



CUYAHOGA COUNTY
BOARD OF ELECTIONS

Jeff Hastings, Chairman

Anthony W. Perlatti, Director

Inajo Davis Chappell, Board Member

Anthony Kaloger, Deputy Director

Terence M. McCafferty, Board Member

Lisa M. Stickan, Board Member

MEETING AGENDA

December 14, 2022

9:30 a.m.

THE PLEDGE OF ALLEGIANCE

ADMINISTRATIVE

1. Approval of the minutes from the November 21, 2022, Board Meeting
2. Acknowledgment of municipal ward boundaries and corresponding precinct boundaries for: Bay Village, Berea, Brook Park, Fairview Park, Garfield Heights, and Parma

CANDIDATE & PETITION SERVICES

3. Acknowledgment of resignations from and appointments to elected office
4. Early In-Person Voting PEO Performance Report from the November 8, 2022, General Election

FISCAL

5. Approval of vouchers

HUMAN RESOURCES

6. Approval of the personnel agenda

NEW BUSINESS

- CCBOE Capital Improvements Update

PUBLIC COMMENT¹

EXECUTIVE SESSION

Discussion of personnel issues (to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official) and disputes involving the public body that are the subject of pending or imminent court action.

Video of this meeting can be viewed at <https://www.youtube.com/CuyahogaCountyBOE>

¹Please email mbejjani@cuyahogacounty.gov or dwhite1@cuyahogacounty.gov with your name and the nature of your comment so we can fully assist you.

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

2022 Board Meeting Schedule

December 2022

Wednesday, December 14th @ 9:30AM

December Board Meeting

Agenda Item

#1

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

**Board Meeting
11/21/2022**

Attending:

Jeff Hastings, Chairman
Inajo Davis Chappell, Board Member
Terence M. McCafferty, Board Member
Lisa M. Stickan, Board Member
Anthony Perlatti, Director
Tony Kaloger, Deputy Director

Mary Bejjani, Clerk to the Board
Skip White, Clerk to the Board

The Cuyahoga County Board of Elections Meeting began at 9:31 a.m. Hereinafter referred to as the CCBOE/Board.

Chairman Hastings noted that all Board Members were in attendance.

Agenda Item 1: Approval of the minutes from the November 3, 2022, Board Meeting

Chairman Hastings moved to approve the minutes from the November 3, 2022, Board Meeting. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 2: CCBOE Social Media Policy

Peter James, Election and Compliance Administrator, presented information from the board packet regarding the CCBOE Social Media Policy.

Chairman Hastings moved to adopt the CCBOE Social Media Policy as provided in the meeting materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 3: Determination of the validity of provisional ballots and authorization to count provisional ballots from the November 8, 2022, General Election

Betty Edwards, Registration Department Manager, presented the November 8, 2022, General Election Provisional report to the Board as provided in the meeting materials.

Chairman Hastings moved to approve the determination of the validity of provisional ballots and authorization to count provisional ballots from the November 8, 2022, General Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Narrative that is underlined in the CCBOE minutes relates to a motion that was acted on by the Board.

Agenda Item 4: Approval of voucher

Chairman Hastings moved to approve the voucher set forth in the board materials. Board Member Davis Chappell seconded the motion. The motion passed unanimously.

New Business

Director Perlatti stated the Vote-by-Mail and Provisional ballots would be tabulated over the coming week and the results would be included in the certification numbers. Currently, the unofficial results indicate there is one contest that could be an automatic recount. The contest is for Common Pleas Court Judge FTC 1/12/2023 between Judge Joan Synenberg and Brian Mooney. The county-wide recount will take approximately three weeks to complete, as the CCBOE will be scanning all the ballots, and the ballot was three pages in many municipalities. Board Member Davis Chappell asked if additional staff is necessary to complete the recount. Director Perlatti stated some additional staff would be utilized for the hand-count portion. However, the Ballot Department is down two scanners, and the vendor is working on obtaining the parts to repair these two scanners. The CCBOE has seven scanners, and five are working.

Board Member Davis Chappell asked for the status of the new voting equipment. Director Perlatti stated the CCBOE is in discussions with the CCBOE legal counsel, and legal documents will be exchanged with Clear Ballot to finalize the contract before the end of the year. County Council will then need to approve the purchase in January 2023. Chairman Hastings stated the timeline dates had been set forth in an e-mail to the Board, and there is a plan going forward. If the timelines are met the CCBOE will be able to implement the purchase for the May 3, 2023, Primary Election. If the timeline is not met decisions will need to be made on conducting one more election with the current equipment. Part of the decision will be based on if there will be a partial County election in May. However, if there is a state-wide issue on the ballot the May election will be county-wide.

Director Perlatti stated that Poll Worker paychecks were anticipated to be mailed on Friday, November 25, 2022. However, the County Payroll office had technical difficulties printing the correct addresses on the checks. The reprinted checks should be ready today for the CCBOE to pick up and mail.

It is anticipated that at the December Board Meeting, there will be recommended precinct changes for some municipalities. These precinct changes are based on ward changes that a municipality recommends to the CCBOE. Based on the 2020 Census data, municipal charters are required by statute to review the shifts in populations and adjust its ward boundaries. The CCBOE was not permitted to change the precinct boundaries in 2022 due to the multiple elections in 2022. The CCBOE is now working on these precinct changes based on a municipalities 2023 filing deadlines. Drafts of the precinct changes are shared with the municipality's city council, and any input or concerns will be addressed before the changes go before the CCBOE Board for approval. Any voters impacted by the precinct changes will be notified.

PUBLIC COMMENT

Reverend Pinkney Butts provided public comment regarding items on the agenda.

Charles Drake provided public comment regarding November 8, 2022, Election issues.

David Delgado provided public comment regarding COVID protocols at the voting locations.

EXECUTIVE SESSION

At 10:04 a.m., Board Member Davis Chappell moved to go into an executive session for the purpose of having a consultation with legal counsel related to potential litigation. Board Member Stickan seconded, a roll call was taken, and each Board Member voted in the affirmative.

At 10:52 a.m., after returning from the executive session, Chairman Hastings motioned to come out of the executive. Board Member Davis Chappell seconded, a roll call was taken, and each Board Member voted in the affirmative.

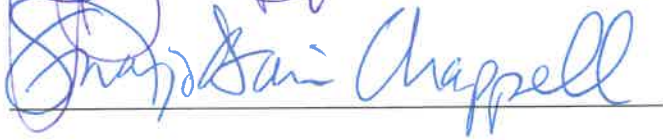
Chairman Hastings moved to recess the meeting at 10:52 a.m. Board Member Davis Chappell seconded. The motion passed unanimously.

Certification: I have reviewed the above minutes and certify that they are an accurate summary of the actions taken by the Cuyahoga County Board of Elections at its meeting held on November 21, 2022.

Jeff Hastings, Chairman



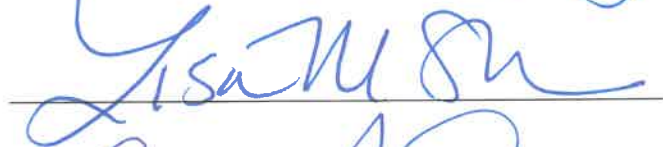
Inajo Davis Chappell, Board Member



Terence M. McCafferty, Board Member



Lisa M. Stickan, Board Member



Anthony Perlatti, Director



Agenda Item

#2

Ward and Precinct Boundary Modifications for Municipalities With February, March, or June 2023 Filing Deadlines

Overview

Following a decennial census, all cities (municipalities with a population of 5,000 or more) must review their ward boundaries and adjust, if necessary, to maintain population balance among the wards. Cities are to follow the conditions of [O.R.C 731.06](#) unless their charter contains provisions that differ from the Ohio Revised Code.

Each city council passes legislation to adjust ward boundaries, and this legislation (along with legal descriptions and a map) is sent to the CCBOE by the Clerk of Council.

Role of the CCBOE

The Board will acknowledge the ward boundary modifications as the CCBOE does not have a role in creating ward boundaries. Moving a ward boundary, however, automatically impacts the precinct structure within the impacted ward. Per [O.R.C. 3501.18](#), boards of elections are responsible for defining precinct boundaries. The key criteria when determining a precinct boundary are:

- Precincts cannot exceed 1,400 registered voters.
 - The CCBOE has an internal goal of trying to keep precincts to about 1,150 registered voters to allow for population shifts.
- Precincts do **not** cross over ward boundaries.
- Precincts are grouped together by census blocks.
 - The CCBOE attempts to define precinct boundaries in a manner to minimize the creation of a split precinct.

The CCBOE is currently focusing on Bay Village, Berea, Brook Park, Fairview Park, Garfield Heights, and Parma, since these cities have either a February, March, or June 2023 filing deadline. There will be another round of changes for some additional communities with an August 2023 filing deadline that will come before the Board.

Bay Village

- The following remain the **same** between the Current (Old) and Proposed (New) ward boundaries for Bay Village:
 - Precincts – 12
 - Precincts per ward – 3
 - Average voters per precinct – 1,034
- Voters impacted by ward/precinct changes – 963 of 12,404 (8%)
- Key points for each ward:
 - Ward 1
 - Precinct 1A is unchanged, while a portion of 1C is moving to Ward 2B.
 - Ward 2
 - Precinct 2B expands to incorporate a portion of 2A and Ward 1C.
 - Precinct 2C expands to incorporate a portion of Ward 3C.
 - Ward 3
 - Precinct 3B expands to incorporate a portion of Ward 4A.
 - Precinct 3C is larger overall, but a portion is moving to Ward 2C and another moving to Ward 4A.
 - Ward 4
 - A sizable portion of precinct 4A is moving to Ward 3B, while it does incorporate a small portion of Ward 3C.
 - Precincts 4B and 4C are unchanged.

Cuyahoga County Board of Elections

Current (Old) Ward Boundaries and Current Precincts with Voter totals

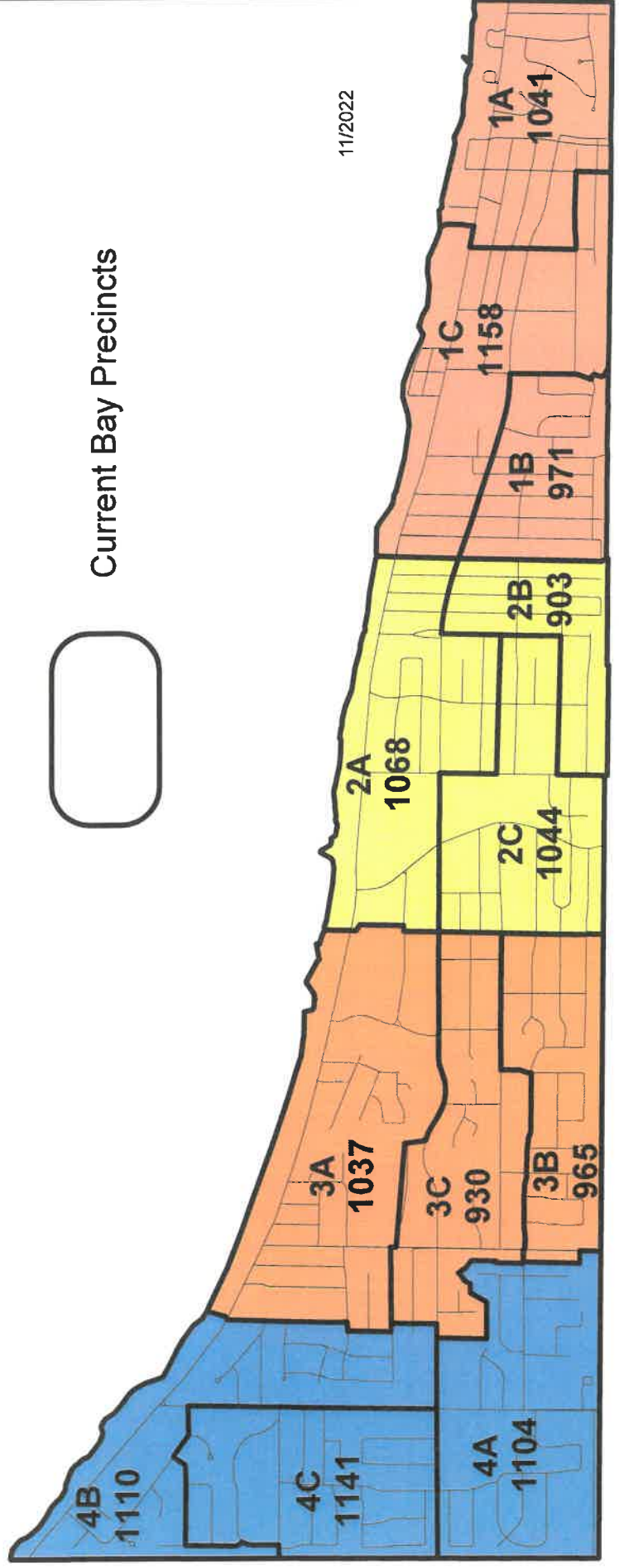
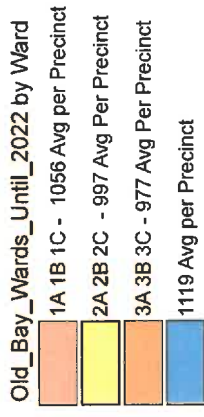
Current Precincts

City of Bay Village 12,404 voters

12 Voting Precincts - 3 per ward

1034 Avg. Voters per Precinct

1150 Voters/Pct. = Cuy baseline Goal



Cuyahoga County Board of Elections

New Ward Boundaries Per Ordinance 21-89 with Proposed Precincts and Voter Counts

Proposed Precincts

City of Bay Village 12,404 voters

12 Voting Precincts - 3 per ward

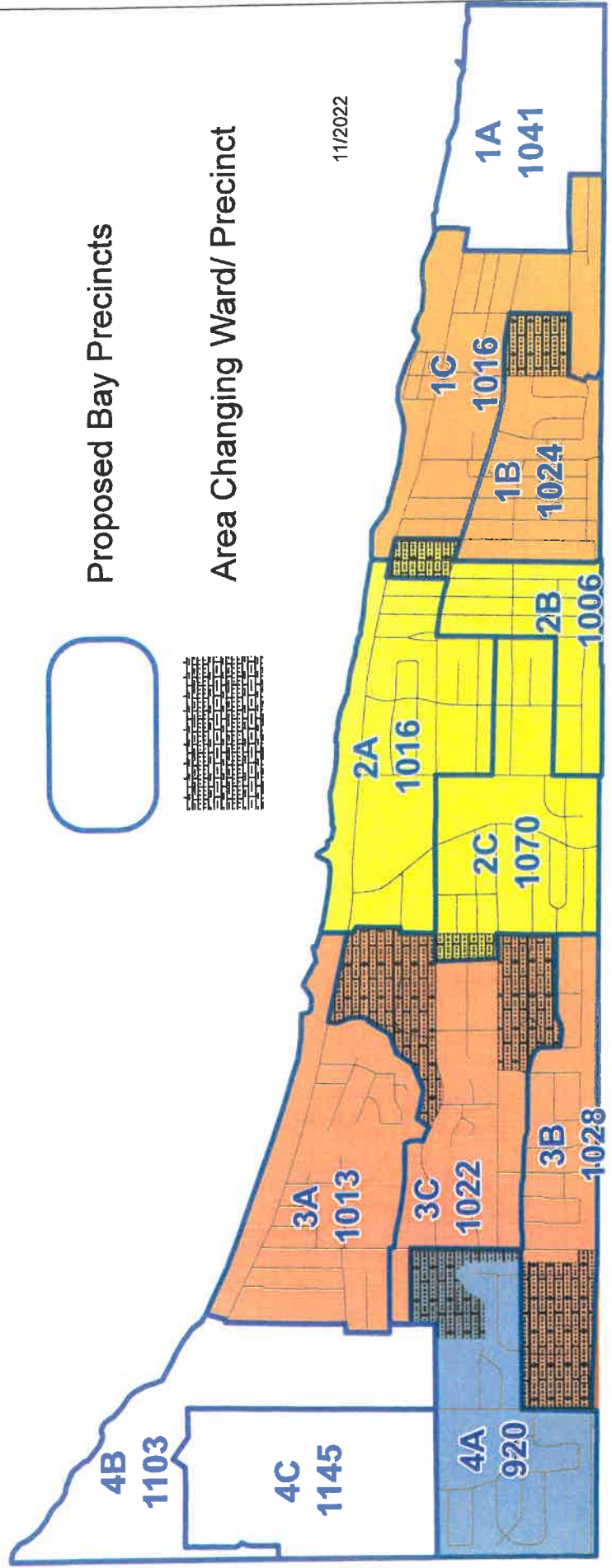
1034 Avg. Voters per Precinct

1150 Voters/Pct. = Cuy baseline Goal

New_Bay_Wards_Jan_01_2022 by Ward

1A 1B 1C - 1027 Avg per Precinct
2A 2B 2C - 1031 Avg per Precinct
3A 3B 3C - 1021 Avg per Precinct
4A 4B 4C - 1023 Avg per Precinct

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Berea

- The following **changes** from the Current (Old) to Proposed (New) ward boundaries for Berea include:
 - Precincts – Reduction from 13 to 11 precincts (1 fewer precinct in Wards 2 and 3)
 - Average voters per precinct – Increase from 960 to 1,134
- Voters impacted by ward/precinct changes – 5,776 of 12,477 (46%)
- Key points for each ward:
 - Ward 1
 - Precinct 1A expands to incorporate a portion of Ward 4A.
 - Precinct 1B is unchanged.
 - Ward 2
 - Precinct 2B now has a split -- 2B.02 -- which was previously split 2C.02. The split itself has the exact same boundaries.
 - Precinct split 2B.02 is the Olmsted Falls City School District, while the remainder of the split is Berea City School District.
 - Precinct 2C no longer exists, with portions moving to 2B, Ward 3A and 3B.
 - Ward 3
 - Precinct 3A is larger overall, but a small portion is moving to Ward 4A.
 - Precinct 3C no longer exists, as it is now part of a newly drawn Ward 5C.
 - Ward 4
 - Precinct 4A is larger overall, but a small portion is moving to Ward 1A.
 - Ward 5
 - The most notable change to Ward 5 is precinct 5C. It still exists, but its boundaries are significantly different. It now incorporates all of what was previously Ward 3C, as well as a portion of 5A.
 - Precinct 5A incorporates all of what was previously 5C, while a portion is part of the new 5C.
 - Precinct 5B is similar in size, adding a portion of Ward 3B while a portion is moving to the new 5C.

Cuyahoga County Board of Elections

Current Precincts

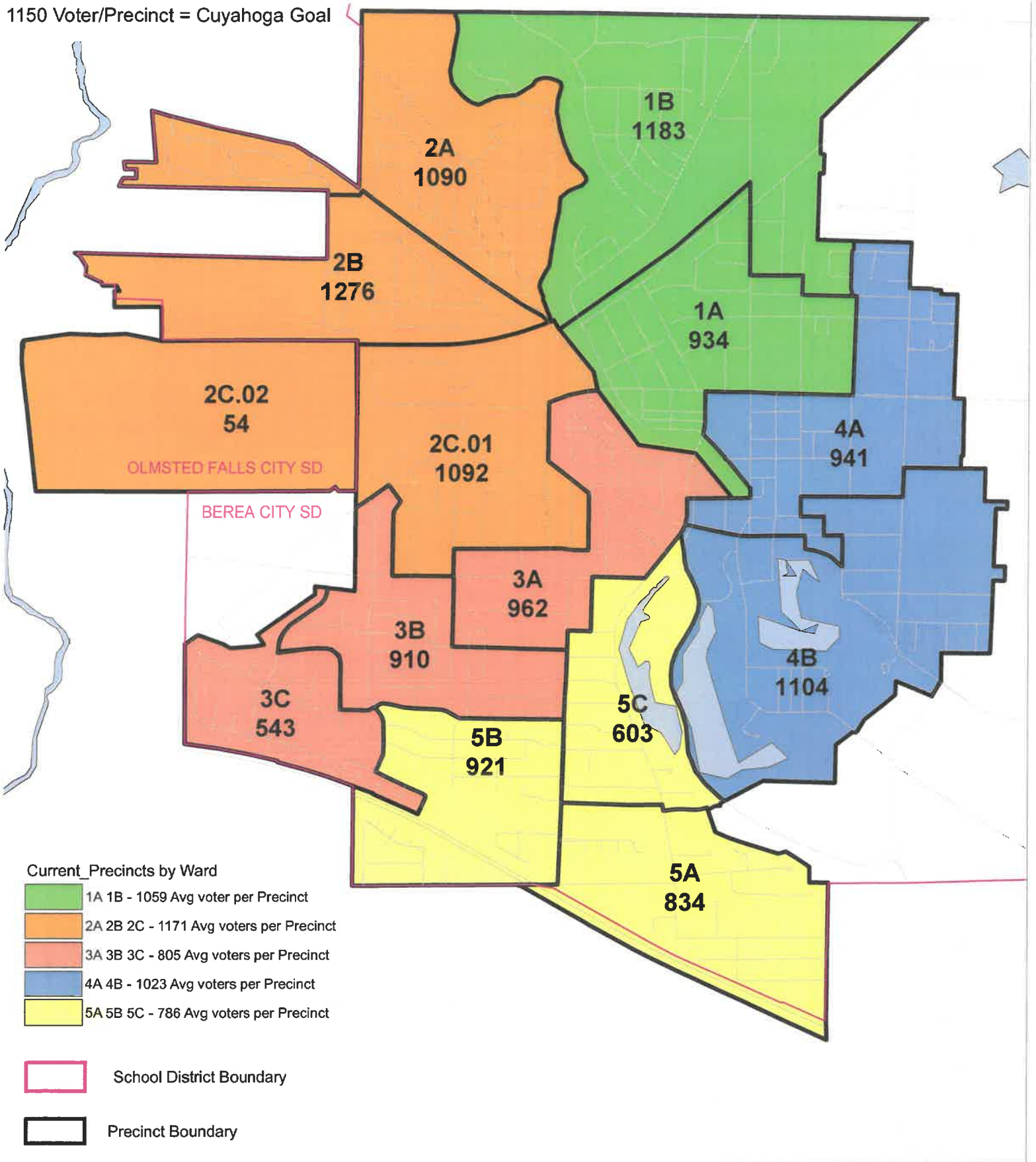
Current Ward Boundaries and Precincts with Voter totals

City of Berea 12,477 voters

13 Voting Precincts

960 Avg per Precinct

1150 Voter/Precinct = Cuyahoga Goal



Cuyahoga County Board of Elections

New Ward Boundaries Per Ord. 2022-59 and
Precincts with Voter totals

Proposed Precincts

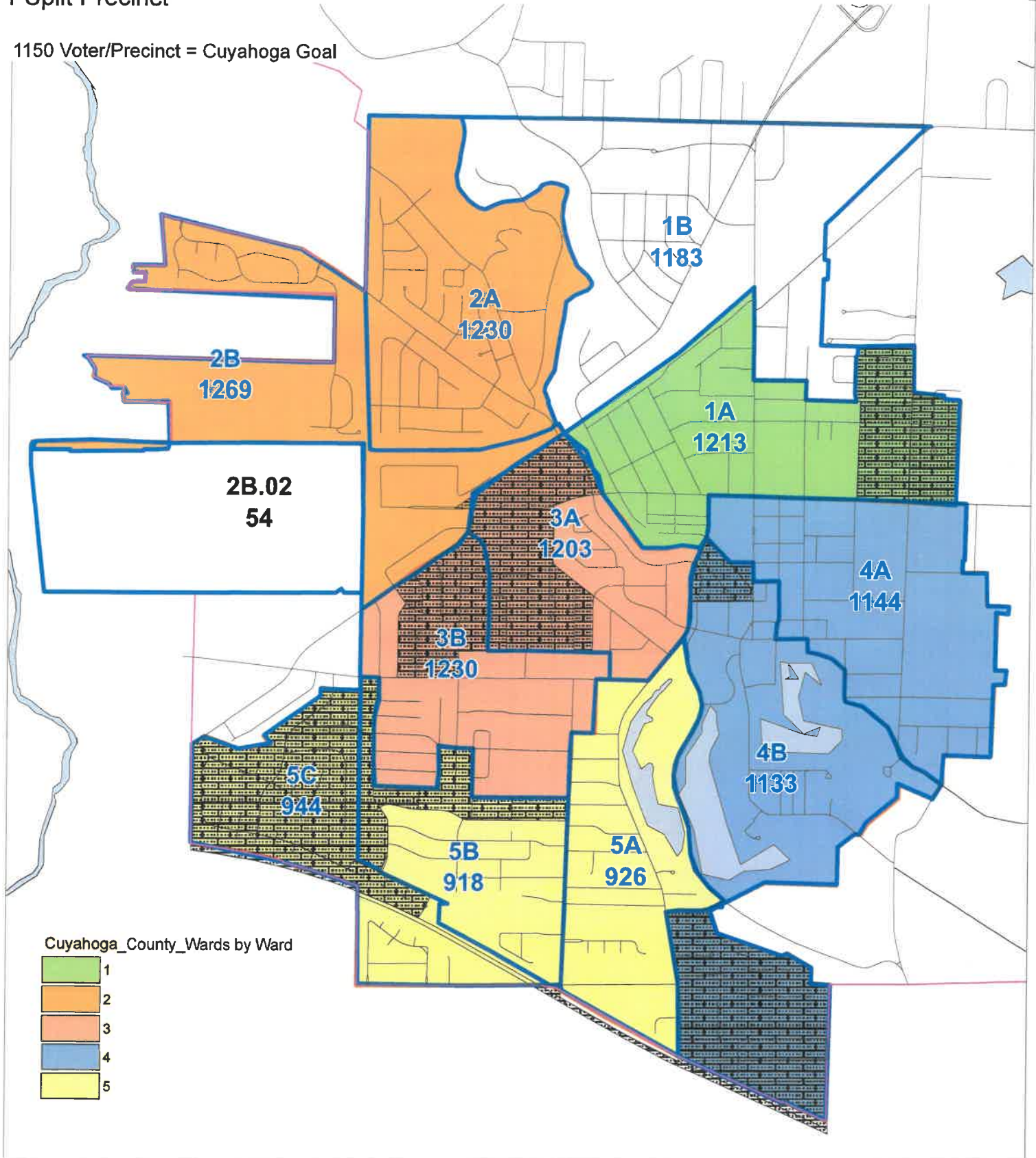
City of Berea 12,477 voters

11 Voting Precincts

1134 Avg per Precinct

1 Split Precinct

1150 Voter/Precinct = Cuyahoga Goal



Brook Park

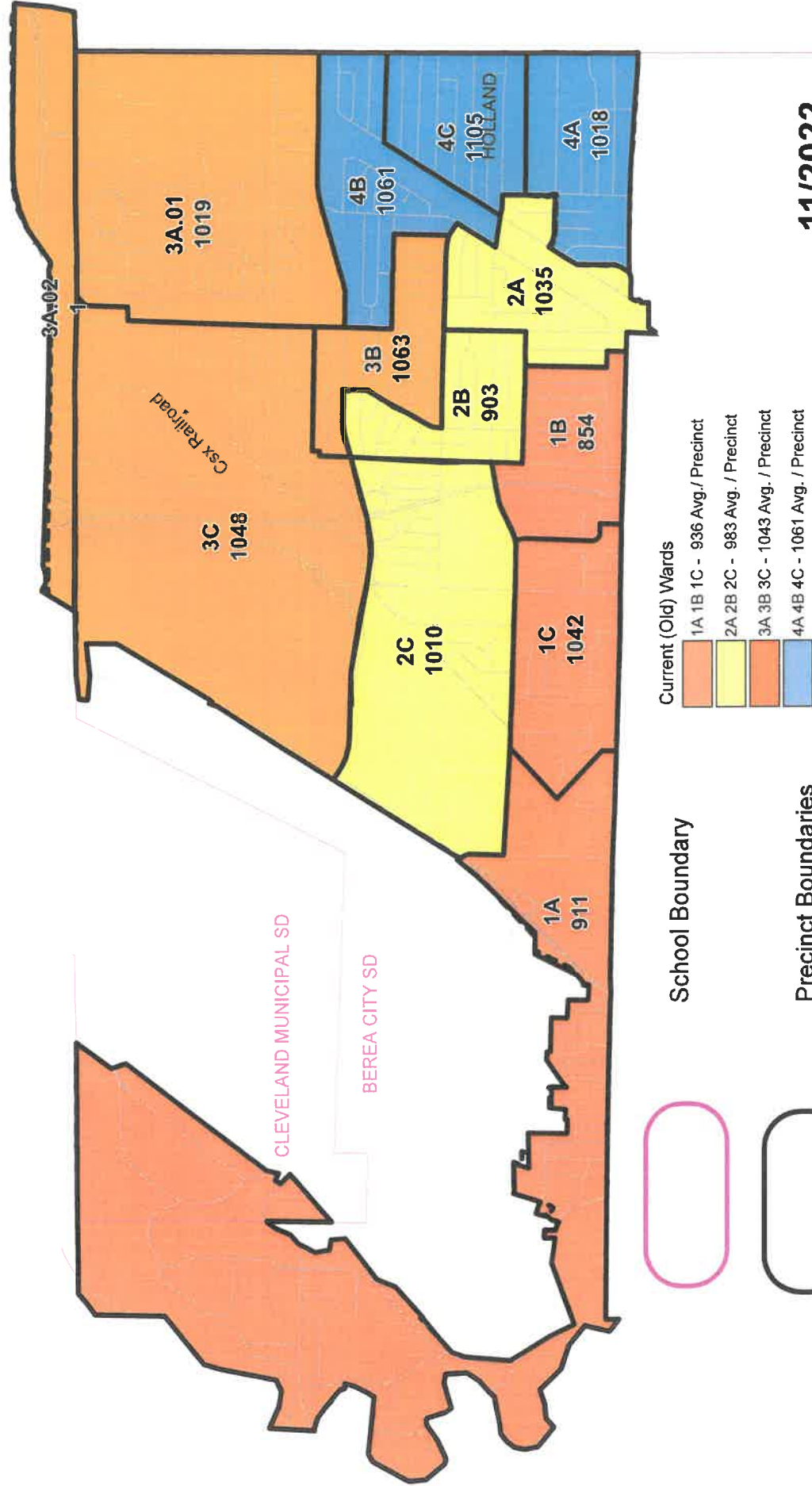
- The following remain the **same** between the Current (Old) and Proposed (New) ward boundaries for Brook Park:
 - Precincts – 12
 - Precincts per ward – 3
 - Average voters per precinct – 1,005
- Voters impacted by ward/precinct changes – 5,421 of 12,070 (43%)
- Key points for each ward:
 - Ward 1
 - Precinct 1A expands to incorporate a portion of Ward 2C.
 - Precinct 1B expands to incorporate a portion of 1C and Ward 2B, while a portion is moving to Ward 2A.
 - Precinct 1C is similar in size, adding a portion of Ward 2C while a portion is moving to the 1B.
 - Ward 2
 - Precinct 2A expands to incorporate a portion of Ward 1B, while portions are moving to Ward 4A and 4C.
 - Precinct 2B is larger, with its boundaries shifting to incorporate portions of 2C and Ward 3B.
 - Precinct 2C is smaller, with its boundaries shifting to incorporate portions of 2A and 2B.
 - Ward 3
 - Precinct 3A (.01 split) is larger, expanding to include portions of 3C, while a small portion moves to 3B.
 - Precinct split 3A.01 is the Berea City School District, while the remainder of the split is the Cleveland Municipal School District.
 - Precinct 3B is smaller, with portions moving to Ward 2B and 3C while incorporating portions of Ward 4B.
 - Precinct 3C is smaller, with portions moving to 3A, while incorporating a small portion of 3B.
 - Ward 4
 - Precinct 4A is slightly larger, incorporating a portion of Ward 2A.
 - Precinct 4B incorporates a portion of 4C while a portion moves to Ward 3B.
 - Precinct 4C incorporates a portion of Ward 2A.

Cuyahoga County Board of Elections

Current Precincts
 City of Brook Park 12070 Voters
 12 Voting Precincts - 3 per Ward
 1005 Avg. per Precinct
 1 School District Split

1150 Voters/Pct = Cuy baseline Goal

Current Ward Boundaries
 And Current Precincts
 with Voter Totals



11/2022

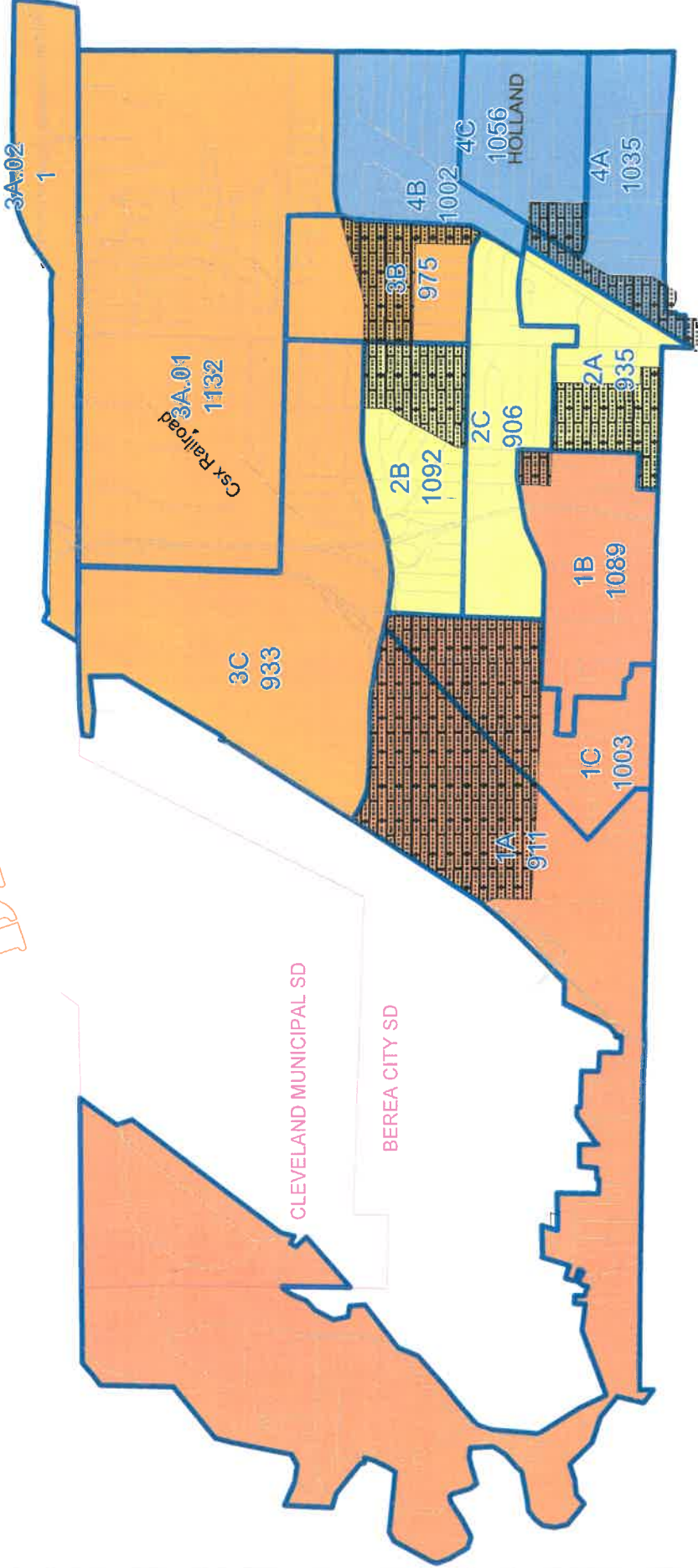
Cuyahoga County Board of Elections

Proposed Precincts
 City of Brook Park 12070 Voters
 12 Voting Precincts - 3 per Ward
 1005 Avg. per Precinct
 1 School District Split

1150 Voters/Pct = Cuy baseline Goal

New Ward Boundaries

DEBATE!



New Wards per Ord. 11295-2022

- 1A 1B 1C - 1001 Avg per Precinct
- 2A 2B 2C - 978 Avg per Precinct
- 3A 3B 3C - 721 Avg per Precinct
- 4A 4B 4C - 1031 Avg Per Precinct

School Boundary

Precinct Boundaries

Areas Changing Precinct

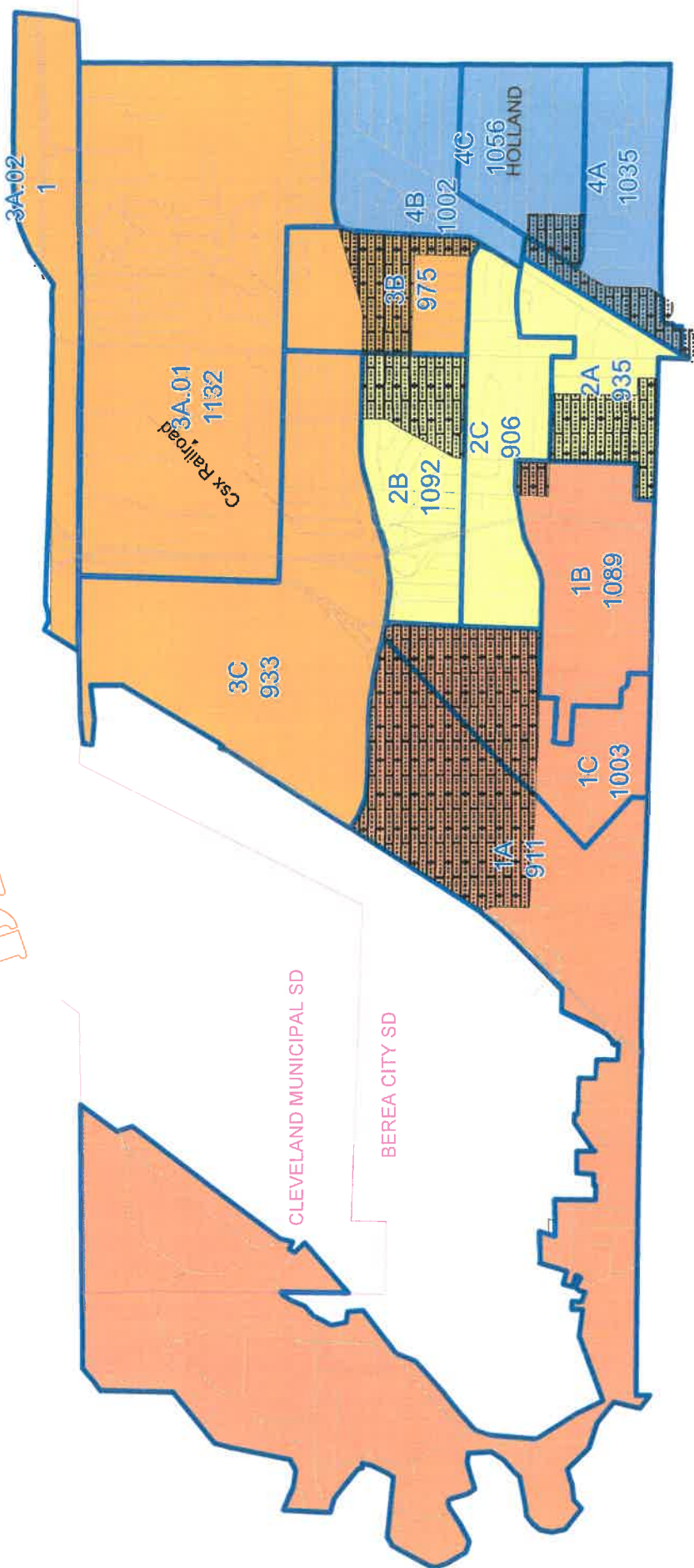
Cuyahoga County Board of Elections

Proposed Precincts
 City of Brook Park 12070 Voters
 12 Voting Precincts - 3 per Ward
 1005 Avg. per Precinct
 1 School District Split

1150 Voters/Pct = Cuy baseline Goal

New Ward Boundaries

DRAFT



New Wards per Ord. 11295-2022

- 1A 1B 1C - 1001 Avg per Precinct
- 2A 2B 2C - 978 Avg per Precinct
- 3A 3B 3C - 721 Avg per Precinct
- 4A 4B 4C - 1031 Avg Per Precinct

Areas Changing Precinct

School Boundary

Precinct Boundaries

Fairview Park

- The following **changes** from the Current (Old) to Proposed (New) ward boundaries for Berea include:
 - Precincts – Reduction from 13 to 12 precincts (1 less precinct in Ward 3)
 - Split precinct – Added to Ward 5B.
 - Average voters per precinct – Increase from 957 to 1,037
- Voters impacted by ward/precinct changes – 1,942 of 12,504 (16%)
- Key points for each ward:
 - Ward 1
 - Precincts 1A and 1B are unchanged.
 - Precinct 1C has an *exceedingly* small portion moved to Ward 3B.
 - Ward 2
 - All Ward 2 precincts are unchanged.
 - Ward 3
 - Precinct 3A expands to incorporate a sizable portion of old 3B.
 - Precinct 3B is significantly changed. A sizeable portion is moved to the new 3A, while all of old 3C is now part of 3B.
 - Ward 4
 - Precinct 4A is unchanged.
 - Precinct 4B is nearly the same, except it incorporates an exceedingly small portion of Ward 3A.
 - Ward 5
 - Precinct 5A expands to incorporate portions of Ward 3A and 3B.
 - The boundaries of precinct 5B are unchanged, however a split (5B.02) was added (the land previously was commercial but now an apartment building has been constructed).
 - Precinct split 5B.01 is the Fairview Park School District, while the remainder of the split is the Berea City School District.

Cuyahoga County Board of Elections

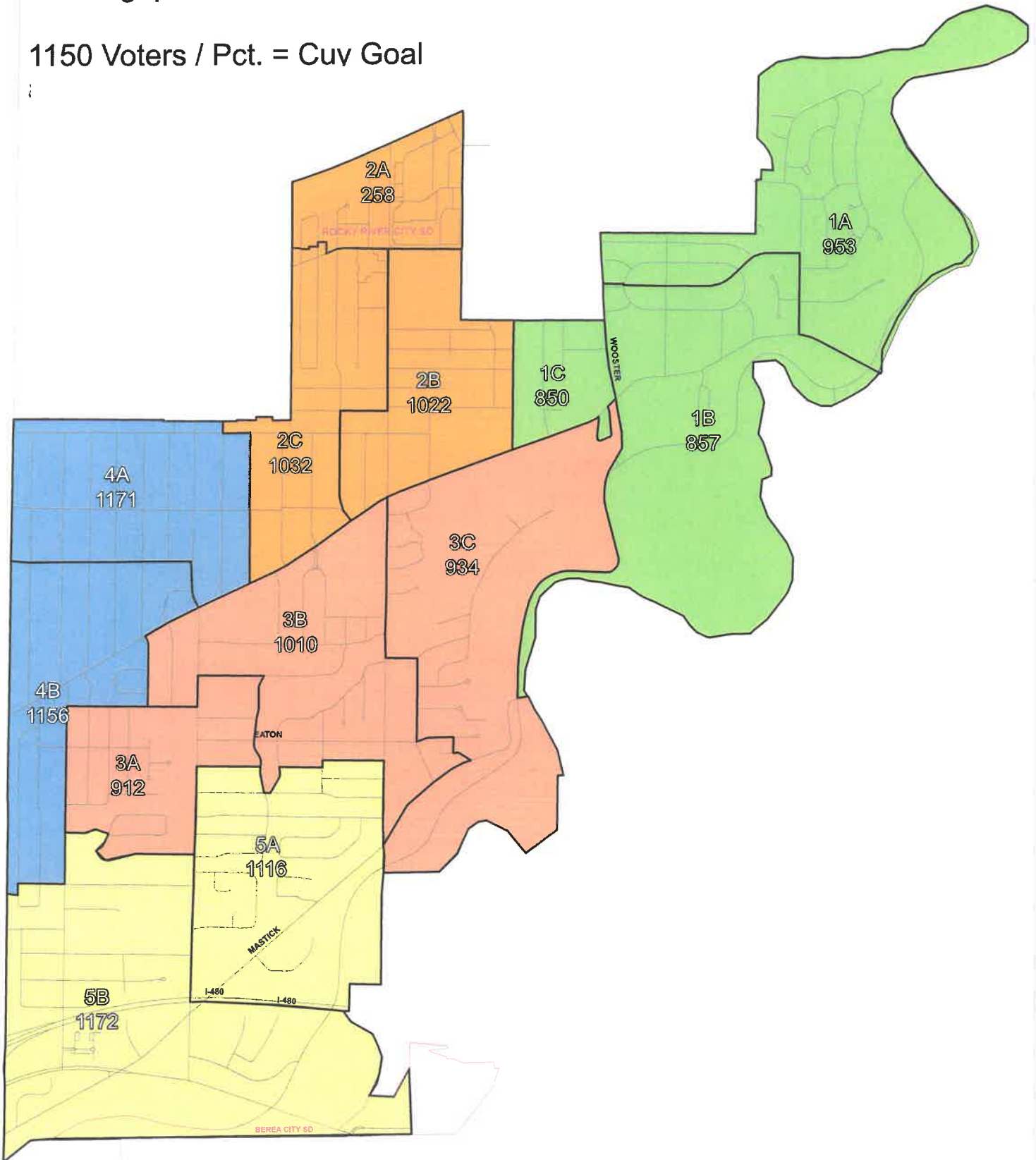
Current Precincts

City of Fairview Park 12443 Voters

13 Voting Precincts

957 Avg. per Precinct

1150 Voters / Pct. = Cuy Goal



New Precincts

City of Fairview Park 12,443 Voters

12 Voting Precincts

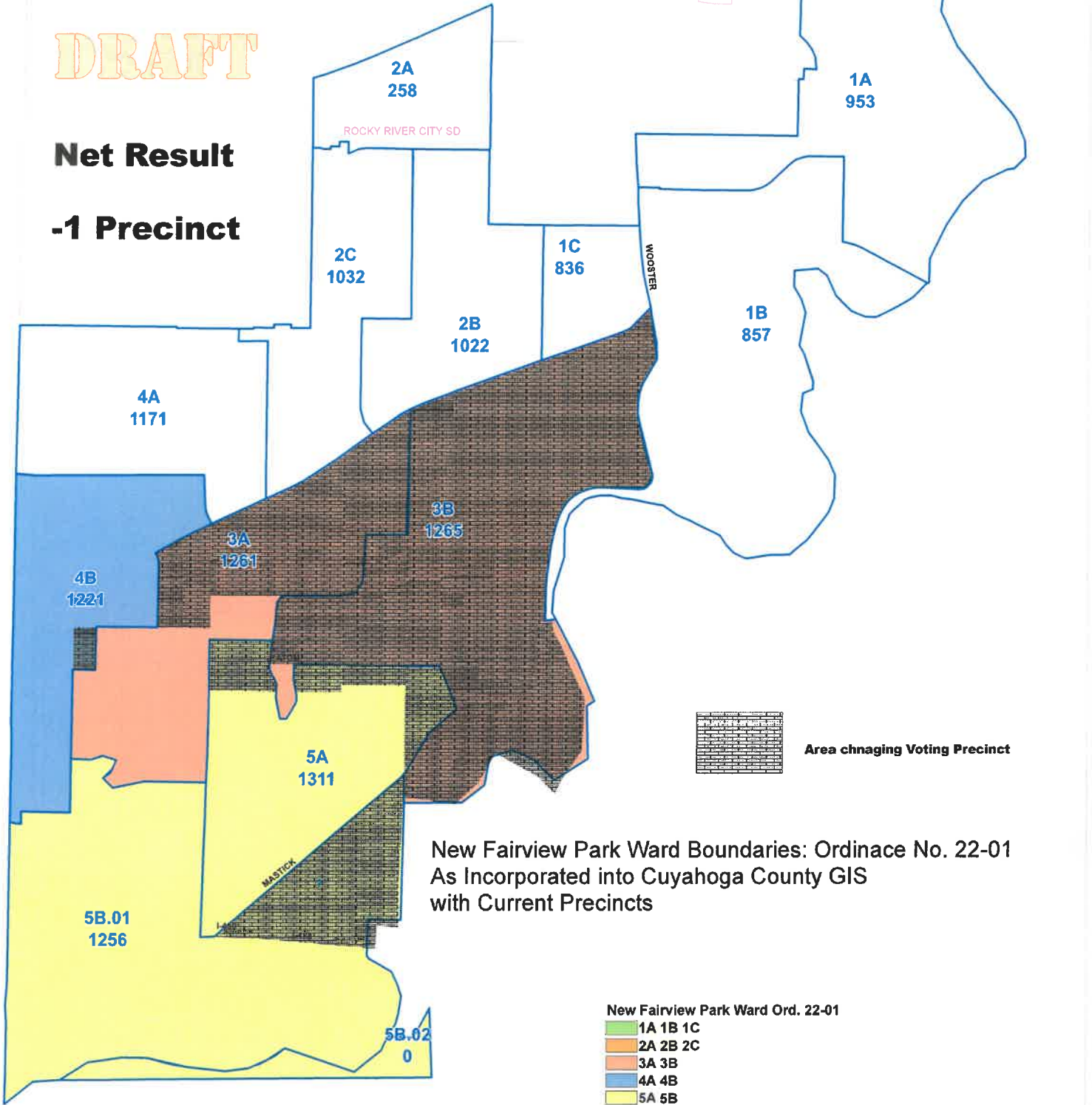
1037 Avg. per Precinct

1150 Voters / Pct. = Cuy Goal

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Net Result

-1 Precinct



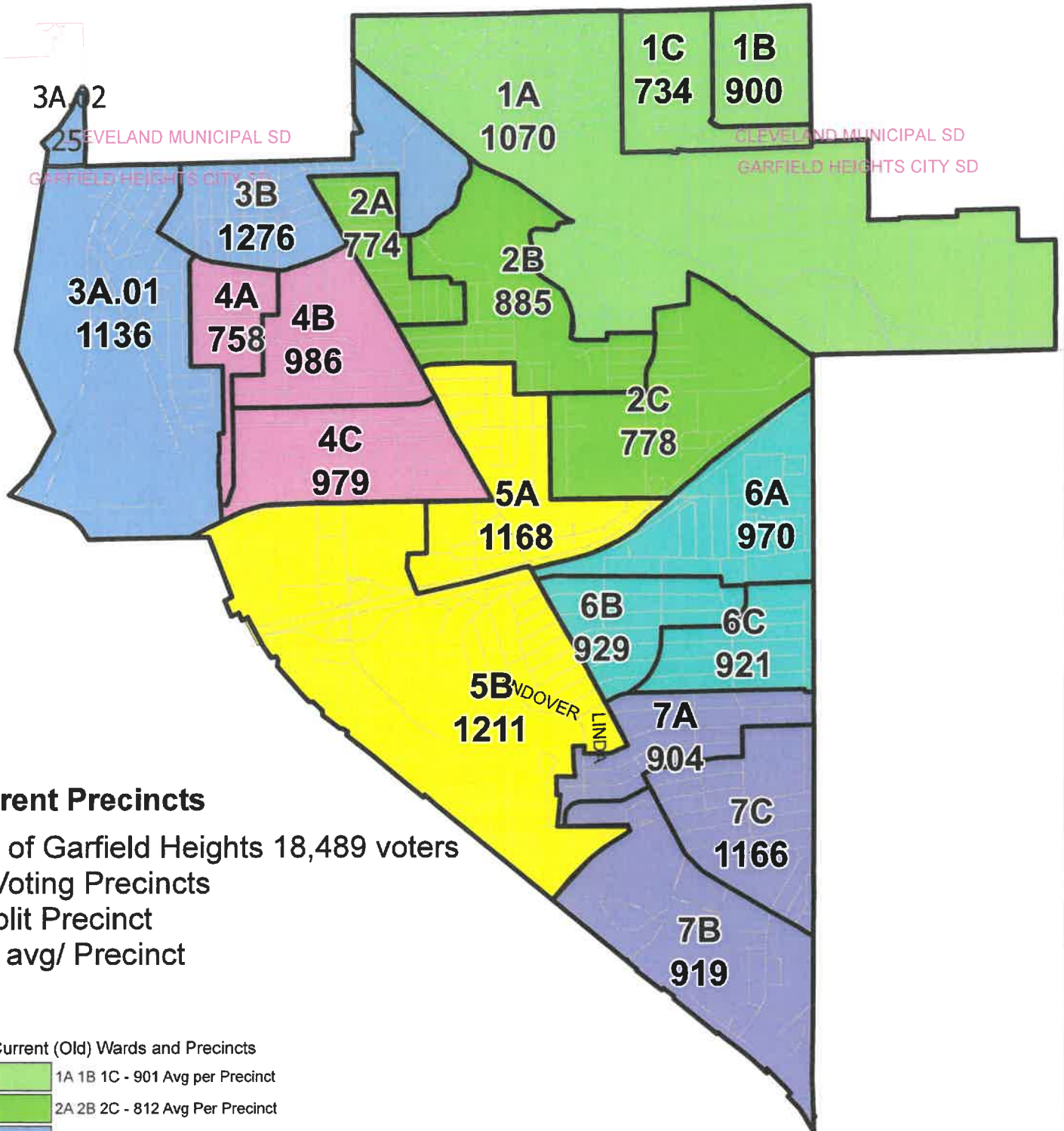
New Fairview Park Ward Boundaries: Ordinance No. 22-01
As Incorporated into Cuyahoga County GIS
with Current Precincts

Garfield Heights

- The following remain the **same** between the Current (Old) and Proposed (New) ward boundaries for Brook Park:
 - Precincts – 19 (Ward 2 loses a precinct while Ward 5 adds a precinct)
 - Split precincts – 1
 - Average voters per precinct – 973
- Voters impacted by ward/precinct changes – 3,212 of 18,489 (17%)
- Key points for each ward:
 - Ward 1
 - Precinct 1A expands to incorporate portions of Wards 2B and 3B.
 - Precinct 1B and 1C are unchanged.
 - Ward 2
 - Precinct 2A expands to incorporate portions of old 2B.
 - Precinct 2B expands to include all of old 2C.
 - Precinct 2C no longer exists and is now part of 2B.
 - Ward 3
 - Precinct 3A (.01) expands slightly to incorporate a portion of Ward 4A.
 - Precinct split 3A.01 is the Garfield Heights City School District, while the remainder of the split is the Cleveland Municipal School District.
 - Precinct 3B is smaller, with a portion moving to Ward 1A.
 - Ward 4
 - Precinct 4A expands slightly to incorporate a portion of 4B and 4C, while a small portion moves to 3A.
 - Precinct 4B is slightly smaller, with a portion moving to 4A.
 - Precinct 4C is slightly smaller, with a portion moving to 4A.
 - Ward 5
 - Precinct 5A is smaller, with a portion moving to newly drawn 5C, while incorporating a portion of Ward 6A.
 - Precinct 5B is significantly smaller, with a considerable portion becoming the new precinct 5C. It does incorporate a small portion of Ward 7A.
 - Precinct 5C is new.
 - Ward 6
 - Precinct 6A is smaller, with a portion moving to Ward 5A.
 - Precincts 6B and 6C are unchanged.
 - Ward 7
 - Precinct 7A remains about the same, incorporating a portion of 7C while moving a portion to Ward 5B.
 - Precinct 7B is unchanged.
 - Precinct 7C is smaller, with a portion moving to 7A.

Cuyahoga County Board of Elections

Current Configuration of Wards and Precincts



Current Precincts

City of Garfield Heights 18,489 voters

19 Voting Precincts

1 Split Precinct

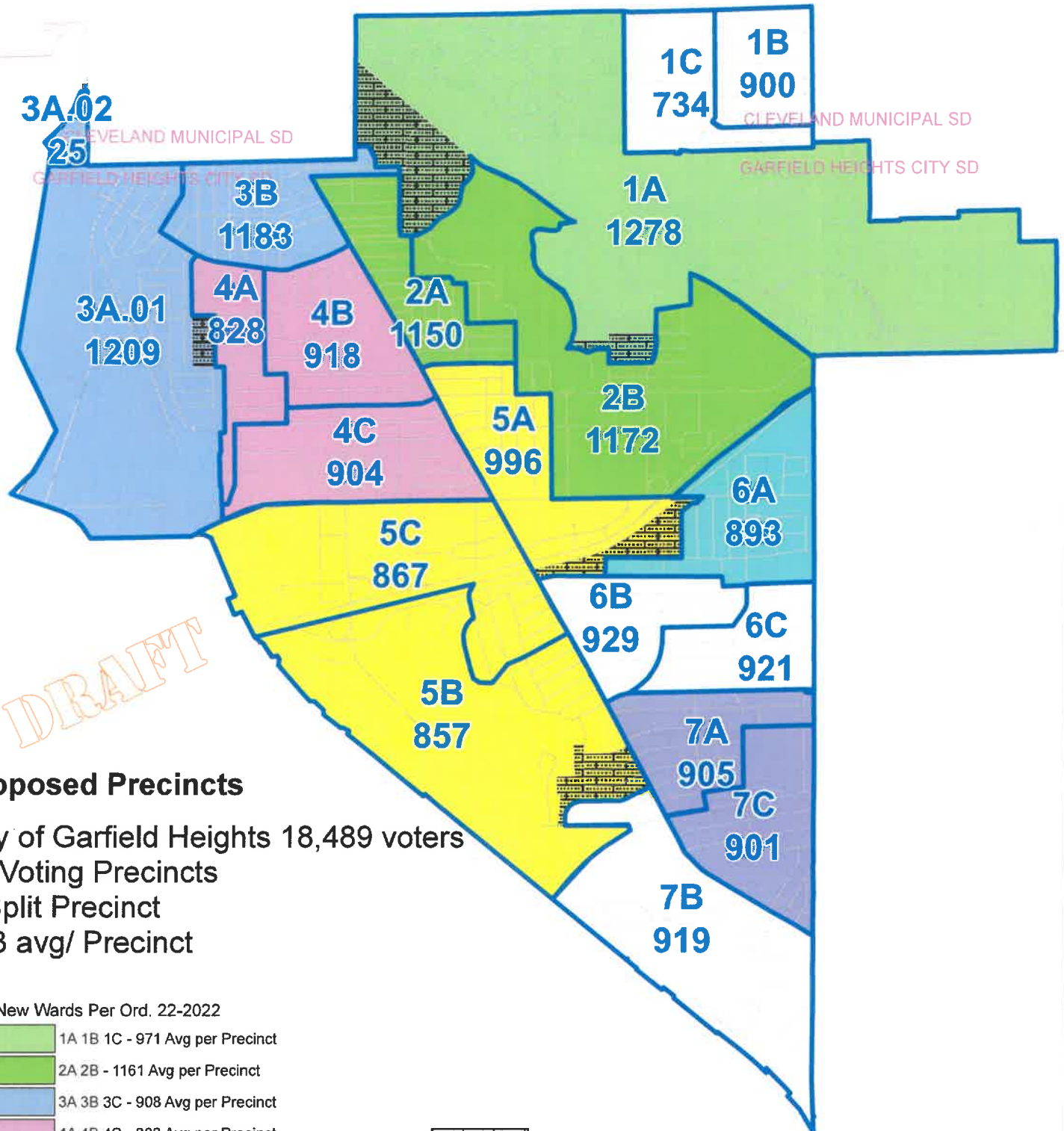
973 avg/ Precinct

Current (Old) Wards and Precincts

- 1A 1B 1C - 901 Avg per Precinct
- 2A 2B 2C - 812 Avg Per Precinct
- 3A 3B - 1206 Avg per Precinct
- 4A 4B 4C - 908 Avg per Precinct
- 5A 5B - 1190 Avg per Precinct
- 6A 6B 6C - 940 Avg per Precinct
- 7A 7B 7C - 996 Avg per Precinct

Cuyahoga County Board of Elections

New Ward Boundaries Ord. 22-2022
with Proposed Precinct and Voter totals



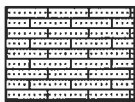
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Proposed Precincts

City of Garfield Heights 18,489 voters
19 Voting Precincts
1 Split Precinct
973 avg/ Precinct

New Wards Per Ord. 22-2022

- 1A 1B 1C - 971 Avg per Precinct
- 2A 2B - 1161 Avg per Precinct
- 3A 3B 3C - 908 Avg per Precinct
- 4A 4B 4C - 883 Avg per Precinct
- 5A 5B 5C - 907 Avg per Precinct
- 6A 6B 6C - 914 Avg per Precinct
- 7A 7B 7C - 908 Avg per Precinct



Area changing Ward



Area with no Changes

Parma

- The following **changes** from the Current (Old) to Proposed (New) ward boundaries for Parma include:
 - Precincts – Reduction from 51 to 48 precincts (1 fewer precinct in Wards 3, 6, and 9)
 - Average voters per precinct – Increase from 1,014 to 1,077
- Voters impacted by ward/precinct changes – 5,680 of 51,546 (11%)
- Key points for each ward:
 - Ward 1
 - All 6 precincts remain the same.
 - Ward 2
 - All 6 precincts remain the same.
 - Ward 3
 - Precinct 3A expands to incorporate a portion of 3D.
 - Precinct 3B expands to incorporate a portion of 3C.
 - Precinct 3C expands to incorporate a portion of the old 3F.
 - Precinct 3D expands to incorporate a portion of the old 3F.
 - Precinct 3E expands to incorporate a portion of 3B.
 - Precinct 3F no longer exists.
 - Ward 4
 - Precincts 4A and 4B are unchanged.
 - Precinct 4C is smaller, with a portion moving to Ward 9E.
 - Precincts 4D and 4C are unchanged.
 - Ward 5
 - Precinct 5A is smaller, with a portion moving to Ward 7C.
 - Precincts 5B, 5C, 5D, 5E, and 5F are unchanged.
 - Ward 6
 - Precinct 6A is unchanged.
 - Precinct 6B expands to incorporate a substantial portion of old 6D.
 - Precinct 6C expands to incorporate a portion of 6E.
 - The boundaries of 6D are significantly different, with it taking on most of the old 6F.
 - Precinct 6E expands to incorporate a portion of the old 6D, while a portion moves to 6C.
 - Precinct 7F no longer exists.

○ Ward 7

- Precincts 7A and 7B are unchanged.
- Precinct 7C expands to incorporate a portion of Ward 5A.
- Precincts 7D, 7E, and 7F are unchanged.

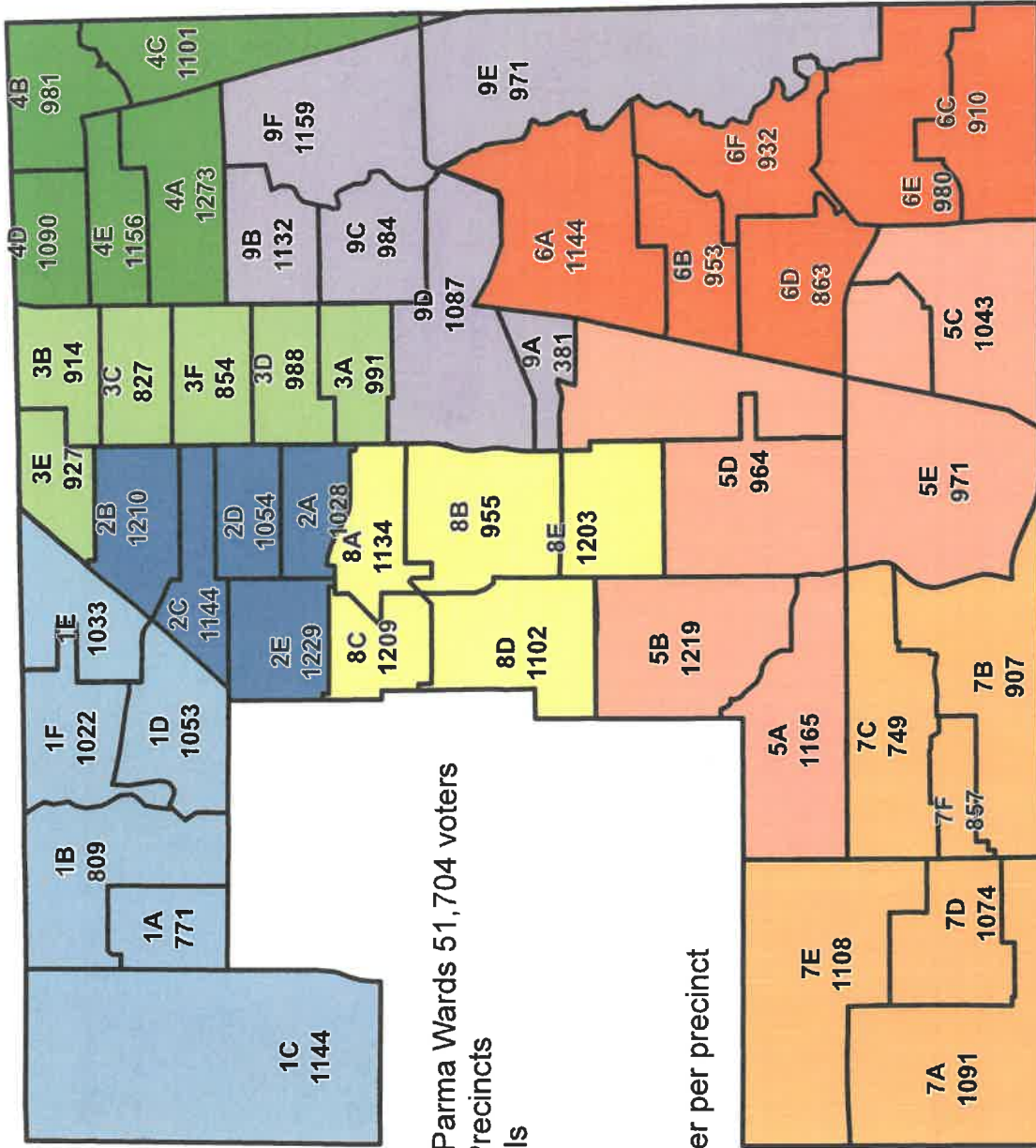
○ Ward 8

- Precincts 8A and 8B are slightly changed, with a small portion of 8A moving to 8B.
- Precincts 8C, 8D, and 8E are unchanged.

○ Ward 9

- Precinct 9A significantly increases, incorporating most of old 9D.
- Precinct 9B is unchanged.
- Precinct 9C expands to incorporate a portion of the old 9D.
- Precinct 9D becomes (or is re-labeled) the old 9F.
- Precinct 9E expands to incorporate a portion of Ward 4C.
- Precinct 9F no longer exists.

Cuyahoga County Board of Elections



New Parma Precinct Proposal 2022
 Current(Old) Parma Wards

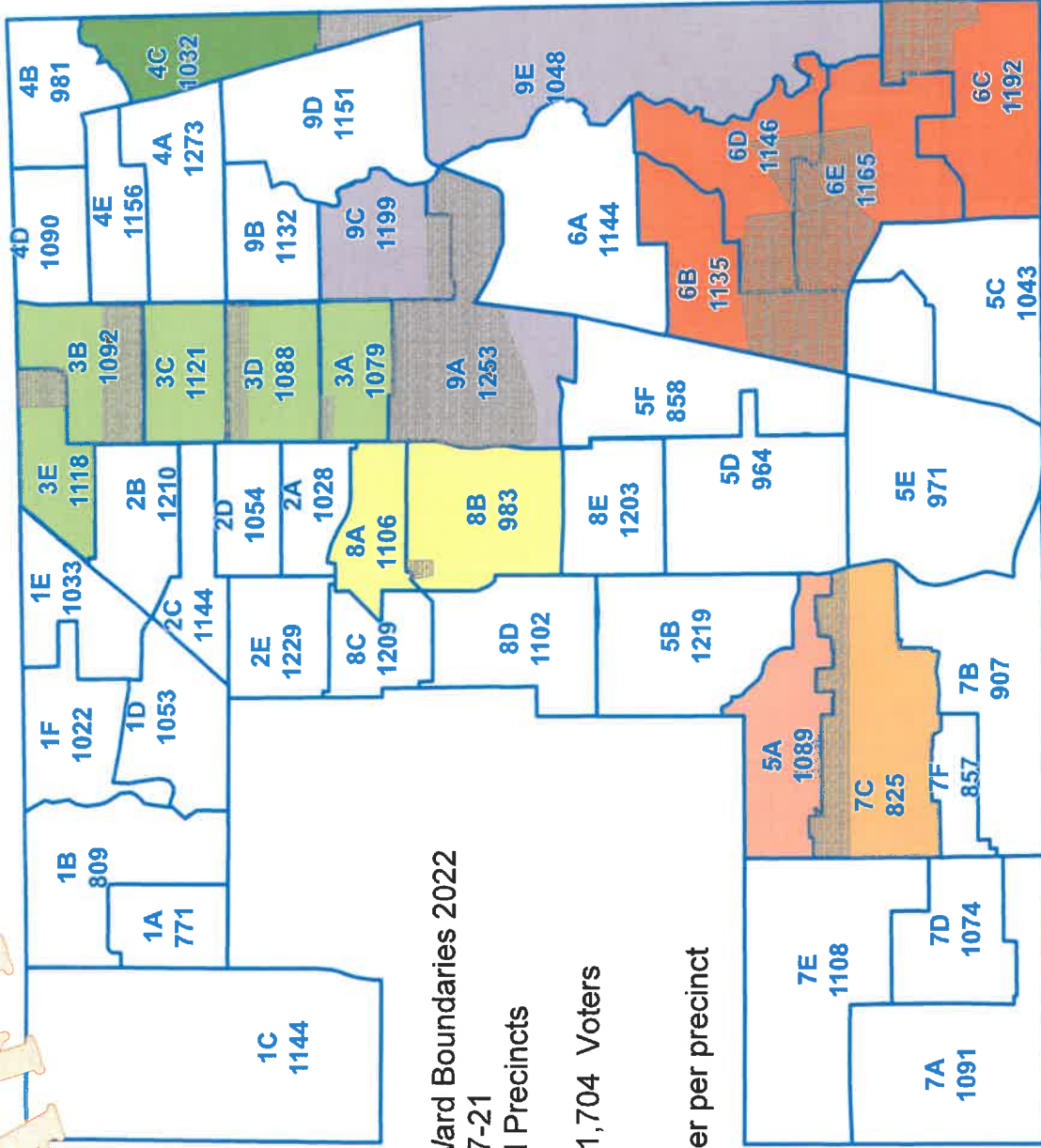
- 1A 1B 1C 1D 1E 1F - 6 Precincts Avg 1156 voters per Precinct
- 2A 2B 2C 2D 2E - 5 Precincts 1133 Avg voters per Precinct
- 3A 3B 3C 3D 3E 3F - 6 Precincts 917 Avg voters per Precinct
- 4A 4B 4C 4D 4E - 5 Precincts 1120 Avg voters per Precinct
- 5A 5B 5C 5D 5E 5F - 6 Precincts 1024 Avg per Precinct
- 6A 6B 6C 6D 6E - 6 Precincts 984 voters per Precinct
- 7A 7B 7C 7D 7E 7F - 6 Precincts 977 Avg per Precinct
- 8A 8B 8C 8D 8E - 5 Precincts 1120 Avg per Precinct
- 9A 9B 9C 9D 9E 9F - 6 Precincts 952 Avg per Precinct

Current (Old) Parma Wards 51,704 voters
 with Current Precincts
 and Voter totals

9 Wards
 51 Precincts
 0 splits
 1014 Avg voter per precinct

DRABATT

Cuyahoga County Board of Elections



Parma New Ward Boundaries 2022
Ordinance 167-21
with Proposed Precincts

9 Wards - 51,704 Voters
48 Precincts
0 splits
1077 Avg voter per precinct

New Parma Precinct Proposal 2022
 New Parma Wards Ord 167-21

- 1A 1B 1C 1D 1E 1F - 8 Precincts Avg 1158 voters per - No Change
- 2A 2B 2C 2D 2E - 5 Precincts 1133 Avg voters per - No Change
- 3A 3B 3C 3D 3E 3F - 5 Precincts 1099 Avg voters per - minus 1 Pct
- 4A 4B 4C 4D 4E - 5 Precincts 1120 Avg voters per - No Change
- 5A 5B 5C 5D 5E 5F - 8 Precincts 1024 Avg per - No Change in total Precincts
- 6A 6B 6C 6D 6E - 5 Precincts 1156 voters per - minus 1 pct
- 7A 7B 7C 7D 7E 7F - 6 Precincts 977 Avg per - No Change in total Precincts
- 8A 8B 8C 8D 8E - 5 Precincts 1120 Avg per - No Change in total Precincts
- 9A 9B 9C 9D 9E 9F - 5 Precincts 1157 Avg per - minus 1 Pct



Area changing Precinct

Agenda Item

#3

Resignation from Elected Office

1. Kathleen Esposito, Bentleyville Village Council, Member of Council¹

Appointments to Elected Office

1. Lisa Whitmyer, Bentleyville Village Council, Member of Council
2. Timothy Sterkel, South Euclid Municipal Court, Judge²

¹Term ends 12-31-2025. The appointment to replace Ms. Esposito will serve the remainder of the term pursuant to ORC 731.11.

²Term ends 12-31-2023. The appointment to replace Judge Williams-Byers will serve the remainder of the term.

BN - Jackie Papa

From: Kathleen Esposito <Esposis40@roadrunner.com>
Sent: Tuesday, September 20, 2022 7:20 AM
To: BN - Jackie Papa
Subject: Letter of resignation

[!!WARNING!!: This email originated outside of this email system. DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.]

Dear Mayor Spremulli,

Please be advised that as of September 21, 2022, I must regrettably tender my resignation as a Council Member for the Village of Bentleyville.

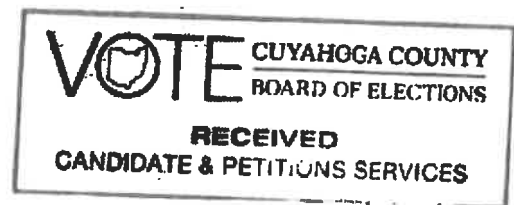
My husband and I will be moving from the Village. I consider the time I served Bentleyville a privilege and a rewarding experience. I thoroughly enjoyed my years of service and will miss the fellowship of my fellow Council Members, Village staff, the Police Department and the Service Department.

Respectfully,
Kathleen Esposito



Sent from my iPad

'22 DEC 2 AM 10:58



OATH OF OFFICE

STATE OF OHIO)
) SS
CUYAHOGA COUNTY)

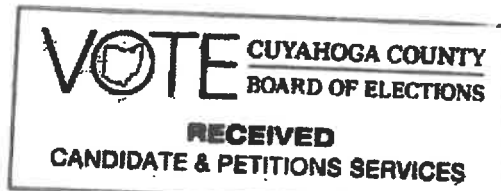
I, LISA WHITMEYER, DO SOLEMNLY SWEAR TO UPHOLD AND DEFEND THE CONSTITUTION AND LAWS OF THE UNITED STATES OF AMERICA, THE CONSTITUTION AND LAWS OF THE STATE OF OHIO, THE ORDINANCES OF THE VILLAGE OF BENTLEYVILLE, AND TO FAITHFULLY, HONESTLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF COUNCILPERSON FOR THE VILLAGE OF BENTLEYVILLE, STATE OF OHIO, SO HELP ME GOD.

Lisa Whitmeyer
LISA WHITMEYER

SWORN TO BEFORE ME AND IN MY PRESENCE SUBSCRIBED, THIS 26th DAY OF OCTOBER 2022.

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND AND CAUSED TO BE AFFIXED THE SEAL OF THE VILLAGE OF BENTLEYVILLE THIS 26th DAY OF OCTOBER 2022.

Leonard A. Spremulli
LEONARD A. SPREMULLI
Mayor, Village of Bentleyville



'22 DEC 2 AM 10:58

Sterkel Appointed to South Euclid Municipal Court

Brent Lawler <blawler@cuyahogacounty.gov>

Thu 12/8/2022 3:44 PM

To: Brent Lawler <blawler@cuyahogacounty.gov>

From: Hannah.Heil@governor.ohio.gov <Hannah.Heil@governor.ohio.gov>

Sent: Thursday, December 08, 2022 1:57 PM

To: ElectionInfo <electioninfo@cuyahogacounty.gov>

Cc: Jen.Thrasher@governor.ohio.gov

Subject: Sterkel Appointed to South Euclid Municipal Court

**2925 Euclid Ave.
Cleveland, OH 44115**

**Re: Timothy Sterkel
South Euclid Municipal Court**

Dear Sir or Madam:

This letter is written to advise you that on December 8, 2022, Governor Mike DeWine appointed Timothy Sterkel as Judge to the South Euclid Municipal Court. He will assume office December 16, 2022, for the term ending December 31, 2023. Judge Sterkel's appointment replaces Judge Gayle Williams Byers who resigned.

Best regards,
Hannah



Hannah Heil
Assistant to Boards & Commissions
Office of Ohio Governor Mike DeWine
(614) 644-0860
Hannah.Heil@governor.ohio.gov
www.governor.ohio.gov

This message and any response to it may constitute a public record and thus may be publicly available to anyone who requests it.

Agenda Item

#4

November 8, 2022 General Election Early In-Person (EIP) Election Officials Performance Report

I. Opening and Closing EIP Voting Location

A. Initial setup (First Day of Voting)

On the first day of Early In-Person voting (October 12th), three DS200 were turned on and made ready for voting for the election. A zero report was generated to show the machines had no ballots that were scanned and tabulated for the election. At least one full-time staff member was part of a bipartisan team responsible for performing this operation. The team then signed off on the Zero Report and stored it with the respective security logbook. One DS200 remained on, but moved to the secure ballot room and left active to serve as a back-up scanner in the event of malfunction of the primary scanner.

During the third and fourth week of EIP voting we kept three DS200 scanners operational in the room and a fourth scanner was opened and closed daily but kept the ballot room storage area so that it could be deployed immediately if needed.

B. Daily Opening and Closing of Polling Places

Unlike DS200s used at the polling locations on Election Day, the DS200s used at the EIP voting location are “opened” (turned on) and “closed” (turned off) each day, but technically polling did not close until 7:30 Election Night. Each day the BOE was open for voting during the EIP voting period, we reviewed the DS200 Audit Log for the opening and closing times of each DS200 used. Security seals and total votes were checked for discrepancies from closing the night before. There were never any discrepancies.

The voting machines were opened and ready for voters by 8:00 a.m. (except the Sunday before Election Day when voting started at 1:00 p.m.). For closing times, we first ensured that no machine was shut down prior to the prescribed SOS time of close.

Projecting voter turnout is never an exact science, but we have plenty of historical data to make a very educated guess at how many voters would show up for Early In-Person voting in this election. We planned on approximately 19,000 voters and this helped with making staffing decisions. For the first two weeks we planned for ten operators and two support staff. After the first week we were ahead in number of voters by approximately 800 compared to four years ago. Therefore, we brought in reinforcements much earlier than expected.

On Friday, October 21st as we were finishing up processing voters for the day the power went out and all networks were disabled. Fortunately, the generators kicked on after about 30 seconds and then DIMS became functional within 10 minutes. During that time we started to implement our emergency plan for this situation, which involved using EPB I-Pads that could access the BOE website to locate registered voters addresses, identify their precincts and issue ballots. The system was restored before we could implement the emergency procedure.

C. Signing the Oath by the Early In-Person Election Officials (EIPEO)

Before Early In-Person voting began, a designee of the manager of CPS (Stephen Doell, Supervisor) administered the Oath to the EIPEOs orally and they, in turn, signed a written copy of the Oath.

D. Final close of Polls (Election Day 7:30 p.m.)

The final close of polls for the Early In-Person vote center was November 7th at 2:00 p.m. All machines were put through the nightly shut down process and emptied of the ballots. The machines were then sent to the Ballot Department on Election Day by a bipartisan team. The machines were completely shut down by Ballot Department staff at 7:30 p.m. election night and the vote tally memory sticks were removed and uploaded by the Ballot Department.

II. Self-Reporting of Problems

The EIPEOs are temporary employees hired to assist with the implementation of early voting and are directly supervised by full-time staff of the CCBOE at all times. In training, they are instructed to immediately inform the supervisors of any issues that arise. Therefore,

after-the-fact reporting of incidents and ballot quantities by the temporary staff during Early In-Person Voting is not necessary.

III. Handling of Provisional Ballot

We had more than twice as many Provisional voters than we had projected. The EIP voting staff issued Provisional ballots to 1,146 voters encountering Registration issues throughout the election cycle, with 259 of those voters on Election Day. **EIP Provisionals constitute 13.5% of all provisional ballots cast. Comparatively, all regular EIP ballots represented 4.8% of all regular ballots cast for the election.**

Regarding Election Day, we accommodated 755 voters. Along with the 259 provisional voters, 485 voters were active voters with up-to-date voting records and were instructed where to vote at their local polling location; seven had Absentee issues to resolve; and four were registered in other counties.

IV. Reconciliation After Polls are Closed – Delivering Ballots to the Ballot Department

A. Completing Reconciliation Duties

The number of ballots cast at the CCBOE Early In-Person voting center was 20,185; including 261 Take Away ballots, which included 99 curbside voters.

B. Delivering Ballots to the Ballot Department

All DS200 machines in use were emptied of ballots daily. The ballots from each machine were kept separate and sorted down to precinct level. After closing the DS200 at the end of the EIP voting period the machine was emptied of ballots and sorted to precinct level. The ballots were delivered to the Ballot Department by Election Support staff along with the DS200s.

First Name	Last Name	Dependability (Attendance and Punctuality)	Assisting Voters (Quality and Efficiency)	Processing Provisional Voters (Election Day)	DS200 (Opening and Closing)	General Customer Service (Professionalism)	Employee Collaboration (Team Player)	Rehire (Yes or No)
Tyler	Coy	6	7	NA	NA	8	7	Yes
Evette	Demore Ford	6	7	7	NA	7	7	Yes
Jasmine	Elliot	6	7	NA	NA	7	7	Yes
Richard	Fedor	6	7	NA	NA	7	7	Yes
Sandra	Frazer	6	7	7	NA	7	7	Yes
Linda	Gersdorf	6	7	6	8	7	7	Yes
Leslie	Grabert	6	7	8	8	7	7	Yes
Linda	Harrington	6	8	7	7	8	7	Yes
Bernard	Lackey	2	7	NA	NA	7	8	Yes
Marsha	Love	6	8	6	NA	7	6	No
Sabrina	Morris	6	7	NA	NA	8	8	Yes
Patricia	Nelson	6	7	7	NA	8	7	Yes
Heidi	Pfaus	6	6	NA	8	8	7	Yes
Sherri	Richardson	6	7	NA	NA	7	7	Yes
Fred	Smith	6	8	8	8	8	8	Yes
Elizabeth	Thames	6	6	6	NA	7	7	Yes
Lynnette	Tinker	6	7	NA	NA	7	7	Yes
Alyson	Widen	6	7	7	7	7	7	Yes

Grading Scale
1-2: Unsatisfactory

3-4: Needs Improvement

5-6: Meets Expectations

7-8: Area of Strength

9-10: Exceeds Expectations

Agenda Item

#5

Voucher Summary

Board Approval Date December 14, 2022

\$628,730.02

Vendor	Department	Description	Amount
1	MNJ Technologies	Purchase of Table C Ancillary IT items supporting EIP voting.	\$48,401.60
2	103946 Midwest/Direct	Printing of Election Day ballots, early in-person ballots, vote-by-mail ballots, test decks, nursing home/jail/hospital ballots, sample ballots, cover sheets, warning sheets, blank ballots, and VBM inserts for the November 8, 2022 General Election.	\$580,328.42

Resolution No. R2022-12.14.5-1

WHEREAS, the Cuyahoga County Fiscal Office (CCFO) requires the Cuyahoga County Board of Elections (CCBOE) to provide multiple documents to the CCFO to facilitate the procurement and subsequent accounts payable functions associated with CCBOE contracts for goods and services from vendors. The Resolution is necessary for the CCBOE to continue to provide for the usual operational services critical to election administration.

RESOLVED, that the Cuyahoga County Board of Elections hereby authorizes the Director, on behalf of the Board, to undertake all actions necessary to procure and subsequently pay the items identified as the Table C Ancillary IT items previously approved for purchase on September 12, 2022, Board meeting in an amount not to exceed \$48,401.60 (Quote Attached).

RESOLVED, this Resolution shall take effect and be in force immediately upon receiving the affirmative vote of a quorum of members of the CCBOE. All formal actions of this Board relating to the adoption of this Resolution were adopted in an open meeting of the Board, open to the public, and in compliance with all legal requirements of the Ohio Revised Code.

FURTHER RESOLVED, the Director and Chair are authorized to authenticate this resolution upon adoption through their signatures thereon, and the Director is instructed to transmit copies of this resolution to those individuals deemed necessary to effectuate the intent of its adoption.

Board Meeting Date: December 14, 2022

Agenda Item: (Fiscal Services 5-1)

Vendor: MNJ Technologies Direct, Inc

Motion: (as presented on the agenda with any edits made during the meeting)

Motion made by: ----- *Chairman Hastings*

Motion seconded by: ----- *BOARD MEMBER DAVIS Chappell*

Vote of the Board Members:

Jeff Hastings, Chairman	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Inajo Davis Chappell, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Lisa M. Stickan, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Terence McCafferty, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay

Resolution adopted at the Cuyahoga County Board of Elections meeting on *14th*
December 2022

Signature of Chairman *Jeff Hastings*

Signature of Director *[Signature]*

Resolution No. R2022-12.14.5-2

WHEREAS, the Cuyahoga County Fiscal Office (CCFO) requires the Cuyahoga County Board of Elections (CCBOE) to provide multiple documents to the CCFO to facilitate the procurement and subsequent accounts payable functions associated with CCBOE contracts for goods and services from vendors. The Resolution is necessary for the CCBOE to continue to provide for the usual operational services critical to election administration.

RESOLVED, that the Cuyahoga County Board of Elections hereby authorizes the Director, on behalf of the Board, to undertake all actions necessary to procure and subsequently pay the items identified as ballot printing and mailing services for the November 8th General Election in an amount not to exceed \$580,328.42 (Invoice Attached).

RESOLVED, this Resolution shall take effect and be in force immediately upon receiving the affirmative vote of a quorum of members of the CCBOE. All formal actions of this Board relating to the adoption of this Resolution were adopted in an open meeting of the Board, open to the public, and in compliance with all legal requirements of the Ohio Revised Code.

FURTHER RESOLVED, the Director and Chair are authorized to authenticate this resolution upon adoption through their signatures thereon, and the Director is instructed to transmit copies of this resolution to those individuals deemed necessary to effectuate the intent of its adoption.

Board Meeting Date: December 14, 2022

Agenda Item: (Fiscal Services 5-2)

Vendor: Midwest Direct

Motion: (as presented on the agenda with any edits made during the meeting)

Motion made by: ----- *CHAIRMAN HASTINGS*

Motion seconded by: ----- *BOARD MEMBER DAVIS CHAPPELL*

Vote of the Board Members:

Jeff Hastings, Chairman	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Inajo Davis Chappell, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Lisa M. Stickan, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Terence McCafferty, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay

Resolution adopted at the Cuyahoga County Board of Elections meeting on *14th*
December 2022

Signature of Chairman *Jeff Hastings*

Signature of Director *Christie Williams*

Walk on
Agenda
Item

SUMMARY

- *Directive 2022-48* describes the process for county party executive committees to submit to the SOS candidates for board of elections appointments for full terms beginning March 1, 2023.
- Every odd-numbered year, the SOS is required to appoint two members – one from each major political party – to each county board of elections for four-year terms.
- Each executive committee must hold its meeting regarding the 2023 appointments no earlier than December 30, 2022 and no later than February 13, 2023.
- The SOS must receive the appointment submissions between January 1 and February 15, 2023.
- *Directive 2022-48* also outlines the process for the boards of elections’ Reorganization, which must occur between March 2 and March 6, 2023.
- Steps taken at the Reorganization Meeting include:
 - Select a temporary chairperson
 - Appoint a Director
 - Appoint a Deputy Director
 - Appoint a Chairperson

INSTRUCTIONS

I. APPOINTMENT PROCEDURE

Every odd-numbered year, the SOS is required to appoint two members – one from each major political party – to each county board of elections for four-year terms commencing on March 1 of that year. County executive committees make these recommendations to the SOS.

By law, each executive committee must hold its meeting regarding the 2023 appointments no earlier than **December 30, 2022** and no later than **February 13, 2023**. To ensure the SOS has sufficient time to review and process the paperwork for each elector recommended for appointment, all relevant documents must be submitted by **February 15, 2023**.

II. REORGANIZATION

The CCBOE must reorganize within five days of the SOS’s appointment of members for the upcoming term. **It must schedule the reorganization meeting between March 2 and March 6, 2023.**

A. STEPS FOR CONDUCTING THE REORGANIZATION MEETING

- *Step 1: Select a Temporary Chairperson*
 - A simple majority vote of the board is sufficient to select a temporary chairperson.
- *Step 2: Appoint a Director*

- The person nominated for Director must be of the same political party as the board member making the nomination.
- Three affirmative votes are necessary to select a Director.
- *Step 3: Appoint a Deputy Director*
 - The person nominated for Deputy Director must be of the same political party as the board member making the nomination.
 - Three affirmative votes are necessary to select a Deputy Director.
- *Step 4: Appoint a Chairperson*
 - After the selection of the Director and Deputy Director, nominations are made for Chairperson. The person nominated must be of the opposite political party of the Director.
 - If, upon the first ballot, no eligible member receives a simple majority vote, the board member affiliated with a different major political party than the Director having the shortest term to serve on the board shall be the chair.

B. FAILURE TO SELECT A DIRECTOR OR DEPUTY DIRECTOR

If, after five ballots for selection of a Director or Deputy Director, no person nominated has received the affirmative votes of at least three members, the names of the persons nominated on the fifth ballot, and the names of the board members who nominated them, must be certified to the Secretary of State, who selects one from the list submitted.

C. OATH OF OFFICE

Before entering the duties of the office, the newly appointed Director, Deputy Director, and board employees must subscribe to an oath to support the Constitution of the United States and the Ohio Constitution, to perform all the duties of the position to the best of their ability, to enforce the election laws, and to preserve all records, documents, and other property pertaining to the conduct of elections that are placed in their custody.

D. REPORT OF REORGANIZATION

After the reorganizational process, the board must submit a completed report of its reorganization meeting to the SOS. These documents must be completed and returned to the SOS **no later than March 8, 2023**.



DIRECTIVE 2022-48

December 12, 2022

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

Re: Appointments to the Board of Elections in Each County for Full Terms
Commencing March 1, 2023; Board's 2023 Reorganization

SUMMARY

This Directive describes the process for county party executive committees to submit to the Secretary of State candidates for board of elections appointments for full terms beginning March 1, 2023. The Secretary of State's Office must receive those submissions between January 1 and February 15, 2023.

Each board of elections must forward a copy of this Directive to the Democratic and Republican Party Executive Committee chairpersons of their county.

This Directive also describes the process for the boards of elections' reorganization, which must occur between March 2 and March 6, 2023.

INSTRUCTIONS

I. APPOINTMENT PROCEDURE

Every odd-numbered year, the Secretary of State is required to appoint two members – one from each major political party – to each county board of elections for four-year terms commencing on March 1 of that year.¹ The county executive committees of the two major political parties may file a recommendation with the Secretary of State for the appointment of a qualified elector of the county to serve as a board member.

If the county executive committee of either major party fails to make a recommendation, the Secretary will make the appointment. The Secretary of State has legal authority to reject the recommendation if the Secretary has reason to believe that the elector would not be a competent member of the board.² The Secretary may also reject a recommendation to re-appoint current board members upon proof that they have not demonstrated competence in service to the voters of their county. If a recommendation is rejected, the Secretary of State will state the decision in writing to the chairperson of the county executive committee, with the reasons for rejection. The executive committee may then recommend another person for appointment. If the county executive

¹ [R.C. 3501.06\(B\)\(2\)](#).

² *State ex rel. Ashtabula Cty. Democratic Executive Comm. v. LaRose*, 160 Ohio St.3d 1442, 2020-Ohio-5061.

committee applies for a writ of mandamus to compel the appointment, the committee has the burden of proof to show the qualifications of the person recommended.³

By law, the executive committee must hold its meeting regarding the 2023 appointments no earlier than **December 30, 2022** and no later than **February 13, 2023**.⁴ Any questions regarding rules and procedures for conducting executive committee meetings should be directed to the state party organization. Our Office cannot answer questions regarding party rules.

Electors recommended for appointment, including current board members seeking re-appointment, must undergo a background check.⁵ To facilitate the background checks, all persons recommended for appointment to a board of elections must complete all questions on the [Secretary of State Form 307](#), including information related to any misdemeanor or felony conviction. The information about criminal convictions bears a direct and substantial relationship to the position of member of a board of elections because of the need for public confidence in the integrity of election officials. Any criminal conviction under a state or federal statute involving elections or ethics laws disqualifies an individual from serving as a member of a board of elections.

While the form is available on the Secretary of State's website, a version of [Form 307](#) that can be electronically submitted is attached to this Directive for each prospective member to complete. Applicants should use Adobe Reader to complete this form and submit it by selecting the "submit" button at the bottom of the form. After electronically submitting and printing the form, the prospective member must sign the form and provide it to the executive committee for submission with the other documentation outlined below.

To ensure that our Office has sufficient time to review and process the paperwork for each elector recommended for appointment, boards must instruct each executive committee to submit its recommendation to the Secretary of State's Office on the forms referenced in this Directive within 48 hours after the executive committee's meeting, but no later than **February 15, 2023**.

County party executive committees must submit all of the following properly completed documents by scanning and attaching the forms to an email addressed to BoardInfo@OhioSoS.gov:

- Executive Committee Recommendation for Full Term Appointment ([Secretary of State Form No. 306](#)), to be completed by the Chairman and Secretary of the Executive Committee and the prospective appointee;
- Questionnaire and Background Check Disclosure, Authorization and Release for Prospective Appointment as a Member, Director or Deputy Director of the Board of Elections ([Secretary of State Form No. 307](#)), to be completed by the prospective appointee; and
- The resume of the elector recommended for appointment, setting forth the prospective appointee's qualifications to be a member of a board of elections (i.e., education,

³ [R.C. 3501.07](#).

⁴ [R.C. 3501.07](#).

⁵ [Election Official Manual Chapter 2, page 9](#).

employment history, etc.). The requirement to provide a resume applies to both first-time prospective appointees and board members seeking re-appointment.

Each elector appointed as a member of a board of elections will be notified by mail and provided a certificate of appointment and oath of office. The appointee must take and subscribe to the oath before a person authorized to administer oaths. A signed statement attesting to having taken the oath must be filed with the clerk of the court of common pleas not later than 15 days after the date of appointment.⁶

II. REORGANIZATION

Boards of elections must reorganize within five days of the Secretary of State’s appointment of members for the upcoming term. **Boards must schedule the reorganization meeting between March 2 and March 6, 2023.**⁷

Note: The Secretary of State does not perform background checks for Directors and Deputy Directors. To conduct background checks prior to appointing or hiring Directors, Deputy Directors, and other staff, the board should consult with the county prosecuting attorney and the county sheriff.⁸

A. STEPS FOR CONDUCTING THE REORGANIZATION MEETING

Step 1: Select a Temporary Chairperson

- The current chairperson or member with the most seniority calls the meeting to order.
- A “temporary chairperson” is elected from among the members present to chair the meeting. A simple majority vote of the board is sufficient to select a temporary chairperson.

Step 2: Appoint a Director

- Nominations are made for Director. The person nominated must be of the same political party as the board member making the nomination.
- Three affirmative votes are necessary to select a Director.
- If, after five ballots, no person receives the three affirmative votes required for selection as the Director, the board shall submit the matter to the Secretary of State as described below.

⁶ [R.C. 3501.08.](#)

⁷ [R.C. 3501.09.](#)

⁸ [Election Official Manual Chapter 2, page 10.](#)

Step 3: Appoint a Deputy Director

- Nominations are made for Deputy Director. The person nominated must be of the same political party as the board member making the nomination. The Deputy Director must be of a different major political party than the Director.⁹
- Three affirmative votes are necessary to select a Deputy Director.
- If, after five ballots, no person receives the three affirmative votes required for selection as the Deputy Director, the board shall submit the matter to the Secretary of State as described below.
- If the board members do not nominate a Deputy Director at this time, they must, by at least three affirmative votes, agree that the position of Deputy Director is not necessary as of the date of the biennial reorganizational meeting. This decision can be revisited at any time after the reorganizational meeting, again, with the agreement of at least three board members.

Step 4: Appoint a Chairperson

- After the selection of the Director and Deputy Director, nominations are made for Chairperson. The person nominated must be of the opposite political party of the Director.¹⁰
- If, upon the first ballot, no eligible member receives a simple majority vote, the board member affiliated with a different major political party than the Director having the shortest term to serve on the board shall be the chair.¹¹

B. FAILURE TO SELECT A DIRECTOR OR DEPUTY DIRECTOR

If, after five ballots for selection of a Director or Deputy Director, no person nominated has received the affirmative votes of at least three members, the names of the persons nominated on the fifth ballot, and the names of the board members who nominated them, must be certified to the Secretary of State, who selects one from the list submitted. However, if the Secretary of State has reason to believe that no person nominated is qualified, the Secretary will state that determination in writing to the board. The board must then nominate other persons in the same manner as the original persons were nominated.¹²

C. OATH OF OFFICE

Before entering the duties of the office, the newly appointed Director, Deputy Director, and board employees must subscribe to an oath to support the Constitution of the United States and the Ohio Constitution, to perform all the duties of the position to the best of their ability, to

⁹ [R.C. 3501.09.](#)

¹⁰ [R.C. 3501.09.](#)

¹¹ [R.C. 3501.09.](#)

¹² [Election Official Manual, Chapter 2, pages 14 - 15.](#)

enforce the election laws, and to preserve all records, documents, and other property pertaining to the conduct of elections that are placed in their custody.¹³ The signed statement attesting to having taken the oath must be kept on record at the board of elections office.

D. REPORT OF REORGANIZATION

After the reorganizational process, the board must submit a completed report of its reorganization meeting to the Secretary of State's Office: [Secretary of State Form 308](#) for all Chairpersons, Directors, and Deputy Directors, and the Ethics Policy Acknowledgement Form ([Secretary of State Form 350](#)) for any non-incumbent Director, Deputy Director, or board member. These forms must be completed and returned to the Secretary of State's Office **no later than March 8, 2023** by scanning and attaching the forms to an email to BoardInfo@OhioSoS.gov.

If you have any questions regarding this Directive, please contact the Secretary of State's Elections Counsel at (614) 728-8789.

Yours in service,



Frank LaRose
Ohio Secretary of State

¹³ [R.C. 3501.13](#) and [3501.14](#).



Recommendation for Appointment as a Member of Board of Elections

(Full Term or Unexpired Term)

The Chairperson and Secretary of the Party Executive Committee of the party and county named below certify that at a meeting of the Executive Committee, held on the day shown below, it was resolved by a majority vote of the members that the individual so listed is an elector qualified and competent to perform the duties of such office, and is hereby recommended for appointment as a member of the board of elections for the term as shown.

County Name <input type="text"/>	If the person appointed is succeeding another individual, please complete the shaded section below. Otherwise, leave blank.
Executive Committee Political Party <input type="text"/>	
Executive Committee Meeting Date <input type="text"/> <small>(MM/DD/YYYY)</small>	
Term Type <input type="text"/>	
Term Dates <input type="text"/>	

Appointed to Succeed	<input type="text"/>
The former member	<input type="text"/>
Date of position vacancy <small>(MM/DD/YYYY)</small>	<input type="text"/>

Appointee Name, Residence Address, and Other Information

Full Legal Name Courtesy Title <input type="text"/>	Street Address <input type="text"/>
First <input type="text"/> Middle <input type="text"/> Last <input type="text"/> Suffix <input type="text"/>	City <input type="text"/>
Preferred Name (if different from above) <input type="text"/>	State <input type="text" value="OH"/>
Date of Birth <small>(MM/DD/YYYY)</small> <input type="text"/>	ZIP Code <input type="text"/>
Email Address <input type="text"/>	Home Phone (Numbers and hyphens only) <input type="text"/>
	Cell Phone (Numbers and hyphens only) <input type="text"/>
	Office Phone (Numbers and hyphens only) <input type="text"/>
	Political Party Affiliation <input type="text"/>

Mailing Address Information

Do you receive your mail at an address which is different than the residence address provided above? If yes, please provide your mailing address in the space provided below.

Chair and Secretary Information

Provide the information for the chair and the secretary of the executive committee named above.

Chairperson Full Name

Secretary Full Name

Street Address

Street Address

City

City

State

State

ZIP Code

ZIP Code

Instructions for Submission

The chairperson and the secretary of the executive committee must sign the form. The signed and completed form must then be transmitted to the Ohio Secretary of State by emailing the scanned form to **BoardInfo@OhioSoS.gov**.

Chair Signature (Required) _____

Secretary Signature (Required) _____



Questionnaire for Prospective Appointment as a Member, Director, or Deputy Director of the County Board of Elections

County Board of Elections Position of Appointee

Appointee Name, Residence Address, and Other Information

Full Legal Name
Courtesy Title
First
Middle
Last
Suffix

Street Address
City
State
ZIP Code
Home Phone (Numbers and hyphens only)

Preferred Name (if different from above)

Cell Phone (Numbers and hyphens only)
Office Phone (Numbers and hyphens only)

Alias/Maiden Name

Date of Birth (MM/DD/YYYY)

Email Address

Previous Address Information

Have you resided at the same address for the past 10 years? If no, please provide the years of residence, city, and state for each previous address in the space below.

Question instructions: Please provide a response for 1-7 below. If you respond yes to any of the following questions, please provide details as requested. Prospective appointees as **members of the board must complete** the education and employment section.

1. Are you currently holding any elected office? If yes, please identify the office.

2. Are you currently holding any appointed office for which you must subsequently be elected? If yes, please identify the office.

3. Have you ever been convicted of a misdemeanor (other than minor misdemeanor traffic offenses) or a felony? If yes, please provide details of the conviction (what, when, where and final disposition).

4. Are there any circumstances which might present a conflict of interest with the administrative duties for you as a member, director or deputy director of the board of elections (see SOS ethics policy)? If yes, please identify.

5. Have you had any employment or interests in contracts with the board of elections within the last 24 months? If yes, please describe.

6. Have you ever been required, as a candidate or campaign treasurer, to file a campaign finance report with any board of elections or the Secretary of State? If yes, please list all campaigns, political parties, political action committees, etc. for which a campaign finance report was filed by you as a candidate or treasurer.

7. Has a campaign in which you were involved as a candidate or treasurer ever been the subject of a referral or complaint to the Ohio Elections Commission? If yes, please explain.

Education (prospective members are required to fill in this information)

In the space below, please provide a brief summary of your educational attainment and achievement. Include relevant scholastic achievements, recognitions, awards, and honors. *Information from the education portion of your resume may be copied and pasted in the space below.*

Employment (prospective members are required to fill in this information)

In the space below, please provide a brief summary of your past and current employment history. *Information from the employment portion of your resume may be copied and pasted in the space below.*

Business Address Information (if applicable, prospective members are required to fill in this information)

Business Name

Occupation

Street Address State

City ZIP Code

Phone

Background Check Disclosure, Authorization and Release for Prospective Appointment as a Member, Director, or Deputy Director of a Board of Elections

Section I: Disclosure

This form, which you should read carefully, has been provided to you because the Ohio Secretary of State's office may request investigative reports on you from various public and private reporting agencies. The Ohio Secretary of State's office will use any such report(s) solely for appointment and employment related purposes. Investigative reports may be obtained from a background check vendor and/or public agencies and provided to the Ohio Secretary of State's office. The types of information that may be obtained include but are not limited to: Social Security Number verification, criminal records checks, public court records checks, driving record checks, state tax information, etc. Any such reports are public records under Ohio's public records laws unless specifically exempt from disclosure.

Section II: Authorization and Release

I have carefully read and understand this Disclosure, Authorization and Release form. By my signature below, I consent to the release of investigative reports to the Ohio Secretary of State in conjunction with my application for prospective appointment as a Member, Director or Deputy Director of a county board of elections. I also authorize disclosure to the Ohio Secretary of State and/or the background check vendor of information concerning my motor vehicle history and standing, criminal history, state tax information and all other information the Ohio Secretary of State deems pertinent by any individual, corporation or other private or public entity, including without limitation to the following: law enforcement agencies; federal, state and local courts; motor vehicle records agencies; state tax agencies; and other applicable sources. I hereby release and hold the vendor and the Ohio Secretary of State and his employees and appointees harmless from any and all liability with respect to the investigations, verifications, and/or the use of any information relevant to my appointment or employment.

I understand that if I am appointed or hired, my consent will apply throughout the term of my appointment or employment to the extent permitted by law.

This Disclosure, Authorization and Release form, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by the Ohio Secretary of State.

I understand that providing any false information or omitting any material information on my resume and/or Questionnaire for Prospective Appointment as a Member, Director or Deputy Director of a County Board of Elections may be sufficient grounds for rejection of the application or termination of the appointment or employment whenever discovered.

Social Security Number

Ohio Driver License/State ID Number

Date Signed (MM/DD/YYYY)

Prospective Appointee Signature (Required)

Instructions for Submission

1. Submit the information on the completed form by selecting the submit button below.
2. After the form is submitted, a date/time stamp with a receipt number will appear on the form. You will then be prompted to print and sign the form.
3. The prospective appointee must sign the completed form.
4. All prospective appointees as members of the board of elections must submit a resume.
5. The **signed and completed form and resume** (member appointees only) must then be transmitted to the Ohio Secretary of State by **email to BoardInfo@OhioSoS.gov.**



Appointment of Chairperson, Director, or Deputy Director to Board of Elections

The board of elections of the county indicated below met on the date indicated below and appointed the following person as chairperson, director, or deputy director.

County Name	<input type="text"/>	If the person appointed is succeeding another individual, please complete the shaded section below. Otherwise, leave blank.
Position	<input type="text"/>	
Board Meeting Date (MM/DD/YYYY)	<input type="text"/>	
Effective Date of Appointment (MM/DD/YYYY)	<input type="text"/>	

Appointed to Succeed	<input type="text"/>
The former position holder	<input type="text"/>
Date of position vacancy (MM/DD/YYYY)	<input type="text"/>

Appointee Name, Residence Address, and Other Information

Full Legal Name Courtesy Title <input type="text"/> <input type="text"/> First <input type="text"/> Middle <input type="text"/> Last <input type="text"/> Suffix <input type="text"/>	Street Address <input type="text"/> City <input type="text"/> State <input type="text" value="OH"/> ZIP Code <input type="text"/> Home Phone (Numbers and hyphens only) <input type="text"/> Cell Phone (Numbers and hyphens only) <input type="text"/> Office Phone (Numbers and hyphens only) <input type="text"/> Political Party Affiliation <input type="text"/>
Preferred Name (if different from above) <input type="text"/> Date of Birth (MM/DD/YYYY) <input type="text"/> Email Address <input type="text"/>	

Mailing Address Information

Do you receive your mail at an address which is different than the residence address provided above? If yes, please provide your mailing address in the space provided below.

Instructions for Submission

The board of elections director must sign this form. The signed and completed form must then be transmitted to the Ohio Secretary of State by emailing the scanned form to BoardInfo@OhioSoS.gov.

Director Signature (Required)