

### **The Mail in Balloting:**

- 1) The Election Committee will provide candidates, the Whetstone library and the local newspapers with the ballot request form (see attached). The form would be provided on the same day as petitions are made available and the call for candidates is made.
- 2) The prospective voter will complete the Ballot Request form and mail it to the Election Headquarters along with the self-addressed stamped envelope.
- 3) On the first Saturday in April, the Committee will convene at the Election Headquarters to process the mail in ballot request forms. This activity will be open to the public.
- 4) Each mail in ballot request envelope will be opened, reviewed, and one ballot will be issued to each requester using the self-addressed stamped envelope provided
- 4) The Committee will log the ballot # on the Voter's Ballot Request form and file the Ballot Request Form in ballot number order by district
- 5) The Committee will obtain a secured election address. That address may be a P.O box at the Post Office, a lock box at a Bank, a UPS box or any other address where the cast ballots are the only mail entering the mail box and where the contents will remain untouched until two members of the Elections Committee open the box on Election Day.
- 6) On Election Day, the mail in ballots will be retrieved from the secured election address and brought to the Election Headquarters. These ballots will be counted after the in person ballots. Preliminary results will be announced prior to beginning the mail in ballot count. Each mail in ballot will be opened and matched to the Ballot Request form. The Ballot numbers will be verified. The Ballot will be stapled to the Ballot Request form.
- 7) The mail in ballots will then be compared to the poll book. If the Election Committee determines that the voter has cast a ballot on Election Day, the mail in ballot will not be counted.
- 8) Post count, the mail ballots will be stored and handled similar to the in person ballots.

**Mail In Ballot Request Form**

Complete this form and mail it with a self-addressed stamped envelope to:

CAC Election Headquarters, \_\_\_\_\_, Columbus, OH 43214

**Please Print**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Number \_\_\_\_\_ Street Name \_\_\_\_\_ Zip Code \_\_\_\_\_

**Note: The address provided must be your permanent residence within Clintonville. We cannot mail ballots to any other address.**

Phone number \_\_\_\_\_

**You need to know:**

Mail-in ballots are subject to challenge. The best way to participate in the Clintonville Area Commission election is to cast your ballot in person on one of the three designated days.

If you choose this method, your ballot will not be anonymous. This form will be attached to your ballot for as long as the ballot is retained. If you want to cast an anonymous ballot, come to an in-person voting day.

This form must be received no later than \_\_\_\_\_ (first Saturday in April)

Return your ballot to the address provided on that form prior to \_\_\_\_\_ (the first Saturday in May)

The Election Committee will process all properly completed ballot request forms on \_\_\_\_\_ (first Saturday in April). Incomplete or illegible forms and forms received without self-addressed stamp envelopes will NOT be processed.

If you have questions regarding this form, please contact the Election Chair at \_\_\_\_\_.