



Election Division Dispatch

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NEWS & UPDATES

Thank You!

Congratulations on a successful election year! For those of you retiring at the end of 2024, thank you for your service. We are grateful to your commitment to Hoosier voters and wish you the very best for whatever comes next! The last page of the newsletter has some important reminders to aid in the transition.

Filing Provisional Ballot Affidavits with SOS

State law requires copies of all PRE-4 affidavits, regardless if the provisional was counted, to be filed with the SOS following the election. Now that the recount and contest deadline has passed and assuming your county does not have a pending local or state recount or contest, a copy of the provisional ballot PRE-4/PRO-2 affidavits (sealed or unsealed) are to be delivered to your county prosecutor. You must also make a third set of copies for your records in case a public records request is filed, so that the originals can be preserved should the prosecutor want to share them with a grand jury. See IC 3-14-5-2 for more information.

Election Materials

A reminder all election materials are to be retained for at least 22-months following the election. While ballots and provisional ballots are confidential and cannot be accessed, other materials like provisional ballot affidavits, poll lists, tally tapes, etc. are public record once the recount and contest deadline has expired. (IC 3-10-1-31.1) Please note voter registration documents follow a different schedule. The purple VR Guidebook has more information starting on page 74. State Archives also has a more succinct chart available here: https://www.in.gov/iara/files/county_clerk.pdf

CEB-9, Section II

Rather than send multiple surveys to counties over the holidays, several years ago Section II was added to SVRS to collect data to complete the biennial Election Administration and Voting Survey (EAVS) report. Published by the US Election Assistance Commission, EAVS creates the framework for our state's report to Congress about the current state of elections. The deadline to submit the CEB-9, Section II is December 13, 2024. Baker Tilly may be reaching out to counties after your submission to refine data points, if necessary.

Save the Date for Next Year's Conference!

A reminder that IED will not be holding a December conference this year and new publications will not be published until late 2025 in anticipation of next year's conference. However, the yellow Calendar Guidebook does have a few key dates for 2025, though new publications—and a new Code Book—will be made available at **next year's conference to be held December 15-17, 2025, at the Hyatt Regency in downtown Indianapolis**. For your 2025 budget planning purposes, we anticipate the per person registration fee will increase but not to exceed \$400, subject to other approval.

CALENDAR

- December 2, 2024: Voter Registration Re-Opens
- December 13, 2024: Deadline to complete CEB-9 Section II in SVRS
- December 17, 2024 (10AM): Presidential Electors meeting at the Indiana Statehouse
- December 20, 2024: Deadline for local recounts to be completed (unless court extends deadline)
- December 20, 2024: Deadline for post election audits (risk limiting audit) to be completed
- December 24 & 25, 2024: IED Closed— Washington's Birthday (observed)/ Christmas Day/
- January 1, 2025: IED Closed—New Year's Day
- January 1, 2025: Start of term for newly elected officeholders
- January 2, 2025: Deadline to send VRG 4/12 to voter's "new" county, if applicable
- January 6, 2025: Deadline to apply vote history from 11/5/24 election to voter records in SVRS, unless a recount or contest action was filed
- January 6, 2025: First day of session for the Indiana General Assembly
- January 13, 2025: First day of term for Governor & Lt. Governor and Attorney General
- January 15, 2025 (NOON): Deadline to file Campaign Finance CFA-4 Annual Reports for 2024 for OPEN candidate committees & PACs (see related entry on March 3, 2025)
- January 20, 2025: IED Closed—MLK Jr. Day
- January 20, 2025 (NOON): First day of term of US President & Vice President
- January 31, 2025: Deadline to determine if any campaign finance committee can be administratively dissolved (IC 3-9-1-12)
- January 31, 2025: Deadline for newly elected officeholders to take AND file their oath of office
- February 21, 2025 (NOON): Deadline for a political subdivision to certify to the circuit court clerk a special election for a controlled project OR for a school tax or school safety levy referendum to be held on May 6, 2025
- March 3, 2025 (NOON): Deadline for Regular Party Committees to file 2024 Annual Report (Transfers from March 1 due to deadline falling on a weekend)
- March 3, 2025: State Charter Election in the Town of Vernon, only

DECEMBER WEB TRAINING

Dec. 17 & 19 | December Build Review

2025 Calendar is pending review and will be posted to the INSVRS County Portal as soon as possible.

IN FOCUS: Disbanding Committees & 2024 Annual Report Reminders

CANDIDATE COMMITTEES

With the election now behind us, candidates may be approaching you about campaign finance next steps.

Whether a candidate is elected or defeated, the committee can remain open or be disbanded. Unless a candidate disbands their committee, their campaign finance committee is considered to be open and active. This will require the candidate's committee to file an annual report EACH YEAR, at minimum, until their committee is disbanded.

CANDIDATE COMMITTEES ARE NOT CLOSED AUTOMATICALLY OR REQUIRED TO BE CLOSED BY THE CANDIDATE AT THE END OF THE ELECTION CYCLE!

To disband a campaign finance committee, their final CFA-4 report MUST have a \$0 balance and may NOT have any debts or loans owed to or by the committee.

To reach a zero dollar balance, committee funds can be donated to another regular party committee, another candidate's committee, the election division, or certain non-profits. Alternatively, contributions can be returned to donors on a *pro rata* basis. (More details are found on pages 32-33 of the green *Campaign Finance Manual*.)

To communicate their committee is disbanded, committees will need to mark on their final CFA-4 summary sheet the "Final/Disbands" box under the "Type of Report" Section.

It is possible for a committee to mark both "Annual" and "Final/Disbands" to satisfy both their annual report filing and their final report filing.

REGULAR PARTY/PACs

Similar to candidate committees, it is possible for a regular party committee or PAC to disband. The same procedures—\$0 balance, no debts or

loans, mark "final/disbands" - apply to these committee types, too.

If the committees remain open, then their reporting requirements are different in that PACs & regular party committees file a pre-primary, pre-election, and annual report. However, in 2025, committees are only required to file an annual report since there are no scheduled elections held.

ALL OPEN CANDIDATE COMMITTEES & PACs MUST FILE THEIR 2024 ANNUAL REPORT NOT LATER THAN NOON, JANUARY 15, 2025!

REGULAR PARTY COMMITTEES MUST FILE THEIR 2024 ANNUAL REPORT NOT LATER THAN NOON, MARCH 3, 2025!

Failure to do so is a \$50 per calendar day fine, up to \$1,000. County election boards must enforce delinquent campaign finance reporting.

VR CORNER

Processing VRG 4/12's after an Election

After election day, state law requires county voter registration officials to make updates to a voter's registration records as requested by a voter who filed a VRG-4/12 during election season.

However, BEFORE you can make the change to a voter's record within your county OR forward the original document to the voter's new county, you MUST apply vote history. (IC 3-10-1-31.2) In fact, SVRS business rules now keep you from processing a VRG 4/12 until absentee, election day, and provisional vote histories are uploaded to ensure compliance with this recent change in state law.

Some voters might have moved to a new county but still qualified for a fail-safe to allow them to vote one last time at their former registration address. If the voter has moved to a new county, the voter's "old" county must first apply vote history to the voter's registration record and then forward the original VRG 4/12 to the "new" county not earlier than the deadline to file a recount or contest action (IC 3-10-1-31.1(b) and not later than 30-days after registration reopens (IC 3-7-43-4).

QUESTIONS OF THE MONTH

Q. What happens if an officeholder fails to take and file their oath of office by February 1?

A. For non-commissioned local office holders (that is, any local elected official besides a constitutional officeholder such as the clerk or sheriff), their office would be considered vacant for failure to be sworn into service (IC 5-4-1-1.2) unless they are entitled to hold over under the Indiana Constitution. Any dispute would be resolved by a judge ruling on a court case.

Q. Can a new officeholder be sworn in and file their oath before January 1?

A. Yes. See IC 33-42-9-7 for who can perform swearing-in.

Q. Does the oath included with the state's Certificate of Election form need to be used or can it be created on a separate document? For example, can the oath be printed on a judge's letterhead?

A. The oath found with commissions or with the certificate of election is included as a courtesy. It's OK if a new officeholder wants to create their own document using the text found on pages 57 & 58 of the blue *Election Administrator's Manual*.

Q. Where are oaths filed?

A. Judges and prosecuting attorney file their oath with SOS/IED. All other offices, even commissioned local officeholders, file their oath with the county clerk.

STATEWIDE VOTER REGISTRATION SYSTEM (SVRS) RESOURCES FOR NEW STAFF

SVRS “Start-Up” Checklist

- Do you have access to SVRS (or at least know which staff have access)?
- Do you know your SVRS county admins?
- Do you know how to access the SVRS county portal?
- Do you have enough tokens for your staff to access SVRS?

Civix Help Desk

Don't know the answers to the checklist questions? Contact the Civix Help Desk. Civix is our vendor partner that manages our statewide voter registration system. You can email insvrshelpdesk@gocivix.com or call 1-888-467-8771.

New User Training for SVRS

Civix will be scheduling new user training in 2025. Please contact the Help Desk later for those dates and times, as the training calendar was not released at the time of this writing. This training can last a few hours and will walk through key features of SVRS. The webinars highlight key processes and walk through the training materials on the various modules within the system. The 2025 web training calendar, when available, will be posted to the INSVRS County Portal. County election administrators that are transitioning out of the office in December are encouraged to print a copy of the calendar to share with their new colleagues, if available.

On-Site SVRS Training

Want a hands-on demonstration? Reach out to the Civix Help Desk to assist you with completing a county authorization form that is available through SVRS. This form is submitted to the state for their review. Once approved, Civix staff will coordinate on a visit to the county in-person or virtually.

OTHER KEY RESOURCES

Election Forms

Forms can be found in two places:

- 1) SVRS County Portal. County SVRS users can find state election forms in the “Shared Documents” folder on the portal, and the forms are available in word and Adobe .pdf. This folder can be downloaded in its entirety and saved to your work computer. If you need assistance in learning how the portal works, please contact the Civix Help Desk.
- 2) Indiana Election Division website: [in.gov/sos/elections](https://www.in.gov/sos/elections). Navigate to the “Election Administrator’s Portal” and you will find the fillable .pdf versions of the forms there. The web page is public facing, so it will be a helpful resource to candidates and other public and party officials.

NOTE: There will be very few form updates for 2025 since there are no regularly scheduled elections in most jurisdictions. However, there may be changes required by new state laws.

Brochures & Publications

Counties can order additional printed guidebooks by submitting an IEC-7 form with the required payment. Those same publications can be accessed through the IED website at [in.gov/sos/elections](https://www.in.gov/sos/elections) under the “Election Administrator’s Portal.” Please note: no new publications are released for 2025. 2026 publications will be available at the December 2025 Conference, which is scheduled for December 15-17, 2025, at the Hyatt Regency in downtown Indianapolis.

“Election Day” Outreach Materials

Materials produced by the Help America Vote Act (HAVA) Administrator like the 2024 Election Day Handbook often used by poll workers, Military & Overseas Voters Guide, and other materials like the Voters’ Bill of Rights can be found on the IED website in the HAVA Outreach Library. Printed versions of these materials will be available to county election administrators in the spring of 2026.

Email IED Staff

You can find a list of contact information for IED staff here: <https://www.in.gov/sos/elections/ied-staff/>

Or, you can email elections@iec.in.gov, which is a shared email for the co-directors and their general counsel.