



# Election Division Dispatch

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## NEWS & UPDATES

### Election Results Reminder

Before Election Day, each county must ensure SVRS is set to their preference on entering election results. The default ENR selection is *summary results*; however, a county can toggle to precinct results (manual entry) or precinct results (upload). The former requires an individual to hand enter each precinct's results for each candidate; the latter requires the county to map the column headings in the precinct results file from your voting system's software against the column headings used by SVRS to ensure a seamless upload. If your county has not proactively selected either precinct results option in any election, then summary results will be entered. No changes to the election results functionality for this election can be made on or after Election day, November 5, 2019, so please confirm the correct setting is toggled for your county's use before election day.

### Election Day Help & Support

Before Election Day, the Quest Help Desk will be open on two Saturdays—10/26/19 & 11/2/19—from 8A to 6P (ET). On Election Day, the Help Desk is open from 5A to 8P (ET). Call 1-888-467-8771 or email [helpdesk@Questis.com](mailto:helpdesk@Questis.com). IED staff are also available on Election Day from 5A to about midnight (ET).

### Voter Information Project (VIP)

IED is again partnering with Democracy Works to increase visibility of early voting and Election Day polling place information. A baseline data set and frequent updates are regularly shared with them. Please make sure your Election Day locations are up to date in SVRS as your information will not only be shared at [indianavoters.com](http://indianavoters.com) but also at [gettothepolls.com](http://gettothepolls.com).

### Annual Election Admin Conference

Don't forget to register for the 2020 Conference! Registrations received on or after 11/8/19 will have a \$50 per person late fee added to the conference fee. Plus, the deadline to nominate individuals in a variety of categories for our annual awards & recognition ceremony is 11/8/19. As a convenience, the nomination forms are included with this month's newsletter.

## OCT. WEB TRAINING

Oct. 1 & 3 | COE Processing

Oct. 22 & 26 | Election Night Results Data Entry

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

## CALENDAR

**October 7, 2019:** Statewide VR deadline (Review VR Guidebook for guidance on postmark rules)

**October 8, 2019:** First day of in-person absentee voting at the Clerk's Office, unless CEB adopts resolution under IC 3-11-10-26.5

**October 11, 2019:** End of pre-election campaign finance reporting period

**October 12, 2019:** Start of CFA-11 reporting for candidate committees

**October 15, 2019 (NOON):** Deadline for county chairs to fill poll worker positions; after noon, CEB is to fill

**October 17, 2019:** ABS-Travel Board begins

**October 18, 2019 (NOON):** Deadline for candidate committees, PACs, regular party committees to file CFA-4 pre-election report

**October 24, 2019 (11:59PM):** Deadline for CEB to receive ABS-Mail application (postmarks do not count! Must have physical custody of app unless IED or another county timely receives app and forwards to your office)

**October 26, 2019:** 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 2, 2019:** 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 3, 2019 (6AM):** End of CFA-11 reporting period for candidate committees

**November 4, 2019:** Numerous NOON deadlines; consult yellow calendar guidebook

**November 5, 2019:** Election Day (6A to 6P)

# IN FOCUS: Voting System & ePollbook Delivery

Recent changes in state law have changed how voting systems and ePollbooks are to be delivered for use on 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. Under the new law, the county election board will seal ePBs and provide a list of seal numbers with the election materials. (GCR is working on an update to allow counties to record seal numbers in SVRS and generate a report by precinct - stay tuned for updates!)

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.

## VOTING SYSTEMS

A few years ago state law changed to require county election boards to either adhere to statutory requirements to seal voting systems after the election results canvass until the public test 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)

This year state law changed on how voting systems are to be delivered to the polling

place or vote center before election day. (IC 3-11-3-10) Voting systems (DRE, opScan, ballot marking devices) are to be delivered by the county election board, a bi-partisan team OR a commercial delivery entity. 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 county election board 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.

## 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, October 18, 2019.

**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. 2020 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. How are voted absentee ballots & applications to be stored before election day?**

A. Under bi-partisan lock and key in the clerk's office. Each key is controlled by its appointed election board member. (IC 3-11-10-10)

## VR CORNER

State law requires each county sheriff to provide, at minimum, a quarterly report to county voter registration officials with a list of persons who are **currently** imprisoned *following* conviction of a crime. These reports will vary from county-to-county depending on the type of software the sheriff's department uses to create them. However, the VRG-1 cover sheet should be attached.

County VR officials are only to move a person's registration record status to "cancelled" if there is enough information on the report to determine that the person is **currently** imprisoned *following* conviction of a crime. A person is being held in jail awaiting sentencing or a person who is not longer incarcerated does not meet the threshold requirements to be disenfranchised pursuant to IC 3-7-13-4; IC 3-7-46-2.

A reminder that a person who is on probation, parole, home detention, or some community corrections programs may be registered to vote. Further, a person who is released from jail or prison and who had their registration status moved to cancelled must re-register to vote. More information can be found in the *2019 Indiana Voter Registration Guidebook* on starting on page 39.

# Please join us...

## 2020 ELECTION ADMINISTRATOR'S CONFERENCE

### CONFERENCE DETAILS:

Monday, December 16, 2019: Conference check-in from 4PM to 7PM (EST)

Tuesday, December 17, 2019 & Wednesday, December 18, 2019: Two Full Days

Conference registration is \$225 per person, which includes a 2020 Title 3 Indiana Code book, 2020 election administrator guidebooks, desktop calendar, and tote bag.\* Also included is breakfast and lunch on Tuesday and Wednesday.

Registration forms must be received by the Election Division no later than 5PM (Indy time), Friday, November 8, 2019. Registrations received after the November 8 deadline will be charged an additional \$50 per person late fee, which cannot be waived. No refunds for cancellations received after 5PM, Friday, November 22, 2019. **Payment is expected on or before the date of the conference.**

- 1) Conference registrations must be **completed online**: <https://kwiksurveys.com/s/nEHweulG>
- 2) An invoice will be sent to the individual noted on the registration, and payment is expected to be made before or at the conference.

*\*For any election board member and staff not able to attend, additional code books and guidebooks may be purchased by submitting an IEC-7 form separately.*

### HOTEL DETAILS:

**Hyatt Regency Indianapolis, 1 South Capitol Avenue, Indianapolis, IN 46204**

Room Rate: \$125 per night (single or double rate), plus applicable fees and taxes

Hotel Parking Rates: Hourly self-park up to \$35 per day;

For valet parking, the rate is \$45(day), includes in-out privileges

### Reservations

Phone: 1-800-233-1234 | Online: <https://www.hyatt.com/en-US/group-booking/INDRI/G-IE20>

When making your reservation be sure to mention "Election Administrator's Conference" to receive the conference rate of \$125 per night (single or double occupancy). Guestroom rate includes in-room internet.

**This is a "called" meeting for county reimbursement purposes.** Under IC 3-6-4.2-14, each member of a county election board, each member of a board of registration or board of elections and registration, each circuit court clerk or clerk-elect, and staff defined in IC 3-6-4.2-14(c) is entitled to receive all of the following from the county general fund without appropriation: 1) \$24 a day for attending the meeting; 2) a mileage allowance of 38 cents per mile going and returning from the meeting; 3) reimbursement of the meeting registration fee; and 4) lodging allowance for the night before and during the conference.

# And the Award Goes To....

*When we gather for the Election Conference, it is appropriate to celebrate past accomplishments. At the Awards Luncheon, we recognize outstanding achievements in Indiana's election community. Please take a moment to consider whom you would nominate to receive the following awards, and include a sentence or two to tell us why.*

## **The Indiana Election Division Lifetime Achievement Award**

This award is given to the individual whose outstanding career embodies leadership, strength, and determination, coupled with friendliness and service to others.

NOMINATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **The Indiana Election Division Administrator of the Year Award**

This award is given to the election administrator whose dedication to the election process reaches beyond local boundaries to help election officials in other counties and throughout Indiana by working for improvements in election administration.

NOMINATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **The Indiana Election Division Voter Registration Official of the Year Award**

This award is given to the voter registration official(s) whose service rises above the challenges posed by budget constraints and complex statutes to ensure that both the right to vote and the integrity of elections are protected. Often this award is given to a bipartisan team of voter registration officers in a county.

NOMINATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **The Indiana Election Division County Election Board Member of the Year Award**

This award is given to the county election board member(s) whose service embodies bipartisan cooperation in the administration of the election process, and whose achievement is to represent one political party, while serving all county voters.

NOMINATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **The Indiana Election Division County Election Employee of the Year Award**

This award is given to the employee of a county election (or voter registration) office, whose creativity and innovation makes us all look good. The recipient of this award is often an “unsung hero” whose behind-the-scenes contributions deserve recognition.

NOMINATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please fax us your nominations at [317-233-6793](tel:317-233-6793) or email a scanned copy of this form to [elections@iec.in.gov](mailto:elections@iec.in.gov) no later than [Friday, November 8, 2019](#).**

**Thanks!**