

2022 Indiana Election Administrator's Manual



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KEY PLAYERS

On the national level, the *United States Election Assistance Commission* and the *Federal Election Commission* are the primary agencies responsible for administering election law. *The United States Department of Justice* also acts to enforce voting rights and election crime laws. *The United States Department of Defense* assists military and overseas voters. *The Federal Communications Commission* enforces certain campaign advertising rules for television and radio stations. The *Office of the Special Counsel* of the U.S. Merit Systems Protection Board administers the Hatch Act and the little Hatch Act, which governs political activity by Federal and certain state and local government employees. The *United States Department of Homeland Security* and its partners play a vital role in assist states with managing risks to election infrastructure. These federal agencies can serve as valuable resources for those individuals needing answers to questions. See the next page for relevant contact information.

On the state level, *The Secretary of State* is the chief election official of Indiana and has several responsibilities related to the implementation of the Help America Vote Act of 2002. *The Election Division of the Indiana Secretary of State* is responsible for the administration of various routine election functions and is a bipartisan agency. The Election Division performs many election related tasks to assist the Secretary of State and the Indiana Election Commission, including campaign finance, candidate filings and certification of election results.

When you read an Indiana Election Division publication such as this *2022 Election Administrator's Manual*, it is the product of bipartisan drafting and editing of language that reflects a clear consensus of the agency. On occasion, the Co-Directors of the Election Division encounter a disagreement between themselves regarding the law applicable to a particular situation, or the procedures to be followed. When this occurs, the disagreement may be noted in these publications.

The *Indiana Election Commission* is a four member bipartisan body appointed by the governor, responsible for establishing election policies and enforcing certain parts of the state election laws, such as determining whether a challenged candidate should appear on a ballot, and whether a civil penalty should be assessed for a campaign finance violation. The Commission also approves, through a bipartisan process, all certified voting equipment for sale and use in Indiana elections.

On the county level, the bipartisan *county election board*, *circuit court clerk* and, in some counties, a bipartisan *board of voter registration* is responsible for administering different areas of election law. In some smaller towns, a town election board may be responsible for conducting town elections. The county commissioners are responsible for performing certain functions such as selecting the polling locations in the county and changing precinct boundary lines, subject to approval by the Election Division (or by the Commission if the precinct boundary change is contested).

NOTE: In non-vote center counties, the county executive is responsible for selecting Election Day voting locations. Alternatively, a county can adopt a vote center model. In this case, the county election board, by unanimous agreement, adopts and amends the plan, which includes election day and in-person absentee voting locations.

On Election Day, thousands of precinct inspectors, judges, clerks, assistant clerks, and poll sheriffs (or officials with different titles that perform these roles in vote center counties) are responsible for administering elections in Indiana's polling locations. On this special day, these crucial workers make the election a reality for Hoosier voters. The *2022 Indiana Election Day Handbook* is a key resource for helping them in their duty.

Political parties and partisan committees are active at all levels of government and are responsible in Indiana for filling vacancies on the ballot and in certain elected offices. The political parties are also called upon to muster an army of dedicated individuals who volunteer their services for staffing precinct election boards and performing other Election Day tasks. Without these volunteers, a successful election would not be possible. Indiana's officials have chosen a system in which election administration has bipartisan support to carry out its functions and safeguard the integrity of the ballot box.

Federal Offices with Election Duties

The U.S. Election Assistance Commission

The U.S. Election Assistance Commission (EAC), a bipartisan body, was established by the Help America Vote Act of 2002 and is primarily responsible for administering programs created by that statute at the federal level, including developing Voluntary Voting System Guidelines. The EAC can be reached at:

633 3rd Street NW, Suite 200
Washington, DC 20001
Telephone(s): 301-563-3919 or Toll-Free (866) 747-1471
FAX: 301-734-3108
Website: www.eac.gov

The Federal Election Commission

The Federal Election Commission (FEC), a bipartisan body, administers federal campaign finance laws, maintains the campaign finance reports filed by candidates to federal offices, and administers disclaimer requirements concerning web sites and email distribution lists. The Federal Election Commission also compiles official voting results from all of the states for federal offices.

Campaign finance reports filed with the FEC are accessible on the FEC's website at www.fec.gov. A public terminal permitting access to this website is available in the offices of the Election Division.

1050 First Street, NE
Washington, DC 20463
Telephone(s): 202-694-1100 or Toll-Free (800) 424-9530
Website: www.fec.gov

United States Department of Justice

On occasion, a voter or a candidate may believe that a person has **violated a federal election law** and wishes to contact a federal law enforcement officer. These persons can be referred to:

Department of Justice, Criminal Division, Public Integrity Section
Corey Amundson, Chief
1301 New York Ave, 10th Floor
Washington, DC 20005
Website: www.justice.gov/criminal/pin/
Telephone: (202) 514-1412
FAX: (202) 514-3003

Department of Justice, Voting Section, Civil Rights Division
Voting Section
950 Pennsylvania Avenue, N.W.
4CON 8th Floor
Washington, DC 20530
Website: www.justice.gov/crt/voting-section
Telephone(s): (202) 307-2767 or Toll Free (800) 253-3931
Email: voting.section@usdoj.gov

Federal Communications Commission

The Federal Communications Commission administers the federal regulations regarding political advertisements on radio, television and cable. Questions and concerns regarding broadcast political advertisements can be referred to the Federal Communications Commission at:

Federal Communications Commission
Maria Mullarkey, Policy Division Chief
45 L Street NE
Washington, DC 20554
Website: www.fcc.gov/media/policy/policy-division
Telephone(s): (202) 418-2120 or (202) 418-1440
E-mail Address: campaignlaw@fcc.gov

United States Department of Defense

The Federal Voting Assistance Program (FVAP) assists military voters and civilian overseas voters by: (1) providing information about state election procedures and deadlines; and (2) furnishing federal absentee registration forms and federal write-in absentee ballots to these voters. For information or assistance, contact:

Mr. David Beirne, Director
Federal Voting Assistance Program
Department of Defense
4800 Mark Center Drive, Suite 05E22
Arlington, VA 22350-5000
Telephone: (800) 438-8683 (VOTE)
Internet Address: www.fvap.gov
E-Mail: vote@fvap.gov

Office of the Special Counsel

The Office of the Special Counsel of the U.S. Merit Systems Protection Board can provide information about the application of the "Hatch Act," which restricts political activity by federal employees and about the "Little Hatch Act," which restricts political activity by certain state or local employees whose agencies are federally funded. For information, contact:

Hatch Act Unit, U.S. Office of Special Counsel
1730 M Street NW, Suite # 218
Washington, DC 20036-4505
Telephone(s): (202) 804-7002 or Toll Free (800) 85HATCH; (800) 854-2824
FAX: (202) 254-3700
Internet Address: www.osc.gov
E-Mail: hatchact@osc.gov

United States Department of Homeland Security

Through its Cybersecurity and Infrastructure Security Agency (CISA), the Department of Homeland Security provides an array of services that state and local election officials can utilize to reduce both cyber and physical risk to their election systems and facilities. CISA's services are available upon request and are strictly voluntary when requested by state and local election officials. The critical infrastructure designation also brings the structure and support of the National Infrastructure Protection Plan (NIPP) to bear on behalf of the election infrastructure community.

Internet Address: www.dhs.gov/topic/election-security

State Offices with Election Duties

The Secretary of State of Indiana

The Secretary of State is the chief election official of Indiana, except for the coordination of Indiana's responsibilities under the National Voter Registration Act (NVRA), which is a duty for the bipartisan co-directors of the Indiana Election Division. The Secretary of State is a statewide elected official, who is chosen by the voters of Indiana to serve a four-year term.

The Secretary of State has several election-related responsibilities under the federal Help America Vote Act of 2002 (HAVA) and Indiana law, including the following:

- (1) Encouraging students at colleges and universities to serve as poll workers or assistants.
- (2) Encouraging high school and home-schooled students to serve as poll workers or assistants.
- (3) Developing and implementing the Help America Vote Act (HAVA) Indiana State Plan, including the statewide voter registration system, in cooperation with the Co-Directors of the Division.
- (4) Performing the duties of the chief state election official under HAVA.

The Secretary of State works with the Co-Directors of the Indiana Election Division in maintaining a statewide voter registration system.

The Secretary of State approves applications for certification of electronic poll book models for use in Indiana elections. The Secretary may certify an electronic poll book following an examination of the poll book and receipt of a report prepared by the Voting System Technical Oversight Program (VSTOP), which is currently administered by the Bowen Center at Ball State University.

Indiana Election Commission

The Indiana Election Commission (IEC) is a bipartisan four-member commission responsible for administering and interpreting certain Indiana election laws. The four members of the Commission are appointed by the Governor upon recommendation by the state chair of each of the two major political parties. The Commission enforces certain campaign finance laws; determines whether the names of challenged candidates may appear on the ballot; and conducts hearings regarding complaints under the Help America Vote Act of 2002 (HAVA). The Commission also certifies voting systems that are marketed or used in Indiana following review of the application for system certification and recommendation concerning the application from VSTOP. Before a voting system can be marketed, sold, leased, installed, implemented or used in an election, or modified after sale to a county, the vendor must demonstrate that the system will meet minimum standards set by state law.

The Indiana Election Division

The Election Division of the Office of the Indiana Secretary of State assists the Indiana Election Commission and the Secretary of State in the administration of Indiana election laws, including the following:

- 1) Overseeing and implementing the National Voter Registration Act ("Motor Voter") for Indiana.
- 2) Implementing the Help America Vote Act of 2002 (HAVA) in Indiana.
- 3) Maintaining maps and legal descriptions of all precincts in Indiana.
- 4) Approving proposed precinct boundary changes for conformity with state law, subject to any challenge being filed with the IEC.
- 5) Maintaining campaign finance reports filed by candidates for state legislative and statewide offices and by political action committees and regular party committees that contribute to candidates for these offices.
- 6) Managing statutorily required statewide voter list maintenance project in odd-numbered years;
- 7) Approving uniform election and registration forms.
- 8) Advising and instructing local election officials on election administration.
- 9) Publishing brochures and manuals to assist candidates, political parties, the media, and the general public in understanding election administration issues.
- 10) Accepting candidate filings for federal, statewide, state legislative, and judicial offices, including prosecuting attorneys.
- 11) Publishing election returns on the Division's web site.
- 12) Providing information regarding voter registration and absentee ballot procedures to military and overseas voters.

State law requires that the Election Division staff consist of an equal number of employees from the Democratic and Republican parties (Indiana's two major political parties). The staff is divided into legal, voter registration and precinct mapping, and campaign finance departments. The Division is headed by two co-directors of opposite political affiliation, appointed by the Governor, following nomination by the major political party state chairs.

If a local election administrator, candidate, party official, or member of the public is unclear concerning the application of Indiana campaign finance requirements or general election law provisions, the Election Division can be used as an interpretive resource.

The Election Division requests that any person who wishes to obtain information in writing from the Election Division concerning election law submit a written request to the Division for that information.

The Indiana Election Division may issue **advisory opinions regarding election administration issues**. However, where important legal rights are concerned, individuals must consult with their own attorney to be fully and properly advised. The Election Division does not serve as a judge or jury to determine the **facts** in a dispute. Inquirers are sometimes advised that they must decide if they should go to court as the proper forum to establish or protect their legal rights.

Local Offices with Election Duties

County Executive

In non-vote center counties, the county commissioners (or in Marion County, the Mayor of Indianapolis as “county executive” or in the Board of Elections and Registration in Lake, Porter and Tippecanoe counties) must designate precinct polling places **not less than twenty-nine (29) days** before Election Day. (IC 3-11-8-3; IC 3-11-8-3.1). The county executive shall locate the polls for each precinct in an accessible and secure facility. In locating the polls for a precinct, a county shall consider the relevant factors to ensure the security of the location set forth in guidance provided by the secretary of state. (IC 3-11-8-6)

Precinct polling places are permanent and remain unchanged until the board of county commissioners, county executive orders or, in the case of Lake, Porter, and Tippecanoe counties, the Board of Elections and Registration, note otherwise. As a result, county commissioners (or the county executive or, in Lake and Porter counties, the Board of Elections and Registration) are only **required** to designate polling places if there is a **change**. (IC 3-11-8-3.1)

More than one-half of Indiana’s counties are designated vote center counties, which means a voter can cast their ballot on Election Day at any polling place. However, before a county election board may finalize its initial Election Day vote center plan, the county commissioners and county council must adopt a resolution approving the designation of the county as a vote center county. (IC 3-11-18.1-3) Once this designation is made, the county’s vote center plan may be adopted by unanimous vote of the county election board and filed with the Indiana Election Division. Subsequent amendments to the vote center plan, including changes in vote center locations, only require the unanimous consent of the county election board and become effective when the amendment is filed with the Indiana Election Division. (IC 3-11-18.1-15)

County commissioners no longer publish legal notice of the polling locations at least ten (10) days before each election. Instead, the county election board is required to publish notice of polling locations at least twenty-one (21) days before the election. (IC 3-11-8-3.2) For vote center counties, IC 3-11-18.1-9 notes the county executive is to publish the location of each vote center location in accordance with IC 3-11-8-3.2. Because IC 3-11-8-3.2 now requires the county election board to publish notice, it is our view the county election board would also be responsible for publishing notice of the vote center locations as well.

The county executive sets the pay rate for precinct election officials (IC 3-6-6-25) and is required to provide the space necessary for the county election board and, if applicable, the board of registration, to meet and conduct their affairs. (IC 3-6-5-10; IC 3-7-12-26)

County commissioners may unanimously agree to establish or abolish a board of voter registration, except in Marion, Lake, Porter, and Tippecanoe counties where state law has expressly created a board of registration or a board of elections and registration. (IC 3-7-12, generally)

County commissioners must provide the county election board with office space in (or conveniently located near) the county courthouse. (IC 3-6-5-10)

Lastly, the county executive is responsible for maintaining the precinct boundaries within their county. However, this work is often coordinated with the county clerk as precinct boundary line or name changes directly impact election administration and voter registration record keeping. (IC 3-11-1.5, generally)

Clerk of the Circuit Court

In most Indiana counties, the elected Clerk of the Circuit Court is the chief voter registration and chief election official of the county. Some counties (as of this writing Allen, LaPorte Madison, Marion, St. Joseph, Vanderburgh, and Vigo counties) have established a separate bi-partisan Board of Registration, which serves as the chief voter registration official. All county clerks serve as Secretary, *ex officio*, on the county election board or board of elections and registration in Lake, Porter and Tippecanoe counties. (IC 3-6-5-8) More information about the County Election Board is found later in this *Manual*.

Board of Registration

Several counties in Indiana have a bi-partisan Board of Registration, which manages voter registration activities in their county. The current version of the *Voter Registration Guidebook* contains more information about the office's responsibilities.

County Election Board

Most counties have a three-member bipartisan county election board comprised of the county clerk and two appointed members, one each from the two major political parties (Democratic and Republican). In Lake, Porter, and Tippecanoe Counties, separate state statutes govern the organization of the county board of elections and registration. For example, Lake and Porter counties have a five-member County Board of Elections and Registration, while Tippecanoe has a three-member County Board of Elections and Registration. Reference those specific citations for Lake, Porter, and Tippecanoe Counties rather than referring to the information provided in this manual. See IC 3-6-5.2 (Lake County), IC 3-6-5.6 (Porter County), and IC 3-6-5.4 (Tippecanoe County).

CEB Membership

The circuit court clerk is automatically a member and serves as secretary of the county election board by virtue of serving as the elected clerk of the circuit court. Except for Lake, Porter, and Tippecanoe counties, the county chairperson of each major political party nominates, in writing, an individual to serve on the county election board. The circuit court clerk **is required** to appoint whomever the county chairperson nominates. (IC 3-6-5-5) In Lake, Porter, and Tippecanoe Counties, the county chairperson of each major political party appoints, in writing, individuals to serve on the county election board. (IC 3-6-5.2-4; IC 3-6-5.4-4; IC 3-6-5.6-4) The distinction of who appoints the two major party members of the election board is important, as a person who has the authority to appoint a member of the county election board may not appoint an individual who is a relative. (IC.3-6-5.9)

The members of a county election board shall select one (1) of the appointed members to serve as chairman. As noted, the clerk serves as the secretary of the board. State law does not stipulate the length of time an appointed member of the board may serve as chairman and does not stipulate when or how often the selection of a board chairman may take place. (IC 3-6-5-8) But if the appointed member of the board who is serving as chair resigns or is removed from the board, the county election board will need to select a new chairman.

The term of county election board member is not specified by state law. The county chairperson may remove the board member affiliated with the chair's political party at any time. Before a county election board member assumes the duties of this office, the individual must take and file an oath of office (Form CEB-6). (IC 3-6-5-6)

If a vacancy occurs on a county election board for a reason **other than removal by a county chairperson**, the circuit court clerk **must** notify the county chairman or chairperson within five (5) days of the vacancy. The county chairperson then has five (5) days in which to nominate a successor. The circuit court clerk **must** appoint whomever the county chairman or chairperson nominates.

If the county chairman or chairperson fails to make the appropriate nomination by the deadline, then the circuit court clerk may proceed to select a person of the clerk's own choosing to serve on the county election board. The person the clerk selects, however, must be of the same major political party in which the vacancy occurred. The circuit court clerk has an additional five (5) days to make an appointment to the county election board if the county chairman or chairperson fails to nominate a successor to fill a vacancy.

A county election board member may appoint a proxy to serve in the member's place on the county election board unless otherwise specified in the proxy, the CEB proxy has the same authority to act and vote on all matters as the member. As an election draws near, situations arise that may require members to meet on short notice. A county election board member unable to attend a meeting may appoint both a proxy of record and an alternate proxy by filing a written statement with the circuit court clerk naming the proxy. (IC 3-6-5-4.5) There is no specific state form to use as the written proxy statement, though examples are available in the appendix of this *Manual*. The CEB proxy has the same authority to act and vote on all matters, as does the CEB member.

The county election board member may revoke the authority of the proxy at any time. The proxy's authority may be either general or limited with regard to duration or subject matter. The member making the appointment must define the authority of the proxy in the written statement.

Certain individuals are prohibited from serving on the county election board. **A candidate for elected office, an elected official, or a member of a candidate's campaign finance committee may not serve as an appointed member of the board, a proxy for an appointed member of the board, or be employed by a county election board.** (IC 3-6-5-3; IC 3-6-5.2-4.5; IC 3-6-5.4-4.5; IC 3-6-5.6-5) "Elected office" does not include political party offices, including county chairman, state convention delegate, or precinct committeeman.

These state laws do not define which individuals are considered a "member" of a committee. However, the Indiana Court of Appeals has ruled that the individual serving as chairman and the individual serving as treasurer are automatically considered campaign finance committee members and may be held personally liable for unpaid committee debts.

If an appointed member or an employee of a county election board becomes a candidate for elected office, an elected official, or a member of a candidate's campaign finance committee, the person must immediately resign from the board. It is expected that a county election board may engage in other political activity other than the specific activities disallowed above.

NOTE: In most counties, deputy clerks are tasked with election duties. If this person is an employee of the county clerk, not the county election board, then IC 3-6-5-24 (prohibition on running for elected office and being employed by the county election board) does not apply. Only a few counties in Indiana have a county election board that exists as a stand-alone agency and those persons employed by the county election board are subject to IC 3-6-5-24.

The circuit court clerk may not serve as a member of a candidate's campaign finance committee other than the clerk's own candidate's campaign finance committee. (IC 3-6-5-3(d)) Additionally, a county clerk has a statutory responsibility

to manage elections in his or her jurisdiction, even if clerk is running for an elected office and appears on the ballot. In the event the clerk is also a candidate, state law requires the county to use on its absentee ballots a generic seal prescribed by the Indiana Election Division and does not permit the clerk's signature to be printed on the ballot. (IC 3-5-4-9) County clerks may choose to limit their election activities when their name is on the ballot, though only the two limitations related to the absentee ballot exist in state law.

Finally, an appointed member of a county election board or board of elections and registration may not be a relative of any individual that has the authority to appoint a member of the board. (IC 3-6-5.9) In all counties except for Lake, Porter, and Tippecanoe County, the individual that has the authority to appoint a member of the board is the circuit court clerk (see IC 3-6-5, generally). In Lake, Porter, and Tippecanoe County, the individual that has the authority to appoint a member of the board is the Democratic and Republican party county chairs. "Relative" refers to any of the following:

- 1) The individual's spouse.
- 2) A parent of the individual or a parent of the individual's spouse.
- 3) A child of the individual or a child of the individual's spouse.
- 4) A sibling of the individual or a sibling of the individual's spouse.
- 5) An aunt or an uncle of the individual or an aunt or an uncle of the individual's spouse.
- 6) A niece or nephew of the individual or a niece or nephew of the individual's spouse.
- 7) A grandparent of the individual or a grandparent of the individual's spouse.
- 8) A grandchild of the individual or a grandchild of the individual's spouse.

Compensation of Members

Each member of the county election board is entitled to receive compensation for serving on the board. The amount of the compensation is established by the county fiscal body, which is the county council or, in Marion County, the city-county council. Since state statute does not prescribe a specific amount of compensation for the county election board members, the county council may pay county election board members whatever amount they determine to be appropriate in their county.

Indiana Code 3-6-5-9 states: Each county fiscal body shall determine, in the manner provided by law, the compensation of 1) The appointed members of the county election board; and 2) The clerk for the clerk's services as secretary of the county election board.

General Duties

The primary job of the county election board is to administer the election process within the county. The county election board supervises and oversees the conduct of the General Election year primaries, the General Election in November, city primaries and elections, and in some cases, town primaries and elections. The county election board may also be called upon to conduct a special election in accordance with state law.

In conducting an election, the county election board is responsible for preparing and distributing ballots, preparing the polling locations for election day, and maintaining the county's voting systems and, if applicable, electronic pollbooks. The circuit court clerk may exercise these powers and duties with assistance of the appointed members of the county election board. Some statutes specifically require the circuit court clerk to perform some election duties (such as affixing the clerk's seal to absentee ballots). In Lake and Porter counties, the director of the board of elections and registration performs the election related duties of the circuit court clerk.

The county election board may also, **by unanimous resolution** (including the approval of the circuit court clerk), authorize an employee of the county election board to perform the election duties of the circuit court clerk. The resolution must specify the duties and responsibilities and expires sixty (60) days after the clerk leaves office. (IC 3-6-5-14.5) **The county election board may hire clerks and other employees** necessary for the execution of its powers. The county election board may determine the duties, rank, and salaries of its employees. (IC 3-6-5-23)

A circuit court clerk, with the approval of the county election board, shall exercise the powers and perform the duties of the board whenever the facilities of the clerk's office make it more reasonable and efficient for the clerk to do so. (IC 3-6-5-19)

Each county election board shall prepare annually a budget estimate itemizing its expenditures for the previous year and its estimates of the amount of money necessary to be appropriated for the next year. The board shall submit the budget estimate at the time and in the manner and form other county budget estimates are required to be filed. (IC 3-6-5-16)

County commissioners must provide the county election board with office space in (or conveniently located near) the county courthouse.

CEB Meetings, Investigations, Complaints & Challenges

The chairman of the county election board must call meetings whenever the chairman considers it necessary for the performance of the board's duties. (IC 3-6-5-11) If the chairman fails to call meetings, then the other two members may meet and perform the powers and duties of the county election board. (IC 3-6-5-12)

Unless specifically authorized to conduct an "executive session" under the Indiana Open Door Law, **all meetings of the county election board are open to the public to observe, although the board is not required to provide the opportunity for public comment. This consists of all official action that a county election board may take under Indiana election code including candidate challenge hearings, campaign finance enforcement or disposition of complaints regarding election code violations.**

In most cases, forty-eight (48) hours' notice must be given (not including Saturdays, Sundays, and legal holidays) by **posting a written agenda (if any) and notice of the meeting at the principal office of the board and by mailing or delivering a notice to all news media requesting such notice. In general, the county election board is not required to publish a legal notice of the meeting in a newspaper unless it wishes to do so.** (IC 5-14-1.5-5)

As secretary, the circuit court clerk must prepare minutes of all meetings, including the "yes" and "no" votes of each member on all questions. (IC 3-6-5-13) The minutes should also indicate which members are present and if the board provides a sign-in sheet, which members of the public were present or gave comments or testimony before the board. Particularly in meetings on controversial matters, which could lead to later legal action, it may be useful to record the board's proceedings as a transcript may be later called upon. **The circuit court clerk is required to permanently maintain the minutes of all meetings of the county election board and to include a copy of one (1) regular ballot from each township of the county and one (1) provisional ballot from any precinct in the county as a part of the minutes.** (IC 3-6-5-13)

A county election board may also investigate and rule on questions concerning reported election law violations. If the county election board has substantial reason to believe that an election violation has or will occur, the board may conduct a hearing to resolve the issue. The county election board has the power to subpoena

witnesses, and question those witnesses under oath. If, after affording due notice and an opportunity for a hearing, the county election board believes that an act constitutes or will constitute an election violation, the board may take whatever action it deems proper under the circumstances. This includes referring the matter to the attorney general for civil action or the county prosecuting attorney for criminal prosecution. (IC 3-6-5-31; 3-14-5-3)

Indiana election law provides that the following offenses are Level 6 felonies, which subject a person to up to two and one-half years of imprisonment, a \$10,000 fine, or both, upon conviction. The laws cited below should be studied carefully, since they may contain requirements or exemptions that are not set forth in detail in this summary.

- 1) Paying a person to apply for an absentee ballot, to cast an absentee ballot, to register to vote, and to vote. It is also unlawful to pay or offer to pay an individual any property based on the number of signatures obtained to place a candidate or public question on the ballot or based on the number of voter registration or absentee applications. However, payment for gathering signatures, voter registration forms, or absentee applications can be made as long as payment is not based on payment per individual item. (IC 3-14-2-1)
- 2) Soliciting a person known to be ineligible to register to vote or to vote to complete or submit an absentee ballot applications (IC 3-14-2-2.5)
- 3) Signing the name of another person to an absentee ballot application or voter registration application, knowing that the application contains a false statement or subscribing the name of another person to an absentee ballot application or voter registration application without writing the person's own name and address as an attesting witness. (IC 3-14-2-3)
- 4) Knowingly making a false statement concerning the name, address, or voter identification number of a person by signing a person's signature on a poll list to affirm false information concerning a voter printed on the poll list or making a written or oral affirmation to the poll clerks providing false information in addition to the information concerning the voter printed on the poll list. (IC 3-14-2-11).
- 5) Allowing a person to vote who is not entitled to vote or by use of an unauthorized procedure by a precinct election officer or a public official with election duties under Title 3. (IC 3-14-2-14)
- 6) Unauthorized delivery of ballots by a member of a county election board. (IC 3-14-2-15)
- 7) Applying for or receiving a ballot in a precinct other than the precinct in which a person may vote. (IC 3-14-2-16)
- 8) Showing a marked ballot to another person in a way to reveal the contents of the ballot, except when a voter is receiving assistance in marking the ballot in a manner authorized by law. (IC 3-14-2-16)
- 9) Examining a ballot that a voter has prepared for marking or soliciting the voter to show the ballot, except when a voter is receiving assistance in marking the ballot in a manner authorized by law. (IC 3-14-2-16)
- 10) Receiving from a voter a ballot prepared for voting, except by an inspector, county election board member, absentee voter board member, or a member of the voter's household, an individual designated as the attorney in fact for the voter, the U.S. mail, or a bonded courier company when delivering an envelope containing an absentee ballot. (IC 3-14-2-16)
- 11) Delivering an absentee ballot to an election official that is not the ballot cast by the voter. (IC 3-14-2-16)
- 12) Making a distinguishing mark on the ballot to indicate to another person how the voter voted or doing anything to enable another person to see how a person has cast a ballot on a voting system. (IC 3-14-2-17; IC 3-14-2-18)
- 13) Destroying or defacing a ballot or delivering a package of ballots to an unauthorized person if the person has been entrusted with custody of the ballots. (IC 3-14-2-23; IC 3-14-2-24; IC 3-14-2-25; IC 3-14-3-14)
- 14) Tampering with or destroying a ballot box, poll list, tally sheet, voting system, or voting supplies. (IC 3-14-2-26; IC 3-14-2-28; IC 3-14-3-5; IC 3-14-3-6; IC 3-14-3-8; IC 3-14-3-10; IC 3-14-3-11)
- 15) Fraudulently causing a vote total to be taken down incorrectly or making a false statement or return of the votes. (IC 3-14-2-27)

- 16) Procuring or submitting a voter registration application or casting and tabulating a ballot known by the person to be materially false, fictitious, or fraudulent. (IC 3-14-3-1.1)
- 17) Interfering with a watcher. (IC 3-14-3-3)
- 18) Obstructing or interfering with an election officer or a voter within the chute. (IC 3-14-3-4)
- 19) Knowingly injuring an election officer or voter. (IC 3-14-3-4)
- 20) Failing to receive the vote of a legal voter. (IC 3-14-3-9)
- 21) Interfering with the secrecy of voting. (IC 3-14-3-11)
- 22) Inducing or persuading a voter to vote for a candidate, while acting as a precinct election officer or absentee voter board member. (IC 3-14-3-17)
- 23) Inducing or procuring a person to apply for or cast an absentee ballot, or to vote or refrain from voting for or against a candidate or public question at an election, a caucus, an appointment of a candidate by a political party chairman or central committee officers, or a political convention, by giving, offering, or promising money or other property. (IC 3-14-3-19)
- 24) Receiving, accepting, or soliciting money or other property to apply for or cast an absentee ballot, or to vote or refrain from voting for or against a candidate or public question at an election or political convention. (IC 3-14-3-20)
- 25) Conspiring to obtain property an individual would be entitled to receive as compensation for serving as an elected official by securing false or fraudulent absentee ballot applications or voter registration applications and to transport fraudulent voter registration applications or absentee ballot applications by private or commercial carrier operating entirely within Indiana (IC 3-14-3-20.5)
- 26) Including a threat, argument, or political motto in employee pay envelopes to influence the political opinions or actions of the employees or exhibiting in the workplace a threat to influence the political actions of employees. (IC 3-14-3-21)
- 27) Intimidating, threatening, or coercing an individual for voting or attempting to vote or urging another person to vote. (IC 3-14-3-21.5)
- 28) Serving as an inspector or judge in violation of state law. (IC 3-14-4-1)
- 29) Omitting to perform a duty required under election laws by a precinct election officer or public official with duties imposed by Title 3. (IC 3-14-4-3)
- 30) Disclosing how a voter voted by an inspector, judge, or other election officer. (IC 3-14-4-7)
- 31) Disclosing absentee vote totals before the closing of the polls. (IC 3-14-4-10)

The following offenses are Class A misdemeanors, which subject a person up to one year of imprisonment, a fine of not more than \$5,000, or both:

- 1) Filing a declaration of candidacy or other similar document to place or remove a candidate from the ballot, knowing that any part of the document is falsely made. (IC 3-14-1-1)
- 2) Refusing to receive and record a declaration of candidacy or other similar document when presented in accordance with the election laws or suppressing such a document that has been duly filed. (IC 3-14-1-1)
- 3) Registering or offering to register to vote more than once (3-14-2-4)
- 4) Recklessly destroying or failing to deliver a completed absentee ballot application or completed voter registration form (IC 3-14-2-5)
- 5) Improperly releasing or removing registration materials from the statewide voter registration system (IC 3-14-2-6)
- 6) Recklessly voting at an election unless the person is a registered voter (IC 3-14-2-10)
- 7) Failing to cast or return an official ballot in the prescribed manner (IC 3-14-3-2)

8) "Electioneering" as defined in IC 3-14-3-16:

- a. In the presence of a person known to possess an absentee ballot, unless the electioneering is by the person's spouse, member of their household, or guardian of an incapacitated person;
- b. In the area where in-person absentee ("early") voting occurs, including the entirety of the clerk's office or other established satellite (or additional) early voting location, and within 50 feet to the entrance of the early where in person absentee voting occurs; or
- c. In the chute or area where voting occurs on election day.

NOTE: "Electioneering" does not include material mailed to a voter, or a telephone or an electronic communication to a voter expressing support or opposition to a candidate or a political party or expressing approval or disapproval of a public question. (IC 3-14-3-16)

The following offense is a Class A misdemeanor, but becomes a Class Level 6 felony if a government employee has a prior unrelated offense under this statute:

Knowingly or intentionally using the money, equipment, goods, and materials (including mail and messaging systems) of the employee's government employer to solicit a contribution or advocate the election or defeat of a candidate or public question or knowingly or intentionally distributing campaign materials advocating the election or defeat of a public question on real property belonging to the person's employer during normal business hours. (IC 3-14-1-17)

The following offenses are Class C infractions, which subject a person to a judgment of up to \$500:

- 1) A person who, knowing that the person is not a voter and will not be a voter at the next election, applies for registration or procures registration as a voter. (IC 3-14-2-2)
- 2) A person who during an election knowingly removes a ballot from the polls (IC 3-14-3-13)
- 3) A person who recklessly enters or remains in the polls or the chute without authorization. (IC 3-14-3-15)

See the current edition of the *Indiana Campaign Finance Manual*, published by the Indiana Election Division, for information regarding criminal violations of the campaign finance laws, and the county election board's authority to impose civil penalties for campaign finance related violations. See the current edition of the *Voter Registration Guidebook*, published by the Indiana Election Division, for information regarding criminal violations of the voter registration law.

Under the Help America Vote Act of 2002 (HAVA), as implemented by Indiana law (IC 3-6-5.1), a voter may choose to file a complaint with the county election board that the requirements of HAVA have not been met. These complaints could include the lack of voting systems at a polling place to permit a blind or visually impaired voter to cast a ballot privately and independently. If a voter files a complaint under this procedure, the clerk and county election board must conduct an investigation and issue a written report containing their findings. (IC 3-6-5.1)

Candidate Challenge Hearings

A county election board may also investigate and rule on questions concerning the validity of a declaration of candidacy or other petitions or certifications to place the name of a candidate on the ballot. A filing that is made **after the deadline set by state law** “may not be received for filing” by a county or state election office after the applicable deadline. This would apply to a declaration of candidacy, a recount petition and a candidate vacancy filing after the primary, and to all other election document filings, except when state law explicitly permits late filings. (IC 3-5-4-1.9; IC 3-13-1-21)

PLEASE NOTE: This law requiring a filing to be rejected if presented after the deadline does not apply to campaign finance reports or voter registration applications. Campaign finance reports are to be accepted after the reporting deadline but are subject to fines. Please see the current version of the *Indiana Campaign Finance Manual* for more information. Federal and state voter registration forms may be received after the statewide voter registration deadlines, but depending on the postmark on the envelope, may be processed for the current election. Please see the current version of the *Indiana Voter Registration Guidebook* for more information.

Generally, a circuit court clerk may not refuse to accept a declaration of candidacy filed on the proper form and is NOT responsible for bringing a question or dispute regarding a declaration of candidacy to the attention of the county election board when the declaration is filed with the clerk. (IC 3-5-4-8(c); IC 3-14-1-1(4))

Instead, under Indiana’s “Put Up or Shut Up Law,” before the board can act concerning a declaration of candidacy, **a voter of the election district or a major political party chair of a county in which any part of the election district is located must file a sworn statement (CAN-1)** with the board questioning the eligibility of the candidate and setting forth the facts known to the voter. (IC 3-8-1-2)

There are seven (7) exceptions to this requirement:

- 1) **A circuit court clerk must determine whether a sufficient number of signatures have been obtained to meet the requirements to nominate a minor party or independent candidate, or a school board candidate, by petition.** If the clerk determines, based on the certification of the signatures by the county voter registration office, that the petition does not have enough signatures to nominate the candidate(s) on the petition, the clerk must deny certification to the petitioner(s). A challenge to this denial can then be brought before the county election board by a registered voter in the election district by filing a CAN-1 form. (IC 3-8-1-2; IC 3-8-6-12; IC 3-8-2.5-6)
- 2) **A county voter registration office must determine whether petition carrier laws have been complied with before certifying petitions.** A law that applies to all candidate petitions, as well as petitions to place a public question on the ballot, requires that the petition carrier must also complete a signed affirmation, under penalties of perjury, that the individual has no reason to believe that any signer on the page is ineligible to sign the petition; and below the affirmation include printed information that identifies the petition carrier (name, address, and date of birth). (IC 3-8-2-7) This requirement applies to the candidate whenever the candidate personally circulates petitions. A signature page that does not comply with these requirements must be received for filing and retained as other election materials are retained and the county voter registration office shall not make a determination regarding the validity of the signatures on the signature page.

The county voter registration office shall also notify the petition carrier and allow the petition carrier to make certain additions and corrections to the information to be provided by the petition carrier on the signature page. If the final date and hour for filing a petition with the county voter registration office has not passed, a petition carrier may sign the affirmation or add identification information required to be provided by the petition carrier. However, if the final date and hour for filing a petition with the county voter registration office has passed, a petition carrier may not sign the affirmation or add identification information required to be provided by the petition carrier or add or correct information supplied by or requested from a person who signs the petition as a petitioner. Please see the current version of the *Indiana Voter Registration Guidebook* for more information.

Candidate or public question petitions that do not comply with the petition carrier affirmation and information requirements, may be challenged after the final date and hour for filing the petition with the county voter registration office. A challenge may be filed with the county election board or the Indiana election division as otherwise provided by law.

- 3) **A clerk must reject a candidate filing that is required to be filed with the Secretary of State or Election Division to be effective (such as a CAN-2 declaration of candidacy for circuit, superior, probate, and small claims court judge or prosecuting attorney).**
- 4) **A clerk must reject candidate documents offered after the filing deadline.**
- 5) **A clerk must reject a declaration of candidacy, petition of nomination, declaration of intent to be a write-in candidate, or certificate of candidate selection that does not also include a statement of economic interests (CAN-12).**
- 6) **Filings tendered on a candidate form not currently approved for use by the Indiana Election Division must be rejected.**
- 7) **The clerk may not receive a Certificate of Candidate Selection (CAN-29) to fill a local office ballot vacancy if the related Call of Caucus or Meeting (CAN-30) or Declaration of Candidacy to fill a Local Office Ballot Vacancy (CAN-31) was not filed at all, or not timely filed, with the clerk.**

A question regarding a declaration of candidacy or petition of nomination must be filed with the county election board not later than noon (prevailing local time):

- 1) Eighty-one (81) days before the primary and resolved no later than noon (prevailing local time), sixty-eight (68) days before the primary (for candidates to be nominated by a major party at a primary election) (IC 3-8-2-14(a)(b));
- 2) Seventy-four (74) days before the general or municipal election and resolved by noon (prevailing local time), sixty (60) days before the date on which the general or municipal election will be held for candidates nominated by petition (independent and third party candidates) (IC 3-8-6-14);
- 3) Seventy-four (74) days before the general or municipal election and resolved by noon (prevailing local time), sixty (60) days before the election for candidates selected to fill a vacancy (frequently due to no candidate running on the primary ballot) (IC 3-13-1-16.5);
- 4) Sixty-seven (67) days before the general election and resolved no later than noon (prevailing local time), fifty-four (54) days before the general election (for school board candidates) (IC 3-8-2.5-7);

- 5) Fourteen (14) days before the general or municipal election and resolved no later than noon (prevailing local time), seven (7) days before Election Day for candidates selected to fill a vacancy occurring less than thirty (30) days before Election Day (IC 3-13-2-11); and
- 6) Eighty-eight (88) days before the general or municipal election and resolved no later than noon (prevailing local time), eighty-one (81) days before Election Day for write-in candidates (IC 3-8-2-14(c)).

To resolve the challenge, the bipartisan county election board must conduct a public meeting. The Board must give notice under the Open Door Law. The Board should also provide a copy of the challenge to the challenged candidate, along with written notice of the meeting. Although it is preferable to send these documents to the candidate by certified mail, return receipt requested, or via FedEx or USPS services with tracking, it may be necessary to contact the candidate by telephone, email, by regular mail or any combination of these methods due to the short period of time during which the Board must conduct this meeting. The important point is to give as much notice to the challenged candidate as possible regarding the content of the complaint and the time and location of the Board's meeting. If either the challenger or candidate will be represented by an attorney, the Board may request that the attorney enter an appearance with the Clerk before the meeting so that communications from the Board will be sent directly to the attorney.

At the meeting itself, the chairman of the Board may wish to begin by setting some rules of procedure and explaining the rules to those present as the first item of business. It may be a good idea, although optional, to limit the amount of time for each side to present information. For example, the Board may provide that the person filing the challenge has 15 minutes to present information, that the challenged candidate has 15 minutes to respond, and that the challenger and the candidate each have an additional 5 minutes to rebut what the other side has presented. It may also be useful to remind audience members that all remarks or questions should be addressed to the chair, and that discussions (or arguments!) between audience members will not be allowed. If you think that emotions will be heated at the meeting, and that it will be difficult to keep order, you may wish to contact the Sheriff's office to request that a uniformed deputy be present. Usually this is enough to prevent any serious breach of order.

The Board may then ask each person who plans to testify for one side or the other to stand and take an oath that they will testify truthfully before the Board. The Board can then recognize the challenger. The challenger, or individuals called by the challenger, should be asked to begin by stating their name and address for the minutes. The Chairman of the Board should be recognized if any Board member wishes to question an individual who is testifying. As a courtesy, the time taken by Board member questions should not be deducted from the time that is to be made available to the challenger or the candidate.

After both sides have presented their evidence, Board members must consider this information and reach a decision. **This discussion must take place in public.** A private (or "executive") session for this purpose is not allowed under the Open Door Law. When the Board members have finished their discussion, any member of the Board (including the Chairman) can make a motion to uphold or deny the challenge. If the motion is seconded, then the Chairman should call for a vote. The minutes of the meeting must show how each Board member voted on each motion.

After the meeting, the Clerk should send a short letter to both the candidate and the challenger given written notice of the Board's decision. This letter can be very straightforward and state that at the Board's meeting on a specific date, the Board voted to uphold (or deny) the challenge, and that as a result, the candidate will (or will not) appear on the ballot.

A person who files a declaration of candidacy or other document to place a candidate on the ballot, knowing that any part of the document is falsely made, or a person who refuses to receive and record the document when presented in accordance with the election laws, commits a Level 6 felony. (IC 3-14-1-1)

Election Reporting Requirements, Generally

Not later than noon (local prevailing time), thirteen (13) days after a primary, general, municipal, or special election, the county election board must submit their canvassed and final election results. These reports, such as the CEB-10, CEB-11, CEB-12, CEB-13, CEB-23, CEB-24, CEB-25, CEB-26A, CEB-26B, CEB-26C, CEB-36, or CEB-37, are required to be filed in SVRS by this deadline.

No later than noon (local prevailing time) fourteen (14) days after a primary, general, municipal or special election, the county election board must submit a CEB-9 report to the Election Division. The report must describe the county election board's activities in administering the election and include a statement of election expenses for administering elections and a copy of the canvass sheets for the election. The Election Division may require additional information in this report as well. Additionally, counties are to attach and upload precinct level and summary level election results in the CEB-9 module. (Counties who opt to use the precinct mapping module in SVRS to submit results only need to attach their summary level results to the CEB-9 module.)

A county no longer will file any paper version of the CEB-9, CEB-10, CEB-11, CEB-12, CEB-13, CEB-23, CEB-24, CEB-25, CEB-26A, CEB-26B, CEB-26C, CEB-36, or CEB-37 forms or CEB-9 election report form, including precinct level results, to certify general, municipal, primary, or public question election results to the Election Division. **The former requirement that these reports be signed and sealed by the circuit court clerk has been repealed and the county must use the SVRS to provide these reports to the State.** Counties may choose to print the reports from the SVRS for their board members to sign and maintain for the county's records but should not file those paper documents with the Indiana Election Division.

Indiana law also requires that a county election board forward challenge affidavits returned by precinct election officers following the close of the polls to the foreman of the grand jury when the jury is next in session. The grand jury is required to inquire into the truth or falsity of the affidavits and file a report of the results of its inquiry with the court. (IC 3-14-5-2) This procedure does not apply when the only reason that an affidavit was executed was that an individual was required to provide "additional documentation" as a first time voter who registered by mail and has now complied with that requirement. (IC 3-14-5-1) The prosecuting attorney is to return the affidavits to the county election board when any grand jury investigation or proceeding is finished. State law also requires that the county election board open sealed bags and envelopes returned by the precinct inspector and judge and forward a copy of each challenge affidavit to the Secretary of State of Indiana. (IC 3-14-5-2)

NOTE: The county election board is responsible for the care and custody of all ballot card voting systems, electronic voting systems, and electronic poll books when not in use. For more detail, see the text behind "*Voting Systems & e-Poll Books*" in this *Manual*.

Physical & Cyber Security of Voting Systems and Election Materials

In the last several years, state and federal law has evolved to mitigate risks associated with the physical and cyber security of voting systems, electronic pollbooks, and statewide voter registration systems. The county election board plays a critical role in this process. Below are some high-level policy efforts related to this issue, though most are discussed in greater detail in this *Manual*, specifically the “Voter Registration,” “Voting Systems & ePollbooks,” and “Election Day” sections.

- Each county voter registration office shall file a statement with the Election Division setting forth the name and contact information for at least one individual for the state to communicate with regarding cybersecurity issues. (IC 3-7-26.3-15)
- To access the statewide voter registration system, an individual must use “two-factor authentication,” such as a token or other method approved by the Secretary of State and the Co-Directors of the Election Division. (IC 3-7-26.3-15)
- The Secretary of State established “proficiency standards” for county users of the statewide voter registration system to permit the user to access the voter registration system. County users must demonstrate to the Secretary of State and the Election Division that the user has been sufficiently trained and can properly access the system and comply with the laws governing the operation of the system. (IC 3-7-26.3-35)
- A county voter registration office may revoke an individual’s authorization to access the system for good cause and shall file a report of the revocation with the Secretary of State and the Election Division not later than seven (7) days after the revocation is effective. (IC 3-7-26.3-35)
- The county election board is responsible for establishing access protocols for voting systems and electronic poll books, including specifying when variations from access policies are permitted. (IC 3-11-15-46) A county election board must also file a report with the secretary of state not later than forty-eight (48) hours after receiving notice of the following from a federal, state, or local government agency:
 - 1) a voting system or electronic poll book has been improperly obtained or altered in a manner that violates Indiana law; or
 - 2) the data concerning the county maintained in the statewide voter registration system (SVRS) has been accessed or altered by a person in violation of Indiana law. (IC 3-11-17-7)
- Delivery methods of electronic pollbooks and voting systems have specific handling requirements to prevent tampering of voting systems after leaving the custody of the county election board. (IC 3-11-3-10; IC 3-11-8-7.5)
- Return methods of voting systems have specific handling requirements to prevent tampering of voting systems after the polls close on the election day and the voting system is being returned to the custody of the county election board. (IC 3-12-3-2.2; IC 3-12-3.5-4.5)
- Election systems vendors must perform background checks so that an employee or contractor of the vendor with a felony conviction may not have access to the vendor’s voting system and must disclose to the Indiana Election Division any information regarding the nature and extend of any foreign national’s ownership or control of the vendor. (IC 3-5-2-2.7; IC 3-11-15-45; IC 3-11-17-2; IC 3-11-17-7.2; IC 3-11-17-8)

Further, not later than July 1, 2020, each county shall enter into an agreement with the Indiana Secretary of State to use a threat intelligence and enterprise security company designated by the Secretary of State to provide hardware, software, and services which investigates cybersecurity attacks and protects against malicious software; and analyzes information technology security risks.

The agreement to provide services to a county has no effect on any threat intelligence and enterprise security service provided to the county by any other agreement with the provider or by any county employee or contractor and must be designed to complement any existing service agreement or service used by the county when the county enters into the agreement. (IC 3-5-4-12) This requirement expires January 1, 2023.

Election Costs & Budgeting

Each county election board shall prepare annually a budget estimate itemizing its expenditures for the previous year and its estimates of the amount of money necessary to be appropriated for the next year. The board shall submit the budget estimate at the time and in the manner and form other county budget estimates are required to be filed. (IC 3-6-5-16)

GENERAL ELECTION YEAR

All general elections are conducted by the county election board. The county auditor shall pay the expenses of voter registration and for all election supplies, equipment, and expenses out of the county treasury in the manner provided by law. The county fiscal body (county council) must make appropriations necessary to cover these costs. (IC 3-5-3-1) However it is prohibited for a political subdivision that conducts or administers an election from receiving or expending funds received from a person for preparing, administering, or conducting an election, including registering voters. This does not prohibit a political subdivision from receiving or expending funds from the state or from the federal government to prepare for, administer, or conduct an election. (IC 3-5-3-1)

The legislative body of a county may also establish a county election and registration fund for the purpose of paying for county election and voter registration expenses. (IC 3-5-3-2) The legislative body may annually levy a tax on all taxable property in the county, in the manner that other taxes are levied, sufficient to meet the average annual expenses incurred by the county and deposit the tax revenue into the fund. After a county election and registration fund has been established, the county shall budget and pay for all the election expenses from the fund. (IC 3-5-3-3)

After a county election and registration fund has been established, the county executive shall monitor the fund to determine if it contains sufficient money to meet the obligations of the fund. Whenever the executive finds that there is not sufficient money in the fund, the executive may request that the county fiscal body adopt an ordinance authorizing a transfer between funds. If the ordinance is adopted, the executive shall order the county auditor to transfer the amount specified in the ordinance from the general fund of the county to the election and registration fund. (IC 3-5-3-4)

In a county that does not have an election and registration fund established under this chapter, the county shall budget and pay for all the election expenses from the general fund of the county. (IC 3-5-3-5)

MUNICIPAL ELECTION YEAR

Generally, municipal elections held in odd-numbered years are conducted by the county election board. (IC 3-10-6-8; IC 3-10-7-2) When a municipal election is held in an odd numbered year, the costs incurred by the county election board must be reimbursed by the municipality where the election of officers took place. (IC 3-5-3-7) A town can enter into an agreement with the county election board to pay set cost for the county conducting the election. (IC 3-10-7-4)

Different formulas are used to determine the election costs paid by cities or towns, depending upon whether the county is a vote center county or a precinct-based county. In a precinct-based county, for municipalities that do not enter into such an agreement, all costs that can be directly apportioned to a specific municipality, such as the cost of printing ballots for that municipality's election, are fully charged back to the municipality and must be reimbursed not

later than December 31 in the year the election takes place. (IC 3-5-3-7)

Any costs that were incurred ninety (90) days before the primary election until the day after the municipal election and that cannot be apportioned directly to a specific municipality must be divided. Twenty-five percent (25%) of the indirect costs must be absorbed by the county election board with the remaining 75% be apportioned among each municipality that held an election and did not already enter into an agreement with the county election board to pay a set cost for conducting the election. (IC 3-5-3-8) The remaining 75% must be divided among each municipality that held an election based on the same ratio of total ballots casts among all municipal elections. (IC 3-5-3-9)

Example: The county election board conducts the municipal election in the Boone City, the town of Davis, and the town of Edwardsville. The total ballots cast in all three municipal election was 1,000. 550 ballots were cast in Boone City, 300 in Davis, and 150 in Edwardsville. Based on this ratio, Boone City would be charge with paying the county election board 55% of the indirect costs apportioned among the municipalities. Davis would be responsible for 30% of the costs, with Edwardsville paying the remaining 10%.

However, election costs are determined using a different formula in a county which has adopted a vote center plan. All election expenses incurred administering a municipal primary or municipal election shall be apportioned among the cities and towns in the same ratio that the number of ballots who cast a ballot in the city or town bears to the total number of voters who cast a ballot in all of the cities and towns in the county at that municipal primary or municipal election.

SPECIAL ELECTIONS IN “OFF-YEARS”

A public question may be certified to a county election board in an “off-year” between the presidential federal election year and a non-presidential election year (for example, 2025 will be an “off-year”). The “2022 Referendum Brochure” published by the Indiana Election Division lists the only types of special elections that may be called in Indiana.

There are very specific procedures and deadlines that must be met in order for a jurisdiction to call for a special election. The “Public Questions” section of this *Manual* will provide some insight, but it is recommended the entity requesting a special election consult with their own attorney to be fully and properly advised of the process. However, a special election held for a public question must be held on the first Tuesday after the first Monday in May or November; it may not be called on any other day throughout the year. The entity requesting a special election in an “off-year” is responsible for all costs.

If a question is properly certified to a county election board, a special election is largely conducted in the same manner as a regular election. There are exceptions to reduce the number of in-person absentee voting in the clerk’s office (though all absentee ballots, including military and overseas voters using an FPCA, must be mailed not later than 45-days before the election). (IC 3-11-4-18; IC 3-11-10-26.5)

Vote center counties may need to amend their plan to change or limit the number of vote centers available during the special election. Indiana law permits a county to reduce the number of vote centers ONLY in the event of an “off-year” special election to one (1) vote center on Election Day, unless the number of active voters in the jurisdiction requesting the special election exceeds 10,000. (IC 3-11-18.1-6)

Other Duties

The list of duties of the county election board found in this *Manual* is not exhaustive, and many sections provide greater detail on the procedures to be followed by the county election board. For example, the “Campaign Finance” chapter covers how to generally conduct campaign finance hearing. Further, the Indiana Election Division publishes other manuals and guides to assist local election administrators implement procedures found in Indiana election law.

CANDIDATE & OFFICE HOLDER INFORMATION

Candidate Qualifications, Generally

All candidates, regardless of party affiliation (major party, minor party, independent, write-in), must meet the same qualifications before the candidate may run for a particular office or fill an elected office vacancy. Qualifications by office are detailed in the *Indiana Candidate Guide*, published by the Indiana Election Division. Specific references to candidate qualifications can be found in Indiana Code 3-8-1 and the Indiana State Constitution. Election administrators may find it helpful to distribute relevant parts of the current version of the *Indiana Candidate Guide* to interested office seekers.

Registered Voter Requirement

Except for certain city and town judges, a person is **not** qualified to run for a state office; a state legislative office; a local office; or a school board office unless the person is **a registered voter IN THE ELECTION DISTRICT the person seeks to represent** not later than the deadline set by statute for filing a declaration of candidacy, petition of nomination or certificate of nomination. (IC 3-8-1-1) This includes candidates seeking a pro tempore appointment to fill an office vacancy, which is covered later in this chapter. A candidate for U.S. Senate or U.S. Representative is not required to be a registered voter in the state of Indiana; rather, they must be an inhabitant of the state when elected. (Article 1, Section 2, Clause 2 and Article 1, Section 3, Clause 3 of the Constitution of the United States; IC 3-8-1-7; IC 3-8-1-8)

If a voter registration application form is received by county voter registration officials and the person is registering to vote for the first time or needs to update a residence address, the application is considered “pending” for a period of seven (7) days once entered into the SVRS and an acknowledgement card is generated. In other words, a voter whose application is in “pending” status is not considered a registered voter at the new residence address for at least seven days after the county processes the form. A person considering a run for office who needs to update their registration or register to vote for the first time should take care to submit documents in a timely fashion to avoid issues relating to “pending” status.

Residency Requirements

Indiana law requires many candidates, but not all, seeking state and local office to have resided in their election district for a specific time period, such as one (1) year or six (6) months prior to the general election. See the current version of the *Indiana Candidate Guide*, published by the Indiana Election Division, for more specific information for each office. Candidates seeking federal office are not required to reside in their election district; rather, Article 1 of the U.S. Constitution requires the persons elected to serve a U.S. Representative or U.S. Senate to be an inhabitant of Indiana when elected.

One of the most common candidate disputes that county election boards deal with concerns whether (or for how long) a candidate has resided in the election district. Until recently, candidates and election boards had only a few, and sometimes contradictory, state laws to guide them on this issue. A long-time favorite was IC 3-7-1-9, which stated: “The residence of an unmarried man (changed to “person” in 1987 and repealed in 1995), is where the man usually sleeps.” This language is now found in IC 3-5-5 (along with other state laws for determining residence).

Under IC 3-5-2-42.5, “**residence**” means **the place where a person has the person’s true, fixed, permanent home and principal establishment, and to which place the person has, whenever absent, the intention of returning.** Under IC 3-5-5-2, a person’s residence may be established by...origin or birth [or] intent and conduct taken to implement the intent.

Although Indiana residency laws still include presumptions that a candidate must overcome to establish a different residence, **a county election board will have to determine the facts of each particular situation** to resolve questions regarding any candidate’s residence.

The county election board will need to determine the actual facts in each residency dispute and decide what, if anything, the candidate did to establish the candidate’s residency, if it is called into question. The same process is utilized when a county voter registration office must determine if a **voter** resides at the location stated in a voter registration application.

Felony Convictions

Please review IC 3-8-1-5 for state law regarding the impact of a felony conviction on the ability to run for office in Indiana. However, this state law does not apply to candidates for federal office. Please consult the current version of the *Candidate Guide* for more information. Note: changes in the Indiana Criminal Code (IC 35) to make “expungement” of certain past felony convictions possible may have an impact on some candidates.

Rule 4.6 of the Indiana Code of Judicial Conduct

A person is disqualified from assuming or being a candidate for an elected office if the person is a nonjudicial court employee who would violate Rule 4.6 of the Indiana Code of Judicial Conduct by being the candidate of a political party for nomination or election to an elected office or political party office. (IC 3-8-1-5)

Prohibition on Government Employment for Some Officeholders

A government employee of the same unit of **local** government cannot hold an elected office. (IC 3-5-9) This does not prevent the individual from being a candidate; rather, should the government employee be elected to serve in an office of the same unit of government, the individual automatically resigns from government employment when taking elected office. (IC 3-5-9-5)

Example 1: Sally works for the county’s highway department, runs for county council, and is elected by the voters to serve on the council. Since she is a county employee, Sally resigns from her position on the county highway department when she assumes her elected position on the council.

Example 2: Joe works for the township trustee, runs for county council, and is elected to serve on the council. Township government is not the same unit of government as the county council. Joe may continue to work for the township trustee after he assumes his elected position on the council.

While this law does not add qualifications to run for office, it does limit the employment options of locally elected officials. If an employee of a local unit of government takes office within the same unit, the employee’s employment is terminated. A full-time paid firefighter may not assume or hold a position at any level of government that receives fire protection services from the department in which the firefighter serves. Some exemptions may apply. (IC 3-5-9-4; IC 3-5-9-7)

Further, an individual who is employed as a teacher or as a noncertificated employee (as defined in IC 20-29-2-11) of the school corporation may not be a member of the governing body of the school corporation. (IC 20-26-4-11)

Holding More Than One Lucrative “Office”

The Indiana State Constitution (Article 2, Section 9) provides that **no person is eligible to hold more than one lucrative office at the same time**. This restriction applies to **any office, whether appointed or elected, but does not apply to a person who is merely an “employee” and not an “officer.”**

The Attorney General’s office has opined that elected or appointed **offices** are “created by law instead of contract.” Duties of someone holding an office, **as opposed to employment**, include performance of some sovereign power for the public’s benefit.

The Supreme Court has defined “**lucrative office**” as **any office to which there is attached compensation, regardless of whether or not the compensation is paid directly to the individual**. The definition of “lucrative office” does not depend upon the **amount** of compensation affixed to it or whether the office holder **accepts** any compensation. (Refer to Attorney General Opinion #91-14.)

Not all persons who work for a government are considered officeholders. Instead, they may be considered employees. For example, a county commissioner is an officeholder. The receptionist at the county highway garage office is an employee. Sometimes, whether an individual is an officeholder or an employee is not as clear cut.

State statutes and Attorney General Opinions can shed light on this question in some cases. Indiana Code 5-4-1-1(c) and IC 5-6-4-3 provide that the position of an appointed deputy of an officer of a political subdivision or of a judicial circuit (a deputy county auditor, a deputy mayor, or a deputy circuit court clerk, for example) is not considered to be a “lucrative office.” Likewise, a county attorney is not considered a lucrative officeholder. (IC 36-2-2-30 and 36-2-3-10) In addition, a precinct election officer is not considered a lucrative officeholder (IC 3-6-6-37(c)). The General Assembly has also provided that a notary public is **not** a “lucrative office”. (IC 33-42-2-7)

***A person who assumes a second lucrative office is considered to have resigned from the first office automatically when the person begins serving in the second office. ***

As of the date of publication of this manual, the Indiana Attorney General posted the “Dual Office Holding Guide” online: <https://www.in.gov/attorneygeneral/about-the-office/advisory-and-opinions/dual-office-holding/> The resources found on this site may be helpful to candidates and local election administrators.

“Sore Loser” Law

A person who is defeated at a primary election, state convention or town convention **is not** eligible to become a candidate **for the same office** in the next general or municipal election. This **“sore loser”** provision **does not apply to a person who is selected to fill a ballot or office vacancy by the political party that the person affiliated with by voting in the most recent primary election held by that party (or who did not vote in that primary but is certified as a member of the party by the county chair of the party in which the person resides)**.

The “sore loser law” also applies to a defeated candidate who wants to be a write-in candidate for that office. (IC 3-8-1-5.5; 3-13-1-19)

Statement of Economic Interests

Candidates for statewide office, state legislative office, judicial office, prosecuting attorney, and local office are required to complete and file a statement of economic interests with the appropriate agency before filing a declaration of candidacy. A file-stamped copy of the statement of economic interests or a receipt or photocopy of the receipt must be attached to the declaration at the time of filing. The Indiana Election Division and the county clerk may not accept a declaration of candidacy without attached proof the statement of economic interests has been filed. (IC 3-8-1-33; 3-8-2-11)

The chart below identifies where a candidate may obtain the appropriate statement of economic interests form for the office sought by the candidate. The Indiana Election Division does not prescribe the form for statewide, state legislative, and judicial candidates; rather, the identified offices in the right-hand column create and make available the required forms.

For statewide candidates, the Office of Inspector General requires submission of these statements through the office's website and provides an email receipt. An email from the inspector general for candidates seeking nomination for statewide office at a Democratic, Libertarian, or Republican Party state convention, is sufficient documentation that the required economic interest statement has been filed by the candidate. (IC 3-8-7-8)

For judges and prosecuting attorneys, the Commission on Judicial Qualifications requires its statement of economic interests to be filed online through the Indiana Courts Portal and provides an email receipt. An email from the judicial qualifications commission for Libertarian Party candidates seeking nomination for judicial office at a state convention is sufficient documentation that the required economic interest statement has been filed by the candidate. (IC 3-8-7-8)

For Indiana House and Senate candidates, the Indiana General Assembly posts the blank version of its economic interests form online at www.iga.in.gov, though those forms must be printed and filed with the Clerk of the House or Secretary of the Senate, who then provides a receipt to the individual showing the form has been filed.

The CAN-12 Statement of Economic Interests form is used by candidates seeking local office or serving on a school board, and is available through the county election board or on the Election Division's website. State law requires the candidate to complete a CAN-12 with information from the preceding year (for example, 2021 information on a CAN-12 filed to run for an office on the 2022 ballot). (IC 3-8-9-8)

Type of Candidate	Where to File Statement of Economic Interests
Statewide	Office of Inspector General of Indiana
Indiana House of Representatives	Principal Clerk of the House
Indiana State Senate	Secretary of the Senate
Judicial Officers, including Prosecuting Attorney	Indiana Commission on Judicial Qualifications
Local (county, city, town, township, school board)	County Clerk

Please note: candidates for federal office (U.S. House, U.S. Senate) have separate rules for filing a statement of economic interests with the Principal Clerk of the U.S. House or the Secretary of the U.S. Senate. The Federal Election Commission (FEC) is the best resource for questions by these candidates.

Filing a statement of economic interests applies to a candidate seeking to fill a ballot vacancy and may apply to a candidate seeking a pro tempore appointment to fill an elected office vacancy. Please consult the “Elected Office Vacancies” section for more details.

Candidate Names and Nicknames

An individual filing as a primary election, convention, minor or independent, or write-in candidate must list the individual's name on the candidate filing **in the same form as the individual wants the name to appear on the ballot and the candidate's name is permitted to appear on the ballot under IC 3-5-7.** (IC 3-8-2-2.5; IC 3-8-2-7; IC 3-8-5-10.5; IC 3-8-6-5; IC 3-8-7-10; IC 3-10-2-15)

A candidate is only permitted to use certain “designations” for the form in which the candidate’s legal name appears on the ballot. To implement this requirement, a candidate’s “designation” is defined as referring to the name, nickname, initial, abbreviation, or number used to identify the individual. However, a designation may not be a title or degree, or imply a title or degree. A candidate’s “name” refers to any of the following: (1) the candidate’s given name; (2) the candidate’s surname; and (3) the candidate’s middle name. A nickname must be a name by which the candidate is commonly known and may not exceed twenty (20) characters. (IC 3-5-7)

A candidate’s nickname is to be placed on the ballot within parenthesis regardless of whether the candidate’s nickname was placed in parenthesis, quotation marks, or some other method of indicating the candidate’s nickname, on the candidate’s declaration or other candidate filing. (IC 3-5-7-5)

More information about these requirements can be found in the current version of the *Candidate Guide*.

Major Party Candidates

A political party obtaining the highest or second-highest number of votes cast for its candidate for Indiana secretary of state at the last election held for the secretary of state’s office is considered a “major party.” (IC 3-5-2-30) Thus, the Democratic Party and Republican Party are considered “major parties” based on the results of the 2018 election for Indiana Secretary of State.

The two major political parties conduct a primary election to nominate most of their candidates for November’s general election and elect individuals to political party office (for example, precinct committeeman and state convention delegate). For this reason, Indiana voters are permitted to only vote in one party’s primary election and are asked their ballot preference: Democratic or Republican.

Further, candidates seeking to run as a Democratic or Republican Party candidate must have either 1) selected the ballot of the political party they claim affiliation with in the last two (2) Indiana primary elections the candidate voted in; or 2) be certified as a member of that party by the county chair of the county where the candidate resides. (IC 3-8-2-7) This certification takes the form of a written certified statement attached to the declaration of candidacy. There is no state prescribed form for the county chair’s certification of a candidate, though the Election Division has a sample document that may be requested from the office.

Most Democratic and Republican party candidates seeking their party’s nomination in the May primary election are required to file a declaration of candidacy and statement of economic interests for their name to appear on the ballot. In 2022, Democratic and Republican candidates for U.S. Senate must also collect at least 500 signatures of

registered voters in each of Indiana's nine (9) Congressional districts, for a minimum total of 4,500 signatures to gain access to the primary election ballot. (Please consult the current versions of the *Indiana Candidate Guide* and the *Indiana Election Calendar* for specific details, including filing deadlines.)

In the May 2022 primary election, the Democratic Party will elect precinct committeemen and state convention delegates, while the Republican Party will elect only state convention delegates. (Elections for Republican precinct committeemen will be held in 2024.) Candidates seeking to run for these political party offices must file a CAN-37 declaration of candidacy for each party office sought. In other words, a person would file one CAN-37 to run for Democratic Party precinct committeeman and one CAN-37 to run for the Democratic Party state convention delegate.

Democratic and Republican candidates who are certified winners of their party's primary election qualify for November's general election ballot. Additionally, some statewide offices are nominated at the party's state convention and others will be nominated to fill a ballot vacancy, and these Democratic and Republican party candidates are placed on November's ballot.

NOTE: Local candidates **must** attach the CAN-12 statement of economic interests to the CAN-2 declaration of candidacy form. The clerk must reject a CAN-2 declaration of candidacy filing where the statement of economic interests is missing. (IC 3-8-1-33) The CAN-12 requirement does not apply to party offices (for example, precinct committeemen and state convention delegate). Candidates for federal, statewide, state legislative, and judicial office, including candidates for prosecuting attorney, use statement of economic interest forms specific to their office. See "Statement of Economic Interests" section of this *Manual* for details.

Please consult the current version of the *Indiana Candidate Guide* and the *Indiana Election Calendar* for specific details, including filing deadlines.

Libertarian Candidates

A person is considered a minor party candidate if the person is affiliated with an organized party that did not obtain the highest or second-highest number of votes cast for Indiana secretary of state at the last election held for the secretary of state's office. (IC 3-5-2-30)

If a minor party received at least two percent (2%), but less than ten percent (10%) of the vote cast for Indiana's Secretary of State at the last election held for that office, the party may nominate candidates for the general election by conducting a state, county or municipal convention. (IC 3-8-4-10; IC 3-8-5-17; IC 3-10-2-15; and IC 3-10-6-12) The **Libertarian Party** falls into this category of "minor party" based on the results of 2018 Secretary of State election.

Except for U.S. President and small town offices where no primary was conducted, the Libertarian Party nominates their candidates for federal, state, and judicial office at a state convention. (IC 3-8-4-10) Libertarian Party candidates are **not** required to file declarations of candidacy with the Election Division or county election board, depending on which agency accepts the filing. Instead, the Libertarian Party state chair and secretary must certify the Party's nominees for federal, statewide, state legislative, or judicial office, including prosecuting attorney, to the Election Division not later than **noon (Indianapolis time), July 15, 2022. For local offices, the deadline to certify the Party's nominees is noon (local prevailing time), July 15, 2022.**

The Libertarian Party may fill ballot vacancies where no candidate was nominated at their state convention. Please see the "Candidate Vacancies" section of this *Manual* for more information. Please consult the current version of the *Indiana Candidate Guide* and the *Indiana Election Calendar* for specific details, including filing deadlines.

Minor Party and Independent Candidates

A person is considered a minor party candidate if the person is affiliated with an organized party that did not obtain the highest or second-highest number of votes cast for Indiana Secretary of State at the last election held for the secretary of state's office. (IC 3-5-2-30) As noted above, however, the Libertarian Party has separate ballot access rules because since their candidate for Secretary of State in 2018 race achieved at least 2% but less than 10% of the votes cast, and the paragraphs below do not apply to members of the Libertarian Party running for office.

A person is considered an independent candidate if the candidate is a person who is not affiliated with **any** political party. (IC 3-5-2-26.6) Although other minor parties and independents may hold conventions to nominate candidates, these nominations are not recognized in Indiana for purposes of winning a place on the general election ballot. A minor party (other than the Libertarian Party), or independent candidate in Indiana is nominated for placement on the general election ballot by **petition of nomination**. **The petition process noted below is required if the minor party or independent candidate desires to have their name printed on the ballot.** See "Write-In Candidates" below for more information about how an independent or minor party candidate can file for office but not have their name printed on the ballot.

To be nominated by this method, the candidate circulates a petition of nomination, acquiring a number of signatures that is equal to two percent (2%) **of the total vote cast in the last election for secretary of state in the election district that candidate seeks to represent.** (IC 3-8-6-3) The appendix of the current version of the *Indiana Candidate Guide* contains calculations from the 2018 Secretary of State's race by county to establish the number of signatures an independent or minor party candidate would need to gather in a countywide or statewide contest. Most election districts are not county-wide; therefore, an independent or minor party candidate exploring a run for U.S. House or state legislative office should consult with the Indiana Election Division to determine the minimum number of certified signatures needed to qualify for the ballot. If exploring a run for local office, a candidate should consult with the county election board.

For local election districts that are not countywide, local election officials must first identify which precincts are contained within the election district the independent or minor party candidate desires to run. Next, cross-reference the identified precincts in the election district against the 2018 precinct level results for the county, specifically the total number of votes cast for all candidates for Secretary of State in the precincts that are part of the election district. (Please note: state law requires the 2% calculation be made against all votes cast for all SOS candidates, not just the two major party candidates or the winner, but for all major party, libertarian, minor party/independent, and declared write-in candidates who filed to run and qualified for the November 2018 election in the office of Secretary of State.)

The total number of votes cast for all SOS candidates within the election district is then multiplied by 2% to reach the minimum number of certified signatures required for an independent or minor party to qualify for the general or municipal election ballot. Should the total number of required signatures end in a decimal (for example, 101.5), then local election administrators should always round down (for example, 101). (IC 3-8-6-3(b))

The Indiana Election Division prescribes two separate forms to be used by minor party or independent candidates who wish to petition for placement on the ballot. The CAN-19 form will serve as the petition for candidates for state level offices in the November general election (federal offices, statewide offices, state legislative offices, and judicial offices (including prosecuting attorney)), which file with the Indiana Election Division after signatures are processed by county voter registration offices. A new form, the CAN-21, will be used as the petition for minor party or independent candidates for all other local offices.

A CAN-19 or CAN-21 petition may only include the name of one independent candidate, as an independent candidate or candidates are not affiliated with a bona fide political party. A CAN-19 or CAN-21 petition may include multiple names of minor party candidates, assuming those candidates are affiliated with the same political party and running for statewide offices or running for office in the same political subdivision (county, city, town, or township). (IC 3-8-6-4) The most recent approved version of this form must be used by these candidates. (IC 3-5-4-8)

For example, the Whig Party is a minor party in Indiana and are soliciting signatures for one candidate for city dogcatcher and two candidates for city council at-large. These three candidates can place their name at the top of the petition of nomination form since they are all 1) affiliated with the same political party (Whig) and 2) running for office in the same political subdivision (city). The petitions signatures collected for the citywide candidates would be reviewed and any certified signatures would “count” toward the totals needed for each of the three candidates listed on the petitions.

However, the Whig Party also wants to run a candidate for county clerk. The candidate for county clerk may not be on the same petition form as the candidates for town office because these offices are in different political subdivisions (county vs. town).

A candidate’s name cannot be placed on the ballot if the petition does not meet the following statutory requirements under IC 3-8-6-5. The petition of nomination (forms CAN-19, CAN-21) must include the following:

- 1) The name of the candidate (as permitted by IC 3-5-7), and address, including the mailing address if different from the residence address of the candidate.
- 2) The office the candidate is seeking.
- 3) The information required under IC 3-10-4-5, if the petition nominates candidates for presidential electors.
- 4) The statement that the people signing the petition are registered voters, qualified to vote for the candidate.

The CAN-19 or CAN-21 form may also designate a brief name, symbol, or principle that the candidate represents.

The candidate then files the petition of nomination with the county voter registration office (usually the clerk or board of voter registration), along with a CAN-12 Statement of Economic Interests. However, if the board of voter registration office is separate from the office of the circuit court clerk, then the CAN-12 form need not be filed with the board of registration, but instead must be included with the certified petitions filed with the clerk. (IC 3-8-9-5(1)(B))

The clerk or board of voter registration then certifies how many individuals who have signed the petition are registered voters of the election district. An individual who signs a petition of nomination **must** be a registered voter and able to vote for the candidate submitting the petition when the petition is processed by the county voter registration office. (See the current version of the *Indiana Voter Registration Guidebook* for processing details.)

The petition must be filed with the appropriate county voter registration office for verification of petition signatures during the applicable filing period. (IC 3-8-6-10) Please consult the current version of the *Indiana Candidate Guide* or *Election Calendar* published by the Indiana Election Division for the specific deadlines.

After verification by the county voter registration office, a certified petition of nomination is filed with the same office in which a declaration of candidacy is filed under IC 3-8-2. The petition of nomination must be accompanied by the candidate’s written consent to become a candidate (CAN-20), which includes the following on the form:

- 1) A separately initialed statement that the candidate has attached a copy, receipt, or photocopy of a statement of economic interests. (CAN-12)
- 2) A separately initialed statement that the candidate understands that if the candidate is elected to office, the candidate may be required to obtain and file an individual surety bond.

- 3) A separately initialed statement that the candidate understands that if the candidate is elected to office, the candidate may be required to successfully complete training or have attained certification required to serve in the office.
- 4) A separately initialed statement that the candidate is aware of the provisions regarding IC 3-9 and the reporting of contributions and expenditures and agrees to comply with IC 3-9.
- 5) A statement that the candidate, if subject to Indiana's campaign finance filing requirements, has filed a statement of organization (CFA-1) as required by law (or is aware of the requirement to do so not more than noon, seven (7) days after the petition filing deadline).

The deadline to file certified petitions of nomination along with the candidate's consent and statement of economic interests in **noon (local prevailing time), July 15, 2022**.

A candidate may withdraw a petition of nomination not later than **noon (prevailing local time), July 15, 2022**, before the General Election. (IC 3-8-6-13.5) Candidate petitions may also be challenged for failure of petition carriers to follow IC 3-6-12.

Independent and minor party candidates for federal, statewide, state legislative, and judicial office, including prosecuting attorney, will file with the Indiana Election Division the petitions certified by the county voter registration official, a declaration of candidacy, and a receipt showing the statement of economic interests has been timely filed with the appropriate agency. The Co-Directors of the Election Division will certify to the Secretary of State the required number of signatures to achieve ballot access and the number of certified signatures filed with the Division. The Secretary of State will then certify or deny the candidate's placement on the ballot.

Independent and minor party candidates running for local office will file certified petitions and a declaration of candidacy with the county election board. The county clerk must make the determination whether the candidate received sufficient number of signatures and certify or deny the candidate's filing. If the circuit court clerk certifies the candidate's filing, then the clerk must send a CAN-5 form to the candidate. (IC 3-5-4-1.3) If the circuit court clerk denies the candidate's certification, then the clerk shall notify the candidate immediately by certified mail. (IC 3-8-6-12(d)(h))

A candidate may file a CAN-1 challenge to dispute the county voter registration official failure to certify individual signers as qualified petitioners or the determination by the clerk that the petition has an insufficient number of signatures. The candidate may present their evidence at a hearing called by the county election board or Indiana Election Commission, wherever the petition of nomination is filed. (IC 3-8-1-2(f); IC 3-8-2.5-6)

If the county voter registration official certifies a petition that is lacking the required petition carrier certification, a qualified person (candidate, party chair, or voter in the election district) may file a CAN-1 challenge, which requires a hearing to be conducted by the county election board or Indiana Election Commission, wherever the petition of nomination is filed. (IC 3-6-12-10)

Please consult the applicable editions of the *Indiana Candidate Guide* and the *Indiana Election Calendar* for specific details, including filing deadlines.

Write-In Candidates

A person may run as a write-in candidate. A write-in candidate for any elected office may not, on the candidate's declaration to be a write-in candidate, claim affiliation with a political party in the state whose nominee for Secretary of State received at least 2% of the total votes cast in the most recent election for the office of Secretary of State (currently the Democratic, Libertarian, or Republican parties). (IC 3-8-2-2.5)

Votes for write-in candidates are only counted if the write-in candidate filed a declaration of intent to be a write-in candidate before the election no later than the deadline to do so set by state law. The declaration must be filed with the same person authorized to place names on the ballot [Form CAN-3 or other specialized CAN form for the particular office] along with a CAN-12 Statement of Economic Interests, available in the office of the circuit court clerk. The declaration and statement of economic interests is filed with the secretary of state or circuit court clerk. A declaration of intent must be filed during the applicable filing period. (IC 3-8-2-4(b)) Please see the current version of the *Indiana Candidate Guide* or Election Calendar published by the Indiana Election Division for more details.

A write-in candidate must meet the same qualifications as any other candidate and must follow Indiana campaign finance laws.

A person may not be a write-in candidate during a primary or for a political office, such as precinct committeeman or state convention delegate. (IC 3-8-2-2.5) A write-in candidate may withdraw no later than noon (prevailing local time), July 15. (IC 3-8-2-2.7(a))

The Election Division certifies the names of declared write-in candidates (and political party affiliation, if any) to the circuit court clerks for those candidates that file with the Election Division. Except in counties where optical scan ballot cards are tabulated at a central location, the circuit court clerk must provide each inspector with a list of declared write-in candidates for state and local offices so that the precinct election officials (boards) will know which persons are **officially declared** write-in candidates. (IC 3-8-7-30(b))

The write-in candidate's name is NEVER printed on the election ballot!!!

In tabulating write-in votes, the county election board may encounter numerous variations in how the name of a candidate is written in by voters. While certain legal requirements must be met, the intent of the voter must be the primary factor in determining the validity of any write-in vote. In addition to voter intent, the following guidelines must be applied when counting write-in votes (IC 3-12-1-1.7):

- 1) Only votes cast for declared write-in candidates may be counted and certified. **EXCEPTION: If a write-in vote is cast for a candidate who IS on the ballot FOR THE SAME OFFICE, then the write-in vote is counted. For example, if a write-in vote for Secretary of State cast for one of the parties' candidates for Secretary of State already on the ballot in 2022 must be counted for the candidate the voter indicated as a write in.**
- 2) A write-in vote cast in the appropriate place on the ballot is not a distinguishing mark that invalidates the ballot.

- 3) A write-in vote may be printed in ink OR lead pencil. The use of stickers, labels, or rubber stamps, etc., is not permitted.
- 4) Abbreviations, misspellings or other minor variations do not invalidate a write-in vote, **if the intent of the voter can be ascertained.**
- 5) **For military and overseas Federal Write-in Absentee Ballots (FWAB),** if a person writes in the name of a political party in a general election, the vote is counted for a declared write-in candidate of that party.

EXAMPLE: The declared write-in candidate list shows “John Doe, Garden Party candidate for Mayor.” A military or overseas voter writes in “GARDEN PARTY” under the office of Mayor. The ballot is counted as a vote for John Doe, even though the voter did not write in John Doe’s name on the ballot.

It is also not necessary for the voter to write-in the title of the candidate’s office for the voter’s write-in vote to count on an optical scan system if the voter writes-in the candidate’s name and the ballot already contains the title of the office. (IC 3-11-13-18)

Please consult the current version of the *Indiana Candidate Guide* and the *Indiana Election Calendar* for specific details, including filing deadlines.

School Board Office

School board offices are on the November ballot in even-numbered general election years. The procedures for selecting school board members are usually set forth in the “school corporation organization plan” adopted by the school corporation during the school consolidation process of the 1950s and 1960s, and as subsequently amended. (IC 20-23, IC 20-23-6 and IC 20-23-9)

In certain school corporations, all or some of the school board members are appointed rather than elected by the voters. (IC 20-23-4-28) All school corporations that elect school board members elect those members at the same time as the general election (November 8, 2022). Some school board members are elected “at large” for the entire school corporation, while others are elected to represent specific **districts** that are only part of the school corporation territory.

IN ALL CASES, CANDIDATES FOR SCHOOL BOARD APPEAR ON THE BALLOT WITHOUT A PARTY DESIGNATION. (IC 20-23-4-29.1)

A candidate for a school board office must file a statement of economic interests (CAN-12) and petition of nomination (CAN-34). (IC 3-8-2.5-2) The county is required to reject a declaration of candidacy that does not include a statement of economic interest. (IC 3-8-9-6) The statement of economic interest (CAN-12) and petition (CAN-34) are available from the Election Division, the Division’s website, and each circuit court clerk’s office.

In a metropolitan school corporation, the petition must be signed by ten (10) registered voters residing **in the same board member district** as the nominee. (IC 20-23-7-8.1) In a community school corporation, the petition must be signed by ten (10) registered voters residing within the boundaries of the school corporation. (IC 20-23-4-29.1) Additional petition requirements may apply in some school corporations.

School board candidates may file the CAN-34 petition and CAN-12 during the applicable filing period (see current version of *Indiana Candidate Guide* or Election Calendar published by the Indiana Election Division for details.) The county voter registration official will determine whether the individuals who signed the petition are registered voters within the election district at the time the CAN-34 petition is processed. A candidate may file more than one CAN-34 petition to ensure the certified signature requirements are met, though any form presented after the deadline must be rejected.

For school board candidates, the county clerk of the county in which the petitions were filed will certify or deny the certification. If the clerk with whom the petition was filed certifies the request, then the CAN-5 form is to be mailed to the candidate. (IC 3-5-4-1.3) If the clerk denies certification, then the clerk shall notify the candidate immediately 1) in person, if the candidate files the petition in person; or 2) by certified mail. (IC 3-8-2.5-6)

A candidate may file a CAN-1 challenge to dispute the county voter registration official failure to certify individual signers as qualified petitioners or the determination by the clerk that the petition has an insufficient number of signatures. The candidate may present their evidence at a hearing called by the county election board. (IC 3-8-1-2(f); 3-8-2.5-6)

If the county voter registration official certifies a petition that is lacking the required petition carrier certification, a qualified person (candidate, party chair, or voter in the election district) may file a CAN-1 challenge, which requires a hearing to be conducted by the county election board or Indiana Election Commission, wherever the petition of nomination is filed. (IC 3-6-12-10)

Please consult the applicable editions of the *Indiana Candidate Guide* and the *Indiana Election Calendar* for specific details.

Entry of Candidate Information into SVRS

The circuit court clerk must enter information into the statewide voter registration system (SVRS) regarding each candidate who files for an elected office or a political party office with the circuit court clerk, and to enter information regarding each local public question to be placed on a ballot after certification to a county election board. Remember, public questions no longer use quotation marks (""") at the beginning and end of the sentences and should not be entered into SVRS. (IC 3-5-4-1.3)

County users should take care in entering candidate information and setting up their elections and tying offices to the election within SVRS. The office and candidate names are used for several reports generated by SVRS and are used on the state's election results website found at indianavoters.com/electionresults. Further, the candidate's name in SVRS is used in the primary election to create the CAN-9 legal notice of the election and to create the candidate filing confirmation notice as described below.

All Candidates Receive Filing Confirmation Notice

The same type of filing confirmation notice currently required to be given to an individual who files a declaration to be a candidate in a primary election (CAN-5 or CAN-11) is to be sent by the Election Division or the circuit court clerk to a candidate not later than the close of one (1) business day after the filing of a declaration of candidacy, a request for placement on a presidential primary ballot, a certificate of nomination by convention, a certificate of nomination by

petition, a certificate of candidate selection to fill a ballot vacancy, or a declaration of intent to be a write-in candidate. In other words, all candidates, regardless of ballot access method, must receive a CAN-5 (local offices) from the county or CAN-11 (federal, state, judicial offices, prosecuting attorney) from the Election Division when filing to run for office.

The certificate shall be hand delivered, sent by first class mail, or by electronic mail if an email address has been provided in the document filed with the Election Division or circuit court clerk. (IC 3-5-4-1.3)

NOTE: The certification or denial of certification requirements for school board and for an independent candidate or any minor party candidate using the petition nomination process have not changed. See IC 3-8-2.5-6 and IC 3-8-6-12 for more information.

Where and When to File a Declaration of Candidacy to Run for Office

The following outline summarizes where major political party candidates (Democratic and Republican) file their declarations of candidacy. (Form CAN-2 for candidates to be nominated in a primary, or CAN-42 in a city or town primary in a municipal election year) Current law requires that all candidates affiliated with one of the two major political parties file a declaration of candidacy with the appropriate authority between **one hundred eighteen (118) days and noon (prevailing local time), eighty-eight (88) days** before the primary election. (IC 3-8-2-4; IC 3-8-2-5; and IC 3-8-2-6) Different deadlines apply in certain small towns, (IC 3-8-5-10.5; IC 3-8-5-13).

OFFICE	WHERE TO FILE DECLARATION
Federal, state or legislative office (U.S. Senate or U.S. Representative), state offices, state senator, and state representative	Indiana Election Division
Judge of a circuit, superior, probate, or small claims court; prosecuting attorneys	Indiana Election Division
All other county offices	county election board
All township offices	county election board
All city offices (including city judges)	county election board
Town offices (including town judges) in towns over 3,500 population, in Marion County, or which have an agreement with the county election board under IC 3-10-7-4	county election board
Town officers (including town judges) in towns under 3,500 population (without an agreement under IC 3-10-7-4)	county election board
School board offices	county election board
Party offices (precinct committeemen and state convention delegates only)	county election board

Note: The deadline to withdraw a declaration of candidacy is noon (prevailing local time) eighty-one (81) days before the primary election. (IC 3-8-2-20) Once nominated, the deadline to withdraw as a candidate is noon (prevailing local time), July 15. (IC 3-8-7-28) The deadline for a candidate nominated by petition or for a write-in candidate to withdraw is also noon, July 15. (IC 3-8-2-2.7; 3-8-6-13.5) There are procedures for a disqualified candidate to be removed from the ballot after July 15 (IC 3-8-1-5; 3-8-7-29; IC 3-8-8) A primary candidate who dies before the primary election may be removed from the ballot, depending on whether the ballots have been printed or programmed with the death occurs. (IC 3-11-3-29.4) Please refer to the "Candidate (Ballot) Vacancies" section of this *Manual* for more information.

Nearly all candidates for elected office are responsible for the establishment of a principal candidate's committee and periodic financial disclosure reports throughout an election year. Indiana Code 3-9 pertains to the administration of the campaign finance laws, and IC 3-9-1-1 states that the campaign finance laws apply to all candidates' committees, regular party committees, political action committees and legislative caucus committees. Please refer to the "Campaign Finance Issues" section for more detail. The current version of the *Indiana Campaign Finance Manual* is another good resource, particularly for candidates or members of a campaign finance committee.

Withdrawal of Nominee

A candidate nominated at the primary (May) election may withdraw from the general election (November) ballot. The nominee must file a notice of withdrawal (CAN-24), and file it with the same person with whom a declaration of candidacy is filed. The nominee's notice of withdrawal must be filed not later than noon (prevailing local time), July 15 before a general or municipal election; or forty-five (45) days before a special election. (IC 3-8-7-28)

A candidate nominated by petition may withdraw no later than noon (prevailing local time), July 15 before a general election. (IC 3-8-6-13.5) A write-in candidate may withdraw no later than noon (prevailing local time), July 15 before a general election. (IC 3-8-2-2.7)

NOTE: A person is disqualified from assuming or being a candidate for an elected office if the person is a nonjudicial court employee who would violate Rule 4.6 of the Indiana Code of Judicial Conduct by being the candidate of a political party for nomination or election to an elected office or political party office. (IC 3-8-1-5) A candidate who is determined to be disqualified under this statute may withdraw at any time.

Special procedures and restrictions apply to a candidate for legislative office or statewide office (other than a justice or judge) who attempts to withdraw after noon (prevailing local time), sixty (60) days before the general election. (IC 3-8-8)

A notice of withdrawal (CAN-24) must be filed by a candidate who has been disqualified by operation of law (IC 3-8-1-5), or who moves from the election district (IC 3-8-7-28). The withdrawal deadlines do not apply to a candidate who has been automatically disqualified or who has moved from the election district. (IC 3-8-7-28)

If a candidate does not file a notice of withdrawal but has been disqualified, or has moved and is no longer an active candidate, it is still possible to remove the candidate from the ballot. To do so, the county chairman of the political party with a candidate on the ballot in the election district or another candidate for the same office may file an action in a court of the county. The action must: (1) state that this provision applies to the candidate; and (2) name the affected candidate and public official responsible for placing names on the ballot as defendants.

After a complaint is filed, the court must conduct a hearing within ten (10) days. A candidate vacancy occurs if the court finds in favor of the plaintiff. (IC 3-8-7-29) The resulting vacancy is filled in the same manner as any other early or late ballot vacancy. (IC 3-13-1; IC 3-13-2)

Please see the "Ballot (Candidate) & Elected Office Vacancies" section of this *Manual* for details on how the ballot (candidate) vacancies may be filled.

Qualifications for Assuming Office & Term of Office

In addition to qualifications found in the Indiana Election Code (Title 3) that candidates for a particular elected office must meet, there may be other qualifications a candidate must meet should a candidate be elected to an office. For instance, Title 36 of the Indiana Election Code concerns local government and provides additional instruction to candidates and office holders.

There are also requirements effecting running for, assuming, and holding office found in the Indiana Constitution including:

- 1) A prohibition against dual office holding (Article 2, Section 9, Indiana State Constitution).
- 2) Terms of office for certain statewide, state legislative, judicial and county officer holders (Article 4, Section 3; Article 5, Section 1; Article 6, Section 1 and 2; Article 7, Section 7, 15, and 16, Indiana State Constitution).
- 3) Term limits for certain statewide and county office holders (Article 5, Section 1; Article 6, Section 1 and 2, Indiana State Constitution).
- 4) An oath of office requirement (Article 15, Section 4, Indiana State Constitution).

State Constitutional office holders cannot serve more than eight years during any period of twelve years. (Article 6, Section 1, Indiana Constitution) At the local level, clerk of the circuit court, county sheriff, county treasurer, county auditor, county recorder, county coroner, and county surveyor are constitutional office holders. However, a county surveyor is not subject to the eight year term limit. At the state level, the constitutional office holders are governor and lieutenant governor, secretary of state, auditor of state, and treasurer of state. Time spent filling a vacancy does not count against the Constitutional time limit. (Article 2, Section 11, Indiana State Constitution)

U.S. Senator, U.S. Representative, Lieutenant Governor, Attorney General, members of the Indiana House and Senate, and other local elected offices not articulated above are not subject to any term limits. However, the U.S. Constitution does limit the U.S. president from serving more than two terms in office, with certain time spent filling a vacancy in that office not counting against the constitutional time limit.

Candidate Challenges

The placement of any individual on the primary or general election ballot may be challenged if the individual has not complied with the requirements set forth for candidates under Indiana law. Candidate challenges concerning individuals who file as candidates for local offices come before the appropriate county election board for resolution; candidate challenges concerning individuals who file as candidates for federal, statewide, state legislative, or judicial office come before the Indiana Election Commission.

Before a county election board or the Election Commission may consider a challenge to a candidate, a registered voter of the election district that the candidate seeks to represent or a county chairman of a major political party of a county in which any part of the election district is located must file a sworn statement with the county election board. The sworn statement must question the eligibility of the candidate to seek the office and set forth the facts known to the voter concerning this question. (IC 3-8-1-2) The CAN-1 form may be used for a candidate challenge.

There is one exception to the requirement that a registered voter or a county chairman of a major political party in the election district must file a candidate challenge. A circuit court clerk must determine whether a sufficient number of valid signatures have been obtained to meet the requirements to nominate a candidate by petition. If the clerk determines, based on the certification of the signatures by the county voter registration office, that the petition does not have enough valid signatures to nominate the candidate(s) on the petition, the secretary of state or the clerk must deny the certification to the petitioners. An appeal of this denial can then be brought before the county election board by the candidate by filing the CAN-1. (IC 3-8-1-2; IC 3-8-6-12)

The county election board or Election Commission must determine the validity of the candidate's filing. State law specifies the various deadlines before the primary election or municipal election by which a challenger must file a challenge with the board, and the deadlines by which the board must make this determination. See IC 3-8-2-14 (primary candidates); IC 3-8-6-14 (independent and minor party candidates); IC 3-13-1-16.5 (candidates who fill "early ballot" vacancies); and IC 3-13-2-11 (candidates who fill "late ballot" vacancies); IC 3-8-2-14 (write-in candidates).

Holdovers

Occasionally, there may be no candidates to file to run for an elected local office. If this happens the person holding the office at the time the term of office ends will "holdover." The Constitution of the State of Indiana specifies that an officeholder remains in office until a qualified successor is elected. (Article 15, § 3)

When there are no nominees for an office where only one candidate may be elected (town clerk-treasurer, for example), the person currently serving in the position remains in office automatically for another term. Additionally, where more than one candidate may be elected to the office (at-large, three-person town council, for example), the town council shall determine, not later than December 31 following the election, the incumbent council member or members who remain in office. (IC 3-13-9-5.6)

Effective July 1, 2021, when not enough candidates file to run for election to positions on a school board, the members of the school board determine, not later than December 31 following the general election, which of the incumbent members will continue to serve as holdovers under the Indiana Constitution. (IC 20-23-4-30; IC 20-26-4-4)

Incumbents who do not wish to "holdover" must file their resignation with the appropriate entity, as described in IC 5-8-3.5. This will create an elected office vacancy to be filled pursuant to state law. Please see the "Elected Office Vacancies" section of this *Manual* for more information.

If an elected official "holds over" for another term in office, the official is not required to file a new oath of office. (IC 5-4-1-1.2)

BALLOT (CANDIDATE) AND ELECTED OFFICE VACANCIES

Ballot (Candidate) Vacancies

Please note: This section does not apply to an elected office vacancy, where a currently elected official submits a resignation, passes away, or otherwise removed from office. Please refer to the “Elected Office Vacancies” section of this *Manual* for more details. The current version of the *Indiana Candidate Guide* is also a helpful reference.

If a major party did not field a candidate for an office in the May primary election or a candidate has withdrawn from the general, municipal, or special election ballot, there are procedures in state law that permit the party to replace the candidate. The rules governing how a ballot vacancy is filled depend on the timing and the reason for the ballot vacancy:

- 1) **Primary ballot vacancy.** This occurs when no candidate filed to run for an office on the ballot in the Democratic or Republican party primary election. A caucus must be held or, if authorized by the county party, a county chair or central committee may make an appointment to fill a local candidate vacancy not later than noon (prevailing local time), July 3 before a municipal, special, or general election. (IC 3-13-1-7) The meeting of the county committee officers (chair, vice chair, treasurer, and secretary) for purposes of filling a ballot vacancy is not considered a “caucus” for purposes of sending a call of caucus to county committee officers or filing a copy of the call of caucus with the circuit court clerk prior to filling the ballot vacancy. (IC 3-13-1-6; IC 3-13-1-9)
- 2) **Early ballot vacancy up to noon (prevailing local time), July 15.** A candidate nominated in the primary election or at a party’s convention may withdraw for any reason up to noon (prevailing local time), July 15 before a municipal, special, or general election. (IC 3-13-1) A caucus must be held or, if authorized by the county party, a county chair or central committee may make an appointment to fill a local candidacy vacancy not later than thirty (30) days after the occurrence of the vacancy.
- 3) **Early ballot vacancy after noon (prevailing local time), July 15 (but before the thirtieth day before a municipal, special, or general election).** A candidate may withdraw, but only for specific reasons outlined in statute, specifically IC 3-13-1-7(b). A caucus must be held not later than thirty (30) days after the occurrence of the vacancy to fill the ballot vacancy. (For local offices, it is possible for the county party chairperson or central committee to make a direct appointment if authorized by the county party organization.)
- 4) **Late ballot vacancy.** For specific reasons outlined below, a late ballot vacancy occurs after the thirty-first day before a municipal, general, or special election. In most cases, the county chairperson may make an appointment to fill. The county election board may or may not be required by state law to make changes to the ballot.

Early Ballot (Candidate) Vacancies

Generally, an early candidate vacancy occurs before the thirtieth day before a general, special, or municipal election. (IC 3-13-1-1) State law dictates how these early ballot vacancies are to be filled:

- U.S. Senate early candidate vacancies are filled by the state central committee (IC 3-13-1-3)
- U.S. Representative early candidate vacancies are filled by a caucus of eligible precinct committeemen or committeepersons (IC 3-13-1-4)
- Statewide early candidate vacancies are filled by the state central committee (IC 3-13-1-3)

- State Legislative early candidate vacancies are filled by a caucus of eligible precinct committeemen or committeepersons (IC 3-13-1-5)

Early ballot vacancies for local office (county, city, township, and town) and circuit court judge, superior court judge, probate court judge (St. Joseph County only), small claims court judge (Marion County only), or prosecuting attorney candidate representing only a circuit contained entirely in one county may be filled by a caucus of eligible precinct committeemen or committeepersons or may be filled by direct appointment by the county chair or county central committee if authorized by the county party membership. (IC 3-13-1-6) Early ballot vacancies for circuit court judge and prosecuting attorney in a circuit containing more than one county (Dearborn County and Ohio County only) must be filled by a caucus of eligible precinct committeemen or committeepersons. (IC 3-13-1-6(c))

As noted above, timing is an important consideration as to how a candidate vacancy may be filled. Should no major party candidate run for an office in a primary election, then the vacancy must be filled not later than noon (prevailing local time), July 3, before a municipal, special, or general election. If a major party candidate nominated at the primary election or a major party or Libertarian candidate nominated at convention no longer wishes to run in the November election, then noon (prevailing local time), July 15 before the election is a critical date.

A candidate nominated at the primary election or at the noted convention may withdraw for any reason up to noon (prevailing local time), July 15. The early ballot vacancy must then be filled not later than thirty days after the vacancy occurred. After noon (prevailing local time), July 15, and up to the thirty-first day before the special, municipal, or general election, a candidate nominated at the primary election or at convention may withdraw for only these reasons (IC 3-8-7-28):

- 1) Death of the candidate
- 2) Candidate moves out of the election district
- 3) Disqualification of a candidate under IC 3-8-1-5 (covered in a section below)
- 4) Court order issued under IC 3-8-7-29(d)

To withdraw, a candidate must complete the general election candidate withdrawal form (CAN-24). Candidates for local office except some judicial candidates, including prosecuting attorneys, file the document with the county clerk; federal, statewide, state legislative candidates and certain judicial candidates, including prosecuting attorneys, file with the Indiana Election Division. It is recommended that the county clerk or election division notify the county or state party chair about the candidate withdrawal.

Please note: if a candidate dies, there is no requirement for the county clerk to notify the state or county party chair of the ballot vacancy. (This is different from the written notice requirement to fill an elected office vacancy.)

Additionally, IC 3-13-1-7 permits an early candidate vacancy that exists before the thirtieth day before a general, municipal, or special election to be filled not later than 30-days after the occurrence of the vacancy if it is due to any of the following:

- 1) The death of a candidate.
- 2) The withdrawal of a candidate.
- 3) The disqualification of a candidate under IC 3-8-1-5.
- 4) A court order issued under IC 3-8-7-29(d).
- 5) The successful challenge of a candidate nominated by a state, county, or town convention of a political party.
- 6) The successful challenge of candidate under IC 3-8-8.
- 7) The successful challenge of a candidate under IC 3-13-1-16.5 and IC 3-13-1-20.5

Late ballot vacancies are covered later in this *Manual*. The Libertarian Party and other minor parties can also fill candidate vacancies. (IC 3-8-6-17; IC 3-13-1-20; IC 3-13-2-12) The Libertarian Party must inform the appropriate entity about its intent to fill ballot vacancies where no candidate was nominated at its state or county convention. For federal, state, state legislative, judicial offices, including prosecuting attorney, the written notice of intent to fill candidate vacancies must be filed with the Indiana Election Division and include the offices that the Libertarian Party intends to fill. For local offices, the Libertarian Party must file written notice with the appropriate county clerk and include the offices the party intends to fill. The state committee of the Libertarian Party may then fill their ballot vacancies not later than noon, July 3, and file the CAN-22 form with the appropriate entity not later than noon, July 3 (NOTE: the CAN-22 filing deadline is moved to July 5, 2022, due to observance of a state holiday). (IC 3-13-1-20)

Caucus Procedures for an Early Ballot (Candidate) Vacancy

Different caucus procedures are used to fill an early ballot vacancy *versus* a late ballot vacancy *versus* an elected office vacancy. Please take time to review this *Manual* and Indiana law to understand those differences. Late ballot vacancies and elected office vacancies are covered later in this *Manual*.

Notice of Caucus:

For caucuses conducted to fill an early ballot vacancy, the chair of the caucus has a responsibility to send written notice (CAN-30) by first-class mail to eligible precinct committeemen or committeepersons at least ten (10) days before the date of the caucus. When filling an early ballot vacancy for local offices (except for circuit, superior, probate, and small claims court judge and prosecuting attorneys), a copy of the caucus notice (CAN-30) must also be filed with the clerk by noon (prevailing local time), ten (10) days before the date of the caucus. For state legislative candidates, circuit, superior, probate, and small claims court judicial candidates, and prosecuting attorney candidates, the notice is to be filed by noon (Indianapolis time), ten (10) days before the date of the caucus with the Indiana Election Division.

Candidate Filing Requirements for Caucus:

For caucuses to fill a local candidate ballot vacancy, the candidate has a responsibility to file with the chair of the caucus AND the county clerk a declaration of candidacy (CAN-31) not later than 72-hours before the date of the caucus. If the individual is selected to fill the local candidate ballot vacancy, the statement of economic interest (CAN-12) must be filed with the certificate of candidate selection (CAN-29). (IC 3-8-9-5(1)(F))

For state legislative candidates, circuit, superior, probate, and small claims court judicial candidates, and prosecuting attorney candidates, a receipt showing that a statement of economic interests was filed with the appropriate agency and the declaration of candidacy (CAN-31) must be filed with the Indiana Election Division not later than 72-hours before the caucus. The paperwork must be filed in both places for the individual to be a qualified candidate for the caucus to consider.

Caucus Procedures:

The chair of the caucus will determine if a precinct committeeman or committeeperson is eligible to vote in the caucus based on the standards outlined in state law. Essentially, if a precinct committeeman or committeeperson was elected and the precinct they represent is part of the election district, then the elected precinct committeeman or committeeperson is eligible to vote in the caucus. If the precinct committeeman or committeeperson was appointed, then the appointed precinct committeeman or committeeperson is eligible to vote in the caucus if the precinct they represent is in the election district and the individual was appointed at least thirty (30) days before the vacancy occurred.

Generally, a vice precinct committeeman or committeeperson is **not** eligible to vote in a caucus to fill an early ballot vacancy, late ballot vacancy, or elected office vacancy. However, a vice precinct committeeman or committeeperson may serve as the proxy for the precinct committeeman if certain conditions are met. It's important to note that the vice precinct committeeman or committeeperson serving with an elected precinct committeeman or committeeperson must have been appointed to the position at least five (5) days before the caucus. The vice precinct committeeman or committeeperson of an appointed precinct committeeman or committeeperson must have been appointed to the position at least thirty (30) days before the vacancy occurred.

State law does specify members of the caucus must establish caucus rules, and with few exceptions, caucus rules are not governed by state law. Exceptions include:

- Chair may break tie; and
- Secret ballot is required unless there is only one candidate.

After the caucus, the chair must file the selected candidate's declaration of candidacy, statement of economic interests, and the certificate of the selection (CAN-28 for state legislative office; CAN-29 for local office) not later than noon (prevailing local time), July 3, (NOTE: this deadline is moved to July 5, 2022, due to observance of a state holiday) for early ballot vacancies because no candidate ran in the primary, or noon (prevailing local time), three (3) days (excluding Saturday and Sunday) after the caucus is held or appointment is made for other early ballot vacancies. (IC 3-13-1-15) Paperwork to fill early local candidate vacancies are filed with the county clerk; paperwork to fill state legislative candidates and circuit, superior, probate, and small claims court judge or prosecuting attorney ballot vacancies are filed with the Indiana Election Division.

Direct Appointment of Early Ballot (Candidate) Vacancies

This section only applies to early ballot vacancies for local offices; it does not apply to state legislative early ballot vacancies, even if the legislative district is entirely within one county. The county chairman or county party central committee may be authorized to appoint a person to fill a local candidate ballot vacancy (that is, countywide, city, town, or township local offices). (IC 3-13-1-6) To fill a ballot vacancy by direct appointment, the county committee (meaning a majority of the precinct committeemen or committeepersons and vice-committeemen or committeepersons of the county) must pass a resolution to give the county chair or central committee this authority.

If direct appointment authority is given, then a declaration of candidacy or statement of economic interests does not need to be filed with the county clerk or party chair before the appointment is made. The chair also does not need to notify eligible precinct committeemen or committeepersons or file notice of the caucus with the county clerk. However, the appointment must be made on or before the deadline date for the type of vacancy.

After making the appointment, the chair must file with the county clerk the candidate's declaration of candidacy (CAN-31), statement of economic interests (CAN-12), notice of selection (CAN-29), and a copy of the party's meeting minutes noting the direct appointment authority or resolution passed by the county party.

Vacancies in state legislative and judicial offices, including prosecuting attorney, in a judicial circuit that contains more than one county must be filled through a caucus; state law does not authorize a county party or state party chair to fill the vacancies for these offices by direct appointment.

Late Ballot (Candidate) Vacancies

A late ballot vacancy (IC 3-13-2-1) occurs after the thirty-first before a general, municipal, or special election for a candidate vacancy that exists due to the:

- Death of the political party's candidate; or
- Withdrawal of a candidate who has moved from the election district; or
- Disqualification of a candidate under IC 3-8-1-5 (that is, a state or local candidate convicted of a felony); or
- Issuance of a court order under IC 3-8-7-29(d).

For local office candidate vacancies and most judicial officer and prosecuting attorney vacancies, the county chair shall appoint a person to fill a late ballot vacancy. (IC 3-13-2-5) Statewide, state legislative, and federal offices follow slightly different procedures. (IC 3-13-2-2; IC 3-13-2-3; IC 3-13-2-4)

After the vacancy is filled, a declaration of candidacy (CAN-31), a certification of selection (CAN-35), and statement of economic interest must be immediately filed with the county clerk, if person is filling a local office vacancy, or election division, if filling a federal, state, state legislative, or judicial office vacancy. (IC 3-13-2-8)

A candidate filling a late ballot vacancy may not always have their name printed on the ballot. Please refer to the "Ballot Information" of this *Manual*.

Elected Office Vacancies

This section does not apply to a vacancy created when no major party candidate filed to run for office in a primary election or when a candidate withdrew their name from the ballot before a special, general, or municipal election. Please see "Early Ballot (Candidate) Vacancies" or "Late Ballot (Candidate) Vacancies" for more information.

Should an elected officeholder resign, die, or be disqualified, state law allows a vacancy in an elected office to be filled. An "elected office" is a federal office, state office, legislative office, school board office, or local office, but not a political party office (such as precinct committeeman and state convention delegate). (IC 3-5-2-17) State political parties are responsible for adopting rules to address vacancies in political party offices and those questions are best directed to their offices.

Please note: elected office vacancies in federal, statewide, state legislative, and judicial offices, including prosecuting attorney, may be handled differently than elected office vacancies for local office. See IC 3-13-3 (vacancies in federal office); IC 3-13-4 (vacancies in state offices); IC 3-13-5 (vacancies in state legislative offices); and IC 3-13-6 (vacancies in county judicial and circuit offices, including prosecuting attorney and county clerk) for more detail.

Elected Officeholder Resignation

An office holder may resign from office by filing a written letter of resignation with the appropriate officer listed below. (IC 5-8-3.5-1) **In some cases, it may be necessary for a person to file a copy of the resignation with MORE THAN ONE OFFICE OR PERSON.** Political party chairmen or chairpersons should also be notified in writing by the resigning official as courtesy.

OFFICE	WHERE TO FILE RESIGNATION
Governor, Lieutenant Governor	Principal Clerk of the House of Representatives and the Principal Secretary of the Senate
State Senate	President Pro Tempore of the Senate
State Representative	Speaker of the House of Representatives
All officers commissioned by the governor (state officers, judges, prosecuting attorneys, circuit court clerk, county auditor, county coroner, county recorder, county sheriff, county surveyor, county treasurer)	Governor
All other officers of a political subdivision (This includes all county, city, town, township, school board members, other local elected officials)	Circuit Court Clerk of the county in which the largest percentage of population of the political subdivision resides

A person or an entity that receives notice of a resignation and does not have the power to fill the vacancy must, within 72 hours after receiving the resignation, give notice of the vacancy to the person or entity that has the power to fill the vacancy or call a caucus. See “Procedures to Fill an Elected Office Vacancy” below.

Unless the resignation specifies a different time or date, the resignation takes effect when filed with the first office or person required to receive the resignation. (IC 5-8-4-4; IC 5-8-4-5; IC 5-8-4-6) A person submitting a letter of resignation may not withdraw, rescind, annul, or amend the resignation without the consent of the officer or person(s) having the power to fill a vacancy for the office being resigned, such as a precinct committeeman caucus. (IC 5-8-4-1)

If a resignation has been filed with the appropriate person or office by a person elected or selected as a major party candidate, the political party can begin the process of filling the vacant office EVEN IF THE RESIGNATION HAS NOT TAKEN EFFECT YET. (IC 3-13-5-1; IC 3-13-11-3) If the party fills the vacancy before the resignation takes effect, the individual selected fills the office without a “gap” following the effective date of the resignation.

Further, the state political party chair for state legislative office vacancies, or the county chair for local office vacancies, may give notice of a caucus to fill a vacancy prior to the date a vacancy occurs if the vacancy is the result of an officeholder taking a leave of absence for military duty and the officeholder taking the leave has filed the notice required by state law. (IC 3-13-5-1; IC 3-13-11-3)

If the person or entity (circuit court clerk, for example) that receives the notice of a resignation fails to provide timely notice of the resignation to the person or entity with the power to take action to fill the vacancy (county chair, for example), then the person or entity with the power to fill the vacancy or call that caucus may fill the vacancy or call the caucus without receipt of the notice.

However, if the circuit court clerk provides notice of the resignation to the person or entity with the power to take action to fill the vacancy more than three (3) days after the circuit court clerk receives the notice of resignation, then the person or entity may fill the vacancy or call the caucus not later than thirty (30) days after receiving the notice from the circuit court clerk. This would permit a county party chair to fill a local office vacancy if the clerk received a resignation and failed to provide notice of the vacancy to the county chair or provides the notice of the vacancy later than required under Indiana law. (IC 3-13-11-3)

Death of an Officeholder

State law (IC 5-8-6) sets forth specific procedures requiring written notice of the death of an officeholder to be given to the authority that has the power to fill the resulting vacancy. The person who certifies the death of an officeholder shall state the information that causes the person to believe the officeholder has died; and certify, under the penalties for perjury, that to the best of the person's knowledge and belief, the information stated is true. (IC 5-8-6-3)

The certification must be filed with the following:

- The governor in the case of the death of a person who holds state office or a person who is a judge of a circuit, superior, probate, or city court and the governor shall, if reasonably satisfied that the information is true, fill the vacancy as provided by law.
- The secretary of state in case of the death of a person who holds a legislative office and the secretary of state shall, if reasonably satisfied that the information is true, give notice of the death to the state chairman of the political party that elected or selected the deceased individual within 72 hours after the secretary of state determines that he or she is reasonably satisfied that the information is true.
- The circuit court clerk of the county in which the officeholder resided in the case of the person who holds a county, city, town, township, or school corporation office. The circuit court clerk shall, if reasonably satisfied that the information is true, give the notice to either:
 - the person who must give notice of any meeting or caucus required to fill the vacancy caused by the death; or
 - the person or entity who has the power to fill the vacancy if no political party caucus is required.

The circuit court clerk must give the required notice within seventy-two (72) hours after the clerk is reasonably satisfied that the information is true. For officeholders elected or selected as major party candidates, notice is sent to the county chairman. For officeholders elected or selected as independent or minor party candidates, notice is sent to the body required to fill the vacancy. (See IC 3-13-3 through IC 3-13-10, generally) For example, in the case of an independent officeholder, if the entity with the power to fill the vacancy is the county commissioners or county council, then the circuit court clerk shall forward the notice to the county auditor.

An elected office vacancy resulting from death of the office holder may not be filled until the notice is filed with the person who has the power to fill the vacancy or the person who must give notice of the caucus to fill the vacancy. The period in which to fill a vacancy by caucus does not begin until the person who must give notice of the caucus or notice of the meeting receives the notice of death.

If an officeholder is removed by operation of law for conviction of a felony, a procedure to document that removal and to begin the vacancy filling process is established. The court hearing the case must file a certified copy of the sentencing order with the person who would be entitled to receive a notice of death as described above. The person receiving a copy of the sentencing order must give notice of the vacancy in the same manner as if the person had received a notice of death, and this notice will trigger the vacancy filling provisions. If the person's conviction is reversed, vacated or set aside, and the officer's term has not expired, the court must file a certified copy of the order reversing, vacating or setting aside the conviction with the person who would be entitled to receive a notice of death as described above. The person receiving a copy of the court's order must also give notice to the person who was selected to fill the vacancy before the court order was issued.

A court may include in a sentencing order for the conviction of certain misdemeanors described in IC 35-44.1-1 (bribery, conflict of interest and official misconduct) that the convicted person is incapable of holding a public office of trust or profit (IC 35-50-5-1.1). If the court includes such a provision in a sentencing order and it results in a vacancy

in office, the court must file a certified copy of the sentencing order with the person who would be entitled to receive a notice of death as described above. The person receiving a copy of the sentencing order must give notice of the vacancy in the same manner as if the person had received a notice of death, and this notice will trigger the vacancy filling provisions.

Whenever a court enters a judgment removing an individual from public office the court must file a certified copy of its judgment with the person who would be entitled to receive a notice of death as described above. The person receiving a copy of the sentencing order must give notice of the vacancy in the same manner as if the person had received a notice of death, and this notice will trigger the vacancy filling provisions. (Citations: IC 3-13-4-3; IC 3-13-5-1; IC 3-13-5-2; IC 3-13-6-1; IC 3-13-7-2; IC 3-13-7-3; IC 3-13-8-3; IC 3-13-8-4; IC 3-13-8-5; IC 3-13-8-6; IC 3-13-8-7; IC 3-13-8-8; IC 3-13-8-9; IC 3-13-8-10; IC 3-13-9-2; IC 3-13-9-3; IC 3-13-9-4; IC 3-13-10-2; IC 3-13-10-3; IC 3-13-10-4; IC 3-13-10-5; IC 3-13-11-3; IC 3-13-11-3.5; IC 5-8-1-37; IC 5-8-5-1; IC 5-8-5-3; IC 5-8-5-4; IC 5-8-6; IC 20-3-11-3.1; IC 20-5-3-3.5; IC 20-25-3-4; IC 20-26-4-4.5; IC 34-17-3-2; IC 35-50-5-1.1)

Disqualification as a Candidate or Officeholder

An individual can be disqualified as a candidate or removed from office if the individual becomes **ineligible to become a candidate or hold an office because of failing to comply with a specific requirement under state law**. For example, IC 3-8-1-5 disqualifies a person from assuming or being a candidate for elected office (other than a federal office) if the person:

- 1) gave or offered a bribe, threat, or reward to procure the person's election;
- 2) entered a plea of guilty or nolo contendere to a felony;
- 3) was convicted of a felony under IC 35-50-2-1;
- 4) has been removed as a judge or prosecuting attorney by the Indiana Supreme Court and seeks to be a candidate for the same office;
- 5) is a member of the United States armed forces on active duty and prohibited by the United States Department of Defense from being a candidate;
- 6) is subject to the Hatch Act or Little Hatch Act and would violate these federal statutes by being a candidate for federal office; or
- 7) is a nonjudicial court employee who would violate Rule 4.6 of the Indiana Code of Judicial Conduct by being the candidate of a political party for nomination or election to an elected office or a political party office.

If a person is a voter of the election district a candidate seeks to represent, or a county chair of a major political party where the election district is located, and believes that a candidate is not eligible to be on the ballot, then the voter may file a sworn statement (CAN-1), with the Indiana Election Division (for federal, statewide, state legislative, judicial candidates and candidates for prosecuting attorney) or with the county election board (for all other candidates for local and school board office). The sworn statement must set forth the facts known to the voter as to why the candidate is ineligible. The Indiana Election Commission or the county election board must then conduct a hearing to determine if the candidate is ineligible.

With regard to officeholders, IC 5-8-3-1 prohibits anyone from serving as a public officer in Indiana (not a federal office) who has been **convicted** of:

- 1) evading the Selective Service Act of the United States;
- 2) engaging in any conspiracy or attempt to defraud the United States government;
- 3) any seditious utterances in violation of any of the laws of the United States; and
- 4) any other crime against the laws of the United States where the sentence imposed exceeds six (6) months.

Other statutes disqualify a person from holding office if the individual has been convicted of a felony (IC 5-8-1-38), is habitually intoxicated (IC 5-8-2-1), or fails to reside in the election district that the person represents. (IC 36-2-3-5, for example)

A public officer convicted of a felony while in office is removed from office by operation of law when the conviction of the person for the felony is publicly announced by a jury or the court. (IC 5-8-1-38) In other cases, if an elected official does not meet these requirements, **then an interested person can file a lawsuit in court to have the official removed. The court must decide whether the complaints made by the interested person are true, and whether or not the official should be removed from office.**

A county council, city council and town council can also remove a county commissioner or city or town council member from office in certain cases. (IC 5-8-5; IC 36-2-2-5; IC 36-4-6-6)

A court may expunge records concerning minor Level 6 (formerly Class D) felony convictions, and some more serious felony convictions, under certain circumstances. If an expungement petition is granted, the civil rights of a person whose conviction has been expunged are restored, including the right to hold public office.

Procedures to Fill an Elected Office Vacancy of a Democratic or Republican Officeholder

To determine which statutes apply to filling a vacated office, the first determination to be made is whether the elected officeholder vacating the office was elected or selected as a Democrat or Republican. If a local elected office holder was elected as a member of either the Democratic or Republican Party or was selected by the Democratic or Republican Party to fill an earlier vacancy in the office, then Indiana Code 3-13-11 applies. IC 3-13-11 outlines the procedures for calling a caucus of precinct committeemen to fill a vacant elected office.

The chair of the caucus must send a notice to all eligible people who can participate in the caucus at least ten (10) days before the caucus. There is no state-prescribed form for the notice of caucus to fill an elected office vacancy. However, the written notice must be sent via first class mail and state the name of the chair of the caucus, the purpose of the meeting, and the date, time, and location of the caucus. (IC 3-13-11-4)

An *elected* precinct committeeman is eligible to participate in the caucus regardless of when the vacancy occurred. An *appointed* precinct committeeman is eligible to participate in a caucus to fill an elected office if the appointed precinct committeeman had served as a committeeman thirty (30) days before the vacancy occurred. (IC 3-13-11-5)

Generally, a vice-committeeman is **not** eligible to vote in a caucus unless serving as proxy for their committeeperson. In order to qualify to be a proxy for an appointed precinct committeeperson, a vice committeeman must be appointed to the position at least thirty (30) days before the vacancy occurred. A vice committeeman of an elected committeeman is eligible to serve as proxy if vice committeeman was appointed at least five (5) days before the caucus. (IC 3-13-11-9)

Candidates must submit a declaration of candidacy (CEB-5) not later than 72 hours before the caucus is to be held. At the caucus, members must adopt rules of the caucus. State law does not provide much direction for these rules other than the following:

- 1) The chair of the caucus may break all ties;
- 2) A majority vote of those voting for a candidate is required to select a candidate; and
- 3) Voting for a candidate shall be done by secret ballot if there is more than one candidate.

After the caucus has filled the vacancy for a local office (that is, county, city, town, or township office), the chair must file with the county clerk a “certificate of appointment to fill a local elected office by precinct committeeman caucus” (CEB-4) not later than noon (prevailing local time), five (5) days after the caucus is held. While a statement of economic interests (CAN-12) does not need to be filed with the CEB-4 certificate, new office holders should be reminded the CAN-12 document must be filed no later than 60-days after assuming office.

Caucus Exception: If only one (1) precinct committeeman is eligible to participate in the caucus to fill a local office vacancy (IC 3-13-11-5(c)) or if the members attending a caucus do not constitute a quorum (IC 3-13-11-8(b)), a chairman may make a direct appointment to fill an elected office vacancy. The chair must file a “certificate of appointment to fill a local elected office by a county chairman of a major political party” (CEB-3) not later than noon (prevailing local time), five (5) days after the appointment is made for the elected office vacancy.

Procedures to Fill an Elected Office Vacancy of a Libertarian, Independent, or Minor Party Candidate

If the elected officeholder was **not** elected as a member of the Democratic or Republican parties, refer to the appropriate chapter in IC 3-13; specifically:

- IC 3-13-7 pertains to county office vacancies where the vacating officeholder was **not** elected as either a Democrat or Republican;
- IC 3-13-8 applies to city office vacancies where the vacating officeholder was **not** elected as either a Democrat or Republican;
- IC 3-13-9 applies to town office vacancies where the vacating officeholder was **not** elected as either a Democrat or Republican;
- IC 3-13-10 applies to township office vacancies where the vacating officeholder was **not** elected as either a Democrat or Republican.

These chapters also apply if the vacating officer was not “selected” to fill an earlier vacancy by a party caucus.

Procedures to Fill an Elected Office Vacancy of a School Board Member

In Indiana, state law defines several kinds of school corporations including metropolitan school district or community school corporation. A community school corporation is the more common configuration, though it’s best to confirm as the way a vacancy is filled differs. Should an elected or appointed school board member resign or die, the resignation or notice of death should be sent to the county clerk, who will then notify the school board of the vacancy. (IC 5-8-3.5-1; IC 5-8-6)

School Board Vacancy in a Metropolitan School District: If a vacancy on a school board occurs for any reason, including an insufficient number of petitions for candidates being filed, and regardless of whether the vacating member was elected or appointed, the remaining members of the board, whether a majority of the board, shall by a majority vote fill the vacancy by:

- 1) Appointing a person from the board member district from which the person who vacated the board was elected; or
- 2) If the person was appointed, appointing a person from the board member district from which the last elected predecessor of the person was elected.

If a majority of the remaining members of the board are unable to agree or the board fails to act within thirty (30) days after a vacancy occurs, the judge of the circuit court in the county where the majority of registered voters of the metropolitan school district reside shall make the appointment. (IC 20-23-7-8.1(h))

Further, at a general election held on the earlier of:

- 1) More than sixty (60) days after an elected board member vacates membership on the board; or
- 2) Immediately before the end of the term for which the vacating member was elected;

a successor to a board member appointed under IC 20-23-7-8.1(h) shall be elected. Unless the successor takes office at the end of the term of the vacating member, the member shall serve only for the balance of the vacating member's term.

In an election for a successor board member to fill a vacancy for a two (2) year balance of a term, candidates for board membership need not file for or with reference to the vacancy. However, as required by IC 3-11-2, candidates for at-large seats must be distinguished on the ballot from candidates for district seats. If there is more than one (1) at-large seat on the ballot due to this vacancy, the elected candidate who receives the fewest votes at the election at which the successor is elected shall serve for a two (2) year term. (IC 20-23-7-8.1(i))

School Board Vacancy in a Community School Corporation: A vacancy on the governing body shall be filled by the governing body as soon as practicable after the vacancy occurs. A member chosen by the governing body to fill a vacancy holds office for the remainder of the term. (IC 20-23-4-35(d))

Acting Officeholder During Elected Office Vacancy

State law specifies who serves as the acting officeholder until the vacancy is filled using these procedures. If a circuit, county, city, town, or township office (other than judge or township board member) has a chief deputy employee, that employee temporarily assumes the duties of the office after taking the required oath. (IC 3-13-11-12; IC 5-4-1-1) If there is no chief deputy employee in a local government office (or that person declines or is ineligible to serve), then the office is temporarily filled by another officer designated by state law, or individual appointed to fill that office on a temporary basis. See IC 3-13-11-13 through 3-13-11-17 for details depending on the type of office vacancy involved.

Oaths of Office

The Indiana Constitution provides that every person elected or appointed to an office under the Constitution must take an oath before assuming his or her duties. A written oath of office is to be filed with the appropriate agency (IC 5-4-1-2), and certain offices must file the oath not later than thirty (30) days after assuming office. (IC 5-4-1-1.2)

Oaths for local office are to be filed with the county election board; oaths for judicial office, prosecuting attorney, and statewide office holders file with the Indiana Election Division. Members of the Indiana General Assembly are sworn-in on Organization Day (usually two weeks following each general election), and the oath is recorded in the journals of the respective Houses for that day's session. Federal officeholders take an oath of office as established by federal law.

IC 33-42-9-7 states that any of the following officials can administer an oath:

The Secretary of State of Indiana, Clerk of the Supreme Court, Notaries Public, Official Court Reporters, Justices and Judges of an Indiana court, Judges of United States District Courts and their commissioners (in the court's jurisdiction), County Auditors, County Recorders, Mayors, City Clerks, City or Town Clerk-Treasurers, township trustees, Circuit Court Clerks and Master Commissioners, (in their respective counties,

cities, towns and townships), State Senators and State Representatives (anywhere within Indiana), and the adjutant general of the Indiana National Guard, specific active duty members, reserve duty members, or civilian employees of the Indiana National Guard, for any purpose related to the service of an active or reserve duty member of the Indiana National Guard.

A member of the Indiana Election Commission, a co-director of the election division, or an employee of the election division may also administer oaths. (IC 33-42-9-7(11)). A precinct election officer or absentee voter board member may administer oaths for any purposes authorized under IC 3 (the election code). (IC 33-42-9-7(10)) Prosecuting attorneys and their deputies can also administer oaths. (IC 33-39-2-1)

Except for school board members, there is no specific form for the oath set forth in state statute though the Indiana Election Division has forms available. However, the following form should be sufficient in most situations:

STATE OF INDIANA)
)
COUNTY OF _____) SS:

I do solemnly swear that I will support the Constitution of the State of Indiana and the Constitution of the United States, and will, to the best of my ability, faithfully and impartially discharge the duties of *(name of the office)*, according to law.

Signature of Officeholder

Subscribed and sworn to before me, on this _____ day of _____, 20_____:

Signature of Person
Administering Oath

Printed Name of
Person Administering Oath

NOTES: The person administering the oath must give the person taking the oath a copy of the oath. (IC 5-4-1-2) A notary public or an official authorized to administer oaths may also be required to add documentation indicating their county of residence and when their term of office or commission expires.

The special form of the oath for school board members can be found at IC 20-26-4-2.

PUBLIC QUESTIONS & SPECIAL ELECTIONS

Public Questions (Referenda)

A referendum, or public question a constitutional amendment, proposition, or other issue submitted to the electorate at an election. (IC 3-5-2-41) This type of election allows the voters to say “yes” or “no” to a public question on the ballot. **In Indiana, a referendum can only be put on the ballot if authorized by a state law.** As a result, a county or town election board cannot print any referendum on the ballot unless the state legislature has already passed a law to permit the referendum to be on the ballot. (IC 3-10-9-5 & IC 36-1-3-8(a)(12))

Local Public Questions

Each referendum law is slightly different and should be studied carefully, but there are some general rules that apply in most cases. Many referenda must be certified to a county or town election board. If the referendum is not certified by noon (prevailing local time) seventy-four (74) days before a primary election for a controlled project referenda, a school tax levy, or for a school safety tax levy; or sixty (60) days before a special election in May during a year a primary election is not held in the jurisdiction for a school tax levy or school safety tax levy referendum; or by August 1 before a general or municipal election, it is too late for the referendum to appear on the ballot at the election. (IC 3-10-9-3) The exact language to be printed on the ballot is usually set forth in the state law allowing the referendum.

Some state laws permit a “one-time only” referendum vote at a specific election or in a specific locality. A list of the referenda authorized by state law to be placed on the ballot at any election, if other requirements are met, is included in the *Referendum, Recall, Impeachment, and Initiative in Indiana* brochure published by the Indiana Election Division. This *Manual* will focus on the more common public questions county election administrators will encounter - capital improvement projects, tax levy, and school safety referenda.

The Indiana Department of Local Government Finance plays a critical role in managing the process by which most public questions are certified to county election administrators. Their website – www.in.gov/DLGF - includes helpful information to guide interested parties in certifying their question to the county election board. Occasionally, the Indiana General Assembly will pass legislation certifying a statewide public question, such as a Constitutional Amendment. When this occurs, the Indiana Election Division will certify the question to county election officials before ballots are printed.

The petition forms used in a remonstrance are not prescribed by the Indiana Election Division. If a petition is requested, the county voter registration official can request the form from the Indiana Department of Local Government Finance.

School Tax Levy Referendum

A school corporation may impose an operating referendum tax levy for the school corporation's fund in the amount allowed under IC 20-46-1-7 or IC 20-46-1-8 through IC 20-46-1-19 or both, if approved by a majority of the voters voting on the referendum. A resolution to extend a referendum levy must be adopted before December 31 of the final calendar year in which the school corporation's previously approved referendum levy was imposed.

To place the referendum on the ballot, a school corporation must certify the resolution to place the referendum on the ballot and the proposed language for the referendum to the Department of Local Government Finance (DLGF). The DLGF shall review the referendum language proposed and either approve or reject the language. The DLGF shall

send its decision to the governing body of the school corporation not more than ten (10) days after the resolution is submitted to the DLGF. (IC 20-46-1-8)

The governing body of a school corporation may include in a resolution adopted to place a school tax levy referendum public question on the ballot that a portion of the referendum proceeds will be shared with a charter school, excluding a virtual charter school. The resolution must indicate whether the proceeds in the school corporation's education fund collected from a school tax levy created by a voter approved referendum will be used to provide a distribution to a charter school or charter schools, excluding a virtual charter school, located within the attendance area of the school corporation and the amount that will be distributed to the particular charter school or charter schools. A school corporation may request from the designated charter school or charter schools any financial documentation necessary to demonstrate the financial need of the charter school or charter schools. (IC 20-46-1-8, IC 20-46-1-18, IC 20-46-9-6)

If the language is approved by the DLGF, the governing body of the school corporation shall certify a copy of the resolution, including the language for the question and the department's approval to the county fiscal body of each county in which the school corporation is located (for informational purposes) and the circuit court clerk of each county in which the school corporation is located. (IC 3-10-9-3; IC 20-46-1-14)

The referendum shall be held in the next primary election, general election, or municipal election in which all the registered voters who are residents of the school corporation are entitled to vote after certification of the question. However, if a primary election, general election, or municipal election will not be held during the first year in which the public question is eligible to be placed on the ballot, and if the school corporation requests the public question to be placed on the ballot at a special election, the public question shall be placed on the ballot at a special election to be held on the first Tuesday after the first Monday in June or November of the year. The school corporation shall pay all costs for holding the special election referendum. (IC 20-46-1-46)

If the referendum is to be held at a primary or municipal primary, the governing body of the school corporation shall certify the referendum question to the circuit court clerk not later than noon (prevailing local time), seventy-four (74) days before the primary or municipal primary. If the referendum is to be held at a general or municipal election, the governing body of the school corporation shall certify the referendum by noon (prevailing local time), August 1 before the general or municipal election ballot. If the referendum is to be held at a special election in May, the governing body of the school corporation shall certify the referendum question to the circuit court clerk not later than noon (prevailing local time), sixty (60) days before the special election in May. If the referendum is to be held at a special election in November, the governing body of the school corporation shall certify the referendum by noon (prevailing local time), August 1 before the special election in November.

A circuit court clerk who receives a referendum question certified by the governing body of a school corporation shall call a meeting of the county election board to make arrangements for the referendum. The individuals entitled to vote in the referendum are all of the registered voters residing in the school corporation. (IC 20-46-1-13)

Immediately after the votes cast in the referendum have been counted, the circuit court clerk of each county holding the referendum shall certify the results of the referendum to the DLGF. (IC 20-46-1-17)

During the period beginning with the adoption of a resolution by the governing body of a school corporation to place a referendum under this chapter on the ballot and continuing through the day on which the referendum is submitted to the voters, the school corporation may not promote a position on the referendum by doing any of the following:

- 1) Using facilities or equipment, including mail and messaging systems, owned by the school corporation to promote a position on the referendum, unless equal access to the facilities or equipment is given to persons with a position opposite to that of the school corporation.
- 2) Making an expenditure of money from a fund controlled by the school corporation to promote a position on the referendum.
- 3) Using an employee to promote a position on the referendum during the employee's normal working hours or paid overtime, or otherwise compelling an employee to promote a position on the referendum at any time. However, if a person described IC 20-46-1-20(d) is advocating for or against a position on the referendum or discussing the referendum as authorized, an employee of the school corporation may assist the person in presenting information on the referendum, if requested to do so.
- 4) Promoting a position on the referendum by:
 - a. using students to transport written materials to their residences or in any way involving students in a school organized promotion of a position;
 - b. including a statement within another communication sent to the students' residences; or
 - c. initiating discussion of the referendum at a meeting between a teacher and parents of a student regarding the student's performance or behavior at school. However, if the parents initiate a discussion of the referendum at the meeting, the teacher may acknowledge the issue and direct the parents to a source of factual information on the referendum.

However, an official or employee of the school corporation is not prohibited from carrying out duties with respect to a referendum that are part of the normal and regular conduct of the official's or employee's office or agency, including the furnishing of factual information regarding the referendum in response to inquiries from any person.

The staff and employees of a school corporation may not personally identify a student as the child of a parent or guardian who supports or opposes the referendum.

These advocacy prohibitions do not apply to a personal expenditure to promote a position on a local public question by an employee of a school corporation whose employment is governed by a collective bargaining contract or an employment contract; or an expenditure to promote a position on a local public question by a person or an organization that has a contract or an arrangement (whether formal or informal) with the school corporation solely for the use of the school corporation's facilities.

A person or an organization that has a contract or arrangement (whether formal or informal) with a school corporation to provide goods or services to the school corporation may not spend any money to promote a position on the petition or remonstrance. A person or an organization that violates this subsection commits a Class A infraction.

An elected or appointed school board member or a school corporation superintendent, school corporation assistant superintendent, or chief school business official of a school corporation may, at any time, personally advocate for or against a position on a referendum or discuss the referendum with any individual, group, or organization or personally advocate for or against a position on a referendum before any individual, group, or organization so long as it is not done by using public funds. Advocacy or discussion allowed under IC 20-46-1-20 is not considered a use of public funds. However, the law does not authorize or apply to advocacy or discussion by a school board member,

superintendent, assistant superintendent, or school business official to or with students that occurs during the regular school day.

A student may use school equipment or facilities to report or editorialize about a local public question as part of the news coverage of the referendum by a student newspaper or broadcast. (IC 20-46-1-20)

If a school safety referendum is passed by the voters of a school corporation, then the school corporation may not adopt a resolution or otherwise place a school tax levy referendum on the ballot for the next three (3) years after the passage of the school safety referendum. (IC 20-46-1-8)

Controlled Project Petition/Remonstrance and Referendum

A controlled project is a local capital project approved by a political subdivision and financed by bonds or a lease and paid for from property taxes that are not subject to the property tax caps set forth in state law. Some smaller controlled projects may be approved by a political subdivision and do not involve either the petition and remonstrance process or placing a public question (referendum) on the ballot. Other larger controlled projects may involve either the petition and remonstrance process or a referendum.

State law has set financial thresholds which, when met, trigger either the petition and remonstrance process or a referendum. Under current law, a petition requesting the application of a petition and remonstrance process requires the lesser of the following: 1) Five hundred (500) persons who are either owners of property or registered voters in the political subdivision (former law required one hundred (100) persons); or 2) Five percent (5%) of the registered voters residing within the political subdivision. The county voter registration office must certify whether or not the persons signing the petition are registered voters of the political subdivision. However, once the county voter registration office has determined that at least five hundred twenty-five (525) persons who signed a petition requesting the application of a petition and remonstrance process are registered voters within the political subdivision, the county voter registration office is no longer required to verify whether the remaining persons who signed the petition are registered voters.

If the county voter registration office determines that fewer than five hundred twenty-five (525) persons who signed the petition are registered voters within the political subdivision, the county voter registration office shall forward the petition to the county auditor and make the final determination of the number of petitioners that are registered voters in the political subdivision and the number of petitioners that own property within the political subdivision (based on the auditor's statement) once the auditor returns the petitions to the county voter registration office.

If a referendum for a controlled project or for a school tax levy referendum is defeated, another referendum may not be held earlier than 700 days after the date of the first referendum. However, a 350 day limit applies if a sufficient petition requesting that limit is submitted to the county auditor and signed by the lesser of the following: 1) Five hundred (500) persons who are either owners of property or registered voters in the political subdivision (former law required one hundred (100) persons); or 2) Five percent (5%) of the registered voters residing within the political subdivision. (IC 6-1.1-20-1.1; IC 6-1.1-20-3.1; IC 6-1.1-20-3.2; IC 6-1.1-20-3.5; IC 6-1.1-20-3.6; IC 20-46-1-11)

A political subdivision that has assessed value within the same taxing district as a political subdivision that has adopted an ordinance or resolution making a preliminary determination to issue bonds or enter into a lease to fund a controlled project is prohibited from promoting a position on the petition or remonstrance process or promoting the local public question in a manner provided in IC 6-1.1-20-10 and IC 6-1.1-20-10.1. Nothing in this law can be construed to prevent a political subdivision that has assessed value with the same taxing districts as the political subdivision that has adopted an ordinance or resolution from making a preliminary determination to issue bonds or

enter into a lease to fund a controlled project from adopting a resolution or taking a position on the local public question. (IC 6-1.1-20-10(g), IC 6-1.1-20-10.1(h))

School Safety Referendum

A school corporation may adopt a resolution to place a referendum on the ballot to impose a school safety referendum tax levy, or extend a previous school referendum tax levy, to improve school safety (to pay capital expenses to improve the safety of a school building, for example). A school corporation may impose a school safety referendum tax levy, or extend an existing levy, if approved by a majority of the voters voting on the referendum. A resolution to extend a referendum levy must be adopted before December 31 of the final calendar year in which the school corporation's previously approved referendum levy was imposed.

To place the referendum on the ballot, a school corporation must certify the resolution to place the referendum on the ballot and the proposed language for the referendum to the Department of Local Government Finance (DLGF). The DLGF shall review the referendum language proposed and either approve or reject the language. The DLGF shall send its decision to the governing body of the school corporation not more than ten (10) days after the resolution is submitted to the DLGF.

If the language is approved by the DLGF, the governing body of the school corporation shall certify a copy of the resolution, including the language for the question and the department's approval to the county fiscal body of each county in which the school corporation is located (for informational purposes) and the circuit court clerk of each county in which the school corporation is located.

The referendum shall be held in the next primary election, general election, or municipal election in which all the registered voters who are residents of the school corporation are entitled to vote after certification of the question. However, if a primary election, general election, or municipal election will not be held during the first year in which the public question is eligible to be placed on the ballot, and if the school corporation requests the public question to be placed on the ballot at a special election, the public question shall be placed on the ballot at a special election to be held on the first Tuesday after the first Monday in May or November of the year. The school corporation shall pay all costs for holding the special election referendum.

If the referendum is to be held at a primary or municipal primary, the governing body of the school corporation shall certify the referendum question to the circuit court clerk not later than noon (prevailing local time), seventy-four (74) days before the primary or municipal primary. If the referendum is to be held at a general or municipal election, the governing body of the school corporation shall certify the referendum by noon (prevailing local time), August 1 before the general or municipal election ballot. If the referendum is to be held at a special election in May, the governing body of the school corporation shall certify the referendum question to the circuit court clerk not later than noon (prevailing local time), sixty (60) days before the special election in May. If the referendum is to be held at a special election in November, the governing body of the school corporation shall certify the referendum by noon (prevailing local time), August 1 before the special election in November.

A circuit court clerk who receives a referendum question certified by the governing body of a school corporation shall call a meeting of the county election board to make arrangements for the referendum. The individuals entitled to vote in the referendum are all of the registered voters residing in the school corporation.

Immediately after the votes cast in the referendum have been counted, the circuit court clerk of each county holding the referendum shall certify the results of the referendum to the DLGF.

During the period beginning with the adoption of a resolution by a school corporation to place a school safety referendum tax levy question on the ballot and continuing through the day on which the referendum is submitted to the voters, the school corporation may not promote a position on the referendum by taking certain actions. However, a school board member, school corporation superintendent, school corporation assistant superintendent, or chief school business official of a school corporation may discuss and personally advocate a position on a referendum for a school safety referendum tax levy outside a regular school day as long as public funds are not used. A student may use school equipment or facilities to report or editorialize about a local public question as part of the news coverage of the referendum by a student newspaper or broadcast.

If a school safety referendum is passed by the voters of a school corporation, then the school corporation may not adopt a resolution or otherwise place a school tax levy referendum on the ballot for the next three (3) years after the passage of the school safety referendum. (IC 20-46-1-8; IC 20-46-9)

Constitutional or Statewide Public Questions

The Indiana General Assembly may adopt a joint resolution putting forward a proposed amendment to the state constitution or a statewide public question before the electorate. According to Article 16, Section 1 of the state constitution, a proposed amendment to the state constitution must be agreed to by a majority of the members of the General Assembly (both the House and the Senate) and approved again by a majority of the members of the General Assembly after a general election occurs. If the second General Assembly approves of the proposed constitutional amendment, then the amendment is submitted to the voters for ratification at the next general election.

When a proposed state constitutional amendment or other statewide public question is submitted by the General Assembly to the voters to be ratified by popular vote, the election division is required to certify that public question to each county election board. (IC 3-10-3-1) The certification of the public question is done at the same time the election division will certify candidates for federal, statewide, state legislative, and judicial office, including judicial retention questions, to each county election board for the November general election under IC 3-8-7-16.

How a state constitutional amendment or statewide public question is to appear on the ballot can be determined by the General Assembly. If the General Assembly does not prescribe how the state constitutional amendment or statewide public question is to appear on the general election ballot then the Indiana Election Commission is required to prepare a brief statement of the public question in words sufficient to clearly designate the public question and have the statement printed in the form prescribed by IC 3-11-2-15, which is the standard form have how public questions are printed on the ballot in Indiana. (IC 3-10-3-2)

Judicial Retention Questions

There are various state constitutional sections and state laws regarding how various types of judges are elected or selected to office and reelected or retained in office.

Justices of the Indiana Supreme Court and Indiana Court of Appeals judges are appointed by the Governor from a list of three nominees prepared by the Judicial Nominating Commission. (State Constitution Article 7, Section 10) Once a Justice or appeals court judge is appointed to office the Justice or judge is required to stand for judicial retention to continue in office at the next general election following two (2) years after they appointed to office by the Governor. (State Constitution Article 7, Section 11) If a majority of the voters voting on the judicial retention

question approve of retaining the Justice of judge, then the Justice or judge continues in office of another ten (10) years until they are required to stand for retention again.

If a Justice of appeals court judge wants to stand for retention at the next general election before their term is to expire, they must first file a statement with the Indiana Secretary of State, not later than noon, July 15 before the general election indicating that the Justice or judge wishes to have their judicial retention question placed on the ballot. This statement must include the Justice's or judge's name as they want it to appear on the judicial retention question and that is permitted to be printed on the ballot under IC 3-5-7. (IC 33-24-2-2; IC 33-25-2-2)

When a Justice or appeals court judge files a statement to stand for retention, the election division is required to certify to each county election board where the judicial retention question is to appear on the ballot, the judicial retention question in the form required by IC 33-24-2-5 for Indiana Supreme Court Justices, and IC 33-25-2-5 for Indiana Court of Appeals judges.

Similarly, the Indiana General Assembly requires the judges for the superior court in Lake, Marion, and St. Joseph County are also selected and retained in a similar manner as Indiana Supreme Court Justices and Indiana Court of Appeals judges. (IC 33-33-45-34; IC 33-33-49-13.3; IC 33-33-71-36)

If a judge of the Lake or St. Joseph superior court wants to stand for retention at the next general election before their term is to expire, the judge must file a statement with the Indiana Secretary of State, not later than noon, July 15 before the general election indicating that the judge wishes to have their judicial retention question placed on the ballot in their county. This statement must include the judge's name as they want it to appear on the judicial retention question and that is permitted to be printed on the ballot under IC 3-5-7. (IC 33-33-45-42; IC 33-33-71-43)

If a judge of the Marion superior court wants to stand for retention at the next general election before their term is to expire, the judge must file a statement with the Indiana Secretary of State and the Marion County circuit court clerk, not later than the deadline for a candidate to file a declaration of candidacy for the primary election under IC 3-8-2-4 in the year the judge's term is to expire, indicating that the judge wishes to have their judicial retention question placed on the ballot in their county. This statement must include the judge's name as they want it to appear on the judicial retention question and that is permitted to be printed on the ballot under IC 3-5-7. If the judge is affiliated with a political party, the judge may indicate the name of the political party in their statement. (IC 33-33-49-13.3)

When a judge of the Lake, Marion, or St. Joseph superior court files a statement to stand for retention, the election division is required to certify to the county election board in the county where the judicial retention question is to appear on the ballot, the judicial retention question in the form required by IC 33-33-45-42 for Lake County superior court judges, IC 33-33-49-13.3 for Marion County superior court judges, and IC 33-33-71-43 for St. Joseph County superior court judges.

Recall and Impeachment

A “**recall**” refers to a special election held to decide if an elected official should be removed from office before the date that the official's term is scheduled to end. **Indiana does not allow for recall elections.** Although some other states do permit recall elections, the Indiana General Assembly has not enacted legislation to permit recall elections.

“**Impeachment**” is the removal of a person from office by the state legislature or a circuit court for committing a crime. (IC 5-8-1) An official cannot be impeached for making an unpopular or an unwise decision according to popular opinion. Please review the appropriate statutes to review this process.

Special Elections for U.S. House Vacancies

If a member of the U.S. House resigns or dies while serving elected office, then a special election is called by the Indiana Governor.

CAMPAIGN FINANCE ISSUES

Nearly all candidates for elected office are responsible for the establishment of a principal candidate's committee and periodic financial disclosure reports throughout an election year. Indiana Code 3-9 pertains to the administration of the campaign finance laws, and IC 3-9-1-1 states that the campaign finance laws apply to all candidates' committees, regular party committees, political action committees and legislative caucus committees.

There are a few entities that ARE NOT required to organize a campaign finance committee and file reports with either the Indiana Election Division or individual county election boards. Those exceptions are:

- Candidates for local offices for which the annual compensation is less than \$5,000, and who do not receive more than \$500 in contributions or spend more than \$500 campaigning for the office;
- Candidates for school board offices, unless the candidate receives more than \$500 in contributions or spends more than \$500 campaigning for the office;
- Candidates for election for precinct committeeman or delegate to a state convention;
- Auxiliary party organizations as defined by IC 3-5-2-2.5; and
- Candidates for federal office (U.S. Senate, U.S. House of Representatives), who are subject to federal law and file with the Federal Election Commission (FEC).

This *Manual* broadly covers campaign finance issues. For more detailed analysis, please review the current version of the *Indiana Campaign Finance Manual* or the Indiana Campaign Finance Act (IC 3-9).

Committee Types

In Indiana, there are three types of campaign finance committees: candidate, regular party, and political action. A candidate's committee files the (CFA-1) statement of organization; a regular party committee files the (CFA-3) statement of organization; and a political action committee (PAC) file the (CFA-2) statement of organization to establish their campaign finance committee. The location – county clerk's office or election division – where the forms and campaign finance reports are to be filed are noted below.

Candidate's Committee

Announcements that a person is running for a specific state or local office do not automatically make the individual a candidate for the purposes of the Indiana Campaign Finance Act! Rather, an individual becomes a "candidate" for that purpose when the individual, the candidate's committee, or a person acting with the consent of the individual raises or spends money toward campaigning for the office or, in most cases, files a declaration of candidacy for their name to appear on the ballot. The salary for the elected office also is a factor in determining when a candidate's committee must be established.

In a year where the office is **not** on the ballot, a candidate running for an office paying more than \$5,000 is required to file a (CFA-1) and open their campaign committee when the committee receives more than \$100 in contributions or makes more than \$100 in expenditures.

In a year where the office is **on** the ballot, the candidate running for an office paying more than \$5,000 must file a (CFA-1) by noon (prevailing local time), ten (10) days after the committee receives more than \$100 in contributions or makes more than \$100 in expenditures, or noon (prevailing local time), seven (7) days after the candidate filing deadline, whichever occurs first. This requirement applies even if the candidate does not intend to raise or spend

\$100 toward running for office! Should a candidate running for an office paying at least a \$5,000 salary fail to open a campaign finance committee, the county election board must administratively open a candidate committee naming the candidate the chair and treasurer of the committee. A candidate's committee opened by administrative action is still subject to the campaign finance deadlines and any enforcement action taken by the county election board for delinquent or defective reports.

A candidate running for an office paying less than \$5,000 or school board must open a candidate's committee when the committee receives more than \$500 in contributions or makes more than \$500 in expenditures. These two categories of candidates are not required to open a committee after filing a declaration of candidacy; rather, the \$500 threshold amount serves as the trigger to open a committee whether the office is on the ballot or not.

Please do not confuse opening a campaign finance committee with filing a declaration of candidacy! Opening a candidate's committee means an individual is planning to raise or spend money toward running for an office or has already met the threshold dollar amount to open a committee. Filing a statement of organization (CFA-1) does not place a person's name on the ballot; instead, a declaration of candidacy must be filed when candidate filing opens. See "Candidates & Office Holders" section of this *Manual* for more information.

As noted above, a candidate who raises or spends more than the threshold amount is required to open a campaign finance committee. This is true even if the office the person desires to be a candidate is not on the ballot during that calendar year. For example, Sally raises \$150 toward running for city dogcatcher in 2022, but the office isn't on the ballot until 2023. Sally must file a (CFA-1) with the county election board to open her campaign finance committee by noon (prevailing local time), ten (10) days after receiving the contribution. She'll need to follow the (CFA-4) schedule and file a 2022 Annual Report in January 2023, and also file her (CAN-42) declaration of candidacy so that her name is printed on the ballot should she be eligible.

Sometimes a candidate who has not decided whether to become a candidate for a specific office may "explore" a run for office and decide to raise or spend money toward the effort. When completing the (CFA-1) the candidate would mark "exploratory" and provide an explanation in the appropriate field on the form. Once the candidate files a declaration of candidacy, the (CFA-1) must be amended from "exploratory" to "principal" committee.

After a primary or general election, a defeated candidate may choose to disband a committee, but the candidate is not required to do so. However, if a candidate keeps a committee open then the committee is required to continue filing reports (at least on an annual basis every January). A candidate should carefully weigh the decision of keeping a committee open and continuing with reporting requirements or closing the committee.

Candidates on the ballot will file (CFA-4) report of receipts and expenditures at certain times throughout the year. The *Indiana Campaign Finance Manual* outlines those deadlines in great detail and should be referenced for more information. Candidate committees must file their campaign finance documents with the appropriate office, as noted below. Deadlines are always at noon (prevailing local time), and the office must physically be in possession of the document for filing. In other words, a postmark noting a campaign finance report was mailed on or before the deadline and received after is not considered timely and must be considered delinquent. (See the "Enforcement" section later in this *Manual*.)

Candidate Committees: Where to File Campaign Finance Documents

Federal Office	Federal Election Commission
Statewide, state legislative	Indiana Election Division
Judicial office, including prosecuting attorney	County Election Board
Local Office (county, city, town, township) & School Board	County Election Board

Note: Candidates for judicial office file a declaration of candidacy, (CAN-2, generally), with the Indiana Election Division or Secretary of State. Circuit, Superior, or Probate court judges and prosecuting attorneys file their campaign finance documents (CFA-1, CFA-4, CFA-11) with the county election board. In the one judicial circuit where more than one county is included, a candidate for circuit court judge or prosecuting attorney files with both of the counties that make up the circuit.

Note: candidate committees for statewide office AND state legislative office must file all campaign finance reports (CFA-1, CFA-4, CFA-11) electronically at campaignfinance.in.gov. (IC 3-9-4-4) However, a signed copy of any CFA-1 statement of organization must also be filed by hand-delivery, mail, email, or fax. Local candidates do not file any reports with the Indiana Election Division or online at campaignfinance.in.gov.

These rules generally apply to all candidate committees: statewide, state legislative, judicial, including prosecuting attorney and local offices and school board. Precinct committeeman and state convention delegates are political party offices, and not subject to the Indiana Campaign Finance Act (IC 3-9). Statewide candidates follow slightly different rules and are advised to review the *Indiana Campaign Finance Manual* or contact the Indiana Election Division.

Candidates for judicial office, including prosecuting attorney, may be subject to additional rules as outlined in the Code of Judicial of Conduct. Please contact the Indiana Office of Judicial Qualifications at (317) 232-4706 or visit their website: <https://www.in.gov/courts/jqc/>. Campaign finance rules for federal candidates are administered by the Federal Election Commission (FEC).

Regular Party Committees

Political parties may be required to open a campaign finance committee if they raise or spend \$200 to advocate for the support or defeat of a candidate or public question. Regular party committees use the (CFA-3) statement of organization, and files with the county election board or election division. A county party committee that intends to support a state legislative or statewide candidate is required to open a committee with the election division. If the county party only wants to focus on local races, then the committee should file with the county election board. County party committees that want to support federal candidates should reach out to the Federal Election Commission (FEC) to understand their rules or regulations.

Political parties may have district committees, and if so, district committees would file campaign finance documents with the election division. State party committees file with the election division.

Regular party committees will file (CFA-4) report of receipts and expenditures at certain times throughout the year. The Indiana Campaign Finance Manual outlines those deadlines in great detail and should be referenced for more information. Candidate committees must file their campaign finance documents with the appropriate office, as noted below. Deadlines are always at noon (prevailing local time), and the office must physically be in possession of the document for filing. In other words, a postmark noting a campaign finance report was mailed on or before the deadline and received after is not considered timely and must be considered delinquent. (See the "Enforcement" section later

in this *Manual*.)

Political Action Committees

Political action committees may be required to open a campaign finance committee if they raise or spend \$100 to advocate for the support or defeat of a candidate or public question. PACs use the (CFA-2) statement of organization, and it is filed with the county election board or election division. A PAC that intends to support a state legislative or statewide candidate or statewide public question is required to open a committee with the election division. If the PAC only wants to focus on local races, then the committee must file with the county election board. Political action committees that want to support federal candidates should reach out to the Federal Election Commission (FEC) to understand their rules or regulations.

PACs file (CFA-4) report of receipts and expenditures at certain times throughout the year. The *Indiana Campaign Finance Manual* outlines those deadlines in great detail and should be referenced for more information. Candidate committees must file their campaign finance documents with the appropriate office, as noted below. Deadlines are always at noon (prevailing local time), and the office must physically be in possession of the document for filing. In other words, a postmark noting a campaign finance report was mailed on or before the deadline and received after is not considered timely and must be considered delinquent. (See the “Enforcement” section later in this *Manual*.)

Disbanding a Campaign Finance Committee

A campaign finance committee must take certain steps to close a committee, namely a zero cash-on-hand balance and have no outstanding debts or loans. A committee may disband (close) by submitting a final report of receipts and expenditures (CFA-4) with the election division or county election board. **It is imperative the “Final/Disbands” box be checked on the summary page of the report.** If the box is not marked, then the committee remains open, even if the committee filed a report with a zero cash on-hand balance. An open committee will be required to file (CFA-4) reports, as required by the type of committee that was opened, until the committee is officially disbanded.

A special “final” report isn’t always warranted. Committees may mark the “Final/Disbands” box on the CFA-4 summary sheet and also mark “Annual Report,” for example. By marking both boxes, the committee is communicating to election officials that it is filing its annual report, which also serves as the final report.

If there are surplus funds, the committee may transfer the funds before disbanding to one or any combination of the following:

- 1) one or more regular party committees;
- 2) one or more candidate’s committees;
- 3) the Election Division;
- 4) an organization exempt from Federal income taxation under section 501 of the Internal Revenue Code; and/or
- 5) contributors to the committee (on a pro rata basis). (IC 3-9-1-12)

The funds may also be used to:

- defray any expense reasonably related to the candidate or committee’s campaign for office;
- continuing political activity, or activity related to service in an elected office; and/or
- to make an expenditure to any political party committee or another candidate’s committee. (IC 3-9-3-4)

A dissolution and transfer of funds does not relieve the committee or its members from civil or criminal liability. (IC 3-9-1-12(g)). **On occasion, a candidate's committee or political action committee will cease to exist without filing the required final report. If this occurs, the county election board can act to administratively disband the committee (rather than continue to send delinquency notices and assess fines without any hope of collecting them).**

Under IC 3-9-1-12, no later than the last Friday in January of each year, the county election board is to review the list of open committees that file campaign finance reports with that office. If the board notes that a committee has not filed reports during the previous three years and that the committee had less than \$1,000 of cash on hand, according to the last report filed, the board can begin a proceeding to formally dissolve this committee.

The board must send a notice by certified mail to the chairman and treasurer of the committee at their last known addresses. The notice must state that the board will conduct a hearing on a specific date to dissolve the committee. If the board conducts the hearing, and finds that the committee should be dissolved, then the board issues an order disbanding the committee. The board then arranges for the publication of a legal notice stating the name of the committee and the date that the committee was disbanded. The entire text of the order is not required to be published in the legal notice.

Campaign Finance Administration

Each county election board or board of elections and registration must compile and maintain a listing of all campaign finance statements and reports pertaining to each candidate, committee, and local public question. These statements and reports must be available to the public for inspection and copying no later than the end of the second business day following the day during which the county election officials received the filings. (IC 3-9-4-5)

The election division or county election board is required to conduct audits and field investigations from time to time with respect to reports and statements filed under the Campaign Finance Act, and with respect to an alleged failure to file a report or statement. (IC 3-6-4.2-10; IC 3-9-4-13)

County election boards are required to send notice to campaign finance committees that are delinquent (late) in filing required reports and assess the fine required by state law. A hearing is to be conducted to allow the delinquent filer to provide facts and evidence to the election board to dispute the assessment of the fines. If it is alleged a campaign finance committee has filed a defective report, then the county election board must send notice to the committee and allow a 5-day period for an amended report to be filed. Please see the "Enforcement" section later in this guide or the Indiana Campaign Finance Manual for more details.

County election boards are often asked how a Report of Receipts and Expenditures (CFA-4) is to be completed by the committee. Please refer to the *Indiana Campaign Finance Manual*, which provides information for completing the report in detail for each type of committee (candidate, regular party, PAC). Instructions for each schedule of the CFA-4 report are found on the back of each form, too.

Campaign finance reports may be delivered by hand, mail, or email. However, to receive reports via email, the appropriate office must have the capacity to do the following: receive email; electronically record the data and time that electronic mail is received by the office; and print out a hard copy of the report after the receipt of the email by the office. (IC 3-9-5-7) The Indiana Election Commission and each county election board must have adopted a policy to accept and receive campaign finance reports and statements by fax. (IC 3-9-5-7(d))

Campaign Finance Enforcement

Particular attention should be directed to IC 3-8-1-1.6 and IC 3-9-4-14, which details the specific duties the county election board must perform to enforce the campaign finance laws.

Civil & Criminal Penalties

The Election Commission or a county election board is required to impose a civil penalty for certain violations of the Campaign Finance Act, including delinquent reports and statements of organization, unless the Commission or county election board members agree unanimously to reduce or waive the civil penalty because imposing the penalty would be “unjust under the circumstances.” (IC 3-9-4-19)

The Commission or county election board may impose a civil penalty upon a person for the following:

- 1) Failing to file a report required under the Act with the Election Division or county election board. (IC 3-9-4-16(c); IC 3-9-4-17(c))
- 2) Failing to file a statement of organization required under the Act. (IC 3-9-4-16(c); IC 3-9-4-17(c))
- 3) If a committee or a member of the committee disburses or expends money or other property for any political purpose before the money or other property has passed through the hands of the treasurer of the committee. (IC 3-9-1-20)
- 4) Making a contribution other than to a committee subject to the Act, or to a person authorized by law or to a committee to receive contributions on the committee’s behalf. (IC 3-9-4-16(a)(4); IC 3-9-4-17(a)(4))
- 5) Against a corporation or labor organization, for exceeding the limits on contributions under the Act. (IC 3-9-4-16(e); IC 3-9-4-17(e))
- 6) Against a corporation or labor organization that fails to designate a contribution to a political action committee to go to one or more of the subcategories under IC 3-9-2-4. (IC 3-9-4-16(g); IC 3-9-4-17(f))
- 7) Making a contribution in the name of another person. (IC 3-9-4-16(a)(6); IC 3-9-4-17(a)(6))
- 8) Accepting a contribution made by one person in the name of another person. (IC 3-9-4-16(a)(7); IC 3-9-4-17(a)(7))
- 9) When not the treasurer of a committee subject to the Act, paying any expenses of an election or a caucus unless authorized to do so by the Act. (IC 3-9-4-16(a)(8); IC 3-9-4-17(a)(8))
- 10) Commingling committee funds with personal funds of an officer, a member, or an associate of the committee. (IC 3-9-4-16(a)(9); IC 3-9-4-17(a)(9))
- 11) Wrongfully using campaign contributions in violation of the Act. (IC 3-9-4-16(a)(10); IC 3-9-4-17(a)(10))
- 12) Against a state legislative candidate or committee, for engaging in fundraising activities during a prohibited period. (IC 3-9-4-16(a)(11))

- 13) Against a person who falsely represents in paid political advertising or campaign material that a candidate is or has been an officeholder. (IC 3-9-4-16(a)(13); IC 3-9-4-17(a)(12))
- 14) Against a person who serves as treasurer of a committee in violation of a requirement set forth in any of the following state laws (IC 3-9-1-13(1) – a treasurer must be a US citizen; IC 3-9-1-13(2) – a treasurer may not be the chairman of a committee, except when authorized as a candidate under IC 3-9-1-7; IC 3-9-1-18 – a treasurer who is a candidate and serves as treasurer of another committee). (IC 3-9-4-16(a)(14); IC 3-9-4-17(a)(13))
- 15) Against a statewide candidate or certain political action committees which fail to comply with a requirement to file a campaign finance report or statement with the Election Division electronically. (IC 3-9-4-16(a)(15))

In addition to the penalties of delinquent or defective reports, the Commission or county election board may assess civil penalties in the following instances:

- 1) A corporation or labor organization that exceeds the maximum contributions permitted under the Act is subject to a civil penalty of not more than three times the amount of the contribution in excess of the limit prescribed by IC 3-9-2-4, plus any investigative costs incurred and documented by the Election Division or county election board. (IC 3-9-4-16(e); IC 3-9-4-17(e))
- 2) A corporation or labor organization that fails to designate a contribution to a political action committee to go to one or more of the subcategories under IC 3-9-2-4 is subject to a civil penalty of up to two times the amount of the undesignated contributions or \$1,000, whichever is greater. All the investigative costs incurred and documented by the Election Division or a county election board may be added to the total. (IC 3-9-4-16(g); IC 3-9-4-17(f))
- 3) A state legislative candidate or the candidate's committee that engages in fundraising activity during a prohibited period is subject to a civil penalty of \$1,000 or two times the amount of any contribution received, whichever is greater. (IC 3-9-4-16(f))
- 4) A person who falsely represents in paid political advertising or campaign material that a candidate is or has been an officeholder is subject to a civil penalty of not more than \$500 upon unanimous vote of the entire membership of the Election Division or a county election board. All the investigative costs incurred and documented by the Election Division or a county election board may be added to the total. (IC 3-9-4-16(h); IC 3-9-4-17(g))
- 5) A person who serves as treasurer of a committee in violation of a requirement set forth in the state laws discussed above is subject to a civil penalty of not more than \$500 upon unanimous vote of the entire membership of the Election Commission or a county election board. All the investigative costs incurred and documented by the Election Division or a county election board may be added to the total. (IC 3-9-4-16(i); IC 3-9-4-17(h))
- 6) A statewide candidate's committee or political action committee subject to the electronic filing requirement with the Election Division is subject to a civil penalty equal to the costs incurred by the Election Division for the manual entry of data contained in the report or statement. All the investigative costs incurred and documented by the Election Division may be added to the total. (IC 3-9-4-16(j))

All other violations listed above are subject to a civil penalty of not more than one thousand dollars (\$1,000), plus any investigative costs incurred and documented by the Election Division or county election board. Certain officeholders who have not satisfied previous civil penalties may also be subject to additional penalties under the Act. (IC 3-9-4-18)

All civil penalties collected are deposited in the state or county campaign finance enforcement account. The funds in these accounts may be available to supplement funds otherwise appropriated to administer the Campaign Finance Act. The funds in this account are also available, with the approval of the county council, to supplement the funds appropriated for the administration of elections in the county.

Criminal penalties relating to the Campaign Finance Act can be found in IC 3-14-1 and noted in the *Indiana Campaign Finance Manual*. If the Indiana Election Commission or county election board determines that a felony or misdemeanor violation of the Campaign Finance Act may have occurred, the violation may be reported to the appropriate prosecuting attorney. The Commission or board may have the report transmitted to the grand jury of the county in which the violation was committed and present evidence concerning the violation to the grand jury. (IC 3-14-5-3) A prosecuting attorney is responsible for prosecuting criminal violations of the Act and may file criminal charges following referral by a county election board. (IC 3-14-5-4; IC 3-6-5-32) The attorney general is authorized to bring a civil action such as a permanent or temporary injunction to prevent or stop violations of the Act. (IC 3-6-4.1-22; IC 3-6-5-32)

Delinquent & Defective Campaign Finance Filings

State law establishes the frequency by which certain candidates, regular party committees, and political action committees with an active statement of organization on file are to file a report of receipts and expenditures (CFA-4). A committee is considered active until the committee meets specific criteria to file a “final/disbands” report or is disbanded administratively. See “Disbanding a Campaign Finance Committee” section below or refer to the *Indiana Campaign Finance Manual* for details.

The deadline for campaign finance filings is noon (prevailing local time) on the specified date, and reports must be filed with the county election board or election division by the noon deadline to be considered on time. A report received after the noon deadline is considered late and must be assessed the \$50 per calendar day fine. While a report may be sent by mail, postmarks have no bearing on the determination if a report is considered timely. An envelope containing a report that is postmarked on or before the deadline is not considered on time if the county election board or election division receives it after the deadline.

The county election board and election division must notify delinquent filers of their duty to file a campaign finance report. A delinquency notice for a report must be given not later than thirty (30) days after the date the report was required to be filed. (IC 3-9-4-14) Should a county election board fail to send a notice of delinquency, the delinquent filer remains liable for a civil penalty in the full amount permitted by the Campaign Finance Act. (Please note, a county election board is not required by law to provide proactive notice of an impending campaign finance filing deadline, though a county election board may adopt such a policy to do so.)

In addition to providing notice to the delinquent filers, the county election board must also post a listing of delinquent filers in a public place or near the entrance to the county election board’s office(s). The county election board **MUST** then assess civil penalties against *delinquent* filers in the amount of fifty dollars (\$50) for each day that the statement or report is late, with the afternoon of the final date for filing the statement or report being calculated as the first day of the penalty. (IC 3-9-4-17(c)) Penalties accrue each calendar day with day one starting after 12:00 P.M. (noon) on

deadline day; no exception is to be given for weekends or holidays. The civil penalty cannot exceed \$1,000, plus other costs incurred by the county election board, such as certified mailing costs.

For a committee or organization that files a defective report, the county election board must send a notice stating that the statement or report is defective and allow the committee or organization five (5) days to correct any deficiencies. The civil penalty is \$10 for each day that the report is not corrected after the expiration of the 5-day period, not to exceed a total of \$100. (IC 3-9-4-19)

County election boards are allowed some discretion under Indiana law to waive or reduce the civil penalties established in Indiana law if the board finds by unanimous vote that imposition of the required penalty would be unjust under the circumstances. The suspension or waiving of all or any of the civil penalties will be made based upon evidence provided at a public meeting to which all interested parties have received adequate notification. Unless the board waives or reduces a required penalty, the board must assess the penalty prescribed by Indiana law as noted above.

Disclaimers

An individual, organization or a committee who expends money or solicits a contribution to finance a communication that expressly advocates the election or defeat of a clearly identified candidate must include a “disclaimer” in the communication. (IC 3-9-3-2.5)

However, the Indiana disclaimer law does not apply to:

- 1) Communications concerning election to a federal office (these are governed by federal law and regulations).
- 2) Communications about a public question.
- 3) Political messages on radio, television, or the Internet. (In general, state law does not regulate these media. For information about disclaimers required for state and local candidates for radio, television, or cable contact the Federal Communications Commission (FCC) at (202) 418-1440 or visit www.fcc.gov.)
- 4) Items where a disclaimer cannot be conveniently printed or would be impractical such as bumper stickers, pins, buttons, pens, wearing apparel, water towers, skywriting, etc.
- 5) Committee checks and receipts only used for administrative purposes.
- 6) Certain communications (*direct mailings of 100 or less, similar pieces of mail, or communications by the PAC of a corporation or labor union requesting contributions from stockholders or labor union members*).
- 7) Disclaimer requirements do not apply to candidates for precinct committeeman or state convention delegate.
- 8) Disclaimer requirements do not apply to local public questions. (IC 3-9-3-2.5(a)(2))

Some examples of political materials and literature requiring disclaimers are newspaper advertisements, billboards, signs, posters, **yard signs**, (*whether homemade or commercially printed*), portable billboards, brochures, leaflets, circulars, letterheads and direct mail pieces sent to more than 100 persons. Type size and color contrast requirements are established as minimum standards for disclaimers. A 12-point type font size satisfies the size requirement for these types of disclaimers.

The color contrast requirement is met if the disclaimer is printed in black text on a white background or the degree of color contrast between the background and the text of the disclaimer is not less than the color contrast between the background and the largest text used in the communication.

Notwithstanding the above type size and contrast requirements, a disclaimer satisfies the requirements of law if the minimum type size of the disclaimer is 7-point type font size and the color of the disclaimer contrasts with the background color.

There is no specific location for the disclaimer to be printed, as long as it is legible. In mailings, the disclaimer should appear in a prominent location, but is not required to be placed on **each** page of a document. A disclaimer is not required to appear on the front or cover page of a communication if the disclaimer appears within the communication.

More information about disclaimers and enforcement matters can be found in the current version of the *Campaign Finance Manual*.

Campaign Finance Hearings

Pursuant to IC 3-9-4-17(l), proceedings of the county election board to enforce the campaign finance laws are governed by the Administrative Orders and Procedures Act. (IC 4-21.5) The county election board should provide at least five (5) days' notice to a committee of any hearing before the board. (IC 4-21.5-3-20) The notice should include a description of the time, place, and nature of the hearing. After the hearing, the county election board should issue an order reflecting the action taken by the board, including written findings that support the order. (IC 4-21.5-3-27)

The appendix of this *Manual* includes a toolkit for county election board members. The kit includes samples of the following: delinquency notice, public notice, notice of hearing, administration of oath, "Finding of Fact" order, and an appointment of proxy. These forms are not prescribed by the election division, and county election boards may modify the text to best suit their needs.

Electronic Filing of Local Campaign Finance Reports with County Election Board

Beginning July 1, 2021, a county election board or board of elections and registration may establish an optional system for electronic filing of campaign finance reports required to be filed by a candidate or campaign finance committee with the county election board under Indiana campaign finance law. If the county election board or board of elections and registration provide for the electronic filing of campaign finance reports, then the board may not require a candidate or campaign finance committee to file reports using the system established by the board.

This statute is not a substitute for campaignfinance.in.gov, the state's campaign finance website where only statewide and state legislative committees and certain regular party and political action committees who file with the Indiana Election Division submit their information. (IC 3-9-4-4.5)

VOTER REGISTRATION

This *Manual* broadly covers voter registration issues. For more detailed analysis, please review the *Indiana Voter Registration Guidebook* or Indiana's voter registration statutes found in IC 3-7, generally.

Registering To Vote

In Indiana, a person cannot vote on Election Day unless the person is registered to vote. To register to vote in Indiana a person must be: (1) at least eighteen (18) years of age on or before the date of the general, municipal, or special election; (2) a United States citizen; and (3) a resident of the precinct for at least thirty (30) days prior to the election. (IC 3-7-13-1)

A person is only required to register once, so long as they remain a resident of the precinct and are not convicted and subsequently imprisoned for a crime in accordance with federal or state law. While voter registration is closed immediately before and after an election, the following registration deadlines are observed in Indiana: (IC 3-7-13-8)

- 1) Beginning December 1 (or the first Monday in December if December 1 falls on a Saturday or Sunday) after a municipal or general election.
- 2) Registration in the county voter registration office ends on the twenty-ninth (29) day before the primary election.
- 3) Registration reopens two weeks after the primary.
- 4) Registration in the county voter registration office ends on the twenty-ninth (29th) day before the general, municipal, or special election. However, if the 29th day falls on the Columbus Day state holiday, the voter registration deadline is extended to the following day.

If a county voter registration office receives a registration application during the “closed” registration period, the application will be retained and may be entered into SVRS. However, the application will be identified as “incomplete” in the statewide voter registration system until the application is processed after voter registration reopens, and the applicant's name will not appear on the poll list until the next election.

Voter registration prior to a municipal primary or municipal election ceases twenty-nine (29) days before the election and resumes fourteen (14) days after the election **only for those precincts where the municipal primary or municipal election is conducted.** (IC 3-7-13-10)

NOTE: There are special exceptions in the law for military and overseas voters using the Federal Post Card Application (FPCA). A county voter registration office shall process a registration application received from an absent uniformed services (military) voter or overseas voter during the regular registration period AND until the *eighth* day before the election (IC 3-7-36-10) Some military voters and their family members may also register until noon (prevailing local time), on Election Day. (IC 3-7-36-14) See the *Indiana Voter Registration Guidebook* or *Military & Overseas Voters' Guide* for additional information.

When registering to vote in Indiana, a person does not declare any party affiliation, unlike in some other states. Registering to vote is a non-partisan function of government. Instead, a poll worker records the partisan ballot selected by the voter in the primary election (that is, Democratic or Republican), and this information becomes part of the person's voting history.

Age Requirement

A general election is held on the first Tuesday after the first Monday of November in even-numbered years; a municipal election is held on the first Tuesday after the first Monday of November in odd-numbered years. Therefore, a 17-year-old who will be 18 on or before the date of the general or municipal election may register and vote for candidates nominated in a primary election.

Should a special election for a local public question be held on the same date as the May primary election, then a special ballot must be created for the 17-year-old “underage” voter. While a 17-year old voter is eligible by state law to vote in the primary to nominate their preferred party candidates and elect party officials such as precinct committeeman or state convention delegate (IC 3-7-13-3), they are not eligible to vote in a special election because they do not meet the age requirement. Therefore, the county’s election board must print and distribute ballots or program a touch-screen voting system remove a public question from a 17-year old voter’s primary election ballot.

Residency Requirements

Residence means the place: 1) where a person has the person’s true, fixed, and permanent home and principal establishment; and 2) to which the person has, whenever absent, the intention of returning. (IC 3-5-2-42.5) In addition, the election code contains standards used to determine the residency of a voter, candidate or a person holding office. (IC 3-5-5) While this definition and these standards are helpful, there are some recurring issues raised with regard to providing information about a registration applicant’s residence for those who are homeless, mobile, in college, committed to a mental institution, or overseas.

Homeless and Mobile Voters

People who have a non-traditional residence, like those who are homeless, or those who live in a motor home, must still provide a location sufficient to allow local election officials to place the person in a precinct. If the person stays in more than one place, the voter registration official should ask the person to designate the location where the person usually sleeps in the county.

If the place has no street address, then have the person indicate the location by drawing a map of the location on an attached paper or writing a description of the location of the person’s residence on the state’s voter registration form (VRG-7 or VRG-11) or federal mail-in registration form in the appropriate box. A person with a non-traditional residence must also provide a mailing address within the county where the person resides.

A post office box will not suffice as the residence address for purposes of establishing the precinct in which the voter must vote, but may be used as a mailing address. (IC 3-7-37)

With the advent of online voter registration, it is not possible to use the diagram for online applications with a non-traditional residence. These online applicants are directed to supply the intersections closest to their residence on the line marked “residence address” on the online application. Counties will then use this information to place the voter in the correct precinct.

An online applicant with a non-traditional residence must include a mailing address within the county where the applicant resides (such as a post office box or the address of a friend or shelter that will accept mail on the applicant’s behalf). The county shall process the application and mail the acknowledgement card or notice of disposition (if the application is rejected) to the mailing address given.

Residence of College Student

For college students, they may only register at one of two places:

- 1) The address where they live while attending school
- 2) The address where they live while not attending school

NOTE: the intent of where students plan to return after attending college, or during summer and winter breaks, is not to be factored into the decision to approve their registration. They may register at school, if they so choose. It is a violation of election law to challenge a voter solely on the basis that: 1) the voter is enrolled in an educational institution or; 2) the voter's address on the registration record is at an address which is housing provided for students by an educational institution. (IC 3-5-5-7, IC 3-5-4.5-2)

Certain fail-safe measures may apply to voters who no longer reside at the address on their voter registration record, depending on when and where the person moved. The fail-safe measures are explained in detail in the *Indiana Voter Registration Guidebook* and the *Indiana Election Day Handbook*. An individual meeting the requirements under the fail-safe statutes is entitled to vote a regular ballot on Election Day.

Residence of Person Committed to an Institution

An individual adjudged mentally ill and committed to an institution for individuals with a mental illness may state either of the following, but not both, as the individual's residence for purposes of voting:

- 1) The address of the institution where the individual has been committed.
- 2) The address where the individual lives when the individual is not committed to an institution. (IC 3-5-5-17)

Overseas Voters

Although an overseas voter may not have a physical residence in a precinct, that voter is still entitled to vote in a precinct in Indiana. An overseas voter includes:

- 1) an absent uniformed services voter who, by reason of active duty or service in a branch of the military, is absent from the United States on the date of the election or a member of the Indiana National Guard deployed outside Indiana;
- 2) a U.S. citizen who temporarily resides outside of the U.S. but intends to return to the U.S., and
- 3) a U.S. citizen who is residing in another country and their return to the U.S. is uncertain, and, but for such residence, would be qualified to vote in the last place in which the person resided before leaving the United States. (IC 3-5-2-34.5)

The Federal Post Card Application (FPCA), also known as Standard Form 76, is used by overseas voters to apply to register to vote. When completing the Federal Post Card Application (FPCA), the applicant must provide "the complete street address of your voting residence where you are registering to vote and requesting an absentee ballot" as this determines the precinct where the person votes. For overseas citizens this is usually the U.S. address where they last lived. An overseas voter does NOT need to have any current physical ties to this address; however, applicants cannot use a post office box as an Indiana residence address.

If a person is an overseas voter who indicates their "return is uncertain" and resides in another country and, but for such residence, would be qualified to vote in the last place in which the person resided in Indiana before leaving the U.S., then this overseas voter is a U.S. citizen who is still entitled to vote by virtue of his or her U.S. citizenship. In Indiana, this type of overseas voter is entitled to a **federal only ballot**. This individual is considered for election purposes to be a registered voter of the Indiana precinct where the county voter registration office is located, and the

county voter registration official should register this individual at office's address. (IC 3-11-4-8; IC 3-5-2-24)

NOTE: The FPCA provides a box where an overseas voter may mark the individual is a U.S. citizen who has **never** lived in the United States. This is the fifth box under item #1 on the FPCA. **Individuals marking this box are ineligible to register and vote in Indiana.**

Voter Fail Safes

Fail safe provisions of federal and state law permit a person to vote in specific circumstances even though the person's name does not appear on the poll list or the person's name or address is different than the name or address that appears on the poll list. These specific circumstances are described in detail in the current version of the *Indiana Voter Registration Guidebook* and the *Election Day Handbook*. Common fail safe examples include:

- 1) **Mistake by County.** A voter whose name does not appear on the poll list because of an error made by the county may nonetheless vote after the county "issues" a certificate of error. (IC 3-7-48-1; IC 3-7-48-2; IC 3-7-48-3; IC 3-7-48-4)
- 2) **Cancelled Voter.** A voter in "cancelled" status must be allowed to vote in the precinct if the voter is willing to sign a written statement on the poll book or make an oral affirmation in the presence of the inspector or one of the judges that the voter continues to reside at the address in the precinct that was formerly shown on the county's voter registration record. (IC 3-7-48-6)
- 3) **Receipt Showing Timely Registration at BMV or Full Service Agency.** If the person is not on the poll list but produces a receipt of registration from an agency (like the BMV, FSSA, law enforcement agency, or DWD office) they have a right to vote a regular ballot (unless otherwise challenged) if: 1) The date on the receipt indicates the voter applied to register before registration closed (29 days before the election); **AND** 2) the county registration office either has no record of the registration application or shows that the application was received and approved. (IC 3-7-48-7)
- 4) **Move within the Voter's Precinct or a Name Change.** The voter should sign the poll book with the new address located within the same precinct or new name (for example, a new married name). The voter's registration record must be updated to include the new address or new name after the election. (IC 3-7-39-7; IC 3-7-41-2; IC 3-10-1-31.1(e))
- 5) **Moves Occurring Within the Same County & Congressional District More than 30-days Before Election.** If a voter moved outside their precinct at any time before the final 30-days of an election and failed to update their registration, only a move within the same county and congressional district would allow the individual to vote one last time in their old precinct, if otherwise qualified. A voter who moved outside of a city or town may not return to the precinct where the voter formerly resided to vote in a municipal election. The next municipal election year is 2023. (IC 3-10-12-3.4(c)) Likewise, a voter who moved from a location outside of a city or town to a location within a city or town before a municipal election may not vote in the precinct of the person's former residence. (IC 3-10-12-3.4(d))
- 6) **Moves Occurring Less than 30-days Before Election.** If the voter moved outside of the precinct shown on their registration record to any other precinct in Indiana less than 30-days before the election, the voter must produce, or sign before the inspector or a judge, an *Affidavit of Request for Transfer of Registration* (VRG-4/12 form) and then the voter may proceed to vote a regular ballot in the precinct of their former residence,

unless otherwise challenged. (IC 3-10-11-6)

However, in a municipal election year (for example, 2023), a person who moves from outside a municipality to a location inside a municipality or from within a municipality to outside the municipality may not vote in the precinct of the person's former residence in an election held entirely within the municipality. (IC 3-10-11-4)

Further, recent changes to state law added a similar requirement to voters who move out of an election district where certain public questions have been certified to the county election board. In most circumstances, a voter in this situation would be permitted to vote on all offices on the ballot but would not be permitted to vote on the public question(s). The county election board must create a special ballot for voters in the following situations:

- 1) **Eligibility to Vote in School Corporation Controlled Project Referendum.** Provides that if a voter of a school corporation changes their residence from inside the boundaries of the school corporation and to a new residence outside of the boundaries of the school corporation in the final thirty (30) days before a controlled project referendum, the voter is not eligible to return to their former precinct of residence in the school corporation to vote on the public question. (IC 6-1.1-20-1.9; IC 6-1.1-20-3.9)
- 2) **Eligibility to Vote in School Tax Levy Referendum.** Provides that if a voter of a school corporation changes their residence from inside the boundaries of the school corporation and to a new residence outside of the boundaries of the school corporation in the final thirty (30) days before the referendum, the voter is not eligible to return to their former precinct of residence in the school corporation to vote on the public question. (IC 20-46-1-16)
- 3) **Eligibility to Vote in School Safety Tax Levy Referendum.** Provides that if a voter of a school corporation changes their residence from inside the boundaries of the school corporation and to a new residence outside of the boundaries of the school corporation in the final thirty (30) days before the referendum, the voter is not eligible to return to their former precinct of residence in the school corporation to vote on the public question. (IC 20-46-9-16)

Disfranchisement Due to Imprisonment

In Indiana, a registered voter who has been **convicted** of a crime **AND imprisoned following conviction** is ineligible to vote and removed from the registration rolls. An individual may not register to vote while imprisoned after being convicted of a crime. However, once an individual has been released from prison, even if on probation, parole, or home detention, they may register to vote and vote in elections. This law varies from state-to-state, which is why there is often confusion on its application. See the current version of the *Indiana Voter Registration Guidebook* for more information.

Voter Identification Number

Each individual applying to register to vote is **required** to provide a "voter identification number." This number must be the Indiana driver's license number (or, as indicated on the state voter registration form, an Indiana ID Card number) issued by the Bureau of Motor Vehicles (BMV). If an individual does not have a BMV-issued driver's license, the individual must provide the last four digits of the individual's social security number as a voter identification number. **If the individual does not have a BMV license number or a social security number, the individual will be assigned a voter identification number by the statewide voter registration system.**

During an election, a precinct election clerk must explain the voter identification number to each voter and request that each voter provide (or update) the voter's identification number on the poll book. However, the clerk must also explain that a voter is **not required** to provide a voter identification number at the polls in order to vote. If a voter does give a voter's identification number, then the county voter registration office updates the voter's registration to include that information. (IC 3-5-2-50.1; 3-7; 3-7-13-13; IC 3-10; IC 3-11)

Address Confidentiality Program

Indiana law establishes an address confidentiality program for persons who are victims of domestic abuse, stalking, or sexual assault. A person who applies to the Indiana Attorney General and qualifies under this program may designate an address provided by the Attorney General as his or her address for service of process and receipt of mail. **This confidentiality program does not apply automatically to every person who is granted a protective order by a court.**

Like an absent uniformed services voter, a participant in this program is entitled to an absentee ballot in any election that is conducted during the year in which the applicant applied for an absentee ballot (ABS-Attorney General). The absentee ballot application allows the program participant to provide the address designated by the Attorney General as the mailing address for receipt of the absentee ballot. The name, address, telephone number, and any other identifying information relating to a program participant, as contained in a voting registration record, is confidential for purposes of Indiana's public records law. The county voter registration office may not disclose for public inspection or copying a name, an address, a telephone number, or any other information described in this subsection, as contained in a voting registration record except (1) To a law enforcement agency, upon request and (2) As directed by a court order. (IC 3-11-4-6; IC 5-26.5; IC 5-14-3-4(a)(1))

Voters with Print Disabilities

In 2021, "voter with print disabilities" was included in the state's election laws to refer to an individual who is unable to independently mark a paper ballot or ballot card due to blindness, low vision, or a physical disability that impairs manual dexterity. (IC 3-5-2-50.2) These voters may use a combined voter registration and absentee application form in which the voter attests under the penalties of perjury that the definition fits their circumstance.

The form allows a voter with print disabilities to register to vote (or update an existing registration in Indiana) and apply for an absentee ballot to be sent by mail, fax, or email. Additionally, the form serves as a request for an absentee ballot for one calendar year, ending December 31 of the year the form was filed. A voter with print disabilities must file the form with state or county voter registration officials not later than 11:59 PM, twenty-nine (29) days before each election for the voter registration request to be considered. If mailed, the form can be postmarked on or before this deadline. Should the postmark be missing or illegible, then the voter registration request can be processed to include the applicant of the voting rolls for the next election up to the first Monday after the voter registration deadline (or twenty-two (22) days before the election).

NOTE: Only military and overseas voters and voters with print disabilities have special dispensation to use combined forms to register to vote and request an absentee ballot; receive an absentee ballot by fax or email; and have the absentee request be in effect for one calendar year. More details about absentee provisions related to the combined forms can be found in the "Absentee Voting" section of this *Manual*.

How to Register To Vote in Indiana

In Indiana, a person meeting the requirements register to vote by submitting a mail-in (paper) state or federal voter registration form, by securing a driver's license or state ID card at the Bureau of Motor Vehicles, interacting with another full-service agency where the individual may be receiving services, or using the online voter registration system.

The voter registration deadline in Indiana is twenty-nine (29) days before a primary, municipal, general, or special election, except for certain military and overseas voters who may meet special eligibility requirements. Please read the sections below and consult the *Indiana Voter Registration Guidebook* for more details.

Registering to Vote with Mail-In (Paper) Form

In Indiana, individuals may register to vote using the mail-in, or paper, state or federal voter registration form. Both forms are available for download through the Election Division's website (<https://www.in.gov/sos/elections/>) and are to be made available at local county clerk's offices and other government offices as required by the National Voter Registration Act of 1993 (NVRA). Please note: The state law that required that voter registration forms be printed on durable card stock was repealed in 2001. Therefore, voter registration forms no longer must be printed on card stock. (Statute repealed: IC 3-7-31-6)

It's important that an individual using a paper registration form must use the current version of the application, and the Election Division's web site will have the most recent version of the form on its website. An individual may also call the Election Division's office to confirm if the version number of the application is current. In addition, county election officials are given access to a list of state forms on or around the time the annual Election Administrator's Conference is held in December. Federal registration forms are managed by the Election Assistance Commission (www.eac.gov).

A paper registration form should be executed in ink or indelible pencil. (IC 3-7-32-2) An original signed form may be mailed or hand-delivered to the county voter registration official or the Election Division. Faxed or emailed registration forms may not be accepted as a "wet" signature is required. (IC 3-7-32-4; IC 3-5-4-1.7)

It is imperative the required fields be completed on the form; those marked optional are not necessary to provide but including a phone number is helpful to election administrators. While overlooking some required fields will result in an incomplete registration, failing to mark "Will you be 18 before Election Day?" and "Are you a U.S. citizen?" results in a rejected application. Incomplete registration forms will be rejected before Election Day if the voter does not cure the defect on the registration. However, voter registration officials must make at least one effort to contact a voter with an incomplete registration so that the missing information can be provided. The *Indiana Voter Registration Guidebook* discusses incomplete registration processes in more detail, and election administrators can access training manuals and standard operating procedures through statewide voter registration system training portal.

Paper voter registration forms that are mailed and have a legible postmark date on or before the voter registration deadline must be processed by county voter registration officials. (IC 3-7-33-4(b)) This is true even if the registration form is received the day before the election! Paper voter registration forms that are mailed and have a missing or an illegible postmark date may be processed if received no later than seven (7) days after the voter registration deadline. (IC 3-7-33-4(c))

On occasion, the Indiana Election Division receives voter registration forms. Forms are forwarded to the proper county voter registration official, and should be processed, even if received after the registration deadline, unless documentation is attached to note the form was not timely received. County voter registration officials who need to forward applications are encouraged to attach the envelope the form was mailed so the voter's proper county registration official can decide if a "late-arriving" form should be processed.

Finally, first-time voters in Indiana who mail-in their voter registration form who do not provide proof of residency (for example, a copy of a driver's license or utility bill with the residence address) will be asked by poll workers or other election officials for proof of residency at the time the individual votes, whether on Election Day at a polling site or when applying to vote by absentee ballot. This rule does not apply if the voter registration form is hand-delivered.

Special Procedures for Paper Forms When Conducting Voter Registration Drives or Similar Efforts

Often groups and organizations hold voter registration drives or political campaigns will go door-to-door to register voters. Indiana does not have special "registrar" requirements, so an individual or group does not need special permission to conduct voter registration drives.

Indiana voter registration forms (VRG-7, VRG-11) contain 1) a certified statement of acceptance to be completed by a person who accepts custody of the completed application before filing with a county voter registration office or Indiana Election Division and 2) a receipt to be detached and given to the applicant. The receipt and certified statement of acceptance do not apply to the federal mail-in voter registration form or the Federal Post Card Application (FPCA).

An individual who initially accepts a completed federal or state registration application from another person must submit the registration application to the county voter registration office or Indiana Election Division by noon (prevailing local time), ten (10) days after receipt or the statewide voter registration deadline, whichever occurs first.

If an individual fails to submit the voter's application by this deadline, it does not make the applicant ineligible to register to vote, provided that all other registration requirements are met. Instead, the information on the individual accepting the completed application will be provided to the county election board for consideration of possible appropriate action under IC 3-6-5-31.

A person with a disability who is unable to sign the registration form may ask another person to complete and sign the form on their behalf. Should this assistance be provided, the person assisting the voter must provide their name and address on the form underneath the voter's signature block.

Lastly, a person who knowingly does any of the following commits a Level 6 felony:

- 1) Conspires with an individual for the purpose of encouraging the individual to submit a false application for registration.
- 2) Conspires with an individual for the purpose of encouraging the individual to vote illegally.
- 3) Pays or offers to pay an individual any property for doing any of the following:
 - a. Applying for an absentee ballot
 - b. Casting an absentee ballot

- c. Registering to vote
 - d. Voting
- 4) Accepts the payment of any property for doing any of the following:
 - a. Applying for an absentee ballot
 - b. Casting an absentee ballot
 - c. Registering to vote
 - d. Voting
- 5) Pays or offers to pay an individual any property based on the number of signatures obtained to place a candidate or public question on a ballot. This subdivision does not prohibit payment for gathering signatures not based, either directly or indirectly, on the number of signatures obtained to place a candidate or public question on a ballot.
- 6) Pays or offers to pay an individual any property based on the number of absentee ballot applications or voter registration applications obtained by the individual. This subdivision does not prohibit payment for gathering absentee ballot applications or voter registration applications not based, either directly or indirectly, on the number of applications obtained.

Registering to Vote at the BMV

The National Voter Registration Act of 1993 (NVRA), also known as the “motor-voter bill,” requires BMV officials to offer an applicant attempting to secure an Indiana driver’s license or state ID card the opportunity to register to vote. If a person registers to vote at the BMV, the information is captured at the time of the credential transaction and then forwarded electronically to the proper county voter registration official.

A county voter registration office shall process a voter registration application transmitted in electronic format from a license branch to the statewide voter registration system and is not required to receive the paper copy of the application from the license branch before approving or denying the application and mailing a notice of approval or denial to the applicant (IC 9-24-2.5-6). Refer to the current edition of the *Voter Registration Guidebook*, published by Indiana Election Division, for detailed information regarding this process.

BMV staff is required by state law to ask all customers if they would like to register to vote. With the exception of credential transactions, a customer who desires to register will be handed a paper registration form to complete and submit to their county voter registration official. **BMV officials do not accept paper voter registration forms;** customers will be directed to the county voter registration office to submit their application.

Registering to Vote at other Full Service Agencies

The NVRA requires Indiana to designate state offices that provide public assistance and services to persons with disabilities as full service voter registration agencies. If a person applies for services at any of these state agencies, the application is also considered a voter registration application, unless the person declines to register to vote or is ineligible to register. If a person registers to vote at a full service agency, then the application is forwarded to the proper county voter registration official for processing and approval.

Registering to Vote Online

An individual who is eligible to vote and possesses a current and valid Indiana driver’s license or Indiana identification card may submit a voter registration application to a county voter registration office by following procedures for online

voter registration. The requirement for an Indiana driver's license or state ID number only applies to the online registration system. If a person does not have an Indiana driver's license or state ID card, the person must register using a paper "mail-in" registration form (VRG-7, VRG-11, Federal Voter Registration Application) or through the BMV or other full service agency during an approved transaction and provide the last four of their Social Security number or mark "none" and a voter ID number is created for the individual.

The secretary of state, with the consent of the election division co-directors, established a secure internet website at www.IndianaVoters.com that permits individuals to submit voter registration applications, or an application for a change of name, change of address, or change of other information in the voter's existing voter registration record, along with information to establish that the individual is eligible to register online.

When an individual submits an application by using the website, the bureau of motor vehicles must compare the information submitted by the applicant with the information in the bureau's database listing the individuals who have a current and valid Indiana driver's license or identification card.

If the bureau confirms that the applicant does possess the license or identification card, the completed application and digital signature of the applicant shall be submitted by the bureau to the county voter registration office where the applicant resides, according to the information in the statewide voter registration system.

If the Bureau is unable to confirm the number entered by the applicant, the applicant will receive a warning message stating "Please review and correct all errors. There was an error validating the driver's license or state ID number you entered." An applicant will NOT be permitted to continue unless the Bureau is able to confirm the number entered belongs to the applicant.

If an individual requires assistance using the online voter registration system, the person providing the assistance should mark the "check if providing assistance to the voter" box and provide their contact information as requested.

An online voter registration application must be "signed" with an electronic signature in the manner prescribed by IC 3-7-26.7. After "signing" the online voter registration form, the applicant will see a confirmation screen that includes the time the application was submitted and a submission identification number. If the applicant provides an email address, confirmation the form was submitted will be emailed to the provide address.

An eligible individual must submit a complete application online not later than midnight, local prevailing time, 29-days before an election to be registered to vote in that election. Successfully submitting an online registration application does not mean an individual is yet registered to vote. The county voter registration office must process an online registration application in the same manner as any other voter registration application unless state law specifies otherwise.

Voter Registration Deadlines

Except as provided in IC 3-7-36 for absent uniformed services voters and overseas voters, a person desiring to register or transfer a registration may do so at the office of the circuit court clerk or board of registration through the close of business on the twenty-ninth day before the election is schedule to occur. (IC 3-7-13-11) However, there are a few exceptions:

- 1) the online voter registration system permits a voter to register no later than 11:59 PM, twenty-nine (29) days before the election;

- 2) mailed registration forms with a legible postmark dated on or before the statewide deadline are to be processed by county voter registration officials immediately and the voter be permitted to vote in the election (IC 3-7-33-4(b)); and
- 3) mailed registration forms with a missing or illegible postmark and received not later than the Monday after the statewide registration deadline are to be processed. (IC 3-7-33-4(c))

Sometimes a county voter registration official receives a registration form for a voter residing in another Indiana county. State law requires the form to be sent on an expedited basis, and it permits forwarding an optical scanned image of the voter registration form to the proper county, though the original paper form must be subsequently forwarded. The county voter registration office of the county in which the voter resides shall process the registration form and register the voter if the registration was timely received by the other county voter registration office or accepted by the bureau of motor vehicles or a voter registration agency during the registration period defined in IC 3-7-13-10 or is a registration by mail form received under IC 3-7-33-4. (IC 3-7-34-9)

Counties with registration forms timely received but processed in the period up to the election should consult IC 3-7-34-13, which describes the process to create a certificate of error if a paper poll book has already been printed or electronic poll book has been uploaded with the names of registered voters. Generating a certificate of error may be necessary depending on the timing of entry into the statewide voter registration, the ending of the seven-day pending period, and the printing or uploading data to the poll book.

After a general or municipal (November) election, voter registration officials may begin processing registration forms on December 1 (or the first Monday in December if December 1 falls on a Saturday or Sunday). After a primary (May) election, voter registration resumes fourteen (14) days after the primary Election Day and continues until the twenty-ninth (29th) day before the general or municipal election. If the 29th day before a general or municipal election falls on the Columbus Day state holiday, the deadline for voter registration is extended to the following day. In the precincts where a special election is to be conducted, voter registration ceases the twenty-ninth day before the election and resumes the fourteenth day after the special election occurs. (IC 3-7-13-10) Special exceptions are made for certain absent uniformed services voters and overseas voters pursuant to IC 3-7-36.

For more information about processing voter registration forms, please consult the current version of the *Indiana Voter Registration Guidebook*.

County Voter Registration Officials

In most counties, the circuit court clerk is the chief voter registration official. However, state law does permit the establishment of a separate board of registration at the county level. Lake, Porter and Tippecanoe counties have specific statutes requiring the use of a blended board of elections and voter registration (IC 3-6-5.2; IC 3-6-5.4; IC 3-6-5.6); Marion County is required to have a separate board of registration, as it is the only county in Indiana with a consolidated city. (IC 3-7-12-2.5)

Except in Lake, Marion, Porter, and Tippecanoe counties, the county executive may adopt an order by the unanimous vote of the entire membership of the county executive to establish a board of registration or rescind a previously adopted order establishing a board of registration. (IC 3-7-12-4) An adopted order takes effect immediately, unless the order is adopted during the final sixty (60) days before an election, and then the order becomes effective on the day following the election. (IC 3-7-12-5)

A board of voter registration is made up of two persons, who are appointed by the chairmen of the two major political parties and serve at their pleasure. The members must be registered voters of the county and serve a term of two (2) years beginning January 1 of each odd-numbered year and until the person's successor is appointed and qualifies. (IC 3-7-12-8; IC 3-7-12-9; IC 3-7-12-10)

Additional information county administration of voter registration can be found in IC 3-7-12, generally.

Statewide Voter Registration System

The Secretary of State and the Co-Directors of the Election Division maintain a statewide voter registration system (SVRS) to implement the requirements of the Help America Vote Act of 2002 (HAVA) and Indiana law.

In Indiana, voter registration is conducted pursuant to the National Voter Registration Act (NVRA). All voter registration applications (whether on federal or state forms and applications) must be processed at the county level and approved or rejected by the county voter registration office. County officials use the SVRS to maintain local voter records, though paper records and correspondence are to be retained pursuant to a records retention schedule.

The SVRS manages several data sets to aid county voter registration officials maintain and update voter information. The Indiana Department of Health and the Indiana Department of Correction make information concerning deceased voters and incarcerated individuals available to the Election Division electronically, and this information is shared with counties via SVRS hoppers. (IC 3-7-45-8; IC 3-7-46-4.1)

Further, the system allows county officials to track a voter's registration record status – active, inactive, or cancelled. A registration record remains in active status if the person responds to periodic mailings from state or county voter registration officials. If a voter does not respond to a voter list maintenance mailing, the voter's record is placed in inactive status. "Inactive" does not mean the individual cannot vote; instead, it's an indication to county registration officials that the person's registration record may be placed in cancelled status if the person does not vote at their registration address in any election over a two-year general election cycle. A cancelled voter may be able to vote at their registration address if certain fail-safe provisions apply. Please consult the *Indiana Voter Registration Guidebook* or *Indiana Election Day Handbook* for those details.

In addition to voter record management, the SVRS permits counties to run operational reports, manage candidate filings, file required reports to the state, and access training materials and guides.

VOTING SYSTEMS & ePOLLBOOKS

Voting Systems

Indiana law permits three types of voting systems: optical scan ballot card, direct record electronic voting system, and hand-counted paper ballots. The distinction in voting equipment is important because it determines the method by which a voter casts their ballot.

Some counties use a ballot card upon which the voter marks their selections with a pen, pencil, or other marking device. These ballot cards are “read” by an optical scan ballot card reader and tabulated. This is called an “**optical scan**” voting system.

Other Indiana counties vote upon a **direct record electronic voting system (DRE)** (or “touchscreen computerized voting system”), in which voters cast their ballot selections electronically. State law often refers to a “ballot label” when referencing a DRE system. (IC 3-5-2-5) Generally, a ballot label is simply each individual screen that makes up the electronic ballot. Indiana law authorizes the use of a voter verified paper audit trail with a DRE voting system. (IC 3-11-14-2)

In some counties, newer systems appear to **combine features** of a touchscreen and optical scan ballot card system. These hybrid models permit a poll worker to retrieve the specific ballot style for the voter and allow voter to mark their ballot using a touchscreen-type ballot marking device. Some hybrid models require blank ballot card stock to be inserted into the ballot marking device and the voter’s selections are printed on the card; other hybrid systems communicate with an external printer to print the voter’s marked ballot.

In either case, the marked ballot card is handled and reviewed by the voter who then inserts the ballot into the optical scan reader for tabulation. Hybrid voting systems are considered an optical scan voting system (IC 3-5-2-33.9) and must follow this system’s procedures under Indiana law, generally. However, the ballot marking device component, which does not tabulate or otherwise scan completed ballots, was added to the definitions of Title 3 in 2021 (IC 3-5-2-5) and must meet the requirements found in IC 3-11-13-7.5.

On rare occasions, a county may decide to use a hand-counted, **traditional paper ballot**. This should not be confused with the ballot card noted above. While both are printed on card or paper stock, a paper ballot is counted by hand while a ballot card is tabulated by an optical scan ballot reader.

Voting System Certification Process and Standards

A voting system (a direct record electronic voting system [DRE] or an optical scan ballot card system) may not be marketed, sold, leased, installed, or permitted to be used in an Indiana election without first being certified by the Indiana Election Commission. Voting system vendors who violate this requirement are subject to potentially serious sanctions, such as civil penalties or revoking the right of the vendor to do business in Indiana for a specific period. (IC 3-11-17; IC 3-11-7-19(f); IC 3-11-7.5-28(f))

However, a vendor may display or demonstrate a voting system that has not been approved by the commission for use in Indiana, if the vendor complies with the following requirements:

- 1) The display or demonstration occurs at a conference of election officials sponsored by a state agency, an association of circuit court clerks, or an association of voter registration officers.

- 2) The vendor files a notice with the election division at least seven (7) days before the scheduled starting date of a conference sponsored by a state agency, or an association of clerks or voter registration officers that identifies the vendor and voting system and supplies other information regarding the vendor, voting system, and the intended display or demonstration of the voting system.
- 3) Displays in all communications, including written communications, about the voting system that the system is not approved for use in the state of Indiana. (IC 3-11-15-49)

In addition, the vendor is to file a notice with the election division at least seven (7) days before the scheduled starting date of a conference referred to above with the name of the vendor and each vendor representative scheduled to display or demonstrate the voting system; the address and telephone number of the vendor; the model name and number of the voting system, including the hardware, firmware, and software version number for the voting system; the name and manufacturer of the voting system; and the date and location of the display or demonstration of the voting system. The vendor must also display with the voting system that has not yet been certified a notice that the system is "Not Approved for Use in Indiana" in at least 16-point font. (IC 3-11-15-49)

Further, a direct record electronic voting system (DRE) vendor may demonstrate an electronic voting system with a voter verifiable paper trail (VVPAT) even if that voting system with the VVPAT has not yet been approved for marketing, sale, and use in Indiana provided that the demonstration is made to a county that is currently using an electronic voting system provided by the vendor that does not include a VVPAT. This is an exception to the general rule that it is illegal under state law for a voting vendor to market a voting system requirement until after the voting system is certified by the Indiana election commission. (IC 3-11-15-49)

All currently certified voting system models, including specific hardware, firmware, and software versions, are certified for marketing by vendors in Indiana for a term expiring October 1, 2025. For a list of currently certified voting systems, see <https://www.in.gov/sos/elections/2652.htm>, or contact the Election Division.

To be approved by the Indiana Election Commission, a voting system must meet: (1) the 2002 Voting System Standards adopted by the Federal Election Commission; (2) the 2005 Voluntary Voting System Guidelines adopted by the U.S. Election Assistance Commission; or (3) the 2005 Voluntary Voting System Guidelines as amended by the U.S. Election Assistance Commission in 2015. (IC 3-11-15-13.3)

For new voting system applications, a vendor submits the IEC-11 form along with the \$5,000 application fee to the Indiana Election Division and the application is considered for approval by the Indiana Election Commission. (IC 3-11-15-4) The application for approval of a voting system must state that the vendor has complied with the Indiana law requiring annual background checks on voting system vendor employees or contractors and will continue to comply with the requirement during the four (4) year term of the system's certification. (IC 3-11-15-7)

On occasion, a vendor may seek approval from the Commission to make changes to a certified voting system, which follows a similar process but uses a different form (IEC-1) and no application fee is required.

The Voting System Technical Oversight Program (VSTOP), administered by Ball State University, reviews the application and supporting documentation, submits the system to a field test, and provides the Indiana Election Commission with technical assistance in evaluating voting system certification applications and related issues. Additionally, VSTOP may conduct random audits of voting systems and electronic poll books in odd-numbered years. (IC 3-11-16-4)

State law is very specific as to the requirements for conducting elections on a direct record electronic (DRE) voting system and an optical scan ballot card voting system. Counties may contact VSTOP to confirm the type of voting system indicated on the application for certification filed by the vendor.

Additional Features of Optical Scan Systems

Overvote Features

An optical scan voting system must be capable of alerting a voter that the voter has cast more votes than allowed for candidates or cast both a “yes” and a “no” vote on a public question or judicial retention question. This capability informs the voter that he has made an error and describe to the voter how he may correct the error. However, the voting system does not have to inform the voter how the voter may correct the error if the information is provided **in writing conspicuously on or near the components of the voting system where the voter votes.**

A voter may ask that their overvoted ballot card be spoiled, and poll workers must issue the voter a new ballot. The spoiled ballot card is then kept sealed with other spoiled ballots. (IC 3-11-13-35) Sometimes a voter wants the voting system to accept an overvoted ballot or the ballot card belongs to an absentee voter. In this case, the voting system must be designed to accept the ballot and tabulate all marks on the ballot except where in the contest(s) where the voter has overvoted. In other words, the voter’s selections on the ballot will be counted except in the races where the voter has voted for more candidates than is permitted.

NOTE: State law does not permit an “overvote” to occur on a direct record electronic (DRE) voting system (IC 3-11-15-13.7), and an “overvote” alert feature on a voting system does not apply to hand counted paper ballots. (IC 3-11-15-13.7)

An optical scan and DRE voting system must permit a voter to “undervote,” though there is no state law requiring a voting system to alert a voter that she skipped over a race or did not cast enough votes in a “vote for more than one” race. If a voter undervotes, then the voting system is designed to tabulate all selections except for those where a voter did not mark a selection. In at-large races where more than one candidate may be selected in a contest, a voter may vote for up to the maximum number of selections allowed in the race.

Example 1 (Vote for One Contest): Vicki Voter and Brian Ballot are candidates for dog catcher, which is a “vote for one” race. John Smith is friends with both and decides to mark his ballot card for both candidates. The optical scan reader alerts John that he has overvoted in the dogcatcher race. John wants the machine to accept his ballot card, so the machine will count all races on his ballot except for dogcatcher where no votes will be counted.

Example 2 (Vote for Three Contest): Sally Sloan reaches the “at-large” dogcatcher race on the ballot where she can pick no more than three candidates. There are five candidates running for dogcatcher, but Sally only wants to vote for two and makes her selection. Though she has “undervoted” in the dogcatcher race, the voting system is designed to count all votes on her ballot, including the two votes cast in the dogcatcher race.

Ballot Marking Device

An optical scan system may, but is not required, to have an electronic-type interface for purposes of marking a voter’s paper ballot card. As noted above, newer ballot marking devices employ the use of an electronic interface for a voter to call up their precinct’s ballot, insert a paper ballot card and mark their selections in the system. Much like a DRE voting system, a BMD is designed to prevent a voter from “overvoting” in all contests on the ballot. Once completed,

the voter's choices are printed on the paper ballot card that a voter inserts into the optical scan tabulator. The BMD unit does NOT store election results; the optical scan tabulator reads and stores the voter's choices on secured media within the unit.

Older versions of a ballot marking device asked a voter to insert a pre-printed ballot card and a marker or other type of writing stylus would connect a line or darken an oval for the voter. The ballot card was then inserted into the optical scan tabulator for tabulation.

State law (IC 3-11-13-7.5) requires that the interface of the marking device used with an optical scan voting system must include the following:

- 1) The information required by IC 3-11-14-3.5.
- 2) The instructions required by IC 3-11-2-8.
- 3) The information and instructions required by IC 3-11-2-10.

It must also comply with the same disability access standards as an electronic voting system under IC 3-11-15-13.6. Further, a ballot card used with a marking device must have either preprinted or printed by the marking device the following:

- 1) When the marking device is used for absentee voting under IC 3-11-10-26, the circuit court clerk's signature and seal required by IC 3-11-10-27.
- 2) When the marking device is used by a voter to cast a provisional ballot, the circuit court clerk's signature and seal required by IC 3-11-7-1-7.
- 3) A line or box for each poll clerk's initial as required by IC 3-11-13-9.
- 4) When the marking device is used during a primary election, the name of the political party whose primary the voter is participating in or the word "nonpartisan" if the voter is voting a ballot that contains only a public question certified by the county election board under IC 3-10-9.

If the voting system produces a ballot card, the ballot card must contain a summary ballot scan of the voter's ballot that includes the following:

- 1) The name or designation of each office on the voter's ballot.
- 2) The name of the candidate and the candidate's political party selected by the voter.
- 3) If the voter selects a straight party ticket, the name of the political party ticket the voter selected.
- 4) A description of the text of any public question or judicial retention question on the voter's ballot that the county election board determines reasonably conveys the content of the public question or judicial retention question and the response the voter selected for each question.

The ballot card may contain additional information IC 3-11-13-7.5(b), and a ballot card used with the marking device may be a different dimension or size than other ballot cards approved by the county election board for use in an election; and that are not designed to be marked by the marking device.

Ballot marking devices typically have accessibility features, such as an audio-enabled ballot or the ability to use a sip-puff device for voters with disabilities. For this reason, counties using an optical scan voting system across all voting methods (absentee and Election Day) will have one or more BMDs available for voters to comply with the accessibility requirements of the Help America Vote Act (HAVA). Alternatively, some counties will use an optical scan voting system for most absentee and Election Day voting but may use a DRE system to comply with accessibility standards. Please see "Voting Systems for Voters with Disabilities" section for more information.

Additional Features of DRE Systems

Ballot Review

Federal and state law requires that each voter who uses a direct record electronic voting system (DRE) to cast their ballot must be:

- 1) Allowed to verify who they voted for in a private and independent manner.
- 2) Be given the opportunity to change their ballot or correct any error made.
- 3) Notified before the ballot is cast regarding the effects of casting multiple votes for an office and be given the opportunity to correct the error.

While each DRE voting system is different, these requirements are usually satisfied by providing a review page of the selections the voter made on the ballot before they cast the ballot or give the voter notice at the end of their ballot they can go back and make changes and require the voter to go to a final separate page on their ballot screen and hit a separate button to cast their ballot. (52 U.S.C. § 21081; IC 3-11-14-23(d))

Electronic Adjudication of Scanned Ballot Images

A voting system certified for use in Indiana to include features that permit the use of electronic adjudication of ballots to review voter intent so long as:

- (1) the adjudication is conducted in compliance with Indiana law; and
- (2) the software is part of the electronic management system (EMS) certified by the Indiana Election Commission as part of the voting system.

According to the Election Assistance Commission's Voluntary Voting System Guidelines (VVSG) 2.0 adjudication means the process of resolving flagged cast ballots to reflect voter intent. Common reasons for flagging include:

- write-ins,
- overvotes,
- marginal machine-readable mark,
- having no contest selections marked on the entire ballot, or
- the ballot being unreadable by a scanner.

State law does not require any voting system in Indiana to include these features. (IC 3-11-15-13.8)

Voter Verifiable Paper Audit Trail (VVPAT)

Optical scan voting systems have a "built-in" voter verifiable paper audit trail in that the voter marks their selections on a paper ballot card and then reviews it before inserting the ballot card into the tabulator. The ballot card is then stored in a sealed ballot box. A traditional hand-counted paper ballot has similar features, though the paper ballot is not fed on a tabulator and is instead counted by election officials after the polls close.

While a voter can review their selections on a DRE before casting the ballot as required by federal and state law, an electronic image of the ballot is stored on the system and there is no paper record that can be verified by the voter. Indiana law now authorizes the use of DRE voting systems that contain a voter verifiable paper audit trail (VVPAT).

State law (IC 3-11-14-2) specifies that on the voter verifiable paper audit trail (VVPAT) of a DRE voting system must contain all the following:

- 1) The name or code of the election as provided by the voting system;
- 2) The date of the election;
- 3) The date the voter verifiable paper audit trail was printed;
- 4) A security code and record number specific to each paper receipt assigned by the voting system;
- 5) The name or designation of the voter's precinct;
- 6) The name or designation of each office on the voter's ballot;
- 7) The name of the candidate and the designation of the candidate's political party selected by the voter;
- 8) If the voter selects a straight party ticket, the name of the political party ticket the voter selected; and
- 9) The following information:
 - a. A description of the text of any public question or judicial retention question on the voter's ballot that:
 - i. contains not more than thirty (30) characters; and
 - ii. the county election board determines reasonably conveys the content of the public question or judicial retention question.
 - b. The response the voter selected for each question.

Beginning in 2030, a county may not continue to use a direct record electronic (DRE) voting system unless the system contains a voter verifiable audit paper trail (VVPAT) that is certified for use in Indiana by the Indiana Election Commission.

A county may continue to use and maintain a DRE system that does not contain a VVPAT if the system is certified by the Indiana Election Commission, was obtained by the county before 2020, and otherwise complies with state law. While a county may continue to use an electronic voting system without a VVPAT until December 31, 2029, a county may not purchase, lease, or otherwise obtain an electronic voting system without a VVPAT after December 31, 2019. (IC 3-11-14-2; IC 3-11-15-13.3)

Straight Ticket Voting Instructions

Straight ticket voting instructions must include the following statement depending on the type of voting system:

- For traditional hand counted paper ballots and optical scan ballot cards:

"You are not required to vote a straight party ticket. If you do not wish to vote a straight party ticket, do not make a mark in this section, and proceed to voting the ballot by office."

For hand counted traditional paper ballots, the straight ticket voting instructions shall be printed on the ballot to the right of the device on the ballot.

For optical scan ballot card, the straight ticket voting instruction shall be placed on the ballot.

- For electronic voting systems:

"If you do not wish to vote a straight party ticket, press "NEXT" (or replace "NEXT" with the term used by that voting system to permit a voter to skip a ballot screen) to continue voting."

For electronic voting systems, the straight ticket voting instruction must be printed on the ballot label. (IC 3-11-2-10(b); (c); IC 3-11-13-11(l); IC 3-11-14-3.5(m))

Using Multiple Ballot Types in an Election

Along with optical scan ballot card voting systems or direct recording electronic (DRE) voting systems, which permit voters with disabilities to cast their ballots independently and privately, traditional hand counted paper ballots may continue to be used in Indiana elections.

Most counties employ the use of at least two ballot types in an election. For example, a county uses a touch-screen DRE voting system for use on Election Day and during in-person absentee voting in the clerk's office. However, the county also uses ballot cards for absentee-by-mail voting since a touch-screen machines can't be mailed to a voter. The county also uses hand-count paper ballots as their 1) emergency ballot should the DRE fail on Election Day and 2) for provisional ballots, since those may not be cast on a DRE machine.

Another example would be a county that uses optical scan ballot cards for Election Day and for all absentee voting. However, the county also makes available a DRE touch-screen machine that permits a voter with disabilities to cast their ballot independently or the optical scan voting system may have a ballot marking device component that allows the voter to make their selections using an electronic system that then prints their choices on a ballot card to be read and tabulated by the separate optical scan device.

Voting Systems for Voters with Disabilities

Each polling place or vote center as well as the clerk's office and satellite offices (if applicable) used for in-person early voting must be provided with at least one voting system that permits voters with disabilities (including blind voters, visually impaired voters, and voters with mobility impairments) to cast a ballot privately and independently. A county election board may unanimously agree to adopt a resolution to authorize the use of an electronic voting system or ballot marking device used with an optical scan voting systems to be used by absentee traveling boards. (IC 3-11-10-26.2)

Voting Systems & Internet Connectivity

State law explicitly states that a computer or electronic device used to create the layout of a ballot for an election, to program a voting system, electronic voting system, or ballot card voting system, or that has an election management software certified for use as part of a voting system may not be connected to the Internet or any network that connects to another computer or electronic device. However, this prohibition does not apply to electronic poll books. (IC 3-11-15-61)

County Election Board Responsible for Care and Custody of Voting Systems

The county election board is responsible for the care and custody of all optical scan ballot card and electronic voting systems while not in use (IC 3-11-7-20; IC 3-11-7.5-24).

Voting System Battery Information in Certification Application

A vendor applying to have certified a voting system for use in Indiana must include in the application information concerning batteries used in the voting system, including the following:

- 1) A list of all batteries to be used in the voting system and any peripherals.
- 2) The expected life span of each battery.
- 3) A log documenting when each battery was installed or subsequently replaced.
- 4) A schedule for replacement of each battery not later than thirty (30) days before the end of the expected life span of each battery.
- 5) Plans to test batteries before each election.

- 6) Plans for the emergency replacement of batteries that fail on election day or during the thirty (30) days before election day. (IC 3-11-15-7)

Use of USB Drives with Anti-Malware to Transfer Results from the Voting System's EMS to Upload into SVRS

A county election board that uploads unofficial precinct level results from the election management software of a ballot card voting system or electronic voting system to the statewide voter registration system (SVRS) before the county certifies the official results of the election under IC 3-12-5 shall use a universal series bus (USB) drive that contains anti-malware protection features approved by the voting system technical oversight program (VSTOP) or another data storage transfer method approved by VSTOP. (IC 3-12-3-12.7; IC 3-12-4-6.5)

Vendor Restriction on Selling Voting Systems

A vendor of a voting system certified for use in Indiana may not sell, lease, or transfer possession of a voting system to a person except to the following:

- 1) an Indiana county;
- 2) the voting system technical oversight program (VSTOP) established by IC 3-11-16-2;
- 3) a state or local government in the United States for the purpose of conducting elections in that jurisdiction; or
- 4) a political party in Indiana entitled to nominate candidates for the general election at a state or town convention conducted pursuant to state law for the limited purpose of conducting the nomination of the candidates. (IC 3-11-15-60)

Using Legacy or "Grandfathered" Voting Systems

A county may continue to use an optical scan ballot card system or an electronic voting system whose state certification expired on or before October 1, 2021, if the voting system: (1) was approved by the Indiana Election Commission before October 1, 2021; (2) was purchased by the county before October 1, 2021; and (3) otherwise complies with the federal Help America Vote Act of 2002 (HAVA) and state law. However, county may not purchase, lease or otherwise obtain a direct record electronic (DRE) voting system without a voter verifiable paper audit trail (VVPAT) after December 31, 2019.

A vendor may not market, sell, lease, or install a legacy or "grandfathered" voting system in Indiana; however, the vendor and the county may continue to maintain and use a legacy voting system until such a time the voting system no longer comports with state law, or the county purchases a new voting system.

Public Test of Voting Equipment

Indiana law requires county election boards to conduct a public test of its voting systems (automatic tabulators of optical scan ballot cards and DRE voting systems) before each election, specifically before in-person absentee or "early voting" begins in the Clerk's Office. The test must be open to representatives of political parties, candidates, the media, and the public.

Public tests must be held no later than twenty-nine (29) days before the election. (IC 3-11-13-22; IC 3-11-14.5-1) All counties must publish notice in a newspaper (as defined in IC 5-3-1-4) at least forty-eight (48) hours before conducting the public test. In addition, notice must be posted in an area where notices are generally posted outside the clerk's office (IC 5-14-1.5-4), and the media invited if a written request was filed not later than December 31 of the preceding

year (IC 5-14-1.5-5). Public tests must be conducted like a public meeting held by the county election board.

The two (2) appointed members of the county election board shall observe the public test and certify the test as meeting the requirements of state law. (IC 3-11-13-23; IC 3-11-14.5-3) If an error is detected during the public test, the cause of the error shall be determined and corrected, and an errorless count shall be made before the automatic tabulating machines are approved. (IC 3-11-13-25; IC 3-11-14.5-6)

If a voting system does not perform as expected during a public test, the county election board must attempt to correct the error and conduct a new public test as soon possible. (IC 3-11-13-22; IC 3-11-14.5-6)

An additional public test may be required if the county election board determines that a ballot:

- 1) must be reprinted or corrected as provided by IC 3-11-2-16 because of the omission of a candidate, political party, or public question from the ballot; or
- 2) is an absentee ballot that a voter is entitled to recast under IC 3-11.5-4-2 because the absentee ballot includes a candidate for election to office who ceased to be a candidate and has been succeeded by a candidate selected under IC 3-13-1 (early ballot vacancy) or IC 3-13-2 (late ballot vacancy); and
- 3) ballots used in the original public test conducted were not reprinted or corrected to remove the omission of a candidate, political party, or public question, or indicate the name of the successor candidate. (IC 3-11-13-22; IC 3-11-14.5-1)

If a county election board must conduct a second or any additional public tests on the automatic tabulators or DRE systems scheduled to be used in an election then public notice of the meeting to conduct the additional test required under IC 5-14-1.5-4 must be given, but the county election board **does not** need to publish notice of the additional test in the newspaper under IC 5-3-1-4. (IC 3-11-13-22; IC 3-11-14.5-2)

If the additional public test confirms the error has been corrected, then the optical scan or DRE system may be used. However, if an automatic tabulator for optical scan ballot cards is not publicly tested or does not go through a public test showing no errors, then the tabulator cannot be used to tabulate ballots on Election Day and the ballot cards must be counted by hand. (IC 3-12-3-8)

Not later than seven (7) days after the public test (IC 3-11-13-22(e); IC 3-11-14.5-9), the county election board will certify to the election division that the public test has been performed according to state law. The IEC-9 form is used to certify the test of direct record electronic voting systems; the IEC-10 is used to certify the test of optical scan voting systems. The completed form may be emailed, faxed, hand delivered, or mailed to IED.

Most Indiana counties will file both the IEC-9 and an IEC-10, as the county will use an optical scan voting system for absentee voting and a DRE voting system for Election Day voting. A copy of the certification (IEC-9 or IEC-10) along with the materials used in the public test (for example, pre-audited ballot cards) are retained with the election materials and retained for at least 22-months following the election. Immediately following the public test, the voting systems shall be sealed and prepared for delivery to the polling location. (IC 3-11-13-26; IC 3-11-14.5-7)

Detailed information in the sections below will help guide a county's public test on the specific type of voting system(s) used by the county. In addition, a public test "toolkit" with a sample timeline is available in the appendix of this *Manual*.

Public Test of Direct Record Electronic (DRE) Voting Systems

State law requires the public test to include:

- 1) The visual inspection of the voting system and ballot labels.
- 2) The manual entry of a pre-audited group of ballots marked so as to record a predetermined number of valid votes for straight-party tickets, each candidate (including write-in candidates), and on each public question on the ballot in the precinct.
- 3) At least one (1) ballot for each office that has an overvote in order to test the ability of the electronic voting system to reject the overvotes.

Further, the public test must include the entry of a preaudited group of at least one (1) ballot from three (3) different precincts where an election will be conducted to:

- 1) test the functionality of the system components used by a voter with disabilities to independently and privately cast a ballot; and
- 2) record a predetermined number of valid votes for each candidate and on each public question. (IC 3-11-14.5-5)

Not later than seventy-four (74) days before each election, the Voting System Oversight Program (VSTOP) shall provide each county that uses electronic voting systems with a randomly sorted list of voting machines used in that county for the election as noted in the county's voting system inventory maintained under IC 3-11-16-4. This list is then used to conduct the public test of voting systems.

Starting at the top of the list, the county election board shall select machines in the list in the order listed so that:

- 1) if a machine to be selected in the list is not scheduled to be used in the upcoming election, the selection process will move to the next machine in the order listed;
- 2) each selected machine is scheduled to be used in the upcoming election; and
- 3) the number of machines selected is not less than five percent (5%) of the machines in the county scheduled by the county election board to be used in the upcoming election. (IC 3-11-14.5-1)

The county election board must test the machines on the randomly sorted list of voting machines to determine if the machines are correctly counting votes for all candidates, including write-ins, for all public questions, and for straight-party votes. If the voting system unit has multiple precincts or ballot styles configured on it, then the county election board is to test each ballot style on the unit in accordance with this section.

If an individual attending the public test requests that additional voting machines be tested, the county election board shall test additional machines from the randomly sorted list.

If VSTOP does not provide the list not later than sixty (60) days before the election, the county election board must implement an alternative procedure for randomly testing at least 5% of the machines used in the county. If an individual attending the public test requests that additional electronic voting systems be tested, then the county election board shall select and test additional machines from the list in the manner described in IC 3-11-14.5-1(a).

Immediately following the completion of the public test, the county election board shall enter the vote totals from the voting systems tested into the component of the voting system used by the county election board to tabulate election results under IC 3-12-3.5. The board shall determine whether this component of the voting system properly tabulates the votes cast in each of the precincts tested. (IC 3-11-14.5-8)

Public Test of Optical Scan (Ballot Card) Automatic Tabulators

State law requires that the public test for optical scan voting systems:

- 1) be conducted by processing a preaudited group of ballot cards marked so as to record a predetermined number of valid votes for each candidate and on each public question;
- 2) include for each office one (1) or more ballot cards that have votes in excess of the number allowed by law in order to test the ability of the automatic tabulating machines to reject the votes; and
- 3) include at least one (1) ballot from three (3) different precincts where an election will be conducted.

Additionally, for ballot card systems that use a ballot marking device, the public test must include at least ten (10) ballots cast by using the headphone or a sip/puff device, so as to record a predetermined number of valid votes for each candidate and on each public question. It must also include at least one (1) ballot for each office and public question that has votes in excess of the number allowed by law in order to test the ability of the voting system to reject the overvotes. (IC 3-11-13-24)

Not later than seventy-four (74) days before the election, the Voting System Oversight Program (VSTOP) shall provide each county election board with a randomly sorted list of unique identification numbers for the inventory of machines in the county maintained under IC 3-11-16-4. For purposes of the public test, the county election board shall start at the top of the list and select machines in the list in the order listed so that:

- 1) if a machine to be selected in the list is not scheduled to be used in the upcoming election, the selection process will move to the next machine in the order listed;
- 2) each selected machine is scheduled to be used in the upcoming election; and
- 3) the number of machines selected is not less than five percent (5%) of the machines in the county scheduled by the county election board to be used in the upcoming election. (IC 3-11-13-22)

The county election board must test the machines on the randomly sorted list to determine if the machines are correctly counting votes for all candidates, including write-ins, for all public questions, and for straight-party votes. If the voting system unit has multiple precincts or ballot styles configured on it, then the county election board is to test each ballot style on the unit in accordance with this section.

If an individual attending the public test requests that additional automatic tabulating machines be tested, then the county election board shall select and test additional machines from the list in the manner described in IC 3-11-13-22(b).

If VSTOP does not provide these lists not later than sixty (60) days before the election, the county election must implement an alternative procedure for randomly testing at least 5% of the machines used in the county. If an individual attending the public test requests that the additional automatic tabulating machines be tested, then the county election board shall test more machines from the randomly sorted list.

Each voting system unit shall be tested to ascertain that the system will correctly count the votes cast for straight party tickets, for all candidates (including write-in candidates) and on all public questions. (IC 3-11-13-22(c))

Immediately following the completion of the public test, the county election board shall enter the vote totals from the voting systems tabulators tested into the component of the voting system used by the county election board to tabulate election results under IC 3-12-4. The board shall determine whether this component of the voting system properly tabulates and determines the votes cast in each of the precincts, and the total for each candidate and public question on the ballots that were tested. (IC 3-11-13-24.5)

ePollbooks

Most Indiana counties now use electronic poll books (ePollbooks) for in-person absentee or “early” voting and Election Day voting, replacing the use of computers to access the statewide voter registration for early voting and paper poll lists used on Election Day. ePollbooks contain the same information a paper poll list traditionally maintained, such as all active and inactive voters eligible to vote in a particular election, the ability for the voter to confirm they continue to reside at their registration address. The equipment is also designed to electronically capture the voter’s signature before voting.

Electronic poll book is defined in state law a combination of mechanical, electromechanical, and electronic equipment (including the software, firmware, documentation, and backend infrastructure and services, including cloud platform services, required to program, control, and support the equipment) that is used to access and maintain the electronic poll list. (IC 3-5-2-20.5)

ePollbook Certification

Like voting systems, ePollbooks must meet certain standards and protocols, which are reviewed by the Voting System Technical Oversight Program (VSTOP), before the ePollbook may be certified by the Secretary of State’s office and used in Indiana. VSTOP’s recommendation to the Secretary of State for certification of an electronic poll book is required to specify:

- 1) whether the electronic poll book would operate in compliance with this title;
- 2) whether VSTOP has reviewed tests of the poll book by an approved voting system testing laboratory (VSTL);
- 3) whether VSTOP has conducted a field test;
- 4) whether the poll book complies with the additional requirements set forth in the Indiana Electronic Poll Book Test Protocol approved by the Secretary of State;
- 5) whether VSTOP has documentation of satisfactory escrow of the poll book’s software, firmware, source codes and executable images;
- 6) any recommendations regarding the acquisition or use of the electronic poll book; and
- 7) whether VSTOP recommends that the secretary of state approve the electronic poll book under this section, including any recommended restrictions that should be placed on the secretary of state’s approval.

Certification of the ePollbook system by the Secretary of State expires December 31 of the year following certification and may be revoked by the Indiana Secretary of State before then for good cause, such as failing the acceptance test noted below. (IC 3-11-18.1-12)

CEB to Authorize Use of ePollbooks

All vote center counties must use an ePollbook on Election Day pursuant its vote center plan established under IC 3-11-18.1-4. As a result, the county is also required to use an ePollbook for in-person absentee “early” voting at the clerk’s office and vote centers used as satellite early voting locations. (IC 3-7-29-6)

A county election board in a non-vote center county may adopt an order to provide an electronic poll book for use in the following ways:

- 1) Polling places, an office of the circuit court clerk (under IC 3-11-10-26), and at satellite offices established under IC 3-11-10-26.3.; OR
- 2) Only at an office of the circuit court clerk (under IC 3-11-10-26) and satellite offices established under IC 3-11-10-26.3.

In other words, a county who authorizes the use of an ePollbook for use on Election Day must also use an ePollbook for in-person absentee “early” voting at the clerk’s office and any satellite location. However, a county election board may only authorize the use of ePollbooks during in-person absentee “early” voting at the clerk’s office and any satellite location but continue to use a certified paper poll list would be used Election Day.

In counties using an ePollbook for in-person absentee “early” voting, the ePollbook will replace the ABS-In Person application, and the voter will affix their signature on the ePollbook’s signature pad. (IC 3-11-10-26(d); IC 3-11-10-26.2) County election boards may also permit an absentee voter board visiting a voter absentee by travel board to use an electronic poll book to obtain the voter’s signature; however, the person must first complete an ABS-Traveling Board application. (IC 3-11-10-25) See “Absentee Voting” section of this *Manual* for more details.

An order to adopt an ePollbook must require the use of an electronic signature to sign an electronic poll book at an election rather than requiring voters to sign certified poll lists at each location that the ePollbook is used. The county voter registration office shall download the information required to be available on an ePollbook before the electronic poll list is delivered and installed as required by IC 3-11-3-11(b). (IC 3-7-29-6)

Acceptance Testing

Acceptance testing at the county level is an integral part of the overall process of preparing a county to use ePollbooks. After certification, each county which has contracted for an ePollbooks system will conduct an acceptance test at the time of delivery. This acceptance test will focus primarily on the ability of the ePollbook to communicate with the county server in downloading and uploading appropriate data., The county is required to perform ePollbook acceptance testing before every election.

Additional information about an ePollbook and its requirements can be found in IC 3-5-2-2.7, IC 3-5-2-20.5, IC 3-11-18.1-12, IC 3-11-8-10.3, and IC 3-11-8-10.4. NOTE: After December 31, 2020, an electronic poll book may not display whether a voter’s registration record is in active or inactive status.

Marketing Uncertified ePollbook

A person may not market, sell, lease, or provide an electronic poll book for use in an election in Indiana until the Secretary of State has approved the application for certification. However, a vendor who has an electronic poll book not yet certified for use in Indiana by the Secretary of State, may display or demonstrate an electronic poll book that has not been certified at a conference of election officials sponsored by a state agency or an association of circuit court clerks or voter registration officers.

Before the display or demonstration, the vendor must file notice with the Election Division at least seven (7) days before the scheduled starting date of the conference setting forth the following:

- 1) The name of the person and each representative scheduled to display or demonstrate the electronic poll book.
- 2) The address and telephone number of the person.
- 3) The model name of the electronic poll book.
- 4) The name and manufacturer of the electronic poll book.
- 5) The date and location of the display or demonstration of the electronic poll book.

At the conference, the vendor must display the electronic poll book with a notice. The notice must be posted on the surface of the electronic poll book in at least 16-point type size and state that the electronic poll book is "Not Approved for Use in Indiana." Any communication concerning the electronic poll book made available at the conference must

also include a statement that the electronic poll book is "Not Approved for Use in Indiana" in a type size that is at least as large as the largest type size used in the communication. (IC 3-11-18.1-12)

County Election Board Responsible for Care and Custody of Electronic Poll Books

The county election board is responsible for the care and custody of all electronic poll books while not in use. (IC 3-11-8-10.3)

Software Restrictions on Electronic Poll Books

A county election board is responsible for ensuring electronic poll books are used only for their intended purpose. Software that is not needed for the essential purpose of running the electronic poll book may not be installed on an electronic poll book. (IC 3-11-3-10.3)

ePollbook Server

Information generated by the voter or the poll clerk as part of the process of casting a ballot, including the time and date stamp indicating when the voter signed the electronic poll book and the signature of the voter, is required to be kept on private server **approved** by the county election board. Former law required this information to be kept on a private server **maintained** by the county election board. The amended state law permits the information to be kept on a private server maintained by the county's vendor rather than on a server maintained by the county.

VSTOP performs the following activities concerning electronic poll books: performing random audits; assisting counties with contracts to procure electronic poll books and election equipment monitoring systems; and performing other duties related to the approval or use of electronic poll books as provided in state law or a contract with the state. (IC 3-11-16-4)

Detailed information about acceptance testing and other ePollbook requirements can be found on the Indiana Election Division webpage, <https://www.in.gov/sos/elections/4059.htm>.

ePollbook Electronic Record Retention

In counties using an electronic poll book, after each election, the county shall save all data recorded on the electronic poll book and any information stored on the dedicated, private server. The circuit court clerk shall preserve the disc or medium used to record the data for twenty-two (22) months, as required by federal law, after which time the data may be erased or destroyed, subject to the order of the county's public records commission, unless an order requiring the continued preservation of the data is issued by a judge overseeing an local recount, the state recount commission, or by a federal judge when hearing a matter under 52 USC §10301. (IC 3-10-1-31.1; IC 3-10-7-33)

Deadline to Deliver ePollbooks to County before Election

Unless a county receives prior written authorization from the Voting System Technical Oversight Program (VSTOP), any electronic poll book must have been delivered to a county election board not less than sixty (60) days before the election at which the electronic poll book is to be used. (IC 3-11-18.1-12)

Electronic Poll Book Battery Information

An electronic poll book must include documentation concerning information on the batteries used in the electronic poll book, including the following:

- 1) A list of all batteries to be used in the electronic poll book and any peripherals.
- 2) The expected life span of each battery.
- 3) A log documenting when each battery was installed or subsequently replaced.
- 4) A schedule for replacement of each battery not later than thirty (30) days before the end of the expected life span of each battery.
- 5) Plans to test batteries before each election.
- 6) Plans for the emergency replacement of batteries that fail on election day or during the thirty (30) days before election day. (IC 3-11-8-10.3)

Delivery of Voting Equipment to the Polls

Electronic Poll Books

Before delivering electronic poll books to the inspector or the inspector's authorized representative on the second or third day before election day, the county election board shall do the following:

- 1) affix tamper-proof numbered seals to each electronic poll book, or to a container which contains a single electronic poll book;
- 2) record the number of the seal affixed to each electronic poll book or container; and
- 3) provide a list to the inspector of each electronic poll book and the number of the seal affixed to each electronic poll book or container. (IC 3-11-3-10)

If a county uses tamper-proof numbered seals to secure electronic poll books, then before the polls are opened, the inspector and judge of the opposite party shall determine that each seal is intact, shows no evidence of tampering, and bears the same number indicated in the list provided to the inspector by the county election board. If each electronic poll book seal complies with these requirements, then the inspector and judge certify compliance on a form prescribed by the Election Division (PRE-1) If any electronic poll book seal is not intact, shows signs of tampering, or does not match the number on the list provided to the inspector, the inspector or judge must immediately notify the county election board. (IC 3-11-8-7.5)

A county election board may adopt a resolution, by unanimous vote of the entire membership of the board, to use an alternative security protocol to deliver electronic poll books to polling places. The resolution must set forth the following:

- 1) the method to be used to ensure that the electronic poll books are not accessed, modified, or tampered with after the electronic poll book is transferred to the inspector or inspector's authorized representative for delivery to the polls; and
- 2) the method for a precinct election board or vote center officers to determine and document on behalf of the county election board that each electronic poll book was successfully secured against improper access, modification, or tampering before delivery to the polling place or vote center.

The resolution must be filed with the Election Division before electronic poll books are delivered to a polling location or vote center. (IC 3-11-3-10)

After the polls close on Election Day, the inspector and judge of the opposite political party shall immediately deliver all electronic poll books from a precinct polling location or vote center to the county election board with the other election material under IC 3-12-3-2(b). The county election board shall secure the electronic poll books in accordance with the requirements of IC 3-11-15-46. (IC 3-12-3-2.2; IC 3-12-3.5-4.5)

Voting Systems

Voting systems may be delivered to precincts or vote centers at any time **before Election Day** by any of the following:

- the county election board;
- a bipartisan team of individuals consisting of at least two (2) individuals who are not members of the same political party as designated by the county election board; or
- a commercial delivery company contracted by the county election board.

A county election board may not designate, or permit, a person to serve on a bipartisan team or a commercial delivery company to use an individual to deliver, or have access to a voting system, if the individual is imprisoned (such as a county jail inmate), subject to lawful detention, on probation, subject to home detention, or placed a community corrections program.

Two members of any bipartisan team, or an authorized representative of a commercial delivery company, delivering a voting system must sign a certificate that contains the following:

- 1) a statement that the voting system remained in the custody and control of the bi-partisan team or company during the period between leaving the custody of the county election board and delivery to the polling location;
- 2) a statement that no other individual other than a team member or an individual acting on behalf of the commercial delivery company had access to any voting system;
- 3) documentation of an individual who received the voting system when it was delivered to the polling location or vote center; and
- 4) the written name and signature of the individual receiving the voting system at the polls.

The two members of any bipartisan team, or an authorized representative of a commercial delivery company, must file the completed certificate with the county election board immediately upon delivery. (IC 3-11-3-10)

State law (IC 3-12-3-2.2; IC 3-12-3.5-4.5) requires that **after the polls close on Election Day**:

- 1) the county election board;
- 2) teams consisting of at least two (2) individuals who are designated by the county election board, are affiliated with a political party entitled to nominate an individual to serve as an appointed member of the county election board, and have at least two (2) individuals on the team who are not members of the same political party; or
- 3) a commercial delivery entity operating under a contract with the county election board;

shall return all voting systems from the polls for the precinct or from the vote centers to a storage facility to be secured under IC 3-11-15-46.

The county election board may not designate any individual to serve on a team or permit a commercial delivery entity to allow any individual to access or return a voting system if the individual is imprisoned, subject to lawful detention, on probation, on parole, subject to home detention, or placed in a community corrections program.

If a county election board uses the teams comprised of two individuals who are not members of the same political party or a commercial delivery entity to return a voting system from the Election Day polling location, the board shall

require that the two (2) members of each team who are not members of the same political party; or the commercial delivery entity execute a certificate and file it with the county election board immediately upon any return of a voting system. The certificate must be signed by the two (2) members of each team or by an individual authorized to act on behalf of the commercial delivery entity.

The certificate must include the following:

- 1) That the voting systems remained in the custody and control of each individual during the period beginning when the voting systems were received from the county election board and ending when the voting systems were returned to the location designated for securing voting systems under IC 3-11-15-46.
- 2) That no individual other than a team member or an individual acting on behalf of the commercial delivery entity had access to any voting system.
- 3) That an individual documented receipt of the voting system at the location when the system was returned.
- 4) The written name and signature of the individual and date that the voting system was delivered to the custody of that individual.

“Hashtag” Validation

A voting system approved by the Indiana Election Commission for use in Indiana elections must contain a validation method to ensure that the software is tested and that no uncertified software is present on the voting system. For example, the current version of the approved software for Vendor A’s DRE voting system is 1.1. Therefore, the county uses a validation method that requires a review the screen of each DRE unit to ensure it displays the current version of the software as 1.1. This would serve as the county election board’s confirmation that the individual voting system unit has the approved version of the software installed.

The voting system vendor shall provide the instructions for use of the validation method to the voting system technical oversight program (VSTOP) to permit VSTOP to perform this validation before the voting system is certified by the Indiana Election Commission and at any time that the voting system remains certified for use in Indiana. (IC 3-11-15-13.9)

Voting Equipment Inventory

Each county election board shall regularly provide information to VSTOP to update the inventory of voting systems and electronic poll books. Not later than January 31 of each year, the county election board shall certify to the Secretary of State using the IEC-22 form that the information set forth in the inventory regarding the voting systems and electronic poll books of the county is accurate, to the best of the knowledge and belief of the county election board.

The inventory system maintained by VSTOP shall include unique serial numbers to identify each voting system unit and electronic poll book and indicate the location where each voting system unit or electronic poll book is ordinarily stored. (IC 3-11-16-4; IC 3-11-16-5)

County Voting Equipment Access Policies

The county election board is responsible for establishing access protocols for voting systems and electronic poll books, including specifying when variations from access policies are permitted. (IC 3-11-15-46)

The county election board may adopt a resolution by unanimous vote of the board's entire membership to establish a security protocol to secure the county's voting systems and electronic poll books. The security protocol must include an audit trail to detect unauthorized access to the voting systems and electronic poll books. VSTOP and the Election Division shall be available to advise the county election board in the development of a security protocol.

A county's voting system security resolution is effective when filed with the election division. If a county chooses to adopt a resolution setting forth an alternative method for securing voting systems other than the default security procedures set forth in state law, the county voting security resolution is confidential and may not be disclosed in response to a request for public records. (IC 5-14-3-4)

If the county election board adopts a security protocol by unanimous vote of the board's entire membership, then the following specific requirements for voting system access do not apply to the county. If the county election board does not adopt a security protocol by unanimous resolution of the board's entire membership, then upon completion of the canvass of votes cast in an election, the county election board shall place a uniquely numbered seal on each voting system and electronic poll book used in the election to secure the voting system and electronic poll book and permit post-election auditing. The form of the seal and information contained on the seal shall be prescribed by the Election Division and must make it impossible to access the sealed part of the voting system or electronic poll book unit without detection.

A seal placed on a voting system or electronic poll book must remain in place except when the county election board finds unsealing to be necessary and orders unsealing for one of the following reasons:

- 1) To conduct maintenance on the voting system or electronic poll book.
- 2) To prepare the voting system or electronic poll book for use in the next election to be conducted by the county in which the voting system or electronic poll book will be made available.
- 3) To install certified voting system hardware, firmware, or software on a voting system or certified upgrades on an electronic poll book.
- 4) To conduct a public test of the voting system or electronic poll book required by state law.
- 5) To conduct an audit authorized or required by this title.
- 6) For the county election board to correct an error under IC 3-12-5-14.
- 7) When ordered during a recount or contest proceeding under IC 3-12.

The county election board shall reseal the voting system or electronic poll book immediately after the completion of the maintenance, installation, audit, correction, recount proceeding, or contest proceeding described above.

When the county election board orders the unsealing of the voting system or electronic poll book to prepare for the use of the equipment in an election, the voting system or electronic poll book may remain unsealed until the canvassing of the vote is completed after the election.

The county election board shall document when each voting system or electronic poll book is sealed or unsealed by identifying the following:

- 1) the serial number of each voting system or electronic poll book that is sealed or unsealed;

- 2) the date on which the sealing or unsealing occurred; and
- 3) the individual who performed the sealing or unsealing.

Reporting of Improper Access to Voting Equipment & ePollbooks

A county election board shall file a report with the secretary of state and the election division not later than forty-eight (48) hours after receiving notice from a federal, state, or local government agency that a voting system or electronic poll book has been improperly obtained or altered in a manner that violates Indiana law; or the data concerning the county maintained in the statewide voter registration system has been accessed or altered by a person in violation of Indiana law. (IC 3-11-17-7(a))

A vendor of a voting system or electronic poll book shall file a report with the secretary of state and the election division not later than forty-eight (48) hours after discovering that an anomaly or problem has occurred in a voting system or electronic poll book due to technical or human error. However, if the anomaly or problem is discovered not later than twenty-eight (28) days before election day, the vendor must file a report not later than two (2) hours after discovering the anomaly or problem. (IC 3-11-17-7; IC 3-11-18.1-14)

The Secretary and the Indiana Election Division is permitted to designate a person or entity to aggregate, analyze, make recommendations, and subsequently report anomalies as requested by the secretary and the co-directors of the election division. The anomaly report made by a voting system vendor must now include the following:

- 1) The nature of the anomaly or problem.
- 2) The county, precinct, vote center, satellite office, or in-person absentee voting location affected.
- 3) The vendor's preliminary plan to resolve the anomaly or problem by preventing any impediment to voters casting ballots, or to the accuracy and integrity of the election process.
- 4) The date and time an anomaly was first experienced or discovered.
- 5) The name and contact information for the individual discovering or experiencing the anomaly.
- 6) The date and time the vendor first became aware of the anomaly.
- 7) The name and contact information of the vendor representative submitting the report.
- 8) Whether the anomaly involved a voting system, an electronic poll book, or a peripheral component of either a voting system or electronic poll book.
- 9) The system type, make, model, hardware, firmware, and software version involved, as applicable.
- 10) A detailed description of the anomaly and its effect on election administration.
- 11) Any findings related to how and where the current or previously reported anomaly originated.
- 12) Details of any responsive actions, such as investigation, analysis, determinations, and corrective action implemented or recommended, taken to address the anomaly and its effects.

A vendor is also required to report any anomaly occurring outside of Indiana involving the same type or model of electronic poll book or voting system certified for use in Indiana not later than fourteen (14) days after discovery of the anomaly. A voting system vendor shall report an anomaly involving a voting system to the Indiana Election Commission and the United States Election Assistance Commission and file a copy with the Secretary of State and the Indiana Election Division documenting receipt of the report. (IC 3-11-17-7)

A vendor must take reasonable measures to ensure a reported anomaly does not reoccur and retain documentation of any investigation, analysis, determinations, and corrective actions implemented or recommended for at least two (2) years after the anomaly is reported. Not later than noon (ET), fourteen (14) days after reporting the anomaly, a vendor shall file a corrective plan with the Secretary of State and the Indiana Election Division.

An anomaly caused solely by operator error is not required to be reported unless a deficiency in user instructions or training is a contributing factor. The burden of showing an anomaly was the result of operator error and not a deficiency of user instructions or training rests with the system vendor. (IC 3-11-17-7)

An anomaly report submitted by the vendor is confidential at the discretion of the Secretary of State and the Indiana Election Division. (IC 3-11-17-9)

County Disposal of Voting Systems and Electronic Poll Books

Whenever a county wishes to dispose of a voting system unit or an electronic poll book unit, the county election board must first file a plan with the Election Division on the IEC-6 form. The plan must state the following:

- 1) The serial number of each unit to be disposed of by the county.
- 2) The method to be used for disposal of the equipment, including sale, transfer, or destruction of the equipment and the details about how the equipment will be disposed of.
- 3) That the disposal will occur in compliance with federal and state laws requiring the retention of election materials until the expiration of the period specified by those laws.
- 4) The details regarding the person that will dispose of the equipment.

If the election division approves the proposed plan, the election division shall notify the county election board, which may then dispose of the equipment; and the voting system technical oversight program (VSTOP) (established by IC 3-11-16-2).

A county may not dispose of a voting system unit or an electronic poll book unit by selling, transferring, or otherwise surrendering ownership to a person to which a voting system vendor is prohibited to sell, lease, or transfer possession of a voting system under IC 3-11-15-60, except to the vendor from whom the county acquired the voting system unit or electronic poll book. (IC 3-11-15-59) A disposal plan filed with the election division is confidential. (IC 3-11-15-59(d))

Voting Equipment Purchase County Cumulative Fund

The legislative body of a county may establish a cumulative fund under IC 6-1.1-41 to provide funds for the purchase of ballot card voting systems, electronic voting systems, or electronic poll books for use in an election conducted by the county election board.

The fund name must be called the “voting system purchase fund.” In addition to complying with the budget, tax rate, and tax levy requirements applicable to other tax levies, the county can only 1) establish a cumulative fund and impose a property tax for the cumulative fund; or 2) increase the tax rate for a cumulative fund after the proposal is adopted and approved in compliance with this chapter. (IC 3-11-6-1; IC 3-11-6-13; IC 6-1.1-41-2)

A county that decides to establish a voting system purchase fund must give notice of the proposal to affected taxpayers and hold a public hearing on the proposal before presenting the proposal to the department of local government finance for approval. Notice of the proposal and of the public hearing shall be given by publication in accordance with IC 5-3-1 and the county imposing a property tax levy to create revenue for the fund shall post a notice of the proposal and the public hearing in three (3) public places in the county. The notice must describe the tax levy that will be imposed for the fund. A county may levy a tax all taxable property within the county that may not

exceed one and sixty-seven hundredths cents (\$0.0167) on each one hundred dollars (\$100) of assessed valuation. A county that in any year adopts a proposal under this chapter must submit the proposal to the department of local government finance before May 1 of the year the fund is adopted. (IC 3-11-6-9; IC 6-1.1-41-3; IC 6-1.1-41-4)

If the county adopts a proposal to establish a voting system purchase fund or, after the fund is established, adopts a proposal to modify the tax rate of the fund at a public hearing, the county shall publish notice of adoption in accordance with IC 5-3-1-2(i) in a manner prescribed by the department of local government finance. (IC 6-1.1-41-3)

If least one hundred (100) taxpayers in the county file a petition with the county auditor stating their objections to the county adopting the establishment of a voting system purchase fund not later than noon thirty (30) days after notice of adoption of the voting system purchase fund is published, then the county auditor shall immediately certify the petition to the department of local government finance. The department of local government finance must, within a reasonable time, fix a date for a hearing on a petition that was certified to the office by the county auditor. The hearing must be held in the county where the fund was established. The department of local government finance shall give notice of the hearing to both the county auditor and the first ten (10) taxpayers whose names appear on the petition. The notice must be given by letter signed by the commissioner or deputy commissioner of the department of local government finance and sent by mail with prepaid postage to the auditor and the taxpayers at their usual place of residence at least five (5) days before the date fixed for the hearing. (IC 6-1.1-41-6; IC 6-1.1-41-7; IC 6-1.1-41-8)

After a hearing on the objection to the establishment of the voting system purchase fund, the department of local government finance shall certify approval, disapproval, or modification of the proposal to the county auditor. After this certification is made either a taxpayer who signed a petition objecting the establishment of the fund or the county against which a petition was filed may petition for judicial review of the final determination of the department of local government finance. The petition for judicial review must be filed in the tax court not more than forty-five (45) days after the department certifies its actions on the proposed fund to the county auditor. If the department of local government finance certifies a tax levy in an amount less than the county initially adopted in its fund establishment order, the may impose a greater tax rate for the fund in a subsequent year by voting to reestablish the fund using the procedure that was used to establish the fund. (IC 6-1.1-41-9; IC 6-1.1-41-13)

The tax levy must be advertised annually as other tax levies are advertised. (IC 6-1.1-41-13)

If the county considers it advisable after fund and tax levy has been approved, the county legislative body may pass an ordinance to reduce or rescind the annual levy. Additionally, at least fifty (50) taxpayers in the county where the fund was established file with the county auditor, by noon August 1 of a calendar year, a petition for reduction or revision of the levy approved to provide revenue to the fund. The petition must state the taxpayers' objections to the levy. Once the petition is filed, the county auditor shall certify the petition to the department of local government finance, and the same procedure for notice and hearing of a taxpayer objection to an establishment of the fund must be followed. After a hearing on the petition, the department of local government finance may confirm, reduce, or rescind the levy. The department of local government finance's action is final and conclusive. (IC 6-1.1-41-11; 6-1.1-41-12)

Revenue placed into the county voting system purchase fund may only be used for that purpose and does not otherwise revert to the county general fund after each year. But, if the county that established the fund decides that the purposes for which the fund was established have been accomplished or no longer exists or rescinds the tax levy for the fund, then the county that established the fund for may transfer the balance in the fund to the county general fund. (IC 6-1.1-41-14; IC 6-1.1-41-15)

BALLOT INFORMATION

Ballot Layout

Generally speaking, the information on hand-counted paper ballots, optical scan ballot cards, or direct record electronic (DRE) voting machines does not change from a primary to a general election. Ballot instructions, order and placement of offices and ballot standards are generally the same between the two elections, though there are subtle differences. For the primary election, the public question and office order in IC 3-10-1-19 must be followed.

Indiana law only permits a voter to receive a primary ballot that lists the candidates of **one party**. State law **requires** the ballot cards of each party participating in the primary be **distinctively marked or be of different colors to be easily distinguishable**. (IC 3-10-1-13; 3-10-1-17) However, state law does not require that **the primary ballot(s) be printed in any specific colors**, so long as this requirement is met. While it is optional for a party symbol is to be printed on an optical scan primary election ballot card, the party symbol **must** be used on primary DRE voting system ballot labels. (IC 3-11-14-4)

A box or line for two sets of poll clerk initials must be placed on the back of a primary, general, municipal, or special election ballot card and the precinct's number or designation. (IC 3-11-13-28.1) The clerk's signature and seal of the office must be printed on an absentee ballot. (IC 3-11-4-19; 3-11-10-27) In a year where the clerk may be running for re-election or as a candidate for another elected office, the clerk's signature may NOT be printed on the ballot. A generic seal prescribed by the election division must also be printed on the absentee ballot (IC 3-5-4-9). Those are available from the Indiana Election Division or the county portal accessible by the statewide voter registration system. DRE ballot labels are not required to have the initials, seal, or county clerk's signature when used for absentee voting at the clerk's office or satellite location and traveling boards. (IC 3-11-10-26.2(f))

A county election board *may* require a voting system to display both the candidate's name and a ballot number or other candidate designation uniquely associated with the candidate. (IC 3-11-15-13.1)

Candidate filing deadlines dictate when a county election board will have the information needed to begin ballot layout. Please remember the Indiana Election Division also certifies federal, statewide, state legislative, judge and prosecutor candidates and any statewide public question authorized by the Indiana General Assembly to county election boards. State law requires the Division to submit this information no later than seventy-four (74) days before the primary election and seventy-four (74) days before a general election. (IC 3-8-2-17; IC 3-8-7-16)

Specific Ballot Requirements

In a county that uses ballot cards, the county election board must prepare ballot cards that are uniform in size, quality, and color (IC 3-11-13-11(c)). As noted in previous sections, state law requires ballot cards used in the Democratic and Republican Party primary elections to be distinctively marked or be of different colors to be easily distinguishable. (IC 3-10-1-13; 3-10-1-17) Ballot cards must be of sufficient thickness so that the printing cannot be distinguished from the back of the ballot. A ballot may also contain a ballot variation code to ensure that the proper ballot is used in a precinct. (IC 3-11-2-10(f))

In counties that use DRE ballot labels, the county election board must prepare the ballot label on the electronic voting machine by placing every office up for election, public question, and ballot variation code on the screen of the voting machine, for each primary, municipal, and general election. (IC 3-11-14-3.5(a))

In a May primary election, in those precincts where ballot card voting systems are to be used, each county election board shall prepare and distribute separate primary ballots for each political party participating in a primary election at least equal in number to one hundred percent (100%) of the number of votes cast for the candidate of the party who received the greatest number of votes cast in the precinct at the last general election. In those precincts where electronic voting systems are to be used, the board shall determine the number of ballots required to be printed and furnished to the precincts for emergency purposes only. (IC 3-10-1-12)

In a November general election, in those precincts where ballot card voting systems are to be used, each county election board shall prepare and distribute the number of ballots at least equal to one hundred percent (100%) of the number of voters in the inspector's precinct, according to the poll list. In those precincts where electronic voting systems are to be used, the number of ballots that will be required to be printed and furnished to the precincts for emergency purposes only. (IC 3-11-3-11)

Cautionary Statement & Instructions

The following paragraphs apply to **all** ballot methods unless otherwise noted. A cautionary statement must appear, underlined, at the top of all ballots:

"It is a crime to falsify this ballot or to violate Indiana election laws."

In a May primary election, the next statement on the ballot should read: "OFFICIAL PRIMARY BALLOT ____ Party (insert the name of political party.)"

After the cautionary statement (and the "official primary ballot" notice, if the ballot is for the May primary election), the following instruction must be given to voters:

- 1) General instructions on how to select candidates and complete the ballot.
 - a. In the primary, general instruction on ballot cards should include, "To vote for a person, darken or shade in the oval (*or circle, or square, or draw a line to connect the arrow*) that is associated with the person's name in the proper column."
 - b. In the primary, general instructions on the DRE ballot label should include, "To vote for a person, touch the screen (or press the button) in the location indicated." (IC 3-10-1-19)

NOTE: Instead of printing these instructions on the ballot, the above notice may be posted inside each voting booth as provided in IC 3-11-2-8(b).
- 2) Independent ticket instructions (Used only if there is an independent Presidential/Vice Presidential or Governor/Lieutenant Governor ticket on the general election ballot): "A vote cast for an independent ticket will only be counted for the candidates for President and Vice President or governor and lieutenant governor comprising that independent ticket. This vote will NOT be counted for any OTHER independent candidate appearing on the ballot." This applies to a general election only.
- 3) Write-In instructions: "A write-in vote will NOT be counted unless the vote is for a DECLARED write-in candidate. To vote for a write-in candidate, you must make a voting mark on or in the square to the left of the name you have written in or your vote will not be counted." This applies to a municipal or general election only.

When using ballot cards, these instructions must be placed on the ballot below the cautionary statement. (IC 3-11-13-11(k)) When using DRE ballot labels, the instructions can be placed on a ballot label in the same manner as ballot cards or on a separate document posted in the voting booth where a voter can easily read the instructions. (IC 3-11-14-3.5(l))

Public Questions & Straight Party Devices

Any authorized public questions are printed below the voter instructions at the top of the ballot. Statewide questions must come first; local public questions come next. While state law does not dictate the order by which multiple local public questions must be placed, a general rule of thumb is to list them in the order certified to the county election board. NOTE: A state or local level judicial retention question is not a public question and appears later on the ballot as covered below.

After the title of each statewide or local public question are placed these instructions, **“To vote on this public question, make a voting mark on or in the square to the left of the word “YES” or “NO”.** After the instruction place any explanatory text for the public question and the question itself in the following manner:

**(The explanatory text for the public question, if required by law)
Shall (insert public question)?**

[] YES

[] NO

NOTE: State law requires that a state or local public question is to be printed on a ballot without quotation marks surrounding the text of the public question. (IC 3-10-9-1; IC 3-10-9-4; IC 3-11-2-15; IC 3-11-13-11.5; IC 3-11-14-3.7)

After all public questions have been added to the ballot, the straight party ticket option is then placed on a general or municipal election ballot. (Remember, straight party voting does NOT apply to a primary election!) This is a ballot option that gives the voter the ability to select one political party as a means for having a vote count for candidates of that political party on the ballot. In 2016, the Indiana General Assembly amended the Indiana Election Code to allow the straight ticket option to only count in elections for partisan office where only one person could be elected. A straight ticket ballot will not cast votes for candidates of that party running where more than one person can be elected (“at large” candidates for county council, city common council, town council, or township board, for example).

The following straight party ticket instructions must be placed on the general or municipal election ballot (omit this language in a primary election):

“(1) You are not required to vote a straight party ticket. If you do not wish to vote a straight party ticket, do not make a mark in this section, and proceed to voting the ballot by office.

(2) To vote a straight (insert political party name) ticket for all (insert political party name) candidates on this ballot, except for candidates described in (2) below, make a voting mark on or in this circle and do not make any other marks on this ballot.

(3) To vote for any candidate for an at-large office (insert county council, city common council, town council, or township board if those offices appear on this ballot), you must make another voting mark for each candidate you wish to vote for. Your straight party vote will not count as a vote for any candidate for that office.

(4) If you wish to vote for a candidate seeking a nonpartisan office or on a public question, you must make another voting mark on the appropriate place on this ballot.”

For electronic voting systems, (1) in the straight party ticket instructions must conform as nearly as possible:

"If you do not wish to vote a straight party ticket, press "NEXT" (or replace "NEXT" with the term used by that voting system to permit a voter to skip a ballot screen) to continue voting." (IC 3-11-14-3.5(m))

In a presidential general election, there must also be instructions stating a ballot cast for candidates for President and Vice President are votes cast for electors and alternate electors pledged to support the candidates. (IC 3-10-4-3)

The straight party ticket (and presidential elector in presidential election years) instructions must be placed on the ballot above of names of the political parties. (IC 3-11-2-10(b); IC 3-11-13-11(l); IC 3-11-14-3.5(m))

Following the instructions, the name of each political party and independent ticket, along with the party device (a ballot symbol chosen by the political party), is placed on the ballot. The ballot device (party ticket symbol) must be placed immediately below or beside the party's name. The party name and device must be of uniform size and type. (IC 3-11-13-11(l); IC 3-11-14-3.5(m))

A political party's device or symbol is not to be printed on a general election ballot, municipal general election ballot, or special election ballot when:

- (1) the party has no candidates on the ballot; or
- (2) the only candidates of the political party on the ballot are the ones for whom a straight party ticket vote will not count as a vote for any individual candidate.

(Straight party devices are not used in the primary election.) (3-11-2-9, 3-11-13-14, 3-11-14-14.5)

Ballot Office Order

Immediately after the straight party section is the placement of each office up for election in the precinct the ballot is built. (IC 3-11-13-11(e); IC 3-11-14-3.5(e)) There are differences in office order between the primary and municipal or general election. For the primary election, the office order is outlined in IC 3-10-1-19. For municipal or general elections, the office order for ballot cards is set forth in IC 3-11-13-11(e) and the office order for DREs is set forth in IC 3-11-14-3.5(e).

When an office is up for election (in a precinct) it should be placed in the following order:

FOR GENERAL ELECTIONS		FOR PRIMARY ELECTIONS	
Federal & State Office		Federal & State Office	
	President & Vice President of the United States		President of the United States
	United States Senator		United States Senator
	Governor & Lt. Governor		Governor
	Secretary of State		United States Representative
	Auditor of State	State Legislative Office	
	Treasurer of State		State Senator
	Attorney General		State Representative
	United States Representative	Circuit & County Judicial Office	
			Judge of the Circuit Court
State Legislative Office			Judge of the Superior Court
	State Senator		Judge of Probate Court (St. Joseph County Only)
	State Representative		Prosecuting Attorney
Circuit & County Judicial Office			Circuit Court Clerk
	Judge of Circuit Court	County Office	
	Judge of Superior Court		County Auditor
	Judge of Probate Court (St. Joseph County Only)		County Recorder
	Prosecuting Attorney		County Treasurer
	Clerk of the Circuit Court		County Sheriff
County Office			County Coroner
	County Auditor		County Surveyor
	County Recorder		County Assessor
	County Treasurer		County Commissioner
	County Sheriff		County Council Member
	County Coroner	Township Office	
	County Surveyor		Township Assessor
	County Assessor		Township Trustee
	County Commissioner		Township Board Member
	County Council Member		Judge of the Small Claims Court (Marion County Only)
Township Office			Constable of the Small Claims Court (Marion County Only)
	Township Assessor	City Office	
	Township Trustee		Mayor
	Township Board Member		Clerk or Clerk-Treasurer
	Judge of the Small Claims Court (Marion County Only)		Judge of City Court
	Constable of the Small Claims Court (Marion County Only)		City-County Council or Common Council Member
CON'T ON NEXT PAGE		CON'T ON NEXT PAGE	

FOR GENERAL ELECTIONS, CON'T		FOR PRIMARY ELECTIONS, CON'T	
	City Office		Town Office
	Mayor		
	Clerk or Clerk-Treasurer		Clerk-Treasurer
	Judge of City Court		Judge of Town Court
	City-County Council or Common Council Member		Town Council Member
	Town Office		Political Party Office
	Clerk-Treasurer		Precinct Committeeman
	Judge of Town Court		State Convention Delegate
	Town Council Member		
	At-Large Offices (Vote for More Than One)*		
	County Council Member		
	Township Board Member		
	Common Council Member		
	Town Council Member		
	Non-Partisan School Board Office		
	At-Large Seat(s)		
	District Seat		
	Judicial Retention Questions		
	Justices of the Supreme Court		
	Judges of the Court of Appeals		
	Judge of Tax Court		
	Authorized local judicial retention questions		
	Local nonpartisan judicial offices (Allen and Vanderburgh County Only)**		

* Under current law, for a general or municipal election, a partisan office where more than one candidate can be elected (county council at-large, city common council at-large, or town council at-large) is to be placed on the ballot after all single member partisan offices (i.e., U.S. Senator, Indiana state senator, circuit court clerk, etc.) and before any school board office. An exception has been added for whenever candidates are to be elected to a county council, city common council, or town council that includes both at-large and district members on the ballot are to be listed with the at-large members first followed by the district office in the order on the ballot provided in IC 3-11-2-12. (IC 3-11-2-12.4(c))

** If more than one local nonpartisan judicial office is on the general election ballot, the offices are to be placed on the ballot in alphabetical or numerical order, according to the name of the office. If there is more than one candidate for a local nonpartisan judicial office, the candidates for the office are to be listed in alphabetical order according to surname. (IC 3-11-2-14)

NOTE: In both a primary and general election, at the discretion of the county election board, Prosecuting Attorney, Clerk of the Circuit Court, and County Offices may be placed on the ballot card before county judicial offices (Circuit or Superior Court Judge). (IC 3-10-1-19.5; IC 3-11-13-11(e)); IC 3-11-2-12.5; IC 3-11-14-3.5(e))

If there is any office that has multiple districts on the ballot, *such as a County Council that has seats for District 1, 2, 3, and 4 up for election*, then the districts must be placed alphabetically or numerically. Offices may be listed continuously either vertically or horizontally and can be placed on separate pages of the ballot. (IC 3-11-13-11(e))

Each office name must be of uniform size and in bold type. At a primary election, if there is an office on the ballot that includes both district and at-large seats then the at-large seats must be placed first and then the district seats. (IC 3-11-13-11(f); IC 3-11-14-3.5(f); IC 3-10-1-19.2)

At a general or municipal election, political parties on the straight party ticket and candidates for partisan political office must be placed in the following political party order based on the results of *the last Secretary of State election in the county*:

- 1) The party whose candidate received the highest amount of votes.
- 2) The party whose candidate received the second highest amount of votes.
- 3) Any other party who had a candidate on the ballot at the last Secretary of State election, based on what order the candidate finished in that election.
- 4) Any other party that did not have a candidate on the ballot at the last Secretary of State election and all independent tickets, in the order the candidates filed their petitions to get on the ballot. (IC 3-11-13-11(g); IC 3-11-14-3.5(g))

Each office placed on the ballot must have its own instructions on how many candidates can be elected. These instructions must be placed immediately below the office name. (IC 3-11-13-11(f); IC 3-11-14-3.5(f)) For offices where only one person can be elected the instructions are, **“Vote for one (1) only.”** For an office where more than one person can be selected the instructions are, **“Vote for not more than (insert the number of candidates to be elected) candidate(s) for this office. To vote for this office, you must make a voting mark for each candidate you wish to vote for. A straight party vote will not count as a vote for any candidate for this office.”** (The sentence referring to a straight party vote is not used during a primary election.) School board offices have slightly different instructions, **“Vote for not more than (insert the number of candidates to be elected) candidate(s) for this office.”** (IC 3-11-13-11(i); IC 3-11-14-3.5(i))

After the specific office instructions place the candidates' names for the specific office. (IC 3-11-13-11(a); IC 3-11-13-18; IC 3-11-14-3.5(a)) If there is an office on the ballot where more than one person can be elected, then candidates from the same party should be listed together, arrange alphabetically according to the candidate's surname. *Example: Harold Hadley, Richard Ristine, and Otis Bowen are the three Republican candidates running for County Council At-Large, where three may be elected. When these candidates are placed on the ballot together, they must be listed alphabetically by surname (last name) with Otis Bowen first, Harold Hadley second, and Richard Ristine third.* However, in a primary election, all candidates for an office on a party specific ballot must be listed in alphabetical order by surname. In Lake County, candidates on a party primary ballot, except candidates for precinct committeeman and state convention delegate, are placed in random order using a lottery conducted by the Lake County Board of Election and Registration. (IC 3-10-1-13)

Any voting systems that is initially certified by the Indiana Election Commission for marketing and use in Indiana after January 1, 2022 must display a universally recognized pronunciation symbol as part of a candidate's name on:

- 1) a ballot;
- 2) voting system screen;
- 3) voting system activation card;
- 4) voting system file; and
- 5) voting system results report.

The universally recognized pronunciation symbol is not required to appear on any of the following:

- 1) A voter verifiable paper audit trail.
- 2) The zero and total tapes printed by the automatic tabulating machine under IC 3-12-3-2.

- 3) The paper zero and total tapes printed from the electronic voting under IC 3-12-3.5-2.
- 4) The name of a candidate printed on a ballot card by a ballot marking device used with an optical scan voting system. (IC 3-5-7-5.5)

Next to each candidate should be placed the name of the candidate's party or the word "Independent" if the candidate filed as an independent. (IC 3-11-13-11(h); IC 3-11-14-3.5(h)) For school board candidates the word "Nonpartisan" must be placed next to each candidate's name. (IC 3-11-13-11(e); IC 3-11-14-3.5(e); IC 3-11-2-12.9) The candidate's name and partisan designation must be uniform capital letters and have uniform space between each name. (IC 3-11-13-11(h); IC 3-11-14-3.5(h))

If candidates for a particular office carry over onto another page on the ballot card, there must be a note of the ballot card that clearly states that more candidates are on the other page. (IC 3-11-13-13) If the ballot card is multiple pages, the instructions for how many candidates a voter can elect for a particular office can be placed above or to the side of the candidates' names and the candidate's party name can be abbreviated. (IC 3-11-13-12)

Box or Line for Poll Clerks' Initials

Each circuit court clerk shall print or stamp the precinct number or designation and a line for each poll clerk's initials on both a ballot card and the ballot card's secrecy envelope, if used, before the election.

However, in a vote center county using an electronic poll list, the circuit court clerk shall not print or stamp the poll clerk's initials required by IC 3-11-13-19(a) if the printed initials of the poll clerks captured through the electronic signature pad or tablet at the time the poll clerks log into the electronic poll book system are printed by a printer separate from the electronic poll list on the back of each ballot card immediately before the ballot card is delivered to the voter.

A county using an electronic poll book may have the printed initials of the poll clerks captured through the electronic signature pad or tablet at the time the poll clerks log into the electronic poll book. The initials captured by the electronic poll book may be printed on the back of each ballot card by a printer separate from the electronic poll book and immediately before the ballot card is delivered to the voter, *whether the county is a vote center or not*. (IC 3-11-13-28.1)

Precinct Designation on Ballots

Hand counted traditional paper ballots and optical scan ballot cards must contain the precinct number or designation printed on the ballot. (IC 3-10-1-13; IC 3-11-2-3; IC 3-11-13-19)

In a vote center county using an electronic poll book, the circuit court clerk may print or stamp the precinct number or designation before the election or at the time the ballot card is printed immediately before the ballot card is delivered to a voter. (IC 3-11-13-19)

Uncontested Races

This applies only to municipal offices during a municipal or general election. If at least one candidate has filed for any municipal office on the ballot, then the general rule is that the office must be on the ballot, unless the county election board (or the town election board if one has been established for a municipal election in a small town) acts to not have some or all uncontested municipal offices placed on the ballot by adopting a unanimous resolution as described below. (IC 3-10-6-7.5; IC 3-10-7-6)

If some candidates have filed for a municipal office but there are no more candidates nominated for any office by any means (primary, town convention, petition, or write-in candidates, for example) than seats up for election, meaning the office on the ballot is uncontested, then the town must nonetheless have an election unless the county election board (or a town election board if one is established for a municipal election in a small town) adopts a unanimous resolution of its entire membership that an election may not be held in the town for that office. (IC 3-10-6-7.5(d); 3-10-7-6(e))

For example, where only one candidate may be elected to an office (town clerk-treasurer) and only one candidate is competing for that office, there is no contest for the office of town clerk-treasurer. Likewise, where more than one candidate may be elected to an office (three town council members who all run at-large, for example) and only three candidates are competing for the office, there is no contest for the office for town council.

If there is a contested race for any office, all names must appear on the ballot with one exception. If there is a contest for an office that is voted on by only the residents of a particular district (a town council district where only the residents of the district vote for the office, for example), and there is no contest for an office to be voted on by the voters of the entire town (town clerk-treasurer, for example), then the county election board (or town election board if one is established for a municipal election in a small town) may, by unanimous vote, adopt a resolution that only the names of candidates in the town council district in which there is a contest shall be printed on the ballot. If this occurs, the names of all unopposed candidates for an election to be voted on by all voters of the town will not be placed on the ballot. (IC 3-10-6-7.5(c); 3-10-7-6(d))

On occasion certain offices up for the election on the ballot may be uncontested with only one candidate on the ballot. When this is the case only the candidate for that office may appear on the office. State law does not permit the placement of "NO CANDIDATE" on the ballot when a party does not place a candidate for an office on the ballot. (IC 3-11-13-11; 3-11-14-3.5). However, the county election board may order that the phrase "NO CANDIDATE" be placed on the ballot in certain circumstances when a general election candidate dies, but the ballot vacancy is not filled. (IC 3-11-3-29.5(d))

Omitting Straight Party Device & Symbol

A political party's device or symbol is not to be printed on a general election ballot, municipal general election ballot, or special election ballot when: (1) the party has no candidates on the ballot; or (2) the only candidates of the political party on the ballot are the ones for whom a straight party ticket vote will not count as a vote for any individual candidate. (Straight party devices are not used in the primary election.) (3-11-2-9; IC 3-11-13-14; IC 3-11-14-14.5)

Write-In Voting

All general and municipal election ballots must permit a voter to cast a write-in vote. This requirement includes absentee ballots. A column or row for write-in candidates is NOT required if there are no declared write-in candidates for that office with one exception. Procedures to permit write-in voting must be included on the ballots where candidates for federal offices appear even if no declared write-in candidate name for President/Vice-President, U.S. Senate, or U.S. House is certified to the county by the Indiana Election Division. (IC 3-11-2-6)

When a column or row for write-in voting is required, each type of voting system must provide an opportunity to cast a write-in vote by using one of the following formats:

- 1) Ballot Card Voting Systems: Ballot cards must be folded or accompanied by a secrecy envelope to ensure the secrecy of a write-in vote. A write-in vote cast on a ballot card voting system must include both the name of the candidate and the title of the office. (IC 3-11-13-18)
- 2) Electronic (DRE) Voting System: Is designed so that the write-in vote is cast directly upon the voting unit in the proper space. (IC 3-11-14-23)
- 3) Paper Ballots: When required, an additional column will be placed to the right of all party and candidate columns (boxes) on the ballot. (IC 3-11-2-6)

Remember, the names of a declared write-in candidate are NEVER printed on a ballot!

Hand Counted Paper Ballots

Hand counted paper ballots are a ballot type that is a rarely used option in Indiana, except in some small town elections. Paper ballot layouts are similar to ballot cards. Paper ballots requirements, layout, and instructions can be found in IC 3-11-2.

Ballot Marking Device

An optical scan system may, but is not required, to have an electronic-type interface for purposes of marking a voter's paper ballot card. As noted above, newer ballot marking devices employ the use of an electronic interface for a voter to call up their precinct's ballot, insert a paper ballot card and mark their selections in the system. Much like a DRE voting system, a BMD is designed to prevent a voter from "overvoting" in all contests on the ballot. Once completed, the voter's choices are printed on the paper ballot card that a voter inserts into the optical scan tabulator. The BMD unit does NOT store election results; the optical scan tabulator reads and stores the voter's choices on secured media within the unit.

Older versions of a ballot marking device asked a voter to insert a pre-printed ballot card and a marker or other type of writing stylus would connect a line or darken an oval for the voter. The ballot card was then inserted into the optical scan tabulator for tabulation.

State law (IC 3-11-13-7.5) requires that the interface of the marking device used with an optical scan voting system must include the following:

- 1) The information required by IC 3-11-14-3.5.
- 2) The instructions required by IC 3-11-2-8.
- 3) The information and instructions required by IC 3-11-2-10.

It must also comply with the same disability access standards as an electronic voting system under IC 3-11-15-13.6. Further, a ballot card used with a marking device must have either preprinted or printed by the marking device the following:

- 1) When the marking device is used for absentee voting under IC 3-11-10-26, the circuit court clerk's signature and seal required by IC 3-11-10-27.
- 2) When the marking device is used by a voter to cast a provisional ballot, the circuit court clerk's signature and seal required by IC 3-11-7-1-7.
- 3) A line or box for each poll clerk's initial as required by IC 3-11-13-9.

- 4) When the marking device is used during a primary election, the name of the political party whose primary the voter is participating in or the word "nonpartisan" if the voter is voting a ballot that contains only a public question certified by the county election board under IC 3-10-9.

If the voting system produces a ballot card, the ballot card must contain a summary ballot scan of the voter's ballot that includes the following:

- 1) The name or designation of each office on the voter's ballot.
- 2) The name of the candidate and the candidate's political party selected by the voter.
- 3) If the voter selects a straight party ticket, the name of the political party ticket the voter selected.
- 4) A description of the text of any public question or judicial retention question on the voter's ballot that the county election board determines reasonably conveys the content of the public question or judicial retention question and the response the voter selected for each question.

The ballot card may contain additional information (IC 3-11-13-7.5(b)), and a ballot card used with the marking device may be a different dimension or size than other ballot cards approved by the county election board for use in an election; and that are not designed to be marked by the marking device.

Ballot marking devices typically have accessibility features, such as an audio-enabled ballot or the ability to use a sip-puff device for voters with disabilities. For this reason, counties using an optical scan voting system across all voting methods (absentee and Election Day) will have one or more BMDs available for voters to comply with the accessibility requirements of the Help America Vote Act (HAVA). Alternatively, some counties will use an optical scan voting system for most absentee and Election Day voting but may use a DRE system to comply with accessibility standards. Please see "Voting Systems for Voters with Disabilities" section for more information.

"Special" Ballots

Federal Write-In Absentee Ballot (FWAB)

A special ballot, the "federal write-in absentee ballot" (FWAB), is prepared for military and overseas voters and printed by the Department of Defense. The FWAB is available at www.fvap.gov. On this ballot, a voter may write-in the names of candidates for the any offices, including federal, statewide, legislative, and local, as well as votes on any public questions. **However, in Indiana, the military and overseas voter must have a Federal Post Card Absentee Application (FPCA) on file in order to process this "back-up" ballot should the original absentee ballot not be timely received.** Please see the "Absentee Voting" section of this *Manual* for more information on military and overseas voters.

Non-Partisan Public Question Ballot

In the May primary election, voters are required to select a Democratic or Republican Party ballot. The partisan ballots would include any public question that is certified to or by the county election board to appear on the June ballot. However, not all voters affiliate with the Democratic or Republican parties. Should a public question be certified to appear on the May primary ballot, then the county election board must produce a non-partisan only ballot with only the public question(s) certified in a particular jurisdiction. (IC 3-10-9)

17-Year-Old Ballot

In Indiana a person who will be 18 years of age on or before the November election is permitted to register to vote and participate in the primary election, if otherwise eligible. (IC 3-7-13-2) While an "underage" voter is permitted to vote on the nomination of candidates for elected office and party offices in a primary election, the person is not permitted to vote on a public question if a public question is certified to appear on a jurisdiction's May ballot. (IC 3-7-

13-3) Therefore, a county election board must print a special Democratic and Republican party primary ballot that includes the candidates running for elected office and party office (for example, state convention delegate and precinct committeeman) but excludes any public question, if applicable. A “17-year-old” ballot style will be used for absentee voting or on Election Day, if it is necessary for the county to produce such a ballot in a primary election.

Federal Only Ballot

In even-numbered general election years, counties are required to produce a “federal only” ballot. This ballot is only given to overseas voters who apply for an absentee ballot using the Federal Post Card Application (FPCA) and select option #4 – “I am an overseas voter and my return is uncertain.” Under federal law, these persons are permitted to vote only in federal offices – President, U.S. Senate and U.S. House. In 2022, U.S. Senate will appear on Indiana’s primary and general election ballot. (IC 3-11-4-8) Federal only ballots are only used for absentee voting and designed for use only by this narrow universe of voters; therefore, county election officials should not place a federal only ballot in election supplies used on Election Day or otherwise provide this ballot to voters who do not meet this specific qualification.

Presidential Only Ballot

In 2024, county election boards must produce a presidential only ballot, which would only include the office of President and Vice President in the general election. A presidential only ballot is only used by a voter who qualifies for a specific voter registration fail-safe: if an individual who moves out of Indiana to another state on or after twenty-nine (29) days before the general election, then the registered voter is permitted to return to their old Indiana precinct and vote on a presidential only ballot if otherwise qualified either in person on election day or by voting an absentee ballot. Each polling location should have a presidential only ballot style available on Election Day. (IC 3-10-10)

Non-Public Question Ballots

The “Voter Fail Safes” section flagged a recent change in state law that does not permit an individual who moved out of the election district to vote on a public question pertaining to specific school referendum if the voter meets certain conditions. While the voter is entitled to vote for offices and candidates on the ballot, the voter would not be eligible to vote on the public question and the county election board must provide a ballot with the public question removed.

In the May primary election, this ballot would be the equivalent of a 17-year-old ballot. Counties and their vendors might consider changing the title of this ballot style should a school corporation certify specific types of public questions to the county election board. For the November municipal and general elections, counties must be prepared to have a separate ballot style in the precinct(s) where the school corporation has certified certain types of public questions to the county election board. This ballot style must omit the public questions related to the school corporation, though other offices, judicial retention questions, and other types of public questions (statewide or local) must be included, (IC 6-1.1-20-1.9; IC 6-1.1-20-3.9; IC 20-46-1-16; IC 20-46-9-16)

More information about the specific types of public questions certified to county election boards by the school corporation that would require this special ballot style can be found in the “Voter Fail Safes” section of this *Manual*.

Ballot Printing, Generally

The Election Division does not prepare **any** primary election or general election ballots. This responsibility is left to county election officials, though state law provides the framework by which the offices and public questions must be ordered on the ballot, the type of voting equipment to be used, and the method by which to tabulate election results.

As noted in the “Voting Systems & ePollbook” section of this *Manual*, Indiana law permits three types of voting systems: optical scan ballot card, direct record electronic voting system, and hand-counted paper ballots. With an **optical scan system**, a ballot card upon which the voter marks their selections with a pen, pencil, or other ballot marking device is used. These ballot cards are then reviewed by the voter and inserted into an electronic card reader or optical scanner and tabulated.

A **direct record electronic (DRE) voting system** (or “touchscreen computerized voting system”) allows a voter to make their selections on an interface (or “ballot label”, which is then electronically cast and the image of the ballot label is stored within the unit., Indiana law now authorizes the use of a voter verifiable paper audit trail with a DRE voting system. (IC 3-11-14-2)

On rare occasions, a county may decide to use a hand-counted, **traditional paper ballot**. This should not be confused with the ballot card noted above. While both are printed on card or paper stock, a paper ballot is counted by hand while a ballot card is tabulated by an optical scan ballot reader.

Whichever voting system is used, each county must prepare a “ballot” for use on both Election Day and for absentee voting purposes. There are very specific Indiana statutes spelling out the format and language requirements that apply to optical scan ballots (IC 3-11-13) and direct record electronic voting system ballot labels (IC 3-11-14). (Optical Scan Voting Systems that use a ballot marking device to print a ballot card follow the statutes under IC 3-11-13, specifically IC 3-11-13-7.5)

A county election board, the county’s voting system vendor, or ballot printer should carefully study the statutes that apply to the ballot printing and layout standards for optical scan or direct record electronic voting systems.

May Primary Election Ballot Printing Needs

In Indiana, elections are held in May (primary election) or November (municipal or general election, depending on the year). Each state determines when their **primary election** is to be held; in Indiana, the primary election is held on the first Tuesday after the first Monday in May. (IC 3-10-1-3) The primary election allows the two major political parties, Democratic and Republican, to nominate their candidates for November’s election.

NOTE: The Democratic and Republican parties are the two major political parties in Indiana. “Major political party” designation is determined by the results of the most recent Secretary of State’s race. The political party with the candidates having the highest and second-highest number of votes in that election are considered major parties. (IC 3-5-2-30)

Each county election board prepares all primary ballots with the names of all candidates for major political party nominations, the names of the candidates for election to party offices such as precinct committeeman and delegates to the state political party conventions, and any other offices or elections on a public question held at the same time as the primary election. (IC 3-10-1-4.6; IC 3-10-1-5)

For a primary election, counties using optical scan ballot cards must print at least one hundred percent (100%) of the number of votes cast for the candidate of the party who received the greatest number of votes cast in the precinct at the last general election. In those precincts where DRE voting systems are to be used, the board shall determine the number of ballots (ballot cards or paper ballots) required to be printed and furnished to the precincts for emergency purposes only. (IC 3-10-1-12)

When a voter enters the polling location during a primary, the voter must provide the poll clerks with the voter's name and designate a political party affiliation **if the voter wishes to cast a primary ballot. Once a voter writes the voter's party on the primary election poll list or the voter's primary ballot choice is entered into an electronic poll book, the voter may not change the voter's primary ballot choice.** (IC 3-10-1-24)

Since Indiana law only permits a voter to receive a primary ballot that lists the candidates of **one party**, a county must print separate Democratic and Republican primary election ballots and the ballot cards of each party participating in the primary must be **distinctively marked or be of different colors to be easily distinguishable.** (IC 3-10-1-13; 3-10-1-17) However, state law does not require that **the primary ballot(s) be printed in any specific colors**, so long as this requirement is met.

For counties using touchscreen DRE machines, state law requires there be a poll worker or ePollbook receipt that denotes the voter's choice of a Democratic, Republican, or, in rare cases, non-partisan ballot selection that the voter hands the poll worker to load the correct ballot style for the voter. (IC 3-10-1-24)

On rare occasions a statewide or local public question or other type of special election may also be held on the same date as the primary election. Should this occur, a county must print the text of the public question on the top of the partisan primary ballot after the ballot instructions. (IC 3-10-1-19) However, a voter who does not wish to vote in the Democratic or Republican Party primary election **but does wish to vote** on a public question on the ballot at a primary is not required to designate the voter's party and must be permitted to vote only on the public question. The county election board must provide a means, whether by separate "non-partisan" printed ballot or by "locking out" positions on an electronic voting system, to allow a voter who does not want to declare party affiliation access to vote on a public question.

As noted in the "Voter Registration Issues" section, Indiana permits a 17-year-old to be a registered voter and participate in the May primary election. State law permits an "underage" voter to vote in races for party offices, so it is not likely a special "17-year-old" ballot must be printed. If a special election is held on the same date as a primary election, however, a special "17-year-old" ballot must be printed to omit the special election question or office.

Additionally, the "Voter Fail Safes" section (above) flagged a recent change in state law that does not permit an individual who moved out of a school corporation election district where a controlled project, school tax levy, or school safety tax levy public question have been certified to the county election board to vote on the public question. While the voter is generally entitled to vote for offices and candidates on the ballot, the voter would not be eligible to request a "public question only" ballot, if applicable. If a voter has moved out of the election district for the public question and requests a Democratic or Republican primary ballot, then the voter may only be issued a ballot containing all offices and candidates. In other words, this voter would get the same ballot as a 17-year-old who cannot vote on a public question in the primary election. (IC 6-1.1-20-1.9; IC 6-1.1-20-3.9; IC 20-46-1-16; IC 20-46-9-16)

NOTE ON POLITICAL PARTY OFFICES: If a candidate for a party's precinct committeeman or state convention delegate election is unopposed, then the name of the unopposed candidate will not be printed on the primary ballot unless the appointed member of the county election board representing that party files a written request for the unopposed candidates to appear on the party's primary ballot. (IC 3-10-1-5)

November General or Municipal Election Ballot Printing Needs

In November, a **general or municipal election** is held. General elections are held in even-numbered years when federal offices (President and Vice-President, U.S. Senate, U.S. House of Representatives) are on the ballot. Municipal elections are held in the odd-numbered year between the non-presidential and presidential election years.

(The year after a presidential election is an “off-year,” though three counties have small towns that may hold elections at this time.)

Federal law requires the general election to be held on the first Tuesday after the first Monday in November in even-numbered years; Indiana law requires the municipal election to be held on the first Tuesday after the first Monday in November in odd-numbered years. Unless there is a special election, no federal, statewide, or state legislative offices will be on the municipal election ballot.

Each county election board is responsible for preparing all general, municipal, or special election ballots with the names of **all** candidates for federal offices, statewide offices, state legislative offices, local offices, and school board offices. The county election board also prepares ballots containing any applicable statewide or local public questions. The county may print all general election offices on a single ballot. (IC 3-11-2-2.1)

In those precincts where ballot card voting systems are to be used, the number of ballots at least equal to one hundred percent (100%) of the number of voters in the inspector’s precinct, according to the poll list. In those precincts where electronic voting systems are to be used, the number of ballots that will be required to be printed and furnished to the precincts for emergency purposes only. (IC 3-11-3-11)

A general or municipal election ballot must permit straight party voting for bona fide political parties (Democratic, Republican, and Libertarian parties). Straight party voting permits a voter to make one selection to cast a vote for all partisan candidates on the ballot belonging to the political party. Using the straight party device does not cast a vote for public questions, non-partisan school board elections, or judicial retention questions, and voters should be advised to make those additional selections, if they so desire. Further, straight party voting has been removed from at-large partisan races for county council, city council, town council, and township board when more than one (1) person can be elected to the council or board. When these at-large races appear on the ballot, voters must be instructed to make individual marks to select their choice(s).

While straight party voting is permitted in Indiana, it only applies in November general election as the June primary election is focused on deciding which candidates to nominate for the fall election. In other words, a voter must make individual selections on a primary election ballot to help determine which Democratic or Republican candidates will appear on the November ballot.

Pay special attention to the “ballot layout” section below as the placement of the straight party device on the ballot has changed in recent years. Further, the party’s symbol must be printed next to the political party’s name. The symbols are certified by the Indiana Election Division to the county election board before each November election.

Finally, the “Voter Fail Safes” section flagged (above) a recent change in state law that does not permit an individual who moved out of a school corporation election district where a controlled project, school tax levy, or school safety tax levy public question have been certified to the county election board to vote on the public question. While the voter is generally entitled to vote for offices and candidates on the ballot, the voter would not be eligible to vote on the public question and the county election board must provide a ballot with the public question removed. (IC 6-1.1-20-1.9; IC 6-1.1-20-3.9; IC 20-46-1-16; IC 20-46-9-16)

Special Elections & Public Questions

Rarely, a special election may be called to fill a vacancy created when an elected member of the U.S. House vacates his position. However, special elections are called more frequently concerning referenda. The *Referendum, Recall, and Impeachment* brochure published by the Indiana Election Division is a good resource to understand the limited

types of referenda questions permitted in Indiana.

The most common types of referenda elections concern tax levies (IC 20-46-1) or capital improvement projects (IC 6-1.1-20). The Department of Local Government Finance (DLGF) website (www.in.gov/dlgef) has a section devoted to the process and is a helpful resource. Referenda must be held on the date of a primary, general, or municipal election if an election is held that year. A special “referendum” election may be held in the off-year between elections, but it must be held on the date that a primary or general election would be held. In other words, should a special election be called in 2025, then it must be held on the first Tuesday after the first Monday in June or November. The cost of the referendum elections held in an off-year is to be paid, in full, by the entity or entities requesting the election. (IC 6-1.1-20-3.6(e); IC 20-46-1-14(c))

Referendum questions must be certified to the county election board no later than 74 days before the primary election to be held on the primary Election Day for capital improvement projects under IC 6-1.1-20 and for school tax levies under IC 20-46-1. August 1 is the deadline for a public question to be certified to appear on the November ballot. (IC 6-1.1-20-3.6(e) and 20-46-1-14(c)) Please refer to the “ballot layout” section above to note where public questions are to be printed on the ballot and refer to the “Voter Fail Safes” or above sections on “Ballot Printing” for a new requirement to print a ballot without the public question for certain voters who move out of the election district that has certified a public question to the county election board.

On occasion, the Indiana General Assembly will authorize public questions specific to one or more counties or pass legislation to propose an amendment to the state’s Constitution. County-specific public questions may be authorized in off-years and legislation may note the entity required to pay for the election. Constitutional amendment questions are held on the date of the general election. Questions authorized by the Indiana General Assembly will be certified to county election boards by the Indiana Election Division.

NOTE: Judicial retention questions are not considered public questions and have a different location on the ballot.

Absentee Ballots

Each county election board is responsible for preparing all absentee ballots used in a primary, municipal, general, and special election. An absentee ballot has the same layout as an Election Day regular official ballot, but also requires the following to be printed on the back of an optical scan ballot card or hand-counted paper ballot before being issued to a voter:

- 1) the circuit court clerk’s official seal (stamp); and
- 2) the signature or facsimile signature of the circuit court clerk (unless the clerk is a candidate – see below). (IC 3-11-4-19)

NOTE: the clerk shall print or stamp the precinct number or designation and a line for each poll clerk’s initials on a ballot card pursuant to IC 3-11-13-19.

If the individual serving as circuit court clerk is a candidate for re-election or election to another office, then the name or signature of this individual cannot appear on the ballot (except as a candidate). Instead, the ballot must contain a uniform device or symbol prescribed by the Indiana Election Division. (IC 3-5-4-9)

Not less than sixty (60) days before the date of a primary, general or municipal election, the circuit court clerk must estimate the number of absentee ballots required in the county for the election. (IC 3-11-4-10) After completing the estimate, the county election board shall immediately begin to have these ballots printed. (IC 3-11-4-14)

To comply with federal and state law, the absentee ballots must be **delivered** to the circuit court clerk at **least fifty (50) days before** any election and then **transmitted to approved applicants not later than forty-five (45) days** before any election. (IC 3-11-4-15; Military and Overseas Voter Empowerment Act [MOVE])

Please see the “Absentee Voting” section later in this *Manual* for more details.

Ballot Printing Errors

Unfortunately sometimes all of the safeguards don’t work. It is **always, always, always** a good idea to have as many people as possible proof the ballots before the ballots go to print.

A county election board is required provide written notice to the county chairman of a political party with a candidate on the ballot and the superintendent of each school corporation when the ballot contains a school board candidate or a local public question concerning the school corporation to provide an opportunity for the political party or the school corporation to inspect the ballot proofs at least sixty-seven (67) days before the election. After sixty (60) days before the date of the election, the ballot is considered approved and eligible for printing. (IC 3-11-2-2.1)

Additionally, not later than the Monday before distributing ballots and voting systems to the precincts in the county, the county election board shall notify the county chairman of each major political party and, upon request, the chairman of any other bona fide political party in the county, that sample ballots are available for inspection. (IC 3-6-5-14)

When ballots with omissions, misprints or improperly set up systems make it into the hands of absentee voters (or worse still, Election Day voters) the county election board that printed the ballots must act quickly to reduce the possibility that an election result will be contested and overturned due to the ballot error.

Some ballot errors are harmless. State law specifically permits an election board to authorize the use of ballots with minor errors if the election board does not believe that the voters will be confused by the error **and** no voter objects to the use of the ballots. (IC 3-11-2-16) Other ballot errors are critical and can lead to a ***court-ordered special election if a candidate contests the election due to a ballot error.***

NOTE: If the election board is notified of a “critical error” during the absentee ballot process, there are procedures to permit voters to “recast” defective absentee ballots. (IC 3-11.5-4-2) The voter must first file a request for a replacement absentee ballot (ABS-5) before the voter is issued another absentee ballot.

When Errors or Defects Require Replacement

When an error or defect is discovered on the ballot, determining how the error or defect was created and the extent to which the error is may cause confusion or mistakes by the voters determines if the county election board is required to reprint new ballots or not. A candidate vacancy that occurs after ballots for a general, municipal, or special election have been printed creates a ballot error. The election board is required to print new ballots to remove the name of a candidate who is no longer a candidate for an office and has created a ballot vacancy when:

- 1) the candidate’s party does not fill the vacancy under IC 3-13-1 or IC 3-13-2 not later than noon, five (5) days before the election; and
- 2) when a candidate has died, the election board:
 - a. receives a certificate of death issued under IC 16-37-3 not later than noon the seventh day before the election; or
 - b. votes unanimously by the entire membership that there is good cause to believe that the candidate has died.

The election board must further provide the number of ballots necessary to reflect a vacancy to the following:

- 1) The absentee voter board.
- 2) The inspector of each precinct in which the candidate is on the ballot.
- 3) The circuit court clerk.

Additionally, if the election board reprints ballots, the election board may order the printing of new ballots that omit the name of a candidate who caused the vacancy and instead print the following statement "NO CANDIDATE" or "CANDIDATE DECEASED" or words to that effect at the appropriate position on the ballot. If this is done these statements must be able to be selected by a voter when casting their ballot as this statement will count as a vote the candidate select to fill the ballot vacancy if the political party fills the ballot vacancy by election day.

Lastly, if a candidate vacancy is filled after noon, five (5) days before the election, the election board is not required to reprint ballots to remove the name of an individual who is no longer a candidate but may do so upon the vote of the election board. If the county election board does not reprint ballots under this circumstance, any vote cast for the candidate whose name is left on the ballot but is no longer a candidate may not be counted as a vote for the candidate selected by the political party to fill the ballot vacancy. But if the office on the ballot where the vacancy occurs is a single member (vote for one (1) only) office, then any straight party ticket vote that would apply to the candidate whose name was left on the ballot would apply as a vote for the candidate selected by the political party to fill the ballot vacancy. (IC 3-11-3-29.5; 3-12-1-14; 3-12-1-15; 3-12-1-16)

CEB Hearing Requirement for Printing Errors

The county election board must follow a specific statute procedure to determine if ballots need to be reprinted because of a discovered ballot errors or defects other than those created by a candidate vacancy after ballots have been printed. When an error or defect of this type is discovered, the board may take one of the follow steps:

- 1) order the reprinting or correction of the ballot; or
- 2) conduct a public hearing concerning the defective ballots.

If the county election board decides to conduct a public hearing on the matter, the board chair may only call the meeting after informing each political party, ticket, or candidate that the board determines may have an interest in the matter. At the hearing, the board must allow public testimony to be offered by a person concerning the defective ballots. Additionally, the board must make findings of fact concerning the following:

- 1) The number of ballots, if any, containing the error or omission that have already been cast.
- 2) The cost of correcting the error through the use of reprinted ballots or any other suitable method.
- 3) Whether the error or omission would be likely to cause confusion or mistakes by voters.
- 4) Whether any voter objects to the use of the ballots, notwithstanding the error or omission.

If a voter files a written objection to the use of the ballots with the board before the board concludes the hearing, or the board determines that the use of the ballots would be likely to cause confusion or mistakes by voters then the board shall order the ballots to be reprinted or altered to conform with the requirements of state election code. But if no written objection is filed by the conclusion of the meeting and the board does not make the above determination then the board can vote to use of the defective ballots, notwithstanding the error or omission. (IC 3-11-2-16)

Replacement Absentee Ballots

If the county election board reprints the ballot according to IC 3-11-3-29.5 or 3-11-2-16, a voter who has already been provided or voted a defective ballot by absentee ballot is entitled to request a new ballot to be recast. In order to receive a new ballot, the absentee voter file the "Statement Concerning Defective, Lost, Destroyed, or Spoiled Absentee Ballot" (ABS-5) form with the voter's county circuit court clerk (or Lake or Porter County Election Director).

Once the ABS-5 form is filed with the circuit court clerk, the clerk shall do the following:

- 1) Place the written request with the absentee voter's original ballots.
- 2) Mark "canceled" on the original set of ballots.
- 3) Preserve the original ballots with other defective ballots.
- 4) Deliver a new set of ballots to the absentee voter. If a voter files the ABS-5 form in person during the period in-person absentee voting is being conducted at the clerk's office or satellite absentee voting location then, at the voter's discretion, the voter may cast their replacement absentee ballot at the clerk's office, the office of the board of elections and registration, or satellite location or be sent the replacement absentee ballot in the same manner the voter receive their original absentee ballot. (IC 3-11.5-4-2)

Should a voter only cast a ballot determined by the county election board to have an error or defect, then the county election board must count that ballot if the intent of the voter can be determined and can be counted according to the standards found in [IC 3-12-1](#).

Additionally, a voter may request a replacement absentee ballot using the ABS-5 form when the voter states on the form that their original absentee ballot has been destroyed, spoiled, lost, or not received by the voter after a reasonable time has elapsed for delivery of the ballot by mail, the absentee ballot does not bear the bipartisan initials required IC 3-11-4-19, or the absentee ballot envelope was not signed by the voter when they delivered the absentee ballot to the clerk. But, during a primary election, a voter may not request a replacement ballot for a political party different from the political party indicated in the voter's application for an absentee ballot.

Lastly, after receiving the official replacement ballot, the voter must destroy any spoiled ballot in the possession of the voter or any lost or delayed official ballot that comes into the possession of the voter after the voter receives a replacement ballot. (IC 3-11-2-16; IC 3-11-3-29.5; IC 3-11-4-17.7; IC 3-11.5-4-2)

ABSENTEE VOTING

NOTE: While this *Manual* provides a roadmap for the county election administrator to follow, it does not replace instructions found in Title 3 of the Indiana Code. In addition to reviewing this section, county election administrators are encouraged to review IC 3-11 and IC 3-11.5, where absentee procedures are largely covered. County users may also find additional training materials and standard operating procedures on the county portal of the statewide voter registration system.

A person who cannot be physically present to vote at the polls on Election Day does not lose the person's right to participate in the electoral process. In Indiana, qualified voters eligible to vote by absentee ballot may select the appropriate method for casting the ballot: 1) by mail, 2) in-person "early voting" in the office of the circuit court clerk, or 3) by traveling board. Military and overseas voters and voters with print disabilities may request an absentee ballot to be delivered by fax, email, or mail. Each method has its own state-prescribed form or federally-prescribed form, and a voter must use a current (or "grandfathered" or legacy) version of the form.

Form versions can be found on the Forms Master List posted to the SVRS County Portal. All election forms found on forms.in.gov are current; however, the Forms Master List identifies if older versions of the forms can be used or modifications to the forms can be made, pursuant to the specific Order signed by the co-directors of the Indiana Election Division.

Note: All Indiana counties are now required to count absentee ballots at a central location. Many of these central count procedures will be covered in this section. Additionally, an "Absentee Central Count Tool Kit" is provided in the index with examples of resolutions and other materials where no prescribed state form exists. (IC 3-11.5-1-1.1)

Absentee Voting By Mail

A qualified voter may request that the ballot be mailed to the voter. The ballot is mailed to the voter at the address listed on the application, whether outside or inside the voter's county of residence. (IC 3-11-4-18; IC 3-11-10-24) In this case, a voter is mailed an absentee ballot, voting instructions, and a postage fully prepaid return envelope that includes an affidavit for the voter to sign. (IC 3-11-4-20; IC 3-11-4-21)

A voter who is otherwise qualified to vote in person may vote by absentee ballot if the voter meets one of the following qualifications (IC 3-11-10-24; IC 3-11-10-25):

- 1) Absent from the county on Election Day and has a specific, reasonable expectation of being absent during the entire 12 hours that the polls are open;
- 2) Absent from the precinct of the voter's residence on Election Day because of working as a precinct election officer, a watcher, a challenger or pollbook holder, or as a person employed by an election board to administer the election for which the absentee ballot is requested;
- 3) Confined on Election Day to the voter's residence, to a health care facility, or to a hospital because of an illness or injury during the entire 12 hours that the polls are open;
- 4) A voter with disabilities;
- 5) An elderly voter (a voter at least 65 years of age);
- 6) Prevented from voting due to the voter's care of an individual confined to a private residence because of illness or injury during the entire twelve (12) hours that the polls are open;

- 7) Scheduled to work at the person's regular place of employment during the entire twelve (12) hours that the polls are open;
- 8) The voter is eligible to vote under IC 3-10-11 or IC 3-10-12 (Note: These chapters discuss voter fail safes, which may include those who have moved from their precinct and meet other requirements. In these instances, it may be possible for the voter to vote one last time at their old precinct but the county must first receive a VRG-4/12 from the voter, if the voter marks this box on the ABS-Mail form).
- 9) Prevented from voting due to observance of a religious discipline or religious holiday during the entire 12 hours the polls are open; or
- 10) Participates in the Attorney General's address confidentiality program (for domestic abuse).
- 11) A voter who is a member of the Indiana National Guard deployed or on assignment inside Indiana or public safety officer (meaning an individual who is one of the following):
 - a. A member of a fire department (as defined in IC 36-8-1-8).
 - b. An emergency medical service provider (as defined in IC 16-41-10-1).
 - c. A member of a police department (as defined in IC 36-8-1-9).
 - d. A correctional officer (as defined in IC 5-10-10-1.5).
 - e. A state police officer.
 - f. A county police officer.
 - g. A police reserve officer.
 - h. A county sheriff.
 - i. A deputy sheriff.
 - j. An excise police officer.
 - k. A conservation enforcement officer.
 - l. A town marshal.
 - m. A deputy town marshal.
 - n. A postsecondary educational institution police officer appointed under IC 21-17-5 or IC 21-39-4.
 - o. A probation officer.
 - p. A paramedic.
 - q. A volunteer firefighter (as defined in IC 36-8-12-2).
 - r. An emergency medical technician or a paramedic working in a volunteer capacity.
 - s. A member of the armed forces of the United States.
 - t. A member of the Indiana Air National Guard.
 - u. A member of the Indiana Army National Guard.
 - v. A member of a state or local emergency management agency.
 - w. A member of a consolidated law enforcement department established under IC 36-3-1-5.1.
- 12) A voter is a "serious sex offender" as defined by state law (IC 35-42-4-14(a))
- 13) A voter is prevented from voting due to the unavailability of transportation to the polls.

NOTE: Changes to the statute in 2021 removed the phrase "member of the military" as a reason to use the state-prescribed ABS-Mail application. Instead, a qualified military or overseas voter should use the Federal Post Card Application (FPCA), which is the dual voter registration and absentee application form prescribed by the Federal Voting Assistance Program under the U.S. Department of Defense. The FPCA form provides more protections to this class of voters as noted in federal law.

Photo Identification Requirements to Vote by Mail

An absentee voter casting a ballot by mail is not required to provide proof of identification when casting the absentee ballot. However, certain first-time voters who registered to vote by mail are to be asked for proof of residency in order for their absentee ballot to be counted. A copy of a valid Indiana driver's license or state ID card where the residence address on the ID matches the voter's registration is **one** of several acceptable residency documents, including a utility bill, paycheck stub, or school transcript. (IC 3-7-33-4.5; IC 3-11-8-25.2) County election officials must provide the ABS-12 (Proof of Residency Documentation) form with the voter's absentee ballot and its packet contents.

See "Processing Absentee Applications" section in this *Manual* for more details.

Absentee by Mail (ABS-MAIL) Application Deadline

An application for an absentee ballot to vote by mail (ABS-MAIL) **must** be received by the circuit court clerk, the Lake County Election Director, or Porter County Election Director not earlier than the date the registration period resumes following an election and not later than 11:59 p.m. (prevailing location time) twelve (12) days before Election Day, if the application is a mailed, emailed, faxed, or hand-delivered. (IC 3-11-4-3)

Alternatively, Indiana voters can submit their ABS-Mail application through indianavoters.com, after logging in to their customized voter page. This requires a person to be currently registered to vote and enter the requested information into the website to access their page. A voter can select the ABS-Mail application link on their portal page, which will prompt the voter to provide their Indiana driver's license number or the last four digits of their Social Security Number. This number must match the information found on the voter's registration record. If it does not, the voter would need to complete a paper application OR use the tools on their portal page to update their registration record.

Once past this screen, voters can apply for their absentee-by-mail ballot, providing the same information found on the paper application. However, state law now requires that the voter provide a phone number when submitting an ABS-Mail (or ABS-Traveling Board) application online through indianavoters.com. (IC 3-11-4.5-1) NOTE: Email remains an optional field online and on paper absentee applications; phone number is not required on any paper absentee application. Voters then submit their request electronically, and the county is notified an application has been submitted. The system will apply the signature found on the voter's registration record to the electronic ABS-Mail submission.

An application for an absentee ballot received on or after December 1 is an adequate application for an absentee ballot for the next scheduled election held in the voter's precinct (primary, general, municipal, or special election). However, different deadlines apply to military and overseas voters using the Federal Post Card Application (FPCA) and for voters with print disabilities used the combined form (ABS-15). (IC 3-11-4-3; IC 3-11-4-6)

As noted above, "received" means the clerk, Lake County Election Director, or Porter County Election Director has physical custody of the form and it has been filed with the office. Absentee applications to vote by mail that are postmarked on or before the absentee ballot application deadline date and received after the deadline must be rejected! Deadline dates are noted in the instructions on the ABS-Mail form and in several Indiana Election Division publications.

A person who receives a completed absentee ballot application from another person must indicate on the application the date the person received the application and file the application with the county election board by noon (prevailing local time), ten (10) days after receiving it, or by the applicable absentee ballot deadline, whichever occurs first. (IC 3-11-4-2(g)) However, this requirement for timely delivery does not apply to

a postal employee or to an employee of a bonded courier company.

The person who files an absentee ballot application of another person with the county election board must submit an affidavit with the application (ABS-17). The affidavit must be signed by the person who received the completed application from the applicant. This section does not apply to an individual filing their own absentee application or to an employee of the USPS or a bonded courier company acting in the individual's capacity as an employee of the USPS or bonded courier company, or to the election division, a county election board, or a board of elections and registration. (IC 3-11-4-2)

Returning Absentee Ballots Received By Mail

A voter who receives an absentee ballot by mail must personally mark the ballot in secret. A voter unable to personally mark their own absentee ballot must vote absentee before an absentee voter board. (IC 3-11-10-24(b)) The voter must seal the voted ballot in the security envelope provided by the county election board; however, a voter may designate another individual to assist them with enclosing and sealing the ballot in the security envelope. This individual must sign the affidavit on the outside of the envelope to indicate this assistance. (IC 3-11-4-21)

In addition, the voter must sign the affidavit provided on the outside of the envelope to affirm the individual has personally marked their ballot and is a qualified voter of the precinct. The voter must then deliver the sealed absentee ballot envelope to the county election board by 1) depositing the envelope in the mail or by a bonded courier company; 2) delivering the envelope in person; or 3) delivering the envelope to a member of the voter's household or a person designed at the attorney in fact for the voter for delivery in person, by US mail, or by a bonded courier company. (IC 3-11-10-1)

Additionally, a family member (as defined for pollworker eligibility purposes in IC 3-6-6-7(a)(4)) to return a voter's voted absentee ballot to the county election board. In addition to the voter, a member of the voter's household or the voter's designated attorney-in-fact, the spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, or niece whose relationship to the voter is the result of birth, marriage, or adoption may deposit the absentee ballot envelope in the mail or hand-deliver a voter's absentee ballot to the county election board. (IC 3-11-10-24(e))

A voter who receives an absentee ballot by mail may return the voted absentee ballot by U.S. mail or by personal delivery to the county at a circuit court clerk's office where in-person absentee voting is occurring, a satellite office of the circuit court clerk established by the county election board to conduct in-person absentee voting, or a vote center location being used as a satellite location to conduct in-person absentee voting. (Under current law, on Election Day, an absentee ballot must be delivered to the county election board before the polls close at 6 p.m. (local prevailing time). As an alternative, a voter may surrender their ballot to Election Day precinct officials to vote in-person or execute the necessary affidavit at the polling place to vote in-person.) (IC 3-11-10-24(e); IC 3-11.5-4-18)

If any other person receives from a voter a ballot prepared by a voter for voting, the person commits a Level 6 felony. (IC 3-14-2-16)

A voter who presents and surrenders a sealed and signed absentee-by-mail ballot return envelope at an early voting location may request a replacement ballot at that location rather than casting the ballot received in the mail by the voter. The voter must complete the ABS-5 before being processed as an in-person absentee voter and receiving a new absentee ballot. Then the voter may cast the requested replacement absentee ballot at the early voting location in the same manner as any other voter who casts an absentee ballot at an early voting location. The absentee voter

board working at the in-person absentee voting location must write “rejected” on the outside of the voter’s original absentee-by-mail ballot and place it in the rejected absentee ballot bag. (IC 3-11-4-17.7; IC 3-11.5-4-2)

Any person who delivers a voted absentee ballot to the county election board must complete an affidavit (Form ABS-19) that contains:

- 1) information concerning the voter;
- 2) information concerning the person delivering the voted absentee ballot;
- 3) the person’s statement that the person is delivering the absentee ballot as a member of the voter’s household or the voter’s attorney in fact (if the individual is an attorney in fact, they must attach a copy of the power or attorney unless it has already been filed with the county election board);
- 4) the date and location where the absentee ballot was delivered to this person;
- 5) a statement that the individual delivering the absentee ballot has complied with Indiana laws governing absentee ballots; and

a statement that the affidavit is executed under the penalties of perjury, including a statement of the penalties for perjury. (IC 3-11-10-24(d))

A voted absentee ballot to vote by mail **must** be received by the circuit court clerk, the Lake County Election Director, or Porter County Election Director on or before Election Day on or before 6 p.m., prevailing local time. (IC 3-11.5-4-3) (Special rules apply to military and overseas voters; please review this section of the *Manual* for more information.)

As noted above, “received” means the clerk, Lake County Election Director, or Porter County Election Director has physical custody of the ballot by the deadline time. Absentee vote-by-mail ballots that are postmarked on or before Election Day and received after Election Day must be rejected! Deadline dates are noted in several Indiana Election Division publications.

There are special absentee counting rules for military and overseas voters. Please see this section in the *Manual* for those details.

Requesting a Replacement Vote-By-Mail Absentee Ballot before Election Day

If a voter has been mailed an official absentee ballot and notifies the county election board that:

- 1) the ballot has been destroyed, spoiled, lost, or not received by the voter after a reasonable time has elapsed for delivery of the ballot by mail; or
- 2) the absentee ballot does not bear the bipartisan initials of the absentee voter board required under IC 3-11-4-9; or
- 3) the absentee ballot envelope was not signed by the voter,

then the voter must file the Form ABS-5 with the county election board. The circuit court clerk must place the ABS-5 with the voter’s original ballot, mark “cancelled” on the envelope contained the original ballot, preserve the original ballot with the other defective ballots, and deliver a new ballot to the absentee voter. (IC 3-11-4-17.7)

However, in a primary election, a county election board may not provide a voter who requested a replacement ballot an absentee ballot for a political party that is different than the political party indicated on the voter’s absentee application. (IC 3-11-4-17.78(d))

It is also advisable that a voter be instructed to ignore or destroy the materials sent to them with their spoiled absentee ballot. Should a voter’s original and replacement absentee ballot arrive timely at the county election board, the original

ballot should be rejected and the replacement ballot should be processed. (IC 3-11-4-17.7; IC 3-11-4-17.8; IC 3-11-10-1.5)

Drop Boxes for Absentee Ballots By Mail

If a county election board uses a “drop box” for the return of absentee ballots, then the “drop box” must be under the physical control and supervision of the county election board. An absentee ballot that is deposited into a “drop box” not under the physical control and the supervision of the county election board must be rejected. The board shall promptly notify the voter of the rejection of the ballot, if possible. (IC 3-11-10-24)

Any drop box or other container that is located in a building under the control of a political subdivision in which a document may be deposited for other purposes related to the circuit court clerk’s office or an office of any other political subdivision must have a notice posted by the political subdivision in control of the drop box container in a prominent location adjacent to the drop box or container substantially stating, “Do not deposit a voted absentee ballot into this box or container. The absentee ballot will not be counted.” (IC 3-11-10-24)

Election Day Remedies for Certain Absentee Voters

Hand-Delivery of Absentee Ballot

On Election Day if a voter has not yet returned their absentee ballot to the county election board, the voter can hand deliver the completed absentee ballot sealed in the absentee ballot envelope to the county election board not later than 6 p.m. (prevailing local time) on Election Day. Alternatively, the voter may take their absentee ballot to their polling location, surrender it to the precinct inspector who marks the ballot “cancelled”, and vote a regular ballot, if otherwise qualified. (IC 3-11-10-31; IC 3-11.5-4-18)

ABS-21 for Rejected or Late Arriving Absentee Ballots

If the inspector has marked the poll list to indicate that the absentee ballot cast by the voter has been received by the county election board, the voter may not vote in person except for the reasons below. (IC 3-11.5-4-20)

If a voter’s absentee ballot was rejected for a reason under IC 3-11.5-4-13, then the absentee ballot counters or the county election board shall issue a certificate (ABS-21) to the voter to allow the voter to cast a ballot in person at the polls, if otherwise qualified to vote. The voter must appear in person before the county election board not later than 5 p.m. (local prevailing time) to receive the ABS-21. (IC 3-11.5-4-13; IC 3-11.5-4-21)

PRE-5 Affidavit for ABS-Mail Ballot that Did Not Arrive Timely to the Voter

The PRE-5 affidavit may only be used if a voter applies for an absentee ballot by mail but has not received the ballot and appears at the polls on Election Day. The voter may vote a regular ballot in person at the polls after completing the PRE-5 affidavit documenting that the person has not received the requested absentee ballot. (IC 3-11.5-4-18(c))

Failure to Provide Additional Documentation

There is no remedy for this situation, as a voter who was required to provide additional documentation as part of the voter registration process failed to do so when the board previously mailed out the absentee ballot to the voter. The ABS-12 form is transmitted to the absentee voter to return to the county election board providing the required information. If the county voter registration office advises the board that the voter has still not provided the required documentation, then the board must add a notation to the application and to the secrecy envelope in which the ballot is contained, alerting the central count counting team to check the poll list (or other county election board certification)

on Election Day to determine if the voter has supplied the required documentation. (IC 3-11-10-4.5) If no indication is shown, the counter must process this absentee ballot as a provisional ballot. (IC 3-11.5-4-12; IC 3-11-10-16.5)

Absentee Voting by Traveling Board

A qualified voter confined within the county because of illness or injury, a voter caring for a confined person, or a disabled voter whose precinct is not accessible to a disabled voter may vote an absentee ballot before a bi-partisan traveling absentee voter board. (IC 3-11-10-25) An absentee ballot voted before a traveling absentee voter board must be cast on **any of the nineteen (19) days** immediately preceding the election. (IC 3-11-10-25)

For voters voting absentee by mail or before a traveling board, a voter who is otherwise qualified to vote in person may vote by absentee ballot if the voter meets one of the following qualifications (IC 3-11-10-25):

- 1) Expects to be confined due to illness or injury;
- 2) Expects to be caring for a confined person at a private residence; or
- 3) A voter with disabilities who believes the voter's polling place is not accessible.

State law permits a traveling board to go *OUTSIDE* of the county to provide a ballot to a confined voter IF the county election board unanimously agrees to permit out-of-county travel. (IC 3-11-10-25)

Except for a voter with print disabilities, a voter with a disability who is unable to make a voting mark on the ballot or sign the absentee ballot secrecy envelope **MUST** vote before an absentee voter board either in-person in the clerk's office or by traveling board. (IC 3-11-10-24(d)) A voter with print disabilities may vote by using the system developed by the Secretary of State that complies with web content guidelines making web content available for these individuals. (IC 3-5-2-53.5; IC 3-11-4-6(k); IC 3-11-10-24(l))

Photo Identification Requirements for Traveling Board

An absentee voter casting a ballot before a traveling board is not required to provide proof of identification when casting the absentee ballot. However, certain first-time voters who registered to vote by mail are to be asked for proof of residency in order for their absentee ballot to be counted. A copy of a valid Indiana driver's license or state ID card where the residence address on the ID matches the voter's registration is **one** of several acceptable residency documents, including a utility bill, paycheck stub, or school transcript. (IC 3-7-33-4.5; IC 3-11-8-25.2)

See "Processing Absentee Applications" section for more details.

Traveling Board Application (ABS-TRAVELING BOARD) Deadline

An application for an absentee ballot **must** be received by the circuit court clerk or the Lake or Porter County Election Director not earlier than the date the registration period resumes following an election and not later than 12:00 p.m. (noon), prevailing local time, on the day before the Election Day. The application may be a mailed, emailed, faxed, or hand-delivered application from a confined voter or person caring for a confined person and the applicant requests that the ballot is delivered by a traveling board.

Alternatively, Indiana voters can submit their ABS-Traveling Board application through indianavoters.com, after logging in to their customized voter page. This requires a person to be currently registered to vote and enter the requested information into the website to access their page. A voter can select the ABS-Traveling Board application link on their portal page, which will prompt the voter to provide their Indiana driver's license number or the last four digits of their Social Security Number. This number must match the information found on the voter's registration

record. If it does not, the voter would need to complete a paper application OR use the tools on their portal page to update their registration record.

Once past this screen, voters can request the bi-partisan travel board team, providing the same information found on the paper application. However, state law now requires that the voter provide a phone number when submitting an ABS-Traveling Board (or ABS-Mail) application online through indianavoters.com. (IC 3-11-4.5-1) NOTE: Email remains an optional field online and on paper absentee applications; phone number is not required on any paper absentee application. Voters then submit their request electronically, and the county is notified an application has been submitted. The system will apply the signature found on the voter's registration record to the electronic ABS-Mail submission.

As noted above, "received" means the clerk, Lake County Election Director, or Porter County Election Board has physical custody of the form. Applications received after this deadline date, even if postmarked on or before the deadline date, must be rejected. However, if the county election board determines by a unanimous vote that an otherwise qualified voter has been hospitalized or injured after the deadline to apply for an absentee ballot, the board may authorize the person to vote by absentee ballot. (IC 3-11-4-1(b))

Traveling board appointments are limited and are scheduled at a mutually agreeable time for the voter and county election board. Voters should provide a reliable phone number or email address, if possible, for county election officials to schedule an appointment. As noted above, using the online traveling board application found on indianavoters.com, state law requires the voter to provide a phone number in order to submit the request electronically through the website. (IC 3-11-4.5-1)

A traveling board may not be denied access to a voter's residence or place of confinement if the voter is confined due to illness or injury if the traveling board requests access at a time agreed to by both the board and the voter, and the time is during the regular office hours of the circuit court clerk.

An absentee traveling board visiting an individual already determined to be a voter of the county, and with the unanimous approval of the county election board, may permit the voter to complete the absentee application and proceed to cast an absentee ballot before the traveling board during that visit if both members of the absentee voter board approve the application. (IC 3-11-10-25)

ePollbooks & Voting Equipment Use with Traveling Board

An absentee voter board visiting a voter absentee voting by travel board may use an electronic poll book to obtain the voter's signature. (IC 3-11-10-25)

The county election board may adopt a resolution, by unanimous vote of the entire board, to allow a voter voting an absentee ballot by travel board to use a ballot marking device that produces an optical scan paper ballot card when voting before an absentee voting board. The ballot card printed by the ballot marking device must be initialed by the absentee voter board team and enclosed in the ballot security envelope. The voter and the team must complete the affidavit found on the ballot security envelope. (IC 3-11-10-26.2)

For counties using a DRE voting system, a county election board can unanimously agree on a resolution to permit a voter voting absentee by traveling board to cast their ballot on a direct record electronic voting system. An absentee ballot voted on an electronic voting system under this section is not required to bear the seal, signature, and initials prescribed by IC 3-11-10-27. (IC 3-11-10-26.2)

The resolution to use a ballot marking device or DRE voting system for travel board appointments must adopt procedures to do the following:

- 1) Secure absentee votes cast on an electronic voting system or marking device that produces a marked optical scan ballot that provide protection comparable to the protection provided to absentee votes cast by paper ballot.
- 2) Compare the signature on an absentee ballot application (or on an electronic poll book if no application was executed by the voter) with the applicant's signature on the applicant's voter registration record.
- 3) Ensure that an invalid ballot (as determined under IC 3-11.5) is not counted.
- 4) Specify how a spoiled absentee ballot is to be canceled in the direct record electronic voting system if a voter casts and returns a replacement absentee ballot.

A resolution may also contain other provisions to implement this section that the board considers useful and that are not contrary to Indiana or federal law.

If a resolution to use a BMD unit or DRE voting system is adopted, the circuit court clerk may use as many electronic voting machines for recording absentee votes as the clerk considers necessary, subject to the resolution adopted by the board. Additionally, a resolution must include the procedure for casting an absentee ballot on an electronic voting system must, except as provided in this IC 3-11-10-26.2, be substantially the same as the procedure for casting an absentee ballot in the office of the circuit court clerk under IC 3-11-10-26. (IC 3-11-10-26.2)

Traveling Board Ballot Deadline

Traveling board appointments must conclude the day before the election. (IC 3-11-10-25) However, if the county election board determines by a unanimous vote that an otherwise qualified voter has been hospitalized or injured after the deadline to apply for an absentee ballot, the board may authorize the person to vote by absentee ballot. (IC 3-11-4-1(b))

Absentee Voting In-Person at the Clerk's Office ("Early Voting")

A qualified voter may vote before an absentee voter board at the county courthouse or other designated location for absentee voting in the county. An absentee ballot voted before an absentee voter board must be cast ***not more than twenty-eight (28) days before the election nor later than noon (prevailing local time) on the day before the election.*** (IC 3-11-10-26)

If a voter votes at the clerk's office or a satellite office, the voter is not required to attest that the voter is confined, a voter with disabilities, elderly, working at the polls in a precinct other than where the voter resides, a specific, reasonable expectation of being absent from the county on Election Day, or working during the entire 12 hours the polls are open, observing a religious holiday, participating in the Attorney General's confidentiality program, is a "serious sex offender", is a member of the Indiana National Guard deployed or on assignment inside of Indiana or a public safety office, or unable to obtain transportation to the polls. **This exemption from stating a reason to vote by absentee ballot does not apply to absentee voting by mail or by traveling board.** (IC 3-11-4-1; IC 3-11-4-2; IC 3-11-4-18; IC 3-11-10-24; IC 3-11-10-25; IC 3-11-10-26)

All counties must make one location of the Clerk's Office available for in-person, early voting for the 28-days before Election Day. If the twenty-eighth day before a general election falls on the Columbus Day state holiday, then in-person, early voting begins twenty-seven (27) days before the election. In addition, the clerk's office location must be open the two Saturdays preceding Election Day. Most counties must permit voters to cast absentee ballots for at least seven (7) hours on each of the two (2) Saturdays preceding Election Day. For counties with a population of less than 20,000, the county election board may reduce the number of in-person, "early voting" hours the clerk's office is open to four (4) on the two (2) Saturdays preceding Election Day. (IC 3-11-10-26) Early voting hours may be reduced in a special election; see IC 3-11-10-26.5 for details.

More than fifty (50) counties in Indiana have moved to a vote center model, which means a voter may vote on Election Day at any of the locations unanimously approved by the county election board. The vote center law not only requires the county Clerk's office to be open for early voting at the time and dates noted above, but also requires at least one vote center, in addition to the Clerk's office, to be open the two Saturdays before Election Day. A county election board in a voter center county may include in its plan additional satellite offices established under IC 3-11-10-26.3(e). (IC 3-11-18.1-4)

Other counties still require a voter to vote on Election Day at a polling location assigned to their precinct. This is an important distinction from a vote center model not only in the way a person votes on Election Day, but also for in-person absentee voting. A county election board may adopt a resolution to authorize the circuit court clerk to establish satellite early voting locations (other than the clerk's office) in the county where voters may cast absentee ballots before an absentee voter board. The county election board must adopt such a resolution by unanimous consent of the entire membership of the board. The resolution must state the locations and hours of operation of any satellite offices. The voting procedures at these offices must be substantially the same as the procedures for absentee voting at the clerk's office. (IC 3-11-10-26; IC 3-11-10-26.3)

Additionally, the county election board to adopt a resolution by majority vote allowing in-person absentee voting at one location of the circuit court clerk's office or an established satellite location on the third Saturday preceding Election Day for at least four (4) hours. (IC 3-11-10-26) Current law otherwise remains unchanged. The circuit court clerk (not the county election board) must designate one location of the clerk's office to be made available during regular business hours for the twenty-eight (28) days before the election, including the two (2) Saturdays before Election Day. This minimum requirement remains unaffected, and a circuit court clerk retains the ability to conduct early voting during this twenty-eight (28) day window for extended weekday and weekend hours, ending at noon (local prevailing time), the day before Election Day.

In non-vote center counties, if the county election board adopts a satellite early voting resolution for a primary election, the locations for the satellite offices and hours at which absentee voting may occur at the satellite offices established for the primary election **must** be used for the subsequent general or municipal (November) election. (IC 3-11-10-26.3(e)) The county election board does not need to pass a "new" satellite early voting resolution for the general or municipal election if such a resolution was adopted for the primary election. However, a county election board may want to add more sites to the primary election satellite early voting plan. In this case, the county election board must unanimously agree to the satellite early voting locations that are to be opened in a general or municipal election that are in addition to those offered in the primary election.

In vote center counties, the establishment of satellite early voting locations at a vote center used on election day are determined by the county election board amending the vote center plan, by unanimous vote of the entire membership. (IC 3-11-18.1-15)

NOTE: in odd-numbered municipal election years (for example, 2023, 2027) or in a special election conducted under IC 3-10-8, a county election board may reduce the dates and hours of in-person early voting through a unanimous resolution. Resolutions adopted under IC 3-11-10-26.5 are not effective in even-numbered general election years (for example, 2022, 2024), unless the resolution is specific to a special election called under IC 3-10-8 that is not held at the same time as a general election.

Accessibility Requirements for Early Voting Locations

In-person absentee voting locations (or “early” voting sites) must be located in an accessible facility for elderly voters and voters with disabilities. (IC 3-11-10-26.7) The sites must comply with state and federal standards concerning parking areas, paths to the facility where voting occurs, the entrance to the facility, passages within the facility, and the room or area within the facility where voting occurs. (IC 3-11-10-26.7)

County election administrators may purchase additional equipment to aid a site in becoming compliant with the Americans with Disabilities Act (ADA). For example, portable wheelchair ramps may be used to help a wheelchair user bridge the surface of a parking lot to the elevated level of a sidewalk or door entrance. Portable “doorbells” may be placed outside the voting entrance for an individual to push and alert a poll worker inside the individual needs assistance opening the door. If voting occurs on the second floor or an elevated platform inside a polling location, please ensure any elevators or wheelchair lifts are operational before early voting begins.

The accessible voting area must be on an accessible route and have adequate maneuvering space for voters who use wheelchairs or other mobility aids. Allow approximately five square feet for a wheelchair to navigate behind and around the machine. Blinds on windows behind check-in staff should be closed so voters who read lips can communicate with workers. Tables should have a clear knee space of at least 27 inches.

Each early voting location must have at least one voting system equipped for individual with disabilities, such as a direct record electronic (DRE) voting system or other ballot marking device. Poll workers must be trained on how to use the accessible features of a voting system and create a welcoming environment for all voters.

The U.S. Department of Justice Civil Rights Division includes an ADA checklist for polling place locations on its website: <https://www.ada.gov/votingck.htm>

Photo Identification Requirements

An absentee voter casting a ballot before an absentee board in the office of the circuit court clerk (or a satellite office of the clerk) before Election Day is required to provide proof of identification in the same manner as a voter who casts a vote in person at the polls on Election Day. (See “Photo Identification” section of this manual.) (IC 3-11-10-26)

If the voter is unable or declines to present the identification, the voter is permitted to cast a provisional ballot. (IC 3-11.7-5-2.5) The provisional ballot voter should complete the affidavit of the challenged voter (PRE-4), complete the provisional absentee ballot, seal the marked provisional absentee ballot in the ABS-6 security envelope, enclosed the sealed ABS-envelope in the PRO-10 envelope, and sign the PRO-10 security envelope.

Counties using SVRS to process absentee in-person voters in real-time should record the voter as casting an absentee ballot and attach the ABS-IN PERSON application to the outside of the PRO-10 security envelope. Counties using an ePollbook to substitute for the ABS-IN PERSON application should have the provisional ballot voter sign the ePollbook. Counties using an ePollbook and an electronic voting system (DRE) during in-person absentee voting should attach the affidavit created by the county election board that is used in place of the ABS-IN PERSON application to the PRO-10 security envelope. (IC 3-11-10-26; IC 3-11.7-2-2)

Voters who reside in a state licensed care facility (nursing home, for example) that is used as polling place, vote center, or satellite absentee facility are exempt from the Photo ID requirement. (IC 3-10-1-7.2; IC 3-11-8-25.1)

If a voter who wants to vote an in-person absentee ballot but fails to provide proof of identification, the voter must instead cast a provisional ballot. The absentee voter board, both orally and in writing on a form prescribed by the Indiana Election Division, must provide the voter an explanation of the actions that the voter must take for the provisional ballot to be counted, and to be given an additional notice, prescribed by the Indiana Election Division, from the circuit court clerk by U.S. mail regarding the provisional ballot process and contact information for the county election board. (IC 3-11-10-26) Additionally, not later than three (3) calendar days after Election Day, each circuit court clerk provides a notice by US mail, or other method providing actual notice, to each provisional ballot voter on a form prescribed by the Indiana Election Division providing information regarding:

- 1) the reasons that the voter's ballot is being challenged;
 - 2) what actions the voter may take to have the provisional ballot counted;
 - 3) the deadline for taking these actions for the voter's provisional ballot to be counted; and
 - 4) contact information for the county election board including the address and telephone number that the voter can contact to inquire about the voter's provisional ballot as well as any other information the circuit court clerk considers useful to provide assistance to the provisional voter in inquiring about the provisional ballot.
- (IC 3-11-10-26(m))

In-Person Early Voting Application (ABS-IN PERSON) Deadline

An application for an absentee ballot **must** be received by the circuit court clerk, the Lake County Election Director, or the Porter County Election Director not earlier than the date the registration period resumes following an election and not later than noon (prevailing local time), on the day before Election Day, if the voter is voting absentee in person at the clerk's office or satellite absentee voting facility. Counties will have paper applications on-site for a voter to complete, though many counties are using electronic pollbooks (ePollbooks), which eliminate the need for a paper application.

NOTE: Counties may use an ePollbook only during early voting OR during early voting and on Election Day. (IC 3-7-29-6) State law allows ePollbook counties to eliminate the in-person absentee application if certain procedures are followed. See IC 3-11-10-26(d) for details.

In-Person Early Voting Ballot Deadline

The deadline for in-person early voting at the Clerk's Office or satellite early voting location, including designated vote centers, is 12:00 p.m. (noon), prevailing local time, the day before the election. However, a person who queued up in the line to absentee vote in-person on or before the noon deadline must be permitted to vote. When the deadline to absentee vote in person at the clerk's office or satellite location arrives, a person designated by the clerk must determine who the last person in line to vote is and do one of the following:

- 1) Write down the name of each voter.
- 2) Stamp each voter's hand.
- 3) Stand, or designate another individual to stand, immediately behind the last voter who may vote.

Completing a Voter's Abandoned In-Person Absentee Ballot

Similar to the procedures used on Election Day when a voter does not cast their ballot, if the voter is still present at the early voting location, a member of the absentee voter board at the early voting location shall attempt to advise the voter not to leave the early voting location because the voter's absentee ballot has not been cast and permit the voter to return to the voting booth to complete the process of casting the voter's absentee ballot.

If the voter has left the early voting location or declines to return to the voting booth, then the absentee voter board shall use one of the following procedures based on the type of ballot being used by the voter at the early voting location:

Traditional Hand Counted Paper Ballots and Optical Scan Ballot Cards

The absentee voter board at the early voting location shall do the following:

- 1) Enter into the voting booth and place the voter's ballot inside the absentee ballot return envelope provided so none of the voter's marks can be seen.
- 2) Transfer or deposit absentee ballot return envelope to the location where previously cast absentee ballots have been secured.
- 3) Promptly complete a form prescribed by the Indiana Election Division, that is signed by both members of the absentee voter board, containing all the following:
 - a. The name of the voter who left the clerk's office or satellite office without completing the process of casting a ballot if the voter's name is known.
 - b. The approximate time that the voter left the clerk's office or satellite office.
 - c. Whether the voter was advised that the voter could return to the booth to complete the casting of the ballot.
 - d. A statement made under the penalties for perjury indicating that:
 - i. the absentee voter board members jointly transferred or deposited the envelope or folded ballot in the location where previously cast absentee ballots had been secured; and
 - ii. the absentee voter board members (and any other person) did not make any alterations to the choices made by the voter.

Direct Record Electronic (Electronic Voting System)

The absentee voter board shall enter the voting booth, complete the process of casting the absentee ballot for the voter, and complete the form described in the paper ballot/optical scan ballot card section above.

After the absentee ballot has been sealed in an absentee ballot return envelope (paper ballot/optical scan ballot card) or cast (DRE), the absentee voter board shall mark on the electronic poll book (if used) or in the statewide voter registration system (SVRS) that the voter has returned an absentee ballot. Since the absentee ballot is placed into an unsigned absentee ballot envelope, the absentee ballot will be subject to the absentee ballot missing signature procedure found in IC 3-11.5-4-13.6. (IC 3-11-10-26.4)

Assistance to Voters Casting In-Person Absentee Ballots

A voter with a disability or who is unable to read or write English may request assistance with completing their ballot. The voter may request assistance from the bi-partisan absentee voter board members or a person of the voter's choice, other than the voter's employer, an officer of the voter's union, or an agent of the voter's employer or union.

The two members of an absentee board assisting an absentee voter voting in person at the clerk's office or satellite absentee facility or the individual designated by the voter must complete the PRE-3 affidavit before entering the voting

booth to cast an absentee ballot. The absentee voter board will keep the PRE-3 form and return it with the other election supplies at the end of the day. (IC 3-11-9-2; IC 3-11-9-3)

Political Party Watchers at Satellite In-Person Absentee Voting Offices

A political party may appoint up to two (2) watchers for each satellite office for in-person “early” absentee voting established under IC 3-11-10-26.3. A watcher appointed to a satellite office may:

- 1) Enter, leave, and reenter the satellite office at any time the office is open;
- 2) Inspect the voting systems before absentee ballots are received at the satellite office each day;
- 3) Inspect the work being done by any elected official, absentee board member, or county employee at the satellite office (except when an individual enters a confidential login or password to obtain access to an ePollbook or the statewide voter registration system or to operate a voting system used for absentee voting); and
- 4) Witness any proceeding of the county election board or an absentee voting board at the satellite office. (IC 3-6-8-7)

Electioneering During Early Voting

"Electioneering" means making a verbal statement, displaying a written statement indicating support or opposition to a candidate, political party, or public question appearing on the ballot, or wearing or displaying an article of clothing, sign, button, or placard that states:

- 1) the name of any political party or includes the name, picture, photograph, or other likeness of any candidate or currently elected federal, state, county, or local official; or
- 2) support for the approval or defeat of a public question.

The term does not include expressing support or opposition to a candidate or a political party or expressing approval or disapproval of a public question in material mailed to a voter or a telephone or an electronic communication with a voter.

State law was updated in 2021 to clarify the electioneering statute to more broadly apply to early voting locations, including a requirement now to establish a chute from the entrance to the clerk's office or satellite location. A person who knowingly does any electioneering:

- 1) on election day within the polls or the chute;
- 2) before election day within the office of the circuit court clerk or a satellite office of the circuit court clerk established under IC 3-11-10-26.3 used by an absentee voter board to permit an individual to cast an absentee ballot or fifty (50) feet of the entrance to the office of the circuit court clerk or satellite office; or
- 3) except for a voter who is the person's spouse; an incapacitated person (as defined in IC 29-3-1-7.5) for whom the person has been appointed the guardian (as defined in IC 29-3-1-6); or a member of the person's household;

in the presence of a voter whom the person knows possesses an absentee ballot provided to the voter in accordance with Indiana law commits a Class A misdemeanor. (IC 3-14-3-16)

Please see the “Chute” section of this *Manual* for more information.

Voting Before an Absentee Voter Board During Early Voting

A voter voting before an absentee voter board shall mark the voter's ballot in the presence of the board, but not in such a manner that either of the members of the board can see for whom the voter voted, unless the voter requests the help of the board in marking a ballot under IC 3-11-9. The circuit court clerk shall provide, to the extent practicable, the same degree of privacy to absentee voters voting at the office of the circuit court clerk as provided to voters at the polls on election day.

If a voter is required to provide proof of residency under IC 3-7-33-4.5 and does not present the required additional information before receiving the absentee ballot, the absentee ballot shall be processed in accordance with IC 3-11.5-4-3.5. Upon accepting the completed absentee ballot from the voter who is required but fails to provide proof of residency, the board shall provide the voter with a notice listing the documentation the voter may submit to the county voter registration office to comply with IC 3-7-33-4.5; and stating the address and hours of the county voter registration office. (IC 3-11-10-28)

When using a ballot card or paper ballot, the voter shall fold each ballot separately in a manner to conceal the voter's markings. The voter shall then, in the presence of the board, place the ballot in an envelope furnished by the county election board. (IC 3-11-10-28)

The ballot security envelope used for in-person absentee voting must have an affidavit printing on its fact that contains the voter's affirmation under penalties of perjury that the following information is true: the voter must indicate the voter's precinct and township (or ward and city or town) and indicate whether the voter is entitled to vote as a resident of the precinct or is entitled to vote under IC 3-10-11 or IC 3-10-12 (that is, the voter fail safe laws. The voter must sign and date the affidavit, and the absentee voter board members each must sign the affidavit and print the member's name. (IC 3-11-10-29)

Surrendering an ABS-Mail Ballot to Vote Early at an In-Person Absentee Voting Site

A voter who presents and surrenders a sealed and signed absentee-by-mail ballot return envelope at an early voting location may request a replacement ballot at that location rather than casting the ballot received in the mail by the voter. In a primary election, however, a voter may not request a replacement absentee ballot for a different political party from the party indicated on the voter's initial absentee application. (IC 3-11-4-17.7; IC 3-11-4-17.8; IC 3-11.5-4-2)

The voter must complete the ABS-5 before being processed as an in-person absentee voter and receiving a new absentee ballot. Then the voter may cast the requested replacement absentee ballot at the early voting location in the same manner as any other voter who casts an absentee ballot at an early voting location. The absentee voter board working at the in-person absentee voting location must write "rejected" on the outside of the voter's original absentee-by-mail ballot and place it in the rejected absentee ballot bag.

Absentee Applications

Absentee ballot applications must be made on state approved forms, except for the Federal Postcard Application (FPCA) form and Federal Write-In Absentee Ballot (FWAB) for military and overseas voters. Applications must be mailed, emailed, or faxed, upon request, to voters and party central committees. (IC 3-11-4-4) Additionally, an absentee application to vote by mail or by traveling board may be made online at indianavoters.com after logging into the voter's profile on indianavoters.com.

A county election board may receive absentee ballot applications on the date voter registration opens for the next election. For example, a voter may request an absentee ballot for the May 2022 primary election as early as December 1, 2022, or the date voter registration “opens” for the primary election. Applications received before this deadline are early and may not be filed or processed by county election officials. Absentee application deadlines are noted below. (IC 3-11-4-3) However, this statute does not apply for military and overseas voters using the FPCA. Please see the military and overseas voter section of this *Manual* for more information.

Absentee ballot applications must require the applicant to swear or affirm that the information set forth on the application is true to the best of the applicant’s knowledge or belief. The absentee ballot application must also allow an individual accepting a completed application from another person to include the date the individual received it, other than absentee applications for voting in the clerk’s office or a satellite location. The absentee ballot application must also require a person who assisted with the completion of the application to swear under the penalties of perjury to the statements required to be made by the assisting person on the application. The absentee ballot application must also set forth the penalties for perjury. These absentee ballot application requirements do not apply to certain military and overseas voters who swear an oath specified under federal law.

A voter must sign the voter’s own absentee ballot application, unless the voter has a disability that prevents from being able to sign their application. If a disabled voter cannot sign the application, the voter can name a person to hold the voter’s power of attorney, and this person may then sign the absentee application for the voter. In addition, if the voter does not have a power of attorney, the voter may designate an individual eligible to assist the voter under IC 3-11-9-2(a) to sign the application on behalf of the voter and add the individual’s name to the application. (IC 3-11-4-2)

Pre-Completed Absentee Applications

A person may provide another person with a “pre-completed” absentee ballot application with the following items provided:

- 1) the voter’s name;
- 2) registration and mailing address, if the same; and
- 3) date of birth.

However, a person is prohibited from providing another person with an absentee ballot application with the following items “pre-completed” on the application:

- 1) the address to mail the ballot (other than the individual’s own registration address);
- 2) the party ballot choice in a primary election;
- 3) the types of absentee ballots (such as presidential only, or local public question only);
- 3) the reason why the voter is qualified to vote absentee by mail or before a traveling board; and
- 4) the voter identification number.

The county election board shall deny a pre-completed absentee ballot application if the application is challenged by a county election board member or absentee voter board member in a sworn affidavit (ABS-20), and the county election board, after conducting a hearing, determines that the absentee ballot application violates this requirement. (IC 3-11-4-2)

Assistance to Voters Completing an Absentee Application

If a person assists another person in completing part of the absentee ballot application, the person assisting must state the following information on the application under the penalties of perjury:

- 1) The name, address, and telephone numbers of the person assisting.
- 2) The date of the assistance.
- 3) That the individual assisting complied with state laws regarding submitting applications (such as timeliness).
- 4) That the person assisting had no reason to believe that the applicant was ineligible or did not properly complete and sign the application.

A person providing assistance to an individual in completing their absentee ballot application may not be their union representative or employer. (IC 3-11-4-2; 3-11-9-2) However, this prohibition does not preclude a person's employer or union representative from delivering absentee ballot applications to the Indiana Election Division or county election board.

Taking Custody of Another Voter's Completed Absentee Ballot Application

A person who receives a completed absentee ballot application from another person must file the application with the county election board by noon (prevailing local time), ten (10) days after receiving it, or by the applicable absentee ballot deadline, whichever occurs first. (IC 3-11-4-2(g)) However, this requirement for timely delivery does not apply to a postal employee or to an employee of a bonded courier company.

There is a line on the ABS-Mail and ABS-Traveling Board applications for the person taking custody of another individual's absentee application to indicate the date the person received the absentee application from the voter.

A person, other than a postal employee or an employee of a bonded courier company, who files an absentee ballot application other than the person's own application, must complete and file an affidavit (ABS-17) stating the following:

- 1) The name, address, and telephone numbers of the person filing the application.
- 2) That the individual filing the application complied with state laws regarding submitting applications.
- 3) The date (or dates) that the absentee ballot applications attached to the affidavit was received.
- 4) That the person filing the application had no reason to believe that the applicant was ineligible or did not properly complete and sign the application.
- 5) That the affidavit is completed under the penalties of perjury (with those penalties being set out on the affidavit).

The county election board shall record the date and time the affidavit was filed. (IC 3-11-4-2)

Mailings that Include an Absentee Ballot Application

A mailed communication of more than 100 pieces of substantially similar pieces of mail that includes an Indiana absentee ballot application is required to set forth, in a clear and conspicuous manner, the name and mailing address of the person who mailed the communication in at least 12-point type size that is clearly readable by the recipient of the mailing with a reasonable degree of color contrast between the background and the printed statement. A communication complies with the contrast requirement if the information is printed in black text on a white background or the degree of color contrast between the background and the text of the information is not less than the color contrast between the background and the largest text included in the mailing. The requirement to include the name and mailing address of the person who mailed the communication that includes an Indiana absentee ballot does not apply to direct mailings of one hundred (100) or less of substantially similar pieces of mail. (IC 3-6-4.9; IC 3-11-4-5.2)

Attorney General's Address Confidentiality Program for Victims of Domestic Abuse

Indiana law establishes an address confidentiality program for persons who are victims of domestic abuse, stalking or sexual assault. A person who applies to the Indiana Attorney General and qualifies under this program may designate an address provided by the Attorney General as his or her address for service of process and receipt of mail. **This confidentiality program does not apply automatically to every person who is granted a protective order by a court.**

Like an absent uniformed services voter, a participant in this program is entitled to an absentee ballot in any election that is conducted during the year in which the applicant applied for an absentee ballot (ABS-Attorney General). The absentee ballot application allows the program participant to provide the address designated by the Attorney General as the mailing address for receipt of the absentee ballot.

The name, address, telephone number, and any other identifying information relating to a program participant, as contained in a voting registration record, is confidential for purposes of Indiana's public records law. The county election board may not disclose for public inspection or copying a name, an address, a telephone number, or any other information described in this subsection, as contained in a voting registration record except (1) to a law enforcement agency, upon written request, and (2) as directed by a court order. (IC 3-11-4-6; IC 5-26.5; IC 5-14-3-4(a)(1))

Absentee Application Deadlines

A voter who is eligible to vote by absentee ballot must first file a state-approved application form requesting the ballot. Absentee applications are not kept on file for all future elections; instead, an eligible voter must submit an absentee application in each election the voter wants to vote absentee. However, military and overseas voters using the Federal Post Card Application (FPCA) have an ongoing request for an absentee ballot for one calendar year, January 1 to December 31. Voters with print disabilities can also use a combined form, which is an ongoing request for one calendar year, January 1 to December 31.

As noted above, requests for an absentee ballot must be made on current or "grandfathered" forms. County election officials should review the forms orders signed by the co-directors of the Indiana Election Division to determine which versions are acceptable for use in an election and the list of approved forms distributed at the December annual conference of county election administrators to determine if a version of a form is valid.

An application for an absentee ballot **must** be received by the circuit court clerk, the Lake County Election Director, or Porter County Election Director not earlier than the date the registration period resumes following an election and not later than the following dates: (IC 3-11-4-3)

- 1) **Form ABS-In Person:** Noon (prevailing local time) on the day before Election Day, if the voter is voting absentee in person at the clerk's office or satellite absentee voting facility. When the hour for closing the location or office or the deadline for voting established by IC 3-11-10-26 occurs, a voter who is in the act of voting; or in line to vote shall be permitted to vote, if otherwise qualified to vote according to law. However, an individual designated by the circuit court clerk shall determine the end of the line of voters who are waiting to vote; and use one (1) of the following methods to identify the voters in the line who may vote if otherwise qualified to vote according to law:
 - a. Write down the name of each voter.
 - b. Stamp each voter's hand.
 - c. Stand, or designate another individual to stand, immediately behind the last voter who may vote. (IC

3-11-10-29.2)

- 2) **Form ABS-Traveling Board:** Noon (prevailing local time) on the day before Election Day, if the application is a mailed, emailed, faxed, or hand-delivered application from a confined voter or person caring for a confined person and the applicant requests that the ballot is delivered by an absentee (traveling) voter board.
- 3) **Form ABS-Mail or Form ABS-Attorney General:** 11:59 p.m. (prevailing local time) twelve (12) days before Election Day, if the application is a mailed, emailed, faxed or hand-delivered application from a voter wanting to vote by mail. (IC 3-11-4-3)
- 4) **Federal Post Card Application (FPCA):** This form is used only by military and overseas voters. The deadline to receive an FPCA requesting a faxed or emailed application is noon (prevailing local time) on the day before Election Day. The deadline to receive an FPCA requesting a vote-by-mail absentee ballot is 11:59 p.m. (prevailing local time) twelve (12) days before Election Day. Other rules may apply. Please refer to the "Military & Overseas Voters" section of this *Manual* and review the *Military and Overseas Voters' Guide* published by the Indiana Election Division for more details.

For clarification, "received" means the clerk, Lake County Election Director, or Porter County Election Director has the absentee application in their possession, whether it be mailed, hand-delivered, faxed, or emailed. Absentee applications mailed on or before the deadline date as determined by the absentee method (mail, in-person, traveling board) and received after the proper deadline date may not be processed. Unlike voter registration forms, postmark dates on absentee applications are not to be considered if the application was received after the deadline.

The exception to this rule is any absentee ballot applications timely received by the Indiana Election Division or county election official that are mailed to county election officials on or after the associated deadline date for the absentee method. Those applications are to be treated as "timely" received by the county election official associated to the voter and are subject to the same review to determine if an absentee ballot is to be issued to the voter. (IC 3-11-4-3)

A county election board, by unanimous vote of its entire membership, may authorize a person who is otherwise qualified to vote in person to vote by absentee ballot if the board determines that the person has been hospitalized or suffered an injury following the final date and hour for applying for an absentee ballot that would prevent the person from voting in person at the polls. (IC 3-11-4-1(b))

A county election board or board of elections and registration, by unanimous vote of its entire membership, may authorize an individual who is otherwise qualified to vote in person and wishes to vote by absentee ballot to file an application for an absentee ballot if the board determines that:

- 1) during the last eleven (11) days before the election:
 - a. the governor has declared a disaster emergency under IC 10-14-3-12; or
 - b. the county has declared a local disaster emergency under IC 10-14-3-29;
- 2) the disaster emergency prevents the individual from voting in person at a polling place; and
- 3) an absentee voter board can receive the voter's absentee ballot not later than 6 p.m. on election day.

The same official absentee ballots must be used in these emergency circumstances. Taking into consideration the amount of time remaining before the election, the commission, the county election board, or the board of elections and registration shall determine whether the absentee ballots are transmitted to and from the voter by mail or personal delivery. An absentee ballot that is personally delivered shall comply with the requirements of IC 3-11-4-19, IC 3-11-4-20, and IC 3-11-4-21. (IC 3-11-4-1(c)(d))

Absentee Application Processing

The county election board (or absentee voter board in clerk's office) must examine each absentee ballot application to determine whether:

- 1) the applicant is a registered voter;
- 2) the information on the application appears to be true; and
- 3) the application has been completed and filed in accordance with Indiana and federal law. (IC 3-11-4-17.5)

IMMEDIATELY upon receiving an application to vote absentee, determine if the applicant is a registered voter of the precinct. If the applicant is not a registered voter of the precinct, their application must be **DENIED**.

NOTE: If an individual's voter registration application is "pending," the absentee ballot may not be sent to the voter until the voter's registration status becomes active. (IC 3-11-4-18 (c))

If the voter has changed the voter's name or address within the precinct, then the application serves as a change of address or name change request, and the application may be processed. The voter registration record should be updated before Election Day, if possible, to reflect the address change or name change.

If the new address of the applicant is outside the precinct, the voter must complete a change of address or, if eligible, use the proper form to transfer the voter to the proper precinct. (VRG 4/12) (IC 3-11-4-17.5)

If the voter is required by law to provide additional documentation of the name and address of the voter as part of the registration process but has not yet provided that residence documentation to the county voter registration office, then the county election board must approve the application if the application otherwise complies with state law. However, the county election board must add a notation to the application and to the statewide voter registration system indicating that the applicant will be required to provide this additional documentation to the county voter registration office before the absentee ballot may be counted. (IC 3-11-4-17.5(e)) The county election board must also send a notice to the voter stating that the voter is required to provide this additional residence documentation to the county voter registration office no later than 6 p.m. on Election Day for the absentee ballot to be counted. (IC 3-11-4-18)

County election administrators note the voter's absentee application request in the statewide voter registration system (SVRS). The system allows counties to perform a variety of functions to expedite the mailing of absentee ballots and creating reports to track absentee activity. County election officials may want to refer to training manuals found in the SVRS county portal for more details. Additionally, absentee information entered into SVRS allows a voter to track when their absentee ballot has been mailed and received by the county election board at www.indianavoters.com.

After an absentee ballot application is approved, the voter is provided with a ballot and, if voting by mail, additional materials to aid in completing the ballot. County election administrators must organize the applications according to precinct and applications to absentee vote by mail and traveling board must be copied and made available for public inspection before the voter's returned absentee ballot is attached to the original application and stored for sealed for Election Day counting. (IC 3-11-10-8; IC 3-11-10-8.5) ABS-Attorney General applications are not subject to public inspection. (IC 3-11-10-8.5) See the "Retention of Election Records" section of this *Manual* for more information.

Primary Election Party Preference

In a primary election, a voter must indicate party preference – Democratic or Republican or non-partisan – on their application. A non-partisan choice is available only if a special referendum election is held in a jurisdiction within the county. See “Ballot Layout” section of this *Manual* for more information. A primary election absentee voter’s application must be rejected if party preference is not selected. (IC 3-11-4-18.5)

If this information is missing, the application is considered incomplete and should be rejected. The voter must submit a new absentee application. However, if the voter submits a new absentee application (or a completed absentee ballot) and changes their mind regarding their party affiliation for the primary, this is not sufficient reason for the absentee application or absentee ballot to be considered “defective” for purposes of cancelling an absentee ballot application or sending a replacement absentee ballot. (IC 3-11-4-17.7)

In a primary, once a voter writes the voter’s party on the poll list, or the voter’s primary party ballot choice is entered into an electronic poll book during in-person absentee “early” voting or on Election Day, or the voter has been mailed or otherwise provided with a primary ballot, the voter may not change the voter’s primary party ballot choice. Nor may a voter who requests a replacement absentee ballot in a primary be provided with a replacement absentee ballot for a different political party than the original ballot requested. (IC 3-10-1-24; IC 3-11-4-17.7; IC 3-11-10-26)

Challenged Absentee Applications or Voter in “Pending” Status

A county election board member or absentee ballot voter board member may challenge an absentee ballot application by filing an affidavit. (IC 3-11-4-18.5) The Indiana Election Division prescribes the form of the affidavit (ABS-20). The affidavit must contain a brief statement of the facts indicating that:

- 1) the applicant is not a voter of the precinct according to the voter registration record;
- 2) the application contains a false statement; or
- 3) the application has not been properly executed or filed in accordance with state or federal law.

If the absentee voter board member or county election board member files a challenge affidavit (ABS-20) and the two absentee board members cannot agree on whether to approve or deny the application, the absentee voter board members shall refer the application to the county election board for determination. (IC 3-11-4-17.5)

If a challenge affidavit challenges an absentee ballot application submitted by a person who is applying to vote absentee in the clerk’s office, the voter shall be permitted to cast a provisional ballot, which the county election board shall retain and not transmit to the voter’s precinct on Election Day (IC 3-11-4-17.5)

Once the challenge affidavit is filed, the county election board shall notify each applicant and conduct a public hearing on the challenge and either approve or deny the application. The county election board may also refer the matter, if appropriate, to the county prosecuting attorney.

The requirement that absentee ballots be mailed on the same day that the absentee ballot application is received does not apply to absentee ballot applications that have been challenged or individuals whose voter registration application status is “pending.” (IC 3-11-4-18.5)

Notice of Denial of Absentee Ballot Application

The county election board is required to notify any applicant whose absentee ballot application is denied (not only military and overseas applicants under former law). Notice may be given by personal delivery, mailing to the voter, or e-mailing the voter if an email address has been provided. (IC 3-11-4-17.5)

Please see the “Military & Overseas Voters” section in this *Manual* for more information related to UOCAVA voters.

Absentee Ballots

Absentee Ballot Printing & Mailing Deadline

In addition to printing ballots used on Election Day, each county election board must print absentee ballots. Information on ballot layout, instructions, and requirements for optical scan ballot cards and electronic (DRE) voting machines can be found in the “Ballot Layout” chapter in this *Manual*.

Not less than sixty (60) days before the date of a primary, general, or municipal election, the circuit court clerk must estimate the number of absentee ballots required in the county for the election. (IC 3-11-4-10) After completing the estimate, the county election board shall immediately begin to have these ballots printed. (IC 3-11-4-14)

To comply with federal and state law, the absentee ballots must be **delivered** to the circuit court clerk at **least fifty (50) days before** any election and then **transmitted to approved applicants not later than forty-five (45) days** before any election. (IC 3-11-4-15; Military and Overseas Voter Empowerment Act [MOVE])

The absentee print order delivery date and absentee ballot mailing date noted above is the absolute deadline for counties to comply with Indiana election law. A county election board may receive their absentee ballot print order in advance of the fifty (50) day deadline. Should a county receive their absentee ballot delivery early, then it must begin mailing absentee ballots no later than five (5) days after the date of the absentee ballot print order delivery. (IC 3-11-4-18(c))

EXAMPLE: Suppose that absentee ballots are delivered to the circuit court clerk on the 55th day before an election. If an unchallenged absentee ballot application is received on the 75th day before the election, then the ballots must be transmitted to the voter by the 50th day before the election (meaning five days after delivery on Day 55), to all voters who have already submitted an absentee application. After the 50th day before the election, absentee ballots are to be mailed the same day the unchallenged absentee application is received and approved.

The date a county election board begins mailing absentee ballots is important. After the initial push of mailing ballots out to absentee applications on file, a county must transmit an absentee ballot on the day of the receipt of the approved application. However, if a voter’s absentee application is challenged or the voter’s registration is in pending status, then the ballot may not be sent until the challenge is resolved or the voter’s registration status becomes active. (IC 3-11-4-18(c))

Any absentee ballot sent by mail to a voter MUST be sent by nonforwardable U.S. mail. (IC 3-11-10-24)

Additional Absentee Ballot Requirements

Absentee optical scan or paper ballots (direct record electronic (DRE) voting system are exempt from this rule), regardless of whether they are mailed or voted in person, must have the following three validations placed upon the back of the ballot **before being issued to a voter**:

- 1) the circuit court clerk’s official seal (stamp);
- 2) the signature or facsimile signature of the circuit court clerk (unless the clerk is a candidate – see below);
and
- 3) the initials of both members of an absentee voter board. (IC 3-11-4-19)

If the individual serving as circuit court clerk is a candidate for re-election or election to another office, then the name or signature of this individual cannot appear on the ballot (except as a candidate). Instead, the ballot must contain a uniform device or symbol prescribed by the Indiana Election Division. (IC 3-5-4-9)

Bi-Partisan Initials on Absentee Ballots

In the case of a mailed absentee ballot, the initials of the two appointed members of the county election board could be substituted for those of the absentee voter board. In the case of a ballot delivered by an absentee voter board, the ballot must be initialed by the absentee voter board delivering the ballots by travel board or during in-person early voting or (where a county election board adopts a resolution to permit this procedure), by the county election board or the election board member's representative. (IC 3-11-4-19; IC 3-11-10-19; IC 3-11-10-27)

Further, an absentee board member, a county election board member, or the county election board member's representative is prohibited from placing their initials on an absentee ballot until after the voter's application for that absentee ballot has been approved or not more than twenty-four (24) hours before an absentee ballot is mailed to a voter. An initialed absentee ballot must be kept under bipartisan control after the ballot is initialed until the ballot is mailed. (IC 3-11-4-19; IC 3-11-10-27)

Absentee ballots that are not initialed may not be counted. (IC 3-11.5-4-13) In the case of a recount or contest petition, an absentee ballot that does not have the initials of the absentee voter board or the county election board members may not be counted. (IC 3-12-1-13) If the ballot lacks the clerk's seal and signature (or the alternative device or symbol prescribed by the Indiana Election Division), the ballot may also be challenged if there is evidence of fraud. (IC 3-12-1-12) ***Therefore, it is important that each absentee ballot is validated with two sets of initials before being mailed or handed to a voter by an absentee voter board during in-person early voting or by traveling board!***

Vote-By-Mail Absentee Ballot Packet

A "packet" of election materials must be sent to voters who request to vote absentee by mail. There are four essential elements: 1) outer envelope (ABS-8), 2) absentee ballot, 3) voted absentee ballot envelope & affidavit (ABS-6), and 4) absentee voter's bill of rights. Counties may include additional information to a voter, short of electioneering. For example, a county may insert a document on how to mark their ballot or remind voters to return ballots as soon as possible because of delays in postal processing.

1) Outer Absentee Ballot Envelope

This is the larger of the two envelopes needed to mail an absentee voter's election materials. The ABS-8 notes the minimum information required by state law to be printed on the outer envelope. (IC 3-11-4-18(a)) The state form (that is, the envelope design) has also been reviewed by USPS mail design analysts, though county election boards are encouraged to reach out to their USPS contact to review the final envelope used by the county. Learn more at www.usps.gov or you can reach a USPS mail design analyst at 855-593-6093 or mda@usps.gov.

2) Absentee Ballot

The "Absentee Ballot Printing" section above includes important reminders for review. Be certain absentee voter boards (or the county election board members) are affixing their initials to the back of the ballot in the box or line designated. There are new restrictions on how early initials can be affixed to absentee ballots. Please see IC 3-11-4-19 and IC 3-11-10-27, or review the "Bi-Partisan Initials on Absentee Ballots" section above.

3) Voted Absentee Ballot Envelope & Affidavit

Counties are required by law to provide a postage, pre-paid envelope for a voter to return an absentee-by-mail ballot. (IC 3-11-4-20) This return envelope must include the ABS-6, which is the affidavit an absentee voter must sign before returning the ballot to the county election board. (IC 3-11-4-21) As noted above, USPS mail design analysts are available to review a proof of the county's absentee ballot return envelope and affidavit to ensure it meets postal requirements.

NOTE: a special federal ballot envelope provided by the Federal Voting Assistance Program may be used. **For more information, see the current edition of the *Military and Overseas Voters Guide*, or contact the Federal Voting Assistance Program at www.fvap.gov.**

4) Absentee Voter's Bill of Rights

The Indiana Election Division prescribes a statement that includes information concerning: (1) the rights and responsibilities of voters in casting and returning an absentee ballot; (2) the laws concerning providing assistance to an absentee voter, completion of the ballot in secret, and return of the voted ballot; and (3) how to report election law and absentee ballot law violations. A county election board must provide a voter who receives an absentee ballot by mail with a copy of the Absentee Voter's Bill of Rights. (IC 3-5-8-2.5)

NOTE: When mailing any overseas or military absentee ballots, counties must include the MOVE Sheet produced by the Indiana Election Division along with the Absentee Voter's Bill of Rights.

Absentee Ballot Tracking

A county may assign a unique tracking number as prescribed by the Election Division, using IMb Tracing or a similar automated tracking method, to each absentee ballot mailed to a voter to provide real-time tracking information for the envelope containing the ballot. "IMb Tracing" refers to a real-time mail tracking service offered through USPS. (IC 3-11-4-18)

Absentee Ballot Receipt Deadlines

Not later than noon (prevailing local time) on Election Day each circuit court clerk, or an agent of the clerk, shall visit the appropriate post office to accept delivery of absentee envelopes. (IC 3-11.5-4-7) A mailed absentee ballot for most voters **must** be received by the circuit court clerk, the Lake County Election Director, or Porter County Election Director not later than 6 p.m. (prevailing local time) on Election Day. (IC 3-11.5-4-10)

For clarification, "received" means the clerk, Lake County Election Director, or Porter County Election Director has the absentee ballot in their possession. Absentee ballots mailed on or before the deadline date and received after the proper deadline date noted above may not be counted. **However, overseas voters are exempt from this rule and their absentee ballot can be counted if the postmark is dated on or before Election Day and received up to noon, ten days after the election.** (IC 3-12-1-17)

If a county uses electronic poll books, absentees received by 6 p.m. must be pushed to the ePollbooks at the Election Day voting locations to determine if any of the absentee voters voted on Election Day. If the voter voted in-person on Election Day, then the absentee ballot must be rejected. If the voter has not voted, then the absentee ballot can be processed following the absentee central count procedures.

If a county uses traditional paper poll lists, the deadline to receive an absentee ballot by mail, fax, or electronic mail is extended to 6 p.m., but if such a ballot is received by the county between noon and before 6 pm (local prevailing time) on Election Day, the ballot must not be processed or counted until:

- 1) the polls in each precinct have closed;
- 2) the poll list for the precinct with an absentee ballot that was returned between noon and 6 pm on Election Day has been returned to the county election board;
- 3) the county election board confirms whether the voter cast a ballot at the polls on Election Day.

Once it is confirmed the absentee voter did not appear in-person to vote on Election Day, then the absentee ballot can be processed using the absentee central count procedures. (IC 3-11.5-4-10)

If an overseas voter mails their absentee ballot and the envelope is postmarked on or before the date of the election, then a county election board must count the overseas voter's absentee ballot if received no later than noon (prevailing local time), ten (10) days after the date of the election. (IC 3-12-1-17) Additionally, the deadline for the county to receive a faxed or emailed absentee ballot and ABS-9 affidavit from a military and overseas voter is 6 p.m. (prevailing local time) on Election Day. (IC 3-11.5-4-10; 3-12-1-17) More information about these procedures, including the use of back-up Federal Write-In Absentee Ballot (FWAB), can be found in the "Military & Overseas Voters" section of this *Manual*.

Further, voters with print disabilities who requested an absentee ballot by fax or email must return the ballot and secrecy waiver not later than 6 p.m. on Election Day for the ballot to be counted. (IC 3-11-10-1; IC 3-11.5-4-10)

Upon receiving an absentee ballot, the county election board or the absentee voter board in the clerk's office, must note whether the voter was required to provide additional residence documentation as part of the voter registration process, but had not done so when the board previously mailed out the absentee ballot to the voter. If the county voter registration office advises the board that the voter has still not provided the required documentation, then the board must add a notation to the application and to the secrecy envelope in which the ballot is contained, alerting the absentee ballot counters that they must check the voter's registration file on Election Day to determine if the voter has supplied the required residence documentation. If not, the absentee ballot counter must process this absentee ballot as a provisional ballot. (IC 3-11.5-4-12)

First Signature Review

Under Indiana law, absentee ballots must be compared to the absentee ballot application (or ePollbook, if used during in-person early voting) prior to Election Day by the county election board or absentee voter board to determine its genuineness. A second signature review on Election Day is also to be performed, and more details about this second signature review can be found in the "Central Count of Absentee Ballots" section in this *Manual*.

For this first signature review, the county election board or absentee voter board must examine the signature of the absentee voter upon return of the absentee ballots on or before Election Day. The county election board, or the absentee voter board members in the office of the circuit court clerk, shall compare the signature that appears on the envelope containing the absentee ballots, or if there is no envelope, with the voter's signature in SVRS, with the signature that appears on the voter's absentee ballot application or, in the case of an ePollbook used for in-person absentee "early" voting, the signature from the ePollbook. (IC 3-11-10-26.2; IC 3-11.5-4-5)

Some deference in determining the genuineness of the voter's signature should be given to voters with disabilities. County election officials should look at the affidavit of voter assistance on the absentee application to determine if the

person had help with affixing their name to the absentee application. For vote-by-mail ballots, the voter must personally sign their name to the ballot secrecy envelope (ABS-6). (IC 3-11-4-21) Voters with disabilities voting absentee in-person at the clerk's office or satellite location or by traveling board will have their signatures attested to by the absentee voter boards present. (IC 3-11-10-29) More information about these procedures can be found in the "Power of Attorney & Assistance to Absentee Voters" section of this *Manual*.

If a county election board unanimously or by majority finds that the signature is not genuine or is missing, then a "Signature Mismatch" or "Missing Signature" Affidavit (ABS-18A or ABS-18B) must be sent to the voter. Please see "Signature Mismatch or Missing Signature Absentee Procedures" in this *Manual* for more information.

If one member of county election board finds that the signature is missing or is not genuine, then the absentee ballot goes to election day review that may result in a notice being sent to a voter. (IC 3-11.5-4-5(b); IC 3-11.5-4-13.5(d); IC 3-11.5-4-13.6)

If a county election board (or absentee voter board) unanimously finds that the signature on a ballot envelope or transmitted affidavit is genuine, the board shall immediately enclose the accepted and unopened ballot envelope together with the voter's application for absentee ballot in a large or carrier envelope. The carrier envelope may contain other matched absentee applications and approved absentee ballots belonging to voters from the same precinct.

The carrier envelope must be securely sealed and endorsed with the official title of the circuit court clerk and the following words: "This envelope contains an absentee ballot and must be opened only on Election Day under IC 3-11.5." (IC 3-11.5-4-5)

Absentee Ballot Security

Each circuit court clerk shall keep all accepted ballot envelopes securely sealed in the clerk's office until the ballot envelopes are opened by absentee ballot counters on Election Day. (IC 3-11.5-4-6)

During the period that absentee ballots are being received, each county election board shall keep the ballots in cabinets, boxes, or a room upon which there are two (2) locks – one (1) for each of the appointed members of the election board. Each day the absentee ballots shall be placed in the cabinets, boxes, or room under the direction of the appointed members of the board.

If an appointed member cannot be present each day, then that member shall designate someone from the member's political party to be present with the key to lock at the time the ballots are secured and at the time the lock is opened the next day. The key of each appointed member of the board shall be kept secure in the manner determined by that appointed member. (IC 3-11-10-10)

Marion County Only: Absentee Ballot Counting Procedures

Absentee ballot counters in Marion County are not required to group absentee ballots cards by precinct prior to counting. In Marion County, absentee ballot envelopes may be opened by machine instead of by the absentee ballot counters. (IC 3-11.5-4-12.5) The absentee ballot counters may count ballots, and prepare and deliver certificates for counted ballots, for multiple precincts without first finishing counting one precinct before starting the next precinct, provided that the ballots have been accepted by the counters and the ballots are not required to be remade before counting.

After counting, absentee ballots may be stored in the order in which the absentee ballots were counted and not in order by precinct. (IC 3-11.5-6-4; IC 3-11.5-6-5; IC 3-11.5-6-21)

Opening Absentee Ballot Using Envelope Opener

Absentee ballot envelopes may be opened by machine instead of by the absentee ballot counters. (IC 3-11.5-4-12.5)

Central Count of Absentee Ballots

All Indiana counties must count absentee ballots at a central location. (IC 3-11.5-1-1.1) An absentee ballot cast in a county that counts absentee ballots at a central location must be received by the county election board by 6 p.m., prevailing local time, on Election Day to be counted. (IC 3-11.5-4-10) *(NOTE: See “Military and Overseas Voters” for the later deadline that applies to absentee ballots from some of these voters.)* Not later than noon, prevailing local time, on Election Day each circuit court clerk, or an agent of the clerk, shall visit the appropriate post office to accept delivery of absentee envelopes. (IC 3-11.5-4-7)

Absentee Couriers & Counters

To conduct an absentee ballot program a county using certified paper poll lists must appoint a courier to deliver information to a precinct about voters who cast an absentee ballot before Election Day and all counties must appoint bi-partisan counting teams to count the votes cast on an absentee ballot.

A county election board must appoint as many absentee ballot counters and couriers, if applicable, as it believes will be necessary to administer absentee voting in the county. Absentee ballot counter and courier teams consist of two (2) people, one appointed from each of the two major political parties. To be eligible to serve on an absentee ballot counter or courier, a person must meet the following qualifications (IC 3-11.5-4-22):

- 1) be a registered voter of the county;
- 2) be able to read, write and speak the English language;
- 3) may not have any property bet or wagered on the outcome of the election;
- 4) may not be a candidate to be voted for at the election, except as an unopposed candidate for a city office, town office, township office, school board office, precinct committeeman, or state convention delegate; and
- 5) may not be the spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, or niece of a candidate.

NOTE: Any relationship identified above that is the result of birth, marriage, or adoption (an adopted child, for example) would disqualify a person who is the relative of an **opposed** candidate from working as an absentee ballot counter or courier. This provision **does not** apply if the candidate is **unopposed**.

A person who is a candidate to be voted on at the election, or who is related to a candidate in a manner that would disqualify the person from serving, may still serve as an absentee ballot counter or courier if: (1) the candidate is seeking nomination or election to an office that is not county-wide (a city or township, for example); and (2) the county election board restricts the duties of the person on the absentee ballot counter or courier team to functions that could have no influence on the casting or counting of absentee ballots within that election district.

Certain 16- and 17-year-olds who are not yet voters may serve as absentee ballot counters and couriers. A person must meet the requirements found in IC 3-6-6-39 and be approved by a unanimous vote of the entire county election board to serve as an absentee ballot counter or courier. (IC 3-11.5-4-23)

A county may use one courier, if the county election board unanimously agrees and the individual is a voter of the county. If the county also uses an ePollbook on Election Day, couriers are not necessary. (IC 3-11.5-4-22)

The county chairmen of each of the two major political parties make nominations for appointment to an absentee ballot counter or courier team. Not later than noon, prevailing local time, fifty (50) days before Election Day, the county election board must notify the county chairmen of the number of nominations that will be needed to fill positions on absentee ballot counting and courier teams. The county chairmen must notify the county election board of their nominations not later than noon, prevailing local time, forty-six (46) days before Election Day. The county election board **must** appoint those persons nominated by the county chairmen. If a county chairman fails to make the nominations, then the county election board may appoint any voter of the county subject to the qualifications listed above to fill any position noted above. (IC 3-11.5-4-23)

A voter appointed to an absentee ballot counting or courier team is entitled to compensation. A member of an absentee voter board must be compensated using the following standards (IC 3-11.5-7-2):

- 1) Couriers are entitled to a per diem in an amount set by the county executive (county commissioners) per day and reimbursement for mileage paid at a rate set by the county council; and
- 2) Absentee ballot counters are entitled to a per diem set by the county executive (the county commissioners).

A member of an absentee voter board must receive training from the county election board before beginning to perform the member's duties. (IC 3-11-10-39)

Marion County has additional qualifications for absentee ballot counters and couriers under IC 3-11.5-4-23.5.

Procedures Before Absentee Counting May Begin

Each circuit court clerk must keep a separate absentee ballot record for each precinct in the county. (IC 3-11.5-4-1)

For counties using a printed paper pollbook, the clerk must certify to the inspector or to the inspector's representative, at the time that the ballots and supplies are delivered under IC 3-11-3, the names of voters to whom absentee ballots were sent or who marked ballots in person, and whose ballots have been received by the county election board under IC 3-11-10. (IC 3-11.5-4-1)

These names may be pre-marked in the paper poll books using features of the statewide voter registration system or using reports generated from SVRS that poll workers will hand mark on Election Day. Because absentee ballots may be received until noon (prevailing local time) on Election Day, it is possible that a supplemental list will be delivered by couriers of voters voting absentee. (IC 3-11.5-4-9) The supplemental certification must be delivered to the precinct no later than 3 PM, prevailing local time, on Election Day. (IC 3-11.5-4-8)

Before marking the pollbook, however, the inspector must alert the challengers and pollbook holders that the names of absentee voters are to be entered into the pollbook. The names and addresses of the absentee voters on the certificates are to be provided to the challengers and pollbook holders. If a challenger or pollbook holder determines an absentee voter is not a legal voter of the precinct where the ballot is being cast, then the PRE-4 challenge affidavit must be executed. (IC 3-11.5-4-15)

If while marking the poll list next to a voter's name to indicate that a voter has voted absentee the inspector determines that the voter has previously voted in person at the precinct on Election Day, then the inspector shall indicate on the list of absentee voters next to the voter's name that the voter has "voted in person at the precinct."

The poll clerks must sign a statement printed on the certificates indicating that the inspector marked the poll list and attached any “Uniform Services Voter Registration Certificate” (ABS-11) of military voters who registered and voted under IC 3-7-36-14 (see “Military and Overseas Voters” section) in the presence of both poll clerks to indicate that the absentee ballot of the voter has been received by the county election board.

In the presence of poll clerks, the inspector must seal an envelope containing the signed processed certifications, any certificates of voters who registered and voted under IC 3-7-36-14, and any PRE-4 challenge affidavits. On the outer envelope, a statement is to be printed indicating that the inspector or poll clerk has complied with the requirements of IC 3-11.5-4 governing the marking of the poll list and certificates. The statement is to be signed by the inspector and each poll clerk. Couriers then immediately return to the central location and upon delivering the envelope to the county election board, the courier must sign a statement printed on the envelope indicating that the courier has not opened or tampered with the envelope since the envelope was delivered to the courier. (IC 3-11.5-4-9)

Please see the “Absentee Ballot Receipt Deadline” section of this *Manual* for more information related to the procedures to follow for absentee ballots received on or after 12 p.m. until the polls close at 6 p.m. on Election Day.

For counties using an ePollbook, the county voter registration office shall download the information required to be available on an ePollbook book before the ePollbook is delivered by the county election board to each precinct or vote center’s inspector or authorized representative. (IC 3-7-29-6; IC 3-11-3-10; IC 3-11-3-11) (NOTE: IC 3-11-3-10 notes the delivery procedures for ePollbooks, which can also be found in the “ePollbooks & Voting Systems” section of this *Manual*.)

The clerk must certify at the time the county voter registration office downloads information to an electronic poll book under IC 3-7-29-6(c), the names of the voters to whom absentee ballots were sent or who marked ballots in person; and whose ballots have been received by the county election board under IC 3-11-10. (IC 3-11.5-4-1; IC 3-11.5-4-24)

On Election Day, an ePollbook must be updated to indicate that the county received, not later than 6 p.m. (prevailing local time) on Election Day, a voter’s absentee ballot. (IC 3-11.5-4-11(b))

Failure to Provide Additional Documentation

A voter may be required to provide additional residence documentation as part of the voter registration process but did not do so when the board previously mailed out the absentee ballot to the voter. The ABS-12 form is transmitted to the absentee voter to return to the county election board providing the required information. If the county voter registration office advises the board that the voter has still not provided the required documentation, then the board must add a notation to the application and to the secrecy envelope in which the ballot is contained, alerting the central count counting team or precinct inspector to check the poll list (or other county election board certification) on Election Day to determine if the voter has supplied the required documentation. (IC 3-11.5-4-3.5) If no indication is shown, the counter or inspector must process this absentee ballot as a provisional ballot. (IC 3-11.5-4-12)

Second Signature Review

The county election board or the team of absentee ballot counters may conduct the second absentee signature review upon receipt of the absentee ballot not later than before the absentee ballot is prepared to be tabulated.

In a county that using a traditional paper poll list at the polls on Election Day, the second signature review must be a comparison of the signature on the voter's absentee ballot application (or the signature on the electronic poll book used during absentee voting, pursuant to IC 3-7-29-6(a)(2)) against the voter's signature on the absentee ballot return envelope (or the affidavit created by the county election board under IC 3-11-10-26(d)(2), or the statewide voter registration system). (IC 3-11.5-4-11)

If the absentee counters or the county election board finds that the signature on a ballot envelope or transmitted affidavit is not genuine, the board shall write upon the ballot envelope the words "The county election board has found the signature of this voter is not genuine. This ballot is subject to IC 3-11.5-4-13.5 or IC 3-11.5-4-13.6.". (IC 3-11.5-4-4) The absentee ballot would be treated as a provisional ballot and the county should follow the cure procedures found below in the "Signature Mismatch or Missing Signature Absentee Process" section.

If found to be genuine, the review under the central count procedures may continue. Please see "Election Day Counting Procedures" below for a discussion on a resolution the county election board may adopt to forego the second signature review on in-person absentee or traveling board absentee ballots; in other words, the resolution would only require the absentee counters to perform the second signature review on absentee-by-mail ballots.

Election Day Absentee Counting Procedures

Scanning (But Not Tabulating) Absentee Ballots Before Election Day

A county election board may scan a voted optical scan ballot cards cast during absentee voting not earlier than seven (7) calendar days before Election Day. **However, the county election board may not tabulate the ballots before Election Day and must retract a previously scanned absentee ballot card** that is later rejected by the county election board. Further, a county election board must perform its duties to follow central count procedures on election day, including the review performed by bi-partisan absentee counter teams and cannot challenge an absentee voter for purposes of residency until election day. In other words, pre-scanning of absentee ballots does not forego the formal central count procedures required under state law. (IC 3-11.5-4-6)

Alternatively, a county that uses electronic poll books at the polls on Election Day or that has adopted a vote center plan may adopt a resolution, by unanimous vote of the entire membership of the board, to process and scan returned absentee ballots before Election Day. If the resolution is adopted then absentee ballot counters, in the presence of the county election board, may process the absentee ballot of a voter as follows:

- 1) Beginning at noon, three (3) days before the election for any absentee ballot that has been received by the county election board not later than noon, four (4) days before the election.
- 2) Beginning at noon, two (2) days before the election for any absentee ballot that has been received by the county election board any time after noon, four (4) days before the election and not later than noon, three (3) days before the election.
- 3) Beginning at noon, the day before the election for any absentee ballot that has been received by the county election board any time after noon, three (3) days before the election and not later than noon, two (2) days before the election. (IC 3-11.5-4-11.5)

The absentee ballot counters shall do all the following:

- 1) Conduct a review of the absentee ballot required IC 3-11.5-4-12(a)-(c). Marion County and any other county that has adopted a resolution to forgo the second review of the absentee ballot envelope and determining if the voter is a qualified of the precinct for all voters who voted absentee in-person or by travel board apply to this procedure. County election boards cannot pass a resolution to waive the second signature review of absentee ballots sent by mail.
- 2) Determine if the absentee ballot cannot be counted according to IC 3-11.5-4-13.
- 3) Open the envelope containing the absentee ballot in a manner that does not deface or destroy the affidavit and take out each ballot enclosed without unfolding or permitting the ballot to be unfolded or examined.
- 4) Determine if the absentee ballot has been endorsed with the initials of:
 - a. the two (2) members of the absentee voter board in the office of the clerk of the circuit court under IC 3-11-4-19 or IC 3-11-10-27;
 - b. the two (2) members of the absentee voter board visiting the voter under IC 3-11-10-25; or
 - c. the two (2) appointed members of the county election board or the members' designated representatives under IC 3-11-4-19.

If the team of absentee ballot counters determines the absentee ballot can be counted, then the absentee ballot must be stored in an envelope or container kept for ballots of the same precinct. The envelope or container must have the name of the precinct written on the envelope or container and be stored in a secure manner under dual lock controlled by both appointed members of the county election board. (Marion County has separate procedures for storing its absentee ballots.)

A member of the county election board may challenge a voter under IC 3-11.5-4-15(c) when a team of absentee ballot counters is processing an absentee ballot under this pre-Election Day processing procedure. **An absentee ballot determined to be counted under this pre-Election Day processing procedure can be tabulated on Election Day.** (IC 3-11.5-4-11.5(c))

Counting Absentee Ballots ON Election Day

For counties using an ePollbook, immediately after the ePollbook used at each polling place or vote center has been updated to indicate the absentee ballots that the county received, not later than noon (prevailing local time), on Election Day, an absentee ballot counter, in the presence of the county election board, may begin processing absentee ballots. In other words, ePollbook counties may start counting absentee ballots on or after noon, prevailing local time, on Election Day. (IC 3-11.5.4-11(c))

However, the county election board (in certain counties other than Marion County) has an option to use an alternative procedure: the county election board of any county that has adopted an order to use electronic poll books for in-person absentee voting (early voting) **and** on Election Day in the polls, or has adopted an order to become a vote center county, may adopt a unanimous resolution of the entire membership of the board to permit absentee ballot counters to count absentee ballots at any time after 6 a.m. on Election Day if the absentee ballots have been processed by the absentee ballot counters prior to counting and the electronic poll books have been updated to reflect receipt of the absentee ballots as of 12:01 a.m. on Election Day. A resolution pursuant to this state law may only be repealed or amended by unanimous vote of the entire membership of the board. (IC 3-11.5-4-11(d) and (e); IC 3-11.5-6-3)

The Marion County Election Board may adopt a resolution to use a similar procedure for beginning the process of counting absentee ballots. (IC 3-11.5-4-11(c); IC 3-11.5-6-3).

For counties using a paper poll list, at any time after the couriers return the absentee voter certificate, absentee ballot counters, in the presence of the county election board, may begin processing absentee ballots. (IC 3-11.5-4-11)

Processing Absentee Ballots

When notified that counting may begin before Election Day under IC 3-11.5-4-11.5(c) or on Election Day under IC 3-11.5-4-11, bi-partisan counter teams are to open the outer or carrier envelope containing an absentee ballot envelope and application; announce the absentee voter's name; and compare the signature upon the application or ePollbook with the signature on the affidavit found on the absentee ballot envelope, transmitted ABS-9 affidavit for military or overseas voters, or voter registration record. (IC 3-11.5-4-11(a))

The county election board of any county (other than Marion County) may adopt a unanimous resolution of the entire membership of the board to permit absentee ballot counters to review the signatures on an absentee ballot cast in-person (by travelling board, at the clerk's office, or at a satellite absentee facility) at any time after the ballots are received by the board. The absentee ballot counters may, but are not required to, find that the signature on an absentee ballot application corresponds to the signature on the absentee ballot envelope, or that the absentee voter is a qualified voter of the precinct. However, the review and comparison of the absentee voter's signature on the ballot security envelope and absentee ballot application (or voter registration record when no application is used) by the county election board under IC 3-11.5-4-4 and IC 3-11.5-4-5 is still required. A resolution pursuant to this state law may only be repealed or amended by unanimous vote of the entire membership of the board. (IC 3-11.5-4-12(g))

The Marion County Election Board may adopt a resolution to use a similar procedure concerning the comparison of signatures. (IC 3-11.5-4-12(e)). Likewise, absentee ballot counters in Marion County are not required to group absentee ballots cards by precinct prior to counting. The absentee ballot counters may count ballots, and prepare and deliver certificates for counted ballots, for multiple precincts without first finishing counting one precinct before starting the next precinct, provided that the ballots have been accepted by the counters and the ballots are not required to be remade before counting.

After counting, absentee ballots in Marion County may be stored in the order in which the absentee ballots were counted and not in order by precinct. (IC 3-11.5-6-4; IC 3-11.5-6-5; IC 3-11.5-6-21)

Counties following the procedures to start processing the central count ballots (but not tabulating the ballots) before election day under IC 3-11.5-4-11.5(e) or on Election Day under IC 3-11-4-11 may permit an absentee ballot envelope to be opened and ballot removed for processing, if the counters find that the:

- 1) affidavit is properly executed;
- 2) signature on the application corresponds to the signature on the absentee ballot affidavit;
- 3) absentee voter is a qualified voter of the precinct;
- 4) absentee voter is registered and is not required to file additional information with the county voter registration office under IC 3-7-33-4.5; and
- 5) in case of a primary election, the absentee voter has not previously voted, the absentee voter has executed the proper declaration relative to age and qualifications and the political party with which the absentee voter intends to affiliate. (IC 3-11.5-4-12)

If not, the counter must process this absentee ballot as a provisional ballot. (IC 3-11.5-4-12)

If the absentee ballot counters find that any of the following applies, the ballots shall be rejected:

- 1) The affidavit is insufficient or that the ballot has not been endorsed with the initials of:
 - a) the two (2) members of the absentee voter board in the office of the clerk of the circuit court under IC 3-11-4-19 or IC 3-11-10-27;
 - b) the two (2) members of the absentee voter board visiting the voter under IC 3-11-10-25; or
 - c) the two (2) appointed members of the county election board or their designated representatives under IC 3-11-4-19.
- 2) The signatures do not correspond or there is no signature, and the signature mismatch or missing signature is not cured by the deadline established under IC 3-11.5-4-13.5 or IC 3-11.5-4-13.6. (*Please see "Signature Mismatch or Missing Signature Absentee Procedures" for more information.*)
- 3) The absentee voter is not a qualified voter in the precinct.
- 4) The absentee voter has voted in person at the election.
- 5) The absentee voter has not registered.
- 6) The ballot is open or has been opened and resealed. This subdivision does not permit an absentee ballot transmitted by fax or electronic mail under IC 3-11-4-6 to be rejected because the ballot was sealed in the absentee ballot envelope by the individual designated by the circuit court to receive absentee ballots transmitted by fax or electronic mail.
- 7) The ballot envelope contains more than one (1) ballot of any kind for the same office or public question.
- 8) In case of a primary election, if the absentee voter has not previously voted, the voter failed to execute the proper declaration relative to age and qualifications and the political party with which the voter intends to affiliate.
- 9) The ballot has been challenged and there is no absentee ballot application from the voter to support the absentee ballot. (IC 3-11.5-4-13)

Whenever a voter with a disability is unable to make a signature:

- 1) on an absentee ballot application that corresponds to the voter's signature in the records of the county voter registration office; or
- 2) on an absentee ballot security envelope that corresponds with the voter's signature;
- 3) in the records of the county voter registration office; or
- 4) on the absentee ballot application;

then the voter may request that the voter's signature or mark be attested to by the bi-partisan travel board team; a member of the voter's household; or an individual serving as attorney in fact for the voter. An attestation provides an adequate basis for the absentee ballot counters to determine that a signature or mark complies. (IC 3-11.5-4-13(c))

If the absentee ballot counters are unable to agree on a finding described under IC 3-11.5-4-12 or IC 3-11.5-4-13 of this chapter, the county election board shall make the finding. (IC 3-11.5-4-13(e))

Each ballot not accepted or counted for any of the above listed reasons must, without being unfolded to disclose how it is marked, be endorsed with the words: "Rejected <insert reason>." All rejected absentee ballots are to be enclosed and securely sealed in an envelope labeled: "Defective Absentee Ballots." The defective absentee ballot envelope must also identify the precinct and the date of the election. Rejected absentee ballots are to be returned to the same officer and in the same manner for the return and preservation of official ballots cast and uncast at the election. (IC 3-11.5-4-14)

When using an automatic tabulating machine (IC 3-11.5-6-3), or when traditional hand-counted paper ballots are used, ballots are to be counted by laying each ballot upon a table in the order in which the ballot was opened and removed from the security envelope. (IC 3-11.5-5-6) To minimize delay, absentee ballot counters are to continue the count without interruption until all absentee ballots for the precinct are canvassed and the required certificates are prepared and delivered to the county election board. (IC 3-11.5-6-4; IC 3-11.5-5-5; IC 3-11.5.5-17) Counties must follow the procedures noted in IC 3-11.5-6-21 or IC 3-11.5.5-18 for securing counted and uncounted absentee ballots, and upon delivery of the ballot envelope or bag, sign an oath prescribed in IC 3-11.5-6-22 or IC 3-11.5.5-10.

The county election board should determine the procedures for counting absentee ballots cast on an electronic voting system by passing a resolution at a public meeting of board before the election. (IC 3-11-10-26.2)

Remaking an Absentee Ballot

At times, it may be necessary for an absentee ballot to be remade by bi-partisan remake teams. For example, absentee counters may accidentally tear a ballot card when opening an envelope or a military voter returns a faxed ballot that must be remade on a ballot card to be read by the optical scan tabulator.

If a ballot card is damaged or defective so that it cannot properly be counted by the automatic tabulating machines, then a remake team composed of one (1) person from each of the major political parties of the county shall have the card prepared for processing so as to record accurately the voter's intent as described in IC 3-12-1, generally. The members of the remake team shall be appointed by the county election board. (IC 3-12-3-5)

If necessary, a true, duplicate copy shall be made of the damaged or defective ballot card by the bi-partisan remake team in the presence of witnesses and substituted for the damaged card. All duplicate ballot cards must be clearly labeled "duplicate" and bear a serial number, which shall be record-ed on the damaged or defective card. (IC 3-12-3-6) For example, the voter's original ballot is damaged. The remake team will assign it a serial number and write it on the damaged ballot card. This same number is written on the remade ballot card in an area on the ballot recommended by the voting system vendor to avoid issues when the optical scan tabulator reads the ballot. While only the remade ballot is tabulated (IC 3-12-3-7), these serial numbers "tie" the damaged ballot and remade to each other in case a court orders a review of the ballots after a recount or contest action is filed. The serial numbers allow the ballots to be matched to confirm the voter's intent was properly determined by the remake team.

Finally, an absent uniformed services voter or overseas voter is permitted to transmit an absentee ballot by fax or electronic mail. To facilitate the transmittal and return of the voter's absentee ballot by fax or electronic mail, the county election board may provide the voter with a paper ballot rather than a ballot card. The paper ballot must conform with the requirements for paper ballots set forth in IC 3-10 and IC 3-11. After the voter returns the ballot by fax or electronic mail, and the absentee ballot counters determine on election day that the absentee ballot can be counted, a remake team appointed by the county election board under this section shall prepare a ballot card for processing that accurately records the intention of the voter as indicated on the paper ballot. Additionally, the remake team will affix their initials to the remade ballot card and be marked and counted as a duplicate ballot. (IC 3-12-3-5(d))

The ballot remake law, IC 3-12-3-5, does not permit a remade ballot to be cast on a direct record electronic (DRE) voting system; it must be remade on a ballot card or, if applicable, a hand-counted paper ballot if the jurisdiction is using paper ballots instead. (IC 3-12-3-5(d))

Election Day Certificate for Voter with Rejected Absentee Ballot

This does not apply to an absentee ballot rejected based on a finding that the voter's signature on the absentee ballot security envelope affidavit does not correspond to any signature on the voter's absentee ballot application. (Please see "Signature Mismatch or Missing Signature Absentee Process" for those details.) The absentee ballot counters or county election board shall issue a certificate (ABS-21) to a voter whose absentee ballot has been rejected so long as the voter appears in person before the county election board not later than 5 p.m. on election day. The certificate must state that the voter's absentee ballot has been rejected and that the voter may vote in person under section 21 of this chapter if otherwise qualified to vote. (IC 3-11.5-4-13(f))

Storing Counted Absentee Ballots by Precinct & Retention

As soon as the ballots have been counted, the absentee ballot counters shall, in the presence of the county election board in all counties except for Marion County, do the following under IC 3-11.5-6-21:

- 1) Place in a strong paper envelope or bag the following:
 - a. All ballots, voted and not voted, together with all protested and uncounted ballots sorted by precinct.
 - b. One (1) copy of each of the certificates prepared under IC 3-11.5-4-1 and IC 3-11.5-4-8.
 - c. The tally papers.
- 2) Securely seal the envelope or bag.
- 3) Have both absentee ballot counters initial the envelope or bag.
- 4) Plainly mark on the outside of the envelope or bag, in ink, the precinct for which the absentee ballots were cast.
- 5) Deliver the envelope or bag to the circuit court clerk.
- 6) Notify the circuit court clerk of the number of ballots placed in the envelope or bag.

Upon delivery of the envelope or bag to the circuit court clerk, each absentee ballot counter shall take and subscribe an oath before the clerk stating that the counter (IC 3-11.5-6-22):

- 1) securely kept the ballots and papers in the envelope or bag;
- 2) did not permit any person to open the envelope or bag or to otherwise touch or tamper with the ballots; and
- 3) had no knowledge of any other person opening the envelope or bag.

The circuit court clerk shall file the oath with the clerk's other election documents. (IC 3-11.5-6-23)

The circuit court clerk then places the envelope or bag containing the counted absentee ballots in a receptacle provided by the county executive with two (2) different locks. (IC 3-11.5-6-24) The clerk will then lock the receptacle, retain one (1) key to one (1) lock of the receptacle, and give one (1) key to the other lock of the receptacle to the member of the county election board who is not a member of the same political party as the clerk. (IC 3-11.5-6-25)

The circuit court clerk shall preserve the receptacle containing the envelope or bag in the clerk's office for the period required under IC 3-10-1-31 or IC 3-10-1-31.1. (IC 3-11.5-6-26) If the election is contested, the clerk shall preserve the receptacle containing the envelope or bag of counted absentee ballots as long as the contest is undetermined. During those periods the clerk shall keep the receptacle securely locked, subject only to an order of the court trying a contest. (IC 3-11.5-6-27)

Absentee ballots are retained with other election materials for twenty-two (22) months pursuant to IC 3-10-1-31.1. When permitted under IC 3-10-1-31.1, the clerk and a county election board member of the opposite political party shall remove the envelope or bag from the receptacle and destroy the envelope or bag. (IC 3-11.5-6-28)

Alternatively, a county election board may contract with a state educational institution to dispose of the ballots. The contract must provide that the ballots will be used by the state educational institution to conduct election research; and the state educational institution may not receive any ballots under this subsection until the period for retention under IC 3-10-1-31 or IC 3-10-1-31.1 has expired. (IC 3-11.5-6-29)

Use of Letter Openers for Absentee Ballots

Any county may use a letter opening machine to open absentee ballot envelopes for processing. (IC 3-11.5-4-12.5)

Releasing Absentee Ballot Returns

Absentee ballot returns may not be released before the closing of the polls on Election Day, which is 6:00 p.m. local prevailing time. (IC 3-11.5-4-6)

A person who observes or performs any of the following under this chapter:

- 1) The counting of absentee ballots.
- 2) The proceedings of absentee ballot counters or the county election board regarding a protested ballot.
- 3) The preparation of a certificate by absentee ballot counters.
- 4) The delivery of a certificate to the circuit court clerk or county election board.

shall not provide any other person with information concerning the number of votes a candidate received for an office or cast to approve or reject a public question on absentee ballots counted under this chapter before the closing of the polls. (IC 3-11.5-6-32)

Immediately upon completion of the vote count, the absentee ballot counters shall make and sign a certificate for the news media showing the total number of absentee ballot votes received by each candidate and on each public question in the precinct. (IC 3-11.5-6-30) The absentee ballot counters shall deliver the certificate to the circuit court clerk as soon as the certificate is completed. After the closing of the polls, the circuit court clerk is to deliver the certificate made for the news media to any person designated to receive the certificate by the editors of the newspapers published in the county or by the managers of the radio and television stations operating in the county immediately upon the completion of the certificate. (IC 3-11.5-6-32)

Challenged Absentee Ballots

Absentee ballots may be challenged on Election Day for the reason that the absentee voter is not a legal voter of the precinct where the ballot is being cast. (IC 3-11-10-21; IC 3-11.5-4-15) If a county election board unanimously agrees on a resolution to begin its central count before election day following the procedures in IC 3-11.5-4-11.5, then these procedures may also be followed. (Pre-scanning absentee ballots under IC 3-11.5-4-6 does not authorize this type of challenge until Election Day.) The process will vary slightly depending on whether the absentee ballot is counted at a central location or at the precinct:

For counties using paper poll lists on Election Day: The county election board transmits a certified list of absentee voters under IC 3-11.5-4-1 and IC 3-11.5-4-8 to the vote center or precinct polling location. The Inspector provides the list of names and addresses of the absentee voters to alert challengers and pollbook holders so that the voter may be challenged. The PRE-4 provisional ballot affidavits must be completed by the challenger, and it is recommended “absentee voter” be written in the section for the challenged voter. The PRE-4 affidavit is attached to the absentee voter certificate and a notation should be made on the certificate to alert the counters at the central count location to set aside the challenged voter’s absentee ballot and secure as a provisional ballot.

For counties using an ePollbook on Election Day: Before the absentee ballot counters process an absentee ballot, the absentee ballot counters shall notify the county election board. A county election board member, or a representative designated by a county election board member, may challenge the absentee ballot.

The county election board must hold a hearing to determine whether a provisional ballot may be counted, and the hearing requirements and provisional ballot processing are outlined in IC 3-11.7. However, there are two important exceptions for challenged absentee ballots that do not apply to voters challenged at the polls: 1) the absentee voter's application serves as the voter's testimony at the hearing so the absentee voter is not required to complete the affidavit on the PRO-2 security envelope; 2) an absentee voter is not required to provide proof of identification. (IC 3-11-10-22; IC 3-11.5-4-16)

NOTE: Do not confuse “rejected” or “defective” absentee ballots with “challenged” absentee ballots. Rejected or defective absentee ballots are not counted for several reasons as outlined in a previous section of this *Manual*. Examples of rejection include signature on the application does not match the ballot or the ballot lacks two sets of absentee voter board initials. An absentee ballot may only be challenged for the reason that the absentee voter is not a legal voter of the precinct. This is the only valid challenge to an absentee voter that the county election board should decide at its hearing.

If a county election board determines an absentee voter's ballot is not counted, then the ballot associated to the voter's unique identified on the direct record electronic (DRE) machine must be deleted or, in the case of an optical scan ballot card or paper ballot, remain sealed inside the absentee ballot envelope. The PRO-2 affidavit must be marked “not counted” with a stated reason and signed by the county election board. The voter's provisional ballot history must be updated in the statewide voter registration system (SVRS).

If a county election board counts the challenged absentee voter's ballot, then the voter's application and ballot envelope are stored with the other election materials kept by the county clerk, and the ballot is tabulated and stored with the counted ballots. The PRO-2 affidavit should be marked “counted” and signed by the county election board. The voter is to receive credit in their voting history for voting in the election. The provisional ballot materials are stored.

Signature Mismatch or Missing Signature Absentee Procedures

An absentee ballot envelope with a missing or mismatched signature (that is, found by a majority of the county election board or by both members of the absentee voter board to be not genuine) is not immediately “rejected” upon the first absentee signature review. If during the second signature review, both absentee counters or a majority of the county election board find a missing or mismatched signature, then the absentee ballot is not immediately “rejected.” Instead, an absentee ballot with a missing or mismatched signature is subject to the cure procedures described below.

See “First Signature Review” in the Absentee Ballots section or the “Second Signature Review” in the Central Count of Absentee Ballots section of this *Manual* for more information.

Absentee Signature Cure Procedures

If a signature on the first or second review is found not to be genuine or is missing, then the date and reasons for the determination of the mismatched or missing signature must be documented on the outside of the unopened absentee ballot return envelope. The county will then enter the information into the statewide voter registration system (SVRS) and generate the notice (ABS-18A or ABS-18B) prescribed by the Indiana Election Division. **The ABS-18A or ABS-18B notice be sent to a voter not later than the close of business, two (2) business days after the signature**

mismatch or missing signature is determined by the county.

The notice will instruct the voter:

- how to complete and file the signature mismatch affidavit or unsigned ballot affidavit,
- how to file the affidavit with the county election board,
- to provide a reason why their signature did not match, including that age or disability of the voter affects how their signature is made or that the absentee affidavit was executed by the person holding the voter's power of attorney or any person assisting a voter under IC 3-11-4-2(b) or a member of the voter's immediate household or power of attorney attesting to the voter's signature on the absentee by mail return envelope under IC 3-11.5-4-13(c), and
- of the deadline when the affidavit must be filed with the county election board.

The notice must also include a blank copy of the signature verification affidavit so that the voter can provide a reason their signature did not match. However, as of the publication of this *Manual*, statute does not address how to document the signature mismatch when a voter casts an absentee ballot on an electronic voting system.

An absentee ballot with a signature mismatch or a missing signature must be treated as a provisional ballot so that the absentee voter can cure the defect by filing the affidavit included with the ABS-18A or ABS-18B with the county election board not later than noon (local prevailing time), eight (8) days after Election Day. On the signature mismatch affidavit, the voter would swear that the signature on the absentee ballot security envelope affidavit is in fact that of the voter and sign the affidavit. On the affidavit of unsigned ballot, the voter would swear that the voter requested and returned an absentee ballot and that they are the voter whose name appears on the absentee ballot envelope and sign the affidavit. The voter can return the mismatch affidavit or the unsigned ballot affidavit in-person, by U.S. mail, email, or fax to the county election board, or on Election Day to the inspector of the precinct or chief election officer at a vote center location.

During the provisional ballot hearing, the county election board shall compare the voter's signature on the signature mismatch affidavit, or the unsigned ballot affidavit returned by the voter with the signature on the absentee ballot affidavit envelope, and if those signatures match, board shall open the envelope and count the provisional ballot, assuming that there are no other issues regarding the validity of the provisional ballot. If the county election board, during the provisional ballot hearing, finds that the affidavit signature does not match the signature on the absentee ballot security envelope affidavit, the provisional ballot shall be rejected. **The same confidentiality restrictions that apply to other provisional ballots also apply to signature mismatch ballots** Please review the "Provisional Ballot" section in this *Manual* for more information.

If the signature on the affidavit is found to be genuine, then the signature in the voter's registration record in the statewide voter registration system (SVRS) must be updated to reflect any matching signature made on the signature mismatch affidavit. (IC 3-11.5-4-13; IC 3-11.5-4-13.5; IC 3-11.5-4-13.6)

Military and Overseas Voters

Absent uniformed services voters or overseas voters may request to have their absentee ballot transmitted by mail, email or fax. (IC 3-11-4-5.7) Deadlines, rules and procedures for military and overseas voters vary slightly from the general "civilian" population.

State law refers to an “**absent uniformed services voter**,” meaning a member of the military, or the spouse or dependent of a military voter, who is absent from the place of residence where the member is otherwise qualified to vote. An “absent uniformed services voter” may be within the United States or overseas. (IC 3-5-2-1.5) The definition of absent uniformed services voter includes a member of the Indiana National Guard deployed outside Indiana. An “**overseas voter**” is an individual who may be either a civilian who resides outside of the United States or a member of the military (or spouse or dependent) who is absent from the United States on Election Day. (IC 3-5-2-34.5)

A military voter or overseas voter may apply for an absentee ballot at any time by filing the Federal Post Card Application (FPCA) prescribed by the U.S. Department of Defense. The FPCA is a combined form permitting the military or overseas voter to update their registration address and request an absentee ballot. (NOTE: The **obsolete** ABS-15 state military and overseas voter application form cannot be accepted for filing.)

The FPCA is valid for one calendar year (January 1 to December 31), and the county election board must process the FPCA application and mail ballots for all elections as if an application had been submitted for each election. (IC 3-11-4-6; 3-11-4-8) Whenever a military or overseas voter files an FPCA for a primary election, **the application is valid for any election conducted during the period that ends on December 31 following the date the application is filed unless an absentee ballot mailed to the voter at the address in the application is returned to the county election board during that period as undeliverable.**

Sometimes a military or overseas voter will use an ABS-MAIL state form and mark the box: “I am a member of the military or a public safety officer.” The ABS-MAIL form may not be used to update a voter’s registration except when a voter indicates the voter moved and resides at a new address in the same precinct as their previous residence. The ABS-MAIL application is only valid for the specific election, may only be requested when voter registration opens, and be received by the county election board no later than 11:59PM, prevailing local time, twelve (12) days before the election.

Absent uniformed services voters or overseas voters have the right to submit an absentee application by mail, email, or fax. The qualified military or overseas voter is entitled to request that a ballot be transmitted to the voter by mail, email or fax by using the FPCA. If the email address or fax number provided by the voter does not permit transmittal, the law then requires the county to transmit the application or ballot by mail instead.

If an absentee ballot application from a military voter or overseas voter is denied, the county election board must provide the voter with the reason for the denial of the application. The board must send a written notice to the voter stating the reasons for the denial. The notice (ABS-14) must be sent not later than 48 hours after the application is denied and sent to the voter at the address at which the voter requested that the ballot be mailed. (IC 3-11-4-17.5)

Special Exceptions for Military & Overseas Voters

Statewide Voter Registration Deadline Extended for Military & Overseas Voters Using the FPCA

If a military or overseas voter uses the Federal Post Card Application (FPCA), a county voter registration office must use update a military or overseas voter’s registration as long as **the federal form is received no later than eight (8) days before the date of the election.**

If an absent uniform services voter (or the voter's spouse or dependent) applies to register during this time period, the application is subject to the same requirements that apply to applications received from other voters during the general registration period. If the application is approved, then the voter is entitled to vote in the upcoming election.

An absent uniform services voter (or the voter's spouse or dependent) may apply to register to vote on the **seventh day before the election and until noon (prevailing local time), Election Day** if the voter:

- 1) returns to Indiana during the period beginning seven days before Election Day and ending at noon (prevailing local time), on Election Day following discharge from service or reassignment;
- 2) shows the county voter registration office a discharge from service, dated not earlier than the beginning of the registration period that ended eight days before Election Day, or a copy of government movement orders, with a reporting date not earlier than the beginning of the registration period that ended eight days before Election Day;
- 3) completes a registration application; and
- 4) signs an affidavit that the voter has not voted at any other precinct in the election (ABS-13).

If an absent uniform services voter (or the voter's spouse or dependent) registers under the conditions noted above then the voter is entitled to vote in the upcoming election **at the office of the circuit court clerk** any time after the voter registers **but before noon (prevailing local time), Election Day**. If the person votes in the upcoming election at the office of the circuit court clerk, the voter will cast an absentee ballot and the circuit court clerk will certify that the voter registered under this statute, and the circuit court clerk will attach the certification to the voter's absentee ballot envelope (ABS-11).

The county election board delivers these certificates by courier to the precinct election boards at the polls on Election Day. The inspector attaches the certificates to the poll list in the presence of the poll clerks and the poll clerks sign a statement indicating that the inspector did so. If the person does **not** vote in the upcoming election, then the circuit court clerk delivers the voter's registration application to the board of registration (if applicable). The voter is then registered effective the first day of the next registration period. (IC 3-5-2-1.5; IC 3-7-36-14; IC 3-11-4-3; IC 3-11-10-16; IC 3-11.5-4-8; IC 3-11.5-4-9; IC 3-11.5-4-24)

Ongoing Absentee Application

An absentee ballot application (FPCA) for the primary submitted by a military or overseas voter is considered an **application for any election conducted during the period that ends on December 31 following the date of the application was filed**. This application must show that the voter was a resident and otherwise qualified to vote in the precinct where the voter resided before leaving the U.S. An overseas voter who has never resided in Indiana is not qualified to vote in Indiana pursuant to Article 2, Section 2 of the Indiana Constitution.

Absentee Ballots Sent by Fax or Email

The county election board shall send and receive absentee ballots by email or fax from an absent uniform service voter or overseas voter if the voter:

- 1) requests to receive and submit an absentee ballot by email or fax; and
- 2) signs and dates a statement submitted with the email or on the cover of the fax stating: **"I understand that by faxing or emailing my voted ballot I am voluntarily waiving my right to a secret ballot."** (ABS-9)

If the voter requests to receive and submit an absentee ballot by fax, then the fax number to which the ballot is faxed shall be recorded by the clerk's office with the other information recorded about absentee ballot application. The county election board shall send, not later than the end of the first business day after the absentee ballot is received,

confirmation to the voter that the ballot was received to the fax number the voter provides for this purpose or by email if the voter provides an email address (or, if no fax number or email is provided, or the fax number or email does not permit confirmation to be sent, then by U.S. mail). Voters submitting absentee ballots by email or fax do not have to mark their ballot in secret and seal the ballot into an absentee ballot envelope for delivery.

The person receiving absentee ballots by email or fax shall:

- note receipt of the ballot in the records as other absentee ballots;
- fold each ballot received separately to conceal the marking;
- enclose the ballot in a blank absentee envelope (ABS-10B) and secure the envelope (The emailed or faxed ballot may not be rejected because the ballot was sealed in the absentee ballot envelope by the person designated by the clerk to receive the ballots);
- securely attach the emailed or faxed affidavit received with the ballot to the envelope; and
- mark on the envelope "Absentee Ballot Received by FAX or Electronic Mail." (IC 3-11-10-1).

Absentee ballots sent by fax or email may be received on Election Day and counted, though are subject to the same deadlines as other absentee ballots depending on the county's decision to count absentees at a precinct polling location or central location.

The ABS-9 must be submitted with the absentee ballot for the ballot to be processed and counted. (IC 3-11-4-6)

Extended Deadline for Military and Overseas Voter's Absentee Ballot in Certain Circumstances

An absentee ballot from an overseas voter or a military voter who is stationed outside of the United States will not be considered as arriving too late to be counted if the ballot is postmarked no later than Election Day, and is received by the noon, prevailing local time, ten (10) day deadline for counting provisional ballots. (IC 3-12-1-17)

If the postmark is unclear, the county election board, by unanimous vote of the entire board, determines the postmark date. If the board cannot reach a unanimous decision about the postmark, the absentee ballot may not be counted.

NOTE: This extended deadline does not apply to all military voters, only to military voters stationed outside of the United States or U.S. citizens residing overseas. Typically, military voters have APO or FPO addresses to note they are residing overseas. (IC 3-12-1-17)

Federal Write-In Absentee Ballot

In a primary, general, or municipal election, a military or overseas voter may submit a Federal Write-In Absentee Ballot (FWAB) to serve as a "back-up" ballot if their "official" absentee ballot is not received or timely returned.

Because the FWAB and FPCA have a similar format, an overseas or military voter may believe the FWAB replaces the FPCA. In Indiana, it does not. **The FWAB may not be used as an application for absentee ballot or used to register a military or overseas voter to vote.** In other words, the military or overseas voter must first apply for an absentee ballot using the Federal Post Card Application (FPCA) in order for the FWAB to be valid. Further, a county must reject a FWAB filed without an FPCA.

An overseas or military voter can use the FWAB to vote for any candidate for nomination at a primary election so long as the voter chooses one political party primary to vote in. A voter cannot pick and choose candidates from different political parties. In a general, municipal, or special election a voter can vote for any candidate, political party, or public question on the ballot. If a voter writes in the name of a political party, then all the candidates for the party will receive the voter's vote. Also, a voter is not required to write the name of a candidate exactly as the name appears on the

ballot. The key is that the absentee ballot counters must be able to determine the intent of voter when selecting candidates and answering public questions. If a voter submits a FWAB, the ABS-19 is not required to be attached for it to be counted and processed. (IC 3-11-4-12.5; IC 3-12-1-1.7; IC 3-12-1-18; IC 3-12-1-19; IC 3-12-2-7.5)

If a federal write-in absentee ballot is received by the county election board in an envelope which does not indicate that a ballot is inside, and is inadvertently opened, the ballot may be counted if otherwise valid. The county election board is required to immediately seal the absentee ballot in an envelope indicating that a voted absentee ballot is enclosed and document the date the absentee ballot was sealed in the envelope, attested to by each member of the county election board (IC 3-12-2-7.5)

Should the military or overseas voter's "official" absentee ballot be timely received, then the FWAB may not be counted. If the military or overseas voter's "official" absentee is not timely received, then a bi-partisan team is to remake an "official" ballot using the selections the military and overseas voter wrote on the FWAB to the best of their ability. (IC 3-12-2-7.5) To be counted, however, the FWAB must be received by the county no later than the specific absentee ballot deadline (noon, prevailing local time, for central count counties; by the last absentee ballot delivery in precinct count counties). (IC 3-11-10-11)

Federal Only Ballot

On the Federal Post Card Application (FPCA), a military or overseas voter must check one of these categories:

- 1) I am a member of the uniformed services or merchant marine or active duty or an eligible spouse or dependent.
- 2) I am an activated National Guard member on State orders.
- 3) I am a U.S. citizen residing outside the United States, and I intend to return.
- 4) I am a U.S. citizen residing outside the United States, and my return is not certain.
- 5) I am a U.S. citizen and have never resided in the United States.

For reasons #1, #2, or #3, a county election official issues the military and overseas voter a regular ballot based on the precinct assigned to their voter registration address. If a military or overseas voter selects the statement set forth in reason #4 above, then the voter receives a federal only ballot, which would only include the offices for President and Vice-President, U.S. Senate, and U.S. House, depending on the election cycle. (In Indiana, voters falling into category #4 are registered to vote at the address of the county voter registration office. See the *Indiana Voter Registration Guidebook* for more details.)

Note: Federal only ballots only apply to U.S. citizens who formerly resided in Indiana and now live overseas and whose return date is not certain. The federal only ballot may not be given to any other voter!

Note: Federal only ballots are NOT the same as *presidential only* ballots. As stated above, federal only ballots apply to a specific category of overseas voters. A presidential only ballot is available during presidential election years (such as 2024), and is used by "regular" voters who fall in to a very specific fail-safe category depending on when and where they move to another state.

A voter using the FPCA and marks reason #5 – "I am a U.S. citizen and have never resided in the United States" – is not entitled to cast a regular ballot in Indiana and the application should be rejected.

MOVE Information Sheet

In addition to the Absentee Voter's Bill of Rights, the MOVE information sheet must be included in the packet of information provided to a military or overseas voter.

Notice of Dispensation of Absentee Ballot Application for Military & Overseas Voter (ABS-14)

If an absentee application submitted by a military or overseas voter is rejected, the county must send the ABS-14 notice to the voter explaining why the application was rejected. The notice is also required to be sent when your office receives and accepts an absentee application from a military or overseas voters.

Processing Absentee Ballots of Military & Overseas Voters

The county election board (or absentee voter board in the office of the clerk) shall compare the signature as it appears on the affidavit transmitted with the voter's absentee ballot to the voter's signature as it appears on the application for the absentee ballot. The board may also compare the signature on the affidavit with any other admittedly genuine signature of the voter.

For the first signature review the absentee ballot counters or the county election board shall compare the signature on the absentee ballot application with the signature on the affidavit attached to the ballot envelope. For the second signature review and counting, absentee ballots received by email or fax shall be handled and processed as other absentee ballots and may not be counted if the faxed or emailed ballot arrives after 6 p.m., prevailing local time, on Election Day. (IC 3-5-4-6; IC 3-11-4-7; IC 3-11-4-8; IC 3-11-4-17; IC 3-11-4-22; IC 3-11-10-4; IC 3-11.5-2-5; IC 3-11.5-4-4; IC 3-11.5-4-5; IC 3-11.5-4-10; IC 3-11.5-4-11; IC 3-11.5-4-13)

An absentee ballot from an overseas voter or a military voter who is stationed outside of the United States will not be considered as arriving too late to be counted if the absentee by mail ballot is postmarked not later than Election Day, and is received by the noon, prevailing local time, ten (10) day deadline for counting provisional ballots. (IC 3-12-1-17) However, if the military or overseas voter has a Federal Write-in Absentee Ballot (FWAB) filed for the election, then the FWAB is counted on Election Day in place of the voter's fax, email, or mailed absentee ballot received after the applicable deadline. (IC 3-12-2-7.5)

If the postmark is unclear, the county election board, by unanimous vote of the entire board, determines the postmark date. If the board cannot reach a unanimous decision about the postmark, the absentee ballot may not be counted.

NOTE: This extended deadline does not apply to all military voters, only to military voters stationed outside of the United States. Typically, these voters have APO or FPO addresses. (IC 3-12-1-17)

Voters With Print Disabilities

A "voter with print disabilities" is defined to refer to an individual who is unable to independently mark a paper ballot or ballot card due to blindness, low vision, or a physical disability that impairs manual dexterity. (IC 3-5-2-50)

A voter with a print disability may use e-mail, fax, or a web publication to request a voter registration application and absentee ballot application from the Indiana Election Division, county election board or a county voter registration office. The office that receives the request for the application is required to send the voter registration or absentee ballot application to the voter with print disability not later than the end of the first business day after the office receives the request from the voter by e-mail or fax if an e-mail or fax number is provided to the office. If the e-mail address or fax number is not provided by the voter with print disabilities or the e-mail address or fax number does not permit the

office to send the application, then the application shall be sent by mail.

The Indiana Election Division, county election board, board of elections and registration, or county voter registration office shall ensure that the procedures used to receive a request for a voter registration or absentee ballot application and transmitting the application to the voter with print disabilities protects the security and integrity of the application request process, and the voter's identity and other personal data. Information about how to request a voter registration or absentee ballot application by e-mail, fax, or through a website shall be included with all informational and instruction materials that are sent with a voter registration application or an absentee ballot application to a voter with print disabilities.

The Secretary of State, with approval of the Indiana Election Division, is required to develop a free access system that permits the voter with print disabilities to determine whether the voter's absentee ballot has been received by the appropriate county election board. The system (IndianaVoters.com) must contain reasonable procedures to protect the security of information and shall comply with Web Content Guidelines.

While a voter with print disabilities may continue to use a standard state or federal voter registration form or a standard absentee form, they may also file a combined form (ABS-15). The combined form includes a voter registration component and an absentee application and is ongoing for one calendar year (January 1 to December 31). A voter with print disabilities may request an absentee ballot be sent by mail, fax, or email; however, the request for a faxed or emailed ballot must be made using the combined form. Lastly, a voter with print disabilities would need to indicate their political party on the combined form and meet the filing deadline to receive an absentee ballot in the primary election. In many ways, these procedures will mirror processes used for military and overseas voters that file an FPCA. More information is below.

Using the Combined Form to Request an Absentee Ballot

A voter with print disabilities can request and submit a combined voter registration and absentee application using accessible technology developed for persons with print disabilities. Earlier in this *Manual*, the voter registration aspects of the combined form were discussed. However, the combined form also permits the voter to request an absentee ballot, which is ongoing for one calendar year (January 1 to December 31), much like military and overseas voters who file an FPCA. (IC 3-7-16-9.5; IC 3-11-4-5.8; IC 3-11-4-6)

If a voter with print disabilities files a combined form, counties will first want to confirm the voter is properly registered to vote at the address on the combined form. If not, then the county should treat the combined form as the officials would any other voter registration document. Once the voter's registration status is no longer pending, then the voter's absentee request may be processed. The county will follow review procedures for the absentee portion of the combined form the same as any absentee application filed in your office.

To process a combined form for voters with print disabilities who prefer to vote absentee by-mail, the combined form must be received by county or state election officials not later than 11:59 pm (local prevailing time), twelve (12) days before Election Day.

However, the Indiana General Assembly did not amend the Indiana Election Code to provide the deadline for a voter with print disabilities to submit a combined form to request an absentee ballot by email or fax. Until the Indiana General Assembly acts to establish a deadline for this application a deadline date and time cannot be determined.

As is currently the case with all registration information and absentee ballot applications, voters with print disabilities will be able to monitor the status of their submitted combined form by accessing their record on IndianaVoters.com, which will display one of the following business rule statuses currently in place: Provisional; Challenged; Cancelled; Approved; In process; Issued; or Rejected.

Returning an Absentee Ballot by Voters with Print Disabilities Using the Combined Form

Voters with print disabilities using a combined form to request an absentee ballot be sent to them by fax or email must return their voted absentee ballot with the voluntary waiver to a secret ballot (ABS-25). A voter with print disabilities must be able to personally mark their own ballot, which would include the voter's personal use of adaptive technology to complete their ballot. The voter must be able to affix their signature or mark to the ballot secrecy waiver. The voter's signature can be affixed to the secrecy waiver using traditional methods like an indelible ink or pencil, or by using a computer mouse or finger on a touch sensitive device.

Voters with a print disability may return their absentee ballot using one of the following four methods:

- 1) **Return by mail:** The absentee ballot must be received by the county election board not later than 6 pm, prevailing local time, on Election Day.
- 2) **Return in person:** A voter may return their print disabled absentee ballot in person to their county election office not later than 6 pm, local prevailing time, on Election Day. Additionally, a member of the voter's household, a bonded courier, the voter's attorney-in-fact, or a family member (meaning a spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, or niece) may hand deliver a completed absentee ballot to the county election board. These family members include persons related as the result of birth, marriage, or adoption. IC 3-11-10-24(e)) A person hand-delivering a completed absentee ballot must complete the ABS-19 form.
- 3) **Return by email:** Emailed absentee ballots must be received by 6 pm, prevailing local time, on Election Day. Additionally, voters with print disabilities must file the secrecy waiver form by this same deadline.
- 4) **Return by fax:** A voter may return their print disabled absentee ballot by fax. Faxed ballots must be received by 6 pm, prevailing local time, on Election Day. Additionally, voters with print disabilities must file the secrecy waiver form by this same deadline.

If a voter with print disabilities is unable to return their absentee ballot by the Election Day deadline, the voter can vote in person on Election Day at their designated polling site under IC 3-11.5-4-18, just as any other qualified absentee voter. Voting in person on Election Day will require the voter to surrender their absentee ballot that is sealed and signed to poll workers at the voting location or complete form PRE-5, attesting that the voter did not receive their requested absentee ballot.

Additionally, it is possible for a voter to surrender their absentee ballot before Election Day to vote absentee in-person, allowing for the use of accessible voting equipment. The voter would need to bring their absentee ballot sealed in the secrecy envelope and signed by the voter (or, if sent by email or fax, the voter's ballot and signed secrecy waiver) and complete the ABS-5 form. The voter's original ballot will be marked as rejected, and the voter may then complete the absentee in-person (or "early voting") process prescribed in Indiana state law.

Alternatively, it is possible for the circuit court clerk to deliver the replacement absentee ballot by mail fax, or email, if the voter submitted a combined form for voters with print disabilities that permits the use of a faxed or emailed ballot.

If a voter makes an error on their absentee ballot or the county election board determines a ballot contained an error, then the voter can request a replacement absentee ballot using the ABS-5 form. Voters with print disabilities that have a combined form on file would receive their absentee ballot in the form requested – by mail, email, or fax.

Secrecy Waiver for Emailed or Faxed Ballots Used by Voters with Print Disabilities

All voters choosing to vote absentee by fax or email relinquish some degree of ballot security and secrecy as a result of not casting their ballot in person. In return for the convenience of receiving and delivering the voted ballot by fax or email, and consistent with IC 3-11-4-6, voters with print disabilities must relinquish ballot secrecy in the same way UOCAVA voters do by completing the Voluntary Waiver of Secret Ballot found on the ABS-25 form.

Further, if a voter does not return the secrecy waiver, then the county election board must reject the absentee ballot. (IC 3-11-4-6(h))

Storing & Remaking an Emailed or Faxed Ballot Used by Voters with Print Disabilities

When a faxed or emailed ballot is returned to the county election board, the absentee ballot is printed and stored in a ballot secrecy envelope. The Indiana Election Division will update this form envelope to make clear it is also used to place returned faxed and emailed absentee ballots voted by voters with print disabilities. Officials will indicate on the outside of the envelope that it contains a ballot returned by a qualified voter by email. The secrecy waiver is attached to the ballot secrecy envelope along with the voter's combined form for processing on Election Day, assuming the voter's signature is found to be genuine.

On Election Day, a bi-partisan remake team will remove the emailed or faxed absentee ballot from the ballot secrecy envelope and place a serial number on the printed document. The team will place the same serial number on an optical scan ballot card (often referred to as a paper ballot) used in the voter's assigned precinct. The team remakes the voter's choices on the ballot card, as the ballot card is designed to be read by the voting system's tabulating software. (The systems are not designed to read "normal" paper.)

Remake teams are guided generally by IC 3-12-1 for determining the voter's intent. The serial numbers are important should a recount or contest action be filed in the election. The serial numbers on the printed paper document are used to find the optical scan ballot card used by the remake team to ensure the team correctly determined the voter's intent. (IC 3-12-3-5)

Electronic Signatures

It is not permissible to affix an electronic copy of signature to voter registration forms, absentee applications, or combined forms. However, a voter may use a mouse, finger, or other type of stylus to sign their name on the absentee application and, for voters with print disabilities using the combined form, on the secrecy waiver to be filed with a faxed or emailed ballot. Alternatively, a voter using the online portal at IndianaVoters.com to submit a voter registration form, absentee application, or a combined form, if available. In these instances, the voter's signature on record with the Indiana Bureau of Motor Vehicles is affixed.

Electioneering & Absentee Ballots

The crime of “electioneering” (a Class A misdemeanor) may not be committed in the presence of a voter known to possess the voter’s absentee ballot. However, the voter’s spouse, the guardian of an incapacitated voter, or a member of the voter’s household is not prohibited in engaging in electioneering in the presence of the absentee voter.

A bi-partisan traveling board team may not engage in electioneering when interacting with a voter. (IC 3-14-3-16)

Individuals voting absentee in-person at the clerk’s office, early voting vote center, or satellite site may bring in materials to aid them with completing the ballot, similar to the experience of an Election Day voter.

However, a person “voting early” may not make a verbal statement, or display a written statement, or wear anything expressing support or opposition to any candidate or political party or expressing approval or disapproval of any public question in any manner that could reasonably be expected to convey that support or opposition to another individual. (IC 3-14-3-16)

The polls may not be located in a building where any display, that is visible to a voter, of political preference or party allegiance. But, this does include any pictures, photographs, or other likenesses of any currently elected federal, state, county, or local official, **unless they are located in the area of the chute or the room where voting is taking place.** A picture, photograph, or other likeness of the official can be covered on Election Day, rather than being removed from that location. (IC 3-11-8-6.3)

“Electioneering” does not include material mailed to a voter, or a telephone or an electronic communication to a voter expressing support or opposition to a candidate or a political party or expressing approval or disapproval of a public question.

Power Of Attorney & Assistance to Voters with Disabilities

A voter’s power of attorney is not permitted to request an absentee ballot on behalf of the voter without the voter’s consent. A voter must sign the voter’s own absentee ballot application, except for certain voters with disabilities. If a disabled voter cannot sign the application, then the voter’s power of attorney may sign the absentee application for the voter. A copy of the power of attorney must be attached to the application. Additionally, the voter may designate an individual eligible to assist the voter under IC 3-11-9-2(a) to sign the application on behalf of the voter. In either case, the person providing assistance must complete the affidavit of voter assistance found on the absentee application. (IC 3-11-4-2)

Further, only a voter may personally mark their absentee-by-mail ballot; an attorney in fact may not mark the ballot for the voter. (IC 3-11-4-21). Should a voter be unable to make a voting mark on the absentee ballot, then a bi-partisan travelling board **MUST** be requested to allow the voter to vote absentee. (IC 3-11-10-24) Alternatively, a voter with a disability may vote absentee in-person at the clerk’s office, though a PRE-3 affidavit of voter assistance must be completed before an individual or the absentee voter board may be brought into the voting booth to assist the voter. However, the individual designated may not be the person’s employer or union representative. (IC 3-11-9-3)

For absentee-by-mail voting, only the voter may sign the ABS-6 secrecy envelope. State law no longer permits an attorney in fact to attest to the voter’s signature on the absentee ballot envelope. However, an individual may assist a voter with disabilities with enclosing the ballot in the secrecy envelope and sealing the envelope. A person providing this assistance must complete the affidavit of voter assistance found on the outside of the ABS-6 envelope. (IC 3-11-4-21)

Voters with disabilities who vote absentee by traveling board or in-person in the Clerk's office or satellite "early voting" location will have their signatures attested to by the bi-partisan absentee voter board members. (IC 3-11-10-29)

Finally, voters with print disabilities may use adaptive technology to assist the individual with completing their ballot. Please see the "Voters with Print Disabilities" in the "Absentee Voting" section of this *Manual* for more information.

Death of an Absentee Voter

If proof is given to the absentee ballot counters that an absentee voter marked and forwarded an absentee ballot, but died before Election Day, the ballot of the deceased voter is rejected by the absentee ballot counters. (IC 3-11.5-4-17; IC 3-11.5-4-13)

If a voter casts an absentee ballot on an electronic voting system (DRE), the ballot will be assigned a unique identifier number. Should the voter die before Election Day the county clerk must use the unique identifier assigned to the voter's ballot to cancel the voter's ballot and so that it is not counted on Election Day. (IC 3-11-10-26.2) However, the casting of an absentee ballot by a deceased voter does not invalidate an election. (IC 3-11-10-23)

If a voter cast an absentee ballot on another type of voting system that scans the voted absentee ballot card before election day, the county election board shall retract a previously absentee ballot card of a voter who is later found disqualified or whose ballot may not be counted for any other reason under the election code. (IC 3-11.5-4-6(b))

Absentee Voter Boards

Each county election board must appoint as many absentee voter boards as it believes will be necessary to administer absentee voting in the county. Absentee voter boards consist of two (2) people, one nominated by each of the two major political parties.

To be eligible to serve on an absentee voter board, a person must meet all of the following qualifications (IC 3-11.5-4-22):

- 1) be a registered voter of the county;
- 2) be able to read, write and speak the English language;
- 3) may not have any property bet or wagered on the outcome of the election;
- 4) may not be a candidate to be voted for at the election, except as an unopposed candidate for a city office, town office, township office, school board office, precinct committeeman or state convention delegate; and
- 5) may not be the spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew or niece of a candidate.

NOTES: Any relationship identified above that is the result of birth, marriage or adoption (an adopted child, for example) would disqualify a person who is the relative of an **opposed** candidate from working on an absentee voter board. This provision **does not** apply if the candidate is **unopposed**.

A person who is a candidate to be voted on at the election, or who is related to a candidate in a manner that would disqualify the person from serving, may still serve as an absentee voter board if: (1) the candidate is seeking nomination or election to an office that is not county-wide (a city or township, for example); and (2) the county election board restricts the duties of the person on the absentee voter board to functions that could have no influence on the casting or counting of absentee ballots within that election district.

Further, a county election board, by unanimous vote of its members, may appoint a 16- or 17-year-old student (otherwise eligible to serve as a poll worker under IC 3-6-6-39) as a member of an absentee voter board (other than a traveling board), if the county chair fails to recommend appointment of members to the requested number of absentee voter boards not later than noon, local prevailing time, twenty-one (21) days before the election. (NOTE: a 16- or 17-year-old nonvoter can also be appointed to fill vacancies in absentee counter or courier positions.) (IC 3-11.5-4-23)

The county chairmen of each of the two major political parties make nominations for appointment to an absentee voter board. Not later than noon, prevailing local time, fifty (50) days before Election Day, the county election board must notify the county chairmen of the number of nominations that will be needed to fill positions on absentee voter boards. The county chairmen must notify the county election board of their nominations not later than noon, prevailing local time, forty-six (46) days before Election Day. The county election board **must** appoint those persons nominated by the county chairmen. If a county chairman fails to make the nominations, then the county election board may appoint any voter of the county subject to the qualifications listed above. (IC 3-11-10-37; IC 3-11.5-4-23)

A voter appointed to an absentee voter board is entitled to compensation. A member of an absentee voter board must be compensated using the following standards (IC 3-11-10-38):

- 1) traveling absentee voter boards are entitled to a per diem in an amount set by the county executive (county commissioners) per day and reimbursement for mileage paid at a rate set by the county council;
- 2) absentee voter boards assigned to the office of the clerk of the circuit court are entitled to a per diem set by the county executive (the county commissioners);
- 3) absentee voter boards assigned to deliver voted absentee ballots to the precincts on Election Day are entitled to a per diem and reimbursement for mileage paid at a rate set by the county council.

A member of an absentee voter board must receive training from the county election board before beginning to perform the member's duties. (IC 3-11-10-39)

Electronic Signatures on ABS Applications

It is not permissible to affix an electronic copy of a voter's signature to voter registration forms, absentee applications, or combined forms like the FPCA used by military and overseas voters or a combined form for voters with print disabilities. (For example, copying and pasting a signature onto the form or using a service to affix an electronic signature that was not made by the person's own hand.) However, a voter may use a mouse, finger, or other type of stylus to sign their name on the absentee application and, for voters with print disabilities using the combined form, on the secrecy waiver to be filed with a faxed or emailed ballot. Alternatively, a voter using the online portal at IndianaVoters.com to submit a voter registration form, absentee application, or a combined form, if available. In these instances, the voter's signature on record with the Indiana Bureau of Motor Vehicles is affixed.

Online Absentee Ballot Status & Application Tool

An online absentee ballot status tool is available to all Indiana voters on www.indianavoters.com. Voters may click the "Get Absentee Ballot Information" icon on the main landing page, which will prompt the individual to enter their county, first and last name, and date of birth as captured on their voter registration record. If a match is found, the voter can determine if the county has received and processed their absentee ballot application, view the date the absentee ballot was mailed, and whether the ballot was received.

Additionally, voters may request an absentee ballot to vote by mail or by traveling board after logging in to indianavoters.com. The voter will select the type of absentee method the voter believes they are entitled to apply and the system will prompt the voter for their Indiana driver's license number (or Indiana ID number or Indiana learner's permit number) or the last four of the voter's SSN. The system will check the voter's existing voter registration record for the same number and if it's a match, the voter can complete the absentee application and submit the document electronically. The voter's request is sent to county election officials to review and if approved, the voter will be sent an absentee ballot.

Please note: an electronic application to receive an absentee ballot by mail or by traveling board submitted through the Indiana Voter Portal (www.indianavoters.com) must include a telephone number to allow the voter to submit the application for review by the county election board or their designee or an absentee voter board. An applicant may provide an optional e-mail address to permit the county to contact the applicant but the failure to provide an e-mail address on the application is not a reason for denying the applicant's absentee ballot application. The telephone number and email remain optional on the ABS-Mail paper application and is not a reason for denying the applicant's absentee ballot application. (IC 3-11-4-5.1)

ELECTION DAY

Legal Notice of Election

Before a primary, general, municipal, or special election, the county election board, through the county clerk (or the Lake or Porter County Election Director) must provide legal notice to the voters of the upcoming election.

For a primary election, legal notice must be provided by completing the CAN-9 and publishing it with a newspaper in the county not later than twenty-one (21) days before the election. A copy of the notice must then be filed with the election division inserted in the minutes of a county election board meeting not later than ten (10) days before the primary election. However, an election is not invalidated by the failure of the board to perform this duty. (IC 3-8-2-19; IC 5-3-1-2)

Each county clerk must include on the CAN-9 the names and addresses of each candidate who filed and has been certified to appear on the primary ballot, the text of each public question that will be voted on by the voters during the primary and in 2024, the names of presidential candidates who have been certified by the Indiana Election Division to appear on the political party's primary ballot. Additionally, the CAN-9 notice will have the date and times the polls are open on Election Day and the dates, times, and locations of in-person absentee voting will occur at the clerk's office and additional satellite locations. (IC 3-8-2-19)

For a general, municipal, or special election, the county election board, through the county clerk (or the Lake or Porter County Election Director) must provide legal notice of an election by using the CAN-39. The CAN-39 must include the name of all office and the text of all public questions that will appear on the general, municipal, or special election ballot. Including the names and addresses of candidates on the ballot is optional. Additionally, the notice will have the date and times the polls are open on Election Day and the dates, times, and locations of in-person absentee voting will occur at the clerk's office and additional satellite locations. (IC 3-10-2-2)

The CAN-39 must be published in a newspaper in the county not later than twenty-one (21) days before the election. The notice must also be filed with the Indiana Election Division and inserted into the minutes of a county election board meeting not later than ten (10) days before the election. However, an election is not invalidated by the failure of the board to perform this duty. (IC 3-10-2-2)

County SVRS users can run a report in the statewide voter registration system that includes the statutorily required elements of the CAN-9 and CAN-39, after the county sets up the election and enters candidate filing information in the proper module of SVRS.

Election Day Polling Locations & Vote Centers

Legal requirements for polling locations in vote center and non-vote center counties are largely the same. (Note: the term "poll" or "polling location" or "vote center" is a reference to Election Day voting location under definitions found in title 3.) Some important distinctions are noted in the specific categories below.

An election may not be held in a room in which alcoholic beverages are kept or sold. (IC 3-11-8-5) Polling locations must be accessible and secure, and a county must consider the relevant factors to ensure the security of the location set forth in guidance provided by the secretary of state. (IC 3-11-8-6)

The polls may not be located in a structure on or in which is affixed any display visible to a voter of political preference or party allegiance. The location of the polls are not prohibited in a structure that includes any pictures, photographs, or other likenesses of any currently elected federal, state, county, or local official. However, the polls may not be located in a structure in which the voting area or chute contain any display visible to the voter of political preference or party allegiance, including any pictures, photographs, or other likenesses of any currently elected federal, state, county, or local official. (IC 3-11-8-6.3)

In preparing the polls for an election, the county election board must:

- 1) have placed within the room a railing separating the part of the room to be occupied by the precinct election board from that part of the room to be occupied by the optical scan ballot card voting systems, direct record electronic (DRE) voting systems, and the three (3) or more booths or compartments for marking paper ballots, whenever either or two (2) of these voting systems are used;
- 2) ensure that the portion of the room set apart for the precinct election board includes a designated area before the voter approaches the precinct election board at which each voter appears for challenge; and
- 3) provide a method or material for designating the boundaries of the chute, such as a railing, rope, or wire on each side, beginning a distance equal to the length of the chute (as defined in IC 3-5-2-10) away from and leading to the door for entering the room in which the election is held. (IC 3-11-8-7)

Vote center counties will enumerate many of these items in their vote center plan under IC 3-11-18.1-4.

Each polling place or vote center must be located in an accessible facility for elderly voters and voters with disabilities. The polling place must comply with state and federal standards concerning parking areas, paths to the facility where voting occurs, the entrance to the facility, passages within the facility, and the room or area within the facility where voting occurs. (IC 3-11-8-1.2) More information about the accessibility requirements is found below.

Selecting Polling Locations

Polling places are in a wide variety of locations, including government buildings, schools, churches, fire stations and even garages in private homes. In recent years, standards regarding the accessibility of polling places for disabled voters have reduced the number of potential polling place sites in some communities. Many counties made significant improvements by complying with the requirement that all polling places be accessible.

Non-Vote Center Counties

Except in a county where vote centers are used, the polls for each precinct may be located in only one (1) place and are designated by the county commissioners of each county. The county commissioners (or in Marion County, the Mayor of Indianapolis as “county executive”) must designate polling places **not less than twenty-nine (29) days** before Election Day. Precinct polling places are permanent and remain unchanged until the board of county commissioners or county executive orders otherwise. As a result, county commissioners or the county executive is only **required** to designate polling places if there is a **change**. (IC 3-11-8-3.1)

However, each precinct does not necessarily have to have its own polling place. If a county election board adopts an order by the unanimous vote of the entire election board, the polls for a precinct may be located with the polls in an adjoining precinct so that both precincts vote before the same precinct election board. (IC 3-11-8-4.3) **In these cases, however, the poll workers must maintain separate poll books for each precinct and keep ballots separate so that each precinct has its own vote totals for candidates when the canvass is conducted.** There are special procedures for combining polling places in municipal elections and special elections. (IC 3-10-6-11; IC 3-10-8-6)

If there is no accessible facility to use as a polling place in the precinct, then the polls may be located in a building in an adjoining precinct if the building is not more than five (5) miles from the closest boundary of the precinct OR anywhere within the same township if no other accessible place for disabled voters is available. This mileage restriction does not apply if a county election board adopts an order by unanimous vote to locate the polls for the precinct at the polls for an adjoining precinct, using the precinct election board of the adjoining precinct. (IC 3-11-8-3).

If the county election board unanimously determines that there is still not an accessible facility available, then the most convenient accessible facility ***anywhere in the county*** may be chosen. With the unanimous consent of both county election boards, it is even possible to locate an accessible polling place in a bordering county. This might occur when an accessible facility is located on the other side of a county line road, for example. (IC 3-11-8-3)

Generally, no polling location change can be made within two (2) days of an election. However, **if a county election board unanimously agrees that using a designated polling place would be dangerous or impossible, the county election board can designate a new polling place for the precinct during the final two (2) days before an election. The board must give the best possible notice of the change.** (IC 3-11-8-3.2)

NOTE: Please see “Absentee Voting: In-Person at the Clerk’s Office” for more information about its site requirements.

Vote Center Counties

Counties may be designated as a vote center county if the requirements under IC 3-11-18.1-3 are met. A county election board must first draft its vote center plan, which must include all of the requirements under IC 3-11-18.1-4 and hold a public hearing to present it. After this presentation, the board must accept written public comments on the draft plan. A second public hearing is then held at least thirty (30) days after the initial hearing and the county election must consider the draft plan, any written comments, and any other public comment that the board may permit.

Once the board has considered the draft plan and comments, then the board may unanimously agree to adopt an order approving the draft plan or amend the draft plan and adopt an order approving the amended draft plan. All members of the board must sign the order adopting the plan. The order and adopted plan along with a resolution adopted by the county executive and a resolution adopted by the county council approving the designation of the county as a vote center county must be filed with the Indiana Election Division. A voter center plan is not effective until it is filed with the election division. (IC 3-11-18.1-3; IC 3-11-18.1-8)

An order and initial plan filed with the election division during the final sixty (60) days before an election becomes effective on the day following the election. The designation of a county as a vote center county remains in effect until the county election board, by unanimous vote of its entire member rescinds the order designating the county as a vote center county and files a copy of the document rescinding the order with the election division. (IC 3-11-18.1-8)

Vote center counties with at least 25,000 active voters (as defined in IC 3-11-18.1-2) must provide for at least one (1) Election Day vote center for each 10,000 active voters and one vote center for any fraction of 10,000 active voters. Counties with fewer than 25,000 active voters must have at least one Election Day vote center. (IC 3-11-18.1-6) Requirements for special elections or certain municipal elections may alter this rule. (IC 3-11-18.1-5; IC 3-11-18.1-6)

Unlike a non-vote center county, the county commissioners do not determine the locations of vote centers. Instead, the county election board selects the locations as part of its original plan or any amendment. While a vote center location may be changed at any time before the election, the amendment must be filed with the Indiana Election

Division before it is effective. (IC 3-11-18.1-15) Amendments to the initial vote center plan must be passed by a unanimous vote of the county election board or the Lake, Porter, or Tippecanoe County Board of Elections and Registration. All members must sign the amended plan and the amended plan must be filed with the Indiana Election Division before it becomes effective. (IC 3-11-18.1-15)

Vote centers must follow the same accessibility and security requirements as a non-vote center county. The plan under IC 3-11-18.1-4 adopted or amended by a county election board must detail these requirements.

NOTE: Please see “Absentee Voting: In-Person at the Clerk’s Office” for more information about its site requirements.

Accessibility Standards for Polling Locations

Each polling place or vote center must be located in an accessible facility for elderly voters and voters with disabilities. The polling place must comply with state and federal standards concerning parking areas, paths to the facility where voting occurs, the entrance to the facility, passages within the facility, and the room or area within the facility where voting occurs. (IC 3-11-8-1.2)

Additionally, the Help America Vote Act (HAVA) is a federal law requiring each polling place to be accessible to elderly voters and voters with disabilities. Before Election Day, the persons recommending where polling places should be located must take care to designate sites that meet accessibility standards. (IC 3-11-8-6)

County election administrators may purchase additional equipment to aid a site in becoming compliant with the Americans with Disabilities Act (ADA). For example, portable wheelchair ramps may be used to help a wheelchair user bridge the surface of a parking lot to the elevated level of a sidewalk or door entrance. Portable “doorbells” may be placed outside the voting entrance for an individual to push and alert a poll worker inside the individual needs assistance opening the door. If voting occurs on the second floor or an elevated platform inside a polling location, please ensure any elevators or wheelchair lifts are operational before Election Day.

The accessible voting area must be on an accessible route and have adequate maneuvering space for voters who use wheelchairs or other mobility aids. Allow approximately five square feet for a wheelchair to navigate behind and around the machine. Blinds on windows behind check-in staff should be closed so voters who read lips can communicate with workers. Tables should have a clear knee space of at least 27 inches. (IC 3-11-8-1.2)

Each polling place must have at least one voting system equipped for individual with disabilities, such as a direct record electronic (DRE) voting system or other ballot marking device. Poll workers must be trained on how to use the accessible features of a voting system and create a welcoming environment for all voters.

The U.S. Department of Justice Civil Rights Division includes an ADA checklist for polling place locations on its website: <https://www.ada.gov/votingck.htm>

Legal Notice of Polling Locations

The county election board **must** publish a legal notice stating the location of each polling place for each precinct in non-vote center counties. The county election board must publish this list at least once and at least twenty-one (21) days before the election. If it is necessary to make a change after publication, notice of the change must be provided in the same manner. The legal notice must indicate that the polls for each precinct are located in an accessible facility. (IC 3-11-8-3.2)

The same legal notice for polling locations is required for counties that use vote centers; however, the county commissioners are required to publish the notice required under IC 3-11-8-3.2. (IC 3-11-18.1-9) But, if there is a change in vote center location after publication, before providing notice of the change, the county election board must amend the vote center plan to reflect the change in locations and file that amendment with the Indiana Election Division. (IC 3-11-18.1-15)

Compensation for Using Site as Election Day Polling Place or Vote Center

School buildings, fire stations, and other public buildings must be made available for use as a polling place or vote center without charge to the county. A county cannot be required to sign an agreement to assume liability as a condition for using the public building as a polling place. But a school building that is used as a polling place on Election Day may:

- 1) conduct a virtual instruction day for students who attend school in the school building; or
- 2) conduct in-person instruction to students who attend school in the school building if access to the polling place is secured from access to other areas of the school building, public parking access is maintained, and access to the polling place and parking is in compliance with Americans with Disabilities Act. (IC 3-11-8-4)

Voting System Delivery

State law requires the county election board to have all necessary voting systems and furniture required for a voter to cast a ballot delivered to the precinct no later than 6:00 p.m., prevailing local time, the day before Election Day. The county executive is required to provide transportation, if requested by the county election board. [(IC 3-11-13-6(c) (optical scan ballot system); IC 3-11-14-14 (DRE)]

State law has strengthened voting system and ePollbook delivery procedures and standards **to and from** election day voting locations. Please review the “Voting Systems & ePollbooks” section of this *Manual* for more information.

Polling Location Set-Up

At least one (1) hour before the polls open on Election Day, the precinct election officers are to meet at the polls. The inspector then directs the boundaries of the chute designated; sample ballots, instruction cards, and other materials posted; and everything put in readiness for the commencement of voting. (IC 3-11-13-27; IC 3-11-14-17)

Instruction cards must direct voters how to obtain a ballot, prepare a ballot, and obtain a new ballot, should the ballot be spoiled. (IC 3-11-3-23) **The instruction cards must also include in underlined type that:**

- 1) it is a crime to violate Indiana election laws;
- 2) the voter should examine the ballot to determine if it contains the initials of the poll clerks in ink on the back of the paper or optical scan paper ballot, (does not apply to DRE electronic voting systems);
- 3) the voter should examine the ballot to determine if the paper or optical scan paper ballot has any other marks on it (does not apply to DRE electronic voting systems);
- 4) the voter should not make any mark on the ballot except a voting mark in the appropriate space on the ballot, because a mark other than a voting mark could void the ballot (does not apply to DRE electronic voting systems); and
- 5) the voter should return to the poll clerks and request another ballot if one of these provisions has been violated (does not apply to DRE electronic voting systems).

In addition, the county election board must supply each polling place with instruction cards that explain the voting procedure to voters and the procedure for write-in voting. A precinct that employs a voting system that does not permit write-in voting on the system must post instruction cards directing the voter to request a paper ballot from a precinct

election officer. (IC 3-11-3-22)

One instruction card must be posted in each voting booth. One instruction card must be posted at the end of the voting chute. At least three instruction cards must be posted in and about the polling location. (IC 3-11-3-24)

NOTE: Voting instructions for polling places must be printed in at least 14-point type on cards in English, Braille, and any other language that the board considers necessary. Precinct election boards are also required to furnish a magnifier to a voter upon request. (IC 3-11-3-22)

Precinct election officers will also be provided with other materials to post in the polling location including the Voter's Bill of Rights in English and Spanish, a warning not to "electioneer" beyond a certain point, a notice that a voter must provide photo identification in order to cast a regular ballot, and a sample ballot for the precinct. These materials must be set up before the polls open on Election Day. Usually this can be done the evening before the election when the voting system being used at the polls are delivered or when the precinct election officers meet at 5 a.m. on Election Day.

Voter's Bill of Rights

All Election Day voting locations must hang the "Voter's Bill of Rights" poster in a prominent location to comply with federal and state law. (IC 3-5-8-3) The Secretary of State & Indiana Election Division revise the poster in each election cycle and provide printed copies at no cost to county election boards. (IC 3-5-8-1; IC 3-5-8-2) The state's HAVA Administrator generally informs counties when publications are available at the end of each year.

Sample Ballots

In **Non-Vote Center** counties, a sample ballot for each precinct must be hung near the entrance of the polls by the poll workers on Election Day. (IC 3-11-13-10; IC 3-11-14-18)

In **Vote Center** counties, not later Election Day, the county election board (rather than precinct election board members) shall do both of the following:

- 1) Make the comparison between the sample ballots, regular official ballots, and provisional ballots.
- 2) Certify that the ballots are in agreement on the CEB-40 form.

A copy of the certification shall be entered into the minutes of the county election board. The county election board shall have copies of each sample ballot for each precinct available for inspection by a voter at each vote center and post a notice in the vote center stating that sample ballots are available for inspection upon request by the voter. (IC 3-11-11-1.9; IC 3-11-13-27; IC 3-11-14-17)

Chute

The "chute" is defined in IC 3-5-2-10: "'Chute' means the area or pathway that extends fifty (50) feet in length, measured from the entrance to the polls used on Election Day. If the property line of the polling place is less than fifty (50) feet from the door or entrance to the polling place, the chute is measured from the exterior door or entrance to the polling place to one-half the distance to the property line of the polling place nearest to the entrance to the polls. Whenever there are two (2) or more doors or entrances to the polls, the inspector of the precinct shall designate one (1) door or entrance as the door for voters to enter for the purposes of voting."

After poll workers determine the end of the chute, a "No Electioneering Beyond This Point" sign is to be posted, alerting voters and others outside the polling place that no partisan activity is permissible from that point forward.

NOTE: Please see the “Absentee In-Person Voting” section of this *Manual* for electioneering and chute requirements for early voting sites.

Election Materials

In addition to the topics raised below, please read the “Election Material Pick-Up & Post-Election Return” section below for more information.

Paper Poll Book & ePollbooks

The poll book is a list of voters in a precinct produced to confirm and track which voters cast a ballot on Election Day. There are two different forms of poll books, the traditional paper list printed for each precinct in the county, and an electronic pollbook.

In counties that use the traditional paper pollbook, the book for each precinct is printed by the county voter registration official not later than ten (10) days before an election. The book must contain:

- 1) The full name of the voter.
- 2) The address of the voter.
- 3) The assigned voter identification number.
- 4) Whether the voter is required to provide additional identification before voting either in person or by absentee ballot.
- 5) The date of birth of the voter, including an indication whether the voter is less than eighteen (18) years of age for a poll list used in a primary election.
- 6) The scanned signature of the voter.
- 7) Whether the voter is required to provide an affirmation of the voter's residence.
- 8) A bar code that allows the county voter registration office to efficiently record whether the voter has signed the poll list.
- 9) For a poll list used in a primary election, a letter abbreviation of the name of the major political party whose ballot the voter has requested.
- 10) A space for a poll clerk to indicate when a voter has cast an absentee ballot.
- 11) A space for a poll clerk to indicate when a voter has cast a provisional ballot.
- 12) For a voter required to submit additional residence documentation required under IC 3-7-33-4.5, a space for a poll clerk to insert letters serving as an abbreviation for the type of residence documentation provided by the voter.

A warning must also be printed at the top of each page of the pollbook stating that anyone who knowingly makes a false statement concerning the individual's name, voter identification number, or residence address, or by signing the pollbook commits a Level 6 felony. (IC 3-7-29-1)

Electronic pollbooks (ePollbooks) are electronic devices and software containing the county voter registration list that are approved for use in the state of Indiana by the Secretary of State. (IC 3-11-18.1-12) The system provides the same information that is provided on a traditional paper pollbook. The system must also meet certain criteria and be able to execute functions found in IC 3-11-8-10.3. More information about ePollbooks can be found in the “Voting Systems & ePollbooks” section of this *Manual*.

Federal law and state law require an individual applying to register to vote to provide a "voter identification number." This number is an Indiana driver's license number or (as referenced in the state voter registration application form, a

state identification card number) as issued by the Indiana Bureau of Motor Vehicles (BMV). If an individual does not have an Indiana BMV-issued driver's license or identification card, the individual must provide the last four digits of his or her social security number as a voter identification number. (IC 3-7-13-13) If an individual does not have either a BMV driver's license or identification card number, or a social security number, the statewide voter registration system will assign a voter identification number to this individual.

During an election, a precinct election poll clerk shall explain the voter identification number to each voter and request that each voter provide (or update) the voter's identification number on the poll book. However, the poll clerk must also explain that a voter is **not required** to provide a voter identification number at the polls to vote. (IC 3-11-8-25.1) If a voter does give a voter's identification number, then the county voter registration office shall update the voter's registration to include that information. (IC 3-7-13-13)

Forms & Envelopes

In addition to ballots and poll book, the county election board must provide of additional election materials to poll workers to complete and return after the polls close. Generally, the "PRE" and "PRO" series of forms are used for Election Day work, but there are few forms outside this series that should be provided to poll workers. Current versions of the forms must be used (unless the Election Division has grandfathered a previous version). Counties should consult the "Forms Master List" provided by the Indiana Election Division at the most recent election administrator conference (and subsequent Election Division orders) to determine which revision(s) of a form is acceptable.

Forms to be provided to precinct election officials in all elections include, but are not limited to:

Form Number	Form Name	Form Number	Form Name
PRE-1	Precinct or Vote Center Oath Book	PRE-10	Inspector's Affidavit for Return of Ballots and Supplies
PRE-2	Statement of Expenses of Precinct Election Officers	PRE-16 (DRE Counties Only)	Inspector and Judge's Report Of Total Votes Cast On Electronic Voting Systems...
PRE-3	Affidavits of Voter Assistance	PRE-19	Affidavit of a Public Safety Officer or Member of the Military Returning to the Polls to Vote After Responding to an Emergency
PRE-5	Voter's Affidavit Requesting to Vote in Person at the Polls After Failing to Receive Mailed Absentee Ballot	VRG-4/12	Affidavit of Request to Update Voter Registration at the Time of Requesting a Ballot
PRE-7	Qualified Elector's Affidavit Disqualifying a Precinct Election Officer	VRG-11	Indiana County Voter Registration Application (English & Spanish)
PRE-8	Appointment of Replacement Precinct Election Officer	CEB-1B	Certificate of Return of Precinct or Vote Center Materials by Inspector and Judge

Note: Provisional ballot voting requires additional forms and materials to be provided to precinct election officers, and those materials are to be provided in every election. See the "Provisional Ballot Voting" section of this Manual for more information.

These following forms are specific to an election type (primary, general, municipal, or special) and only used by precinct election officers during the identified election:

Election	Form Number	Form Name
Primary	PRE-6	Affidavit to Challenge a Person at a Primary Election Due to Party Affiliation
Primary	PRE-17	Primary Election Certificate and Memoranda of Total Votes Cast in a Precinct
General	PRE-11	General Election Certificate and Memoranda of Total Votes Cast in a Precinct
Municipal	PRE-18	Municipal Election Certificate & Memoranda of Totals Votes Cast in a Precinct

Counties must also provide a number of envelopes to secure specific types of elections materials, including but not limited to:

Envelope for Precinct Materials	Form Number or IN Code Cite	Purpose
Provisional Ballot Outer Envelope*	PRO-4	Secures uncounted provisional ballot envelopes received on Election Day
Provisional Ballot Security Envelope with Affidavits*	PRE-4/PRO-2	
Provisional Ballot Envelope for Ballots Issued After Regular Poll Closing Hours*	PRO-5	If a court order extends voting beyond 6:00 p.m. local prevailing time, voters must use a provisional ballot and this universe of provisional ballot envelopes are to be secured in this envelope instead of the PRO-4 envelope
Provisional Ballot Envelope for Spoiled Provisional Ballots*	PRO-6	If a voter spoils a provisional ballot, it should be placed in this envelope rather than the spoiled ballot envelope for “regular” ballots
Voter Registration Affidavit Envelope	PRE-12	
Grand Jury Affidavits Envelope	PRE-13	
Miscellaneous Forms Envelope	PRE-15	
Zero Tape Envelope		Secures voting system “zero” tape, which is printed before the polls open and signed by precinct election board
Results (Totals) Tape Envelope		Secures vote totals generated from voting system unit.
Spoiled Absentee Ballot Carrier Envelope		Secures absentee ballot
Voted Ballot Bag		
Unvoted Ballot Bag		
Spoiled Ballot Envelope		

**Please see “Provisional Ballot Voting” section of this Manual for more detailed information concerning provisional ballot materials*

For those envelopes where there is an Indiana Code citation, please review those sections carefully for specific advice on what information should be printed on the envelope, if any. **NOTE:** Please see the “Retention of Election Records” section of this *Manual* for the retention schedule for specific kinds of election materials.

Affidavits of Voter Assistance (PRE-3)

Before entering the voting booth, certain voters may request assistance if the voter 1) has a disability (permanent or temporary), or 2) is unable to read or write the English language. The following individuals may assist a voter, if requested to do so:

- The voter may designate a person to assist them, including a relative or friend. However, a voter may not designate the voter's employer, an officer of the voter's union, or a union representative.
- If the voter requests assistance, but does not designate someone else to help them, BOTH precinct election judges must accompany the voter into the voting booth to assist the voter.

A person providing assistance to a voter, including the precinct election judges, must complete the Affidavit of Voter Assistance (PRE-3) **before** entering the voting booth to assist a voter.

NOTE: precinct election officials may not leave the polling place with election materials to permit a voter to vote in the street or from an automobile. The voter **MUST** enter the polling place to cast a ballot. In other words, **“curbside” voting is NOT allowed in Indiana.**

Election Day Ballots

For counties using an optical scan ballot card voting system, state law prescribes the number of ballots that are to be provided to each voting location, including blank ballot cards that may be used by a ballot on demand printer or those used with a ballot marking device. This information is covered in the “Ballot Information” section of this *Manual* in detail. The ballots are to be enclosed in a sturdy, sealed container and provided to the Inspector not earlier than the Saturday or Sunday before Election Day, when the Inspector is required to pick-up their materials pursuant to state law. (IC 3-11-3-10; IC 3-11-3-11) Voted and unvoted ballots must be returned to the county election board after the polls closed in a sealed sturdy container or bag. (IC 3-10-1-31.1)

All counties, regardless of the type of voting system used on Election Day, must have provisional ballots available to voters. Provisional ballots cannot be cast on a direct record electronic (DRE) voting system. Instead, the county will have printed provisional ballots on ballot cards or as traditional hand-counted paper ballots. (IC 3-11.7-1-1) There is no specific formula to determine how many provisional ballots are to be sent to each precinct or voting location. (IC 3-11.7-1-4)

For counties using a DRE voting system only on Election Day, state law recommends but does not require back-up paper ballots to be provided to poll workers in the event of equipment failure. (IC 3-11-3-11)

Regardless of the voting system used by the county, county election boards are encouraged to consider how to deliver ballot cards or paper ballots or, for ePollbook counties, paper poll lists to poll workers should it be necessary to do so in an emergency or natural disaster.

Poll Clerk Initials on Election Day Ballots Before Issuing to Voter

Except as noted below, the two (2) poll clerks of each precinct (or the poll worker designated the clerks' responsibilities in a vote center plan) shall place their initials in ink on the back of each ballot card at the time the card is issued to a voter; or in the case of a ballot marked by a marking device for an optical scan ballot, before the ballot is placed into the tabulating device. (IC 3-11-13-28.1(b)) The initials must be in the poll clerks' ordinary handwriting or printing and without a distinguishing mark of any kind. For polling locations where a ballot marking device is not used for a voter to mark their ballot, as each successive voter signs the poll list and received the ballot

initialed by each poll clerk, the inspector shall then give to the poll clerks a new ballot to be initialed. (IC 3-11-13-28.5)

In a county using an electronic poll list and a printer separate from the electronic poll list, the printed initials of the poll clerks captured through the electronic signature pad or tablet at the time the poll clerks log into the electronic poll book system may be printed by a printer separate from the electronic poll list on the back of each ballot card immediately before the ballot card is delivered to the voter. (IC 3-11-13-28.1(c))

In a vote center county using an electronic poll book and a printer separate from the electronic poll book, the printed initials of the poll clerks captured through the electronic signature pad or tablet at the time the poll clerks log onto the electronic poll book system may be printed by a printer separate from the electronic poll book on the back of each ballot card immediately before the ballot card is delivered to the voter. (IC 3-11-13-28.2)

Except as provided in IC 3-12-1-12, a ballot card is not valid unless, immediately before the ballot card is delivered to the voter, the ballot card is initialed by both poll clerks or the initials of both poll clerks are printed on the back of the ballot card. (IC 3-11-13-28.1; IC 3-11-13-28.2; IC 3-11-13-28.5)

Precinct Election Officers (Poll Workers)

Each precinct polling place or vote center has at least one precinct election board, consisting of the inspector and the two precinct judges. Poll clerks, assistant poll clerks and sheriffs assist the precinct election board with their duties; however, in a county using vote centers, the vote center plan may designate poll workers with different titles who carry out some or all of the duties assigned by state law to the inspector, judge, poll clerk, assistant poll clerk, or sheriff. Other partisan persons are often present in polling places for political parties and candidates, including challengers, watchers, and poll book holders. (IC 3-6-6-1; IC 3-6-6-2; IC 3-6-6-5.5)

In some special circumstances, such as nonpartisan special elections, only one judge or one poll clerk may be present at the precinct. The county election board may also provide that more than one precinct in which the special election will be conducted will be administered by the same precinct election board. (IC 3-10-8-6)

See the current edition of the *Election Day Handbook*, published by the Indiana Election Division, for more information regarding poll worker rights and duties.

A county using **vote centers** may use other titles to designate precinct election officers and specify which precinct officers are to perform a duty required under election law to be performed by a precinct election officer (IC 3-6-6-5.5). However, a vote center must have at least one precinct election board – Inspector, two Judges – assigned, in addition to other precinct election officers.

In **non-vote center** counties, generally, each precinct can have up to nine (9) precinct election officers appointed to administer the election at the polling location. These positions, by rank, are the following:

- 1) One inspector.
- 2) Two judges of opposite political parties.
- 3) Two poll clerks of opposite political parties.
- 4) Two assistant poll clerks of opposite political parties, if the county election board determines they are needed in a specific precinct.
- 5) Two election sheriffs of opposite political parties.

A county election board may adopt a resolution by unanimous vote of the entire membership of the board, to provide that one individual may serve as inspector for more than one precinct located at the same location. (IC 3-6-6-38.5).

Indiana Code 3-6-6-38 states that the county election board may adopt a resolution omitting sheriffs or poll clerks and providing that other election officials of each precinct shall perform the duties of the election poll clerks or sheriffs. This resolution, if adopted, applies to each voting precinct named in the resolution (or to all precincts in the county if so provided in the resolution). This resolution expires December 31 of each year and must be readopted to remain effective. Currently, most Indiana counties have eliminated the election sheriff positions.

If a vacancy exists in the office of precinct sheriff and the county election board has not adopted a resolution to omit appointing precinct sheriffs and designate another precinct election officer (inspector, judge, or clerk) to perform the duties of sheriff, or the vote center plan adopted by the county election board does not specify which precinct election officer is to perform the duties of the sheriff, then the precinct judge of the appropriate political party performs the duties of the precinct sheriff of that party until the vacancy is filled by the county election board. (IC 3-6-6-38)

A polling place may employ assistant poll clerks, if needed. The county election board may appoint two assistant poll clerks who must be registered voters of the county and of opposite political parties. A person may serve as an assistant poll clerk and not be a registered voter of the county if the person is at least 16 and no more than 17 years of age and a resident of the county. (IC 3-6-6-3) If assistant poll clerks are to be appointed, the county election board must designate, in writing, which precinct will have assistant poll clerks. A copy of this notice must be filed with the circuit court clerk. Copies must be mailed to the county chairmen of each major political party. (IC 3-6-6-4)

A county election board may, by unanimous vote of its entire membership, remove a precinct election officer if the board finds that the officer has knowingly, recklessly, or negligently fails to perform a duty required under the election laws. (IC 3-6-5-35)

Precinct Election Officer Duties

Each precinct election officer has unique duties to perform on Election Day. The precinct election board (consisting of one inspector and the two judges) manages the precinct and determines all questions of challenge and other matters that come before the board, subject to state law. When necessary, the precinct election board assists the poll clerks and sheriffs in the performance of their duties.

In general, the following list contains the duties of each precinct election official (IC 3-6-6-30; IC 3-6-6-32; IC 3-6-6-33; IC 3-6-6-34; IC 3-6-6-35):

PRECINCT OFFICER	DUTIES
INSPECTOR	Overall, in charge of the precinct. Receives election materials from the county election board. Sets up the polling place. Inspects the ballots. Performs initial processing of absentee ballot certifications. Tabulates ballots and returns election materials to the county election board. Requests Photo Identification from voters.
JUDGES	Judge of opposite political party to the inspector acts as check and balance to the inspector. Assists inspection of the ballots. Oversees deposit of ballots into the ballot boxes. Assists in the tabulation of the votes. Judge of opposite party accompanies precinct inspector when returning election materials. Requests Photo Identification from voters.
POLL CLERKS	Verifies the registration status of voters. Oversees poll lists or books. Requests and explains voter identification number to voters. Assists in vote tabulation. Compares voter's signature on poll list with registration signature, if available at polls. Requests Photo Identification from voters.
SHERIFFS	Monitors the polling location. Assists others in their duties. Maintains order at the polls. May leave polls to request assistance from a law enforcement officer if violation of law occurs or appears imminent. Requests Photo Identification from voters.

Requirements to Serve as Precinct Election Officer

While judges, poll clerks, assistant poll clerks and sheriffs may be represented in each precinct by both political parties, each precinct inspector will be a member of the same political party throughout the county. Each inspector is nominated by the political party whose candidate received the most votes in the county at the last election held for secretary of state. (IC 3-6-6-8)

The county chairmen of both major political parties nominate registered voters of the county for each of the remaining precinct election offices. (IC 3-6-6-9) The county chairmen make these nominations, including inspector, by filing written notice with the circuit court clerk **no later than noon, prevailing local time, twenty-one (21) days** before each election. (IC 3-6-6-10)

The county election board **must** appoint those voters who are nominated by the county chairmen on or before the noon, twenty-one (21) day deadline. (IC 3-6-6-11) If a Democratic or Republican County chairman does not fill a precinct election officer position, the county election board, by majority vote of the board, may fill the vacant officer position by appointing an individual who would be eligible to serve in the office if nominated by the county chairman. (IC 3-6-6-13) Before Election Day, the county election board may fill vacancies in any precinct election office upon nomination by the appropriate county chairman.

A person must meet the following requirements in order to serve as a precinct election officer (IC 3-6-6-7):

- 1) Is able to read, write and speak the English language.
- 2) Does not have any property bet or wagered on the result of the election.
- 3) Is not a candidate to be voted for at the election in that precinct, except as an unopposed candidate for a precinct committeeman or state convention delegate.
- 4) Is not the spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew or niece of a candidate who is a candidate to be voted for in that precinct.
- 5) Is the chairman or treasurer of the committee of a candidate whose name appears on the ballot. (*This only applies to the position of Inspector*)
- 6) Has attended the training required by state law to serve as an inspector, and, if a county requires training for other precinct election officers, has attended the training required by the county.

A relationship identified above that results from birth, marriage, or adoption (adopted child, for example) disqualifies a person who is the relative of an opposed candidate from working as a precinct election officer. **However, this restriction on relatives DOES NOT APPLY if the candidate is UNOPPOSED.** (IC 3-6-6-7) In a primary election, a candidate is considered “unopposed” if no other candidate is running for nomination to the same office within the same party’s primary, **even if another person is running for nomination to the same office, but in the other party’s primary.**

An opposed candidate or family member (as noted above) of an opposed candidate may serve as a poll worker in a precinct where the candidate’s name does not appear on the ballot. In a county where all precincts are assigned to a vote center on Election Day, an opposed candidate or family member (as noted above) may not serve as a precinct election officer since all precincts are present and, therefore, the candidate’s name would appear on a ballot at the vote center.

Example One: Bob Williams is a candidate in the general election for the office of Rural Township Trustee, and is opposed by Jim Miller. Bob cannot serve as a precinct election officer in Rural Township. However, since his name is not on the ballot in nearby Urban Township, and if he is otherwise qualified to do so, Bob Williams can serve as an inspector in a precinct in Urban Township.

Example Two: Trevor Trent is an unopposed candidate in the general election for the office of County Assessor. Even though he is unopposed, his name will be on the ballot everywhere in the county, and so he cannot serve as a precinct election officer anywhere in the county.

Example Three: Geraldine Adams is an unopposed candidate for Republican Party precinct committeeman in Rural Township Precinct 2. If otherwise qualified, Geraldine may serve as a precinct inspector in Rural Township Precinct 2.

Example Four: Charlie Adams is the husband of Geraldine Adams. If otherwise qualified, he can serve as a judge in Rural Township Precinct 2.

Example Five: Mary Jones is the only candidate for County Coroner running in the Democratic Party primary. Susan Miller is the only candidate running for County Coroner in the Republican Party primary. In this case, both Mary Jones and Susan Miller are “unopposed candidates” at the June primary election. An otherwise qualified relative of Mary Jones or Susan Miller may serve as a precinct election officer at the primary election in the county.

However, in the General Election in November, Mary Jones and Susan Miller are now opposing each other for election to the office of County Coroner. As a result, a relative who was eligible, and served as a precinct election officer at the primary may not be eligible to serve as a precinct election officer at the general election.

Example Six: Bob Williams is a candidate in the general election for the office of Rural Township Trustee and is opposed by Jim Miller. The county they reside in is a vote center county. Bob cannot serve as a precinct election officer in the county because ballots for voters residing in the township would be available at each vote center.

College Students and High School/Home Schooled Students as Poll Workers

If the appropriate county chairman makes no nomination for a precinct election office by the deadline for doing so, the county election board may, by unanimous vote of its entire membership, appoint a college student who is a registered voter of the county to serve as a nonpartisan precinct election officer. (IC 3-6-6-13(c))

The county election board, by unanimous vote of its entire membership, may permit an individual who is 16 or 17 years of age to serve as any precinct election officer other than inspector, or to assist any precinct election officer, including the inspector, if the individual:

- 1) is a U.S. citizen;
- 2) is a resident of the county;
- 3) is a student with a grade point average of at least 3.0 out of 4.0;
- 4) has the written approval of the principal of the school the student attends at the time of the appointment or the approval of the individual responsible for the student’s education if the student is home schooled. However, if school is not in session on election day, then written approval from the principal is not required;
- 5) has the approval of the student’s parent or guardian;
- 6) has satisfactorily completed any training required by the board; and
- 7) would otherwise be eligible to serve as a precinct election worker under Indiana law.

This includes being appointed to fill a vacant precinct election officer position (other than inspector) to results from the county party chair not nominating enough voters by the noon, twenty-one (21) days before the election deadline. (IC 3-6-6-13(d)) The 16- or 17-year-old is not required to be a registered voter to be a poll worker. (IC 3-6-6-39)

Precinct Election Official Training

The county election board must conduct a training and educational meeting for precinct election officers. The county election board must require inspectors to attend this meeting and may require other precinct election officers to do so. The meeting must include information relating to the voting systems used in the county, and to making polling places and voting systems accessible to elderly voters and disabled voters. The county election board must maintain a record of the attendance of each individual at the county training meeting.

If an individual is appointed to a precinct election office after the required instructional meeting, or was appointed before the meeting was held, but can demonstrate to the county election board that the individual could not attend the meeting due to good cause, then the county election board can authorize that individual to serve as a precinct election officer if the county election board determines that there is not enough time to conduct the required training. (IC 3-6-6-40)

Election Material Pick-Up & Post-Election Return

The inspector of each precinct, or another member of the precinct election board authorized in writing by the inspector, shall appear at the office of the county election board on the second or third day before Election Day to receive ballots and other supplies. (IC 3-11-3-10)

Supplies include sample ballots, all poll lists, registration lists, forms, envelopes, and other supplies considered necessary to conduct the election; ballots; twenty (20) ink pens; copies of the Voter's Bill of Rights in English and Spanish; copies of instructions to the provisional ballot voters; and blank voter registration applications. As stated here, ballots may be hand-counted paper ballots, optical scan ballot cards, emergency ballots for use in counties with direct record electronic (DRE) systems, and provisional ballots and information concerning the provisional ballot process to provide to a voter who cast a provisional ballot at the polls on Election Day. (IC 3-11-3-11)

For counties using ePollbooks, the county election board delivers the necessary hardware, firmware, and software necessary to use the ePollbooks to the inspector to be set up for use at the polling location. Before delivering **electronic poll books** to the inspector or the inspector's authorized representative, the county election board shall do the following:

- 1) affix tamper-proof numbered seals to each electronic poll book, or to a container which contains a single electronic poll book;
- 2) record the number of the seal affixed to each electronic poll book or container; and
- 3) provide a list to the inspector of each electronic poll book and the number of the seal affixed to each electronic poll book or container.

If a county uses tamper-proof numbered seals to secure electronic poll books, then before the polls are opened, the inspector and judge of the opposite party shall determine that each seal is intact, shows no evidence of tampering, and bears the same number indicated in the list provided to the inspector by the county election board. If each electronic poll book seal complies with these requirements, then the inspector and judge certify compliance on a form prescribed by the Election Division (PRE-1). If any electronic poll book seal is not intact, shows signs of tampering, or does not match the number on the list provided to the inspector, the inspector or judge must immediately notify the county election board.

A county election board may adopt a resolution, by unanimous vote of the entire membership of the board, to use an alternative security protocol to deliver electronic poll books to polling places. The resolution must set forth the following:

- 1) the method to be used to ensure that the electronic poll books are not accessed, modified, or tampered with after the electronic poll book is transferred to the inspector or inspector's authorized representative for delivery to the polls; and
- 2) the method for a precinct election board or vote center officers to determine and document on behalf of the county election board that each electronic poll book was successfully secured against improper access, modification, or tampering before delivery to the polling place or vote center.

The resolution must be filed with the Election Division before electronic poll books are delivered to a polling location or vote center.

In these counties, an additional notice must be included in the election materials to note a person commits a level 6 felony, if the individual knowingly makes a false statement to a precinct election officer concerning the individual's name; the individual's voter identification number, or the individual's residence address. (IC 3-7-29-1(f)); IC 3-11-3-11(b))

Once the closing work is completed, the inspector and the judge of the opposite political party shall deliver election materials to the circuit court clerk immediately upon tabulation of the votes. (IC 3-12-2-9) Upon delivery of the election materials, the inspector must take and sign an oath stating the inspector: closed and sealed the election materials in the presence of the judges and poll clerks; securely kept the ballots and papers in the envelope, bag, or box; did not permit any person to open the container or otherwise touch or tamper with the ballots; and has no knowledge of any other person opening the container. (IC 3-12-2-10) (CEB-1C)

Please see "Voting Systems & ePollbooks" section of this *Manual* for more information related to the delivery to and from the polls.

Compensation and Meals

Except as provided below, each precinct election officer is entitled to compensation. All precinct election officers are to be paid a per diem fixed by the county executive (county commissioners). (IC 3-6-6-25) In addition, the inspector may be paid an additional amount for the inspector's services in picking up election supplies at the circuit court clerk's office. Inspectors and judges may be paid an additional amount for their duties in returning the precinct election supplies to the clerk's office. (IC 3-6-6-26)

Each inspector must make arrangements to provide meals for all precinct election officers throughout the day. The county council may adopt an ordinance providing for a meal allowance rather than an actual meal. Any such ordinance must state the amount of the meal allowance. (IC 3-6-6-31)

Additional Persons Permitted Inside Polling Places

In addition to the precinct election officers, political parties often employ workers to assist the party on Election Day. These partisan workers include challengers, pollbook holders and watchers. Although these partisan workers are not a part of the precinct election board or official precinct election officers, they provide a valuable service to political parties. **Each of these partisan workers has different rights and responsibilities but all must have credentials to confirm their status at the request of the precinct election board.**

Challengers act to ensure that only registered voters of the precinct vote at each polling place. Pollbook holders monitor which registered voters voted and which did not. Watchers act as a check to the precinct election officials to ensure that they are properly carrying out their duties. A watcher may be affiliated with a political party, a candidate or the media.

Challengers and Pollbook Holders

All bona fide political parties (currently Democratic, Libertarian, and Republican parties in Indiana) or independent candidate may appoint challengers and pollbook holders for each precinct in which the political party or independent candidate is on the ballot.

If a public question is submitted to the electorate, a county election board may appoint challengers and pollbook holders if a petition requesting the appointment is filed with the board. The petition must be signed by the chairman of a political action committee organization under IC 3-9 to support or oppose the approval of the public question; and at least the number of voters equal to two (2%) percent of the votes cast in the last election for secretary of state in the county. (IC 3-6-7)

A challenger must be a registered voter of the county and at least eighteen (18) years of age to serve in this capacity. (IC 3-6-7-1.7; IC 3-6-7-1) A pollbook holder is not required to be a voter of the county or to be of any specific minimum age. However, an appointed Election Day poll clerk cannot serve as a pollbook holder on Election Day, though a poll clerk may maintain a “scratch” list for a political party.

No candidate (except an unopposed candidate for precinct committeeman or state convention delegate) may be appointed as a challenger or as a pollbook holder for any election. (IC 3-6-7-1.5)

A challenger or pollbook holder must possess an identification card. Each county chairman of a bona fide political party, independent candidate, or county election board (if applicable for public question) must issue the proper identification card for each challenger and pollbook holder appointed. There is no state prescribed form that the county chairman must use for this purpose, and the county chairman is not required to file a list of challengers or pollbook holders with the county election board. Instead, state law requires the issued identification card to state, in writing, the following information:

- 1) the status of the individual as a challenger or pollbook holder;
 - 2) the name of the individual serving as a challenger or pollbook holder;
 - 3) the name of the person who appointed the challenger or pollbook holder, and whether the person is a political party, an independent candidate, or a county election board; and
 - 4) if the challenger or pollbook holder has been appointed by a political party, the name of that political party.
- (IC 3-6-7-1)

The challenger or pollbook holder must keep their identification card on their person whenever they are near a polling place and must produce their identification card whenever asked by a member of a precinct election board.

A challenger or pollbook holder can be assigned to multiple precincts. However, only one challenger or pollbook holder for each political party or independent candidate may be in a polling place at any one time during Election Day. (IC 3-6-7) In other words, if two or more challengers or pollbook holders of the same political party are assigned to the same precinct, both could not be in the same polling place at the same time. (IC 3-6-7-1)

A challenger or a pollbook holder is permitted inside of the polling place where the voters are voting. A challenger or pollbook holder may enter and leave the polls throughout the day and may arrive as early as thirty (30) minutes before the polls open. (IC 3-6-7-5) A pollbook holder is permitted to receive a list of voters who have cast a ballot from the poll clerk provided voting is not delayed and no electioneering occurs. (IC 3-11-8-10.5)

A voter must provide the voter’s true and full name when requested by a challenger. (IC 3-11-8-19) If a voter is challenged, a challenger must complete the proper affidavit (PRE-4) succinctly stating the reasons for the challenge. (IC 3-11-8-19; IC 3-11-8-21) The challenged voter must complete the proper affidavit for a challenged voter (PRE-4) and the voter portion of the provisional ballot PRO-2 envelope. The PRE-4 affidavit is printed on the PRO-2 envelope. (IC 3-11-8-23; IC 3-11-8-23.5) In situations where a voter must complete a VRG-4/12 and is still challenged, the challenge voter is not required to complete their part of the PRE-4 affidavit. Instead, the VRG-4/12 would serve as

the affidavit and must be attached to the PRO-2 envelope after the challenged voter completes their provisional ballot. (IC 3-11-8-23(a))

In most cases a voter who is challenged cannot be given a regular ballot and must be given a provisional ballot to complete. The only exception is when a voter is challenged based on their party affiliation at the primary election. Should this occur the challenger and challenged voter must complete the PRE-6. If the challenged voter completes the PRE-6, confirming that either, at the last general election voted for a majority of the regular nominees of the political party for whose candidates the challenged person proposes to vote in the primary election and intends to vote for the regular nominees of the political party at the next general election, or because the challenged person did not vote at the last general election, intends to vote at the next general election for a majority of the regular nominees of the political party holding the primary election, then they must be given a regular ballot. (IC 3-10-1-9)

See the “Provisional Ballot Voting” section of this *Manual* for more information.

Political Party Watchers

The state chairman and county chairman of each bona fide political party (currently Democratic, Libertarian, and Republican parties in Indiana) or an independent candidate for a federal or state office are entitled to appoint watchers at each precinct in which the political party or independent candidate is on the ballot. If both the state chairman and the county chairman of a political party have appointed watchers, the political party may have two watchers present at the polls of each precinct. The credentials of watchers appointed by the state chairman must be signed by the state chairman. (IC 3-6-8-1; IC 3-6-8-3)

If more than one precinct votes at the same polling place using the same precinct election board, each political party or independent candidate on the ballot is entitled to have one watcher for each precinct voting at the polling place. In a vote center county, each party or independent candidate may appoint one watcher for each electronic poll book station, or the number of poll book stations specified in the county’s vote center plan, whichever is greater. (IC 3-6-7-1; IC 3-6-8-1)

A county election board may appoint watchers in an election concerning a public question if a petition requesting the appointment is filed with the board. The petition must be signed by the chairman of a political action committee organized under IC 3-9 to support or oppose the approval of the public question; and at least the number of voters equal to two percent (2%) of total votes cast for secretary of state in the county. (IC 3-6-8-1)

A watcher must be a registered voter of the county. (IC 3-6-8-2.5) No candidate (except as an unopposed candidate for precinct committeeman or state convention delegate) may be appointed as a watcher at any election. (IC 3-6-8-2)

A watcher must possess an identification card. The county chairman or state chairman of a bona fide political party, chairman of the independent candidate’s committee, or county election board must issue the proper identification card for each watcher appointed. There is no state prescribed form that the county chairman must use for this purpose. Instead, the identification card must state, in writing, the following information:

- 1) the status of the individual as a watcher;
- 2) the name of the individual serving as a watcher;
- 3) the name of the person who appointed the watcher; and
- 4) if the watcher has been appointed by a political party, the name of that political party.

The card must be signed by the chairman and must be presented upon request by a member of the precinct election board. (IC 3-6-8-3)

A party watcher has clearly defined responsibilities. (IC 3-6-8-4) A party watcher is entitled to do the following:

- 1) Enter the polling place thirty minutes before it opens and remain there until after the votes have been tabulated.
- 2) Inspect ballot boxes and any of the voting equipment used in the precinct before any votes have been cast.
- 3) Inspect the work being done by any precinct election officer, but not interfere with their duties.
- 4) Enter, leave and reenter the polls at any time on Election Day.
- 5) Witness the calling and recording of the votes, the reading of the totals from the voting systems or any other proceedings of the precinct election officials in the performance of their official duties.
- 6) Receive a copy of the summary of the vote prepared under IC 3-12 and signed by the precinct election board.
- 7) Accompany the precinct inspector and judge of the opposite political party in delivering the tabulation and election returns to the county election board by the most direct route.
- 8) Be present when the inspector takes a receipt for the tabulation and election returns delivered to the county election board.
- 9) Obtain a list of voters who have voted from the poll clerk provided no voters are delayed and no electioneering occurs. (IC 3-11-8-10.5)

Please see the “Absentee Voting In-Person at the Clerk’s Office” section of this *Manual* for more information on appointing watchers to an early voting location.

A political party watcher may no longer summon a law enforcement officer to the polls. Instead, the party watcher must report an election law violation to the inspector, county election board, or county prosecuting attorney. A watcher may not report to any other precinct election officer concerning an alleged violation of election laws unless the watcher has prior consent of the inspector.

A watcher who violates this requirement or engages in other disruptive action in the polls may be removed from the polls and have their watcher credentials revoked upon the unanimous vote of the entire membership of the county election board. (IC 3-6-8-4; IC 3-6-8-6; IC 3-6-9-13)

Candidate Watchers

AS A GENERAL RULE, A CANDIDATE IS NOT ENTITLED TO HAVE A WATCHER IN A POLLING PLACE.

There are some limited exceptions:

- ***In a primary election***, while candidates may not be watchers for themselves, **a group of candidates** may appoint watchers to act on the candidate’s behalf.
 - Watchers for candidates are appointed under the following conditions ***in primaries only***:
 - twenty-six percent (26%) or more of all candidates of a political party who are seeking nomination at a county or municipal election make the request to have watchers appointed in writing to the county election board. (IC 3-6-9-1)
- ***In a general election***, any candidate or group of candidates for **school board** offices is entitled to candidate watchers.

A watcher for a candidate or group of candidates must be a registered voter of the county and may not be a candidate at the election, except as an unopposed candidate for precinct committeeman or state convention delegate. (IC 3-6-9-4)

The written statement requesting candidate watchers must name a person to act as attorney-in-fact for the group of candidates and the precincts where the watchers will serve. (IC 3-6-9-2) The attorney-in-fact then performs the duties on behalf of the group of candidates. The attorney-in-fact will file with the circuit court clerk the names of the appointed watchers. The circuit court clerk must then issue identification cards to the watchers. (IC 3-6-9-5)

Only one (1) watcher representing a candidate or group of candidates may be present in the polling place at any one time during Election Day, but watchers representing different groups may be present in the polling place at the same time. (IC 3-6-9-12)

If more than one precinct votes at the same polling place using the same precinct election board, each candidate or group of candidates is entitled to have one watcher for each precinct voting at the polling place. In a vote center county, each party or independent candidate may appoint one watcher for each electronic poll book station or the number of poll book stations specified in the county's vote center plan, whichever is greater. (IC 3-6-9-12)

A watcher appointed for a group of primary candidates, or for a school board candidate, has the same rights and responsibilities as a watcher appointed by a political party chairman. (IC 3-6-9-13)

Media Watchers

The media may also appoint watchers to each precinct on Election Day. (IC 3-6-10-1) Media entitled to name watchers include:

- 1) each newspaper of general circulation in the county.
- 2) each news service operating in the county (e.g. Associated Press, Network Indiana).
- 3) each radio or television station operating in the county.

On the day before Election Day each corporation owning a news organization listed above must provide the circuit court clerk, the county election board and the county chairmen of each political party (or independent candidate's committee), which has appointed watchers, with a list of persons appointed to serve as media watchers for the news organizations. An officer of the corporation must sign this list. A person appointed to act as a media watcher does not have to be a regular employee of the news organization. (IC 3-6-10-2; IC 3-6-10-4)

The county election board must issue identification cards to media watchers. If an individual is named to act as a media watcher in more than one (1) county, the identification credential must be obtained from the Election Division. (Form IEC-5(b)) (IC 3-6-10-6) Generally, a media watcher has the same rights and responsibilities as a watcher appointed by a political party chairman. A media watcher may not call upon the election sheriffs to make arrests. (IC 3-6-10-5.5)

A member of the media may film or take photographs inside a polling location. However, **a media watcher may not photograph a voter if the voter objects or in a manner that would divulge how a voter cast their ballot.** (IC 3-6-10-5)

If more than one precinct votes at the same polling place using the same precinct election board, media entitled to appoint watchers may have one watcher for each precinct voting at the polling place. In a vote center county, each

media entitled to appoint watchers may appoint one watcher for each electronic poll book station or the number of poll book stations specified in the county's vote center plan, whichever is greater. (IC 3-6-10-1)

Unauthorized Persons Inside Polling Places

It is a Class A misdemeanor for a person to recklessly enter the polls without authority to do so. (IC 3-14-3-15) A person is not authorized to be inside the polling place **merely** because they are a precinct committeeman or other political party official, **unless** the person has been issued challenger, watcher or pollbook holder credentials.

Only the following individuals are allowed inside a polling place:

- 1) the inspector, judges, poll clerks, assistant poll clerks; or a student assistant to a precinct election officer;
- 2) deputy election commissioners;
- 3) challengers and pollbook holders;
- 4) watchers;
- 5) minor children accompanying voters;
- 6) a voter, for the purpose of voting;
- 7) a person assisting a voter under IC 3-11-9;
- 8) a member of a county election board, acting on behalf of the board;
- 9) a mechanic authorized to act on behalf of the county election board to repair a voting system, with credentials signed by each member of the county election board;
- 10) a county chairman or a county vice-chairman of a political party, if bearing credentials signed by the members of the county election board unless they are a candidate for elected office;
- 11) media watchers (IC 3-6-10-1); and
- 12) the secretary of state of Indiana, in some cases. (IC 3-11-8-15)

An individual present in the polling place on Election Day must be a U.S. citizen unless the individual is a minor child accompanying a parent who is a voter, is an individual designated to assist a voter who is disabled or who cannot read or write English, or who has been granted an exemption from this requirement by the Secretary of State. (IC 3-11-8-15)

A "service animal," such as a seeing-eye dog, is allowed inside a polling place and the voting booth if the voter needs the assistance of the animal. (IC 3-11-9-5)

Voting Equipment Security Measures

ePollbook

Before delivering **electronic poll books** the county election board shall do the following:

- 1) affix tamper-proof numbered seals to each electronic poll book, or to a container which contains a single electronic poll book;
- 2) record the number of the seal affixed to each electronic poll book or container; and
- 3) provide a list to the inspector of each electronic poll book and the number of the seal affixed to each electronic poll book or container.

As an alternative, a county election board may adopt a resolution, by unanimous vote of the entire membership of the board, to use an alternative security protocol to deliver electronic poll books to polling places. The resolution must set forth the following:

- 1) the method to be used to ensure that the electronic poll books are not accessed, modified, or tampered with after the electronic poll book is transferred to the inspector or inspector's authorized representative for delivery to the polls; and
- 2) the method for a precinct election board or vote center officers to determine and document on behalf of the county election board that each electronic poll book was successfully secured against improper access, modification, or tampering before delivery to the polling place or vote center.

The resolution must be filed with the Election Division before electronic poll books are delivered to a polling location or vote center. (IC 3-11-3-10)

If a county uses tamper-proof numbered seals described above to secure electronic poll books, then before the polls are opened, the inspector and judge of the opposite party shall determine that each seal is intact, shows no evidence of tampering, and bears the same number indicated in the list provided to the inspector by the county election board. If each electronic poll book seal complies with these requirements, then the inspector and judge certify compliance on a form prescribed by the Election Division (PRE-1). If any electronic poll book seal is not intact, shows signs of tampering, or does not match the number on the list provided to the inspector, the inspector or judge must immediately notify the county election board. (IC 3-11-8-7.5)

Voter's Time in a Voting Booth

The time that a voter may remain in a voting booth to cast a ballot is five (5) minutes in a primary election, and four (4) minutes in a general, municipal, or special election. (IC 3-11-11-10.5; IC 3-11-13-32.5; IC 3-11-14-26; IC 3-11-14-27)

Spoiled Ballots

DRE Voting System with VVPAT

A direct record electronic (DRE) voting system may include a voter verifiable paper audit trail (VVPAT); however, all DRE voting systems must use a VVPAT after December 31, 2029. If a voter voting on a DRE voting system with a VVPAT determines by examining a VVPAT that the electronic voting system is not correctly setting forth the voter's ballot choices, then the voter has one opportunity to correct the error before completing and casting the ballot.

If the error shown on the VVPAT is due to a voting system *malfunction*, then the voter may continue to review the VVPAT until the malfunction has been corrected. Once the malfunction has been corrected, the voter then has one opportunity to correct the error before casting the ballot. Once the ballot is cast, then a ballot can no longer be spoiled.

If the voter is a voter with disabilities, the voter has as many opportunities as the voter needs to correct the error before completing the casting of the ballot. (IC 3-11-14-24.5)

DRE without a VVPAT

Indiana law does not contemplate spoiled ballots with the DRE without a VVPAT, as the voter will first mark their selections, hit "submit," and then be afforded the opportunity to review their ballot before officially casting their final ballot. Should an error be detected on the DRE machine during this review, the voter can go back to the first phase of making initial selections, submitting for their final review, and then hitting "vote" or an equivalent button to cast their ballot. Once the ballot is cast, then a ballot can no longer be spoiled.

Optical Scan Ballot Card

If a voter spoils or defaces a ballot card or marks it erroneously, then the voter shall return the card so as not to disclose any choices that the voter has made and receive a new ballot card. (IC 3-11-13-35) Poll workers must place all spoiled ballots in a carrier envelope for the precinct to return with their election materials. (IC 3-10-1-30) Once the ballot is cast, then a ballot can no longer be spoiled.

Voter Fails to Properly Finish Voting Process

Traditional Hand-Counted Paper Ballots

If a voter leaves a voting booth without depositing a traditional hand-counted paper ballot in the ballot box then any poll worker can attempt to alert the voter to allow the voter to return to the booth to complete casting the ballot. If the voter has already left the polls, or declines to return to the booth, both judges shall retrieve the ballot and provide it to the inspector and the inspector shall deposit the ballot in the ballot box. The judges and inspector shall complete and sign a form PRE-9 documenting their actions and provide information regarding the event, including the voter's name, if known. (IC 3-11-11-17)

Optical Scan Ballot Card

If a voter leaves a voting booth without casting an optical scan ballot card being scanned by the tabulator any poll worker can attempt to alert the voter and permit the voter to return to the booth to complete casting the ballot. If the voter has already left the polls, or declines to return to the booth, both judges shall enter the booth and retrieve the ballot and provide it to the inspector and the inspector shall deposit the ballot in the ballot box. The judges and inspector shall complete and sign a form PRE-9 documenting their actions and provide information regarding the event, including the voter's name, if known. (IC 3-11-13-33)

Direct Record Electronic Voting System (DRE)

If a voter leaves a voting booth without casting a ballot on an electronic voting system (DRE) any poll worker can attempt to alert the voter and permit the voter to return to the booth to complete casting the ballot. If the voter has already left the polls, or declines to return to the booth, the inspector shall direct both judges to enter the booth and complete the process of casting the voter's ballot. The judges and inspector shall complete and sign a form documenting their actions and provide information regarding the event, including the voter's name, if known. (IC 3-11-14-25)

Photo ID Law

State law requires that voters casting a vote in person (or an absentee ballot in person at the county election office) must provide government-issued photo ID before signing the poll list or casting the absentee ballot. For Election Day voting, only one (1) precinct election officer (inspector, judge, clerk, or sheriff) of each major political party is entitled to ask the voter to provide proof of identification. As an example, a Democratic Party inspector and a Republican Party judge could both ask the voter to provide proof of identification. (IC 3-11-8-25.1)

However, some voters are exempted from this requirement:

- voters who cast an absentee ballot by mail or before a traveling board; and
- voters who reside in a state licensed facility (such as a nursing home) and the polling place for their precinct, vote center, or satellite absentee facility. (IC 3-10-1-7.2; IC 3-11-8-25.1)

To qualify as “proof of identification,” a photo ID must meet each of the following four requirements:

- 1) The ID must display the voter’s photo;
- 2) The voter’s name on the ID must conform to the name on the voter registration record;
- 3) The voter’s ID must contain an expiration date, and either still be current or have expired sometime after the date of the most recent General Election (November 3, 2020); AND
- 4) The voter’s ID must be issued by the State of Indiana or the U.S. government. (IC 3-5-2-40.5)

Indiana law does not require a voter’s ID to have an address matching their registration record. However, certain “first time” voters who registered by mail will be required to provide additional documentation that DOES match their address on the voter registration record. This additional documentation may be a photo ID where the voter’s address on the ID matches their registration record, but may also be a utility bill, paycheck stub, transcript, etc. (IC 3-7-33-4.5)

In most cases, an Indiana driver’s license, Indiana photo ID card, Military or Veterans ID, or US passport is sufficient. A document issued by the U.S. Department of Defense, a branch of the uniformed services, the Merchant Marine, or the Indiana national guard, the U.S. Department of Veterans Affairs (or Veterans Administration) that otherwise complies with the requirements for “proof of identification”; but has no expiration date or states that the document has an “indefinite” expiration date, is sufficient proof of identification for a voter casting a ballot in person. (IC 3-5-2-40.5)

Further, in 2021, the Indiana General Assembly expanded the definition of “proof of identification” for voting purposes to include Native American Indian tribal IDs issued by tribes or bands recognized by the United States Government, even if the document has no expiration date or states that the expiration date is indefinite, so long as the document satisfies all other requirements for an acceptable photo ID. (IC 3-5-2-40.5)

NO VOTER SHOULD BE TURNED AWAY FROM THE POLLS FOR FAILING TO PROVIDE PHOTO ID. If a voter is unable or unwilling to present ID that meets these requirements, the voter may cast a provisional ballot after completing and signing a form requesting this ballot. Please see the “Provisional Ballot Voting” section of this *Manual* for more information.

If the voter is unable to obtain an ID because the voter is indigent or has a religious objection to being photographed, the voter may claim this exemption from the ID requirement by appearing in person before the clerk or county election board and affirming under penalties of perjury that the exemption applies. (Form PRO-10 or PRO-11 [in a municipal election])

If the voter does not already have a valid photo ID, the voter can obtain an Indiana photo ID card free of charge from any Bureau of Motor Vehicles license branch. BMV branches are open for extended hours on Election Day and the day before Election Day. BMV branches are required to give priority to issuing driver’s licenses and photo ID cards for voting on Election Day when the BMV is open on Election Day. (IC 9-14.1-2-5) For more information, please contact the BMV at (317) 233-6000 or visit their website <http://www.bmv.in.gov>.

Electioneering

"Electioneering" means making a verbal statement, displaying a written statement indicating support or opposition to a candidate, political party, or public question appearing on the ballot, or wearing or displaying an article of clothing, sign, button, or placard that states:

- 1) the name of any political party or includes the name, picture, photograph, or other likeness of any candidate or currently elected federal, state, county, or local official; or

- 2) support for the approval or defeat of a public question.

The term does not include expressing support or opposition to a candidate or a political party or expressing approval or disapproval of a public question in material mailed to a voter or a telephone or an electronic communication with a voter.

A person who knowingly does any electioneering:

- 1) on election day within the polls or the chute;
- 2) before election day within the office of the circuit court clerk or a satellite office of the circuit court clerk established under IC 3-11-10-26.3 used by an absentee voter board to permit an individual to cast an absentee ballot or fifty (50) feet of the entrance to the office of the circuit court clerk or satellite office; or
- 3) except for a voter who is the person's spouse; an incapacitated person (as defined in IC 29-3-1-7.5) for whom the person has been appointed the guardian (as defined in IC 29-3-1-6); or a member of the person's household;

in the presence of a voter whom the person knows possesses an absentee ballot provided to the voter in accordance with Indiana law commits a Class A misdemeanor. (IC 3-14-3-16)

Please see the “Chute” section of this *Manual* for more information.

“Scratch Lists”

State law authorizes a poll clerk to record the names of individuals who have signed the poll list and to make that record available to a political party watcher or pollbook holder who requests the information. The poll clerk must ensure that:

- 1) no voter is delayed in casting a vote as a result of the poll clerk preparing this record or providing the information; and
- 2) that the poll clerk does not engage in “electioneering” when providing this information. (IC 3-11-8-10.5; IC 3-11-8-29)

It is a Class A misdemeanor for any person to knowingly engage in electioneering within the polls or within the chute.

Documentation of Voters Waiting in Line at the Polls on Election Day

The inspector is required to document, on a form provided by the Election Division (PRE-1), the number of individuals waiting to vote, but who have not yet signed the poll list, at the opening of the polls, 12:30 p.m., and at the close of the polls. (IC 3-11-8-9)

Extension of Voting Hours on Election Day

A county election board or a board of elections and registration (“board”) does not have power to extend voting hours in a polling place or vote center. A county election board is the only person or entity with standing to file an action or petition with an Indiana court or other state governmental entity to request an extension of the hours for closing the polls and a board may only do so following the unanimous vote of its entire membership.

Before issuing an order to extend poll hours, an Indiana court or other state governmental entity must take evidence and make findings with regard to the following:

- 1) The polls were substantially delayed in opening at the time fixed by IC 3-11-8-8.
- 2) The specific precincts or vote centers in which substantial delays occurred.
- 3) If a poll closed at any time during the hours from 6 a.m. to 6 p.m., how long the polls were closed and in which precincts and vote centers the closing occurred.
- 4) Substantial evidence exists that voters were prevented from casting a ballot due to a delay or closure of the polls during the hours specified by IC 3-11-8-8.
- 5) The actual harm determined can only be ameliorated by the extension of polling hours.

If the court is unable to make the findings regarding a delay in opening or a subsequent closure of the polls described above, the court shall not issue an order extending the time for closing the polls. If the court or state governmental entity determines that an order extending the time for the closing of the polls is to be issued, the court or entity must:

- 1) limit the extension only to those polls whose opening was delayed, or which closed during the regular poll hours set forth in state law; and
- 2) extend the hours for the polls at the precinct or vote center for a period of time not more than the time that the polls were closed during the hours set forth in state law.

The court or entity considering a county election board request to extend the hours a polling location may be open on election day must take evidence and make a finding that the county election board filed written notice with the Indiana Secretary of State and the Indiana Election Division indicating that the county election board filed the action or petition with the court to extend the polling hours and received confirmation from the court of the receipt of the filing. (IC 3-11.7-7-3)

A county election board may appeal any denial of a request for an order to the Indiana Supreme Court. (IC 3-11-8-8, IC 3-11.7-7)

Voting System Ballot Tabulation

Generally, the specific choice a voter makes on the ballot is tabulated by the voting system. Exceptions to this rule concern straight party voting, which are noted below in the “General Election Ballot” section. For statutory descriptions of election results tabulation see IC 3-12-1.

It is also important to note a voter may undervote or overvote in one or more contests on the ballot. Not voting in a contest or selecting too many candidates in a race does not void a person’s entire ballot. See “Overvote Feature” section in this *Manual* for more details.

Primary Election Ballot

In Indiana, voters must choose a Democratic or Republican Party ballot in the primary election, and poll clerks record this choice in the poll book. The choice between the parties is required because the voters affiliated with one major political party are deciding which candidates of their party to nominate for November’s general or municipal election ballot. A voter may only participate in one partisan primary election. On occasion, there may be a special election held on the same day as the primary election. Should there be a non-partisan public question, then a separate “non-partisan” ballot is to be offered to voters who do not want to vote in a partisan primary. (IC 3-10-1-24)

Election administrators should pay close attention to the “Ballot Layout” chapter of this *Manual* as state law has additional formatting requirements for a primary election ballot. Voting is straightforward on the primary election ballot. Voters make individual selections, and the voting system will record those choices. While Indiana law permits “straight party” voting, this tabulation feature is only available in a general or municipal (November) election. Write-in candidates are not permitted on the primary election ballot.

General Election Ballot

In a general or municipal (November) election, Indiana law permits voters to 1) use a straight party device and make individual selections or 2) ignore the straight party device and make individual selections.

In Indiana, the Democratic, Libertarian, and Republican parties currently qualify for “straight party” designation on a municipal or general election ballot. If a voter selects one of the three party devices, then candidates of the political party will receive the voter’s vote without the need to make additional selections in partisan races. There are two exceptions to this rule:

- 1) In at-large partisan race where a voter votes for more than one candidate, state law requires the voter to make individual selections even when those candidates are aligned with a political party. (IC 3-11-7-4; IC 3-11-7.5-10)
- 2) Non-partisan school board elections, public questions, or judicial retention questions requires a voter to make separate marks for those questions or contests, if they so desire. (IC 3-11-13-14; IC 3-11-14-23)

A voter does NOT need to use the straight party device when voting in the November election. It’s simply a “shortcut” to support candidates of one political party without the need for making individual candidate selections in each partisan contest. Voters make skip over the straight party device, review each contest, and make individual selections in each race.

Sometimes a voter will use the straight party device and also make individual selections in partisan races. Doing both – using straight party AND making individual choices – does not void a person’s ballot, void an individual race (unless the voter overvoted by selecting more candidates than the instructions permit), or cast two votes for a candidate in a race where only one candidate can be selected. Instead, the voting system is programmed to follow IC 3-12-1-7, which essentially allows the specific individual choice in a race to override the straight party selection.

For instance, Sally uses the Democratic Party straight party device but also makes an individual mark in the dogcatcher race for the Republican candidate. All Democrat candidates in “vote for one” races will receive her vote as a result of her straight party choice except in the dogcatcher race where the Republican candidate will get her vote.

Another common example: Roger uses the Republican straight party device and also votes for Republican candidates in all “vote for one” races. The voting system will ignore the straight party choice and cast a vote for all of the individual Republican candidates. (This example assumes he votes for all Republican candidates and does not skip a partisan “vote for one” contest.)

This nuanced tabulation is less obvious on ballot cards, as the optical scan ballot reader designed to read a person’s ballot and only provide an alert when a race is overvoted. On the other hand, a direct record electronic (DRE) voting system is required to show a voter which candidates are receiving a vote before the ballot is cast, and DRE systems are not permitted to allow an overvote to occur.

Closing Procedures, Generally

The current version of the *Election Day Handbook* published by the Indiana Election Division is a helpful resource to Election Day poll workers and county election officials for general procedures and duties during election. This includes general information about closing the polls at 6:00 pm on Election Day.

The inspector announces the close of the polls at 6:00 p.m. (prevailing local time), unless voting hours are extended by court order (see “Extension of Voting Hours on Election Day” in this *Manual* for more information). If there is a line of individuals waiting to vote when the polls close, then a precinct election official appointed by the county election board documents the names of the persons waiting to vote, stamps the hand of each voter in line, or stands immediately behind the last voter who may vote. These voters must be permitted to vote a regular ballot, if otherwise qualified. (IC 3-11-8-11)

After the voting is completed, the inspector, with the help of the judges and poll clerks, must complete the following tasks before canvassing the votes cast:

- Lock all voting systems and disassemble any voting equipment to prevent further voting.
- For counties using a direct electronic record (DRE) voting system or optical scan ballot card voting system, at least one (1) printout of the total votes cast for each candidate and on each public question must be printed out of the voting system (IC 3-12-3-2; 3-11-14-30)
 - Printouts for watchers or the news media may be provided on demand but before the system is closed. (IC 3-6-8-5; IC 3-12-3-2; IC 3-12-3-11; IC 3-12-3.5-3)
 - In a precinct or vote center that uses an electronic voting system with a voter verifiable paper audit trail (VVPAT), the precinct election board (poll workers) are not required to print out the paper audit trail when preparing and printing the certificate of vote totals from each electronic voting system used in the precinct.
- Take down the chute.
- Prepare to canvass the votes cast in the precinct (except in a county where optical scan ballot cards are tabulated at a central location).

When all votes have been counted, the precinct election board shall prepare a certificate stating the number of votes that each candidate received for each office and the number of votes cast on each public question. The number of votes that each candidate and public question received shall be written in words and numbers. The board shall also prepare a memorandum of the total vote cast for each candidate and ensure that each member of the board receives a copy of the memorandum. (IC 3-12-2-6; IC 3-12-3-2; IC 3-12-3.5-3)

Poll workers in counties using traditional hand-counted paper ballots or optical scan voting systems should follow these procedures after the canvass is complete:

- Seal all counted optical scan ballot cards or traditional hand-counted ballots in a bag or envelope. During a primary election, separate bags or envelopes will be provided for the ballots of each party.
- Seal all challenged, uncounted and spoiled optical scan ballot cards or traditional hand-counted paper ballots in the appropriate bags or envelopes.
- Seal provisional ballots in a separate bag or envelope. (PRO-4 for voted provisional ballots and PRO-6 for spoiled provisional ballots)
- Place all unused ballots in a separate bag or envelope.
- Write the number of ballots contained within on the outside of each bag or envelope.

- Check each certificate of vote printout to make sure the certification is completely filled out and properly signed.
- Seal all tally sheets, poll lists, oaths and other election affidavits in the appropriate envelopes provided.
- Place all ballot cards or paper ballots in a transfer case. The transfer case must be sealed with the metal or plastic seal provided. The serial number of the transfer case seal must be recorded on the ballot report.

Poll workers in counties using the direct record electronic (DRE) voting system should follow these procedures after the machine votes have been tabulated, and if paper ballots were used in any way, such as for emergency paper back-up ballots and provisional ballots:

- Seal all challenged, uncounted and spoiled ballots in the appropriate bags or envelopes.
- Keep provisional ballots in a separate bag or envelope (PRO-4 for voted provisional ballots and PRO-6 for spoiled provisional ballots).
- Place all unused ballots in a separate bag or envelope.
- Write the number of ballots contained within on the outside of each bag or envelope.
- Check each certificate of vote printout to make sure the certification is completely filled out and properly signed.
- Seal all tally sheets, poll lists, oaths and other election affidavits in the appropriate envelopes provided.

Additionally, following the closing of the polls in counties using a DRE voting system, the inspector shall announce total votes cast on all voting systems within the precinct. If this number differs from the number of voters shown to have received a ballot, the inspector and judge of the opposite political party will report the discrepancy in writing to the county election board using form PRE-16. If the difference between votes cast and ballots received is equal to or greater than a certain "threshold number," the county election board or Secretary of State may order an audit. (IC 3-12-3.5-8)

After the close of polls in a **vote center** county, the precinct election board must keep the ballots cast in each precinct separate from the ballots cast in any other precinct whose election is administered at the vote center, so that the votes cast for each candidate and on each public question in each of the precincts administered by the board may be determined and included on the PRE-11 statement required by IC 3-12-4-9. (In non-vote center counties, where multiple adjourning precincts are located in one polling location and one precinct election board runs the polling location for all precincts, ballots must also be separated by precinct; see IC 3-11-8-4.3) Marion County is exempt from this requirement. (IC 3-11-18.1-14)

The precinct election board (inspector and two judges) shall also seal any challenges to the qualification of a poll worker (PRE-7) or challenges to the party affiliation of a voter (PRE-6) in a bag or envelope separate from the bag or envelope containing challenges to voters made on grounds other than party affiliation in a primary (PRE-4), such as residency of a voter, for example. Each precinct election board member shall endorse that member's name on the back of the bag or envelope containing challenges to voters made on grounds other than party affiliation. (IC 3-14-5-1; IC 3-14-5-2)

State law requires the inspector and the judge of the opposite political party in a precinct traditional hand-counted paper ballots, direct record electronic (DRE) voting systems, and optical scan voting systems to deliver election materials to the county election board immediately after the tabulation of the vote in order to be compensated for their work as poll workers. (IC 3-6-6-28; IC 3-12-3-10; IC 3-12-3.5-4).

State law also requires specific procedures to be followed to return the ePollbook and voting systems after the polls close. Please see the “Voting Systems & ePollbooks” section of this *Manual* for more information.

PROVISIONAL BALLOT VOTING

Provisional voting is a fail-safe method of voting. No voter should be prevented from voting on Election Day or during in-person early voting in the clerk's office or satellite early voting location. However, certain voters may be required to complete a provisional ballot. Provisional ballots are sealed inside a security envelope attested by the challenger and challenged voter and kept separate from all other ballots. A provisional ballot is NOT to be tabulated at a vote center or precinct polling location on Election Day. Instead, provisional ballots are submitted to a separate verification process managed by the county election board before it may be counted. (IC 3-11.7-2)

Provisional Ballots & Materials

Provisional Ballots

The county election board shall prepare provisional ballots for all offices on the ballot in the county in the number it considers necessary. The circuit court clerk shall estimate the number of provisional ballots that will be required in the county for the election not less than sixty (60) days before an election (or no more than three (3) days after the date a special election is ordered). (IC 3-11.7-1-4)

A provisional ballot must be in the same form as an absentee ballot, containing the offices appropriate for the election and precinct to which the ballot pertains, but must indicate that the ballot is a provisional ballot and not an absentee ballot. (IC 3-11.7-1-2) Each provisional ballot shall bear the clerk's signature and seal. (IC 3-11.7-1-7)

Provisional ballots must be prepared by the county election board and delivered to each circuit court clerk (or the Lake County or Porter County Director of the Board of Elections and Registration) separate from other ballots and not later than:

- fifty (50) days before a primary, general, special, or municipal election; or
- thirty-eight (38) days before a general election at which presidential electors are chosen
(IC 3-11.7-1-6)

The county election board shall have provisional ballots delivered in a package plainly marked or labeled with the words: "This package contains _____ (giving the number of ballots) provisional ballots." The Indiana Election Division created the Provisional Ballot Package Label (PRO-3) document for county election administrators to provide to a printer or use when creating the envelope in-house.

The county election board will deliver provisional ballots to the inspector in a tightly closed, securely fastened, strong and stout paper envelope or bag separate from the other ballots (PRO-3). The envelope or bag containing the provisional ballots shall be attested by the initials of the clerk or clerk's designee in the presence of the inspector or inspector's representative. The inspector shall sign a receipt for the provisional ballots.

The provisional ballot packages may not then be opened until they have been delivered to the precinct election board to which they are directed and the precinct election board is fully organized and ready to receive votes. (IC 3-11.7-1)

Provisional Ballot Forms & Envelopes

The county election board shall provide each precinct election board with the proper forms and envelopes necessary to carry out provisional ballot voting. The chart below describes those materials (IC 3-11.7-1-6; 3-11.7-1-8; 3-11.7-1-9):

Form Name	Form Number	Purpose
Provisional Ballot Package Label	PRO-3	Slip or envelope containing the provisional ballots for a precinct
Provisional Ballot Outer Envelope	PRO-4	Secures uncounted provisional ballot envelopes received on Election Day
Provisional Ballot Security Envelope with attached Affidavits	PRE-4/PRO-2	Combined challenger and challenged voter affidavit and ballot security envelope used to execute provisional ballot voting
Provisional Ballot Envelope for Ballots Issued After Regular Poll Closing Hours	PRO-5	If a court order extends voting beyond 6:00 p.m. local prevailing time, voters must use a provisional ballot and this universe of provisional ballot envelopes are to be secured in this envelope instead of the PRO-4 envelope
Provisional Ballot Envelope for Spoiled Provisional Ballots	PRO-6	If a voter spoils a provisional ballot, it should be placed in this envelope rather than the spoiled ballot envelope for "regular" ballots
Provisional Ballot Envelope for Rejected Provisional Ballots	PRO-7	If a voter's provisional ballot is rejected (a deceased individual, for example), it should be placed in this envelope rather than the spoiled ballot envelope for "regular" ballots.
Instructions to Provisional Voter	PRO-9	Required document for precinct election officials to provide a provisional ballot voter notifying them of their rights and how to track the provisional ballot

NOTE: State law REQUIRES the PRE-4 affidavit to be printed directly on the PRO-2 Security Envelope containing the voted provisional ballot so that the PRE-4 affidavit will not be separated from the ballot.

Confidentiality of Provisional Ballot Information

The county election board must restrict access to the information available regarding the provisional ballot to the individual who cast the ballot. This includes but is not limited to forms, affidavits, and reports created in SVRS. Further, the county election board may not refer to the provisional ballot voter by name at the provisional ballot hearing. (IC 3-11.7-6-3)

The same confidentiality restrictions that apply to other provisional ballots also apply to signature mismatch ballots. Requires that the signature in the voter's registration record in the statewide voter registration system be updated to reflect any matching signature made on the signature mismatch affidavit. (IC 3-11.5-4-13.5; IC 3-11.5-4-13.6)

However, after the election is certified and the deadline for a recount or contest action has passed, all provisional balloting materials are considered public information except for those provisional ballots that were counted. Counted provisional ballots are filed with all the counted ballots stored by precinct and subject to the retention and security procedures outlined in IC 3-10-1-31.1.

Issuing a Provisional Ballot on Election Day

1) Confirm Certain Fail-Safes Do Not Apply to the Voter Before Issuing a Provisional Ballot

Whether a provisional ballot or a regular official ballot is issued to a voter depends upon whether the voter's name does or does not appear on the poll list and depends on whether the voter has been challenged as not eligible to vote in the precinct.

Before issuing a provisional ballot, it is imperative a poll worker determine if a certificate of error is to be issued to allow the voter to cast a regular ballot, or if the voter qualifies for a fail-safe that would permit them to vote a regular ballot.

The following examples describe some situations that may arise where a voter may cast a regular ballot rather than a provisional ballot (see "Fail Safe Procedures" in the current version of the *Indiana Voter Registration Guidebook* for more details):

- 1) A person's name does not appear on the poll list, but the county voter registration official issues a certificate of error noting a mistake was made by the county voter registration office. Voter votes a regular official ballot. However, if the voter is then challenged (PRE-4), the voter casts a provisional ballot.
- 2) A person's name does not appear on the poll list because the voter's registration record is cancelled. The voter must affirm that the person has continuously resided at an address shown as the voter's former residence on the voter registration record before being issued a regular official ballot. However, if the voter is then challenged (PRE-4), the voter casts a provisional ballot.
- 3) A person whose name does not appear on the poll list, but who produces a registration receipt from a license branch or full service agency executed during the open registration period and the county voter registration office advises the precinct election board that the office received and approved the application or has no record of either approving or rejecting the application. Voter votes a regular official ballot. The voter must complete a voter registration application and provide the completed application to the precinct election board before voting if the county voter registration office has no record of either approving or rejecting the application. However, if the voter is then challenged (PRE-4), the voter casts a provisional ballot.
- 4) A person whose name does not appear on the poll list, who is not described in (1) through (3) above and is challenged as ineligible to vote in the precinct (PRE-4) votes a provisional ballot.

In other cases:

- 5) A person whose name does appear on the poll list, no longer resides in the precinct, but claims the right to vote in the precinct where they formerly resided under a fail-safe provision in current law (VRG-4/12 or VRG-15). Voter votes a regular official ballot. However, if the voter is then challenged, (PRE-4), then the voter casts a provisional ballot.
- 6) A person whose name does appear on the poll list but has moved within the precinct. Voter votes a regular official ballot. However, if the voter is then challenged using the PRE-4, then the voter casts a provisional ballot.

A voter who is challenged and executes the challenged voter affidavit to vote a provisional ballot is required to sign the poll book (IC 3-11-8-25.1; IC 3-11.7-2-2)

2) Complete the PRE-4 Challenger Affidavit

Assuming the voter does not qualify for a certificate of error or a fail-safe, the PRE-4 Affidavit provides precinct election officials or a challenger a list of reasons that a voter may be issued a provisional ballot:

- 1) This voter's name is not included on the poll list and is NOT entitled to vote by using a "Fail Safe" procedure.
- 2) This voter's name is included on the poll list, but this voter does not currently reside in the precinct and is NOT entitled to vote in this precinct by completing a VRG-4/12 form or a VRG-15 form, or other "Fail Safe" procedure.
- 3) This voter was unable or declined to present proof of identification when required by law to do so.
- 4) This voter is identified on the poll list as required to present an additional document that confirms the voter's identity and current residence address but has not done so.
- 5) This voter is not a U.S. citizen.
- 6) This voter will not be 18 years of age or older at the general (November) election.
- 7) This voter's signature on the poll list does not match the signature on the voter's registration record.
- 8) Other.

NOTE: If a court order extends the hours that the polls are open on Election Day, any person voting during this extended period must cast a provisional ballot. Poll workers are encouraged to use the "other" reason and note a ballot was cast after the polls closed but during the extending period of time the polls were open pursuant to court order. These provisional ballots are placed inside and sealed the PRO-2 envelope but later all of the provisional ballots cast during the extending voting period are sealed in the PRO-5 carrier envelope to return to the county election board.

The precinct election officer or challenger must complete and sign the upper portion of the PRE-4 affidavit. Before the provisional ballot is issued, the voter must sign the poll book and complete and sign the "Affidavit of a Challenged Voter" portion, unless as specifically set forth below. (IC 3-11-8-22.1; IC 3-11.7-2-1; IC 3-11.7-2-2)

If a person has already made an affirmation or executed an affidavit permitted under current law to vote pursuant to a fail-safe procedure, or a person has voted by absentee ballot and completed the affidavit on the outside of the absentee ballot envelope, and is then challenged, then the person is not required to complete and sign the "Affidavit of a Challenged Voter" portion of State Form PRE-4. (IC 3-11-8-23, 3-11.5-4-16)

This can occur when the following situations arise:

- 1) To vote a regular official ballot, a person who is not on the poll list may make an oral or written affirmation to a precinct election board that the person either:
 - a. has continuously resided in the precinct, and the voter's name has been removed from the registration list by mistake; or
 - b. produces a receipt indicating that the person applied to register to vote at a license branch or other "full service" voter registration agency while registration was open and signs a voter registration application.

If the eligibility of a person to vote in either of these situations is challenged before the voter votes a regular official ballot, the person is provided with a provisional ballot (rather than a regular official ballot). The person challenged in this situation is not required to execute the "Affidavit of a Challenged Voter" portion of Challenge Affidavit (PRE-4) if the person has already satisfied the requirements set forth in (a) and (b) above. (IC 3-7-48-7.5)

- 2) To vote a regular official ballot, a person who is on the poll list but who has moved out of the precinct may execute an affidavit under the current law permitting the person to return their former precinct to vote either:
 - a. for president only in a presidential election because the person moved out of Indiana less than 30 days before an election (VRG-15); or
 - b. because the person moved to another precinct within Indiana less than 30 days before an election (VRG- 4/12).

If the eligibility of the person to vote is challenged before the voter votes a regular official ballot, the person is provided with a provisional ballot. The person challenged in this situation is not required to execute the "Affidavit of a Challenged Voter" portion of State Form PRE-4 if the person has already satisfied the requirements set forth in (a) or (b) above. (IC 3-10-10-9, 3-10-11-4.5)

- 3) To vote a regular official ballot, a person who is on the poll list but who has moved to another precinct within the same county and the same congressional district may make an oral or written affirmation (State Form VRG-4/12) under the current law permitting a person who formerly resided in a precinct, but no longer resides there, to return their former precinct to vote. If the eligibility of the person to vote is challenged before the voter votes a regular official ballot, the person is provided with a provisional ballot. The person challenged in this situation is not required to execute the "Affidavit of a Challenged Voter" portion of Challenge Affidavit (PRE-4) if the person has already made the oral or written affirmation required under current law. (IC 3-10-12-5)
- 4) If an absentee ballot voter is challenged for the reason the challenger believes the absentee voter is not a qualified voter of the precinct, then the challenged voter's section of the PRE-4 does not need to be completed. Instead, the absentee application serves as the sworn testimony of the voter. It is recommended poll workers write "absentee voter" in the lower section of the PRE-4 and on the PRO-2 to alert county election officials that the absentee ballot application may be sealed inside the PRE-4/PRO-2 envelope. (IC 3-11.5-4-15; IC 3-11.5-4-16)

In addition, a person who:

- 1) registered to vote by mail and is required to provide certain additional residency documents to the county voter registration office, but has not yet done so when the voter appears at the polls to cast a ballot, and does not do so while at the polls; or

2) votes under a court order extending the hours that the polls are open on Election Day; must cast a provisional ballot but is not required to execute the separate challenged voter's affidavit described above. (IC 3-11-8-27.5)

Challenge to Party Affiliation at Primary Election (PRE-6)

If a person is challenged at a primary election on the basis of party affiliation, the person is allowed to vote a regular official ballot listing candidates of that party upon completion of an affidavit stating that the person is affiliated with the political party whose ballot the person is requesting. (PRE-6) The voter is then allowed to cast that party's primary ballot and is not required to cast a provisional ballot. (IC 3-10-1-10.5)

3) Finish the Provisional Ballot Process

Once the PRE-4 affidavit has been completed, the voter is issued a provisional ballot. Unless otherwise specified, the procedures that apply to paper ballots apply to provisional ballots, including the need for two sets of clerks' initials. After the provisional ballot is completed, the provisional voter shall seal the ballot in the PRO-2 security envelope, which is the "flip-side" of the envelope where the PRE-4 affidavit is printed, in front of the precinct election officials. The voter **MUST** sign their name in the space provided on the PRO-2 affidavit. Before the voter leaves the polling place, poll workers should review the PRE-4 challenge affidavit and the affidavit on the PRO-2 side of the envelope for completeness. **It is critically important the PRE-4 and PRO-2 forms be completed by both the voter and the poll workers to provide the facts and evidence to aid the county election board in determining whether the provisional ballot may be counted.**

In addition, a member of the precinct election board **MUST** provide the provisional voter the PRO-9, Instructions to the Provisional Voter, and provide oral instructions about what actions the voter must take to have the provisional ballot counted. This document describes the provisional ballot process and provides contact information for the county election board so the voter may inquire about the status of their provisional ballot. It also reminds an individual who cast a provisional ballot due to failure to provide photo ID that the person may, before the county election board no later than noon, prevailing local time, ten (10) days after the election, complete the PRO-10 (Affidavit of Challenged Voter Concerning Proof of Identification Requirement) or PRO-11 (Affidavit of Challenged Voter Concerning Proof of Identification Requirement in a Municipal Election). On this affidavit, the voter must either present proper ID and execute the form, or attest under penalties of perjury the voter is indigent or has a religious objection to securing an ID. (IC 3-11.7-2-2)

At the close of the polls, the precinct election board shall seal all the provisional ballots in the PRO-4 carrier envelope, any provisional ballots received after 6:00 p.m., local prevailing time, but on or before the poll closing time extended by court order in the PRO-5 carrier envelope, and any spoiled provisional ballots in the PRO-6 carrier envelope. Poll workers should complete the paperwork found on the outside of each envelope, which requires a count of provisional ballots found sealed inside and signatures of certain precinct election officials. The inspector shall return all provisional ballot materials to the circuit court clerk. (IC 3-11.7-2-4)

Additionally, not later than three (3) calendar days after Election Day, each circuit court clerk is required provide a notice by US mail, or other method providing actual notice, to each provisional ballot voter on a form prescribed by the Indiana Election Division providing information regarding:

- 1) the reasons that the voter's ballot is being challenged;
- 2) what actions the voter may take to have the provisional ballot counted;
- 3) the deadline for taking these actions for the voter's provisional ballot to be counted; and

- 4) contact information for the county election board including the address and telephone number that the voter can contact to inquire about the voter's provisional ballot as well as any other information the circuit court clerk considers useful to provide assistance to the provisional voter in inquiring about the provisional ballot. (IC 3-11.7-5-1.7; IC 3-11.7-6-4)

Provisional Ballot Hearing

After Election Day, the county election board must meet and hold a public hearing to determine whether each provisional ballot is to be counted. The meeting should be noticed like any public meeting held by the county election board and is subject to the Open Door Law.

The location for counting provisional ballot is to be treated the same as a precinct poll, and provisional ballot counters treated the same as a precinct election officer. In addition, political parties, independent candidates, or the media may appoint watchers and a candidate entitled to appoint a watcher under IC 3-6-9 may also appoint a watcher. (IC 3-11.7-4-1; IC 3-11.7-4-2; IC 3-11.7-4-3; IC 3-11.7-4-4) The county election board must decide whether to count (or not count) all provisional ballots no later than 3:00 p.m., prevailing local time, ten (10) days following an election. (IC 3-11.7-5-1(b))

Provisional Ballot Counters

Each county election board shall appoint teams of provisional ballot counters consisting of two (2) voters of the county, one from each of the major political parties. A provisional ballot counter must have the same qualifications as a member of an absentee voter board.

The county election board shall notify the Democratic and Republican Party County chairs of the need for provisional counter appointments ten (10) days before Election Day. The county chair shall recommend provisional ballot counter appointees in writing no later than noon, prevailing local time, three (3) days before Election Day, and the county election board shall appoint the provisional ballot counters recommended. If the county chairman fails to make any recommendations, the county election board may appoint any voters of the county. A person can serve as both an absentee ballot counter and a provisional ballot counter. (IC 3-11.7-3)

A provisional ballot counter is entitled to a per diem at a rate set by the county fiscal body. (IC 3-11.7-3-7) The positions of absentee ballot counter and provisional ballot counter are not considered "lucrative offices," which would prohibit a person holding an office from also serving in either of these positions. (IC 3-11.7-3-8)

Rules for Counting Provisional Ballots

Unless a provisional ballot has been rejected based on evidence of fraud, tampering, or misconduct affecting the integrity of the ballot under the requirement that the poll clerks must initial each provisional ballot (IC 3-11.7-5-5), a provisional ballot may be counted if the county election determines all of the following apply (IC 3-11.7-5-2(a)):

- 1) The PRE-4 affidavit executed by the provisional voter under IC 3-11.7-2-1 is properly executed;
- 2) The provisional voter is a qualified voter of the precinct and has provided proof of identification, if required;
- 3) The provisional voter registered to vote at a registration agency on a date within the registration period based on all the information available to the county election board, including:
 - a. Information provided by the provisional voter,
 - b. Information contained in the county's voter registration records, and
 - c. Information contained in the statewide voter registration file;that the voter registered to vote at a voter registration agency on a date within the registration period.

If a provisional ballot is cast by a voter whose name *does not* appear on the poll list but who indicates that the voter applied to register at the BMV or other full service voter registration agency while registration was open, then the county election board shall accept or reject the provisional ballot depending on the information, or lack of information, the board receives about the voter's registration application. The BMV or full service voter registration agency where the voter registered to vote must, by noon (prevailing local time), of the first Friday after the election, respond to the county election board's inquiry and indicate whether the agency's records contain any information about the voter's registration application. If the BMV or full service voter registration agency does not respond to the county election board's inquiry by the noon (prevailing local time), Friday deadline, or responds that the agency has no record of the alleged registration application, the board rejects the provisional ballot, and the ballot cannot be counted. (IC 3-11.7-5-2(b))

If a provisional ballot is cast by a voter after the voter was challenged solely due to the voter's failure to provide the additional residency documentation required because the voter was a first time voter in Indiana who registered by mail, and the county election board determines that the voter filed the documentation required with the county voter registration office not later than the closing of polls on Election Day, then the provisional ballot must be counted. (IC 3-11.7-5-2(c))

State law sets forth rules that apply to the counting of provisional ballots cast when a voter fails to provide photo identification:

- 1) If a provisional ballot is cast by a voter after the voter was challenged solely due to the voter being unable or declining to provide proof of identification, and the voter provides a photo ID to the county election board and executes the PRO-10 affidavit (PRO-11 for municipal elections) before the noon, prevailing local time, ten (10) day deadline after Election Day, then the provisional ballot must be counted. (IC 3-11.7-5-1.5(e); 3-11.7-5-2.5(b))
- 2) If a provisional ballot is cast by a voter after the voter was challenged solely due to the voter being unable or declining to provide a proof of identification, and the voter executes and delivers to the county election board the PRO-10 affidavit (PRO-11 for municipal elections) claiming that the voter is indigent and unable to obtain proof of identification without the payment of a fee before the noon, prevailing local time, ten (10) day deadline after Election Day, then the provisional ballot must be counted. (IC 3-11.7-5-2.5(c) and (d))
- 3) If a provisional ballot is cast by a voter after the voter was challenged solely due to the voter being unable or declining to provide a proof of identification, and the voter executes and delivers to the county election board the PRO-10 affidavits (PRO-11 for municipal elections) claiming that the voter has a religious objection to being photographed and does so before the noon, prevailing local time, ten (10) day deadline after Election Day, then the provisional ballot must be counted. (IC 3-11.7-5-2.5(c) and (d))

If a provisional ballot is cast by a voter after the voter was challenged for inability or declination to provide proof of identification, and the voter does not appear before the county election board to either 1) provide proof of identification and execute the PRO-10 (PRO-11 for municipal elections) affidavit, or 2) execute the PRO-10 (PRO-11 for municipal elections) affidavit to claim an exemption from this requirement as indigent or having a religious objection to being photographed by noon, prevailing local time, ten (10) days after the election, then the county election board must find the voter's provisional ballot invalid, and the ballot cannot be counted. (IC 3-11.7-5-2.5(f))

Finally, if a provisional ballot is cast by a voter under a court order extending the hours that the polls are open, the ballot must be counted unless the court order extending polling place hours is overturned by another court. The court may provide guidance concerning how these provisional ballots shall be processed.

In a situation other than those specified above, the county election board must decide whether a provisional ballot is valid, based on the evidence presented to the board concerning that provisional ballot. In the following situations:

- 1) The provisional ballot was cast by the voter under a court order extending the hours that the polls were open.
- 2) The provisional ballot was cast by a voter who is not on the poll list who indicates that the voter applied to register at a voter registration agency.
- 3) The provisional ballot was cast by the voter after the voter was challenged solely due to the voter being unable or declining to provide proof of identification.
- 4) The provisional ballot was cast by the voter after the voter was challenged solely due to the voter's failure to provide additional documentation;

If the only evidence before the county election board on the question of counting of the provisional ballot cast by the voter is the affidavit of the voter who cast the provisional ballot and the affidavit of a challenger challenging the voter who cast the provisional ballot, then the provisional ballot shall be counted if the individual is a registered voter of that precinct. (IC 3-11.7-5-1.7)

If a county election board determines, by majority vote of its members and in accordance with the election laws, that the provisional ballot was marked by the voter in compliance with election laws, but because of an error caused by an election officer the ballot cannot be counted, then the sealed envelope containing that provisional ballot must be opened and the provisional ballot counted unless there is evidence of fraud, tampering, or misconduct demonstrated regarding the integrity of this ballot. The error by an election officer is not, by itself, evidence of fraud, tampering, or misconduct affecting the integrity of the ballot. (IC 3-11.7-5-1.5(a) and (c))

However, if the county election board, by a majority vote of its members, determines that evidence presented to the board demonstrates that the individual who cast the provisional ballot was ineligible to cast a regular ballot in that precinct or evidence demonstrates any other reason set forth in HAVA or Indiana election laws that the provisional ballot cannot be counted, then the provisional ballot cannot be counted. (IC 3-11.7-5-1.5(d))

The evidence presented to the county election board concerning fraud, tampering, or misconduct affecting the integrity of a provisional ballot will allow the board to determine whether a provisional ballot that does not comply with IC 3-11.7-5-5(a) should be counted. This law states that "if any ballot cast by a provisional voter does not contain the initials of the poll clerks, the ballot shall, without being unfolded to disclose how the ballot is marked, be endorsed with the word 'Rejected'."

Absentee Ballots Treated as Provisional Ballots

If an absentee voter is challenged for not being a legal voter of the precinct, the challenged voter's absentee ballot must be treated as a provisional ballot. The absentee voter's application becomes the voter's sworn statement for purposes of determining whether the ballot is to be counted. (IC 3-11.5-4-16)

A voter who wants to vote an in-person absentee ballot but fails to provide proof of identification must instead cast a provisional ballot. The absentee voter board, both orally and in writing on a form prescribed by the Indiana Election Division (PRO-9), must provide the voter an explanation of the actions that the voter must take for the provisional ballot to be counted, and to be given an additional notice, prescribed by the Indiana Election Division, from the circuit

court clerk by U.S. mail regarding the provisional ballot process and contact information for the county election board. (IC 3-11-10-26) However, an absentee voter need not meet the photo ID requirement if the absentee ballot was cast by mail or before a traveling board.

An absentee ballot voter who is a first-time voter who registered to vote by mail and did not provide proof of residency must submit their proof no later than the close of polls on Election Day. After 12 PM on Election Day, an absentee voter required to file proof of residency (ABS-12) becomes a provisional ballot voter. The absentee voter's ballot cannot be counted if proof of residency documentation is received after 6 PM on Election Day. (IC 3-11-10-16.5; IC 3-11.5-4-12)

An absentee ballot with a signature mismatch or a missing signature must be treated as a provisional ballot so that the absentee voter can cure the defect by filing an affidavit with the county election board not later than noon (local prevailing time), eight (8) days after Election Day. On the signature mismatch affidavit, the voter would swear that the signature on the absentee ballot security envelope affidavit is in fact that of the voter and sign the affidavit. On the affidavit of unsigned ballot, the voter would swear that the voter requested and returned an absentee ballot and that they are the voter whose name appears on the absentee ballot envelope and sign the affidavit.

During the provisional ballot hearing, the county election board shall compare the voter's signature on the signature mismatch affidavit (ABS-18A), or the unsigned ballot affidavit (ABS-18B) returned by the voter with the signature on the absentee ballot affidavit envelope. If those signatures match, board shall open the envelope and count the provisional ballot, assuming that there are no other issues regarding the validity of the provisional ballot. However, if the county election board, during the provisional ballot hearing, finds that the affidavit signature does not match the signature on the absentee ballot security envelope affidavit, the provisional ballot shall be rejected. (IC 3-11.5-4-13.5; IC 3-11.5-4-13.6)

See the "Absentee Voting" section in this *Manual* for more information on absentee signature review and mismatched or missing signatures.

Provisional Ballot Voter Notices

If a voter who registered to vote in Indiana for the first time by mail, who has not previously provided the additional residency documentation or proof of their Indiana residence as required by law and, therefore, is required to cast a provisional ballot to vote on Election Day, must be advised by a member of the precinct election board, both orally and in writing, that the voter may file a copy of the documentation with the county voter registration office to permit the voter's provisional ballot to be counted. The written notice is prescribed by the Indiana Election Division with information explaining the requirement and the procedures to enable to voter's provisional ballot to be counted. This is found on the PRO-9 form. (IC 3-11-8-25.2; IC 3-11.-2-2)

If a voter is challenged at the polls because the voter's name does not appear on the poll list or the voter's name appears, but the voter is challenged as not qualified to vote in the precinct, must be advised by a member of the precinct election board, both orally and in writing, what actions the voter must take to have the provisional ballot counted. The notice is prescribed by the Indiana Election Division with information explaining the requirement and the procedures to enable to voter's provisional ballot to be counted. The notice provided at the precinct is in addition to the notice mailed to the provisional voter by the circuit court clerk. This is found on the PRO-9 form. (IC 3-11-8-25.2; IC 3-11.7-2-2)

Additionally, not later than three (3) calendar days after Election Day, each circuit court clerk must provide a notice by US mail, or other method providing actual notice, to each provisional ballot voter on a form prescribed by the Indiana Election Division providing information regarding:

- 1) the reasons that the voter's ballot is being challenged;
 - 2) what actions the voter may take to have the provisional ballot counted;
 - 3) the deadline for taking these actions for the voter's provisional ballot to be counted; and
 - 4) contact information for the county election board including the address and telephone number that the voter can contact to inquire about the voter's provisional ballot as well as any other information the circuit court clerk considers useful to provide assistance to the provisional voter in inquiring about the provisional ballot.
- (IC 3-11.7-6-4)

Processing, Securing and Counting Provisional Ballots

After being processed, all provisional ballots must be classified as either: (1) Valid; (2) Invalid; or (3) Rejected.

A county election board decides, based on the state laws discussed above, and the evidence presented to the board, whether a ballot is valid or invalid.

State law may require that a provisional ballot be "rejected" without any further determination by the county election board. For example, a provisional ballot is "rejected" as the result of a lack of any evidence of a registration application being submitted to a full service voter registration agency, or as the result of a court order extending polling place hours being overturned. All rejected provisional ballots shall be enclosed and securely sealed in an envelope marked "Rejected Provisional Ballots (PRO-7)." (IC 3-11.7-5-5(b))

If the board determines that:

- 1) the provisional voter affidavit has not been properly executed;
- 2) the provisional voter is not a qualified voter of the precinct;
- 3) the provisional voter failed to provide photo ID, if required; **or**
- 4) the provisional voter did not register to vote at a registration agency on a date within the registration period,

then the county election board must find that the provisional ballot is invalid and may not be counted; **and the envelope containing the provisional ballots may not be opened.** The provisional ballot envelope shall be marked with the notation: "Provisional ballot determined invalid." (IC 3-11.7-5-3(b))

In counting the provisional ballots, each ballot shall be laid upon a table in the order in which the ballots were opened and a provisional ballot counter shall read the name of the candidates voted on from the ballot while a member of the county election board (or the member's representative) that is not of the same party as the provisional ballot counter views the ballot as the names are read.

During the counting of provisional ballots, a provisional ballot counter or a member of the county election board (or a member's representative) may protest the counting of any ballot or any part of a ballot. If the provisional ballot counters cannot agree on whether to count a ballot after this protest then the question shall be referred to the county election board for decision. Following the decision by the provisional ballot counters or the county election board the counters shall sign each protested ballot and mark on the back of the protested ballot the word "counted" or "not counted", as appropriate. (IC 3-11.7-5-7; IC 3-11.7-5-8; IC 3-11.7-5-9; IC 3-11.7-5-10; IC 3-11.7-5-11; IC 3-11.7-5-12)

A provisional ballot counter may not count provisional ballots for one precinct while counting provisional ballots for another precinct. If a county has appointed more than one set of provisional ballot counters, then a set of counters

may count provisional ballots in one precinct while another set of counters count provisional ballots in another precinct. (IC 3-11.7-5-13; IC 3-11.7-5-14)

When the provisional ballots have been counted, the counters shall prepare a certificate stating the number of votes each candidate received for each office and cast on each public question and deliver the certificates and tally papers to the county election board immediately upon the tabulation of the precinct's vote. The counters shall make and sign a similar certificate for the news media and deliver it to the circuit court clerk, who shall deliver it to any person designated to receive the certificate before the closing of the polls. The counters shall prepare a memorandum of the total votes cast for each candidate and on each public question and ensure that each member of the county election board receives a copy of the memorandum.

The counters, in the presence of the county election board, shall:

- 1) place all provisional ballots whether voted, spoiled, determined invalid or rejected, including all executed affidavits related to the provisional ballots and all tally papers, in a strong paper envelope or bag;
- 2) securely seal the envelope or bag;
- 3) initial the envelope or bag;
- 4) mark on the outside of the envelope or bag in ink the precinct in which the provisional ballots were cast; and
- 5) deliver the envelope or bag to the circuit court clerk and notify the clerk of the number of ballots placed in the envelope or bag. (IC 3-11.7-5-16; IC 3-11.7-5-17; IC 3-11.7-5-18; IC 3-11.7-5-19)

Upon delivery of the envelope or bag to the circuit court clerk, each counter shall sign an oath (PRO-8) before the clerk that the counter:

- 1) kept the ballots and papers in the envelope or bag secure;
- 2) did not permit any person to open the envelope or bag or otherwise touch or tamper with the ballots; and
- 3) has no knowledge of any other person opening the envelope or bag.

The circuit court clerk shall then place the envelope or bag in a receptacle provided by the county executive with two different locks, lock the receptacle, retain one key to the lock, and give one key to the lock to the member of the county election board who is not a member of the same political party as the clerk. The receptacle shall be preserved and disposed in the same manner as other election materials kept under seal. (IC 3-11.7-5-20; IC 3-11.7-5-21; IC 3-11.7-5-22; IC 3-11.7-5-23; IC 3-11.7-5-24; IC 3-11.7-5-25)

Miscellaneous Provisional Ballot Procedures

The board must establish reasonable procedures to protect the security, confidentiality, and integrity of the personal information collected, stored, or used to provide this information. The board must restrict access to the information available regarding the provisional ballot to the individual who cast the ballot. (IC 3-11.7-6-3)

A county election board must establish a toll-free telephone number or Internet web site to enable a voter who cast a provisional ballot to determine whether the provisional ballot was counted, and if not, the reason why the ballot was not counted. (IC 3-11.7-6-3) IndianaVoters.com, the website maintained by the Secretary of State and Indiana Election Division, includes provisional ballot information tailored to the specific voter's credentials entered in the system. Voters who completed a provisional ballot are encouraged to visit this website about the status of their provisional ballot, as updated by county election officials.

The county election board shall make copies of each completed affidavit returned by the precinct election board. This would include challenge affidavits and the voter's response affidavit (PRE-4) that may have led to the issuance of a

provisional ballot. **The county election board is then required to send a copy of these affidavits to the Secretary of State.** (IC 3-14-5-2) The county election board is then required to send these affidavits to the foreman of the grand jury when they are next in session. After the grand jury files a report with the court having the jurisdiction over the grand jury, and the prosecuting attorney has completed any proceeding resulting from this investigation, the prosecuting attorney shall return the affidavits and envelopes to the circuit court clerk. (IC 3-14-5-2)

If a county election board determines that a voter who cast a provisional ballot in that county is registered to vote in another Indiana county, then the county election board must notify the election board of the other county regarding the provisional ballot and transmit the copy of the challenge affidavit executed by the voter who cast the provisional ballot to the other county. (IC 3-11.7-5-30)

POST-ELECTION PROCEDURES

After the ballots have been tabulated, county election administrators must certify the results of the election to the Indiana Election Division no later than noon (Indianapolis time) the second Monday following Election Day. (IC 3-12-5-1) During the period after Election Day and before the certification deadline, a county election board has several responsibilities to finalize election results. After certification, and assuming a recount or contest action has not been filed, oaths of office are filed, certificates of elections are sent, and election materials are preserved and stored, among other duties.

As a reminder, after the election, all documents and materials (paper and electronic) are “sealed” and should be secured for further inspection and examination, if ordered by a court or state Recount Commission as a result of litigation. Voting machines are subject to access control policies articulated in state law and should be locked, tagged, and secured. (IC 3-10-1-31.1) County election boards do not have the discretion to open sealed materials or voting systems unless otherwise stated in Title 3 or ordered by a court to do so, meaning it is not permissible for a circuit court clerk, county election director, county election board, or any other election administrator to access any voter system unit containing voted ballot information from election day, voted ballot cards, or other sealed records and document either upon request of an individual or on their own initiative. The State of Indiana does not have a forensic audit law and no such demand or request for such an audit can ever be granted. However, the county prosecuting attorney or law enforcement may conduct a criminal investigation if an election law violation has occurred.

More information about access control policies can be found in the “Voting Systems & ePollbooks” section in this *Manual*.

Election Results

When Ballot Tabulation May Occur

With some limited exception related to absentee ballots, state law does not permit counties to begin counting ballots until Election Day. Absentee paper ballots or optical scan ballot cards are to remain sealed and tabulated at the Election Day central count location, unless the county has adopted procedures under IC 3-11.5-4-6 or IC 3-11.5-4-11.5(c). (See “Central Count of Absentee Ballots” in the “Absentee Voting” section of this *Manual* for more information.)

Counties using DRE systems for in-person early voting may upload the precinct results to the election management system before the polls close on Election Day but may not release results until 6:00 PM prevailing local time or after the polls close, if extended by court order. (IC 3-12-3-14; IC 3-14-4-10)

Tabulation, generally

After the polls have closed and precinct election officials or vote center officials have returned results from the precinct, the next step is for the county election board to ascertain the results of the election. Some ballot counting procedures and rules apply uniformly to all elections, regardless of the type of voting equipment being utilized. The next few paragraphs provide insight on how a voting system tabulates results, though the same rules apply should a county use traditional, hand-counted paper ballots or if a judge issues an order to conduct a recount using a local recount commission.

First and foremost, and subject to laws to prevent election fraud, the intent of the voter is the primary factor in determining the validity of any vote. (IC 3-12-1-1) However, if it is impossible to determine how a voter intended to

vote for a particular office or on a particular question, then only that office or question may not be counted. The entire ballot is not invalidated if it is impossible to determine the intent of the voter on only a portion of the ballot.

The entire ballot is void if a distinguishing or identifying mark of any kind appears on the ballot. Anytime a voter has marked or mutilated their ballot in such a way as to enable a person to be able to determine who cast the ballot, then the entire ballot is voided. However, an erasure does not constitute a distinguishing mark, unless it is made with the intent of enabling a person to determine who cast the ballot. (IC 3-12-1-3; 3-12-1-4)

Each type of voting system must be able to distinguish between straight parties, individual, crossover votes, under votes and over-votes. A person who casts a straight party vote and votes for individual candidates of the same party has not over voted. The straight party votes must be counted, and the individual votes are not counted. (IC 3-12-1-7(a)) If a voter has cast a straight party vote and has also voted for the individual candidates of a different political party or individual independent candidates, the individual candidate votes take precedence over the straight party votes and are counted. The straight party votes are counted for all other offices. This rule applies whenever only one (1) person may be elected to the office being voted upon. (IC 3-12-1-7(b))

However, a straight party vote no longer counts in partisan multi-member at large districts on a county council, township board, city council, or town council when more than one (1) person may be elected to an at-large seat on the council or board. Instead, a voter must vote for individual candidates for those offices on the ballot for the vote to be counted. (IC 3-11-7-4; IC 3-11-7.5-10; IC 3-12-1-7 (d) and (e))

If a voter casts a ballot for more than one straight party ticket, the whole ballot is void for candidates of a political party, but an otherwise valid vote for a nonpartisan school board candidate or on a public question is counted. (IC 3-12-1-7(f))

Reporting Unofficial Election Results

On Election Day, counties report unofficial results and still have until noon (Indianapolis time) on the second Monday following Election Day to certify election results. (IC 3-12-5-1) Many counties will report results to the media, political party leaders, and candidates and publish those results on the county's website, if available.

State law requires that each county election board begin entering unofficial results into the statewide voter registration system at 8 pm (local prevailing time) on election day, and to do so at least every two (2) hours until midnight, then resume entering unofficial election results at 9 am, local prevailing time, the day following Election Day, at least once an hour, until the unofficial results are published on the state's election results website, which is: indianavoters.com/electionresults. (IC 3-12-4-6.3) The state's website helps to collate unofficial results for statewide, Congressional, and state legislative races, and highlights countywide offices like judge and prosecuting attorney who file declarations of candidacy with the Election Division.

Election results are not public information until the polls close, even if the county's absentee ballots are tabulated well before the polls close. County election board members and staff must not release results before the polls close to any person since a violation of that law is a Level 6 felony. (IC 3-14-4-10) It is also helpful to remind the public results are unofficial until the county election board certifies the final results to the state election division.

Certifying Election Results

Election results are considered unofficial until the county election board completes a canvass of election results and tallies all ballots, including eligible provisional ballots and “late-arriving” overseas voter ballots. “Late-arriving” overseas voter absentee ballots are to be counted by county election officials if the absentee ballot envelope is postmarked on or before the date of the election and received not later than noon, prevailing local time, ten (10) days after the election. (IC 3-12-1-17)

Not later than noon (Indianapolis time), the second Monday after a primary, general, or municipal election, the circuit court clerk must prepare a statement identifying all votes cast at the election. **A county must use the statewide voter registration system (SVRS) to certify the final results of the elections conducted in that county unless the election division authorizes the use of an alternative method for transmission of the results.** (IC 3-12-5-1.5) Included in this electronic filing requirement is the County Election Report (CEB-9), which provides a snapshot of the total voters, including absentee and provisional, cost of the election, and any significant issues, in every election. However, the deadline to finalize the CEB-9 in SVRS is noon, fourteen (14) days after a primary, general, or municipal election. (IC 3-6-5-17; IC 3-6-5-17.5)

The precinct election results are to be attached to the electronically filed CEB-9 form or manually entered into the SVRS. In most counties, precinct election results may be uploaded to SVRS after mapping the voting system’s precinct level results text file to SVRS. (IC 3-6-5-17; IC 3-6-5-17.5)

There is no requirement for a circuit court clerk to certify results in a statewide, congressional, or state legislative race to any other county. These results are ONLY certified to the Election Division. (IC 3-12-5-1) Once the state receives the county’s election results, the results are collated and reported on its election night reporting website.

The only case in which a circuit court clerk certifies election results to another county is after an election for a school board, city, or town office where the election district is located in more than one county. In that case, each clerk certifies the results to the clerk of the county in which the largest part of the population of the election district is located. That clerk (and county election board) conduct the canvass for that cross-county office. This procedure also applies to a local public question on the ballot in more than one (1) county. (IC 3-12-5-2(b))

If a town election board is conducting an election in a small town under IC 3-10-7, the town election board shall, immediately upon completion of the canvass, file the poll lists, ballots, tally sheets, and other election forms with the circuit court clerk of the county containing the greatest percentage of population of the town for preservation and voter list maintenance. (IC 3-10-7-33(b))

Additional Election Reporting Procedures Following a Primary Election

The candidate of a political party who receives the highest number of votes for an office in a primary is the nominee of that party for that office. (IC 3-8-7-1) In addition, the county election board must declare the candidate receiving the highest number of votes for each political party office such as precinct committeeman or state convention delegate to be elected. The county election board must also declare a local public question approved or rejected or certify a statement of votes on a statewide public question to the election division. (IC 3-12-4-9)

NOTE: Should a candidate die before a primary election, please read the section below (“Death of a Candidate before a Primary, General, or Municipal Election”) to better understand the impacts on certifying election results.

In addition, not later than noon, prevailing local time, of the second Monday following the primary election in even-numbered years, the circuit court clerk must provide the Election Division with a list of:

- all names and addresses of candidates nominated in the primary; and
- all names and addresses of state convention delegates elected in the primary along with the congressional district in which the delegate resides. (IC 3-8-7-5)

NOTE: While precinct committeemen are elected at a primary election, results of the election are not required to be certified to the state election division as it is considered a party office not an elected office under Indiana election law. In other words, results of the precinct committeeperson races are certified in the county's official results but there is no need to provide the election division with the names and addresses of elected precinct committeemen. The list of those nominated and state convention delegates selected should be filed on Form CEB-23 for the Democratic Party primary, and Form CEB-24 for the Republican Party primary.

At the county level, the county election board must furnish each political party chairman (upon request) a copy of the certified primary election results for candidates for local offices, political party candidates (precinct committeemen and state convention delegate), and public questions canvassed by the county election board by the deadline. (IC 3-12-4-12)

The county election board does not issue certificates of nomination to candidates from a primary election. However, they may issue certificates of election to any precinct committeeman or state convention delegate elected at the primary (formerly were the paper versions of the CEB-14 or CEB-15), which can be printed using a module within SVRS. The county political party organization also may issue certificates of nomination to local candidates selected at the primary if the party wishes to do so.

At the state level, the Secretary of State is responsible for certifying the list of elected state convention delegates to each state party chair not later than noon (prevailing local time), ten (10) days after the county's deadline to certify election results to the election division. (IC 3-8-7-6.5)

Not later than noon (prevailing local time), seventeen (17) days after the primary or seven (7) days after the completion of a primary recount, whichever occurs later, the Election Division must canvass the vote for all candidates on the primary ballot that filed declaration of candidacy (CAN-2) with the election division. (IC 3-10-1-34) Not later than noon (prevailing local time), twenty-seven (27) days after the primary, the election division certifies the canvass of election results, including the names and addresses of candidates, to the Secretary of State. The Secretary then certifies the list of candidates nominated at the primary election to the respective state party chairmen. (IC 3-8-7-6)

In a general election year (that is, an election held in an even-numbered year), the election division will send the general election ballot certification to counties not later than noon (prevailing local time), seventy-four (74) days before the date of the general election. This certification includes (IC 3-8-7-16):

- candidates who are required to file with the Election Division (federal, statewide, state legislative offices, judges and prosecuting attorneys);
- any Indiana Supreme Court, Court of Appeals, or Tax Court judicial retention questions;
- any statewide public question or local judicial public retention question; and
- any political party device filed with the Election Division

Many candidates are nominated for ballot placement through the primary process. However, some candidates are nominated by state or county conventions and a petition of nomination containing signatures of registered voters may

nominate other candidates. Candidates nominated at a state political party convention must be certified by the chairman and secretary of the state convention by noon (prevailing local time), July 15, and candidates nominated by petition of nomination must file their petitions of nomination and candidate consent by noon (prevailing local time), July 15, before the General Election. (IC 3-8-6-10; IC 3-8-7-8)

Candidates nominated by petition (except for school board candidates), must file their petitions of nomination with the appropriate county voter registration office for verification of signatures by noon (prevailing local time), July 1, and must file the petitions accompanied by the candidate's consent to become a candidate form with either the Election Division or the county election board by noon (prevailing local time), July 15 before the General Election. During some years, these specific June and July dates are transferred to a later date if the date specified in the statute falls on a Saturday, Sunday, or other state holiday (IC 3-8-6-10(c))

The Libertarian Party may nominate many local candidates by county convention (county offices, township offices, city offices and towns with a population greater than 3,500). In addition, in towns smaller than 3,500 that have not opted to conduct a primary, Democratic, Libertarian and Republican Parties may nominate candidates by a town convention if there is a contest for nomination within that party. Please consult the current version of the *Indiana Election Calendar (Administrator's Edition)*, published by the Indiana Election Division, for the specific dates by which these nominated candidates must be certified.

In addition to the general election ballot certification, the election division will send each county a list of write-in candidates for federal, statewide, state legislative, or judicial office, including prosecutor, if any, not later than noon (prevailing local time), seventy-four (74) days before the general election. **(Write-in candidates are NOT to be printed on the ballot!)** In a presidential election year (such as 2024), a second ballot certification of Presidential and Vice-Presidential candidates may be sent to the counties, if necessary, not later than the second Thursday in September before the general election, depending upon when the national conventions of the major political parties are conducted.

If a candidate challenge concerning a candidate nominated to fill a major party ballot vacancy is pending before the Election Commission at the time of any certification, the certification will indicate that the candidate's name shall not be printed on the ballot until the challenge is resolved by the Commission or a court with jurisdiction in the matter. (IC 3-13-1-16) The ruling of the Commission on any candidate challenge will be communicated to the counties immediately with further instructions about the placement of the challenged candidate on the ballot. Special procedures and restrictions apply to challenges to a candidate for legislative office or statewide office (other than a justice or judge). (IC 3-8-8)

Additional Reporting Requirements after a General or Municipal (November) Election

After the November general or municipal election, the circuit court clerk must prepare a statement to be submitted to the Election Division that identifies the number of votes received by each candidate for federal offices; statewide offices and questions; legislative offices; judge of the circuit court, superior court, probate court, or small claims court; local judicial retention questions; prosecuting attorney; circuit court clerk; county recorder; county auditor; county treasurer; county sheriff; county coroner; and county surveyor.

NOTE: If a candidate dies before a general or municipal election or in the period between being elected to office and inauguration day, please read the section below ("Death of a Candidate before a Primary, General, or Municipal Election") to better understand the impacts on certifying election results.

These statements, which formerly were the paper CEB-10, CEB-11, CEB-12, and CEB-13 forms, must be sent to the election division in paperless form by using the statewide voter registration system (SVRS) to the election division not later than noon (Indianapolis time) the second Monday after Election Day. (IC 3-12-5-1; IC 3-12-5-6) In addition, the County Election Report (CEB-9) and official precinct election results must be filed using SVRS. (IC 3-6-5-17; IC 3-6-5-17.5)

After the election division tabulates the results of certain races, the secretary of state must certify to the governor the candidates receiving the highest number of votes. (IC 3-12-5-7) If no errors are found by the deadline for filing for an election recount or contest, the governor must prepare a commission to each candidate elected by noon the first Tuesday of December. The election division, no later than the second Tuesday of December, mails a commission to the candidate at the most recent address provided to the election division. (IC 3-12-5-8)

Local officeholders commissioned by the governor include Superior, Circuit, Small Claims, and Probate Court judge, prosecuting attorney, sheriff, circuit court clerk, auditor, recorder, treasurer, coroner, and surveyor. **There is no need for the county clerk or election board to issue a certificate of election to this group of Constitutional officeholders.** For all other local offices, the circuit court clerk issues a certificate of election to a candidate upon demand. (IC 3-12-5-2)

NOTE: A certificate of election may not be issued earlier than the deadline for filing for a recount or contest after the election. (IC 3-12-5-16) This seventeen-day period allows the county election board to discover and correct errors in the tabulation of the vote. If an error is discovered within this period, the county election board must correct this mistake. (IC 3-12-5-14)

The circuit court clerk may issue a certificate of election, which can be printed using a module within SVRS, to any of the following local or political offices at the request of the successful candidate. See forms CEB-7 (County Commissioner), CEB-8 (County Council Member), CEB-16 (County Assessor), CEB-18 (Township Board Member *in Marion County only in 2020*), CEB-21 (School Board Member), CEB-32 (Town Clerk-Treasurer); and CEB-33 (Town Council Member).

For a local question, the circuit court clerk issues a certificate declaring the questions approved or rejected, upon demand of a voter entitled to ask for a recount of the public question. If a local office has an election district in more than one county, the circuit court clerk of the county with the greatest percentage of population of the election district issues a certificate of election at the request of the successful candidate. (IC 3-12-5-2(b))

Certifying Results of a Public Question

State law permits certain types of referendum elections to be conducted on the same date as a primary, general, or municipal election. In addition, a special election may be called in the “off-year” between a presidential and non-presidential election (for example, 2025 is an “off-year”). Results of the public question must be certified as follows:

- For a local public question that appears on the ballot only in one county, the county election board must tabulate the results and declare the public question approved or rejected no later than noon, prevailing local time, the second Monday after the date of a primary, general, municipal, or special election. (IC 3-12-4-9(b)) Results are certified using the Statement of the Votes Cast for School Board Offices and on Local Public Questions (CEB-25) in SVRS.

For a local public question that appears on a ballot in more than one county, the CEB-25 must be filed no later than noon, prevailing local time, the second Monday after the date of a primary, general, municipal, or special election. (IC 3-12-4-9(b))

- For a statewide public question, the county election board must tabulate the votes cast for and against and certify the results to the election division no later than noon, prevailing local time, the second Monday after the date of a primary, general, municipal, or special election. Results are certified using the Statement of the Circuit Court Clerk of the Votes Cast For or Against the Ratification of a State Constitutional Amendment or the Retention of a Justice of the Supreme Court or a Judge of the Appellate Court (CEB-12) through SVRS. (IC 3-12-4-9(c) & (d))

Death of a Candidate before Primary, General, or Municipal Election is Held

The procedures that are followed when the death of a candidate occurs before the May primary election are slightly different than the procedures for a general or municipal (November) election.

During the primary election if a candidate dies and the county election board finds, by a unanimous of the entire board, there is good cause to believe the candidate is deceased before the ballots are printed then the county election board shall not include that deceased candidate's name on the primary ballot. But, if a candidate dies after a county has printed ballots with the deceased candidate's name included on the ballot, the candidate's name will remain on the primary ballot. If a deceased candidate receives the most votes for a political party's nomination in a primary, a candidate vacancy is created which the political party may fill for the general or municipal election ballot (IC 3-11-3-29.3; IC 3-11-3-29.4). A voter who has cast an absentee ballot with the name of the deceased candidate on it is entitled to request a replacement ballot under IC 3-11-10-1.5.

If a candidate dies before a general or municipal election and a new candidate is selected to fill the ballot vacancy after the printing of the ballot but before the election, then the county election board must reprint the ballots to include the new candidate's name on the ballot. (IC 3-11-3-29) The county election board shall also print new ballots to remove the name of a deceased candidate if: (1) the candidate's party does not fill the vacancy by noon (prevailing local time), five (5) days before the election; and (2) the election board votes unanimously to find that there is good cause to believe that the candidate has died. (IC 3-11-3-29.5)

If a candidate vacancy (due to death or disqualification) is filled after noon (prevailing local time), five (5) days before the election, then the county election board is not required to print new ballots, whether the political party fills the resulting ballot vacancy. (IC 3-11-3-29.5(d))

When there is a vacancy on a general or municipal ballot, the county election board may order new ballots be printed that omit the name of the candidate that created the vacancy and substitute it with the name of the candidate selected to fill the ballot vacancy or with the words "NO CANDIDATE" or "CANDIDATE DECEASED". (IC 3-11-3-29.5(c)) However, reprinting ballots must be done when the political party fills the vacancy not later than five (5) days before the election. (IC 3-11-3-29.5(b))

Canvassing & Audit Procedures

Canvassing

On election night after the polls close, the county election board begins canvassing the vote to certify the election results. The county election board may employ clerical assistants, as needed, to assist in the tabulation of the vote. (IC 3-12-4-1; IC 3-12-4-4) These clerical assistants must meet the same qualifications as the person serving as a precinct election official. (IC 3-6-6-7) The number of assistants employed must be equally represented by the Democratic and Republican political parties of the state. However, the county election board may, by unanimous vote of its entire membership, also employ a college student to assist the board in a nonpartisan manner, if the student is a registered voter of the county. (IC 3-12-4-4(d))

The canvassing must be performed in public pursuant to IC 5-14-1.5; however, the room where the canvassing is conducted may be organized in a way to prevent observers from physically handling any election materials or interfering with the canvassing process. (IC 3-12-4-6) The canvassing responsibilities of the county election board include the following (IC 3-12-4-8):

- Careful examination and comparison of all certificates, poll lists and tally sheets.
- Tabulation of all votes cast for all offices and on all public questions.

If an automatic tabulating machine breaks down during canvassing, the county election board may authorize emergency procedures to count the ballot cards. (IC 3-12-3-5(d))

Counties that employ an optical scan ballot card voting system are required to appoint the bi-partisan “write-in” teams the county election board considers necessary to examine and count write-in votes. The county chairmen of each of the two major political parties must designate one (1) member for each write-in team appointed. Members of a write-in team are considered employees of the county election board and must meet the same qualifications as the clerical assistants. (IC 3-12-4-4)

Members of the election board gather and inspect records from all vote sources, including tally cards, ballot cards, or paper ballots; tally print-outs from the individual voting system units and election management system (EMS) printouts; absentee ballots; tally of voter signatures at check-in (if paper poll lists are utilized) or printouts from electronic poll books used for the precinct at voter check-in; or VVPAT print-outs from direct record electronic voting system units. It is recommended that this information be entered into a spreadsheet and members of the election board check the information for accuracy. The number of rejected and spoiled ballots (if any) should be tallied, recorded, and placed into the spreadsheet if one is used.

Suggested Pre-Election and Election Day Procedures:

- A number of measures can be taken to minimize occurrences of discrepancies in vote counts. These include the use of recording sheets that track various steps in the voting and reconciliation process. Each sheet should include signatures or initials of supervising authorities.
- Reporting sheets should provide complete information about each of the voting system units employed at the polling place. Information should include the serial number of the voting machine and the number of votes cast on each machine.
- Hourly or periodic tally updates during Election Day voting will facilitate reconciliation and can be useful in identifying the time of day when an anomaly might have been discovered or reported by a poll worker. Tally should never include actual election results or returns.

- Receiving Report on which the individuals at central count location verify that all memory cards and printed tally sheets have been returned from the polling location in appropriate envelopes.
- Verification and Uploading Report on which a bi-partisan team verifies that all memory cards for each unit at each polling location have been uploaded. After uploading is completed for each site, the memory cards are returned to the envelope and another bi-partisan team verifies that all tally cards have been returned to the envelope in which they were delivered. The completed envelopes are then marked and secured in a container until the final verification that all memory cards have been uploaded.

Suggested Canvassing Procedures For All Voting Systems

As a best practice to ensure accuracy, during the canvass, the county election board should ensure that in each precinct using traditional hand-counted paper ballots, optical scan ballot cards, or DRE voting systems, the number of total ballots cast (V) should equal the number of voters who signed in and received a ballot on Election Day (ED) plus the number of voters who returned absentee (A) ballots minus the number of rejected and spoiled ballots (C). If V does not equal $(ED + A) - C$, a discrepancy has been confirmed. Continue the process to attempt to resolve the discrepancy.

Documentation secured at the polling place such as poll worker notes indicating problems or exceptions that occurred during the day, the paper poll list or ePollbook logs, and records maintained for the central count of absentee ballots should be consulted to determine if these additional factors explain when and how the discrepancy might have occurred. If the source of the discrepancy is discovered or the discrepancy is resolved, the Election Board shall proceed to correct the canvass if possible or determine what further action can be taken to prevent recurrence of the problem in future elections if correction of the canvass cannot resolve the discrepancy.

The county election board shall summarize its findings and report them with the certification of election results no later than twelve (12) days after the election and file the results with the Indiana Election Division using the CEB-9 submitted through SVRS.

Additional Voter Count Audit Procedures for Precincts Using Direct Record Electronic Voting Systems

State law includes procedures to use in precincts using direct record electronic voting systems (DREs) where the tally of votes cast differs from the number of voters who cast ballots on all DREs used in a precinct (or vote center) and the number of voters who have received a ballot by signing for it at the polls according to the poll lists in each precinct (or vote center). (IC 3-12-3.5-8)

On Election Day, after each electronic voting system (direct recording equipment or DRE systems) has been secured and the vote totals printed, the inspector and judge of the opposite party shall record the total number of:

- 1) votes cast on all electronic voting systems located within the precinct (or vote center in a vote center county); and
- 2) voters who have received a ballot by signing in at the polls according to the poll lists for each precinct (or vote center in a vote center county);

to determine if the total number of votes cast on the electronic voting systems differs from the number of voters who received a ballot according to the poll lists. The total number of votes cast, and number of voters who received a ballot according to the poll lists shall be recorded on State Form PRE-16. The form shall also indicate any discrepancy between the total number of votes cast on electronic systems and voters who received a ballot according to the poll

lists, together with the reasons for the discrepancy, if known. The inspector and judge shall sign the form and deliver it to the county election board with other materials from the precinct.

The county election board shall compile the following information into a single document listing for each precinct (or vote center in a vote center county):

- 1) The number of votes cast on the electronic voting systems in the precinct (or vote center), as shown on the form returned from the precinct (or vote center).
- 2) The number of voters who received a ballot at the polls according to the poll lists as shown on the form returned from the precinct (or vote center).
- 3) The difference between the number in subdivision (1) and the number in subdivision (2).
- 4) The number of absentee ballots returned by voters of the precinct (or vote center).
- 5) The number of absentee ballots of the precinct (or vote center) that were counted.

Not later than noon (prevailing local time) on the second Friday following the election, the county election board shall discuss and publish the document described above at a public hearing and immediately make the document available for inspection and copying by any voter of the county.

If the difference between the number of votes cast on the electronic voting systems in a precinct (or vote center) and number of voters who received a ballot according to the poll lists is greater than or equal to the audit threshold number, then the county election board or the secretary of state may order an audit of all the votes cast in that precinct (or vote center). Before ordering an audit, the county election board shall recheck the computations reported on the form submitted to the board by the inspector and judge of the opposite party.

The "audit threshold number" refers to the following number:

- 1) One (1), if the total number of votes cast as recorded on the form returned by the inspector and judge from a precinct is not more than twenty (20).
- 2) Two (2), if the total number of votes cast, as determined under subsection (c), is:
 - a. more than twenty (20); but
 - b. not more than forty (40).
- 3) Three (3), if the total number of votes cast, as determined under subsection (c), is:
 - a. more than forty (40); but
 - b. not more than sixty (60).
- 4) Four (4), if the total number of votes cast, as determined under subsection (c), is:
 - a. more than sixty (60); but
 - b. not more than eighty (80).
- 5) Five percent (5%) of the total number of votes cast, rounded up to the nearest whole number, if the total number of votes cast, as determined under subsection (c), is:
 - a. more than eighty (80); but
 - b. not more than five hundred (500).
- 6) Twenty-five (25), if the total number of votes cast, as determined under subsection (c) is more than five hundred (500).

Public notice of the voter count audit must be given at least forty-eight (48) hours in advance and must be published once. However, if publication of notice will not allow the certification of results within thirty (30) days after the election then notice shall be given by posting at or near the office of the county election board.

The county election board shall certify the results of the audit not later than noon (prevailing local time), thirty (30) days after the election. The certification must be on the form prescribed by the Election Division. One (1) copy shall be filed with the election returns, and one (1) copy must be delivered to the Election Division.

Not later than ninety (90) days after each election in which an audit is conducted under this section, the secretary of state shall publish a report stating whether the results of each audit indicate that the discrepancy was the result of human error, intentional violations of election laws, unknown causes, or a combination of these factors.

Certain Challenge Affidavits Forwarded to the County Prosecutor

When the polls are closed the precinct election board (inspector and two judges) shall seal any challenges to the qualification of a poll worker (PRE-7) or challenges to the party affiliation of a voter (PRE-6) in a bag or envelope separate from the bag or envelope containing challenges to voters made on grounds other than party affiliation in a primary (PRE-4), such as residency of a voter, for example. Each precinct election board member shall endorse that member's name on the back of the bag or envelope containing challenges to voters made on grounds other than party affiliation.

The county election board shall forward the challenge affidavits made on grounds other than party affiliation to the county prosecuting attorney after the final date and hour for filing a recount or contest and the county election board has completed the county election board's canvass of the returns. The prosecuting attorney shall return the envelopes to the circuit court clerk after completing any proceeding that results from an investigation of any of the challenges. (IC 3-14-5-1; IC 3-14-5-2)

Risk Limiting and Procedure Election Audits

Risk Limiting Audits

A risk-limiting audit (RLA) is a post-election audit that provides strong statistical evidence that the election outcome is correct and has a high probability of correcting a wrong outcome. An RLA manually checks a sample of ballots, or voter-verifiable paper records, until there is sufficient evidence that the reported outcome is correct. An RLA could eventually lead to a full manual recount if there is not enough evidence to prove that the reported outcome is correct.

The Secretary of State may designate counties as risk-limiting audit pilot counties. For a county to be designated as a risk-limiting audit pilot county, the county election board must adopt a resolution requesting the Secretary of State to designate the county as a risk-limiting audit pilot county. The Secretary of State shall seek to designate a variety of counties as pilot counties based on the number of active voters within the county.

The Secretary of State shall adopt an order that determines the elections that are subject to a risk-limiting audit and rules necessary to implement and administer risk-limiting audits. In developing these rules, the Secretary of State shall consult statistical experts, equipment vendors, the Election Division, and county election officials and must consider best practices for conducting risk-limiting audits. (IC 3-12-13-7)

All contested elections for elected office and on public questions are eligible for designation by the rules for a risk-limiting audit. However, the Secretary of State may waive the requirement of for conducting a risk limiting audit after receiving a written request by a county election board but only if the county election board shows that the technology

in use by the county will not enable the county election board to satisfy the requirements for a risk-limiting audit. (IC 3-12-13-5; IC 3-12-13-6)

Procedure Election Audits

The Secretary of State, with consent of the co-directors of the election division, may require a procedure audit of an election to be conducted if there is (1) an investigation under IC 3-6 relating to the election; or (2) a recount for an office on the ballot during the election has been ordered. A procedure audit is a process by which the procedures of an election are reviewed to determine how well an election was conducted in accordance with Indiana law. The Secretary of State shall supervise a county election board conducting the procedure audit in their county. (IC 3-12-14-3; IC 3-12-14-4)

The Secretary of State shall adopt an order to develop a procedure audit program that details the documents to be inspected, the procedures to be reviewed, and the process by which a procedure audit is conducted. The procedure audit may evaluate a number of factors under Indiana law. The Secretary of State may require the use of sampling and other statistically valid procedures for conducting a procedure audit. The Secretary of State may develop a training program for county election officials and staff to learn how to conduct a procedure audit. A county election board that conducts a procedure audit must provide results of the audit to the Secretary of State not later than thirty (30) days after completion of the audit. (IC 3-12-14-4; IC 3-12-14-5; IC 3-12-14-6; IC 3-12-14-7)

Recount & Contest Actions

There are no automatic recount or contest actions in Indiana. Instead, specific individuals may petition the courts (local office) or state recount commission (statewide, state legislative, or federal offices) to request a recount. (IC 3-12-6; IC 3-12-11) A recount reviews the election materials and ballots already cast in an election and determines which candidate received the highest number of votes; a contest action may result in a new election being called for the specific race or contest.

Election Recount Procedures

A candidate seeking nomination or election to a judicial, local or school board office, or a candidate for election to the party office of precinct committeeman or state convention delegate may request that the votes cast for that office be recounted. (IC 3-12-6-1) Recount requests for federal, statewide, or state legislative offices are handled by the State Recount Commission; please see the “State Recount Commission” section below for those details. (IC 3-12-11-1)

A candidate requesting a recount must file a verified petition for recount in the circuit or superior court of the county no later than noon, prevailing local time, fourteen (14) days after the election. If the candidate does not do so, the candidate’s political county chairman may file a recount petition no later than noon, prevailing local time, seventeen (17) days after the election. (IC 3-12-6-2) A cross-petition for a recount may be filed no later than noon, prevailing local time, twenty-one (21) days after the election. (IC 3-12-6-4)

The recount petition must state the following: (IC 3-12-6-3)

- the office for which the recount has been filed;
- the precinct(s) in which the recount is desired;
- that the petitioner was a candidate at the election for the office/ or the appropriate county chairman and that the office was voted upon in the precinct(s) specified;
- the name and addresses of the petitioner’s opposing candidate(s);
- that the petitioner in good faith believes that the votes cast for the office at the election in the named precinct(s) were not correctly counted and returned; and

- that the petitioner desires a recount of all the votes cast for the office in the named precinct(s).

If the county uses optical scan ballot cards, a petitioner may request that the ballot cards cast in the specified precincts be recounted manually. (IC 3-12-6-21.5) A cross-petition contains virtually the same information. (IC 3-12-6-6)

The petitioner must pay the civil case-filing fee under IC 3-12-6-2.5 (also see IC 33-37) and file a bond or cash deposit of at least \$100 with the court for payment of costs of the recount. For every precinct over ten to be recounted, the bond or cash amount should be increased by \$10 per precinct or \$100 per precinct, depending upon whether the candidate lost by more or less than 1%.

The court will establish the amount of the deposit, but this amount may not exceed the maximum amount specified by state law. Any cash deposit is placed in the county general fund. (IC 3-12-6-10.5) If the recount petition is successful, the petitioner's deposit or bond is refunded in full. Partial refunds may also be required, based on the outcome of the recount. (IC 3-12-6-10)

If a cross-petition is filed, the cross-petitioner must file a bond or cash deposit for the cross-petitioner's proportional share of the recount. If the recount petition is unsuccessful, a cash deposit was not made, and the costs of the recount exceed the bond amount, the petitioner or cross-petitioner must pay the difference. (IC 3-12-6-12) Any unexpended balance remaining after payment of all costs and any refund shall be deposited in the county general fund. However, if a cash deposit or bond was filed, then any other cost of the recount that remains unpaid following the determination of the local recount commission and which cannot be recovered shall be paid from the county general fund without appropriation. (IC 3-12-6-17.5)

Once the petition is filed, the county clerk assigns the petition a cause number as a miscellaneous civil action and issues a notice of the filing and pendency of the petition to the opposing candidate(s). (IC 3-12-6-2.5) The sheriff then delivers the notice to the opposing candidate(s), to the county election board, and to the election division (if the recount relates to the office of judge or prosecuting attorney). (IC 3-12-6-9)

Upon granting the petition or cross-petition for a recount, the court appoints a three member recount commission to perform the physical recounting of the votes. One member of the commission must be a Democrat and one member must be a Republican. See IC 36-1-8-10 to determine party membership for this purpose. The judge may request the two county political party chairmen to recommend nominees to the recount commission, though is not required to do so. Except as described in the paragraph below, each member of the commission must be a registered voter of the county qualified to vote at the election. (IC 3-12-6-16)

Where only traditional hand counted paper ballots were used in the election, the remaining member must be a Democrat or Republican qualified to vote in the district of the recount. (IC 3-12-6-16) If a voting method other than hand counted paper ballots was used in the election (for example, an optical scan ballot reader or direct recording electronic (DRE)), one member of the commission must be a "competent mechanic" who is familiar with the voting system used in the election. This person does not need to be a voter of the district. (IC 3-12-6-16)

Each member of a recount commission is entitled to be compensated. Each member receives a per diem not to exceed \$100 for each day engaged in conducting the recount. The judge of the court having jurisdiction over the recount must establish the compensation to be paid to each recount commissioner. (IC 3-12-6-17) If the deposit or bond is not sufficient to pay the compensation of the recount commission or any other recount expenses, the compensation or expenses are to be paid from the county general fund, without appropriation. (IC 3-12-6-17.5)

After the recount is ordered, the commission must immediately begin the recount. The court must fix the place and time for completing the recount. Each candidate may attend and may have a watcher attend the proceedings. The watcher has the same rights as a political party's polling place watcher. Members of the press may also attend and have the same rights as media watchers at precinct polling places. (IC 3-12-6-21)

The recount commission must adopt ballot counting rules and any other rules needed to restrict access to the ballot counting areas to authorized individuals, including candidate and media watchers. These rules must conform as closely as possible to the guidelines adopted by the State Recount Commission. These guidelines may be found at <https://www.in.gov/sos/elections/files/2016%20Recount%20Commission%20Guidelines%20amended%20November%204.pdf> (IC 3-12-6-21)

The recount commission's proceedings must be performed in public under the Open Door Law, but the commission may restrict access to parts of the room where election materials are being handled or transported. The court, by order, impounds all traditional hand counted paper ballots, optical scan ballot cards, electronic voting systems, poll lists and tally sheets. These materials will be made available to the recount commission. However, a circuit court clerk or board of voter registration may copy any election materials other than the ballots under the supervision of a person designated by the court. (IC 3-12-6-19)

NOTE: A recount conducted by a local recount commission must be completed no later than the last Friday in June after a primary election or December 20 after a general election, unless the court finds good cause to extend this deadline to another specific date! When the recount is complete, the commission makes out a certificate verifying the totals and stating the candidate receiving the highest number of votes. (IC 3-12-6-21.9) The commission then files the certificate with the circuit court clerk, who adds this to the order book of the court and sends a certified copy by certified mail to each opposing candidate named in the petition (and to the Indiana election division if the local recount concerned the office of circuit, superior, probate or Marion County small claims judge or prosecuting attorney). (IC 3-12-6-18; IC 3-12-6-22; IC 3-12-6-28)

After the commission files the certificate, the court that appointed the local recount commission issues an order acknowledging the filing of the certificate, discharging the commission, and releasing election materials impounded during the recount. An appeal may be taken to the court that appointed the local recount commission but must be filed no later than thirty (30) days after the court issues the order described in this paragraph. (IC 3-12-6-22.5)

After a recount in an election for a public office has been completed, if there is a difference between the votes shown by the recount certificate and the votes tabulated by the county election board the circuit court clerk issues a certificate setting forth the number of votes cast for each candidate in the election to the county election board if the candidate would receive a certificate of election or nomination from the board or to the Indiana election division and the governor, if the candidate would receive a commission from the governor. (IC 3-12-6-31) Candidates for precinct committeemen and state convention delegate are selected after the recount by their political party's applicable rules. (IC 3-12-6-1.5)

Election Contest Procedures

A person who was a candidate for nomination to office in the primary, a candidate in the general election, or the county chairman of the candidate is eligible to contest an election by taking legal action through the courts. If there is only one candidate for a school board office, a voter of the school corporation may file a petition to contest the election of the candidate. (IC 3-12-8-1)

An election may be contested on any of the following grounds (IC 3-12-8-2):

- A contestee (candidate) was ineligible.
- A mistake occurred in the printing or distribution of the official ballots used in the election, making it impossible to determine which candidate received the highest number of votes.
- A mistake occurred in the programming of a voting system making it impossible to determine which candidate received the highest number of votes.
- A voting system malfunctioned, making it impossible to determine which candidate received the highest number of votes.
- A deliberate act or series of actions occurred making it impossible to determine the candidate who received the highest number of votes cast in the election.

The candidate must file a contest petition with the county clerk no later than noon, prevailing local time, fourteen (14) days after the election. A county chairman wishing to contest a local election when a candidate has not filed a petition must do so no later than noon, prevailing local time, seventeen (17) days after the election. If an election district is contained within more than one county, the petition is filed with the circuit court clerk of the county that contains the greatest percentage of the population of the election district. (IC 3-12-8-5)

The contest petition must state the following (IC 3-12-8-6):

- That the petitioner desires to contest the nomination or election to an office.
- The name and address of each candidate for the office involved.
- The grounds for the contest.

If a petition for a contest alleges that it is impossible to determine which candidate received the highest number of votes, the petition must identify each precinct in which:

- ballots contained the printing or distribution mistake;
- a mistake occurred in the programming of a voting system; or
- a voting system malfunctioned.

A person who files a contest petition is responsible for paying the court filing fee. After the contest petition is filed, the county clerk collects the required filing fee under IC 33-37 and assigns the petition a cause number as a miscellaneous civil action. (IC 3-12-8-5.5)

The county clerk issues a summons to the contestee and all other persons named in the petition, and to the county election board and to the election division (if the contest concerns the office of judge or prosecuting attorney). The persons named in the petition must appear and answer such petition on a day fixed by the court. (IC 3-12-8-8) The county sheriff serves summons on persons named in the petition in the same manner as in a civil action. (IC 3-12-8-9)

All contestees must appear to answer the petition. A contestee may present any defense or answer under a general denial, file a special answer, or both. The contest petition is heard and determined by a court without a jury, subject to the Indiana Rules of Trial Procedure. The court will determine the issues raised by the petition and answer to the petition. If the court determines that a candidate was ineligible, the court must declare as elected or nominated the qualified candidate who did receive the highest number of votes: in other words, the candidate who finished second. (IC 3-12-8-17)

Unless the judgment is appealed, the court's decision is final. The circuit court clerk certifies the new results as declared by the court to the county election board. (IC 3-12-8-19) This new certification takes the place of the original, if issued. (IC 3-12-8-18)

If the court finds that a mistake occurred in the printing or distribution of the ballots or in the programming of a voting system and it is impossible to determine which candidate received the most votes, the court **MUST** order a special election. The special election will be conducted only in those precincts identified in the contest petition in which the court determines that a mistake occurred. (IC 3-12-8-17) After the special election, the county election board issues a corrected canvass showing the results in those precincts. A new certificate of election or commission is prepared if another candidate wins as a result of the special election. (IC 3-12-8-17.5)

State Recount Commission

The state recount commission conducts recounts and hears contests for Presidential primaries and nominations for a federal, statewide, or state legislative office, and conducts recounts of election for federal, statewide, or state legislative offices. The state recount commission can issue orders to impound local election materials needed for state recount commission investigations and procedures. (IC 3-12-10-4; 3-12-11-16)

The procedures for recount noted above are substantially similar to the procedures to follow with the state recount commission. The significant difference is that the verified petition is filed with the Indiana Election Division, rather than a court. The state recount commission appoints an individual to serve as Recount Director. All recount work is performed with the assistance of the state board of accounts and the Indiana state police. (IC 3-12-10-8)

Any claim for expenses submitted by the state recount director must be filed with the secretary of state for approval. If a person incurs an expense related to an order issued by the recount director before a recount or election contest petition is filed (such as a county whose election materials are impounded by the state police under the recount director's order), that person must submit a claim to the commission not later than noon (prevailing local time), sixty (60) days after the deadline for filing a recount petition. (IC 3-12-10-12)

The recount commission has adopted these guidelines.

<https://www.in.gov/sos/elections/files/2016%20Recount%20Commission%20Guidelines%20amended%20November%204.pdf>. The orders issued by the State Recount Commission supersede any orders issued concerning a local recount conducted under IC 3-12-6.

Paper Audit Trail for VVPAT Used During a Recount or Contest

The certificate of vote totals from each electronic voting system used in the precinct sets forth the official votes cast by the voters for a candidate or on a public question by the voters of the precinct. However, during a recount or contest proceeding the information set forth in the voter verifiable paper audit trail may be used as evidence for a recount commission or court to determine the votes cast for a candidate or on a public question in the precinct. (IC 3-12-3.5-3)

Resolving Tie Votes

Whenever a tie vote occurs at a **primary** election, a "CANDIDATE VACANCY" results. (IC 3-13-1-17) The resulting vacancy is filled through a caucus of eligible precinct committeemen, the party chairman (if the chairman has received authority from the county committee to fill candidate vacancies), or a caucus of party officers. (IC 3-13-1-6)

In a **general** election, a tie vote occurring in a federal, state (other than governor and lieutenant governor), or legislative office requires a special election to break the tie. (IC 3-12-9-1) A tie vote for the office of governor and lieutenant governor is resolved at a joint session of the State Senate and House of Representatives. (IC 3-12-9-2) Whenever a circuit court clerk receives certification that a tie vote at an election for a local office or school board office has occurred, the clerk shall immediately send written notice of the tie vote to the fiscal body of the affected political subdivision. (IC 3-12-9-3)

A fiscal body notified by the circuit court clerk of a tie vote resolves the tie by electing a person to fill the office no later than December 31 following the election at which the vote occurred.

If a tie vote occurred for the election for more than one at-large seat on a legislative or fiscal body, the fiscal body shall elect the number of individuals necessary to fill each of the at-large seats for which the tie vote occurred. If one of the candidates involved in the tie vote is also an incumbent officeholder, the candidate may not cast a vote.

A fiscal body is defined in IC 36-1-2-6 for the following political subdivisions:

- County Council - for a county not having a consolidated city;
- City-County Council - for a consolidated city or a county containing a consolidated city;
- Common Council - for a second or third class city;
- Town Council - for a town;
- Township Board - for a township;
- Governing Body or Budget-Approved Body - for any other political subdivision.

The executive of the political subdivision (other than a town council president or the president of a school board) may cast the deciding vote to break a tie in a fiscal body action on a tie vote. (IC 3-12-9-4) The town clerk-treasurer breaks a tie on the town council under this provision. Until a successor is elected, the incumbent officeholder remains in office. (IC 3-12-9-5)

If the tie vote occurs among the members of a school board when attempting to break a tie vote at an election, the judge of the circuit court selects one (1) of the candidates who is certified as elected. (IC 20-23-4-30)

Oaths of Office Following An Election

The Indiana Constitution provides that every person elected or appointed to an office under the Constitution must take an oath before assuming his or her duties. Taking an oath of office requires two steps. First, the candidate orally, swears or affirms the oath required by the Indiana Constitution and by state law (IC 5-4-1-1) and then documents that oath in writing by signing the document before a notary public or other individual authorized to administer oaths. After being notarized, a written oath of office is to be filed with the appropriate agency (IC 5-4-1-2), and certain offices must file the oath no later than thirty (30) days after the term of office begins. (IC 5-4-1-1.2)

Oaths for local office are to be filed with the circuit court clerk; oaths for judicial office, prosecuting attorney, and statewide office holders file with the Indiana Election Division. Members of the Indiana General Assembly are sworn-in on Organization Day (usually two weeks following each general election), and the oath is recorded in the journals of the respective Houses for that day's session. Federal officeholders take an oath of office as established by federal law.

IC 33-42-9-7 states that any of the following officials can administer an oath:

The Secretary of State of Indiana, Clerk of the Supreme Court, Notaries Public, Official Court Reporters, Justices and Judges of an Indiana court, Judges of United States District Courts and their commissioners (in the court's jurisdiction), County Auditors, County Recorders, Mayors, City Clerks, City or Town Clerk-Treasurers, township trustees, Circuit Court Clerks and Master Commissioners, (in their respective counties, cities, towns and townships), State Senators and State Representatives (anywhere within Indiana), and the adjutant general of the Indiana National Guard, specific active duty members, reserve duty members, or civilian employees of the Indiana National Guard, for any purpose related to the service of an active or reserve duty member of the Indiana National Guard.

A member of the Indiana Election Commission, a co-director of the election division, or an employee of the election division may also administer oaths. (IC 33-42-9-7(11)). Prosecuting attorneys and their deputies can also administer oaths. (IC 33-39-2-1)

Following the November election, the Secretary of State will issue certificates of election to state legislative offices, which includes an oath of office form. Constitutional officeholders, including judges and prosecuting attorneys, will receive a Commission from the Governor and the packet includes an oath of office. For all other local offices, the circuit court clerk will send a certificate of election, which includes an oath of office.

However, there is no legal requirement that the form created by the Indiana Election Division for purposes of executing an oath of office be used. Except for school board members, the following form should be sufficient in most situations should a person want to create an oath document to print on special paper or letterhead, for example:

STATE OF INDIANA)
)
COUNTY OF _____) SS:

I do solemnly swear that I will support the Constitution of the State of Indiana and the Constitution of the United States, and will, to the best of my ability, faithfully and impartially discharge the duties of *(name of the office)*, according to law.

Signature of Officeholder

Subscribed and sworn to before me, on this _____ day of _____, 20_____:

Signature of Person
Administering Oath

Printed Name of
Person Administering Oath

NOTES: The person administering the oath must give the person taking the oath a copy of the oath. (IC 5-4-1-2) A notary public or an official authorized to administer oaths may also be required to add documentation indicating their county of residence and when their term of office or commission expires.

The special form of the oath for school board members can be found at IC 20-26-4-2.

RECORD RETENTION & PUBLIC ACCESS

Record Retention

Election Materials

The “general rule” for all election records is to retain the record for at least twenty-two (22) months after the election for which the records were produced. (IC 3-10-1-31.1; IC 3-12-4-13) Federal law provides that materials utilized in elections for federal offices must be preserved by election administrators for twenty-two (22) months from the date of the election. This includes poll lists, applications for absentee ballot, ballot envelopes, tally sheets, ballots, and the computer programs used to tabulate the votes.

NOTE: The circuit court clerk shall keep all election material under seal during the time allowed to file a recount or contest. In addition, if a recount or contest is filed all election material must remain sealed while a recount or contest is underway involving those materials. Once this period ends, all voted ballots and unvoted provisional ballots are confidential and must remain sealed.

After the time allowed to file a recount or contest has passed, or after a recount or contest is completed if a recount or contest is filed, most election material is available for copying and inspection under the Public Records Law, except for all voted absentee, provisional, and Election Day ballots and some provisional ballot materials. (IC 3-10-1-31.1)

Special procedures apply to the ballots, poll lists, and other documents or material produced for use at a convention of a political party to nominate candidates, or a caucus conducted by a political party to nominate candidates. These ballots, poll lists, and other documents or material are the property of the political party and must be retained and preserved as specified by the rules of that political party. (IC 3-5-4-10)

Before disposing of records, the circuit court clerk or board of voter registration may be required to notify the county records commission or the State Public Records Commission at (317) 232-3380.

Poll Lists

Circuit Court Clerks or boards of voter registration are directed to unseal election materials, if necessary, to use the poll lists to update the voter registration records, including the voter identification numbers obtained during each election. (IC 3-10-1-31.1(e); IC 3-10-1-31.2) Upon completion of the inspection, the poll list and affidavits shall be preserved with the ballots and other materials in the manner prescribed by IC 3-10-1-31.1. Please see the current version of the *Voter Registration Guidebook* for more information about updating voter registration records using poll list information and data.

Ballots

After ballots are printed by the county for each primary, general, municipal, or special election, the clerk shall retain one (1) regular official ballot from each township in the county and one (1) provisional ballot from any precinct in the county as part of the minutes. (IC 3-6-5-13)

Twenty-two (22) months after an election all voted ballots (including absentee and provisional ballots and printed voter verifiable paper audit trail documents from a DRE system) may be disposed of under the county’s record retention policy. (IC 3-10-1-31.1) Unvoted ballots may be destroyed after the deadline for filing a recount petition.

The county election board may also contract with a state educational institution to dispose of any unused ballots and have them used for election research purposes. (IC 3-12-2-12)

NOTE: Any record concerning an issue in litigation must be retained until the controversy is resolved, subject to orders of the court.

Provisional Ballots

Information contained in material related to provisional ballots that identifies an individual must remain confidential until the recount or contest deadline has passed. If a provisional voter's ballot is counted, the ballot is stored with other voted ballots of the precinct and remained sealed until the ballots are destroyed after 22-months. A voter's provisional ballot that was not counted remains sealed in the PRO-2 envelope remains confidential. (In other words, the envelope containing an unvoted provisional ballot may not be opened.) However, once the recount and contest deadline has passed, the PRE-4 challenge affidavit and PRO-2 affidavit are considered public records and may be made available for public inspection. Please see the "Provisional Ballots" section of the "Access to Public Records Act" below for more information.

Election Board Meeting Minutes

Each county election board shall keep minutes of all meetings of the board, including a written record of the "aye" and "nay" vote of each member on all questions coming before the board. (IC 3-6-5-13) The minutes must be kept permanently by the circuit court clerk.

Certified Election Results

Certified election results as well as any documents used to canvass, tally, or certify to vote for each candidate and public question on the ballot in a county is considered election materials and must be kept by the circuit court clerk for at least twenty-two (22) months after the election before the materials may be destroyed or otherwise dispensed with according to local record retention policy. (IC 3-10-1-31.1)

DRE Voting System & ePollbook Electronic Records

A detachable recording unit or compartment used to record a ballot cast on a direct record electronic voting system. After the time allowed to file a verified petition or cross-petition for a recount of votes or to contest the election, the circuit court clerk shall transfer the data contained in the unit or compartment to a disc or other recording medium. After transferring the data, the clerk may clear or erase the unit or compartment. The circuit court clerk shall carefully preserve the disc or medium used to record the data for twenty-two (22) months, as required by 52 U.S.C. 20701, after which time the disc or medium may be erased or destroyed, subject to IC 5-15-6, unless an order requiring the continued preservation of the disc or medium is issued under IC 3-12-6-19; IC 3-12-11-16; and 52 U.S.C. 10301.

After each election, the county shall save all data recorded on the electronic poll book and any information stored on the dedicated, private server required under IC 3-11-8-10.3(b)(4). The circuit court clerk shall carefully preserve the disc or medium used to record the data for twenty-two (22) months, as required by 52 U.S.C. 20701, after which time the data may be erased or destroyed, subject to IC 5-15-6, unless an order requiring the continued preservation of the data is issued under IC 3-12-6-19; IC 3-12-11-16; and 52 U.S.C. 10301.

Voter Registration Record Retention

A paper document associated with any voter's registration record must be scanned into the statewide voter registration system if the document is used to create, amend, or cancel a voter registration record. Likewise, the paper copy of a voter registration application that is rejected must be scanned and associated to the rejected record

of the voter registration application in SVRS. (IC 3-7-33-8)

For paper copies of voter registration records associated with an individual's registration record, the paper copies must be retained until each of the following has occurred:

- 1) The registration record for the voter at that address has been cancelled;
- 2) The November general election that follows the cancellation of the record has occurred; and
- 3) Twenty-four (24) months has passed following the general election described in subdivision (2).

For example, if a voter's registration is canceled July 1, 2022, the voter's paper registration records associated with the voter's registration at that address may be disposed of as provided in state law and the county's retention schedule after November 8, 2024. (IC 3-10-1-31.1)

It is critically important to always keep both the original voter registration application and any later documentation related to that registration, such as a VRG 4/12 for any voter who is "active" or "inactive" until the registration is cancelled.

However, the scanned copy of these records for a cancelled voter scanned into the statewide voter registration system are to be retained indefinitely. (IC 3-10-1-31.1)

Other documents that must be kept for two (2) years from the date the document was created or received are:

- 1) rejected registration applications;
- 2) declinations;
- 3) reports regarding persons who have been imprisoned following conviction from the county sheriff,
- 4) Department of Correction or any court;
- 5) reports regarding the death of any person used to cancel that person's registration received from the
- 6) State Department of Health or any local health official;
- 7) any postcard, list or other information received or created during the course of a voter list maintenance
- 8) program;
- 9) any affidavit used to cancel or transfer a registration, including the VRG 4/12 and 15;
- 10) certificates of error; and
- 11) any report from the Indiana Election Division or other source from out of state regarding the cancellation of a registration due to a voter moving out of state. (IC 3-7-27-6)

For more information, please review the "Public Records" section of the current version of the *Indiana Voter Registration Guidebook*.

Campaign Finance Record Retention

Campaign finance reports and statements are kept four years from December 1, following the election to which they pertain. (IC 3-9-4-6) Reports and statements from candidates for judge must be kept six (6) years from December 1 following the election to which they pertain.

Retention of Oaths of Office

According to the Indiana Commission on Public Records, a copy of an oath of office must be kept for one (1) year after the completion of the term of office that the oath of office applies to.

Access to Public Records Act

Indiana law (IC 5-14-3, generally) contains the state's public access laws known as the Access to Public Records Act or APRA. More detailed information about APRA can be found on the Indiana Public Access Counselor's website (in.gov/PAC). County election boards are encouraged to discuss public records requests with their county attorney and may reach out to the state's Public Access Counselor for clarification on whether an item is disclosable under APRA. The Indiana Election Division can also provide statutory references to inform local decision-making.

Generally, APRA allows any person to inspect and copy the public records of any public agency during regular business hours with some exceptions noted in statute. A request for inspection or copying must identify with reasonable particularity the record being requested; and be, at the discretion of the agency, in writing or in a form provided by the agency. The agency must provide, within a reasonable amount of time, the public record or response denying the request with statutory support. (IC 5-14-3-3)

However, the agency is not required to create a record or list, if a record or list does not exist or otherwise required to be published. Records in electronic format shall be provided at the option of the requestor, though agency is not required to change format of the record if it is not already in electronic format. If a record contains disclosable & non-disclosable information, then disclosable portions are to be provided. (IC 5-14-3-3; IC 5-14-3-6)

Fees may not be charged to inspect a public record or to provide an electronic record by email (with some exceptions). Otherwise, fees may be charged pursuant to IC 5-4-3-8. The State Board of Accounts or State PAC may be able to advise on your county's fee policy for public records & where to deposit those funds. (IC 5-14-3-8)

When a written request is made with the agency (county election board or circuit court clerk, for example), the agency must acknowledge the request. If the public records request was delivered by hand, then the agency must provide an initial response within 24-hours of receiving the request. If the public records request was delivered by email, fax, or mail, then the initial response must be sent within seven (7) days of the agency receiving the request. (IC 5-14-3-9)

State law does not require the requested documents be provided within the initial response. Instead, the agency must acknowledge the receipt of the records request and inform the requestor that the agency will respond within a reasonable amount of time. An agency may provide the requested documents within the time frame and may wish to do so if the records are easily obtained.

After receiving a public records request, counties may find it useful to discuss with their county attorney if the request is reasonably particular, including requests for communications. The state PAC has an opinion on communications in *Lewbel v. City of Carmel*, 18-FC-63 available on the PAC's website. Some materials gathered by agency are non-disclosable under APRA, such as:

- Deliberative material;
- Administrative or technical information that would jeopardize a voting system, voter registration system or security system; and
- A record or part of a record where the public disclosure of which would have a reasonable likelihood of threatening public safety by exposing a vulnerability to a terrorist attack, including infrastructure records that disclose the configuration of critical systems such as voting system and voter registration system critical infrastructure. (IC 5-14-3-4)

Your county attorney is in the best position to advise county election officials if the requested records can be fall into these categories. Further, there are provisions in the state's election laws that specifically do not permit certain documents or materials to be disclosed.

Election Materials As Public Records

The information below is not an exhaustive list of public records maintained by county election administrators. Not all information may be available for county election administrators to disclose. The above section on "Election Material Retention" notes the general retention policy procedures and most election materials are eligible for destruction once the retention period is over. Please consult with your attorney to be fully and properly advised.

Voter Registration Records

In general, voter registration records are public records and are subject to examination and copying by the public pursuant to IC 5-14-3. Documents that are confidential and not subject to examination and/or copying by the public include:

- 1) records concerning declinations to register;
- 2) records that indicate the identity of a voter registration agency where a person registered; and
- 3) voter registration records of participants in the attorney general's confidentiality program for abused persons. (IC 3-7-27-6)

In addition, though voter registration applications do not request a full social security number, to the extent a voter registration application or record contains a full social security number the number must be redacted except for the last four digits. (IC 5-14-3-4(a)(12))

A county voter registration office shall, with regard to voter registration information concerning voters of the county in SVRS, act in accordance with the non-discriminatory uniform policy adopted by the county election board regarding providing duplicate copies of a computer disc or other similar record that contains the full county voter registration file. The policy must either permit a person to obtain a duplicate copy in electronic form or not. If the policy does allow duplicate electronic copies then it must do so according to the non-discriminatory uniform policy.

Please note: the statute only permits the county election board to adopt a policy to provide (or not) full countywide voter file if a public records request is made. The policy cannot restrict access to individual voter registration record or reports created in SVRS. (IC 3-7-27-6(c); IC 5-14-3-3(g)) **The policy should be in written form in the minutes of the county election board.** The state's Public Access Counselor has issued opinions related to the county's uniform, non-discriminatory policy. Two of those opinions can be found in the current version of the *Voter Registration Guidebook*.

A person requesting any information out of SVRS from a county voter registration office must submit the request on State Form VRG-24. This form requires the requesting person to agree that the information will not be used to solicit merchandise, goods, services, or subscriptions. The person must also agree not to sell, loan, give away or otherwise deliver the information to any other person for a purpose other than political activities or political fund-raising activities. In addition, if there is a cost for providing copies for records, the charge must be uniform to all purchasers. (IC 5-14-3-8(d))

A county voter registration office is not required to create and provide a list, report, or record that has not otherwise been created unless state statute imposes a duty on the county voter registration office to create the list, report, or

record. However, if a list, report, or record has been created, whether required by statute or not, it is a public record and must be provided unless it is subject to some exception under the Public Records Act. (IC 5-14-3-4)

Finally, state election law permits a county party chairman to receive specific lists and reports from SVRS, which would not require the use of the VRG-24:

- 1) A report containing information regarding all registration applications, excluding any confidential information, executed from the beginning of the registration period and ending sixty-five (65) days before a primary, general, or municipal election is to be forwarded not later than sixty (60) days before the election, upon request, to the Democratic, Libertarian, or Republican (bona fide political parties) party chairmen, if the party has at least one (1) candidate on the ballot in the election, and an independent candidate's committee if the candidate is on the ballot in the election. (IC 3-7-28-2)
- 2) A report containing information regarding all registration applications, excluding any confidential information, executed from the period beginning sixty-five (65) days before a primary, general, or municipal election and ending twenty-nine (29) days before the election is to be forwarded daily and within forty-eight (48) hours of the data on which the report was created, upon request, to the Democratic, Libertarian, or Republican (bona fide political parties) party chairmen, if the party has at least one (1) candidate on the ballot in the election, and an independent candidate's committee if the candidate is on the ballot in the election. (IC 3-7-28-3)
- 3) One (1) copy of the registered voter list prepared for the inspector of each precinct under IC 3-7-29-1 shall be furnished to the Democratic and Republican County chairmen, after the county election board receives a written request from the chairman. The copy shall be furnished to the county chairman as soon as the lists are prepared. (IC 3-7-28-4)
 - a. As soon as the registered voter list is prepared, a copy shall be furnished upon written request to the county chairman of any political party that has at least one (1) candidate on the ballot in the next election; the committee of a candidate whose name will appear on the ballot in the next election; and the county chairman of any other bona fide political party. (IC 3-7-28-5)
 - b. To qualify as a bona fide political party under IC 3-7-28-5, a political party must file a certification with the clerk of the circuit court of the county that the political party is a bona fide political party together with verifiable factual representations to support the certification. (IC 3-7-28-6)

NOTE: Notwithstanding IC 5-14-3-3(f), additional copies of the registration lists for the inspectors of each precinct shall be kept open to the public for inspection and copying in the same manner as other public records under IC 5-14-3 at the office of the circuit court clerk or board of registration as soon as the registration lists are completed. (IC 3-7-28-7)

- 4) A list of voters who are mailed voter list maintenance notices under IC 3-7 to the following upon request: 1) Democratic and Republican County party chairmen, and the chairmen of a bona fide political party of the county or 2) an independent candidate's committee, if the independent candidate is on the ballot for the next election to be conducted in the county. (IC 3-7-28-8)
- 5) Following the mailing of voter list maintenance notices and the cancellation of a voter's registration under IC 3-7, a master list of precincts showing all persons whose registrations have been cancelled is to be provided to the following upon request: 1) Democratic and Republican county party chairmen, and the chairmen of a bona fide political party of the county or an independent candidate's committee, if the independent candidate is on the ballot for the next general election to be conducted in the county. (IC 3-7-28-9; IC 3-7-28-10) The

master list of copies shall be prepared and furnished not later than fifteen (15) days after a voter's registration has been canceled under the voter list maintenance program. (IC 3-7-28-11)

- 6) A list of deceased persons whose registrations have been canceled to the following upon request: 1) Democratic and Republican County party chairmen, and the chairmen of a bona fide political party of the county or an independent candidate's committee, if the independent candidate is on the ballot for the next election to be conducted in the county. A request filed for this report may state that the list is to include only cancellations made by the county voter registration office within a period specified in the request. (IC 3-7-28-12)
- 7) A list of disfranchised voters (that is, individuals who were cancelled following imprisonment after conviction of a crime) whose registrations have been canceled to the following upon request: 1) Democratic and Republican County party chairmen, and the chairmen of a bona fide political party of the county or an independent candidate's committee, if the independent candidate is on the ballot for the next general election to be conducted in the county. A request filed for this report may state that the list is to include only cancellations made by the county voter registration office within a period specified in the request. (IC 3-7-28-13)
- 8) A list of the names and addresses of all voters whose registrations have been canceled under IC 3-7 to the following upon request: 1) Democratic and Republican County party chairmen, and the chairmen of a bona fide political party of the county or an independent candidate's committee participating in a primary, general, or municipal election. Upon request, the county voter registration office shall report cancellations daily and within forty-eight (48) hours after the day the cancellations were made, until Election Day. A request filed for this report may state that the list is to include only cancellations made by the county voter registration office within a period specified in the request. (IC 3-7-28-14)

Election Materials, Generally

Most documents and forms used during an election are considered public records. (IC 5-14-3-3)

Once the time allowed to file a recount or contest, or after a recount or contest is completed if a recount or contest is filed, most election material is available for copying and inspection under the Public Records Law. Voted ballots and sealed unvoted provisional ballots are to remain confidential until such a time those ballots can be destroyed. See "Election Material Retention" in the above section for more information.

Absentee Applications

Applications to receive an absentee ballot by mail or traveling board, except for those participating in the Attorney General's address confidentiality program under IC 5-26.5-2, are a matter of public record and must be made available for inspection. Before the voter's absentee ballot application is attached to the voter's absentee ballot envelope and secured for counting on Election Day, the application must be scanned or otherwise copied so that it can be available for public inspection under the Access to Public Records Act. (IC 3-11-10-8.5)

Provisional Ballots

Provisional balloting materials are confidential throughout the election season until the deadlines to file a recount or contest action have passed after Election Day. The county election board will conduct a provisional ballot hearing during the canvassing period and cannot disclose the names of provisional ballot voters. (See the "Provisional Ballot Voting" section of this *Manual* for more information.)

Once the recount and contest deadline has passed, most provisional balloting materials, including the PRE-4 and PRE-6 challenge affidavit, the PRO-2 envelope affidavit, and SVRS reports, are considered public record. However, any information in the provisional ballot material that identifies an individual, except for the individual's name, address, and birth date (the voter's telephone number or email address, for example), remains confidential. In other words, a county election board would need to redact the voter's email address on a PRE-4 affidavit but would disclose the voter's name, address, and birth date. (IC 3-10-1-31.1)

Unvoted provisional ballots are considered confidential records and must remain sealed in the PRE-4/PRO-2 envelope. Should the county election board determine a provisional ballot is to be counted, the voted ballot is simply stored with the "regular" voted ballots in the precinct, which are required to remain sealed and eligible for destruction after 22-months. Unless arrangements are made with a university, voted ballots are not considered public information and cannot be disclosed. This would include the voter verified paper audit trail documentation printed by a DRE voting system. (IC 3-10-1-31.1)

Attorney General's Address Confidentiality Program for Victims of Domestic Abuse

Indiana law establishes an address confidentiality program for persons who are victims of domestic abuse, stalking or sexual assault. A person who applies to the Indiana Attorney General and qualifies under this program may designate an address provided by the Attorney General as his or her address for service of process and receipt of mail. **This confidentiality program does not apply automatically to every person who is granted a protective order by a court.**

The name, address, telephone number, and any other identifying information relating to a program participant, as contained in a voting registration record or absentee application (ABS-Attorney General) is confidential for purposes of Indiana's public records law. The county voter registration office may not disclose for public inspection or copying a name, an address, a telephone number, or any other information described in this subsection, as contained in a voting registration record except (1) to a law enforcement agency, upon written request, and (2) as directed by a court order. (IC 3-11-4-6; IC 5-26.5; IC 5-14-3-4(a)(1))

Address Confidentiality for Elected Officials & Law Enforcement Officers

Under Indiana law, certain law enforcement officers and public officials may apply to have their home address restricted from disclosure on a "public property database website" maintained by a county, municipality, or township government. (IC 36-1-8.5-7) A "public property database website" refers to an internet website that is:

- 1) available to general public over the Internet;
- 2) does not require registration, subscription, or the creation of a user name and password to search the web site; and
- 3) connects the law enforcement officer or public official's home address to their name, so that a search of the web site for the person's name discloses the covered person's home address. (IC 36-1-8.5-5)

In a primary election, the county election board is required to publish a public notice of election, which includes the name, address, and office sought of each candidate seeking nomination. If a candidate on the primary election ballot has their home address restricted from a "public property database website," then their home address would not be included in the notice of primary election created under IC 3-8-2-19.

However, this would not entitle the person to have their address restricted or made confidential in the statewide voter registration system (SVRS). This is because under Indiana law, the SVRS database is owned and maintained

by the State of Indiana through the Indiana Secretary of State and the Indiana Election Division and does not come within the law's definition of a "public property database website." (IC 3-7-26.3-3)

Voting System Security Information Confidentiality

If a county chooses to adopt a resolution under IC 3-11-15-46 setting forth an alternative method for securing voting systems other than the default security procedures set forth in state law, the county voting security resolution is confidential and may not be disclosed in response to a request for public records.

In addition, the state or a county has discretion whether to disclose administrative or technical information that would jeopardize a voting system, or infrastructure information which would disclose the configuration of a voting system, in response to a public records request. (IC 5-14-3-4)

Voting System Technical Oversight Program (VSTOP) Inventory of Voting Equipment

The VSTOP inventory of voting systems and electronic poll books kept in a statewide database is declared confidential under state law and, therefore, may not be provided in response to a public records request. (IC 3-11-16-6)

County Election Board Meeting Minutes

County Election Board meeting minutes are public records and must be maintained in perpetuity. (IC 3-6-5-13) However, should the county election board convene an executive session, the county election is only required to provide as a public record a memoranda or minutes that just identify the subject matter considered by specific reference to the enumerated reasons an executive can be called under IC 5-14-1.5-6.1.

Campaign Finance Records

All campaign finance filings are public records, including reports, statement of organization forms, and any notices sent by the county election board to individual committees. (IC 3-9-4-5)

Anomaly Reporting

An anomaly report submitted by the vendor is confidential at the discretion of the Secretary of State and the Indiana Election Division. (IC 3-11-17-9)

Voting Systems & ePollbook Access

State law requires that voting systems and ePollbooks remain sealed and under control of the county election board at all times when not in use to conduct a public test before an election, when the voting system is being set up to be used on election day, during in person and travel board absentee ballot, and on election day. The county must also follow its access control policies to these systems, and these policies are confidential. During a recount or contest legal proceeding filed by a candidate or other person with legal standing, a judge or state Recount Commission may impound some or all of the voting equipment. The voting equipment may be unsealed on the order of the court to conduct the legal proceedings; otherwise, the voting equipment is to remain sealed. Please see the "Voting Systems & ePollbooks" section of this *Manual* for more information.

APPENDIX

County Election Board Forms

County Election Administrator's Election Checklist

Sample Proxy Statement

Sample County Chair Certification used in a Primary Election to Affirm Party Affiliation

Sample Certification of Death of a Local Office Holder

Sample Checklist for Public Test in Counties Using a DRE Voting Systems

Sample Checklist for Public Test in Counties Using Optical Scan Voting Systems

Absentee Central Count Toolkit for County Election Boards

IC 5-3-1-4 Publication of Notice

Telephone List

County Election Board Forms

Below are some of the forms used in the 2022 Primary and General Elections for county election boards. These forms are no longer included in this *Manual*. Election forms, including those used by candidates or campaign finance committees, can be found in the “Election Administrators’ Portal” on www.in.gov/sos/elections or through the state’s Forms Management website, www.forms.in.gov. County election administrators also have access to forms on the INSVRS County Portal.

CAN-1	Candidate Filing Challenge
CAN-5	County Election Board Candidacy Filing Confirmation for 2022
CAN-6	Circuit Court Clerk’s or Election Director’s Certificate of Primary Election Candidate List
CAN-9	Legal Notice of Primary Election
CAN-12	Statement of Economic Interests for Local and School Board Offices
CAN-39	Legal Notice of General Election
CEB-1A	Certificate of Delivery of Voting Systems to Precinct or Vote Center
CEB-1B	Certification of Return of Precinct or Vote Center Materials by Inspector and Judge
CEB-1C	Certificate of Return of Voting Systems from Polls
CEB-6	Appointment and Oath of Office for County Election Board Member
IEC-6	Indiana Voting System or Electronic Poll Book Disposal Plan
IEC-9	Certification: Test of Direct Record Electronic Voting Systems
IEC-10	Certification of Test of Optical Scan Ballot Card Automatic Tabulating Machines
IEC-22	County Certification of Voting System and Electronic Poll Book Inventory

County Election Administrator's Election Checklist

VOTER REGISTRATION

- _____ voter registration acknowledgment cards have been sent
- _____ all name and address changes have been completed
- _____ all additional residence documentation submitted from certain mail-in voters has been processed
- _____ press release to media concerning last day to register and first day to vote absentee
- _____ updated registration lists for county chairmen upon request
- _____ check registration list; make sure all is in order
- _____ run poll lists or if using electronic pollbooks, conduct any necessary acceptance testing of a new pollbook or upgrade
- _____ certify number of registered voters
- _____ put certificates on cover of poll lists (unless using electronic poll books)

CANDIDATES

- _____ prepare candidate kits (declarations, campaign finance forms and manuals, etc.)
- _____ prepare candidate folders
- _____ prepare candidate checklists (who has filed which forms?)
- _____ send notice to any candidate who has not filed campaign finance reports if required to do so

BALLOT PREPARATION

- _____ estimate number of official, absentee, and provisional ballots
- _____ prepare ballot worksheet for each precinct
- _____ proofread worksheets
- _____ make arrangements with printer; take worksheets to printer
- _____ make corrections; have official, provisional, and sample ballots printed
- _____ proofread finished official, provisional, and sample ballots
- _____ have deputies, county election board members, county chairmen, and school board representative proof finished ballots
- _____ have sample ballots available for distribution

ABSENTEE VOTING

- _____ notify county chairmen of number of absentee boards to be appointed
- _____ appoint absentee voting boards (including traveling boards)
- _____ prepare absentee ballots (seal and signature stamp of clerk (using state prescribed seal if clerk is a candidate on the ballot; board member initials)
- _____ process applications
- _____ mail ballots (return postage prepaid)
- _____ provide for bipartisan security of returned ballots in the clerk's office (cabinet, box, or room with 2 locks and keys, one for each appointed member of county election board).
- _____ Provide key to county election board member of opposite party, if member requests.

ELECTION WORKERS

- _____ notify county chairmen to nominate workers
- _____ prepare roster sheets of nominated workers (including alternates, if any)
- _____ mail appointment letters to nominated workers
- _____ prepare sign-in sheet for election training
- _____ prepare instructions for poll workers (opening/closing polls, counting ballots); review instructions; revise to reflect recent election law changes or other new county procedures
- _____ prepare supply lists for inspectors
- _____ purchase precinct boxes and clerk's box from printer; or prepare your own
- _____ hire clerical assistants to help in canvassing of election results
- _____ prepare canvassing sheets (if not included in the clerk's box of supplies)

ELECTION WORKER TRAINING

- _____ set date for training (county election board members should attend and assist)
- _____ arrange for large meeting room (don't forget tables and chairs if needed)
- _____ arrange for audio-visual aids as needed
- _____ prepare training sign-in sheet for precinct officials
- _____ prepare sample forms for use as training aids
- _____ provide sample ballots
- _____ prepare checklist of issues to cover at meeting
- _____ arrange for voting system to be used as a training aid
- _____ record training of inspectors (and other poll workers required to be trained by county)

MISCELLANEOUS

- _____ prepare watcher credentials for candidate and media watchers
- _____ mail letters to polling places stating times for delivery and pick-up of voting equipment
- _____ arrange to have keys to polling places or instruct the inspectors to do so
- _____ arrange for delivery of voting systems and completion and filing of documentation.
- _____ publish legal notice of election and location of polling places in newspaper
- _____ prepare telephone logs for Election Day telephone calls
- _____ prepare electronic poll books (if applicable in county) to conform with requirements in state law or county security procedure filed with Election Division.
- _____ make election night drop-off arrangements for precinct inspectors
- _____ review Election Day procedures with office staff.
- _____ advise courts, attorneys and public if office is closed for non-election business (case filings, child support for example)
- _____ discuss election night security with sheriff's department. Make arrangements for at least one deputy to be available at courthouse or election central
- _____ transmit election night results to the Indiana Election Division.

POST ELECTION

- _____ process any provisional ballots to determine validity
- _____ determine if discrepancies exist between number of votes cast on direct record electronic voting systems and signatures on poll lists; conduct follow-up audit if necessary.
- _____ certify local election results (majority of members of the county election board must sign certificate)
- _____ certify results to the Indiana election division and return CEB-9 form
- _____ tally election statistics
- _____ review recount and contest procedures if necessary
- _____ deliver copies of canvass sheets to county chairmen and election division
- _____ prepare certificates of election, if requested by candidate or as courtesy
- _____ arrange for long-term storage and security of election documents and voting systems
- _____ process election claims (precinct statement of expenses, etc.)
- _____ update registration record for each voter

SAMPLE PROXY STATEMENT

APPOINTMENT OF PROXY

THE UNDERSIGNED, <NAME>, a member of the <COUNTY NAME> County Election Board ("Board") hereby appoints <NAME OF PROXY> as his Proxy of Record, pursuant to Indiana Code IC 3-6-5-4.5, to act on his behalf as follows:

1. To attend the public meeting of the <COUNTY NAME> County Election Board on <DATE>.
2. To serve as a full voting member of the <COUNTY NAME> County Election Board on that date during the Board's consideration of any matter.

This Appointment of Proxy expires at the adjournment of the <DATE> Board meeting.

Date: <MM/DD/YY>

<CEB MEMBER NAME>

Member, <COUNTY NAME> County Election Board

**CERTIFICATION OF COUNTY CHAIRMAN OF THE
☐ DEMOCRATIC PARTY OR ☐ REPUBLICAN PARTY
IN SUPPORT OF
DECLARATION OF CANDIDACY**

I, _____, as county chairman of the

(check one) ☐ Democratic Party **OR** ☐ Republican Party in

_____ County do hereby certify, pursuant to IC 3-8-2-7,
(insert name of County)

that _____
(insert name of candidate)

is a member of the above named party in good standing. This certification is
made in support of the declaration of candidacy filed by the above named
candidate for the elections being held in the year 20_____ only.

Certified this _____ day of _____, 20_____.

Signature: _____

Printed Name: _____

County Chairman of the Indiana ☐ Democratic Party **OR** ☐ Republican Party

INSTRUCTIONS: This certification must be filed with: 1) The governor in the case of the death of a person who holds state office or a person who is a judge of a circuit, superior, probate, county or city court; 2) The secretary of state in case of the death of a person who holds a legislative office; 3) The circuit court clerk of the county in which the officeholder resided in the case of the death of a person who holds a county, city, town, township, or school corporation office not covered by number 1) above. If this certification is filed with the secretary of state, the secretary of state shall forward a copy of this certification with a notice of death, within 72 hours of becoming reasonably satisfied the certification is true, to the state chairman of the political party that elected or selected the deceased individual. If this certification is filed with the circuit court clerk, the circuit court clerk shall forward a copy of this certification with a notice of death, within 72 hours of becoming reasonably satisfied the certification is true, to either: (a) the person who must give notice of a political party caucus (for example, state or county chairman) or meeting (for example, the county auditor gives notice of a meeting of the county commissioners) to fill the vacancy; OR (b) to the person or entity who has the power to fill the vacancy if no political party caucus is required. A vacancy may not be filled until a copy of this certification is filed with the person who has the power to fill the vacancy or the person who must give notice of the caucus to fill the vacancy. The period in which to fill a vacancy by caucus does not begin until the person who must give notice of the caucus or notice of the meeting receives this certification. IC 5-8-6

CERTIFICATION OF DEATH OF OFFICEHOLDER

I, _____, certify, under the penalties of perjury, as follows:

1. I am over the age of 18 years and I am competent to make this certification.
2. I reside in _____ County, Indiana.
3. To the best of my knowledge and belief (Name) _____, (office) _____ died on the ____ day of _____. The facts known to me that support my knowledge and belief are as follows: (use any of the following examples as facts, if true, or list any other fact known to person making the certification)
 - a. A member of the deceased's family has advised me of the death of _____.
 - b. I read an obituary in the _____ newspaper that reported the death of _____.
 - c. I attended the funeral of _____ on the ____ day of _____, 2005.
 - d. Other: death certificate, information from doctor, hospital, coroner or deputy coroner.

CERTIFICATION

I, the undersigned, certify, under the penalties of perjury, that the information in this Certification of Death of Officeholder is true to the best of my knowledge and belief.

Signature

_____/_____/_____
Date signed (MM/DD/YY)

(____)_____
Telephone (Day)

(____)_____
Telephone (Evening)

NOTICE OF DEATH

_____ Chairman of the _____ Party
XXX

_____, IN _____

Dear _____:

On the ____ day of _____, a certificate of death was filed with my office certifying that _____ (insert name of deceased), (insert name of office) has died. The certification of death is attached to this notice. _____ (insert name of deceased) was elected (or selected) to the office of _____ as a candidate of the _____ Party.

I am reasonably satisfied that this certification of death is true and, therefore, it is my sad duty, pursuant to IC 5-8-6-6, to provide you with this Notice of Death so that you, as _____ Chairman of the _____ Party, may proceed to fill the vacancy in the office of _____ pursuant to statute.

Sincerely,

(name)
(office)

Sample Checklist for Public Test in Counties

Using Electronic (DRE) Voting Systems

STEP 1: Prepare for the Public Test

- Create ballot “test deck” of pre-audited ballots for use during the public test, which must include:
 - A vote for straight party voting, for each candidate (including write-in candidates) and each public question on the ballot in the precinct;
 - At least one (1) ballot for each office that has an overvote to confirm the machine will reject an overvoted ballot.
- Perform “logic and accuracy” testing using the “test deck” before the public test to ensure the systems are capturing vote totals correctly on the individual machines and the main tabulation hub.
 - Not a legal requirement, though most, if not all, vendors incorporate pre-testing to ensure coding was managed correctly.
- Identify location for public test that will accommodate the county election board, members of the public, media, and staff and has access to electricity, election management tabulation software, and any other equipment required to successfully support the public test.

STEP 2: Publish Legal Notice of Public Test

- Notice must include date, time, and location of the public test.
- Must be published at least 48-hours in accordance with IC 5-3-1-4, which includes newspaper publication (see appendix for statutory language).

STEP 3: Conduct the Public Test Not Later Than 29-Days Before Election

- Testing may occur before the statutory deadline, if legal notice is published at least 48-hours before the test.
- Sample Testing Checklist:
 - Review list of randomly selected machines sent from VSTOP. (IC 3-11-14.5-1)
 - Ensure that machines from at least three different precincts are tested. Three is the minimum legal requirement; counties are permitted to test more than three precincts
 - Visually inspect *each* voting system unit to be used at the precinct on Election Day and ballot label (the screen) for correct settings, proper functions, and accurate ballot information.
 - Print a “zero” tape to ensure no ballots have been recorded on the machine.
 - Use the “test deck” to enter the combination of straight party, candidate, and public question selections on each ballot, making sure to attempt an overvote to ensure the system will not permit an overvoted ballot.
 - Test the functionality of the system components used by a voter with disabilities to independently and privately cast a ballot.
 - Print a “totals” tape.
 - Remove the voting system’s ballot storage media, and “upload” to the county’s computer designated for the tabulation of election results.
 - Print an “election results” report.

- Compare results on the individual machine's "totals" tape to the results printed from the "election results" report to the totals the county calculated from its pre-audited "test deck."
 - If an error is detected, determine the cause and correct the error.
 - Repeat the test process then or at a later date (after recess, not adjournment of meeting) to have the errorless count. If the error cannot be corrected, and errorless count documented, then that voting system may not be used in the election.
- Seal voting system after test of the unit is successfully completed, making sure the unit was reset to zero for use on Election Day or during absentee voting.
- Seal and retain all testing material and records used in the public test in the same manner as voted ballots.

STEP 4: File signed copy of the IEC-10 Certification of Test of Election Voting Systems with the Indiana Election Division not later than seven (7) days after the public test is completed.

Sample Checklist for Public Test in Counties

Using Optical Scan Voting Systems

STEP 1: Prepare for the Public Test

- Create ballot “test deck” of pre-audited ballots for use during the public test, which must include:
 - A vote for straight party voting, for each candidate (including write-ins) and each public question on the ballot in the precinct;
 - At least one (1) ballot for each office that has an overvote to confirm the machine will reject an overvoted ballot.
- Perform “logic and accuracy” testing using the “test deck” before the public test to ensure the systems are capturing vote totals correctly on the individual machines and the main tabulation hub.
 - Not a legal requirement, though most, if not all, vendors incorporate pre-testing to ensure coding was managed correctly.
- Identify location for public test that will accommodate the county election board, members of the public, media, and staff and has access to electricity, election management tabulation software, and any other equipment required to successfully support the public test.

STEP 2: Publish Legal Notice of Public Test

- Notice must include date, time, and location of the public test.
- Must be published at least 48-hours in accordance with IC 5-3-1-4, which includes newspaper publication (see appendix for statutory language).

STEP 3: Conduct the Public Test No Later Than 29-Days Before Election

- Testing may occur before the statutory deadline, if legal notice is published at least 48-hours before the test.
- Sample Testing Checklist:
 - Review list of randomly selected machines sent from VSTOP.
 - Ensure that at least five percent (5%) machines are randomly selected. (IC 3-11-13-22)
 - Visually inspect each voting system unit to be used at the precinct on Election Day for correct settings and proper functions.
 - Print a “zero” tape to ensure no ballots have been recorded on the machine.
 - Use the “test deck” to enter the combination of candidate and public question selections on each ballot, making sure to attempt an overvote to ensure the system will not permit an overvoted ballot.
 - Test the functionality of the system components used by a voter with disabilities to independently and privately cast a ballot.
 - Print a “totals” tape.
 - Remove the voting system’s ballot storage media, and “upload” to the county’s computer designated for the tabulation of election results.
 - Print an “election results” report.

- Compare results on the individual machine's "totals" tape to the results printed from the "election results" report to the totals the county calculated from its pre-audited "test deck."
 - If an error is detected, determine the cause and correct the error.
 - Repeat the test process then or at a later date (after recess, not adjournment of meeting) to have the errorless count. If the error cannot be corrected, and errorless count documented, then that voting system may not be used in the election.
- Seal voting system after test of the unit is successfully completed, making sure the unit was reset to zero for use on Election Day or during absentee voting.
- Seal and retain all testing material and records used in the public test in the same manner as voted ballots.

STEP 4: File signed copy of the IEC-9 Certification of Test of Election Voting Systems with the Indiana Election Division no later than seven (7) days after the public test is completed.

Absentee Central Count Toolkit

Sample Resolution To Count Absentee Ballots After 6:00 A.M. On Election Day

NOTE: This resolution may only be adopted by a county election board in a county that has adopted electronic poll books for in-person absentee (early) voting and for voting on Election Day or a county that has adopted a vote center plan.

_____ COUNTY ELECTION RESOLUTION ORDER NO. _____

RESOLUTION TO COUNT ABSENTEE BALLOTS AT ANYTIME AFTER 6:00 a.m. ON ELECTION DAY

Recitals

Whereas, IC 3-11.5-4-11(e) permits the _____ County Election Board to pass a resolution, by unanimous vote of all of its members, to begin counting absentee ballots any time after 6:00 a.m. on Election Day provided that the following occur:

- 1) Electronic poll books have been updated to reflect receipt of the absentee ballots not later than 12:01 a.m. on election day; and
- 2) The absentee ballots are processed by the absentee ballot counters prior to counting.

RESOLUTION

IT IS THEREFORE RESOLVED, by unanimous vote of the entire membership of the _____ County Election Board, as follows:

- 1) Electronic poll books shall be updated to reflect receipt of absentee ballots no later than 12:01 a.m. on Election Day; and
- 2) That the absentee ballot counters shall process absentee ballots as required by IC 3-11.5-4-12.

IT IS THEREFORE FURTHER RESOLVED that assuming the tasks described in paragraphs 1 and 2 above have been completed, the absentee ballot counters may begin counting absentee ballots any time after 6:00 a.m. on Election Day.

This Resolution may not be repealed or amended except by the unanimous vote of all the members of the _____ County Election Board as provided in IC 3-11.5-4-11(f).

Adopted this _____ day of _____, 20__.

Democratic County Election Board Member

Republican County Election Board Member

Circuit Court Clerk as Secretary of the County Election Board

Sample Resolution For Expedited Review By Absentee Ballot Counters of Absentee Ballots Cast In-Person

_____ COUNTY ELECTION RESOLUTION ORDER NO. _____

RESOLUTION FOR EXPEDITED REVIEW BY ABSENTEE BALLOT COUNTERS OF ABSENTEE BALLOTS CAST IN-PERSON

Recitals

Whereas, IC 3-11.5-4-12(f) permits the _____ County Election Board to pass a resolution, by unanimous vote of all of its members, to expedite review by absentee ballot counters for absentee ballots cast in-person.

RESOLUTION

IT IS THEREFORE RESOLVED, by unanimous vote of the entire membership of the _____ County Election Board, as follows:

- 1) This resolution applies to absentee ballots cast in-person before Election Day at the clerk's office under IC 3-11-10-26, satellite absentee office under IC 3-11-10-26.3, or before an absentee travel board under IC 3-11-10-25.
- 2) That the absentee ballot counters may but are not required to make the following findings under IC 3-11.5-4-12 with respect to the absentee ballots described in paragraph 1 above:
 - a. That the signature on the absentee ballot envelope corresponds to the voter's signature on the voter's absentee ballot application (or voter's registration record when no application is used); and
 - b. That the absentee voter is a qualified voter of the precinct.

The county election board shall still perform the review and comparison of the absentee voter's signature on the ballot security envelope and absentee ballot application (or voter registration record when no application is used) by the county election board under IC 3-11.5-4-4 and IC 3-11.5-4-5 as required.

This Resolution may not be repealed or amended except by the unanimous vote of all the members of the _____ County Election Board as provided in IC 3-11.5-4-12(g).

Adopted this ____ day of _____, 20__.

_____	Democratic County Election Board Member
_____	Republican County Election Board Member
_____	Circuit Court Clerk as Secretary of the County Election Board

Pre-Election Absentee Ballot Container Cover Sheet

Precinct: _____

Date of Election: _____

This bag (or container) contains absentee ballots for _____ precinct for the _____
(primary or general) election and must be opened only on Election Day under IC 3-11.5.

Signed: _____

Circuit Court Clerk

_____ County

Statutory Citation: IC 3-11.5-4-5

Certification of First List of ABS to Poll Workers (only used by paper poll book counties)

Precinct: _____

Date of Election: _____

Certification of Absentee Voters

First List

(Provided to Inspector with Pollbook)

I certify that the below (or attached) list contains the names of absentee voters for Precinct _____ who were sent and returned an absentee ballot to the county election board.

So certified this _____ day of _____, 20____.

Circuit Court Clerk

County

Certification of Poll Clerks that Absentee Ballot List Was Processed

The poll clerks hereby certify that the Inspector has marked the pollbook to indicate that the absentee ballots of the voters contained on this list (or "attached list") have been received by the county election board.

ATTEST:

Democratic Poll Clerk

Republican Poll Clerk

Date: _____

Statutory Citation: IC 3-11.5-4-1; IC 3-11.5-4-9

Certification of Supplemental List of ABS to Poll Workers (only used by paper poll book counties)

Precinct: _____
Date of Election: _____

Certification of Absentee Voters

Supplemental List
(Provided on Election Day)

We certify that the below (or attached) list contains the names of absentee voters for Precinct _____ who were sent and returned an absentee ballot to the county election board.

So certified this _____ day of _____, 20____.

County Election Board Member

County Election Board Member

County Election Board Member

Certification of Poll Clerks that Absentee Ballot List Was Processed

The poll clerks hereby certify that the Inspector has marked the pollbook to indicate that the absentee ballots of the voters contained on this list (or "attached list") have been received by the county election board.

ATTEST:

Democratic Poll Clerk
Date: _____

Republican Poll Clerk

Statutory Citation: IC 3-11.5-4-8; IC 3-11.5-4-9

Sample ABS Courier Return Envelope (only used by paper poll book counties)

ABSENTEE BALLOT COURIERS RETURN ENVELOPE

Precinct _____

Date of Election: _____

THIS ENVELOPE CONTAINS THE FOLLOWING:

- (1) A list certified by the Circuit Court Clerk, and processed by the Inspector, of absentee voters who were provided and returned an absentee ballot to the county election board.
- (2) Any supplemental list certified by the county election board, and processed by the Inspector, of absentee voters who were provided and returned an absentee ballot to the county election board.
- (3) Any affidavit of challenge executed by a qualified person under I.C. 3-11.5-4-16 related to an absentee ballot.
- (4) The above items were deposited in this envelope in the presence of both Poll Clerks and sealed by Inspector.

CERTIFICATION OF INSPECTOR AND POLL CLERKS:

The Inspector or Poll Clerks certify that they have complied with the requirement of marking the names of absentee voters contained on the enclosed lists in the pollbook.

ATTEST:

Inspector

Democratic Poll Clerk

Republican Poll Clerk

CERTIFICATION OF ABSENTEE BALLOT COURIERS

The absentee ballot counters certify that they have not opened or tampered with the envelope since the envelope was delivered to them by the Inspector.

ATTEST:

Absentee Ballot Courier

Absentee Ballot Courier

Statutory Citations: IC 3-11.5-4-1; IC 3-11.5-4-8; IC 3-11.5-4-9

Sample ABS Counter Rejected ABS Ballot Envelope

ABSENTEE BALLOT COUNTERS REJECTED ABSENTEE BALLOTS

Precinct _____

Date of Election: _____

TO THE ABSENTEE BALLOT COUNTERS: Enclose in this envelope all rejected absentee ballots, fill out the space below regarding the number or rejected ballots, sign and place this envelope in the container for all the absentee materials for the precinct when you have finished counting the absentee ballots in this precinct.

This envelope contains _____ rejected absentee ballots

ATTEST:

Democratic
Absentee Ballot Counter

Republican
Absentee Ballot Counter

Statutory Citations: IC 3-11.5-4-14(b)

Sample ABS Counters Accepted ABS Ballot Envelope

ABSENTEE BALLOT COUNTERS ACCEPTED ABSENTEE BALLOTS

Precinct _____

Date of Election: _____

TO THE ABSENTEE BALLOT COUNTERS: For all absentee ballots accepted by the absentee ballot counters open the envelope containing the ballot and place all accepted ballots with their separated envelopes in this envelope before counting. Fill out the space below regarding the number of accepted ballots and, after you are finished counting all the absentee ballots in the precinct, place this envelope in the container for all the absentee materials for the precinct.

This envelope contains _____ accepted absentee ballots

ATTEST:

Democratic
Absentee Ballot Counter

Republican
Absentee Ballot Counter

Statutory Citations: IC 3-11.5-4-12

Sample Oath of ABS Ballot Counters

Precinct: _____

Date of Election: _____

Oath of Absentee Ballot Counters

I do solemnly swear or affirm under the penalties of perjury the following:

- 1) that the ballots and papers for the above-named precinct have been placed into and sealed the bag (or container) for the precinct;
- 2) that I did not permit any person to open the envelope or bag or to otherwise touch or tamper with the ballots for the precinct; and
- 3) that I had no knowledge of any other person opening the envelope or bag for the precinct.

Signature of Democratic Absentee Ballot Counter

Signature of Republican Absentee Ballot Counter

Statutory Citation: IC 3-11.5-6-22

Title 5, Article 3. Publication of Notices

IC 5-3-1-4 Notices by political subdivisions and school corporations; requirements; notice in multiple counties; supplementary notices

(a) Whenever officers of a political subdivision are required to publish a notice affecting the political subdivision, they shall publish the notice in two (2) newspapers published in the political subdivision.

(b) This subsection applies to notices published by county officers. If there is only one (1) newspaper published in the county, then publication in that newspaper alone is sufficient.

(c) This subsection applies to notices published by city, town, or school corporation officers. If there is only one (1) newspaper published in the municipality or school corporation, then publication in that newspaper alone is sufficient. If no newspaper is published in the municipality or school corporation, then publication of the notice shall be made in one (1) of the following:

(1) A locality newspaper that circulates within the municipality or school corporation.

(2) A newspaper published in the county in which the municipality or school corporation is located and that circulates within the municipality or school corporation.

(d) This subsection applies to notices published by officers of political subdivisions not covered by subsection (a) or (b). If there is only one (1) newspaper published in the political subdivision, then the notice shall be published in that newspaper. If no newspaper is published in the political subdivision, then publication of the notice shall be made in one (1) of the following:

(1) A locality newspaper that circulates within the municipality or school corporation.

(2) A newspaper published in the county and that circulates within the political subdivision.

(e) This subsection applies to a political subdivision, including a city, town, or school corporation. Notwithstanding any other law, if a political subdivision has territory in more than one (1) county, public notices that are required by law or ordered to be published must be given as follows:

(1) By publication in two (2) newspapers published within the boundaries of the political subdivision.

(2) If only one (1) newspaper is published within the boundaries of the political subdivision, by publication of the notice in that newspaper and in one (1) of the following:

(A) A locality newspaper that circulates within the political subdivision.

(B) In another newspaper:

(i) published in any county in which the political subdivision extends; and

(ii) that has a general circulation in the political subdivision.

(3) If no newspaper is published within the boundaries of the political subdivision, by publishing the notice in two (2) publications, consisting of either or both of the following:

(A) A locality newspaper that circulates within the political subdivision.

(B) A newspaper that:

(i) is published in any counties into which the political subdivision extends; and

(ii) has a general circulation in the political subdivision.

(4) If only one (1) newspaper is published in any of the counties into which the political subdivision extends, by publication of the notice in one (1) of the following:

(A) A locality newspaper that circulates within the political subdivision.

(B) The newspaper published in the county if the newspaper circulates within the political subdivision.

(f) A political subdivision may, in its discretion, publish public notices in a qualified publication or additional newspapers or locality newspapers to provide supplementary notification to the public. The cost of publishing supplementary notification is a proper expenditure of the political subdivision.

TELEPHONE LIST

STATE AGENCIES:

INDIANA ELECTION DIVISION

Direct (317) 232-3939

Toll Free (800) 622-4941

INDIANA SECRETARY OF STATE

General Information (317) 232-6531

INDIANA DEMOCRATIC STATE CENTRAL COMMITTEE

Direct (317) 231-7100

INDIANA LIBERTARIAN STATE PARTY

Direct (317) 920-1994

INDIANA REPUBLICAN STATE CENTRAL COMMITTEE

Direct (317) 635-7561

Fax (317) 632-8510

FEDERAL AGENCIES:

U.S. ELECTION ASSISTANCE COMMISSION

Direct (301) 563-3919; Toll Free (866) 747-1471

Department of Justice, Civil Rights Division: (202) 307-2767; (800) 253-3931

Department of Justice, Public Integrity Section, Election Crimes Branch:
(202) 514-1412

Department of Defense, Federal Voting Assistance Program:

Toll Free (800) 438-8683

Federal Election Commission: (202) 694-1100; Toll Free (800) 424-9530

Federal Communications Commission: (202) 418-2120 or (888) 225-5322

COUNTY ELECTION BOARD MEMBERS:

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

PHONE: _____ PHONE: _____