

Coshocton County Board of Elections

Jetta Mencer, Chairman

Mike Remington, Member

Michelle Darner, Member

Steve Hall, Member

Policy 2017-03-06-06

Petition Processing Policy

The Board has adopted the following policy and procedures for Candidate and Issue Petition processing:

- All Candidates/Petitioners will be provided with the applicable section of the Candidate's Guide for the position which they are seeking, as well as Campaign Finance Forms and the Campaign Finance Reporting Calendar. Candidates will also be provided with guidelines for circulating and completing the petition and a petition checklist that can be used to self-check the petition for accuracy prior to filing.
- Consistent with Chapter 11, Section 1.03 (C) of the Ohio Election Official Manual, Board staff will not pre-check any petitions to determine their validity prior to filing. Candidates/Petitioners are solely responsible for ensuring that their petitions contain sufficient valid signatures and that all information is correctly and completely filled out on each part-petition. No petitions can be amended or altered once they have been filed with the Board.
- Board staff will review and process filed petitions in the order that they are received.
- Board staff will contact candidates/petitioners regarding the status of their petitions, only in the case of a questionable petition, no earlier than two working days after they have been submitted.
- Consistent with Chapter 12, Section 1.03 (B) (3) of the Ohio Election Official Manual, if a Candidate petition is deemed to be questionable by the Director and/or Deputy Director, a candidate may formally withdraw their candidacy in writing, execute a new declaration or statement of candidacy, and re-file a new petition for the same or a different office, as time permits before the filing deadline.
- A filing fee must be paid at the time petitions are filed with the Board. Filing fees are non-refundable. Should a candidate withdraw their candidacy and submit a new declaration of candidacy, even if it is for the same office previously sought, they will need to pay a new filing fee.

Motion made by Michael Remington, seconded by Steve Hall. Motion Carried. 2017 March 6