

Election Division Dispatch

Brad King & Angie Nussmeyer, Co-Directors | July/August 2018

NEWS & UPDATES

New Election Forms

Counties will be receiving a few new forms for the November 2018 election, including the new form (PRE-16) for those counties using touch screen (DRE) voting equipment. If you recall from the summer conferences, we discussed the new requirement for poll workers to complete an audit after the polls close to compare the signatures on the poll book and votes cast at the polls on the electronic voting system. The PRE-16 form is the correct document for the poll workers to complete and deliver with election materials in a precinct or for each precinct of a vote center.

We also have updates to the IEC-9 (certification of public test of DREs) and the IEC-10 (certification of public test of optical scan systems), which should be used in November 2018. These three forms updates are included in this packet for easy reference, and will be posted to the SVRS county portal.

BMV Update

As noted at the IVRA conference, the BMV is offering voter registration through its kiosks and other self service interfaces, printing the VRG-6 (the paper chaser), and sending those to county offices from a centralized site in Indianapolis. These are no different than the VRG-6 paper forms sent to you by local branch offices. At the conference, several counties asked if the VRG-8 needs to be sent to the BMV main office for these "new" forms. The answer is "no." The VRG-8 is only used if the BMV or other full service agency sends an employee to hand-deliver the VRG-6 forms to your office. There is no need to send a VRG-8 to the BMV if the "paper chaser" forms are mailed to your office.

AUGUST WEB TRAINING

July 31 | ePollbook Acceptance Testing

Aug 14 & 20 | Prepping for 2018 General

Aug 15 & 16 | August Build

Dates are subject to change; check the 2018 INSVRS Training Schedule on the county portal to confirm.

CALENDAR

July 25, 2018

School board filing opens

August 1, 2018

Deadline to review and update office names in SVRS to the standard naming conventions (Contact Quest Help Desk for Info)

August 1, 2018

NOON deadline for a Democratic, Libertarian, or Republican candidate to file CAN-16 & CAN-12 to run for a small town office in a town where no primary was conducted OR to file a CAN-24 to withdraw small town office candidacy

August 1, 2018

NOON deadline for a public question to be certified to the county election board to appear on the November ballot

August 8, 2018

FINAL DAY to complete Voter List Maintenance work

August 21, 2018

Deadline to conduct a small town convention to nominate candidates for small town office, if there are competing candidates for the same office from the same party

August 21, 2018

Deadline for county VR official to file a VRG-21 with the Indiana Election Division

August 24, 2018

NOON deadline for school board candidates to file a CAN-34 & CAN-12 to run for office

August 24, 2018

Deadline for IED to certify list of candidates for November election

August 27, 2018

NOON deadline for school board candidate who filed CAN-34 to withdraw

August 31, 2018

NOON deadline to file CAN-1 to challenge a school board candidate who filed CAN-34

September 22, 2018

Early Reminder! Deadline date to mail all absentee ballots where an application is already filed and approved

IN FOCUS: Candidate Withdrawals & Small Town Offices

Noon, July 16 was the deadline for any candidate to withdraw from the November ballot for any reason. Now that this deadline has passed, a candidate may only withdraw if the candidate 1) is convicted of a felony, or 2) moved out of the election district. A candidate may also be removed due to death.

If a Democratic, Republican or Libertarian candidate must withdraw now, the candidate must file a CAN-24 with the county election board. The resulting vacancy from withdrawal or death may be filled by the political party. For Democratic or Republican candidates, the ballot vacancy may be filled by caucus or direct appointment of the chair, if the party has authorized her or him to do so. The Libertarian Party state committee fills all ballot vacancies. While independent candidates cannot fill a vacancy, it is possible for a minor party to do so.

Vacancies occurring up to 31-days before the election are considered "early." After October 6, any vacancy is considered "late." While the party may be able to fill the vacancy, its possible the ballot may not be reprinted, depending on the timing. Please be in touch with our office if you experience a late ballot vacancy, and need direction on next steps.

Many counties have small towns, which are defined as having a population of less than 3,500 persons. In some cases, the town has decided not to hold a primary election and instead, the parties may conduct town conventions to choose Democratic, Libertarian, and Republican candidates. The town should have any ordinance requiring a primary on file with your office.

In small towns where the town convention is the preferred model, the deadline for a Democratic, Libertarian, or Republican candidate to file a CAN-16 (declaration of candidacy) and CAN-12 with the county clerk's office is noon, August 1, 2018.

A town convention is only called by the party if a person is opposed for the same office by someone from the same party. For example, if Tom and Sally both file to run as a Libertarian Party candidate for dogcatcher, then a Libertarian Party town convention must be called. However, if Tom is the only person running in the Libertarian Party for dogcatcher, then he is automatically placed on the ballot and the party does not need to hold a convention for this particular office. Neither of the other parties is required to conduct their own convention in this case.

Town conventions are conducted by the town party chair and secretary. The town party chair is appointed by the county chair, and the town party chair appoints the secretary. The notice of convention must be posted in three prominent locations, including the office of town clerk-treasurer, within the small town no later than 48-hours before the convention is held.

All eligible persons are entitled to vote in a convention to nominate the party's candidates. Once the nominees are selected, the town chair files the CAN-18 (town convention certificate of nomination) with the county clerk no later than noon, Tuesday, August 28.

Independent, minor party, and write-in candidates may run for small town office. However, the deadline to file the petition of nomination for their name to appear on the ballot (or in the case of a write-in candidate, the CAN-3) has passed.

The blue Election Administrator's manual and red Candidate Guide go into greater detail on these issues, if you would like to learn more.

VR CORNER

Federal Freeze Period

August 8 is the LAST DAY for counties to complete Voter List Maintenance (VLM) work before the 90-day federal freeze period begins. Starting August 9, a county VR official may not change a voter's status from active to inactive. This work may resume the next day following the fall election, or November 7, 2018, though will require a county VR official to first confirm whether or not the person voted in the election or otherwise updated their voter registration information before changing a voter's status.

During the federal freeze period, county VR officials may accept new registrations, make updates to a voter's registration, and move a registration to cancelled if the voter has died, is imprisoned following criminal conviction, or has submitted written authorization to cancel their registration. See IC 3-7-38.2-3 for details.

Once VLM work concludes, county VR officials are asked to complete the VRG-21, and file it with IED no later than Thursday, August 21.

Don't Forget!

Recently, several counties were asked to review the office names in SVRS and correct any that do not meet the naming standards found in SOP EM4.4 on the county portal.

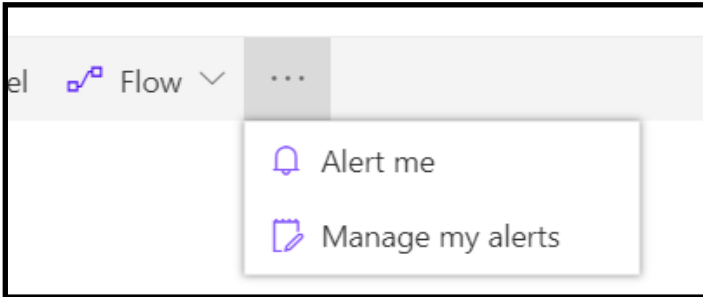
This review is important as it impacts how commissions and oaths of office are printed and how the information is presented on indianavoters.com.

The deadline to complete this work is August 1.

“ALERT ME”

Did you know there is an “alert me” function in the county portal that will send notice if new information is added in the folder? This is especially helpful when new forms or updates to SOPs are added to the county portal.

When you log in to the portal, there is a tool bar with specific functions noted. If you click the “...” button, a new drop down box appears (see image below).



Select “Alert Me” and a new screen will appear, giving you options to manage your alerts and the frequency they are sent to you. Below is a partial screen shot of options available for your alerts:

A screenshot of a web form titled 'Alert me when items change'. It has two main sections. The first section is 'Alert Title' with a text input field containing 'SOPs' and a small instruction: 'Enter the title for this alert. This is included in the subject of the notification sent for this alert.' The second section is 'Delivery Method' with a label 'Specify how you want the alerts delivered.' and a 'Send me alerts by:' label. There are two radio buttons: 'E-mail' (selected) and 'Text Message (SMS)'. The email address 'anussmeyer@iec.in.gov' is entered next to the 'E-mail' button.

SAVE THE DATE!

2019 Election Administrator’s Conference will be held Monday, December 10 to Wednesday, December 12 in downtown Indianapolis. Once the hotel contract is finalized, invitations will be sent out to reserve your space at the conference.

Our office will also be reaching out to the county clerks to get the names and addresses of your county election board members and candidates for clerk of the circuit court so that they, too, are aware of the conference.

Under state law, the county clerk, clerk-elect, board of voter registration, and county election board members are entitled to certain reimbursements under IC 3-6-4.2-14(d) to attend.

QUESTIONS OF THE MONTH:

School Board Filing Focus

Q. Do school board candidates have to open a campaign finance committee?

A. Maybe. A school board candidate must open a campaign finance committee and file required reports if and when they raise or spend \$500 toward running for office. Until then, there is no need to file a CFA-1.

Q. Who can sign a school board petition?

A. Registered voters within the boundaries of the community school corporation. School board information should be part of your county’s precinct key matrix and included in the voter’s record. If not, reach out to your GIS department or the school corporation for a map. (Some metropolitan school districts exist throughout Indiana in these cases, voters signing the petition must be in the school board district.)

Q. Does a candidate for school board need to submit multiple candidate consent forms?

A. No. The CAN-34 form is designed to capture the 10 signatures of registered voters on the front of the form, while the back of the form includes the candidate’s consent. While the candidate can submit multiple CAN-34 documents to ensure he or she has enough petition signatures, only one “back” side needs to be completed by the candidate.

Q. Where is the CAN-34 petition filed?

A. In most Indiana counties, the county clerk is the county’s voter registration official, so the CAN-34 and CAN-12 is filed with the clerk’s office no later than noon, August 24.

In the few counties where the county has a separate VR board, the CAN-34 is filed with the VR board by noon, August 24, so the VR board can certify the number of signatures on the petition. The certified petition is then delivered to the clerk. The candidate must also file the CAN-12 with the county clerk no later than noon, August 24.

In both cases, the clerk has a responsibility to inform the candidate if the petition was approved or denied either in person or by certified mail. If denied, the candidate may file a CAN-1 challenge by noon, August 31 to contest the denied signatures.