



September 2023 Circuit Court Clerk District Meetings

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Prep for Town Election Board

- Decide voting method (IC 3-10-7-32)
 - Hand-counted paper ballots (IC 3-11-2; IC 3-11-11)
 - Optical scan ballot cards (IC 3-11-13)
 - Direct Recording Equipment (IC 3-11-14)
 - Must have a voting option available for persons with disabilities to vote independently and privately
- Build ballot according to IC 3-11-2 and voting method
- Hand-counted paper ballots may be modified slightly; see IC 3-11-11
- Conduct public test of voting equipment

Town Election Board consist of 1 R and 1 D voter of the town and Town Clerk-Treasurer

Absentee Voting

- Must offer absentee by mail, in-person early voting, travel board
- Town election board may adopt a resolution to reduce the number of early voting days by unanimous vote. Must include "findings of fact" to justify shorten days and hours.
 1. The number of absentee ballot application anticipated for submission.
 2. The expense that would be incurred for having early voting during the entire 28-day period.
 3. The statement that voters would experience little or no inconvenience by restricting absentee voting days and hour.
- Military & overseas voters with approved absentee applications MUST be mailed no later than 45-days before the election (Saturday, September 23, 2023)
- Bi-partisan travel board teams must begin their appointments 19-days before the election



Equipment & Polling Locations

Polling Locations

- Appoint precinct election officials
- Identify polling locations for each precinct
- Polling locations must be accessible to persons with disabilities
- Publish notice of election and location of polls
- Emergency action plan
- Towns may borrow equipment from county election board
- Town is responsible for reimbursing county for moving equipment and any damage to the machines

Poll books

- County clerk (or board of voter registration) prepares a paper poll list of voters in each precinct within the election district
- Paper poll lists are printed not later than 10 days before the election
- Must include voter's full name, address, and assigned identification number
- Two copies of each precinct list are given to town election board



Post Town Election

Canvass results

- Town election board canvasses results to determine the total vote cast on election day
- Secure election materials
- Poll lists, ballots, tally sheets, and other materials are filed with the county election board for preservation

Certificates of election

- After the canvass, the town election board certifies the winners of the election to the town clerk-treasurer
- If a public question is on the town ballot, the town election board would declare if the question was approved or defeated
- Town clerk-treasurer may issue a certificate of election to each person elected

IC 3-10-7-33 | IC 3-10-7-34





County Post Town Election Responsibilities

- County Election Board files the following with the Indiana Election Division:
 - CEB-9 (County Election Report)
 - Filed electronically through SVRS with information provided by the town election board, if applicable
- Precinct level Results
 - Be sure to secure this information from town election board
- Names and mailing addresses of elected **town judges**
 - Governor issues a commission, and this information is necessary to complete this process





*Autumn shows us
how beautiful it is to
let things go!*

How To Move Small Town Elections to General Election Years



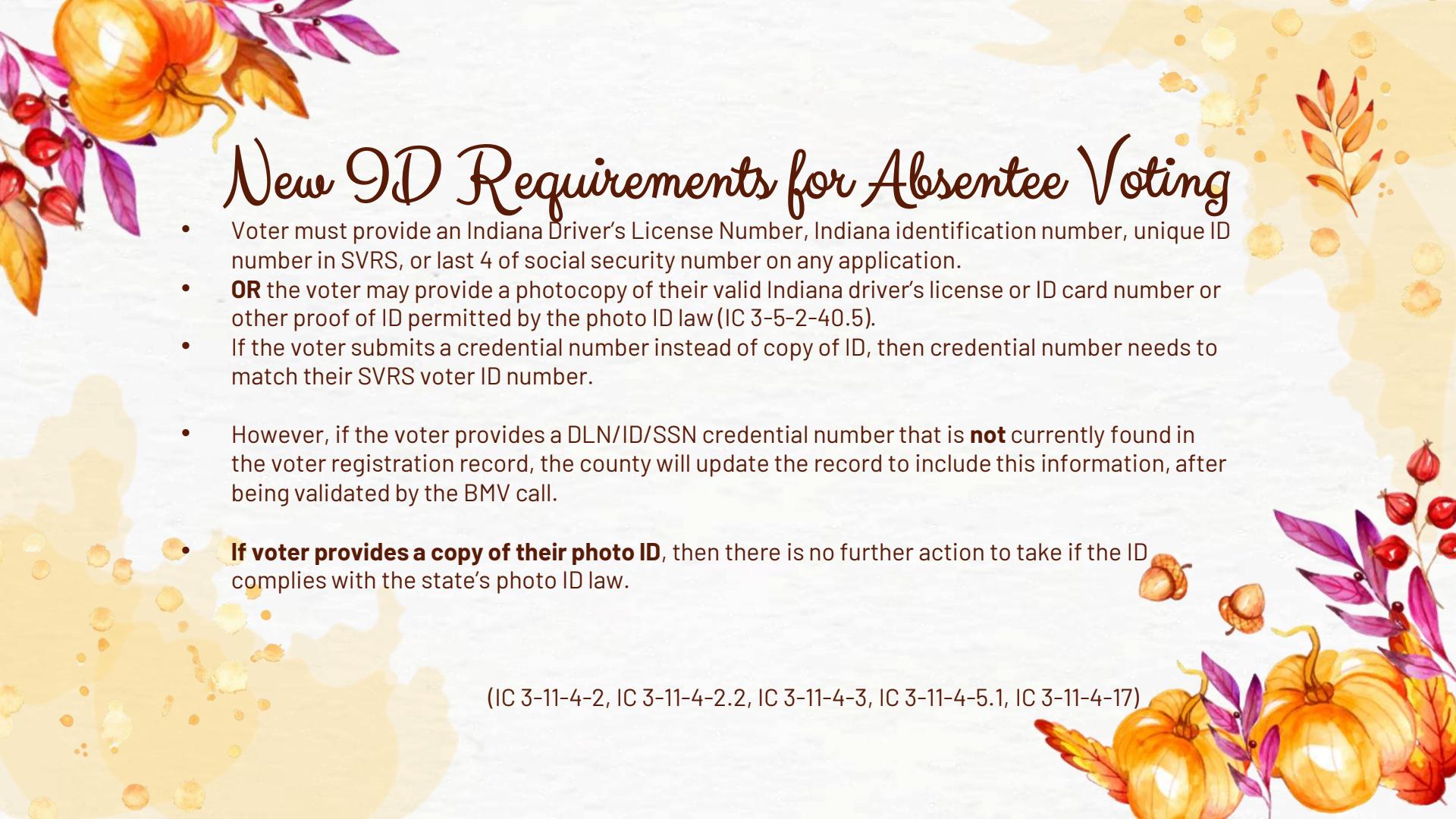
Moving a Small Town Election



- To move a small town (2020 census population less than 3,500) election to even numbered years, the town council must pass an ordinance in the year **PRECEDING** (before) a town election
 - Your next opportunity to do this is in 2026 (January 1, 2026 – December 31, 2026).
 - Small towns may elect all offices in general (2024, 2026) rather than a municipal (2027, 2031)
 - May adopt a ordinance in 2026 saying all town offices elected in 2027 will be elected to a 3 year term
 - All town offices would then be elected in 2026 and every four years after (2030, 2034)
 - The term of office for each individual elected to a municipal office at the next municipal election will either be one (1) or three (3) years
 - The successor of the individual elected at the next municipal election shall be elected in the following even number years as determined by one or three years term of office stated in the ordinance
 - The term of office of the successors of the individual elected to the intial one or three years term of office will be four (4) year terms of office beginng on January 1 in the year after the even numbered year election the municipal is on the ballot (IC 3-10-6.5-4)
 - Once the ordinance is adopted under IC 3-10-6.5-3, it takes effect when the ordinance is filed with the county clerk with largest percentage of population
 - May not be repealed for 12 years. (IC 3-10-6.5-6)
 - **County pays for elections in general years, not town. (IC 3-5-3-11)**

New 9D Requirements for Absentee Voting





New ID Requirements for Absentee Voting

- Voter must provide an Indiana Driver's License Number, Indiana identification number, unique ID number in SVRS, or last 4 of social security number on any application.
- **OR** the voter may provide a photocopy of their valid Indiana driver's license or ID card number or other proof of ID permitted by the photo ID law (IC 3-5-2-40.5).
- If the voter submits a credential number instead of copy of ID, then credential number needs to match their SVRS voter ID number.
- However, if the voter provides a DLN/ID/SSN credential number that is **not** currently found in the voter registration record, the county will update the record to include this information, after being validated by the BMV call.
- **If voter provides a copy of their photo ID**, then there is no further action to take if the ID complies with the state's photo ID law.

(IC 3-11-4-2, IC 3-11-4-2.2, IC 3-11-4-3, IC 3-11-4-5.1, IC 3-11-4-17)

New ID Requirements for Absentee Voting

- **SVRS is currently being modified** to allow counties to add the new ID number to the voter registration record.
 - Adding an ID number to a record will take effect immediately, without putting the registration into pending status.
- Identification information is provided by the BMV through SVRS. The BMV information will identify if an ID number is **"temporary"**, referring to an individual who holds a **temporary immigration status**.
 - Temporary status is not necessarily indication the voter is not currently a US citizen.
 - This is "point in time" verification when the credential application was made and may not be the current status of the individual.
 - CEB must do additional research to determine if individual is eligible to vote.
- Effective July 1, 2023

(IC 3-11-4-2, IC 3-11-4-2.2, IC 3-11-4-3, IC 3-11-4-5.1, IC 3-11-4-17)

New 9D Requirements for Absentee Voting

- The new ID information on absentee applications does not apply to **in-person absentee voting** in counties using electronic pollbooks.
- If you choose not to use an electronic pollbook, you will have to use a paper application so the voter can provide one of the ID numbers now required and you will need to match the ID number in SVRS prior to approving the application OR make a copy of the voter's valid photo ID to attach to the application.
- The temporary credential information provided by the BMV and given to the county voter registration official is **confidential** and may not be provided to the public.

New 9D Requirements for Absentee Voting

- The identification number provided on the voter's absentee ballot application, or the photocopy of the identification document provided with the application is confidential.
- A county voter registration official is only required to redact the confidential information in responding to a public records request.
- **A voter's ID number once placed on their registration record is public information.**

(IC 3-11-4-2, IC 3-11-4-2.2 IC 3-11-4-3, IC 3-11-4-5.1, IC 3-11-4-17)

ABS Cure Process

- If an ABS-Mail application does not have all the required information to receive an absentee ballot and is received by the county **more than 12 days** before the election, the county must send the voter a notice and provide the voter an opportunity to cure the issue using a form prescribed by the Election Division.
- If a defective ABS-Mail application is received **less than 12 days** before an election and before noon before election day, the county must:
 1. Send the voter an absentee application and a notice explaining the requirements necessary to vote by absentee ballot; and
 2. Provide the voter an opportunity to cure the issue using a form prescribed by the Election Division. If the application is late, the notice must include a statement that the application was late.
- The law is silent on what to do if a defective application comes in on day 12.

ABS Cure Process

- If a voter submits a defective application before the deadline to receive an absentee ballot, then notwithstanding the requirement under law for previous unanimous approval from the county election board, the clerk **may** deliver an absentee application in-person, approve the second application if the defect is corrected, and if accompanied by a bi-partisan absentee voter board, provide an absentee ballot to the voter.
- The voter may then return the absentee ballot to the absentee voter board or county election board. If a county chooses to provide this service, it must be done in **a uniform manner to all** applications governed by this procedure.

(IC 3-11-4-17.5, IC 3-11-4-17.6)



Questions?



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