



Election Division Dispatch

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NEWS & UPDATES

May Special Elections

Most Indiana counties will not be holding an election in 2025, as it is an “off-year” where no elections are regularly scheduled. However, it is possible for certain types of public questions to be certified to the county election board, who would have the responsibility of conducting the election. IED publishes a “referendum brochure” available on our website, which provides more detail on the topic. The Indiana Department of Local Government Finance (DLGF) website is also a terrific resource (in.gov/dlgf).

School corporations most commonly use referendums to help raise money for their school or a capital improvement project. Using it as an example, the school board would need to adopt a resolution to move forward with a referendum question and certify it to the CEB not later than noon, Feb. 21, 2025, for a May 6, 2025 special election. Once the question is certified, then the CEB is to meet and discuss plans for conducting the election.

The election calendar or procedures do not change significantly for a special election. However, the CEB can adopt a resolution by unanimous consent to reduce the days of in-person early voting (IC 3-11-10-26.5) The entity requesting the special election does have to pay for the election held in an off-year though there is a little nuance if a city or town election is held at the same time. (IC 3-5-3-12)

Please note: IED does not publish an election calendar brochure for 2025. Many key dates are included in this newsletter. If you have specific questions, please email elections@iec.in.gov

January Hotfix

Civix, our statewide voter registration system vendor, pushed a number of enhancements to SVRS at the end of last month and provided an online review of those enhancements. Build notes and training materials can be found on the SVRS County Portal.

Updating County Contact Information in SVRS

SVRS has a module for counties to enter contact information for the various election duties managed by your offices. This information is displayed on indianavoters.com and used in reports or other documents produced in the system. To update or confirm county contact info, log in to SVRS and navigate to Administration, then County, then Directory. You can then edit (click the pencil on the far right) or add a directory entry. To edit your election board members, use the “Directory Search” link on the tool bar. For more assistance, please contact the INSVRS Help Desk.

FEBRUARY WEB TRAINING

Feb 11 & 13 | How to Access the County Portal

Feb 18 & 20 | Processing VR Records Overview

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.*

February 21, 2025 (NOON): Deadline for a political subdivision to certify to the circuit court clerk a special election for a controlled project OR for a school tax or school safety levy referendum to be held on May 6, 2025

March 3, 2025 (NOON): Deadline for Regular Party Committees to file 2024 Annual Report (Transfers from March 1 due to deadline falling on a weekend)

March 3, 2025: State Charter Election in the Town of Vernon (Jennings County) only

March 17, 2025*: Deadline for CEB to request nominations from the D/R county chairs for ABS voter boards and Election Day ABS central count teams to support a May special election

March 21, 2025 (NOON)*: Deadline for D/R county chairs to nominate, in writing, ABS voter board or central count team members for a May special election

March 22, 2025*: Deadline to send mail and email absentee ballots ONLY for those jurisdictions holding a special public question election

April 7, 2025*: Voter Registration deadline ONLY for those jurisdictions holding a special public question election (otherwise, this does NOT apply!)

April 8, 2025*: First day of early voting, if holding a May special election (Note: CEBs can reduce early voting dates/times in a municipal or special election by following procedures found in IC 3-11-10-26.5)

April 17, 2025*: Travel Board appointments begin, if holding a May special election

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), if holding a May special election

April 24, 2025*: Deadline for military or overseas voter to request an ABS ballot by mail when using an FPCA, if holding a May special election

April 28, 2025*: Voter registration deadline for military or overseas voter using the FPCA, if holding a May special election

April 26, 2025*: First of two Saturdays to conduct early voting, if holding a May special election

April 29, 2025: Sine Die for Indiana 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

May 6, 2025*: Election Day, if jurisdiction holding special election for public question(s)

IN FOCUS: Campaign Finance Enforcement by the CEB

All OPEN candidate and political action committees had an annual report due not later than noon, January 15, 2025. All regular party committees have until noon, March 3, 2025, to file their annual report.

Every county election board (CEB) must enforce the campaign finance act, which includes holding a hearing CEB to give late or delinquent filers the chance to ask for a reduced penalty.

First, what's an **OPEN COMMITTEE**? An open committee is one that has not marked the final/disbands box on the CFA -4 Summary Sheet after spending down their funds to \$0 and has no debts owed to or by the committee. The committee is open until it meets these legal requirements and files a "final/disbands" report.

Unlike other election-related filings, a campaign finance report is only rejected if it's on an old version of the form. (You can use "Forms Master List" found on the SVRS County Portal to see which forms or

current.)

Instead, a report received by the CEB after the noon deadline is considered **DELINQUENT** and incurs a \$50 per calendar day fine, up to \$1,000.

The first \$50 is assessed on the deadline date, if the committee did not file by noon. Let's say the committee filed the Monday after the Wednesday deadline. This is a six-day period (W, R, F, S, S, M), so the total assessed fine is \$300.

Not later than 30-days after the filing deadline (for 2024 Annual, this is Feb. 14, 2025), the CEB must send notice to each committee that filed a later report or failed to do so. (IC 3-9-4-14)

Next, the CEB **MUST** hold a campaign finance hearing. Notice of the hearing must be sent to all committees with a late report to be afforded the committee's right to due process.

At the hearing, the CEB will listen to testi-

mony, review the facts, and apply the law. It can unanimously agree to waive or reduce the fine for each committee that requests one.

After the hearing, the CEB must send orders to each committee that was assessed a full fine or received a waived or reduced fine. This is the document the committee should keep for its records and use to pay their fine, if applicable.

When paid, campaign finance fines go into a non-reverting county fund that can be used by the CEB for election purposes. See IC 3-9-4-17(k) for those details.

More information about the CEB's duty to enforce the state's Campaign Finance Act along with sample notices and orders are found in the CFA Enforcement Toolkit in appendix of the green *2024 Campaign Finance Manual* available on campaign-finance.in.gov.

VR CORNER

Sheriff's Department Quarterly Reports

State law sets forth a requirement that your county sheriff provide a list of individuals who are currently imprisoned - following conviction of a crime. The VRG-1 should be attached to the report as well. The reports, at minimum, should be filed with your office on Jan. 31, April 30, July 31, and Oct 31. See IC 3-7-46-6 for more details.

A person's name on the list is not an automatic move to a cancelled registration status! This is why it is important that the sheriff's report give the county VR official insight if the person is currently imprisoned following conviction of a crime.

For example, a person who was imprisoned and released before the date of the report would no longer meet the threshold requirement of being currently imprisoned to be disenfranchised under state law. Further, a person being held but not yet convicted also does not meet the threshold analysis of being imprisoned AND convicted of a crime.

County Department of Health Reports

Your county health department is likely filing quarterly reports with your county Auditor. You can request these quarterly reports and use this information to move deceased voters to cancelled status within SVRS, assuming the county VR official agrees the person on this list is the same on the registration record. See IC 3-7-45-2.1(e)

QUESTIONS OF THE MONTH

Q. Can we destroy 2022 election materials?

A. Yes, you can destroy materials related to the 2022 election but keep in mind that voter registration form retention is on a different schedule. A retention schedule and related procedures are found on the State Archives website under the "record management" tab.

Q. An elected official filed their resignation with our office, and now the county party is planning their caucus to fill it. Does the candidate need to file the CEB-5 declaration of candidacy with the county clerk?

A. No. Unlike ballot vacancies, the candidate's declaration of candidacy (CEB-5) is **ONLY** filed with the chair of the caucus not later than 72-hours before a caucus is held.

Q. What paperwork needs to be filed with our office after a caucus is held for an elected office vacancy?

A. The CEB-3 or the CEB-4, depending on how the elected office was filled. The CEB-3 is **ONLY** used if there was only ONE or NO eligible precinct committeeman to vote in a caucus or a tie vote at the caucus. (The ballot vacancy law has different rules on direct appointment!) The CEB-4 is filed if a caucus was held. The CEB-3 or CEB-4 is to be filed not later than noon, five days after the elected office vacancy is filled.

Q. When is the CAN-12 statement of economic interests due after a person fills a local elected office vacancy?

A. The CAN-12 is to be filed with the clerk not later than 60-days after the person assumes the elected office.