

# CLARK COUNTY BOARD OF ELECTIONS

## Petition Verification Guidelines

Effective: February 13, 2018

### I. PURPOSE

To establish clear and uniform guidelines for the Board of Elections when ruling on candidate petitions. Most of the following guidelines are set forth in the Ohio Revised Code; others are created to fill in where the law is silent or ambiguous. Reference; 3501.38 General rules for petitions and declaration of candidacy.

### II. SCOPE

All potential candidates that circulate and file a Declaration of Candidacy or Nominating Petition and Statement of Candidacy.

### III. DEFICIENCIES ON A PART PETITION

1. Statement of Candidacy and Declaration Section is not completely filled out. Full term commencing date or unexpired term date must be completed only if required to distinguish an office. This **will invalidate the entire part-petition**.
2. Candidate neglects to sign the Statement of Candidacy. This **will invalidate the entire part-petition**.
3. Candidate signs the Statement of Candidacy in a manner other than what is on file with the Board of Elections as of the date the petition is filed. This **will invalidate the entire part-petition unless it is a direct derivative or the initials of the first or middle name of the candidate**. The part-petition **may be deemed valid** by a vote of at least three Board Members.
4. If the Nominating Petition for Candidate Section is not completely filled out, the entire part-petition **may** be invalidated.
5. If the Nominating Petition or Petition of Candidate Section does not match the Statement of Candidacy and Declaration Section, the entire part-petition **may** be invalidated.
6. The following **will invalidate the entire part-petition**:
  - a. Circulator Statement section not completely filled out.
  - b. Name of circulator not printed.
  - c. Circulator does not fill in Party if applicable.
  - d. Circulator does not fill in the number of signatures.
  - e. Circulator does not sign the part-petition.
  - f. Circulator does not write their street address.

- g. Circulator writes only a P.O. Box in the address.
7. Signer does not write in the date on which the signature was affixed. This **will invalidate the signature.** (However, applicable are: month-date-year; month-date; date out of sequence with other signers' date, as long as date is not prior to the date on the Declaration of Candidacy; ditto marks.)
8. Signature on the petition must appear to be the genuine signature of the person whose signature it purports to be, or the elector's name as signed by the elector's Attorney-in-Fact, compared to the signature on file with the Board of Elections as of the date the petition is filed.
9. Circulator signed the part-petition he or she circulated. This **will invalidate the signature**, but not the entire part-petition.
10. The following may invalidate the signature:
- a. If the signature and address are both unreadable so that it is impossible to check the signature against the voter record.
  - b. Signer is not a qualified elector in the proper jurisdiction as of the date the petition is filed.
  - c. Address provided on the petition paper is not the address on file with the Board of Elections as of the date the petition is filed.
  - d. Signature was written using other than ink.
  - e. Signature date precedes candidate signature date.
  - f. Candidates may not sign their own petition.
  - g. If the signer does not sign in the manner that is on file with the Board of Elections. (e.g., cursive or printed)
  - h. Signer's voting residence address (street and number) is not written in, ditto marks are allowed.
11. Signer's city, village or township is not written in, ditto marks are allowed. This **does not invalidate the signature.**
12. Signer has signed with a different last name than the Board of Elections has on file. If the handwriting of the first name matches and the address is the same as what is on file, the signature may be deemed valid by two board staff members of different political parties. (This rule applies to local petitions only).
13. Petitions submitted to the Board of Elections by electronic submissions (Fax, Email) **will not be accepted.**

#### IV. DEFINITIONS

- 1. Candidate** – This is the person that wishes to run for a specific office.
- 2. Full Term** – This box is checked and the date filled in (date needed only if required to distinguish an office).
- 3. Unexpired Term** - This box is checked and the date filled in to correctly distinguish the office sought.
- 4. Candidate Signature Date** – This date is located in the “Statement of Candidacy” section directly before the Candidates Signature. This date must proceed and petition signers date.
- 5. Circulator** – This is the person that is circulating (collecting) signatures on said part petition, this can only be one person. If the candidate is the circulator then the candidate must complete this section.

#### APPROVED BY THE BOARD:

  
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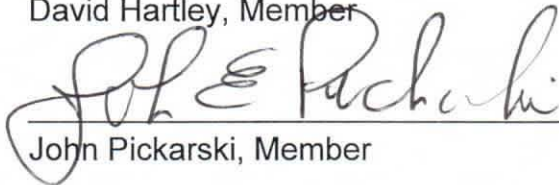
Sue DeVoe Allen, Chairperson

  
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Lynda Smith, Member

  
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David Hartley, Member

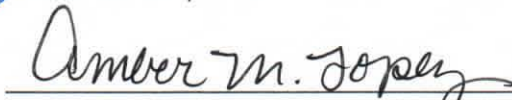
  
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John Pickarski, Member

#### Attest:

  
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Jason Baker, Director

  
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Amber Lopez, Deputy Director