



## Statewide VLM Project Update

- May 20, 2019: Card 1 dropped
- June 4 to 25, 2019: Card 2 dropped on rolling basis to voters whose card 1 was returned undeliverable
  - Data from cards will be pushed on a regular cadence to specific VLM Hoppers (Update, Exceptions, Inactive & Cancel)
- July 27, 2019: Deadline to return voter response card from Card 2
- August 7, 2019: Deadline to complete VLM activities, specifically to move a voter to “inactive” status
- August 8, 2019: “Freeze” period begins
  - May only update registration at voter’s written request or notice of death or imprisonment following conviction

IC 3-7-38.2-16.1 | IC 3-7-38.2-17

## Statewide VLM Project Update

- Four SVRS VLM Hoppers:

- 1) CANCEL

- Voter marked oval 2 on VRC & signed the card to authorize a cancellation after a move out of county
  - These records can be processed individually or batched

- 2) UPDATE

- Voter marked oval 3 on VRC, answered age & citizenship questions, AND signed the card
  - These records are reviewed individually to confirm the address update was captured correctly
  - NEW: VRC allows for a name change, and “oval 3” marked VRC may also include a name change
    - The UPDATE hopper will have a flag on the main landing page to indicate if a name change was also included

- 3) INACTIVE

- Card 2 (VRC) is returned undeliverable OR
- Person did not return VRC by the July 27, 2019, deadline OR
- Person did NOT sign the VRC, which is a requirement to make changes effective
  - These records can be processed individually or batched up to Aug. 7, 2019 & after Nov. 5, 2019

## Statewide VLM Project Update

- Four Hoppers:

- 4) EXCEPTION

- Voter returned a VRC but the action to take is not clearly indicated by the voter
- ONLY county SVRS admins have access to this hopper
  - Dropdown choices offered allow county admin to make a change to the record directly
  - EXAMPLE:
    - Voter marked oval 2 (moved out of county) and oval 1 (confirmation of residence) marked
      - County VR official determines the proper action to take & county admin can process the record using one of the other dropdown choices

## Statewide VLM Project Update

- Stay on top of your VLM Hoppers!
  - “Exception” hopper requires constant review to ensure records are routed to the proper VLM hopper for action.
  - “Update” & “Cancel” hoppers include requests from voters to make changes to their record, and should be honored before the Nov. 5, 2019, election.
  - Records remaining in the “Inactive” hopper after 8/7/19 cannot be acted upon until after 11/5/19 election

90-Day “freeze” period  
begins August 8, 2019!  
What’s next?

## Statewide VLM Project Update

- Follow-up to voters sent on or around August 19, 2019
  - State to mail letter & registration form to individuals who:
    - authorized cancellation on voter response card
    - landed in the “exceptions” hopper
- Receive scanned cards on or around August 30, 2019
  - Quest/GCR will ensure contact information is accurate before shipping boxes to each county
  - Cards will be sorted by type:
    - Returned card 1
      - Subject to 22-month retention schedule
    - Returned card 2 (no update from voter)
      - Subject to 22-month retention schedule
    - Returned voter response card
      - Retained pursuant to VR form schedule

IC 3-7-27-6 | IC 3-10-1-31.1

## Statewide VLM Project Update

- UNscanned cards will be picked up & mailed to counties on or around:
  - 9/17/19, 10/1/19, 10/22/19, 11/27/19
- Cards will be sorted by type, but....
  - Returned Card 1
    - County may send SAMC/NCOA mailer
    - Subject to 22-month retention schedule
  - Returned Card 2 (NO voter response)
    - County may move voter status to “inactive” after 11/5/19 election
      - If voter voted at the residence address on the card in 11/5/19 election, then voter status may NOT be moved to “inactive”
        - May want to wait until 11/5/19 voting history is uploaded to SVRS before managing this process
    - Paper record subject to 22-month retention schedule
      - Best practice to scan & upload the document to SVRS

IC 3-7-38.2-17 | IC 3-7-27-6

## Statewide VLM Project Update

- Cards will be sorted by type, but....
  - Returned voter response card from Card 2
    - Review voter request & make following changes:
      - Oval 1 Marked. Voter confirms registration address.
        - County moves voter record to “active” status
      - Oval 2 Marked. Voter authorizes cancellation.
        - Federal & state law permit written authorization to cancel in “freeze” period
      - Oval 3 Marked. Voter makes an update to registration address within county.
        - Federal & state law permit updates to registrations in “freeze” period
          - Voter needs to sign AND answer the age & citizenship questions; if not, registration treated as “incomplete”
        - Pay attention to postmark dates, which will apply to jurisdictions with municipal elections
    - Scan & upload document to SVRS
    - Follow paper VR form retention schedule

IC 3-10-1-31.1

## Summer Candidate Filings

- Democratic & Republican candidates where no candidate filed to run in the primary election
  - Ballot vacancies can be filled up on noon, June 30, 2019
  - Party chairs should follow IC 3-13-1, generally
    - Local candidate vacancies can be filled by direct appointment, if authorized by their party organization, OR caucus
  - Direct Appointment Paperwork Filed with County Clerk
    - CAN-48, CAN-49, CAN-12 + copy of document giving chair authority to direct appoint such as resolution or party's meeting minutes
      - NOTE: if only 1 precinct committeeman is eligible to vote in a caucus, then state law requires the chair to appoint and the "appointing" resolution is not required
    - Must be filed by NOON, July 3, 2019

IC 3-13-1-2 | IC 3-13-1-6 | IC 3-13-1-7 | IC 3-13-1-15

## Summer Candidate Filings

- Democratic & Republican candidates where no candidate filed to run in the primary election
  - Ballot vacancies can be filled up on noon, June 30, 2019
  - Caucus Paperwork Filed with County Clerk
    - CAN-47: notice of caucus filed with clerk not later than 10-days before caucus & sent to eligible PCs by first class mail not later than 10-days before caucus
    - CAN-48: candidate declaration filed with chair of caucus & county clerk not later than 72-hours before the caucus
    - CAN-49 & CAN-12: certification & statement of economic interests filed not later than noon, July 3, 2019

IC 3-8-9 | IC 3-13-1-7 | IC 3-13-1-8 | IC 3-13-1-9 | IC 3-13-1-10.5

## Summer Candidate Filings

- Democratic & Republican candidate withdrawal
  - Withdrawal can occur for any reason by filing CAN-46 not later than noon, July 15, 2019
    - Party chairs can fill ballot vacancy within 30-days, following procedures set forth in IC 3-13-1 (see previous slides)
    - BUT, CAN-49 & CAN-12 must be filed with the county clerk not later than noon, three days after the vacancy is filled
  - After noon, July 15, 2019, a withdrawal can only occur if:
    - 1) Candidate dies
    - 2) Candidate moves out of the election district
    - 3) Candidate is convicted of a felony
    - 4) Judge orders candidate removed from the ballot
  - Date of vacancy occurs when candidate files CAN-46 or dies
    - If withdrawal occurs not later than 30-days from election, follow IC 3-13-1 procedures
    - If withdrawal occurs within the 30-day window, follow IC 3-13-2 procedures
      - Re-printing of ballot may be necessary; see IC 3-11-3-29.5 for details

IC 3-8-9-5 | IC 3-8-7-28

## Summer Candidate Filings

- Libertarian candidates are nominated at city convention OR by filling ballot vacancy
  - City convention must be held not later than noon, June 30, 2019
    - NOT the same as a “small” town convention
  - Ballot vacancy must be filled not later than noon, June 30, 2019
  - Forms & procedures NOT the same as D&R filings
    - City Convention
      - Candidates follow state party rules
      - CAN-22 & CAN-12 filed not later than noon, July 3, 2019
    - Ballot Vacancy
      - After city convention held, Libertarians can fill a ballot vacancy
        - Must file with county clerk notice of which positions they intend to fill not later than 10-days before the appointment is made
        - File CAN-22 & CAN-12 not later than noon, July 3, 2019, after appointment is made by noon, June 30, 2019
    - Withdrawals
      - Withdraw for any reason up to noon, July 15, 2019; withdrawal for only four reasons noted in previous slide after noon, July 15, 2019
      - File CAN-22 & CAN-12 not later than noon, 3 days after appointment is made

IC 3-10-2-15 | IC 3-13-1-20

## Summer Candidate Filings

- Independent/Minor Party candidates wanting name printed on the ballot
  - File CAN-44 petition with the signatures of voters within the election district not later than noon, July 1, 2019, for county VR certification
    - Noon, June 30, 2019, deadline is on a Sunday, so deadline rolls over to noon, Monday, July 1, 2019
  - File CAN-45 & CAN-12 not later than noon, July 15, 2019, along with certified petitions
    - Certified petitions may be given back to candidate, upon request, for filing OR
    - County may hold certified CAN-44's & "add" to filing with CAN-45/CAN-12

Purple VR Guidebook includes info on petition review process & Help Desk can assist with setting up petition in SVRS

## Summer Candidate Filings

- CON'T: Independent/Minor Party candidates wanting name printed on the ballot
  - County clerk will need to confirm if 2% signature threshold is met & review certified CAN-44 petitions
    - If "yes," then send CAN-5 (NEW!)
    - If "no," then send letter by certified mail to candidate denying certification to the November ballot
      - Candidate may file CAN-1 challenge to dispute denied certification
- Declared write-in candidates
  - Must file CAN-51 not later than noon, July 3, 2019
  - **NAME IS NOT PRINTED ON THE BALLOT!!!!**
    - Instead, a write-in line must be printed on the ballot for the offices where there is a declared write-in candidate
      - Lists of write-in candidates are NOT posted in the polling place; but poll workers should be given information to properly tally the write-in vote as part of their canvassing after poll close

IC 3-5-4-1.3[NEW] | 3-8-6-12 | IC 3-8-2-4

## Small Town Offices (NO Primary!)

- **Candidate Filing Continues through noon, August 1, 2019**
  - CAN-16 & CAN-12 are filed with clerk by deadline
  - CAN-46 withdrawal for small town candidates using CAN-16/CAN-12 may be filed by same deadline
    - NOTE: A vacancy in “small” town office cannot be filled unless...
      - A candidate nominated at convention can withdraw not later than noon, three days after the convention AND D, R or L party CAN fill ballot vacancy
- **Town Convention Needed?**
  - D, R & L Parties will determine if convention is required
    - Only necessary if a race is contested within the same party
      - EX. Two Republicans file for dogcatcher & one Democrat files for dogcatcher
        - Republican Party holds a town convention to determine nominee for November’s election
        - Democratic candidate automatically advances to the November election

IC 3-8-5-10 | IC 3-8-5-10.5 | 3-8-5-14.5 | IC 3-8-5-14.3

## Small Town Offices (NO Primary!)

- **Town Convention must be held by August 21, 2019**
  - County D, L, or R chair appoints a chair of town committee
    - Must be a registered voter of the town
    - May NOT be a town office holder
  - Town chair appoints a secretary of the town committee
    - Must be a registered voter of the town
  - Town chair calls the convention
    - Use CAN-15 form
    - Must be posted in 3 prominent places, including town clerk-treasurer’s office, for at least 3 days

IC 3-8-5-3 | IC 3-8-5-10



## Small Town Offices (NO Primary!)

- Town Convention must be held by August 21, 2019
  - County clerks must provide a list of all registered voters living within the municipality to the secretary of the town convention
    - List must also include date the individual was registered to vote
  - Party conducts the town convention
    - Town convention information is in orange Town Election Guidebook
    - Parties should also consult their state party rules
  - Chair & secretary of the convention complete the CAN-18 following the convention.
    - Form must be filed with the county clerk by noon, Aug. 28, 2019
      - County clerk must provide a copy of CAN-18 with the town clerk-treasurer not later than noon, Sept. 4, 2019

IC 3-8-5-11 | IC 3-8-5-12 | IC 3-8-5-13

## Nov. Election Held by Town EB

- Town Council must pass resolution not later than August 8, 2019, to conduct own November election
  - Must be filed with county clerk not later than noon, August 21, 2019
  - Resolution expires December 31, 2019!
- No current resolution filed with the county clerk?
  - County election board conducts November election & “small” town reimburses county using the prescribed formula or the flat-rate negotiated between the town & CEB

IC 3-10-7-4 | IC 3-10-7-5.5

## Town Election Board

- Nov. 4, 2019, election managed by town election board (TEB):
  - Town Clerk-Treasurer (Secretary)
  - Appointed Democratic Town Chair (see IC 3-8-5-3)
  - Appointed Republican Town Chair (see IC 3-8-5-3)
  
- TEB must follow all state & federal election laws!
  - EXAMPLES (not exhaustive!)
    - Using accessible polling locations & voting systems
    - Mailing ABS ballots not later than 45-days from election, including military/overseas ballots
      - ABS applications for “small” towns holding their own election are filed with town clerk-treasurer
      - HOWEVER, county VR office must handle voter registration activities, including processing of VR on an FPCA
    - Performing public test of voting systems
    - Providing in-person absentee “early” voting options for 28-days, unless adopting resolution to reduce dates/times

IC 3-10-7-7 | IC 3-10-7-11 | IC 3-10-7-21 | IC 3-11-10-26.5

## Nov. Election Held by Town EB

- CEB must provide TED a list of registered voters of the town not later than noon, 10 days before 11/5/19 election
- After 11/5/19 election, “small” TEB:
  - Examines & certifies the election results for the town
  - Conducts a provisional ballot hearing, if applicable
  - Canvass the results & prepare certificate designating:
    - Name of each candidate;
    - The name of each office;
    - The number of votes each candidate received;
    - The total number of votes cast; and
    - The candidate receiving the highest number of votes for each office to be the winner.
  - File election materials with the county clerk for record retention
- Town clerk-treasurer may issue certificate of election (CEB-32, CEB-33)
  - May not be issued before noon, Nov. 22, 2019, when the period for filing a recount or contest has ended
  - Town judges are commissioned by the governor

IC 3-10-7-34

## Campaign Finance Reminders

- Vacancy Report
  - Applies to:
    - D & R candidates filling primary election ballot vacancy
    - Libertarian candidates that fill a ballot vacancy where no candidate was nominated at a convention
      - This does NOT apply to small town conventions; see later slide!
  - Office pays more than \$5,000 per calendar year
    - File CFA-1 not later than noon, ten days after raising or spending more than \$100 toward running for office OR not later than noon, July 10, 2019, which is seven days after the deadline to file CAN-49 (D&R) or CAN-22 (L), whichever comes first
    - File SPECIAL Nomination Report (CFA-4) for the period of July 3, 2019, through July 17, 2019, not later than noon, July 24, 2019
      - If CFA-1 was filed before July 3, 2019, then start of filing period would be the date the individual opened their committee in 2019
  - Office pays less than \$5,000 per calendar year
    - Only need to file a CFA-1 if candidate raises or spends more than \$500 toward running for office
      - If candidate already filed a CFA-1, then the vacancy report noted above would be required

IC 3-9-5-8.5

## Campaign Finance Reminders

- Nomination Report
  - Applies to Independent or minor party candidates filing CAN-44 petition of nomination
  - Office pays more than \$5,000 per calendar year
    - File CFA-1 not later than noon, ten days after raising or spending more than \$100 toward running for office OR not later than noon, seven days after the CAN-45 is filed (July 22, 2019), whichever comes first
    - File SPECIAL Nomination Report (CFA-4) for the period of July 15, 2019, through July 29, 2019, not later than noon, Aug. 5, 2019
      - NOTE: if the candidate has a CFA-1 on file, then the filing period would start on the date the candidate organized their committee
  - Office pays less than \$5,000 per calendar year
    - Only need to file a CFA-1 if candidate raises or spends more than \$500 toward running for office
      - If candidate already filed a CFA-1, then the nomination report noted above would be required

IC 3-9-5-8.2

## Campaign Finance Reminders

- **Convention Reports**
  - Applies to Libertarian Party candidates nominated at convention for cities, large towns or “small” towns where a primary was conducted
    - NOT the same as small town conventions; see later slides!
  - Office pays more than \$5,000 per calendar year
    - File CFA-1 not later than noon, ten days after raising or spending more than \$100 toward running for office OR noon, July 10, 2019, which is seven days after the deadline to file CAN-22, whichever comes first
    - File **POST-CONVENTION REPORT** (CFA-4) for the period of July 3, 2019, through July 17, 2019, not later than noon, July 24, 2019\*
  - Office pays less than \$5,000 per calendar year
    - Only need to file a CFA-1 if candidate raises or spends more than \$500 toward running for office\*
      - If candidate already filed a CFA-1, then the nomination report noted above would be required

*\*NOTE: If the candidate has a CFA-1 on file with the CEB, then a pre-convention report would be required. Call IED for details if applicable.*

IC 3-9-5-6 | IC 3-9-5-8

## Campaign Finance Reminders

- If a “small” town convention IS required for the D, R, or L party to nominate their candidates for November...
  - If the position pays more than \$5,000 per calendar year, then the candidate must:
    - File a CFA-1 not later than noon, August 8, 2019
    - File a **CFA-4 POST-CONVENTION REPORT** not later than noon, 20 days after the date of the convention\*
      - Filing period is date the CFA-1 was filed through the day after the convention
    - Next Report Due: Pre-Election Report due noon, Oct. 18, 2019
  - If the position pays less than \$5,000 in a calendar year, then candidate is only required to open a committee when they raise or spend more than \$500 toward running for office\*
    - If candidate already filed a CFA-1, then the convention report noted above would be required

*\*NOTE: If the candidate has a CFA-1 on file with the CEB, then a pre-convention report would be required. Call IED for details if applicable.*

IC 3-9-5-6 | IC 3-9-5-8

## Campaign Finance Reminders

- If a “small” town convention is NOT required for D, R or L parties to nominate candidates for November....
  - If the position pays more than \$5,000 in a calendar year, then candidate must:
    - File a CFA-1 not later than noon, August 8, 2019
    - File a **CFA-4 PRE-ELECTION REPORT** not later than noon, October 18, 2019
      - Reporting period is the date the candidate filed their CFA-1 through Oct. 11, 2019
  - If the position pays less than \$5,000 in a calendar year, then candidate is only required to open a committee when they raise or spend more than \$500 toward running for office

## Campaign Finance Reminders

- Write-In Candidates
  - Office pays more than \$5,000 per calendar year
    - File CFA-1 not later than noon, ten days after raising or spending more than \$100 toward running for office OR noon, July 10, 2019, which is not later than noon, seven days after the deadline to file a CAN-51, whichever comes first
    - File **SPECIAL NOMINATION REPORT** (CFA-4) for the period of July 3, 2019, through July 17, 2019, not later than noon, July 24, 2019
      - If CFA-1 was filed before July 3, 2019, then start of filing period would be the date the individual opened their committee in 2019
  - Office pays less than \$5,000 per calendar year
    - Only need to file a CFA-1 if candidate raises or spends more than \$500 toward running for office
      - If a CFA-1 is already on file for a candidate, then person should file the nomination report steps noted above

Remember, write-in candidates are NOT printed on the ballot!

IC 3-9-5-8.4

## Legislative Impacts to Forms

- Following forms are updated for use in 11/5/19 election:
  - ABS-Mail
    - Instructions updated to include the NEW October 24, 2019, application deadline
    - "Old" 2019 ABS-Mail forms grandfathered for use
  - PRE-1 Oath Book
    - Updated to include legislative changes related to certain certifications & notation for including "who's in line" information
    - Updated to be inclusive of vote center & non-vote center needs
  - ABS-21 (Failure to Timely Receive ABS Ballot by Mail)
    - NEW form by request for counties to provide a voter when an ABS-Mail ballot has not been timely received & therefore rejected
  - CAN-5 (CEB Election Board Candidacy Filing Confirmation)
    - See next slides for details
  - VRG-14 (Written Authorization to Cancel Voter's Registration)
    - Reactivated as a form for public facing websites
      - Previously, could only be generated out of SVRS by county users
  - NOTE: Order 2019-14 made some CEB forms "obsolete." While paper version of the form is now obsolete, the info must be entered in SVRS and form generated out of it
  - NOTE: Order 2019-15 made the CAN-8 (petition for 2020 Presidential Candidates) & CAN-25 (petition for 2020 Governor Candidates) "live" to gather signatures, but filing does not begin until January 2020!

## Legislative Impacts to SVRS

- Starting July 1, counties will provide CAN-5 notice to a candidate who has filed to run for office at any time during the election cycle
  - OLD LAW: Required CAN-5 to only be provided to D&R candidates filing for the primary election
  - NEW LAW: Will require CAN-5 be given to:
    - D&R candidate filing for primary election OR filling a ballot vacancy (post-primary)
    - L candidates selected at convention or filling a ballot vacancy
    - Independent/minor party candidates consenting to appear on the November ballot through the petition process
    - Independent/minor party candidates filing a write-in form
  - CAN-5 is generated after candidate is entered into election management portal in SVRS
  - CAN-5 will be issued by county clerk for local candidates that file with office
    - CAN-11 will be issued by IED for federal, statewide, state legislative, and judicial candidates

IC 3-5-4-1.3[NEW]

## Legislative Impacts to SVRS

- ABS-Mail Updated Form
  - Not yet in INSVRS to generate out of system, but should be before July 1, 2019
  - Updated form circulated to county clerks in early June & available on county portal
- Starting July 1, ePollbook counties will need to secure ePollbooks or container holding ePollbook with a seal when preparing equipment for Election Day, unless CEB agrees on a different process
  - Survey sent out a few weeks ago to ePB counties to collect information about how the ePBs will be secured to deliver to Inspector
  - Information will be used to create a new module in SVRS to allow counties to record data & create precinct (or vote center) reports to include in poll worker materials
- Starting July 1, local law enforcement agencies may be asking individuals applying for a handgun license if they want to register to vote
  - VRG-6 (Form 56699) will be added to your NVRA tracking dropdown for VR type
    - REMEMBER, VRG-6 forms are ONLY used by the agency attached to the form (ex. BMV or FSSA) & are not otherwise publicly available except at the specific agency for specific transactions

IC 3-11-4-3 | IC 3-11-3-10 | IC 3-7-18-2 | IC 3-7-20.5-1 | IC 3-7-20.5-3

