



DIRECTIVE 2018-07

February 27, 2018

To: All County Boards of Elections
Directors, Deputy Directors, and Members

Re: Ballots and Candidates for May 8, 2018 Primary Election and Special Congressional
Primary Election for the 12th Ohio Congressional District

SUMMARY

This Directive provides the certified forms of the official ballots to be used in the May 8, 2018 Primary Election and a list of individuals who have filed a declaration of intent to be a write-in candidate for a statewide office. Those county boards of elections that are part of the 12th Ohio Congressional District must use the forms of the Official Democratic, Green, and Republican Primary Ballots that have been created for the 12th Ohio Congressional District.

INSTRUCTIONS

Please note that, in lieu of issuing a separate Directive with specific details covering ballot layout and proofing the Secretary of State's Office is issuing this Directive, which must be used in conjunction with [Chapter 4](#), Ballots, of the Election Official Manual when preparing ballots for this election. The [Chapter 4](#) of the Election Official Manual provides specific instructions on the following subjects:

- Ballot format;
- Voter instructions;
- Ballot stubs;
- Partisan primary elections;
- Seventeen-year old voters;
- Candidate ballots (names, restrictions, political party, rotation, etc.);
- Questions and issues ballot;
- Ballot proofs;
- Bid requirements;
- Logic and accuracy testing; and
- Public test.

1. Seventeen-Year Old Voters in the 12th Ohio Congressional District

The information and instructions in this subsection of the Directive apply only to those county boards of elections in Ohio's 12th Congressional District.

There are two terms appearing on the May 8, 2018 ballot for the office of U.S. Representative for the 12th Congressional District:

1. An unexpired term to be elected at the August 7, 2018 Special Congressional General Election, and
2. A full term to be elected at the November 6, 2018 General Election.

A 17-year old registered voter who will be 18 years old on or before August 7, 2018 may vote on the nomination of candidates for both the unexpired term and the full term.

However, a 17-year old registered voter who will be 18 years old after August 7, 2018, but on or before November 6, 2018, may vote on the nomination of candidates for only the full term.

The Secretary of State's Office has prepared special instructions for 17-year old electors in the 12th Ohio Congressional District. Those instructions are available on the Secretary of State's website at: <https://www.sos.state.oh.us/elections/elections-officials/elections-officials-resources/polling-location-resources/>.

2. Verifying District Relationships

Before programming any aspect of the central tabulating system for the May 8, 2018 Primary Election, boards of elections must verify the accuracy of district relationships in the central tabulating system against the county's voter registration system. This is to ensure that each voter receives the correct ballot style (i.e., the correct combination of candidate offices and issues) based upon that voter's residential address.

As a part of the review for accuracy of district relationships between the county's voter registration system and its tabulating system, but no later than March 16, 2018 at 12:00 p.m. (noon), the board also must ensure that 1) the Secretary of State's precinct codes (three alphabet letters) are accurate in the tabulating system and, if appropriate, the county's voter registration system; and 2) the precinct names correspond between the two systems.

Note: It also is imperative that a board of elections upload to the statewide voter registration database (SWVRD) any changes to district relationships (including wards and precincts) that have been made locally in the county's voter registration system (VRS).

Using the report provided by Robin Fields on Friday, March 9, 2018, each board must review the report to ensure that all SOS Precinct ID Codes provided on the report

match the board's voter registration system. Boards will have until 12:00 p.m. (noon) on Friday, March 16, 2018 to return the reviewed report noting any changes.

In addition, the board must spot-check at least one voter record for each precinct in the SWVRD against the county's VRS to ensure accuracy.

3. Official Ballot Forms

Each board of elections is to provide a separate ballot for each political party listing candidates for nomination or election in a primary election.¹ Accordingly, accompanying this Directive are the following ballot forms:

- Official Democratic Primary Ballot;
- Official Democratic Primary Ballot for Ohio's 12th Congressional District;
- Official Green Primary Ballot²;
- Official Green Primary Ballot for Ohio's 12th Congressional District;
- Official Republican Primary Ballot;
- Official Republican Primary Ballot for Ohio's 12th Congressional District; and
- Official Questions and Issues Ballot.

The names of all candidates, who have not withdrawn pursuant to R.C. 3513.30, must be arranged, rotated, and printed upon the ballot in accordance with the provisions of Ohio Revised Code Chapters 3505, 3506, and 3513 and [Chapter 4](#) of the Election Official Manual.

4. Order of Offices for all Primary Ballots³

A. The order of offices for **Democratic Party** ballots shall be as follows:

Governor and Lieutenant Governor
Attorney General
Auditor of State
Secretary of State
Treasurer of State
U. S. Senator
Representative to Congress
Justice of the Supreme Court (Full term commencing 1-1-2019)
Justice of the Supreme Court (Full term commencing 1-2-2019)
Judge of the Court of Appeals

¹ R.C. 3513.13.

² Primary election ballots for the Green Party shall list only the offices and positions for which valid declarations of candidacy have been filed and shall contain only the names of persons whose declarations of candidacy have been determined to be valid for those offices and positions.

³ R.C. 3513.13.

Member of State Central Committee, Man
Member of State Central Committee, Woman
State Senator
State Representative
Judge of the Court of Common Pleas
County Commissioner
County Auditor
Member of County Central Committee

B. The order of offices for **Republican Party** ballots shall be as follows:

Governor and Lieutenant Governor
Attorney General
Auditor of State
Secretary of State
Treasurer of State
U. S. Senator
Representative to Congress
Justice of the Supreme Court (Full term commencing 1-1-2019)
Justice of the Supreme Court (Full term commencing 1-2-2019)
Judge of the Court of Appeals
Member of State Central Committee, Man
Member of State Central Committee, Woman
State Senator
State Representative
Judge of the Court of Common Pleas
County Commissioner
County Auditor
Member of County Central Committee

C. The order of offices for **Green Party** ballots shall be as follows:

Governor and Lieutenant Governor
Treasurer of State
U.S. Senator
Representative to Congress
Judge of the Court of Appeals
Member of State Central Committee
State Senator
State Representative
Judge of the Court of Common Pleas
County Commissioner
County Auditor
Member of County Central Committee

D. Write-In Vote Blank Spaces⁴

A write-in space must be provided on the ballot for every office for which the board of elections has received a valid declaration of intent to be a write-in candidate.

- **For County Central Committee:** The board may accept valid declarations of intent to be a write-in candidate and provide a write-in space on the ballot for county central committee, even if no declarations of candidacy were filed for the positions.⁵
- **For State Central Committee:** The board may not accept declarations of intent to be a write-in candidate for state central committee. If no valid declarations of candidacy were filed for the positions, the office does not appear on the ballot.⁶

E. Official Questions and Issues Ballot

Offices for which candidates may be nominated or elected are presented on the ballot first, followed by the questions and issues. The Official Questions and Issues Ballot must be used for all voting systems. **The ballot contains the exact ballot language that must be used for the statewide issue on all ballots for all voting systems.** The ballot form also contains examples of some of the local questions and issues that may appear on the ballot in your county. Not every category or type of question/issue will appear on every ballot in every county, so please apply as much of the form as is appropriate to the ballots in your county.

Additional instructions on headings, ballot language, and percentage of votes can be found in [Chapter 4](#) of the Election Official Manual.

5. Order of Questions and Issues

Questions and issues must be grouped together in the following political subdivision order for elections held in 2018:

- a. State
- b. School and other Districts
- c. County
- d. Municipal
- e. Township

Except for the statewide issue, each board of elections may determine the specific order in which the questions/issues within each group are placed on the ballot in that county, however, a board should adopt a method for doing so (i.e., ordered alphabetically or by date filed, etc.). Absentee ballots must contain identical ordering of issues within groups to regular ballots.

⁴ R.C. 3513.041; 3513.14.

⁵ OAG 70-011.

⁶ R.C. 3513.14.

Please review the appropriate sections of the Ohio Revised Code, local charter (if applicable), and the [Questions and Issues Handbook](#) for ballot language and formats that are not on the attached Official Questions and Issues Ballot.

6. Absentee Ballots⁷

Each board of elections must have absentee ballots printed and ready for use 45 days before the primary election (March 24, 2018) for Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voters, and by April 10, 2018 regular, non-UOCAVA absentee voters.

A copy of each absentee ballot (candidates and questions and issues) must be sent to the Secretary of State's Office at least 46 days before the election (March 23, 2018). Instructions for submitting the absentee ballot files electronically will be provided via email at a later date.

7. Write-In Candidates for Statewide Office

For Treasurer of State

Green Party

- Paul Curry

U.S. Senator

Green Party

- Philena Irene Farley

Republican Party

- Timothy A. Pinion

8. Candidates of Other District Offices (e.g., Congress, Judge Court of Appeals, State Central Committee, State Senate, and State Representative)

Candidates for other district offices must be certified to the appropriate board(s) of elections by the most-populous county board of elections of the district. If you are a less-populous county of a district and have not received a list of candidates from the most-populous county, you must contact the most-populous county before programming your ballots.

If you have any questions regarding this Directive or [Chapter 4](#) of the Election Official Manual, please contact the Secretary of State's elections attorney that is assigned to your county at (614) 466-2585.

Sincerely,



Jon Husted

⁷ R.C. 3509.01; R.C. 3511.04.