Election Division Dispatch

NEWS & UPDATES

MOVE Information Sheet

IED recently updated the Military & Overseas Voters Empowerment (MOVE) Act information sheet that is to be included with absentee ballots to those individuals who apply for an absentee ballot using the FPCA. Please be sure your office is using the correct version of the form (January 2020 revision), which can be found in the INSVRS County Portal in the "shared documents" folder.

Delegates & Precinct Committeemen

This election cycle will be the first to require nearly all post election paperwork to be filed through SVRS, including the certified list of candidates who were elected to party offices. If your county has not already done so, please submit a county authorization request to set up offices for all precinct committeemen and state convention delegate districts. This information, even in those instances where a party office may be uncontested, must be entered into SVRS in order for it to appear on the county's CEB-23 and CEB-24.

Administratively Opening Candidate Committees

A candidate running for office that pays more than $5,000 in a calendar year must open a candidate committee 1) no later than noon, ten days after raising or spending $100 toward running for office, OR 2) no later than noon, seven days after the candidate filing period ends (noon, February 14, 2020) whichever comes first.

Not later than noon, February 21, 2020, CEBs must determine if a candidate for an office paying more than $5,000 year has opened their committee as required by law. If the candidate has not filed a CFA-1, then the CEB must administratively file a CFA-1 making the candidate the chair and treasurer of the committee, and the candidate will be required to file all necessary reports in 2020.

January Hotfix

County users may notice a slight change in the SVRS county authorization form. You can now select which category the request falls under or use "other" and type in your own subject.

FEBRUARY WEB TRAINING

Feb. 11 & Feb. 13| SVRS User Account Audit

Dates are subject to change; check the 2020 INSVRS Training Schedule on the county portal to confirm.

CALENDAR

February 4, 2020 (noon): Deadline to file D&R Governor Candidates to file CAN-25 petition with county VR officials for review

February 7, 2020 (noon): Candidate Filing ends

February 10, 2020 (noon): Deadline for candidate to withdraw (except for Presidential candidates)

February 14, 2020 (noon): Deadline to file candidate challenge using CAN-1 form

February 18, 2020: Deadline for counties to file the VRG-21 with IED

February 21, 2020: Deadline for IED to certify list of federal, state candidates to counties

February 27, 2020: Deadline to determine the validity of challenged declaration of candidacy

March 2, 2020 (noon): Deadline for regular party committees to file 2019 Annual CFA Report

March 6, 2020: Deadline for county to estimate the number of absentee & provisional ballots needed for November

March 16, 2020: Deadline for counties to receive ABS-Mail ballots from printer

March 16, 2020 (noon): Deadline for CEB to notify the D&R county chairs of the total numbers of ABS voter boards, ABS counters & couriers

March 20, 2020 (noon): Deadline for county chairs to recommend individuals to serve on ABS voter boards, or as ABS counters & couriers

March 21, 2020: Deadline for all counties to mail ABS ballots to comply with MOVE Act
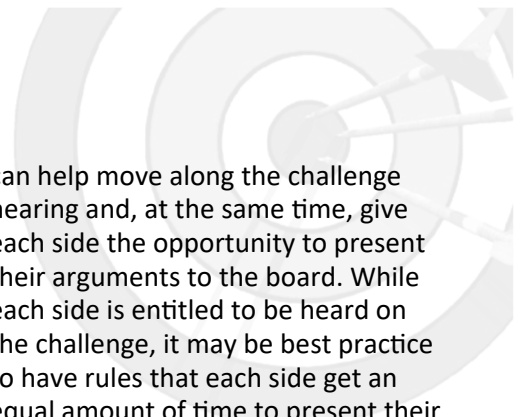
IN FOCUS: CANDIDATE CHALLENGES & HEARINGS

Candidate filing for the Democratic and Republican party primary closes at noon (prevailing local time), Friday, February 7, 2020, and candidates have until noon, Monday, February 10, 2020, to withdraw their name from consideration. (Presidential candidates have a little extra time to withdraw.)

The candidate challenge period ends at noon, Friday, February 14, 2020. A voter in the election district or a Democratic or Republican county chair within the election district may file a challenge using the CAN-1 form.

The form requires the person making the challenge to provide facts indicating why the candidate is not qualified to run for office. The CAN-1 challenge form must have an original "wet" signature (in other words, it can't be faxed or emailed).

Once your office receives a CAN-1 form, it's important that written notice be sent to the challenger and the challenged candidate. The notice should include the day, time, and location of the County Election Board meeting and it is recommended a copy of the CAN-1 be enclosed.

Our best advice is to mail the written notice in a way that includes postal service tracking like certified or priority USPS mail. However, keep in mind that certified mail travels very slowly. Tracking information is often helpful to CEB members if either person fails to attend the hearing. (Sending notice by email can be a helpful alternative, too, if the person acknowledges receipt.)

At the hearing, the county election board may establish procedures that can help move along the challenge hearing and, at the same time, give each side the opportunity to present their arguments to the board. While each side is entitled to be heard on the challenge, it may be best practice to have rules that each side get an equal amount of time to present their case and rebut claims made by the other party.

After each side makes their arguments, the county election board should debate the challenge and vote to uphold or dismiss the challenge. Since candidate challenge hearings have to be conducted at a public hearing of the election board, all debate on the challenge and any votes on the challenge have to be conducted in public.

VR CORNER

Federal Post Card Applications (FPCA)
Beginning January 1, 2020, counties could begin receiving FPCAs from military and overseas voters. This is a dual purpose form as it 1) serves as a voter registration application and 2) a standing request for an absentee ballot for all elections conducted in 2020.

Voter registration officials should first confirm that the individual is registered to vote at the address indicated on the FPCA. However, there is one exception to this rule. Pursuant to Indiana law, an individual who marks box 4 on the FPCA (I am a US citizen but my return is uncertain) must be registered to vote at the address of the county voter registration office. (IC 3-11-4-8)

Once the registration is updated, then the absentee application is to be reviewed and processed, if applicable. Please note: the request of an overseas or military voter to receive a <u>mailed</u> absentee ballot is the same as other "civilian" voters, or 11:59p.m. 12 days before the election.

QUESTIONS OF THE MONTH

Q. Do I have to put uncontested candidates for precinct committeeman or state convention delegate (party offices) on the ballot?

A. No—but the Democratic or Republican member of the county election board can submit a written request to print names of uncontested party office candidates on the ballot. The deadline to do so is noon, Friday, February 14, 2020. (IC 3-10-1-5(d))

Q. Can I use the list on the IED website to build my ballot for federal and state candidates?

A. No. This is not recommended. The certified list of federal, statewide, state legislative, and judicial offices will be sent to counties not later than February 21, 2020. This is the official list of candidates that are to be printed on your ballots, and this list may be different from what is posted online.

Stay Tuned! SVRS User Audit
This month counties will be asked to perform a review of individuals authorized to use SVRS. The webinar training will cover what you need to know, including how to confirm the review is completed.

Ballot Printing Orders for May Primary Election

1) Be sure to estimate the number of provisional and absentee ballots your county will need not later than March 6, 2020.

2) Receive the order of absentee ballots not later than Monday, March 16, 2020. (If your county uses a ballot-on-demand printer, then the CD or equivalent with the ballot files should be delivered by this date.)

3) Counties using optical scan paper ballot cards or traditional hand-counted paper ballots need to order Election Day ballots. The print order should arrive on time for your county to organize the ballots for pick-up by Inspectors the Saturday or Sunday before the election.

To order Election Day ballots for the May primary election, a county needs to review its 2018 November election precinct level results and identify which Democratic candidate was the top vote getter in each precinct, and which Republican candidate was the top vote getter in each precinct to set forth the minimum ballot order.

Figure 1 below is an example of how many ballots and of which party type should be ordered for each precinct on Election Day. (No, state law does not permit counties to back out any absentee voters; you must follow this law for ordering in the primary.)

Some counties use a voting system where a blank ballot card is inserted into a ballot marking device, the voter makes their selections, and a completed ballot card is printed for the voter to insert into the opScan tabulator. You would still follow the ballot ordering rules, though instead of having printed ballots, you would be ordering blank ballot stock at this minimum threshold.

If you are a vote center county using printed ballot cards or blank ballot card stock, then you'll want to go through this same exercise and sum the minimum precinct order to reach a total minimum to deliver to each vote center. Using the example below, each vote center would be supplied with at least 237 D ballots (125+112) and 215 R ballots (101+114).

Please note: the ballot printing rules and needs are different for the November election.

Special Ballot Styles

In a primary election, a county must print one ballot style for the Democratic Party and one ballot style for the Republican Party.

However, some jurisdictions will have a public question certified to them for the May primary, which requires its own special "non-partisan" ballot style for those voters who do not want to vote in a party's primary election but do want to vote on the referendum.

If there is a public question that appears in some or all of the precincts in the county, then you must 1) print the public question on the D & R primary ballots, 2) create a non-partisan ballot with only the public question for the reason stated above, and 3) print special 17-year old D & R ballots that do NOT include the public question but do include the candidates.

Don't forget that primary election ballots should have the name of each party printed near the top of the ballot, and it's also permissible to include color coding to allow for better visual identification for poll workers to pull the proper party's ballot requested by the voter.

Precinct	Office	D Candidate Votes Cast	R Candidate Votes Cast
Perry 1	Dogcatcher	85	92
Perry 1	Sheriff	Minimum D Ballot Print Order for Perry 1 → 125	50
Perry 1	Auditor	73	Minimum R Ballot Print Order for Perry 1 → 101
Perry 2	Dogcatcher	Minimum D Ballot Print Order for Perry 2 → 112	68
Perry 2	Sheriff	65	Minimum R Ballot Print Order for Perry 2 → 114
Perry 2	Auditor	89	92

Incident Response Plan (IRP)

During the 2020 Indiana Election Administrators' Conference, Indiana University's Center for Applied Cybersecurity Research (IU-CACR) reviewed incident response fundamentals and the importance of having an incident response plan in place. An incident response plan (IRP) is a set of instructions to help detect, respond to and recover from incidents. An IRP facilitates effective and repeatable management of emergency situations or incidents through the use of situation specific IRPs or playbooks. These types of plans are used to address issues such as cybercrime, breaches, data loss, service outages, natural disasters, etc. The main components of an IRP are:

- response team establishment
- Incident analysis; decision to invoke a specific IRP or playbook
- Incident management and containment
- Incident recovery

Here are some links to industry tools and templates that can be leveraged to improve your county's cybersecurity posture:

- Trusted CI The NSF Cybersecurity Center of Excellence: Training Materials
- Trusted CI The NSF Cybersecurity Center of Excellence: Guide to Developing Cybersecurity Programs for NSF Science and Engineering Projects
- The Belfer Center: The State and Local Election Cybersecurity Playbook
- The Belfer Center: Election Cyber Incident Communications Coordination Guide
- The Belfer Center: Election Cyber Incident Communications Plan Template
- The Belfer Center: Cybersecurity Campaign Playbook

Cyber Term: Malware

Malware is a collective name for any type of malicious software. Malicious software includes but is not limited to viruses, spyware, worms, and ransomware.

Malware's main purpose is to invade, damage, or disable computers, computer systems, networks, tablets, mobile devices and data.

Malware traditionally consists of code that has been developed by cyber-attackers to cause extensive damage to data and systems or to gain access to an unauthorized network or system.

Traditionally, malware is delivered to an unknowing user through phishing attempts via email. The user unknowingly clicks on a link or opens a file to execute the malware. "Ransomware" is an example of malware.

IRP Workshops Info & Registration

The IU-CACR team will be conducting a series of workshops at the following locations to assist county election administrators and their partners develop incident response plans to aid in resolving crisis situations:

- February 12 - Newcastle
- February 13 – Crown Point
- February 14 - Fort Wayne
- February 19 - New Albany
- February 20 - Evansville
- February 24 - Indianapolis
- February 25 - Terre Haute
- February 28 - Bloomington
- March 2 - Lafayette

Counties can register for one of these workshops online. Members of your county election board and voter registration staff are welcome to attend along with your county IT provider, emergency manager, and others who would be helpful in developing your IRP.