

# Election Division Dispatch

Brad King & Angie Nussmeyer, Co-Directors | December 2019

## NEWS & UPDATES

### State Convention Delegates

The Democratic and Republican state parties have certified to the Indiana Election Division the number of delegates to be elected in the primary election to serve in this party office for their respective state conventions to be held in the summer of 2020. Those plans can be found on the "Candidate Information" tab of the [in.gov/sos/elections](https://in.gov/sos/elections) website.

In some cases, a county chair has indicated that the state convention delegates are to be elected by district. Those district descriptions are to be filed not later than noon, December 31, 2019, with the county election board. If a county chair fails to file the description, then the CEB must determine those districts at a public meeting held not later than January 8, 2020, the day candidate filing opens. (IC 3-8-4-3)

### Updates to ABS & VRG-7 Forms

Thanks to those counties that completed the survey to flag any address changes to the ABS form series, the VRG-7, and their point of contact for the state's military/overseas guidebook. Those changes were incorporated into the new versions of the forms, which can be found on [forms.in.gov](https://forms.in.gov), through the link to election forms on the IED website, or on the INSVRS county portal. The ABS series can be produced in SVRS, and those changes to forms generated by SVRS will be done not later than Friday, December 6, 2019.

### 2020 Forms & Publications

Many of the 2020 Forms are on the IED website, using the link found in the Election Administrator's Portal. These forms link back to the [forms.in.gov](https://forms.in.gov) website. The word and non-fillable versions of the .pdf will be available on the INSVRS County Portal around the time of the December Conference. Those attending the conference will not receive a forms disc, but will get hard copies of our publications, including the 2020 edition of the election code. Some of those publications are currently available on the Election Administrator's Portal and the others will be added soon.

### WAYEO Updates

Don't forget to update your elected officials on "Who Are Your Elected Officials!" A quick tip sheet from 39 Degrees North is included with this newsletter, and questions can be directed to their team.

## CALENDAR

### December 2, 2019:

Voter Registration Opens

### December 16-18, 2019:

2020 Election Administrator's Conference

### December 20, 2019:

Deadline for local recount commission to complete its work, unless judge extends deadline

### December 24-25, 2019:

IED Closed

### NOON, December 31, 2019:

Deadline for county chairs in counties that elect state convention delegates by district to file a description of their districts with CEB

### NOON, January 1, 2020:

Terms begin for most officials elected in 2019

### January 6, 2020:

Deadline to upload vote history from the November 5, 2019, election (unless there was a recount)

### January 8, 2020:

Candidate filing opens

### NOON, January 15, 2020:

Deadline for all candidate committees and PACs to file 2019 Annual Report (note: regular party committees file their reports not later than noon, March 2, 2020)

### NOON, January 28, 2020:

Deadline for candidates for U.S. President to file primary petitions with county VR officials for review & certification

### January 31, 2020:

Deadline for most elected officials to take and file their oath of office

### January 31, 2020:

Deadline for county sheriff to provide quarterly report to county VR official

### NOON, February 4, 2020:

Deadline for candidates for Governor to file primary petitions with county VR official for review & certification

### NOON, February 7, 2020:

Candidate filing for 2020 Primary Election ends

## DECEMBER WEB TRAINING | NONE

## QUESTIONS OF THE MONTH

**Q. When do we need to complete the CEB-35 (precincts) or CEB-39 (vote center) and file with the county auditor?**

A. Unless a small town entered into a fixed price agreement with the county election board, the county auditor must submit the election expenses calculated by the county election board to the town fiscal body not later than 30-days after the November 5, 2019, election, or December 5, 2019.

**Q. Do we have to issue certificates of election?**

A. The statute says that you only have to issue a certificate of election when requested by a candidate. However, our office encourages you to do provide each elected official with the documentation. (IC 3-12-5-2) NOTE: City and town judges do not receive a certificate of election; instead, they will receive a commission from the governor.

**Q. Do elected officials have to submit the oath of office included with the state form such as the CEB-27?**

A. No. The oath of office included with the certificates of election prescribed by IED is provided as a convenience. An oath of office is to be in writing, which could be letterhead from an elected official or another person authorized to give the oath of office. The text of the oath is to be substantially similar to the text found on page 34 of the blue *Election Administrator's Manual*.

**Q. Who can give an oath of office?**

A. A person who is authorized to perform notarial acts may give an oath of office. See IC 33-42-9-7 for the full list.

**Q. What is the deadline to file an oath of office?**

A. The deadline to take and file an oath of office with the county clerk is January 31, 2019. This includes elected officials in small towns where a town election board conducted the November election. NOTE: City or town judges file the oath of office with the Secretary of State.

**Q. What happens if a person fails to file the oath of office by the deadline?**

A. The office becomes vacant when an oath of office has not been properly filed by the deadline. (IC 5-4-1-1.2) The incumbent officeholder would then “holdover” pursuant to the Indiana Constitution. This would include city and town judges because those offices are created by statute. (Constitutional office holders such as superior or circuit court judges, prosecuting attorney, county clerk, etc. are exempt from this rule.)

**Q. Are oaths of office public records? And how long are those to be retained?**

A. Yes. Please refer to the county’s general retention policy established by State Archives as to when you may move or otherwise destroy oaths of office.

## IN FOCUS: Holdovers

Sometimes no one files to run for an elected office during an election cycle. The state constitution has a remedy for those scenarios—holdovers. Generally, if no one files to run for an office OR an individual who was elected does not qualify to assume office for the new term, then the previous officeholder “holds over” and continues in office until such a time their successor is elected and qualified or the holdover official resigns that would allow for the elected office vacancy to be filled under IC 3-13, generally.

Determining who holds over when more than one person can be elected to the position is a little more complicated. Depending on the unit of government, the legislative body holds a meeting to determine which of the incumbent “at-large” members will hold over. This year, city common councils or town councils may make this determination.

Sometimes its an easy decision where two out of the three current “at-large” members filed to run, leaving the third position vacant. The third member who did not file would then hold over. Other times, perhaps none of the incumbent members file but two other community members were elected. Then the body would have to pick which of the three current officeholders will holdover.

These details can be found in IC 3-13, but you’ll have to find the correct article that corresponds to the unit of government. IC 3-13-9, for example, are procedures for elected office vacancies for town offices. Finally, a person who holds over does not need a certificate of election and does not complete a new oath of office. (IC 5-4-1-1.2)

## VR CORNER

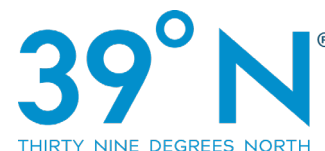
### Vote History Updates

If you haven’t already, counties may begin updating SVRS with information from the November 5, 2019, election. State law requires updates, including vote history and registration information like name or address, be completed not later than 60-days after the election or January 6, 2020. However, in those areas where a recount is being conducted, this deadline is 60-days from when the judge concludes the legal matter.

### Voter List Maintenance

State and federal law allow for VLM activity to begin after the general, municipal, primary, or special election. If your county has work in the statewide VLM mailing hoppers or statewide address mailing confirmation notices (SAMC) sent by your office that were put on hold, then VLM activity may resume up to February 5, 2020, which is the last day to perform VLM work before the primary election.

# Who Are Your Elected Officials



Since 2010, The Indiana Secretary of State's office, 39 Degrees North LLC and all 92 counties have collaborated on Who Are Your Elected Officials (WAYEO) to make it the most comprehensive and robust elected officials' portal across the United States.

<http://wayeo.egis.39dn.com/>

By visiting the URL above, all users may enter an address or click on the map to return a full listing of elected officials. This list includes officials from the President of the United States and all the way down to the School Board Member with everything in-between.

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Dear Indiana County Officials and Representatives,

In order to keep WAYEO up-to-date, we need your help in updating your county's elected officials. The URL listed below will allow your County to make the necessary changes since November 2019's election.

[http://egis.39dn.com/wayeo\\_edit/](http://egis.39dn.com/wayeo_edit/)

After browsing to the URL listed above, you will be required to enter your County and its password.

If you need your County's password, please contact [support@39dn.com](mailto:support@39dn.com) and we will resend it to you.

## Elected Officials Administrator

### Login

Please login

County:  Password:

Login

## Elected Officials Administrator

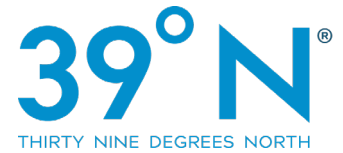
|                             |
|-----------------------------|
| City Mayors                 |
| City Town Clerks/Treasurers |
| City Town Council           |
| County Commissioners        |
| County Council              |
| County Council at large     |
| County Office               |
| County Officials            |
| County Judges               |
| School Boards               |
| Township Board Members      |
| Township Trustees           |

After signing in, your page will resemble what is shown to the left. In this example, we have logged in as Gibson County.

To change a name of an Elected Official, simply click on the associated category (County Commissioners, County Council, County Council at large, etc.)

After clicking on a category, a list of names will appear. In this example, the "County Commissioners" category was selected. (see next page)

# Who Are Your Elected Officials



If any information needs to be updated, click on the link named “Edit” under the field named “Actions.” (red arrow below)

**Elected Officials Administrator**

**County Commissioners**

[Main](#) / [List](#) / [New](#)

| District ↓ | Name ↑          | County ↑ | Phone ↑      | Fax ↑ | Email ↑ | Createdon ↑         | Modifiedon ↑        | Modifiedby ↑ | Actions                                   |
|------------|-----------------|----------|--------------|-------|---------|---------------------|---------------------|--------------|---|
| District 1 | Alan Douglas    | Gibson   | 812-385-3802 |       |         |                     | 01/03/2011 11:56 AM | Gibson       | <a href="#">Read</a> <a href="#">Edit</a> |
| District 2 | Stephen Bottoms | Gibson   |              |       |         | 01/03/2013 11:45 AM | 12/07/2018 10:15 AM | Gibson       | <a href="#">Read</a> <a href="#">Edit</a> |
| District 3 | Gerald Bledsoe  | Gibson   |              |       |         |                     |                     |              | <a href="#">Read</a> <a href="#">Edit</a> |

After clicking on the “Edit” link, update the Name, Phone, Fax and Email fields. Then click the button named “Save.”

**Elected Officials Administrator**

**County Commissioners**

[Main](#) / [List](#) / [Read](#) / [New](#)

County:

Commissioner District:

Name:

Phone:

Fax:

Email:

Createdon:

Modifiedon:

Modifiedby:

To return to the list of names for the current category, click on the link named “List.”

To return to the main list of categories, click on the link named “Main.”

If you have any questions, please do not hesitate in emailing [support@39dn.com](mailto:support@39dn.com).

Thank you again for making WAYEO the most comprehensive and up-to-date Elected Officials portal!