



# Election Division Dispatch

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## NEWS & UPDATES

### Absentee Ballot Ready Date

All counties must mail (or email/fax, if applicable) absentee ballots to voters with approved absentee applications, including ABS-VPD and the FPCA, not later than Saturday, September 24, 2022, or 45-days before the date of the election. This date - 9/24/22 - is the default "issued" date in SVRS. However, many counties will begin sending absentee ballots ahead of the 45-day deadline. Please submit a County Authorization Form (CAF) through SVRS to request an earlier ballot ready date, if your county intends to send ballots out early. The "issued" date is an important record to maintain in SVRS and an accurate ballot ready date will ensure the system maintains the precise date the ballot was sent to the voter. Don't forget that once this first batch of absentee ballots is sent to voters, an absentee ballot must be sent the same date the application is reviewed and approved.

### VSTOP Public Test Lists

By August 26, 2022, VSTOP is to provide counties with a list of voting systems to pull for the public test of voting systems. **Please be certain your equipment list is up to date in the VSTOP database!** If you need assistance, please contact [vstop@bsu.edu](mailto:vstop@bsu.edu). Counties will receive one list for opScan systems and, if applicable, one list for DRE systems or ballot marking devices. For each list, the county will need to test at least 5% of the machines on the list, starting at the top and skipping those machines that might be in the database but not pulled for this election.

### Paper Supply Chain Updates

Counties should be working closely with your vendors to ensure your inventory for ballot cards and other important paper-based election supplies can be met for the November election. **Ballot proofing will be critical in this election to limit ballot reprintings given the strain on the paper supply chain.** At a national conference, the co-directors heard from supply chain experts that the paper shortage will persist into 2023 and possibly 2024, so please be sure you continue working with vendors to identify and secure inventory needs for the next election cycles - even while prepping for the current election!

## AUGUST WEB TRAINING

**Aug 2 & 4** | GIS Module & Voter Misassignments  
**Aug 9 & 11** | Preparing for 2022 General Election  
**Aug 16 & 18** | ABS Overview & Cure Process  
**Aug 24 & 31** | August Build

*(Note: May/June/July Hotfix Training TBD) The 2022 Calendar posted to INSVRS County Portal. Dates/times subject to change.*

## CALENDAR

- August 1, 2022 (NOON):** Deadline for local public question to be certified to CEB
- August 1, 2022 (NOON):** Deadline for D, R, and L candidates in a "small" town (less than 3500 pop) to file CAN-16 & CAN-12, where no primary election was held
- August 10, 2022:** Deadline for counties to complete VLM work
- August 10, 2022:** First day a write-in candidate for school board can file the CAN-26/CAN-12
- August 11, 2022:** 90-day "freeze" period begins, which prohibits counties from moving a registration status to 'inactive'
- August 12, 2022 (NOON):** Deadline to file CAN-1 challenge against a write-in candidate (except a write-in candidate for school board)
- August 21, 2022:** Deadline to hold a "small" town convention to nominate candidates, if applicable
- August 23, 2022:** Deadline for counties to file VRG-21 (confirmation VLM activities were performed) with IED
- August 26, 2022 (NOON):** Deadline to file a CAN-1 challenge against a candidate filling a ballot vacancy, a Libertarian candidate, or a candidate filing a petition of nomination (except for school board)
- August 26, 2022 (NOON):** Deadline to file CAN-34 school board petition & CAN-12
- August 26, 2022 (NOON):** Deadline for IED to certify to counties the candidate list of federal, statewide, state legislative, judicial, and prosecuting attorney offices, as well as judicial retention questions and straight party devices
- August 26, 2022 (NOON):** Deadline for VSTOP to provide CEB with a randomized list of voting equipment to use at public test
- September 2, 2022 (NOON):** Deadline to file CAN-1 challenge in school board contests
- September 2, 2022:** Deadline for CEB to send written notice to county D/R chairs and school board superintendent to provide an opportunity to inspect ballot proofs
- September 5, 2022:** Labor Day (IED Closed)
- September 9, 2022 (NOON):** Deadline to determine the validity of most CAN-1 challenges
- September 13, 2022 (NOON):** Deadline to determine validity of a CAN-1 candidate challenge related to a "small" town that did not hold a primary election
- September 15, 2022 (NOON):** Deadline to determine validity of a CAN-1 challenge against a school board candidate
- September 19, 2022:** Deadline to receive ABS and provisional ballots (50-days before Election Day)
- September 19, 2022:** Deadline for CEB to provide notice to D/R county chairs regarding the number of ABS voter board members, ABS ballot counters, and couriers
- September 23, 2022 (NOON):** Deadline for D/R county chair to nominate ABS voter board, counters & couriers
- September 24, 2022:** Deadline to send ABS ballots to voters with approved ABS applications

# IN FOCUS: ABSENTEE VOTER BOARDS & ABS-Mail PRINTING DEADLINES

With the election just around the corner, county election officials are ramping up their absentee operations. Critical to its success are absentee voter boards.

Each county election board must notify the D/R county chair of the number of absentee voter boards needed to support absentee operations—mail, travel board, and in-person voting—not later than 50-days before the election, or September 19, 2022. (IC 3-11.5-4-23)

The D/R county chairs have until noon, 46-days before the election (Sept. 23) to file, in writing, their nominations for those absentee voter board positions. Of course, CEBs can request ABS voter boards more than 50-days out and county chairs can file nominations before their noon deadline, but these dates are the very latest to make the request or nominate board members.

Individuals serving as ABS voter board members must meet the qualifications under IC 3-11.5-4-22. 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 may NOT be an ABS voter board member, unless the opposed candidate is assigned to work on absentee ballots in precincts where their name does not appear on the ballot.

Family members (as defined in the statute) of an opposed candidate may not be an absentee voter board member, but

as above, can perform absentee work in precincts where the candidate's name does not appear on the ballot.

State law requires the CEB or the ABS voter board to review and approve all ABS applications. (IC 3-11-4-17.5) After the clerk's office enters the apps into the SVRS, the D/R appointed members of the CEB or the ABS voter board must affix their initials to the back of the ABS ballot. (IC 3-11-4-19)

ABS voter boards OR the CEB also perform the first absentee signature review, comparing the signature on the voter's ABS application against the ABS ballot security envelope. This work must be performed before Election Day and then the apps/ballots (sealed in the ballot envelope) are filed by precinct in a cabinet/office/receptacle with a bi-partisan lock. The D/R CEB member or their designee is to maintain custody of their key at all times and must make arrangements to be present to unlock the door/receptacle each day.

Early voting or in-person absentee voting is voting that occurs before an absentee voter board, much like traveling board. ABS voter boards are to be present during in-person absentee voting at the clerk's office or other satellite locations to perform work like approving applications, checking a voter's ID, or assisting voters with the voting equipment or ballot. Additionally, the absentee voter board must also sign the ABS-7 security envelope

after the voter seals their optical scan ballot card inside and signs the affidavit found on the ABS-7.

Traveling board is a specific function of the ABS voter board, where a bipartisan two-person team travels to a confined voter, or caregiver for the confined voter, to assist them with completing a ballot or to bring a DRE or ballot marking device unit to allow the voter to vote privately and independently. (The DRE or BMD resolution has to be approved by the CEB first; see IC 3-11-10-26.2)

**ABS Ballot Printing.** Not later than 60-days before the election, the clerk or the board of elections & registration in Lake, Porter, and Tippecanoe counties must estimate the number of absentee ballots needed for the election.

Those absentee ballots must be delivered not later than 50-days before the election. And not later than 5-days after receiving the printed ballots, counties must begin mailing ABS ballots to those voters with approved applications.

Using 50-days as the rule of thumb, counties receiving their ABS ballots on day 50 have until Saturday, September 24, 2022 (or 45-days before the election) to begin mailing ABS ballots. However, if your county receives ballots on day 55, then your deadline to begin mailing ballots is day 50 to comply with the "5-day" rule found in IC 3-11-4-18(c)). More information can be found in the blue *Election Administrator's Manual*.

## SAVE THE DATE!

The 2023 Election Administrator's Conference will be held December 12-14, 2022, at the Westin hotel in downtown Indianapolis.

Please share these dates with your staff and county election board members. NOTE: the clerk-elect is also able to attend the conference and be reimbursed for attending.

More details to come!

## EI-ISAC Membership

The Elections Infrastructure Information Sharing & Analysis Center (EI-ISAC®) is a community of dedicated election officials and cybersecurity professionals working side-by-side to ensure the integrity of elections among U.S. State, Local, Tribal, and Territorial (SLTT) governments. It is funded by the US Cybersecurity Infrastructure and Security Agency and the Center for Internet Security. Open to all SLTT government organizations that support US elections officials, membership is free and voluntary for eligible organizations. The co-directors strongly encourage every county to become an EI-ISAC member. More information, including the membership registration, can be found at <https://www.cisecurity.org/ei-isac>

## VR CORNER

### Federal Voter Assistance Program (FVAP)

#### Tool Kit

If you are looking for marketing materials specific to UOCAVA voters, the FVAP.gov website provides a number of fact sheets, posters, brochures, and infographics. Additionally, there are “toolkits” for social media which include shareable graphics and template short-form posts for social media (Facebook, Instagram, LinkedIn, Twitter, etc.), long-form post content for blogs, message boards or LinkedIn, and content for your newsletter or website.

These tools are available for you to download, print, localize, and share at <https://www.fvap.gov/info/outreach>

## DECLARED WRITE-IN CANDIDATES

As part of the candidate certification IED will send to each county not later than noon, August 26, 2022, a list of declared write-in candidates for federal, statewide, state legislative, and judicial offices, including prosecuting attorney.

**Write-in candidates are NEVER printed on the ballot!** Instead, the CEB must include a “write-in” space on the ballot for each office where a person has filed a CAN-3 form. The one exception is that a write-in line MUST be included for all federal offices (US Senate and US House), even if no declared write-in candidate filed.

A list of write-in candidates, which is to include those certified by IED to counties and those write-in candidates filed with the county, are to be provided to Election Day poll workers to assist with tallying write-in votes. However, the list of write-in candidates should NOT be posted inside the polling location.

As part of canvassing after the polls close, ballots or DRE vote total tapes are reviewed to determine if a write-in candidate’s vote is to be counted. IC 3-12-4-4 and IC 3-12-1-1.7 explains the procedures, which includes determining a voter’s intent and counting “write-in” votes for candidates printed on the ballot. For example, John Smith is a D candidate for dogcatcher and printed on the ballot. A voter writes-in John Smith on the write-in line. The write-in vote would be added to Mr. Smith’s vote total.

## QUESTIONS OF THE MONTH

### Q. Do the straight party instructions go to the right of the party devices on the ballot?

A. For optical scan balloting systems and DRE voting systems, the straight party instructions can go with the other instructions at the top OR between the public question (if applicable) and the straight party section of the ballot. For opScan and DREs these instructions MUST be printed on the ballot. Counties may NOT print and post it in the voting booth, for example. (IC 3-11-13-11 (I), IC 3-11-14-3.5(I)).

### Q. Do voter fail-safes apply to absentee voters?

A. Yes. Voter fail-safes apply to an absentee voter in the same way it would apply to an Election Day voter. The only difference is the VRG 4/12 would be filed at the same time as their ABS application or during in-person absentee voting before the voter signs an ePollbook.

### Q. Which county reviews the CAN-34 (school board candidate petition & consent), if the school corporation boundaries include more than one county?

A. The candidates will file their CAN-34 petitions in the county with the largest population within the election district AND the “larger” county will review all signatures on the petition, even for registered voters not in their county. This is an exception in state law that permits one county to certify signatures of voters in another county. (IC 3-8-2.5-5) The “larger” county will then certify the candidates for school board to the “smaller” county (or counties) ahead of the election.

### Q. Can a political party fill a ballot vacancy created when the CEB or IEC removes a candidate through the challenge (CAN-1) procedures?

A. Yes. State law was updated in 2021 to allow a ballot vacancy created when a challenged candidate is removed from the November ballot to be filled according to IC 3-13-1, generally. (Previously, the party could only fill a ballot vacancy created when no one ran in the primary election such as no one filing or a candidate removed through challenge but could not fill the ballot vacancy post-primary when a challenged candidate was removed.) See IC 3-13-1-7(b).

NOTE: An Independent candidate is not a member of a political party; therefore, a ballot vacancy created by a successful candidate challenge cannot be filled by another Independent.