



Election Division Dispatch

Brad King & Angie Nussmeyer, Co-Directors | December 2017

NEWS & UPDATES

December SVRS Hotfix Update

The following SVRS projects are set for release by the end of December (see training for dates to learn more):

- Updated absentee forms, including removal of ABS-15
- Password Reset Management
- Document Scanning & Scanner Compatibility
- Updating SSN field to consistently show only last four digits

SVRS Modernization Update

Several modernizations projects are rolling out in early first quarter of 2018:

- Refreshed indianavoters.com website (including a "pop-up" to confirm if a person is registered to vote in Indiana to help reduce duplicate registrations)
- After hours email validation
- Token Pilot Project
- Training Portal Improvements

Stay tuned for updates and training opportunities!

Orders for Printed HAVA Publications Due

Included in this packet is the form to request certain printed materials for next year's election, including the 2018 Election Day handbook. The deadline to submit the form to Brandon Kline, HAVA Administrator, is 4PM EST, Saturday, January 13, 2018. (FYI: the enclosed form is the same one found on the forms disc and the SVRS County Portal.)

2017 Annual Reports Due in January

ALL open candidate committees and political action committees must file a 2017 Annual Report on or before NOON (prevailing local time), Wednesday, January 17, 2018. Statewide and state legislative candidates file this report with the Indiana Election Division. Candidates for judge, prosecutor, and local office file campaign finance documents with the county election board. Remember, regular party committees (that is, committees opened using the CFA-3) are not required to file the 2017 Annual Report until noon (prevailing local time), March 1, 2018.

TRAINING

December Hotfix (GCR Webinar)

Monday, December 18, 2017 | 10A ET

Thursday, December 21, 2017 | 2:30P ET

Petition Processing (GCR Webinar)

Wednesday, December 20, 2017 | 2:30P ET

Wednesday, January 3, 2018 | 10:30A ET

The 2018 INSVRS Training Schedule will be posted to the county portal on or after December 15, 2017.

CALENDAR

December 25-26, 2017: IED Closed

December 31, 2017 (noon):

Deadline for county chairs to file delegate district description w. CEB, if applicable

January 1, 2018: IED Closed

January 10, 2018:

Candidate Filing Begins

January 15, 2018: IED Closed

January 17, 2018 (noon):

2017 CFA Annual Report Due

February 6, 2018 (noon):

Deadline to file D&R U.S. Senate petitions with county

February 9, 2018 (noon):

Candidate Filing ends

February 12, 2018 (noon):

Deadline for candidate to withdraw

February 16, 2018 (noon):

Deadline to file candidate challenge

February 23, 2018:

Deadline for IED to certify list of candidates to counties

IN FOCUS: WHEN TO OPEN A CANDIDATE'S COMMITTEE (CFA-1)

As 2017 winds down, county election administrators are a flurry of activity preparing for 2018 elections. Much of the prep work at the start of the new year is getting ready for candidate filing, which includes understanding campaign finance rules.

One of the top questions our office receives relates to when a candidate is required to open a campaign finance committee. It's important to note for *campaign finance purposes*, an individual becomes a candidate when they raise or spend a specific dollar amount to run for elected office. This "threshold" dollar amount is determined by the salary the elected office pays in a calendar year.

If the office pays more than \$5,000 a year, then a candidate must open a committee using the CFA-1 Statement of Organization not later than noon, ten days after raising or spending

more than \$100 toward running for office OR no later than noon, seven days after candidate filing closes, whichever comes first.

Some candidates running for an office that pays more than \$5,000 a year may not raise or spend any money. However, by filing a declaration of candidacy, the person has signaled their intent to run and must open a candidate's committee, which requires certain reports to be filed throughout the year. In the case where candidate does not raise or spend money, a CFA-4 report with all zeroes would be filed.

If a candidate runs for an office paying less than \$5,000 in a calendar year OR is running for school board, a candidate committee (CFA-1) needs to be established ONLY if the candidate raises or spends more than \$500 toward running for office.

Candidates for party offices (precinct committeeperson or state convention delegate) do not need to open a campaign finance committee.

One final note. It's mistakenly believed by candidates that spending only their own money means those funds don't need to be reported. In fact, any loans or in-kind contributions made to or by the candidate apply to the raise/spend threshold "trigger" amount to open a candidate's committee.

Remember, transparency is the reason behind campaign finance reporting. Candidate committees must disclose direct contributions or expenditures, loans, or in-kind contributions made to the campaign.

For more information, review pages 9-30 of the *2018 Indiana Campaign Finance Manual*.

VR CORNER

VLM Data

At the start of each even-numbered year, state law requires data from the U.S. Federal District Courts and Interstate Crosscheck program be provided to county VR officials as part of their voter list maintenance duties.

Since most VLM work must be put on "pause" 90-days out from an election (roughly early February), these data sets may not be available to counties until after the primary election.

To that end, look for emails from Quest/GCR and the Election Division regarding training sessions and other guidance on these matters so your county is prepared to receive this information and process following federal and state law.

VRG-1: Sheriff's Quarterly Report

Earlier this year the Election Division released the VRG-1, which is a cover sheet for county sheriffs to use when submitting their quarterly incarceration report. (IC 3-7-46-6) The reporting system used by the sheriffs vary from county, so the individual county reports may not be uniform across the state. Contact your sheriff to let them know about this new form.

QUESTION OF THE MONTH

Q. Military & Overseas may submit their 2018

Federal Postcard Application (FPCA) on January 1, 2018, and the application is good for one calendar year. Is there a report in SVRS to identify military and overseas voters whose application is set to expire on December 31, 2017, and a batch process to remove the FPCA flags in SVRS to prep for 2018 elections?

A. In SVRS, a county user can pull the "Voter

Notification of Expiration of Ongoing ABS Voter Status" in the "Absentee" category of the SVRS Reports Library. This creates a letter to mail any voter with a FPCA on file with your county to remind them their absentee application expires on December 31, 2017.

There is no batch process to remove the FPCA flag from all voter record in your county. However, counties may use this report to identify the voter with an expiring FPCA and remove the flag individually to prep for 2018. The batch request has been logged for a potential update. Stay tuned!



2018 Publications Order Form

Publications listed here are provided by the Indiana Secretary of State's office & the Indiana Election Division, **free of charge**, to Indiana election administrators. Our purpose in asking you to complete this form is to order an accurate quantity of publications.

Please order enough publications for the entire election year.

Completed forms must be received by **4pm on January 13, 2018**. Please direct questions and return completed forms to:

Indiana HAVA Office, 200 W. Washington St, Room 201 Indianapolis, IN 46204

Phone: 317-234-VOTE Fax: 317-972-0137 E-Mail:

HAVAAdministrator@sos.in.gov

Name:		
Title:		
County:		
Email:		
Shipping Address Line 1 (Not a P.O. Box) :		
Shipping Address Line 2:		
City:	State:	Zip Code:

<u>Quantity Requested</u>	<u>Publication</u>	<u>Description of Publication</u>
	Voter Bill of Rights Poster	REQUIRED to be posted in every polling place. It is written to inform the voter of his or her voting rights. <u>Audience: Voters</u>
	Voter Bill of Rights Poster (Spanish Version)	
	Photo ID Chute Poster	Intended to be posted at the entry of the chute to remind the voter of the Indiana's Photo Id requirement at the polls. <u>Audience: Voters</u>
	Photo ID Chute Poster (Spanish Version)	
	Election Day Handbook (Poll Worker Training Manual)	Provides coverage of each major topic poll workers will encounter on Election Day. This manual, enhanced with flow charts, step-by-step instructions and other training documents is recommended for use as a training manual and as a guide at polling locations on Election Day. <u>Audience: Voters</u>