



Election Division Dispatch

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NEWS & UPDATES

Early Voting & Election Day Site Updates

Visitors to Indianavoters.com rely on information pulled from SVRS as entered by each county. If your county has finalized its plans for in-person absentee voting or locations for election day voting, please make sure your county's voting info is updated as soon as possible in INSVRS. Later this month and into October, this data will be shared with our partner, Democracy Works, to display on gettothepolls.com. This will increase the reach of our state's voting data, so having accurate information in SVRS will be even more critical.

ABS Voter Boards/Central Count Teams

Don't forget! CEBs must notify the D/R county chairs not later than noon, Sept. 16 of the number of ABS voter board teams the county needs to assist with ABS-Mail, Travel Board, and In-Person absentee voting AND the number of Election Day central count teams (and, if applicable, couriers) needed. The chairs have until noon, Friday, Sept. 20 to recommend or nominate individuals to these positions. The CEB appoints those who are qualified pursuant to IC 3-11.5-4-22 and fills any vacancy that might exist after noon, Sept. 20.

Public Test: IEC-9 & IEC-10

After conducting your public test of voting equipment, don't forget to send in your IEC-9 & IEC-10 forms to IED. All counties will submit the IEC-10, since an opScan tabulator is needed in all counties for absentee ballots, at minimum. MicroVote counties must also submit the IEC-9 in addition to the IEC-10. Please email those to elections@iec.in.gov to file with our office.

New CISA Publication on Swatting

CISA recently shared this important reminder as we head into the critical months before election day. As noted in recent public reporting, election officials across multiple states have experienced swatting incidents in August. As a reminder, swatting is an illegal activity where an actor makes a false report designed to elicit an armed law enforcement response to a targeted individual's location.

Election officials can take proactive steps to mitigate the impacts of a swatting incident targeting their homes, offices, or other election-related sites. This year, CISA and FBI released the "[Swatting Prevention and Response Guide for Election Workers and Law Enforcement](#)," which provides recommended practices for preventing and responding to these incidents.

ADA Accessibility Checklist for Polling Places

A few counties have reached out to request the Americans with Disabilities Act polling place checklist. This is not a state checklist; instead you'll find the information you need at the US Dept of Justice website: <https://www.ada.gov/resources/polling-places-checklist/>

CALENDAR

- September 2, 2024: Labor Day - IED Closed
- September 3, 2024 (NOON): Deadline for entity to withdraw certain local public questions
- September 6, 2024 (NOON): Deadline for CEB to determine validity of CAN-1 challenges for most offices
- September 6, 2024: Deadline for clerk or boards of election/registration to estimate number of ABS ballots
- September 12, 2024 (NOON): Deadline for IED to certify Pres./VP candidates to counties
- September 21, 2024: Deadline for counties receiving ABS ballots by Sept 16 to mail, email, or fax ABS ballots to voters with approved FPCA, ABS-VPD, & ABS-Mail apps
- October 6, 2024: "Late" ballot vacancy procedures under IC 3-13-2 begin, if a candidate withdraws for limited reasons under state law
- October 7, 2024: Statewide VR Deadline
- October 7, 2024: Deadline to conduct public tests of voting systems
- October 8, 2024: Early voting (In-Person Absentee Voting) begins at clerk's office
- October 11, 2024: End of pre-election campaign finance reporting period
- October 12, 2024: First day for CFA-11 reporting of large contributions by candidate committees
- October 14, 2024: Columbus Day—IED Closed
- October 15, 2024: Deadline for county VR office to receive and process a VR form, if the postmark is missing or illegible (NOTE: Any envelope containing a VR app that has a legible postmark on or before Oct. 7, 2024 is to be processed, if the person is otherwise eligible, regardless of date received)
- October 15, 2024 (NOON): Deadline for D/R county chairs to fill poll worker positions (CEB may fill vacancies after this deadline)
- October 15, 2024: Deadline for county to file IEC-9 and IEC-10 (public test forms) with IED
- October 15, 2024: Deadline to publish CAN-39 and a list of Election Day voting locations in the newspaper
- October 17, 2024: Travel Board Appointments Begin
- October 18, 2024 (NOON): Pre-Election CFA-4 reporting deadline by candidate/party/political action committees
- October 24, 2024 (11:59P): ABS-Mail and ABS-VPD application deadline

SEPTEMBER WEB TRAINING

- Sept 5 | GIS GeoCode—Reprecincting Placeholder
- Sept 10 & 12 | Preparing for 2024 General Election
- Sept 17 & 19 | Absentee & Cure Process
- Sept 24 & 26 | Indianavoters.com Functionality & County Inputs

2024 Calendar is posted to the INSVRS County Portal but is subject to revision.

IN FOCUS: POLL WORKERS, WATCHERS, CHALLENGERS & POLL BOOK HOLDERS

State law is very specific about the people permitted into an early voting or Election Day polling site besides a voter. You can find the full list in state law: IC 3-11-8-15.

Election Day poll workers are nominated by the D/R county chairs not later than noon, 21-days before the election, or Oct. 15, 2024 for the upcoming election. After the deadline, vacancies are to be filled by the CEB. All poll workers must meet the qualifications found in IC 3-6-6-7.

Generally, Election Day party watchers are appointed by the state and county party chair of the D/R/L parties. See IC 3-6-8-2.5 for party watcher qualifications, including being a registered voter of the county.

At Election Day voting sites in non-vote center counties, the state and county party chair can each independently appoint one watcher at each precinct. (IC 3-6-8-1) For example, if there are three precincts reporting to one polling location, the D/R/L parties can have up to 6 watchers each at this specific location.

In vote center counties, a state and county party chair can appoint one watcher for each ePB at the vote center on Election Day, as indicated on their plan or actually deployed, whichever is greater. For example, 10 ePBs are at an Election Day vote center. Therefore, the D/R/L parties

can have up to 20 watchers each at this one location on Election Day.

Some minor party and independent candidates might be able to appoint watchers, though the statutory procedures are a little different. See IC 3-6-8-1 for details.

Before election day, only the county D/R/L parties can appoint up to 2 watchers at each early voting location. On Election Day, watchers can be present on the “floor” of the central count: one watcher nominated by the state and county chair for each bi-partisan team counting ballots. (IC 3-11.5-3-2)

The media can also appoint watchers, generally following the same rules as above for party watchers. Before election day, a media watcher can enter an early voting location and on election day, enter a polling place or central count “floor.” More details about media watchers can be found in IC 3-6-10, generally, and IC 3-6-10-5.5 and IC 3-11.5-3-4.

Challengers are appointed by the county parties for Election Day only. They can challenge a voter if they have facts a person is not a qualified voter of the precinct. (IC 3-11-8-21) If a challenge is made, then the challenger fills out the PRE-4 and once the voter completes their affidavit on the PRE-4, the poll workers issue the voter a

provisional ballot. The voter then places their provisional ballot into the PRO-2 envelope and signs the affidavit found on it.

Poll book holder credentials allow a person to enter the polling place and mark who has voted already at the precinct on what’s often called a “scratch” list. A poll clerk cannot be a pollbook holder for a party, but can keep a scratch list for poll book holders to see. See IC 3-6-7, generally, for the qualifications for serving in either of these roles. This position is less common, now that CEBs can provide data from ePB check-ins to the political parties.

All persons other than a voter must have a credential to enter a polling site! Poll worker credentials are issued by the CEB. In most cases, watchers, challengers, and poll book holders have credentials issued by their political party or in the case of media watchers, by their news organization. (Note: if a news organization is in more than one county, IED issues the credentials). Additionally, Indiana Protection and Advocacy Service can issue credentials to individuals evaluating election day and early voting sites for accessibility requirements.

CEBs should read the statutes noted above closely, as they may be required to issue credentials in cases where there is a public question on the ballot, for example.

VR CORNER

Forwarding Voter Registrations

A voter may file state and federal voter registration forms or an FPCA in a county where the voter doesn’t reside. If that occurs, county voter registration officials must forward the VR document to the appropriate county. The forwarding county is able to email the document to the correct county on an expedited basis (IC 3-5-2-23.2), but the hard copy must be sent by mail to the correct county (IC 3-7-34-9) Additionally, IED can receive voter registration forms, and our office will forward them to the correct county.

Incomplete Voter Registrations

Sometimes a voter misses boxes on their VR form before turning it in. In these cases, county VR officials are to call the voter, if a number is available, and mail notice to a voter if their VR form is incomplete. Voters not checking the age/citizenship question have until Oct. 7, 2024, to put in writing the answer to those questions made under the penalties of perjury (such as on a new VR form). For any other reason, the voter can cure the incomplete application not later than 10-days before the election, when the VR official must reject the application and send those names to the CEB. (IC 3-7-34-4) More info is in the purple *2024 Indiana VR Guidebook*.

Timely Voter Registrations

A reminder that IED will send any timely received voter registration form with a “timely” memo as we near the statewide VR deadline. A “timely” VR form is either hand-delivered by the registration deadline, or postmarked on or before October 7, 2024. If the postmark is missing or illegible, then those registrations can be processed up to and including Tuesday, October 15, 2024 (deadline moved due to holiday). A legible postmark date on or before October 7 must be processed for November’s election. If a registration is timely received by IED and your office receives it after the registration deadline, your office will process it.

Pending Registrations & Auto-Activate Functionality

Counties may choose to auto-activate pending voting registrations before each election. You’ll want to sign the auto-activate request document found on the INSVRS County Portal and attach it to your County Authorization Request filed through INSVRS. Signing this document acknowledges your county understands the state’s policy regarding pending voter registration applications (IC 3-7-33.5) relating to activating registrations in a batch setting.

QUESTIONS OF THE MONTH

Q. Can a voter cancel their absentee ballot application once submitted to the county?

A. No. State law does not address cancelling an ABS application once received by the county. For that reason, the absentee ballot must be sent to the voter, assuming the application is reviewed and approved. A voter can surrender their absentee ballot to the absentee board during early voting or to the Inspector on Election Day and vote a regular ballot, if qualified. Or, if the voter's absentee ballot is lost, spoiled, or defective, it can be re-issued after the voter files an ABS-5. Or, if the voter never received their absentee ballot, on Election Day, the voter completes the PRE-5 and votes a regular ballot, if qualified.

Q. We're a non-vote center county. Are we able to consolidate polling locations for November?

A. Yes. In non-vote center counties, state law allows adjoining precincts to be co-located at the same site. See IC 3-11-8-4.3 for more details.

Q. Can we modify in-person "early" absentee voting hours in the clerk's office?

A. At minimum, early voting must be offered for the same hours as the clerk's office is open. If the clerk's office is open 8A to 5P, for example, then early voting must be offered from 8A to 5P during the weekday. State law sets forth minimum hours on the two Saturdays before election day. See IC 3-11-10-26 for more information.

Q. Could a family member or other individual complete a PRE-3 and assist a voter with completing their absentee-by-mail ballot?

A. No. State law requires the voter to be able to personally mark their own vote-by-mail ballot. If they cannot, then state law specifically requires the person to vote before a travel board. See IC 3-11-10-24(b). Alternatively, if the individual has a "print disability" (that is, they are blind, have low vision, or lack manual dexterity to complete their ballot) they may request an accessible ballot to complete independently at home.

If a voter does not want to use the travel board and can vote in-person on Election Day or an early voting site, then any person other than the voter's employer or union representative can assist a voter with disabilities or who cannot read or write the English language if the PRE-3 form is filled out before going to the voting booth. (IC 3-11-9-2)

Q. We don't have a write-in candidate for a US House seat on the ballot. Do we need the write-in line on the ballot?

A. Yes. Any time there is a federal office (US President/Vice President, US House, US Senate) on the ballot a write-in line must be included on the ballot, even if no one filed to be a declared write-in candidate for any of these offices. However, a write-in line is only included for statewide, state legislative, local, and school board when a candidate files a CAN-3 for that particular office.

Q. Can the county parties appoint watchers during early voting?

A. Yes. The D/R/L state or county party chairs (or both) can each appoint up to two watchers at each early voting location. (IC 3-6-8-7; IC 3-11-10-26.3)

Q. Can independent candidates appoint watchers for Election Day?

A. Only statewide or federal candidates can appoint watchers, who must meet the qualifications under state law to be appointed. (An independent candidate running for local office is not entitled to watcher credentials.) The chair of the candidate's campaign finance committee would issue the credential. See IC 3-6-8-1 and IC 3-6-8-3.

Q. Can independent candidates appoint poll book holders or challengers?

A. Yes. The poll book holder and challenger may be nominated by the independent candidate who is on the ballot, but again, these individuals must meet the qualifications under state law to serve. See IC 3-6-7-1 for details.

Q. Can school board candidates appoint watchers?

A. Yes. A school board candidate or a group of school board candidates can appoint watchers by filing a written statement with the clerk. The contents of this statement must include their attorney-in-fact and the list of precincts where the watchers will be present. The clerk then issues the credential to the individuals on the written request. See IC 3-6-9, generally, for the specific procedures. NOTE: School board candidates are not entitled to appoint challengers or poll book holders.

Q. Can a committee supporting or opposing a public question appoint watchers?

A. Yes. The chair of the PAC can appoint watchers, but must first collect signatures equal to 2% of the total votes cast for SOS in 2022 and file the petition with the county election board. Once the number of signatures determined to equal this threshold is met, the CEB will issue a credential to the watchers. See IC 3-6-8, generally.

Q. Can a candidate be a poll worker?

A. It depends. In a non-vote center county, a candidate may be a poll worker in a precinct where their name does not appear on the ballot. In a vote center county, a candidate may not serve as a poll worker since all precincts vote at each vote center. This applies to unopposed candidates as well as opposed candidates, except for unopposed candidates for a party office (PC or delegate). See IC 3-6-6-7 for details.

Q. My newspaper failed to publish my notice for a public test. Do I have to reschedule?

A. Not necessarily. State law permits a county where the newspaper failed to timely publish a notice to allow the county to either 1) display the notice prominently in three locations in the county or 2) post on the county's website (IC 5-3-1-2(k)).

Q. Do counties provide the PIN numbers to voters with print disabilities using the Democracy Live website?

A. Democracy Live has updated its multi-factor authentication services to provide PINs to voters who are given access to complete an accessible ballot. Indiana counties no longer need to provide a PIN to the voter; instead, after entering a credential to log-in, the unique PIN is sent to the email address provided by the voter on the ABS-VPD app and entered into SVRS by the county.