



# Election Division Dispatch

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## NEWS & UPDATES

### September Build

Last month, Civix pushed several new features to SVRS, including changes necessary to comply with the voter ID requirements for all types of absentee applications, revised online absentee applications, and the ability to enter provisional ballot information into SVRS before Election Day. More details and taped training sessions are available to county users on the INSVRS County Portal.

### Annual Election Administrators' Conference

Don't forget to register for the 2024 Conference! Registrations received on or after 11/17/23 will have a \$50 per person late fee added to the conference fee.

At each conference we like to recognize the good work of our colleagues across the state. The deadline to nominate in a variety of categories is Monday, November 13, 2023. As a convenience, the nomination forms are included with this month's newsletter.

Lastly, each registration comes with a full set of books, but counties can submit an IEC-7 and payment now to purchase additional Code Books and publications for pick-up at the conference. These materials will also be available for purchase at the conference while supplies last.

### Continuity of Operations Plan Resources

The U.S. Election Assistance Commission (EAC) recently released a Continuity of Operations Plan (COOP) template and guidance document to assist election officials in creating or reviewing their own COOP plans.

Contingency planning activities can help election officials prepare for unexpected circumstances, whether it's a natural disaster, a pandemic, or something unknown. A COOP serves as one document that election officials can turn to in an emergency that has all the information needed to be able to carry on the essential election functions.

For more information, templates, and resources visit [eac.gov/election-officials/contingency-planning](http://eac.gov/election-officials/contingency-planning)

## CALENDAR

- October 5, 2023:** Deadline to post notice of a public test of voting systems on 10/10/23
- October 8, 2023:** Last date to publish notice with newspaper for a public test conducted on 10/10/23
- October 8, 2023:** If needed, "late" ballot vacancy procedures are to be followed from today until Election Day (IC 3-13-2)
- October 9, 2023:** Columbus Day (IED Closed)
- October 10, 2023:** Statewide VR deadline in precincts where election is being conducted
- October 10, 2023:** Last day to conduct public test of voting systems to be used in Nov. election
- October 11, 2023:** First day of in-person absentee voting at the Clerk's Office, unless CEB adopts resolution under IC 3-11-10-26.5
- October 13, 2023:** End of pre-election reporting period
- October 14, 2023:** Start of CFA-11 reporting period for candidate committees
- October 17, 2023 (NOON):** Deadline for county chairs to nominate poll workers
- October 17, 2023:** Deadline to publish CAN-39 & list of Election Day polling locations in newspaper
- October 19, 2023:** Traveling Board appointments begin
- October 20, 2023 (NOON):** Deadline for candidate committees, PACs & party committees to file pre-election CFA-4 report
- October 26, 2023 (11:59PM):** ABS-Mail, ABS-VPD, ABS-Attorney application deadline
- October 28, 2023:** 1 of 2 Saturdays the clerk's office must be open for in-person absentee voting, unless CEB adopts resolution under IC 3-11-10-26.5; all vote center counties must have at least 1 vote center open for absentee voting
- November 4, 2023:** 2 of 2 Saturdays the clerk's office must be open for in-person absentee voting, unless CEB adopts resolution under IC 3-11-10-26.5; all vote center counties must have at least 1 vote center open for absentee voting
- November 6, 2023 (NOON) "Election Eve":** Numerous deadlines; consult yellow calendar guidebook for specifics
- November 7, 2023:** Election Day (6A to 6P)

## OCTOBER WEB TRAINING

- Oct. 3 & 5 |** Preparing for the 2023 General Election
- Oct. 10 & 12 |** County Election Results Entry
- Oct. 17 & 19 |** Certificate of Error Processing

*2023 Calendar posted to INSVRS County Portal. Dates/times subject to change.*

# IN FOCUS: Election Equipment Delivery for Election Day

The County Election Board is required to have the necessary voting systems and equipment required for a voter to cast a ballot not later than 6PM, the day before Election Day.

## ePOLLBOOKS

ePollbooks are to be given to the inspector (or a person authorized in writing by the inspector) on the Saturday before the election at the same time other election materials are picked up for use on Election Day. The CEB MUST seal ePBs and provide a list of seal numbers with the PRE-1 Oath Book. To assist with this process, counties can enter their seal numbers in SVRS and produce the Poll Location Seal Number tracking report out of the Reports Library.

On Election Day, the inspector and opposite party judge will complete step #4 of the PRE-1 Oath Book to confirm the seal numbers listed in the oath book (or SVRS report, if applicable) are the same as the seal numbers on the ePBs used at their polling place and that the seals are not otherwise broken or tampered with. Alternatively, if the county election board

wants to secure their ePB in a different manner than a plastic seal, state law allows them to unanimously agree to adopt a resolution stating its policy and procedures for securing ePBs. However, the PRE-1 Oath Book will still be completed by poll workers to confirm the ePB has not been tampered with prior to the polls opening.

After the polls close, the Inspector and judge of the opposite political party are to complete the CEB-1D and file it with the CEB to ensure the ePBs were safely and securely returned.

## VOTING SYSTEMS

County election boards must either adhere to statutory requirements to seal voting systems after the public test until the election results canvass or other specific cases where access is necessary OR adopt a resolution that sets forth its policy to secure voting systems from tampering throughout the year. (IC 3-11-15-46)

Voting systems (DRE, opScan, ballot marking devices) are to be delivered by the CEB, a bi-partisan team, OR a commercial

delivery entity. (IC 3-11-3-10) The teams or commercial entity delivering the equipment must complete the CEB-1A and the individual at the polling place must be present to sign the acceptance form.

Unlike the other statutes, state law doesn't give the CEB discretion in adopting an alternate policy as to who may deliver the voting system. However, several counties have raised questions about using a county highway department or an inspector/judge combo to deliver the equipment.

As long as the county highway department or other delivery service has bi-partisan representation approved by the entire county election board membership, then the standards under the law are met in the Election Division's view.

The CEB-1C form is completed by the team noted above upon the voting systems return to the CEB after the polls close.

NOTE: The CEB-1B is completed by the Inspector and judge of the opposite party when other materials are returned from the precinct or vote center.

## QUESTIONS OF THE MONTH

**Q. Do candidates who filed a CAN-16 for small town office need to file a pre-election report?**

A. Maybe! If the office pays more than \$5,000 in a calendar year, then a person filing a CAN-16 must open a campaign finance committee (CFA-1) not later than noon, 7-days after the candidate filing deadline. Those candidates will have a pre-election report due not later than noon, Oct. 20, 2023.

**Q. What about candidates who filed to run in the primary election but lost? Do they need to file a pre-election report?**

A. No. Democratic and Republican candidates who filed to run in the primary election, and filed a CFA-1, and do not appear on November's ballot because they lost the May election, are not required to file a pre-election report. Instead, they file an annual report in Jan. 2024 unless a final/disbands report is filed before the annual report deadline.

**Q. How about a candidate who filed to run for office who filed a CFA-1 but is not on the ballot because the office is uncontested? Do they need to file a pre-election report?**

A. Yes. State law requires a pre-election report to be filed in this instance.

**Q. If we approved ABS applications before new features in SVRS were added to correct a voter's record with additional voter ID numbers, can we make those corrections now?**

A. Yes. State law requires a voter's registration record to be updated with alternate voter ID numbers provided by the voter that can be validated using the BMV/SSA tool in SVRS.

## VR CORNER

### NEW! SVRS & ABS Application Voter ID Requirements

**1/ DLN/SSN Corrections Hopper.** This is ONLY for online ABS applications where a voter has been conditionally approved to access the online absentee application using a DLN/SSN not previously on their record. While the number provided by the voter to gain entry to the online application is validated by the system, county VR officials must approve it BEFORE the online application can be processed in SVRS. Once processed out of the hopper, the number is added to the voter's registration record as a correction.

**2/ ID Updates Hopper.** This hopper is used for online AND paper apps AFTER an application has been approved in SVRS, which allows additional voter ID numbers to be included on a voter's record as a correction. For example, a voter used their DLN to gain entry to indianavoters.com but wants to add the last four digits of their Social Security Number to their registration record. The new feature in the ABS module will allow the county to view the voter's SSN4 submission, validate it against the BMV/Social Security Administration feed, and approve the application. Then the county VR official reviews/approves the correction in the ID Update Hopper.

**3/ Photocopy of ID.** Some voters may wish to instead attach a copy of an ID to their paper absentee application, which is permitted by state law. Counties need to confirm the ID complies with the state's photo ID law; however, counties cannot use photocopy to update a voter's ID number in SVRS.