



DIRECTIVE 2019-21

August 26, 2019

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

Re: Ballots for November 5, 2019 General Election

SUMMARY

This Directive provides the certified forms of the official ballots to be used in the November 5, 2019 General Election.

INSTRUCTIONS

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

- Ballot format;
- Voter instructions;
- Ballot stubs;
- Candidate ballots (names, restrictions, political party, rotation, etc.);
- Questions and issues ballot;
- Ballot proofs;
- Overlaps;
- Bid requirements;
- Ballot quantities;
- Logic and accuracy testing; and
- Public test.

I. VERIFYING DISTRICT RELATIONSHIPS

Before programming any aspect of the central tabulating system for the November 5, 2019 General 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, the board must ensure the following by October 8, 2019:

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 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 Wednesday, September 4, 2019, 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 September 13, 2019 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.

II. OFFICIAL BALLOT FORMS

The certified ballot forms accompanying this Directive are for offices to be elected at the November 5, 2019 General Election. The names of all candidates, who have not withdrawn pursuant to R.C. 3513.31, must be arranged, rotated, and printed upon the ballot in accordance with the provisions of R.C. Chapters 3505, 3506, and 3513 and [Chapter 4 of the EOM](#).

A. Statutory Municipalities v. Home Rule Municipalities

A statutory municipal corporation is a city or village that is governed by the general laws of Ohio (i.e., the Revised Code). In contrast, a municipal corporation that has adopted a form of limited home rule may have adopted provisions governing elections for municipal offices or issues that differ from general statutory provisions. If specific home rule provisions relating to elections cannot be harmonized with the statutory provisions, the home rule provisions will control the elections of the home rule municipality. Questions about the applicability or implementation of home rule provisions should be directed to the municipal corporation's legal counsel.

B. Order of Offices for all Candidate Ballots¹

If your county has partisan and nonpartisan city and village offices, please pay particular attention to the order of offices for each precinct. The ballot order must have the partisan offices listed first, followed by Judge of the Municipal Court and Clerk of Municipal Court, which are followed by the other nonpartisan offices. The names of all candidates, who have not withdrawn pursuant to R.C. 3513.31, 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 EOM](#).

Offices for which candidates may be elected are presented on the ballot first, followed by the questions and issues. The order of offices for the November 5, 2019 General Election shall be as follows:

1. Partisan City Offices

1. Mayor
2. President of Council
3. Auditor
4. Treasurer
5. Director of Law
6. Member of Council at Large
7. Member of Council – Ward

¹ R.C. 3513.13; If a city or village has adopted a charter or one of the three alternate forms of home rule government set forth in Revised Code Chapter 705 (i.e., commission plan, city manager plan, or federal plan), you must refer to the charter or appropriate provisions of R.C. Chapter 705 to determine the following: what officers are to be elected; the term of each office to be elected; the method of nomination (e.g., partisan primary election, nonpartisan primary election, or nominating petition) for each office; and the form of the ballot, if such ballot is prescribed by charter.

2. Partisan Village Offices

1. Mayor
2. Clerk-Treasurer
3. Clerk
4. Treasurer
5. Member of Council
6. Member of Board of Trustees of Public Affairs

3. Nonpartisan Offices

1. Judge of Municipal Court
2. Clerk of Municipal Court
3. City Offices (order of offices same as above)
4. Village Offices (order of offices same as above)
5. Township Trustees
6. Township Fiscal Officer
7. Member of Governing Board of Educational Service Center
8. Member of Board of Education (City, Local and Exempted Village)

4. Write-In Vote Blank Spaces²

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. If there is both a full and an unexpired term for the same office, place the full term first followed by the unexpired term.

C. 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 attached ballot form 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 EOM](#).

² R.C. 3513.041; R.C. 3513.14.

Questions and issues must be grouped together in the following political subdivision order for elections held in 2019:

1. Township
2. School and other districts
3. County
4. Municipal

No statewide issue will appear on the November 5, 2019 General Election ballot.

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.

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.

D. Absentee Ballots³

Each board of elections must have absentee ballots printed and ready for use **by Friday, September 20, 2019** (46 days⁴ before the November 5, 2019 General Election) for Uniformed and Overseas Citizens Absentee Voting Act (“UOCAVA”) voters, and by October 8, 2019 for 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 47 days before the election, by Thursday, September 19, 2019. Please upload the absentee ballot files to the SharePoint site.

If you have any questions regarding this Directive or [Chapter 4 of the EOM](#), please contact please contact the Secretary of State’s elections counsel at (614) 728-8789.

Yours in service,



Frank LaRose
Ohio Secretary of State

³ R.C. 3509.01; R.C. 3511.04.

⁴ Substitute House Bill 41, passed by the 132nd General Assembly, changed this from 45 days to 46 days.

NOTE: If your county has partisan and nonpartisan city and village offices, the partisan city or village offices must appear first on the ballot, followed by judge and clerk of municipal court (if applicable) and then the nonpartisan city or village offices.

OFFICIAL GENERAL ELECTION BALLOT

A	B	C	
_____ County	General Election	November 5, 2019	
<p>Instructions to Voter</p> <ul style="list-style-type: none"> ● To vote: completely darken the oval (●) to the left of your choice. ● Note the permitted number of choices directly below the title of each candidate office. Do not mark the ballot for more choices than allowed. ● If you mark the ballot for more choices than permitted, that contest or question will not be counted. ● To vote for a write-in candidate: completely darken the oval (●) to the left of the blank line and write in the candidate's name. Only votes cast for candidates who filed as write-in candidates can be counted. ● Do not write in a candidate's name if that person's name already is printed on the ballot for that same contest. ● If you make a mistake or want to change your vote: return your ballot to an election official and get a new ballot. You may ask for a new ballot up to two times. 	<p style="text-align: center;">CITY OF _____</p> <p>For Mayor (Vote for not more than 1)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p>For President of Council (Vote for not more than 1)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p>For Auditor (Vote for not more than 1)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p>For Treasurer (Vote for not more than 1)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p>For Director of Law (Vote for not more than 1)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p>For Member of Council at Large (Vote for not more than _____)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p>	<p>For Member of Council (_____ Ward) (Vote for not more than 1)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p>VILLAGE OF _____</p> <p>For Mayor (Vote for not more than 1)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p>For Clerk-Treasurer (Vote for not more than 1)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p>For Clerk (Vote for not more than 1)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p>For Treasurer (Vote for not more than 1)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p>For Member of Council (Vote for not more than _____)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p> <p><input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)</p>	
			Page 1 of 4
	A	B	C
	001 _____ TWP A	0001:1	001

This **SAMPLE** ballot provides the **CORRECT TITLES** and **ORDER OF OFFICES** for ballot layout for candidates for the November 2019 General Election.

The space for a write-in candidate should be provided only if applicable. See ballot layout directive.

NOTE: If your county has partisan and nonpartisan city and village offices, the partisan city or village offices must appear first on the ballot, followed by judge and clerk of municipal court (if applicable) and then the nonpartisan city or village offices.

OFFICIAL GENERAL ELECTION BALLOT

D	E	F
_____ County	General Election	November 5, 2019
For Member of Board of Trustees of Public Affairs (Vote for not more than ____)	For Member of Council (_____ Ward) (Vote for not more than 1)	_____ COUNTY EDUCATIONAL SERVICE CENTER
<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name	For Member of Governing Board of Educational Service Center (Vote for not more than ____)
<input type="radio"/> Print Candidate Name (Insert party affiliation or ballot designation, if any)	<input type="radio"/> Print Candidate Name	
_____ MUNICIPAL COURT	VILLAGE OF _____	<input type="radio"/> Print Candidate Name
For Judge of Municipal Court (Full term commencing XX-XX-20XX) (Vote for not more than 1)	For Mayor (Vote for not more than 1)	<input type="radio"/> Print Candidate Name
<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name	_____ SCHOOL DISTRICT
<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name	For Member of Board of Education (Vote for not more than ____)
For Clerk of Municipal Court (Vote for not more than 1)	For Clerk-Treasurer (Vote for not more than 1)	<input type="radio"/> Print Candidate Name
<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name
<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name	
CITY OF _____	For Clerk (Vote for not more than 1)	
For Mayor (Vote for not more than 1)	<input type="radio"/> Print Candidate Name	
<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name	
<input type="radio"/> Print Candidate Name	For Treasurer (Vote for not more than 1)	
For President of Council (Vote for not more than 1)	<input type="radio"/> Print Candidate Name	
<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name	
<input type="radio"/> Print Candidate Name	For Member of Council (Vote for not more than ____)	
For Auditor (Vote for not more than 1)	<input type="radio"/> Print Candidate Name	
<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name	
<input type="radio"/> Print Candidate Name	For Member of Board of Trustees of Public Affairs (Vote for not more than ____)	
For Treasurer (Vote for not more than 1)	<input type="radio"/> Print Candidate Name	
<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name	
<input type="radio"/> Print Candidate Name	TOWNSHIP OF _____	
For Director of Law (Vote for not more than 1)	For Township Trustee (Vote for not more than 1)	
<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name	
<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name	
For Member of Council at Large (Vote for not more than ____)	For Township Fiscal Officer (Vote for not more than 1)	
<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name	
<input type="radio"/> Print Candidate Name	<input type="radio"/> Print Candidate Name	
		Page 2 of 4
D	E	F
001 _____ TWP A	0001:1	001

This **SAMPLE** ballot provides the **CORRECT TITLES** and **ORDER OF OFFICES** for ballot layout for candidates for the November 2019 General Election.

The space for a write-in candidate should be provided only if applicable. See ballot layout directive.

OFFICIAL GENERAL ELECTION BALLOT

G _____ County	H General Election	I November 5, 2019			
<p>Proposed Tax Levy (Additional)</p> <p>_____ (name of subdivision, district, college, library or board)</p> <p>A majority affirmative vote is necessary for passage.</p>	<p>Proposed Tax Levy (Additional)</p> <p>_____ (name of school district)</p> <p>A majority affirmative vote is necessary for passage.</p>	<p>Proposed Bond Issue</p> <p>_____ (name of subdivision, district, college, library or board)</p> <p>A majority affirmative vote is necessary for passage.</p>			
<p>An additional tax for the benefit of _____ (name of subdivision submitting resolution or public library)</p> <p>for the purpose of _____ at a rate not exceeding _____ mills for each one dollar of valuation, which amounts to _____ (rate expressed in dollars and cents)</p> <p>for each one hundred dollars of valuation, for _____, (life of indebtedness, number of years levy to run, or a continuing period of time)</p> <p>commencing in _____, first (first year tax to be levied)</p> <p>due in calendar year _____ (first calendar year tax due)</p> <p><input type="radio"/> For the Tax Levy</p> <p><input type="radio"/> Against the Tax Levy</p>	<p>Shall a levy be imposed by the _____ (name of school district)</p> <p>for the purpose of _____ in _____ (purpose shall be boldface type of at least twice the size of the type immediately surrounding it)</p> <p>the sum of _____ (annual amount the levy is to produce)</p> <p>and a levy of taxes to be made outside of the ten-mill limitation estimated by the county auditor to average _____ mills for each one (number of mills)</p> <p>dollar of valuation, which amounts to _____ (rate expressed in dollars and cents)</p> <p>for each one hundred dollars of valuation, for a period of _____ (life of indebtedness or number of years levy is to be imposed)</p> <p>years, commencing in _____, (first year tax to be levied)</p> <p>first due in calendar year _____? (first calendar year tax due)</p> <p><input type="radio"/> FOR THE TAX LEVY</p> <p><input type="radio"/> AGAINST THE TAX LEVY</p>	<p>Shall bonds be issued by the _____ (name of subdivision)</p> <p>for the purpose of _____ (purpose of the bond issue shall be printed in boldface type)</p> <p>in the principle amount of _____ (principle amount of the bond issue)</p> <p>to be repaid annually over a maximum period of _____ (the maximum number of years over which the principle of the bonds may be paid)</p> <p>years, and an annual levy of property taxes be made outside the _____ (as applicable, "ten-mill", or "... charter tax")</p> <p>limitation, estimated by the county auditor to average over the repayment period of the bond issue _____ mills</p> <p>(number of mills)</p> <p>for each one dollar of tax valuation, which amounts to _____ (rate expressed in dollars and cents)</p> <p>for each one hundred dollars of tax valuation, commencing in _____, first due (first year tax to be levied)</p> <p>in calendar year _____ (first calendar year tax due)</p> <p>to pay the annual debt charges on the bonds, and to pay debt charges on any notes in anticipation of those bonds?</p> <p><input type="radio"/> For the bond issue</p> <p><input type="radio"/> Against the bond issue</p>			
<p>Proposed Tax Levy (Renewal)</p> <p>_____ (name of subdivision, district, college, library or board)</p> <p>A majority affirmative vote is necessary for passage.</p>					
<p>A renewal of a tax for the benefit of _____ (name of subdivision submitting resolution or public library)</p> <p>for the purpose of _____ at a rate not exceeding _____ mills for each one dollar of valuation, which amounts to _____ (rate expressed in dollars and cents)</p> <p>for each one hundred dollars of valuation, for _____, (life of indebtedness, number of years levy to run, or a continuing period of time)</p> <p>commencing in _____, (first year tax to be levied)</p> <p>first due in calendar year _____ (first calendar year tax due)</p> <p><input type="radio"/> For the Tax Levy</p> <p><input type="radio"/> Against the Tax Levy</p>					
G	001 _____ TWP A	H	0001:1	I	001

This **SAMPLE** ballot provides the **CORRECT** ballot format for local questions or issues that may appear on the ballot.

OFFICIAL GENERAL ELECTION BALLOT

J	_____ County	K	General Election	L	November 5, 2019
<p>Proposed Municipal Income Tax</p> <p>_____</p> <p>(name of subdivision)</p> <p>A majority affirmative vote is necessary for passage.</p>		<p>Local Liquor Option (By Petition)</p> <p>A majority affirmative vote is necessary for passage.</p>			
<p>Shall the Ordinance providing for a _____ per cent levy on income for _____</p> <p>(brief description of purpose of the levy)</p> <p>be passed?</p> <p><input type="radio"/> FOR THE INCOME TAX</p> <p><input type="radio"/> AGAINST THE INCOME TAX</p>		<p>Shall the sale of _____</p> <p>(insert above one or more of the following three choices: "beer"; "wine and mixed beverages"; or "spirituous liquor")</p> <p>be permitted for sale on Sunday between the hours of _____ by _____</p> <p>(insert one of the following: "ten a.m. and midnight" or "eleven a.m. and midnight")</p> <p>_____</p> <p>[insert name (as submitted to Division of Liquor Control) of liquor permit holder or applicant, or liquor agency store, including, if applicable, trade or fictitious name under which applicant for, or holder of, liquor permit or liquor agency store either does, or intends to do, business at the particular location]</p> <p>a(n) _____</p> <p>[insert all that applies: "an applicant for a D-6 liquor permit, holder of a D-6 liquor permit," or "liquor agency store," "an applicant for or holder of an A-1-A, A-2, A-2f, A-3a, C-1, C-2x, D-1, D-2x, D-3, D-3x, D-4, D-5, D-5b, D-5c, D-5e, D-5f, D-5g, D-5h, D-5i, D-5j, D-5k, D-5l, D-5m, D-5n, D-5o or D-7 liquor permit," (if only the approval of beer sales is sought), or "liquor agency store"]</p> <p>who is engaged in the business of _____</p> <p>(insert general nature of the business in which liquor permit holder or applicant is engaged, or will be engaged, at the particular location)</p> <p>at _____</p> <p>(insert address of the particular location within the precinct)</p> <p>in this precinct?</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>			
<p>Local Liquor Option (By Petition)</p> <p>A majority affirmative vote is necessary for passage.</p>		<p>Local Liquor Option (By Petition)</p> <p>A majority affirmative vote is necessary for passage.</p>			
<p>Shall the sale of _____</p> <p>(insert above one or more of the following three choices: "beer"; "wine and mixed beverages"; or "spirituous liquor")</p> <p>be permitted by _____</p> <p>[insert name (as submitted to Division of Liquor Control) of liquor permit holder or applicant, or liquor agency store, including, if applicable, trade or fictitious name under which applicant for, or holder of, liquor permit or liquor agency store either does, or intends to do, business at the particular location]</p> <p>a(n) _____</p> <p>(insert "an applicant for" or "a holder of" or "an operator of")</p> <p>a _____</p> <p>(insert name of the type of liquor permit or permits or, if appropriate, "liquor agency store for the State of Ohio")</p> <p>who is engaged in the business of _____</p> <p>(insert general nature of the business in which liquor permit holder or applicant is engaged, or will be engaged, at the particular location)</p> <p>at _____</p> <p>(insert address of the particular location within the precinct)</p> <p>in this precinct?</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>		<p>_____</p> <p>Insert board member signatures</p>			
J	001 _____ TWP A	K	0001:1	L	001

This **SAMPLE** ballot provides the **CORRECT** ballot format for local questions or issues that may appear on the ballot.