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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
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

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
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

• 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
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
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

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
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

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
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

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
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.

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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.
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

· 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!
**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!

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**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