



# Election Division Dispatch

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## NEWS & UPDATES

### SAMC Update To Be Made in SVRS

Later this month Civix is updating the statewide address mailing confirmation (SAMC) notice in SVRS. After the push is made, notice will be sent to counties along with a copy of the revised form. There is nothing for counties to act upon; the SAMC simply needed a date refresh for the voter list maintenance (VLM) cycle applicable to this version of the form. Don't forget! If you are able to send a SAMC using one of the permitted reasons under state law (IC 3-7-38.2-2 (e)), your county must affix pre-paid postage on the voter response card. This is a requirement under federal and state law.

### Political Party Reorganization

The Democratic and Republican parties are going through party reorganization in March. Counties have reached out to ask what, if anything, the parties need to file with the EB afterward. If the party selected a new chair or treasurer, then the party needs to amend their CFA-3 statement of organization to provide the updated contact information and file it by noon, ten days after the change in leadership.

If a new treasurer is selected, then the OLD treasurer needs to file an outgoing treasurer's report not later than noon, 30-days after their last day in the position. Remember, some regular county party committees file with IED, and not the CEB. If you are unsure if a party committee files with the state, visit [campaignfinance.in.gov](http://campaignfinance.in.gov) and search for the committee.

### WAYEO Updates

A gentle reminder for counties to update "Who are your Elected Officials" at [in.wayeo.us](http://in.wayeo.us) to reflect changes made by the November 2024 election. This website is managed by GeoConvergence (not Civix or the Civix Help Desk), so questions are to be sent to [info@geoconvergence.com](mailto:info@geoconvergence.com). There is also a "Need Help" button on the website, and training materials in the "WAYEO Documentation" folder found in the "Shared Documents" section of the INSVRS County Portal.

### Reprecincting Open for Next Election Cycle!

In February, IED sent an email to counties explaining the steps and deadlines for counties to take to adjust precinct boundaries ahead of the 2026 election cycle.

In most counties, the county commissioners take the final action on the effort though the clerk or CEB are often involved. The first step is for counties to notify IED of their intent to reprecinct by April 25, 2025, and IED staff is assigned to you. Next, all paperwork must be filed for state review by August 27, 2025. Once approved, notice is published in the newspaper and the new precinct lines go into effect before candidate filing opens in Jan. 2026.

Questions? The reprecincting memo is found on the County Portal in the Shared Documents folder under "2026 Precinct Change Process" or send an email to [elections@iec.in.gov](mailto:elections@iec.in.gov).

## 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.*

- 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 election
- April 7, 2025\*:** Voter Registration deadline ONLY for those precincts where a special election is being held
- April 7, 2025\*:** Deadline for CEB to conduct public test of voting systems used in special election
- April 8, 2025\*:** First day of early voting, if holding a May special election (Note: CEBs can reduce early voting dates/times in a special election by following IC 3-11-10-26.5)
- April 15, 2025\*:** Deadline for county holding a special election to publish the CAN-39 notice of special election
- April 17, 2025\*:** Travel Board appointments begin
- 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)
- April 24, 2025\*:** Deadline for military or overseas voter to request an ABS ballot by mail when using an FPCA
- April 28, 2025\*:** Voter registration deadline for military or overseas voter using the FPCA
- April 26, 2025\*:** First of two Saturdays to conduct early voting for a May special election (unless reduced early voting dates/times are established under IC 3-11-10-26.5)
- April 29, 2025:** Adjournment Sine Die for IN 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 (unless reduced early voting dates/times are established under IC 3-11-10-26.5)
- May 6, 2025\*:** Election Day, if jurisdiction holding special election for public question(s)

## MARCH WEB TRAINING

- Mar 4 & 6** | Processing Transfers & Merge/Unmerge
- Mar 18 & 20** | Processing ID Updates & Corrections

*2025 Calendar is posted to the INSVRS County Portal and subject to change.*

# IN FOCUS: Statewide VLM Postcard Mailing

The Election Division is required to engage in a statewide voter list maintenance (VLM) project in each odd-numbered year under state law. This year, the project is expected to launch in mid-May 2025 and follows VLM procedures found in federal and state law.

Indiana's program consists of two mailers. **Card 1**: is sent to the mailing address of every active voter in Indiana via USPS **non-forwardable** mail. This first card is anticipated to be mailed in mid-May. If the card is returned undeliverable by mail pursuant to IC 3-5-2-49.7 or is marked "return to sender", then card 2 is sent to the voter.

**Card 2**, or the Voter Response Card, is 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

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 very similar to a SAMC in look and feel. The response card has pre-paid postage affixed, and needs to be received by the state by a cut-off date in late August for the voter to avoid having their registration status moved to "inactive" outside of a freeze period.

Card 2 is the main focus for county VR officials, as the voter response card (VRC) is treated like a voter registration document. Our vendor will scan and sort the returned VRC information into VLM Hoppers in SVRS. This allows the counties to review and make the final determination if the voter has updated or cancelled their registration based on the response.

If Card 2 is not returned by the late August cut-off date or is returned as undeliverable, then those records will be loaded into the VLM Hopper for counties to move their status to "inactive" outside of the freeze period.

Two years ago our vendor continued to scan "late arriving" card 1 and card 2s and loaded them to VLM Hoppers once all counties cleared their work statewide. This is an important step, as voter records need to be acted on to capture the changes in chronological order.

More details, including images of the cards, will be shared with counties in the near future once our contract with Civix and The Jackson Group is finalized. IED will also have an info page on our website ([in.gov/sos/elections](http://in.gov/sos/elections)) to help voters understand this effort before the project is launched.

## VR CORNER

### Special Elections & VR Deadlines

For most counties in 2025, there are no voter registration deadlines as there are no regularly scheduled elections. However, a few counties are holding a special election in May and, it's possible there will be a few special elections in November.

Counties juggling a special election in 2025 must impose a VR deadline for **only those precincts holding a special election**. For the May 6, 2025, special election, the VR deadline is April 7. This means counties will need to review records in SVRS hoppers to determine if the voter lives in a precinct where the special election is being held. If so, then they must confirm the registration was submitted electronically on or before April 7.

Paper registrations for voters living within the special election district must be hand-delivered before your office closes on April 7, OR postmarked, if sent by mail, on or before April 7, to be processed. Remember, if a postmark is missing or illegible, then a mailed registration for a voter living in the special election district can be processed if it is received by April 14, 2025.

Of note, if an underage voter submits a VR form AND lives within the special election district, then the individual must turn 18 on or before the date of the special election. Outside the special election district, the underage voter needs to be 18 on or before the date of the November 2026 election.

Voters living outside of the special election district are not impacted, and the form can be processed for qualified voters.

## QUESTIONS OF THE MONTH

### Q. Are there any requirements a CEB should follow when auditing campaign finance reports?

A. State law says that a CEB will audit reports from "time-to-time" but does not set forth parameters to conduct the audit. Instead, it is up to the CEB to develop and adopt uniform and non-discriminatory procedures to perform this work. Please note that this is different from enforcement actions, where a committee has not filed or filed a delinquent report. All CEBs must track and determine which committees have not timely filed their CFA-4 or CFA-11 reports and follow state law to hold a hearing and assess a fine. *The 2024 Campaign Finance Manual* has more information on conducting enforcement proceedings.

### Q. A few folks have asked when candidate filing for 2026 will start. Is there an updated election calendar with that information?

A. Not yet. Keep in mind that the state legislature is considering bills that may affect these dates. After final action by the governor, then IED will update forms and publications ahead of the December Election Administrators' Conference. Petitions for certain candidates and the calendar brochure for the next cycle are released early, usually in early July. Since it may be a while for updated materials to be released, you can pencil in on your calendar the following 2026 dates:

- Jan. 7, 2026: First day of candidate filing
- NOON, Feb. 6, 2026: Deadline to file for D/R Primary
- May 5, 2026: Primary Election Day