



# Election Division Dispatch

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## NEWS & UPDATES

### User Audit

To help to maintain the security of SVRS, an audit of users accounts in SVRS is performed each year. Any accounts that are no longer in use should be expired.

In addition to the methods employed to harden access to our systems, the user audit is a critical element in maintaining the security of our statewide voter registration system. The person serving as the county's SVRS administrator is to review and update user accounts on an ongoing basis; however, this audit confirms all counties are being vigilant on the managing user access.

The "Password Reset Management Step-by-Step" is available on the SVRS county portal. This document walks you through the process of perform the audit. If you have questions or require additional assistance an SVRS User Audit Training will be held on Wednesday, March 13 from 3:00-4:30 pm ET and Thursday, March 14 from 10:30am – 12:00pm ET. **The deadline to complete this audit and survey is Friday, March 15, 2019.**

After completing the audit, please navigate to the "user audit" message in your SVRS hopper and complete the survey to confirm compliance with this request. Failure to complete this activity by the deadline may result in a temporary loss of SVRS access.

### Municipal Primary Election Survey

In the coming weeks county election administrators will be asked to complete a survey to document which municipalities will be conducting primary elections in 2019. Please keep an eye out for an email from the co-directors.

### Absentee Ballot Ready Date

SVRS includes a "ballot ready date" to note when absentee ballots are to be mailed by your county. Since the deadline to mail absentee ballots is 45-days before each election, the ballot ready date for this election will default to March 23. If you would like to move up this date (for example, March 21), please submit a county authorization form to the HAVA Administrator with your preferred date. For those counties with reduced in-person early voting dates and times, you may not mail ballots to "domestic" voters earlier than the first date of in-person early voting; however, you must mail your military / overseas ballots by the March 23 deadline.

## MARCH WEB TRAINING

Mar. 13 & 14 | SVRS User Account Audit

Mar. 19 & 21 | March Build Overview

Mar. 19 & 26 | ePollbook Overview

Mar. 21 & 28 | Absentee Overview

*Dates are subject to change; check the 2019 INSVRS Training Schedule on the county portal to confirm.*

**Miss a training? Materials & videos are available on the county portal.**

## CALENDAR

### March 18, 2019:

Deadline for CEB to receive ABS ballots from printer

### March 18, 2019 (noon):

Deadline for CEB to notify each county chair of the number of ABS voter boards, counters, and couriers needed for the primary election

### March 22, 2019 (noon):

Deadline for each county chair to make written recommendations for ABS staffing needs

### March 23, 2019:

Deadline to mail ABS ballots to military/overseas voters; if CEB did not reduce in-person early voting hours for the primary, deadline to mail ABS ballots for those whose applications were reviewed and approved

### April 8, 2019:

Statewide voter registration deadline for 2019 Primary Election

### April 8, 2019:

Deadline for CEB to perform public test of voting systems

### April 9, 2019:

First day of in-person "early voting" at the Clerk's Office, unless hours reduced under IC 3-11-10-26.5

### May 7, 2019:

Primary Election Day in Cities, "Large" Towns, and, if a primary ordinance was passed, some "Small" Towns

# IN FOCUS: Special Ballot Styles & Ballot Print Orders

## 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. (Of course this year it is possible no primary election will be held because a party has no contested races, and printing a ballot is not necessary.)

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 your municipality is having a primary election AND there is a public question that appears in some or all of the precincts in the municipality, 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 a special 17-year old D & R ballot that does NOT include the public question but does 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.

## 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 8, 2019.
- 2) Order the number of ballots your county will need for absentee voting by March 18, 2019. (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 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: in the November election a county is required to have enough ballots available on Election Day for 100% of the total voters within each precinct. This would include printed opScan ballot cards or paper ballots or blank opScan ballot stock. Again, a county election board is not authorized to subtract from this figure any absentee voters; you must follow the statute and place this minimum order for the municipal election.

Figure 1

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

## VR CORNER

### 17-year old Voters

Indiana law allows a 17-year old to register and vote if they turn 18 on or before the date of the municipal election, November 5, 2019 and the person lives within a municipality OR the date of the November 3, 2020 election if the person lives in an unincorporated part of the county. In these cases, the person should answer “yes” to the question “Will you be 18 on Election Day” if their birthday falls on or before the date of the November election applicable to them.

An “underage” voter can also participate in the May primary. However, if a public question has been certified to appear on the May primary ballot, the county must create a special “17-year old” ballot for each party’s primary that lists the candidates but excludes the public questions.

The reason for the special ballot is needed is that an “underage” voter can nominate which candidates from their political party that they want to appear on the November ballot, but cannot vote in an election where the outcome is determined, such as a referendum election.

## QUESTIONS OF THE MONTH

**Q. Do I need to update polling locations, including vote center sites, in SVRS?**

A. Yes! If you have questions about candidate or office set up please reach out to the Quest Help Desk at 888-467-8771 or [helpdesk@questis.com](mailto:helpdesk@questis.com).

**Q. If a candidate files a CAN-42 to run in the May primary election and the city or town is NOT holding a primary election because one or both political parties do not have a contested primary, does the candidate in this case have to file a pre-primary CFA-4 report and comply with the 48-hour CFA-11 reporting requirements?**

A. Yes! If a candidate has filed a CAN-42 to run in the primary and is required to open a campaign finance committee, then the candidate must file a pre-primary report and report any “large” contributions during the CFA-11 reporting window.

## Upcoming Public Notices

Before each election there are a minimum of three public notices that must be published in a newspaper in accordance with IC 5-3-1, generally. Those notices include:

- 1) **Notice of Public Test.** Notice must be published in the newspaper not later than 48-hours before the county’s public test of voting equipment. The CEB is required to pay for its publication, and there is no prescribed state form (IC 3-11-14.5-2; IC 3-11-13-22)
- 2) **CAN-9 Notice of Primary Election.** Notice must be published not later than 10 calendar days before the election. The CEB is required to pay for its publication, and counties are to use the CAN-9 form. A copy of this notice is to be filed with IED. (IC 3-8-2-19) Note: If candidates were entered into SVRS, a CAN-9 can be generated through the SVRS Reports Library.
- 3) **Notice of Polling Locations (including Vote Centers).** This notice must be published not later than 10 calendar days before the election. The county commissioners are required to pay for its publication, and there is no special state form. (IC 3-11-8-3.2)

Please note: unless specifically noted in statute like those above, CEB meetings do not need to be published in the newspaper, though a CEB may do so if desired. Be certain to follow the state’s Open Door Law to post proper notice as required.

## Statewide VLM Project Preview

The Election Division is required to engage in a statewide voter list maintenance project in each odd-numbered year under state law, which means the project will launch right after the May 2019 primary election. The project’s implementation follows federal election law guidelines and consists of two mailers:

- 1) Card 1: Sent to the mailing address of every active voter in Indiana via USPS non-forwardable mail. In 2019, the first card should be mailed in late May. If the card is returned undeliverable pursuant to IC 3-5-2-49.7, then card 2 is sent to the voter.
- 2) Card 2: Sent by USPS forwardable mail to the mailing address of a person whose card 1 is returned undeliverable. Card 2 allows the person to a) confirm their residence address is their registration address or b) update their registration within the county or c) cancel their registration if they’ve moved out of county.

Card 2 is the main focus for county VR officials. The vendor will enter Information from the “response card.” If the response is unclear, then the county VR official makes the determination in the VLM Exceptions hopper. County VR officials must also review the other VLM related hoppers to confirm the returned voter cards with the voter’s request were correctly categorized.

If a voter does not respond to card 2 or card 2 is returned undeliverable, then the voter is placed in the county’s VLM inactive hopper and should be marked inactive on or before the 90-day freeze deadline of August 7, 2019. More details about the project will be shared as the contract is finalized.