dissolution, the committee must have not filed any CFA-4 or CFA-11 during the previous three calendar years AND the cash on hand on their last filed report is \$1,000 or less. If both conditions are met, then the CEB may move forward with the process found in IC 3-9-1-12, including providing notice by certified mail to the treasurer and making additional findings by the CEB.

### VLM Hoppers

The VLM Hoppers for the Statewide Mailing were disabled on Dec. 1, 2021, as most counties completed their work. However, if your county had records left to process, you may submit a CAF in SVRS to request the hoppers be turned back on. The VLM Hoppers will be accessible through Feb. 2, 2022, the last day to move voters to inactive status before the freeze begins on Feb. 3.

### Poll Worker Survey

Recently the state released surveys to better understand challenges for recruiting poll workers by election administrators, party chairs, and interested voters. The survey closes on January 12, 2022, and we'd love for more people to participate! On indianavoters.com, there is a "Take Survey" button on the home page. Clicking it will direct people to the survey monkey to complete. Thanks in advance for sharing the information with others!

## CALENDAR

**Jan. 3, 2022 (NOON):** Deadline for D/R county party chairs to file state convention delegate district information with CEB, if county party is electing convention delegates by district (12/31/21 deadline moves to 1/3/22 due to state holiday)

**Jan. 4, 2022:** Deadline for new precinct boundaries to be approved for 2022 election cycle

**Jan. 4, 2022:** Indiana General Assembly reconvenes

**Jan. 5, 2022:** Candidate filing opens

**Jan. 17, 2022:** IED closed (Martin Luther King, Jr. Day)

**Jan. 19, 2022 (NOON):** 2021 Annual Report due for all open candidate committees & PACs (see Mar. 1 deadline for regular party committee)

**Jan. 28, 2022:** Deadline for CEB to review its campaign finance records to determine if committees can be administratively dissolved (IC 3-9-1-12)

**Jan. 31, 2022:** Deadline to file signed IEC-22 form with IED

**Feb. 1, 2022 (NOON):** Deadline to file petitions for D/R US Senate candidates with county VR officials for county certification

**Feb. 2, 2022:** Deadline for IED or county VR office to complete VLM work to move voters to "inactive" status

**Feb. 3, 2022:** Federal VLM Freeze period begins

**Feb. 4, 2022 (NOON):** Candidate filing closes

**Feb. 11, 2022 (NOON):** Candidate withdrawal deadline for May primary (CAN-10)

**Feb. 11, 2022 (NOON):** Deadline to challenge a candidate who filed to run in May 2022 primary (CAN-1)

**Mar. 1, 2022 (NOON):** Deadline for party committees to file 2021 Annual Report

**Apr. 4, 2022:** Statewide VR Deadline

**April 5, 2022:** "Early" voting begins

**May 3, 2022:** Primary Election Day

## JANUARY WEB TRAINING

**Jan. 4 & Jan. 6 |** Petition Set-Up

**Jan. 4 & Jan. 6 |** Election, Office & Candidate Set-Up

**Jan. 11 & Jan. 13 |** New User Overview

**Jan. 18 & Jan. 20 |** Manually Adding & Updating a Voter

**Jan. 25 & Jan. 27 |** County Admin Training

*2022 Calendar posted to INSVRS County Portal. Dates/times subject to change. Please verify against the training calendar.*

# VR CORNER

## PETITION PROCESSING REMINDERS

Democratic and Republican candidates for U.S. Senate must gather at least 500 certified signatures of registered voters in each of the nine Congressional districts in order to qualify for the primary election ballot. The CAN-4 is used for the petition gathering process for these candidates.

Independent and minor party candidates who want their name printed on the November ballot must also collect signatures of registered voters in their election district totaling at least 2% of the total votes cast in the 2018 SOS race in their election district. The CAN-19 is used by candidates in this category for federal, state, state legislative, and judicial office; the CAN-21 is used by these candidates for all other local office.

Petitions are first filed with the county VR official for review and certification. Originals must be filed on the current version of the form, and petitions cannot be filed by the office before candidate filing. If someone presents a petition for filing before January 5, it must be rejected.

The purple VR Guidebook details what to look for when reviewing petitions and processing them for certification. Some common issues include:

1) The voter must be registered to vote at the address on the petition at the time the

petition is processed. If they signed the petition with an address on Main Street but you reviewed the petition and found that they updated their registration address to First Avenue, then the signature would be rejected. State law does allow for some minor variations in address, too.

2) The signature on the petition must be substantially similar to the signature on file with the VR record. In this instance, you can use some discretion due to age or infirmity. You should also look to whether the affidavit of assistance was completed on the back of the form, as the voter may have had help printing or signing their name.

3) DOB is not a required element. It's included on the form to help you find the voter in SVRS, but the person signing the form does not need to include it.

4) It's helpful if the petition has the candidate's ballot name, but the name on the petition does not need to be an exact match to their declaration of candidacy. The CAN-2 (or equivalent) will set forth the official ballot name.

5) Do NOT forget to complete the county certification on the back of the petition! This is the official count of certified signatures in each congressional district, not the report pulled from SVRS.

6) The petition carrier affidavit must be completed (in other words, all requested info present). If anything is missing in the petition carrier affidavit, then you cannot

process the petition and must attempt to contact the carrier. The carrier can complete the affidavit on the original document, but must do so before the filing deadline with the county. If the affidavit is not perfected, the petition is rejected.

7) The Congressional District for the 2022 election is the Congressional District associated to the voter on the petition. It's possible someone formally lived in the 5th Congressional District when they signed the petition, but the district lines changed and the person now lives in the 7th. The 7th CD is what will be noted on the certification.

When you've finished review of the petition, it's helpful to ask the campaign representative for U.S. Senate candidate if they intend to pick up the petitions from your office. If not, you can mail them to IED but the certified petitions would need to be received by IED not later than noon (Indy time), February 4, 2022. For independent and minor party candidates required to file certified petitions with IED, it's helpful to ask for contact info to set expectations on the pick-up and delivery of certified petitions.

Finally, please email [elections@iec.in.gov](mailto:elections@iec.in.gov) and [mtimperman@sos.in.gov](mailto:mtimperman@sos.in.gov) to request a master petition be set-up for federal and state candidates. Providing the candidate's name on the petition, their party, and office are helpful to complete our work. Once a petition is set-up for a candidate, counties can begin using the SVRS petition module to track signatures.

## QUESTIONS OF THE MONTH

**Q. Does the candidate need to personally file their declaration of candidacy and other paperwork?**

No. A third party can deliver the candidate's paperwork before the deadline. Alternatively, the candidate may mail their forms but the forms must be received and filed by the deadline date and time.

**Q. What year does a candidate use on the CAN-12 to disclose financial interests when running for local office?**

The year preceding the election. (IC 3-8-9-8) For 2022, candidates will note 2021 on the top of the form and disclose related information for the year 2021.

**Q. Sally is an county employee and also wants to run for county dogcatcher. I thought she couldn't be a candidate if she's employed by the same unit of government?**

Sally can run for county dogcatcher, if otherwise qualified, and continue to work for the county government. The restrictions under IC 3-5-9, generally, come in to play IF she is elected to office. If Sally is elected as the county dogcatcher and is qualified to hold that office, then she effectively has resigned from her employed position within county government.

# IN FOCUS: Candidate Challenges

As we've noted in this newsletter and other presentations throughout the year, the clerk and the CEB are not the candidate police. Candidate filings can only be rejected for a handful of reasons as noted in state law.

Sometimes a candidate may miss a field on the form or include incorrect information. However, once filed, a candidate form cannot be given back to a candidate to amend. They may complete a new form as an amendment for the same office before the filing period ends, but if the person filed for the wrong office, they must first withdraw using the CAN-10 form and then file the appropriate candidacy paperwork for the new office.

## Reasons to Reject a Candidate Filing

- 1) **Faxed or emailed candidacy paperwork.** State law requires a filing to be an original document, which means it cannot be faxed or emailed. Instead, the forms must be hand-delivered by the candidate or a third party or mailed. (IC 3-5-4-1.7)
- 2) **Received after the deadline.** The deadline to file in the May primary election is noon, February 4, 2022. Any form received after this deadline (even if it was mailed and the postmark was dated before the deadline) must be rejected.

- 3) **Filed with the wrong office.** A candidate for judicial office, prosecuting attorney, state legislative, statewide, or federal office must file candidacy paperwork with IED. Local offices must file candidacy paperwork with the CEB. If a candidate for local office comes to IED to file, then their filing is rejected. This would also be true if a prosecuting attorney or judge, for example, tries to file their CAN-2 with the CEB. (IC 3-5-4-1.2)
- 4) **Used the wrong form.** Candidates must use the current version of the candidate filing forms. Please see the Forms Master List to identify which version of the form is current, if there are questions. (IC 3-5-4-8)
- 5) **Failed to attach the CAN-12 statement of economic interests** (or, for certain state offices, the statement of economic interests created by the specific agency in statute). Failure to include the CAN-12 for local office must result in the CAN-2 being rejected. NOTE: Party offices (PC and delegate) use the CAN-37 and state law does not require the CAN-12 to be completed.

## Candidate Challenges

There are a number of reasons why a candidate challenge may be filed. For example, the candidate does not meet

the voting history requirements, or does not reside in the election district.

Any voter in the election district OR the county chair may file a CAN-1 challenge not later than the specified deadline to do so. (IC 3-8-1-2) For the May primary election, the deadline to file the CAN-1 is noon, Friday, February 11, 2022.

When filed, the CEB must hold a hearing. The hearing must be noticed in accordance with the Open Door Law. It is advised that best possible notice of the hearing must be given to the individual making the challenge and the candidate.

Both parties will present their facts and evidence to the CEB, who then must determine if the candidate will remain on the ballot once they review the facts and apply the law.

Many of the candidate qualifications are found in the *2022 Candidate Guide*, which may be helpful to the CEB to identify statutes or other issues related to residency or the Hatch Act, for example.

For challenges made to party offices (D & R state convention delegates or D PCs in 2022), the CEB MUST refer to state party rules. State law is clear that qualifications for party offices are established by the respective state party. (IC 3-8-1-32)

The CEB would order the candidate off the ballot, if it is decided to uphold the challenge.

## UPDATED BMV LICENSE

As Steve Leak, the Executive Director of Credential Programs at the BMV, mentioned at the December conference, the Indiana driver's license is being updated for 2022 to swap "Operator License" for "Driver's License" at the top header. Here is an example of the updated license, though the "operator license" versions will be in circulation up to 12/31/28.

