



Election Division Dispatch

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NEWS & UPDATES

"Off-year" Pay for Clerk, CEB

In a county where the circuit court clerk serves as voter registration officer, the clerk is entitled to per diem compensation, which is paid out of the general fund. (IC 3-7-12-22) In other words, the county council would determine what, if any, pay can be provided to the clerk for serving as the chief VR official and the county commissioners would approve the budget line item. (IC 3-5-3-1) Also, the clerk, serving as the county VR official, is entitled to a stipend of not more than \$2,500 each year a general election is held. (IC 3-7-12-22)

For the County Election Board (CEB), the county fiscal body determines the pay schedule for the two appointed members and secretary of the CEB. (IC 3-6-5-9) There is no statute that prohibits pay in an "off-year;" in fact, many counties are busy with administrative tasks put off during the busy election cycles. Further, the CEB is required to propose its budget estimate each year (IC 3-6-5-16), which may be an opportunity to explore changes to compensation. Be sure to check in with the State Board of Accounts to get their perspective, too.

Don't Forget! Reprecincting Request Deadline

In February, IED sent an email to counties explaining the steps and deadlines for counties to take to adjust precinct boundaries ahead of the 2026 election cycle. The first step in the process is for counties to notify IED of their intent to reprecinct by April 25, 2025, and IED staff is assigned to you to assist with paperwork.

Questions? The reprecincting memo is found on the County Portal in the Shared Documents folder under "2026 Precinct Change Process" or send an email to elections@iec.in.gov.

Statewide VLM Postcard Project Update

The web page for the state's VLM project was updated and is now available to voters on the IED website (in.gov/sos/elections) or using indianavoters.com/VLM. The page includes general information about the project and sample cards that voters will receive.

Beginning May 16, 2025, we anticipate the first wave of card 1's to be mailed to Indiana voters with a registration status of "active". These cards are not forwardable so that any undeliverable address will be returned to initiate the mailing of a second card (similar to the SAMC) to voters in June. We should complete the card 1 mailing by May 30, 2025. Training sessions on processing card 2 responses will be held in early June, ahead of when we expect to begin receiving information back from the second mailing.

APRIL WEB TRAINING

Apr 8 & 10 | Processing BMV Declinations

Apr 22 & 24 | County Directory Use and Maintenance

2025 Calendar is posted to the INSVRS County Portal and subject to change.

CALENDAR

NOTE: Several deadlines below ONLY apply to counties where a public question is certified to the county election board requiring them to hold a special election in May. These dates are flagged with an "" below. If no public question was certified to your county, then these tasks are not applicable to you.*

- April 7, 2025*:** Voter Registration deadline ONLY for those precincts where a special election is being held
- April 7, 2025*:** Deadline for CEB to conduct public test of voting systems used in special election
- April 8, 2025*:** First day of early voting, if holding a May special election (Note: CEBs can reduce early voting dates/times in a special election by following IC 3-11-10-26.5)
- April 15, 2025*:** Deadline for county holding a special election to publish the CAN-39 notice of special election
- April 17, 2025*:** Travel Board appointments begin
- April 24, 2025*:** Deadline to file ABS-Mail or ABS-VPD to request an absentee ballot sent by mail (or for voters with print disabilities, to request ABS to be sent by email or fax, too)
- April 24, 2025*:** Deadline for military or overseas voter to request an ABS ballot by mail when using an FPCA
- April 26, 2025*:** First of two Saturdays to conduct early voting for a May special election (unless reduced early voting dates/times are established under IC 3-11-10-26.5)
- April 28, 2025*:** Voter registration deadline for military or overseas voter using the FPCA
- April 29, 2025:** Adjournment Sine Die for IN General Assembly (may be sooner, but last day contemplated in state law)
- May 3, 2025*:** Second of two Saturdays to conduct early voting for a May special election (unless reduced early voting dates/times are established under IC 3-11-10-26.5)
- May 6, 2025*:** Election Day, if jurisdiction holding special election for public question(s)
- May 14, 2025 (noon)*:** Deadline to receive ABS-18A or ABS-18B from a voter with a missing or mismatched signature on absentee balloting materials from the special election
- May 16, 2025:** First wave of card 1's sent to all active Indiana voters to initiate the statewide VLM postcard mailing project
- May 16, 2025 (noon)*:** Deadline for county to receive a mailed absentee ballot from overseas military or civilian voters using the FPCA to request a ballot by mail; deadline to hold provisional ballot hearing
- May 19, 2025 (noon)*:** Deadline to certify special election to IED
- May 19, 2025*:** Registration re-opens in those precincts where a special election was conducted
- May 20, 2025 (noon)*:** Deadline to complete CEB-9 in SVRS for special election
- May 20, 2025 (noon)*:** Deadline for an eligible voter to file a petition for recount for a local public question
- May 30, 2025:** Last wave of card 1's mailed to active Indiana voters

IN FOCUS: Elected Office Vacancies

Occasionally an elected official in a local office will resign from office before their term ends and the office will need to be filled as a *pro tempore* appointment.

Notice of resignation and procedures to notify chairs of a death of an office holder can be found in IC 5-8-3.5 and IC 5-8-6, respectively. Most local office holders will file their resignation letter with the county clerk (and several countywide officials with the governor), who then must notify the chair in writing within 72-hours.

Certifying the death of a local officeholder is a responsibility of the clerk, once she receives information and is reasonably satisfied it is true. However, in some cases, the governor must receive notice of the death and send notice to the chair. A caucus **cannot** occur until the chair receives notice of the death from the appropriate official. However, this rule does NOT apply to a resignation.

IC 3-13-6 is the first chapter in the vacancy statutes that directly applies to local offices. While it is important to read the

entire chapter, beginning with IC 3-13-7, the first section notes that a vacancy in a local office that was last held by a person elected or selected as a candidate of a major political party (D or R) of the state shall be filled by a caucus under IC 3-13-11.

The other procedures outlined in the rest of the chapter usually apply only if the official was elected as a Libertarian, Independent, or other minor party. In these instances, a unit of government will hold a public meeting to fill the vacancy, though there are special exceptions with some local offices where the unit is able to fill the vacancy if the D or R chair fails to fill it within the 30-day period.

A caucus is required for D or R elected office vacancies with three exceptions:

- 1/ there is only ONE (or no) eligible PC that can participate in the caucus (IC 3-13-11-5(c); IC 3-13-11-5(a) sets forth PC eligibility requirements);
- 2/ there is a tie at the caucus (IC 3-13-11-8(a)); OR

3/ quorum at the caucus is not established (IC 3-13-11-8(b)).

For elected office vacancies, there is no state form for notice of a caucus. Instead, chairs send written notice under IC 3-13-11-4, which includes the date, time, location, purpose, and name of the caucus chair, to all eligible PCs by first class mail.

Candidates are required to submit the CEB-5 to the caucus chair not later than 72-hours before the caucus is held (IC 3-13-11-7), and must meet the same general qualifications to run for the elected office. The caucus adopts rules of procedures, such as establishing the definition of quorum or requiring a secret ballot if only one candidate files. See IC 3-13-11-10.

The chair files the CEB-4 (if it's a direct appointment, the chair uses the CEB-3) not later than noon, five days after the caucus. Clerks are to give the new official the CEB-22. The oath is filed not later than 30-days after assuming office while the CAN-12 is filed not later than 60 days.

VR CORNER

Voter List Maintenance (VLM) Concepts

Federal and state law sets forth voter list maintenance rules and procedures. In federal law, you'll find the VLM statutes in 52 USC sec. 20507; in state law, these requirements are found, generally, in IC 3-7-38.2.

VLM is continual work, using resources from the Department of Health, Social Security Administration, Department of Correction, and other valid sources like this summer's statewide postcard mailer or your statewide address mailing confirmation (SAMC) notices.

Before each election in even-numbered years, VLM work to move registrations to "inactive" status must "freeze" 90-days before the election. This means you cannot move any voter's registration to "inactive" status during this period and must wait until you apply vote history in that election before making the change. In odd-numbered years, the "freeze" starts 29-days before the election. Unless your county has a special election in 2025, there is no "freeze" period this year.

Certain list maintenance tasks to move registration records to "cancelled" status may occur at any time, like cancellation due to death or incarceration following conviction of a crime or at the voter's written request.

Updates to a registration made by the voter can be processed almost any time, except when registration closes ahead of each election and when it reopens after each election.

QUESTION OF THE MONTH

Q. Can we use other state information to move a registration to "cancelled" status?

A. Maybe. If you receive or request a copy of the voter registration form completed in the other state AND it is dated after the Indiana registration AND the form has the "magic words" from the voter to authorize cancellation of the voter's record at a previous address, then yes, you can cancel the Indiana registration.

If the form does NOT include the "magic words" to authorize cancellation or you just receive basic information about the voter from the other state, then you can send a SAMC to the voter or the VRG-14 form to the individual. Sending the SAMC will allow the voter to go through the active to inactive to cancelled workflow if they fail to respond or the card is returned as undeliverable. Alternatively, the voter can also confirm their Indiana registration or update it within the county.

Sending the VRG-14 requires the voter to sign the document and return it to you. You cannot use an undeliverable VRG-14 as the basis to cancel a registration or move it to inactive status. This process is based on a federal court order and is reflected in our state law (IC 3-7-38.2-5.5). More details are found in the purple 2024 Voter Registration Guidebook.