

**West Scioto Area Commission  
Commissioner Election Packet  
Receipt Acknowledgement**

I acknowledge I received a Commissioner Election Packet:

Name (Print): \_\_\_\_\_

Residence Street Address: \_\_\_\_\_

Township or City: \_\_\_\_\_

Neighborhood/Subdivision: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***COMPLETE AND LEAVE THIS RECEIPT ACKNOWLEDGEMENT WITH THE  
PERSON FROM WHOM YOU RECEIVED YOUR ELECTION PACKET.***



# **WEST SCIOTO AREA COMMISSION**

## ***COMMISSIONER ELECTION PACKET***

***REVISED MAY 2018***

THE WEST SCIOTO AREA COMMISSION (WSAC) SERVES IN AN ADVISORY CAPACITY TO COLUMBUS CITY COUNCIL. THE WSAC MEETS THE THIRD THURSDAY OF EACH MONTH AT THE CHURCH TRIUMPHANT AT 1001 VERA PLACE. MEETINGS BEGIN AT 7:00 P.M.

THE PURPOSE OF THIS COMMISSION IS TO AFFORD ADDITIONAL VOLUNTARY CITIZEN PARTICIPATION IN DECISION-MAKING IN AN ADVISORY CAPACITY TO THE CITY ADMINISTRATION AND CITY COUNCIL AS PROVIDED IN C.C. SECTION 3109.01 AND TO FACILITATE COMMUNICATION, UNDERSTANDING, AND COOPERATION AMONG CITIZENS, NEIGHBORHOOD GROUPS, CITY OFFICIALS AND STAFF, AND OTHER STAKEHOLDERS BY PERFORMING THOSE FUNCTIONS AND DUTIES SET FORTH IN C.C. SECTION 3109.14.

# West Scioto Area Commission Commissioner Election Packet

## General Information

Thank you for your interest in becoming a candidate for a seat on the West Scioto Area Commission (WSAC). This information packet contains the items below you will need to pursue your candidacy:

1. Receipt Acknowledgement
2. General Information
3. WSAC Area Map
4. Election Rules
5. Mail-In Ballot Request Form(s)
6. Commissioner Election Packet Submission Checklist
7. Commissioner Expectations
8. Candidate Profile
9. Candidate Nominating Petition Affidavit
10. Candidate Nominating Petition

**Caveat:** *This information packet is a guide. Every attempt has been made to summarize the Election Rules accurately. If there is a discrepancy between the Rules and the information contained in this packet, you should follow the Election Rules. A copy is attached.*

A separate document (*WSAC Election Schedule and Contact Information*) containing the Election Schedule, Election Schedule Detail, and Contact Information is available on the WSAC web site (<https://www.westsciotoarea.com>) or by email request to [Elections.wsac@gmail.com](mailto:Elections.wsac@gmail.com).

## Open Calendar Process

The WSAC operates on an “open calendar” system for accepting completed election and appointment application packets. This allows individuals interested in applying for an elected or appointed seat on the Commission to prepare their application packets when it is best for them.



Completed packets received between May 1<sup>st</sup> and February 28<sup>th</sup> will be processed for eligibility during March with the annual appointment nomination and election occurring in April. Completed packets received in March and April will be processed in May for the following year's openings.

Newly elected and appointed WSAC commissioners will be seated at the May annual meeting. The Board will fill vacancies as they arise during the Commission year using completed packets in the "hold" file.

For more information about this process, refer to the Election Rules document in this packet.

### **Commissioner Positions to be Filled**

The number of WSAC Commissioner seats to be filled in this election is listed on the first page of the *WSAC Election Schedule and Contact Information* document.

### **Candidates**

Each person who wants to be a candidate for a WSAC elected seat must:

1. Be eighteen (18) years of age or older
2. Be a resident of the West Scioto Area Commission area
3. Complete and turn in the Receipt Acknowledgement upon receipt of an Election Process packet; if the packet is received by email, the information required in your request will suffice
4. File the *Candidate Nominating Petition and Affidavit* forms completed pursuant to the requirements set forth in the Election Rules for candidacy, as well as the completed *Candidate Profile* and *Commissioner Expectations* forms
5. Not declare any political party affiliation as this is a non-partisan election.

Candidates may be township residents within the WSAC area and need not be registered voters on the rolls of the Franklin County Board of Elections.

**NOTE:** Applicants/candidates may not give anything of value (e.g., postage stamps, envelopes, address labels, pens, etc.) to area residents either while canvassing for nominating petition signatures or while campaigning. Fliers are acceptable.

### **Petitions**

Multiple Petition Packet Submissions: Individuals meeting the appropriate membership criteria may submit separate, completed petition packets for both an elected and appointed



seat (depending on eligibility qualifications) during the same election/appointment cycle/year.

Petitions (election and appointment) may be considered either “primary” or “secondary.” A “primary” petition is the petition the individual wants to be activated first in that election/appointment cycle/year. A “secondary” petition is the petition the individual wants to be activated after the “primary” petition that election/appointment cycle/year. Eligible “secondary” petitions will be put in a “hold” file for potential future consideration. If the applicant is seated through the eligible primary petition, the secondary petition will be automatically withdrawn from consideration.

See Elections Rules, Article IV, Section B. Multiple Petition Packets for details.

Return: Original *Appointment Applicant Nominating Petition*, in addition to the notarized *Appointment Applicant Nominating Petition Affidavit*, *Commissioner Expectations form*, and *Applicant Profile* must be postmarked by the deadline listed in the *WSAC Schedule and Contact Information* document.

If the completed packet is late, the candidate’s name will not be allowed on the ballot. It is your responsibility to ensure the petition forms are turned in complete by the stated date and time. Once it is submitted, it becomes the property of the WSAC and will not be returned for any additions or corrections. Please check everything before you submit.

Eligibility. A Candidate for an elected WSAC seat must be 18 years old or older and reside in the WSAC area.

Circulation. The candidate must personally circulate the petition for signatures.<sup>1</sup> ***To be certified, a candidate’s petition must have a minimum of thirty (30) valid signatures.*** Space for forty-one (41) signatures has been provided so candidates can use the extra signatures in case some are invalidated by the Board. WSAC area residents at least 16 years of age may sign your Petition and may sign more than one Candidate’s Petition. If a person is unable to sign his/her name, make an “X” and the individual designated by this resident may sign for him/her.

Spouses may not sign for each other. Each person must sign his or her own name.

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<sup>1</sup> If you have a disability that prevents you from circulating your petition, please contact the WSAC Elections and Appointments Board to ask for an exemption from this rule. See *Election Rules* Article IV, Section A7 for details.



Candidacy Verification. The Elections and Appointments Board will announce whether the applicant has met the eligibility qualifications. The Board will notify the applicant(s) by telephone.

## Orientation

The Elections and Appointments Board will conduct two Orientations each year. The dates, times and location(s) are listed on the Schedule Detail page of the *WSAC Election Schedule and Contact Information* document.

This information session is optional but highly encouraged and is a great opportunity for potential candidates to ask questions about the election proceedings. Note that ***once this Orientation is completed, all questions regarding the election process must be in writing and directed to the Elections and Appointments Board Chairperson (see contact information below).***

## Campaigns

Candidates may run quiet or highly visible campaigns. ***Each candidate is limited to a total of \$100 being spent on a single election campaign.*** No funds are available from the WSAC or City of Columbus.

The Board will release the names and neighborhoods/subdivisions contained in the *Candidate Profile* of all candidates.

***All candidates must remove their campaign signs/flyers/posters/etc. within two weeks after the election.***

Columbus City Code (§ 902.02) prohibits the placement of any unauthorized signs or advertising in the City right-of-way. Contrary to what many may assume, there is no exception to the City Code for political signs. Under current law (specifically C.C. § 3375.18), ***the placement of political campaign signs in the public right-of-way, including the shoulders and medians of city streets and highways, is illegal within the City of Columbus.***

The WSAC communities, including civic/homeowner associations and business organizations, are actively involved in beautification of our area. Please respect the Columbus City Code and the work of our community volunteers. Please ensure your supporters and volunteers know yard signs must not be placed in or along public streets and rights-of-way in Columbus and can only be placed on private property (residential, commercial, or institutional) with the permission of the property owner.



## Withdrawal

Potential candidates may withdraw from the election after submission of completed *Commissioner Election Packet* forms.

Potential candidates should submit written notice of withdrawal to the Board before the official certification of eligible candidates at the WSAC regular meeting. See the schedule in the *WSAC Election Schedule and Contact Information* document for the submission deadline. Circumstances may arise where withdrawal notice cannot be submitted prior to certification. In these cases, the Board expects the potential/certified candidates to notify the Board of withdrawal as soon as possible before Election day.

## Early Voting

The Elections and Appointments Board will provide one opportunity for voters to cast ballots before the day of the election via mail-in voting.

### Mail-In

Voters may choose to cast their votes via Mail-In ballots. ***One page of Mail-In Ballot Request forms is included in this packet and may be duplicated and given to residents by the candidates. Please remember to cut each page in half (to make two request forms) before distributing.***

To receive a Mail-In ballot, voters must either:

- send a self-addressed, stamped envelope with each fully-completed Ballot Request Form to the address indicated in the *WSAC Election Schedule and Contact Information* document or
- send an email to the address in the *WSAC Election Schedule and Contact Information* document and include in the body of the email your first and last names, street address, whether you rent or own your residence, neighborhood/subdivision, township (if applicable), city, zip code, and the best phone number at which you can be reached. The ballot will be sent to you via return email attachment.

***Properly completed Mail-In Ballot Request Forms must be postmarked and sent as indicated on the Schedule Detail in the WSAC Election Schedule and Contact Information document.***



The Board will process properly completed Mail-In Ballot Request forms. Ballot requests received after the deadline will not be considered.

### Election Day

The poll(s) will be open on the date and times and at the location(s) posted by January 31<sup>st</sup> on the WSAC web site, <https://www.westsciotoarea.com>. ***Before receiving a ballot, voters must present photo ID that validates their residency in the WSAC area and that they are at least sixteen (16) years of age.*** If the voter does not have a photo ID with his/her current address, the voter may present a personal check, current utility bill, or university/high school registration/ID that verifies his/her address within the WSAC area. A voter without photo ID will be required to complete a residency statement with the ballot to be able to cast a vote by ballot. Their ballot will not be anonymous and will be subject to challenge. Candidates are encouraged to advise potential voters of these requirements.

No one may campaign at a polling location. Election monitors will direct any person campaigning at a polling location to leave.

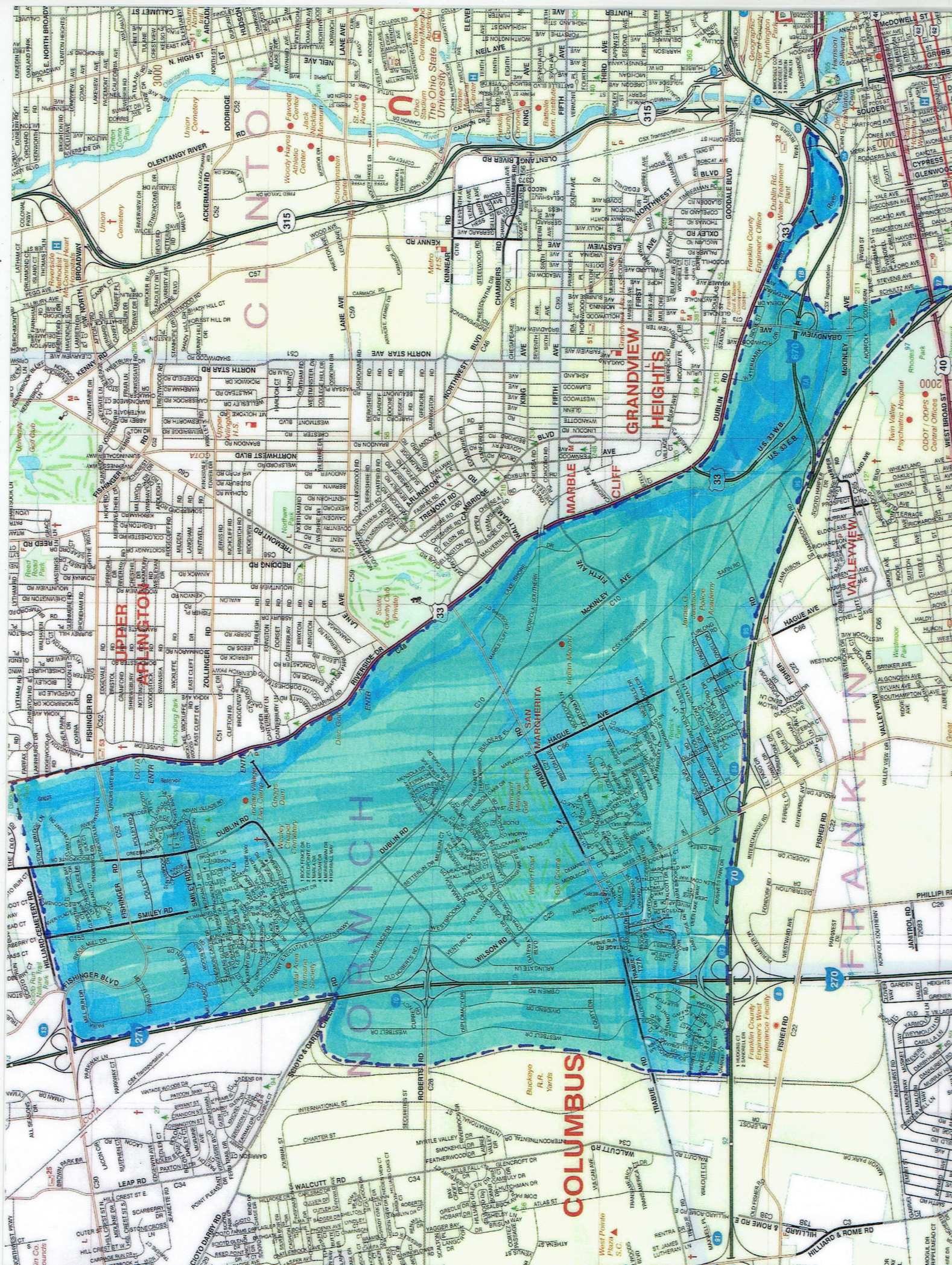
Candidates may have a silent witness at the polling location.

### Election Challenges

Any candidate has up to two (2) days after an election to file a completed “Request to Challenge the Election” Form, which is available electronically by sending an email to the designated Board email address. The completed Challenge form must be signed and delivered to the designated location at the date and time specified in the Challenge request return email from the Board. Challenges received after the deadline will not be considered. The Board will respond via email with its verdict within three (3) days following the Challenge deadline.







GRANDVIEW HEIGHTS

COLUMBUS

FRANKLIN

UPPER ARLINGTON

BEXLEY

SAN MARGHERITA

West Point Plaza S.C.

Franklin County Jail

Franklin County Jail

Franklin County Jail

Franklin County Jail

Franklin County Jail

Franklin County Jail



A blue geometric graphic consisting of several overlapping triangles and quadrilaterals, creating a dynamic, abstract shape that tapers to the right.

# **WEST SCIOTO AREA COMMISSION**

## ***ELECTION RULES***

***AMENDED MAY 2018***

## Table of Contents

I.	Elections and Appointments Board .....	1
II.	Elections .....	2
III.	Potential Candidates .....	4
IV.	Potential Candidate Nomination and Withdrawal .....	5
V.	Campaigning.....	9
VI.	Ballots: Regular and Mail-In .....	9
VII.	Polling Procedures .....	10
VIII.	Counting of Ballots.....	12
IX.	Security of Ballots .....	13
X.	Ballot Challenges .....	13
XI.	Results .....	14
XII.	Registering Successful Candidates .....	14

# **West Scioto Area Commission Election Rules**

## **I. Elections and Appointments Board**

For elections, the Elections and Appointments Board (Board) is responsible for:

- A. Convening meetings to plan and execute election procedures
- B. Determining the polling location(s)
- C. Enlisting and assigning volunteer workers to work polling location(s)
- D. Providing poll worker training and creating poll worker orientation material
- E. Obtaining and distributing equipment and supplies required in the polling places
- F. Selecting a location for and equipping a headquarters for the Board, if appropriate
- G. Arranging for the production and distribution of Petition Packets for potential candidates for Commission seats
- H. Providing orientation(s) for potential candidates
- I. Certifying the adequacy of circulated petitions submitted by potential candidates and making public announcement of the names of the certified potential candidates who qualify by timely and complete filing of petitions
- J. Arranging for and supervising the production of ballots
- K. Verifying that no person has voted more than once in any election
- L. Tallying the votes and certifying the results to the Commission
- M. Providing timely social media information to the appropriate WSAC Communications Committee member(s)
- N. Providing regular reports of the election process to the WSAC during the election cycle
- O. Certifying the election results
- P. Making all other necessary and appropriate arrangements and determinations with respect to the election and nomination processes



## II. Elections

- A. All WSAC Election dates and contact information shall be contained in the *WSAC Election Schedule* and *Contact Information* document.
- B. If the number of candidates is less than or equal to the number of elected Commission expiring terms, no election shall be scheduled/held and the potential candidates shall be considered to be elected.
- C. If there are no (0) eligible candidates for an election cycle or if there remains a vacant elected position after the candidates are seated according to Section B above, the Board shall cancel the election and fill the elected position(s) with expiring terms as vacancy appointment(s).
- D. The Board shall determine the number of Commissioner seats eligible to be filled by residents according to the WSAC By-laws Article IV, sections B, B1 and B4.
- E. The Board shall determine the polling hours.
- F. The Board shall determine the location of polling places. To encourage voter participation, the Board will:
  - 1. Select sites for polling places that provide public access, wi-fi, adequate access to disabled persons,
  - 2. Select sites with adequate parking and clearly marked entrances
  - 3. Designate the polling place(s) no later than the deadline for submitting completed Petition Packets
- G. All elected Commissioner positions with expiring terms shall end at midnight on the day before the annual May WSAC meeting of the applicable year.
- H. Publicity

The Board shall:

- 1. Initiate and maintain a call for potential candidates on social media and other media such as fliers, posters, etc. as appropriate before the election, announcing how/when/where Petition Packets and copies of the Election Rules may be obtained. The Board may also use any other means to publicize the elections as may be available and appropriate.
- 2. At least two weeks before the election, on social media and other media such as fliers, posters, etc. as appropriate:
  - a) The location(s) of the polls
  - b) The date and hours of the election



- c) Early voting option, where to obtain Mail-In Ballot Request forms, and deadlines
- d) Description or map of the WSAC area
- e) The names of the potential candidates who have established eligibility by petition
- f) That a voter must present a photo ID and evidence of place of residence and age, or sign a statement that he or she is sixteen (16) years of age or older and currently resides at the stated address or owns a business or property within the WSAC area, and
- g) That write-in candidates are not allowed.

#### I. Subcommittee

- 1. The Board shall appoint at least two (2) Board members to work as a subcommittee on election processes including but not limited to Packet retrieval from the Post Office, determining eligibility, developing social media outreach information, working the polls, counting ballots, etc. Such subcommittee shall not include WSAC Commissioners, candidates in that year's election to the WSAC, or members of the candidate/s immediate family or household.
- 2. Before the election process begins, the Board shall designate a presiding subcommittee member to organize and monitor the election process and specify that person's authority and duties.
- 3. The duties of the elections subcommittee shall include the orderly operation of the election process, verifying potential candidate eligibility, reporting progress to the Board on a regular basis, and enlisting volunteers to work the poll(s).
- 4. The elections subcommittee shall present eligibility and election results to the Board for certification.

#### J. Poll Workers

- 1. The Board shall appoint at least two (2) people to work each polling place. Such workers shall not include WSAC Commissioners, candidates in that year's election to the WSAC, or members of the candidate's immediate family or household.
- 2. Before the election, the Board shall designate a presiding poll worker for each polling place and specify that person's authority and duties.



3. The duties of the poll workers shall include the orderly operation of the polls and balloting, verifying voter eligibility, maintaining a register of persons voting, and ensuring the security of the ballots.

### **III. Potential Candidates**

- A. Individuals desiring to run for and serve in an elected At-Large Commissioner seat shall:
  1. Be 18 years of age or older
  2. Reside within the WSAC Commission area
  3. Be eligible according to the parameters set forth in the WSAC By-laws Article IV, Sections B, B1 and B4 and
  4. Serve a three-year term.
- B. An elected At-Large WSAC Commissioner whose term is expiring must submit all required completed forms by the stated deadline to be considered for election candidacy eligibility if that Commissioner wants to serve another term.
- C. The Board is authorized to verify in whatever way it considers appropriate the place of residence for any potential candidate whose residency is challenged, for example:
  1. The potential candidate's County Board of Elections voting address, if any,
  2. The potential candidate's residence address as listed in a public telephone directory,
  3. The potential candidate's most recent utility bill with the potential candidate's name and address on it,
  4. The potential candidate's residence address as listed in a public address directory, or
  5. Written statements from neighbors abutting the potential candidate's residence.
- D. Should there be reasonable evidence that the potential candidate's address is as claimed, the Board shall not withhold certification of the potential candidate's nominating petition solely on the residency question.
- E. All potential candidates are encouraged to attend a potential candidate orientation provided by the Board.

Following the orientation, any questions from a potential candidate or certified potential candidate to the Board must be submitted in writing or asked at a



public meeting. The Board will respond to questions in writing and will make the answer available to all potential candidates.

#### **IV. Potential Candidate Nomination and Withdrawal**

##### **A. Petition Procedures**

1. The Board shall make nominating Petition Packets available on the WSAC web site, or via pdf format sent to potential candidates upon request by email beginning in May of each year.
2. If a potential candidate is unable to download and print a packet, a request for a paper copy must be sent to the Board's elections email address indicated on the WSAC web site. Requests must include the individual's full name, street address, city, state, zip code and reason why a paper copy is being requested. The Board shall review the request and respond to the requestor with a determination as soon as possible but no later than within four (4) weeks.
3. A potential candidate for election to the WSAC shall obtain official petitions by one of the means listed above. Potential candidates shall provide their full names, residence address, city, state, zip code, neighborhood/subdivision, email address, and phone number when requesting an official petition via email.
4. Potential candidates shall not give anything of value (e.g., postage stamps, envelopes, address labels, pens, etc.) to area residents either while canvassing for nominating petition signatures or while campaigning. Fliers are acceptable.
5. The Board shall accept and process completed Petition Packets postmarked by February 28 for eligibility verification. All election Petition Packets postmarked between March 1 and April 30 shall be held and processed for eligibility verification beginning in May to be on the following year's ballot.
6. WSAC area residents sixteen (16) years of age or older may sign one or more Potential Candidates' Petitions. If a resident is unable to sign his/her name, this resident will make an "X" on the petition and the individual designated by this resident may sign for him/her. Spouses may not sign for each other. Each person must sign his or her own name.
7. A potential candidate shall personally circulate the petition(s) for his or her candidacy. The Board may grant an exemption to this requirement if the potential candidate demonstrates that he or she has a disability





that would make it a hardship for the potential candidate to personally circulate his or her petition(s). This exception may be granted only upon written application submitted by the potential candidate to the Board and, if granted, by written statement to that effect to be issued by the Board to the potential candidate within two (2) weeks after the Board has received such written application. The potential candidate shall designate a special person as proxy for gathering signatures for the disabled potential candidate's candidacy.

8. Each potential candidate, or, in the case of a potential candidate granted a disability exemption, must complete and execute the affidavit at the end of the petition before its submission to the Board at the location specified by the Board. At a minimum, the affidavit will include the potential candidate's certification that he/she is qualified to be a potential candidate for the WSAC.
9. Each potential candidate must submit a petition containing valid signatures, residence addresses, and contact information such as residence phone numbers or email addresses of at least thirty (30) qualified voters who reside in the WSAC area.
10. Potential candidates shall submit completed nominating petitions, notarized affidavit, signed Commissioner Expectations form, and Candidate Profile for candidacy with the Board postmarked no later than February 28 to be considered for eligibility to run in that year's election. If a potential candidate wishes verification of submission of the petition, the potential candidate shall contact the Chairperson of the Board by email. The email address of the Chairperson will be made available to the potential candidates in the nominating packets.
11. All Petition Packets shall be retrieved from the designated Post Office box by two (2) Board members at least once per month from May through January. These packets shall be logged (including the date of pickup, packet return address, and signatures of both Board members) and held unopened by the Board Chair until they are opened in the presence of at least two (2) Board members and processed for eligibility verification within two (2) weeks of retrieval.
12. All packets shall be retrieved from the designated Post Office box by two (2) Board members within one (1) week after the February 28 deadline. These packets shall be logged (including the date of pickup, packet return address, and signatures of both Board members) and opened in the presence of at least two (2) Board members. Processing



for eligibility verification shall begin as appropriate to meet the schedule set by the Board for that election year.

13. All packets postmarked during March and April shall be retrieved from the designated Post Office box by two (2) Board members within the first two (2) weeks in May. These packets shall be logged (including the date of pickup, packet return address, and signatures of both Board members) and opened in the presence of at least two (2) Board members. Processing for eligibility verification shall begin as appropriate to meet the schedule set by the Board for the next election year.

14. Retrieval logs shall be submitted to the Board Chair for retention.

#### B. Multiple Petition Packets

1. Individuals meeting the appropriate membership criteria listed in the WSAC By-laws, Article IV – Membership, may submit separate, completed petitions for both an elected and appointed seat (depending on eligibility qualifications) during the same election/appointment cycle/year.
  - a. Packets (appointment and election) may be considered either “primary” or “secondary.” A “Primary” packet is the packet the individual wants to be activated first in that election/appointment cycle/year. A “Secondary” packet is the packet the individual wants to be activated after the “primary” packet that election/appointment cycle/year.
2. Applicants/potential candidates must notify the Board by email to the designated email address by the submission deadline which eligible packet (appointment or election) is “primary.”
3. Eligible secondary packet(s) will be processed by the Board and put in a “Hold” file for potential future consideration.
4. If the applicant/potential candidate is seated through the eligible primary packet, the secondary packet shall be automatically withdrawn from consideration.
5. If an applicant/potential candidate is not seated through the eligible primary or secondary packet, both eligible packets shall be kept in an “Active” file, which will be considered for use to fill appointment openings or allow the potential candidate to run in the next year’s election as appropriate.



6. Eligible packets shall be considered active for one (1) year beginning the submission deadline date for that cycle/year.
7. One (1) month prior to packet expiration, the Board shall notify by email each applicant/potential candidate with an expiring packet and offer the applicant/potential candidate the option to extend the packet(s) expiration by one (1) year.
  - a. If the applicant/potential candidate wants to extend the packet(s) expiration date, the Board shall verify at that time that the applicant/potential candidate's contact information is current in the packet(s) to be extended.
8. Packets shall be held in the Active file for a maximum of two (2) years from the original submission deadline date.
9. Four (4) months prior to the end of the second (2<sup>nd</sup>) year in the Active file, the Board shall notify the applicant/potential candidate by email informing them of the upcoming expiration of the packet(s) and the need to reapply.

#### C. Petition Validation

1. The Board shall check the validity of the petition signatures for each potential candidate by attempting to contact a representative number of petition signers by telephone.
2. If any discrepancies or possible improprieties are discovered from these contacts, the Board shall check all signatures for that potential candidate for validity in a like manner until either thirty (30) valid signatures are found or the potential candidate's petition is ruled invalid for lack of sufficient signatures.
3. The determination of the Board shall be announced within four (4) weeks after retrieval of petitions from the designated Post Office box.

#### D. Write-In Candidates

1. Write-In candidates are not allowed.

#### E. Withdrawal

1. Potential candidates may withdraw from the Election after submission of the Commissioner Election Packet forms.
2. Potential candidates should submit written notice of withdrawal to the Board before the official certification of potential candidates at the WSAC regular meeting.



## V. Campaigning

- A. Candidates may run quiet or highly visible campaigns. ***Each potential candidate is limited to a total of \$100 being spent on a single election campaign.*** No funds are available from the WSAC or City of Columbus.
- B. The Board will release the name and neighborhood/subdivision of all candidates. Candidates may wish to contact social media outlets directly to ensure they are included in any candidate profile(s) appearing in social media outlets.
- C. Columbus City Code (§ 902.02) prohibits the placement of any unauthorized signs or advertising in the City right-of-way. Contrary to what many may assume, there is no exception to the City Code for political signs. Under current law (specifically C.C. § 3375.18), *the placement of political campaign signs in the public right-of-way, including the shoulders and medians of city streets and highways, is illegal within the City of Columbus.*
- D. All candidates must remove their campaign flyers/posters/etc. within two (2) weeks after the election.

## VI. Ballots: Regular and Mail-In

- A. The Board shall record the total number of ballots produced.
- B. Each ballot shall include a list of the names of petition candidates certified by the Board as meeting WSAC Candidate Qualifications with “\_\_\_\_\_” preceding each name.
- C. The order of listing candidates’ names on the ballot shall be determined randomly.
- D. A statement shall be included on the ballots that no write-in candidates are allowed and ballots that have a write-in candidate(s) on them shall be deemed invalid and not counted.
- E. The regular in-person ballot and Mail-In ballot shall be identical in the instructions and listing of the candidates.
- F. The Mail-In ballot shall include a form at the bottom of the page that requires voters to submit their full names, date of birth, residence address, city or township, neighborhood/subdivision, and zip code along with the voter’s signature line and date. The Mail-In ballot should be designed to separate the top ballot from the bottom voter information.
- G. No political party or other organization shall be named on the ballot in association with a candidate’s name.



## VII. Polling Procedures

- A. The Board shall provide voting opportunities for voters who will be absent or otherwise not voting in person at the poll(s) on Election Day and for in-person voters at the poll(s) on Election Day.
- B. Mail-In Balloting
  - 1. The Board will establish a P.O. Box as a secured address to receive Mail-In Ballot Request forms and Mail-In Ballots for the elections. This P.O. Box is only to be used for election-related mail. The P.O. Box will only be opened on specific dates set by the Board and at least two (2) Board members must be present when the box is opened.
  - 2. The Board will provide Mail-In Ballot Request forms to candidates on the WSAC web site and by email as requested. The form will contain fields for the prospective voter's name, address, neighborhood/subdivision, date of birth, signature line, date, and any other information deemed necessary by the Board. The form will be available the same day the candidate nominating Petition Packets are made available.
  - 3. Each prospective voter will complete one Mail-In Ballot Request form and mail the completed form, along with a self-addressed, stamped envelope to the P.O. Box established by the Board. A self-addressed, stamped envelope (SASE) must be provided for each requested ballot. Only one Mail-In Ballot Request and SASE is allowed per envelope.
  - 4. Following the certification of candidates, Mail-In Ballot Request forms will be collected from the P.O. Box and Board-designated election email address and the Board will convene to process the Mail-In Ballot Requests.
  - 5. Mail-In Ballots shall be numbered sequentially to aid tracking. There shall be no duplicate numbers.
  - 6. 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. Only one Mail-In ballot shall be mailed to the prospective voter in each SASE.
  - 7. Each Mail-In Ballot Request in the designated email address in-box will be opened, reviewed, and one ballot will be issued to each requester.
  - 8. The Board will log the ballot number on the voter's Mail-In Ballot Request form in ballot number order.



9. Mail-In ballots must be received in the designated P.O. Box by the day before Election Day. Ballots received after this date will not be counted. Once removed from the P.O. Box, ballots will be stored at a secured election address determined by the Board.
10. On Election Day, the Mail-In Ballots will be retrieved from the secured election address prior to regular polling hours and brought to the location that will serve as Election Headquarters as determined by the Board.
11. Mail-In ballots will be counted after the in-person ballots.
12. Each Mail-In ballot will be opened and matched to the Mail-In Ballot Request form. The ballot numbers will be verified. The ballot will be stapled to the Mail-In Ballot Request form. The ballot will be compared to the poll register. If the Board determines the voter has cast a ballot on Election Day, the Mail-In ballot will not be counted.

C. In-Person Voting

1. The polling place shall be staffed by at least four (4) people during voting hours.
2. Each polling place will have, at a minimum, a secure ballot box, ballots, a map of the WSAC area, the WSAC By-Laws and Election Rules, and a poll register for logging voters.
3. Each voter shall present photo identification with current address and age, or photo identification with another piece of identification with the voter's current address and age to an election poll worker designated by the Board for that purpose. A voter may also present photo identification with an out-of-date address plus a bill, check, or the like showing a current address.
4. If a voter does not have such identification materials at the polling place, the voter must sign a statement that he or she is sixteen (16) years of age or older and currently resides at a stated address or is the owner of a business or property within the WSAC area. A poll worker shall staple the statement to the ballot so that any person may challenge the residency of the voter. Any candidate, candidate's witness, Board member, WSAC Commissioner, or poll worker may review the residency statement. Any disputes related to the veracity of a residency statement shall be resolved by two or more The Board members viewing the voter's photo identification with current address and date of birth (age) or a photo identification with an out-of-date



address showing the voter's date of birth (age) plus a bill, check, or the like showing a current address.

5. By submitting a residency, area business owner, or property owner statement, the voter acknowledges the ballot is no longer anonymous.
6. A voter may cast an anonymous ballot by presenting identification that complies with Article VII C3 of this rule.
7. Using the identification provided in accordance with the preceding section, the poll worker shall verify the voter is eligible to vote in the election for which a ballot is requested and has not previously voted at the polling place for this Election. Upon such verification, the voter shall register in the poll register, entering name, residence address, and signature.
8. The voter shall be provided with a single ballot, and shall cast a vote by marking the ballot and depositing it in a sealed ballot box provided for that purpose.
9. No person shall engage in any campaigning within 100 feet of the entrance of the building used by voters at the polling place during the time the poll is open on Election Day.
10. At the polling place, a witness may represent a candidate or an individual or group supporting or opposing any candidate on the ballot. No witness shall directly or indirectly campaign for candidates on the premises of a polling place. A candidate shall not serve as a witness to the voting. No witness shall serve as a poll worker.
11. The poll workers shall deliver the sealed ballot boxes to the Board immediately upon the closing of the polls as appropriate.

## **VIII. Counting of Ballots**

- A. The ballot boxes and envelopes containing Mail-In Ballots shall remain sealed until the counting begins.
- B. Immediately following the conclusion of all voting and the transportation of all ballots to the headquarters, if appropriate, the Board shall count the ballots from the ballot boxes.
- C. After the ballot box ballots are counted, the Mail-In ballots shall be opened and counted.
- D. No ballots with write-in candidates shall be counted.
- E. Votes cast for any withdrawn Candidates shall not be counted.



- F. Blank ballots shall be counted to ensure the integrity of election results.
- G. Any person may witness the counting.

## **IX. Security of Ballots**

- A. During the period of active balloting, election materials will be stored in sealed containers in a secure place whenever the materials are not in use by the Board. Active balloting is from the mailing out of Mail-In ballots and concludes with the closing of the polls on Election Day.
- B. All voted ballots shall be placed in a sealed container after counting has been completed.
- C. The sealed containers shall be kept in a secure place until two (2) weeks after the election or until any formal election complaint is resolved, whichever is later, at which time, the materials will be handled in accordance with the City of Columbus Record Retention Policy.
- D. Ballots not used in the election shall be handled in the same manner as voted ballots.

## **X. Ballot Challenges**

- A. Any Candidate has up to two (2) days after the Election to file a completed “Request to Challenge the Election” form, which is available electronically by sending an email to the designated Board email. The Board shall monitor the challenge email address and respond within twenty-four (24) hours of the request.
- B. The completed Challenge form must be signed and delivered to the designated location at the date and time specified in the request return email from the Board. Challenges received after the deadline will not be considered.
- C. The Board shall determine the validity of each Challenge received by the deadline and respond via email with its verdict to the challenging Candidate within three (3) days following the Challenge deadline.





## **XI. Results**

- A. The Board shall adhere to the WSAC By-laws regarding the composition of the elected Commissioner seats.
  - 1. The Board shall determine if the Candidates receiving the highest number of votes would cause the composition of the elected Commissioner seats to be in conflict with the WSAC By-laws.
  - 2. If there is a conflict with the WSAC By-laws, then the Candidates with the highest number of votes that do not cause a conflict with the WSAC By-laws shall be considered the winners.
- B. The Board shall informally notify the candidates and the WSAC Chairperson of the uncertified election results within twenty-four (24) hours of the close of the polls.
- C. Before the Board certifies the election results, the Board shall disqualify a potential candidate or candidate who is ineligible to serve due to death, withdrawal of candidacy, lack of residency, or other reason in violation of the WSAC By-laws, these rules or rulings by the Mayor or City Attorney.
- D. The Board shall certify the election results to the WSAC Chairperson after determination of the validity of Election Challenge(s).

## **XII. Registering Successful Candidates**

- A. Within two (2) days after the Board's certification of the election results, the Board Chairperson shall complete a Columbus Area Commission Membership Registration (Legistar) form electronically for each successful candidate and send the forms electronically as Word documents to the WSAC area's Neighborhood Liaison.
- B. The Board Chairperson shall notify the WSAC Chair of the completion of this city requirement.



**West Scioto Area Commission  
Mail-In Ballot Request**

**Check <https://www.westsciotoarea.com> for mailing deadline.** You must include a self-addressed, stamped envelope with your completed request form. **ONLY ONE REQUEST ALLOWED PER ENVELOPE.**

Please complete the form below and mail to:  
WSAC Elections Board – Ballot Request  
P.O. Box 21586  
Columbus, OH 43221

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residence Address: \_\_\_\_\_ ☐ Rent ☐ Own

City or Township: \_\_\_\_\_ OH Zip code: \_\_\_\_\_

Check all that apply: I \_\_\_\_\_ reside \_\_\_\_\_ own a business \_\_\_\_\_ own property within the WSAC area.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For assistance, email [mail.inballot.wsac@gmail.com](mailto:mail.inballot.wsac@gmail.com) Subject: “Ballot Request Help”

Rev. 5/23/18



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Residence Address: \_\_\_\_\_ ☐ Rent ☐ Own

City or Township: \_\_\_\_\_ OH Zip code: \_\_\_\_\_

Check all that apply: I \_\_\_\_\_ reside \_\_\_\_\_ own a business \_\_\_\_\_ own property within the WSAC area.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For assistance, email [mail.inballot.wsac@gmail.com](mailto:mail.inballot.wsac@gmail.com) Subject: “Ballot Request Help”

Rev. 5/23/18

## **West Scioto Area Commission Commissioner Election Packet Submission Checklist**

*We have developed this Checklist to assist you in submitting all the forms required to run in this West Scioto Area Commission election. This Checklist should be considered a guide.*

- \_\_\_\_\_ Receipt Acknowledgement (should have been completed and turned in when you picked up the *Commissioner Election Packet*; if requested by email, the email fulfills this requirement)
- \_\_\_\_\_ Commissioner Expectations
- \_\_\_\_\_ Candidate Profile
- \_\_\_\_\_ Candidate Nominating Petition Affidavit
- \_\_\_\_\_ Candidate Nominating Petition

## **West Scioto Area Commission Commissioner Expectations**

*This Statement of Expectations must be signed by each potential candidate/applicant for a position as Commissioner on the West Scioto Area Commission.*

1. All Commissioners are required to live, work or own a business within the boundaries of the Area as outlined in Article II of the West Scioto Area Commission By-Laws.
2. All Commissioners serve on the WSAC without compensation.
3. All Commissioners are expected to comport themselves according to the by-laws.
4. No Commissioner shall represent the Commission in its official actions before any other public body or official, except as specifically authorized in writing by the Commission.
5. All Commissioners are expected to attend the monthly meetings. During the meetings, Commissioners are to participate in the discussion and decision-making process. This includes making recommendations to the City of Columbus on zoning/variance/graphic issues in applications submitted to the WSAC for review and comment. This will require you to review material, be familiar with the Columbus City Code, and be prepared to ask questions.
6. All Commissioners are required to attend one commission-related training opportunity per term (ideally, one per year).
7. All Commissioners are expected to serve on at least one committee.
8. All Commissioners except the Student Commissioner are expected to attend Development Commission, Graphic Commission, Board of Zoning Adjustment, and Columbus City Council meetings as appropriate. The Student Commissioner is expected to attend one meeting of the Columbus City Council and one meeting of the Development Commission or Graphic Commission per year.
9. All Commissioners except the Student Commissioner are required to contact the Chairperson or Secretary if they will be absent from a monthly meeting. The Student Commissioner must contact the Student Mentoring Committee Chair in the event s/he will be unable to attend a meeting or event.

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Signature

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Date

Name (print): \_\_\_\_\_

## West Scioto Area Commission Candidate Profile

*Each person who wants to be considered for an elected WSAC Commissioner position must complete this form in its entirety and submit it by the deadline. You may use the back of this page to complete responses.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Residence Address: \_\_\_\_\_ ☐ Rent ☐ Own

City or Township: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Neighborhood/Subdivision: \_\_\_\_\_

Are you currently a WSAC Commissioner? \_\_\_\_\_ Yes \_\_\_\_\_ No

What is your profession? \_\_\_\_\_

What is the focus of your employment? \_\_\_\_\_

\_\_\_\_\_

Please list your current affiliations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Keep each response below to 75 words or less. Anything exceeding this limit will be truncated at the 75-word limit. You may continue your response(s) on the back of this page.*

**What relevant experience would you bring to the WSAC as a Commissioner?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please provide a short bio.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**West Scioto Area Commission  
Candidate Nominating Petition Affidavit**

State of Ohio  
County of Franklin

I, \_\_\_\_\_ (*Applicant's Name*), swear the following is true:

- I am at least eighteen (18) years old;
- I reside within the West Scioto Area Commission area;
- I personally circulated the foregoing nominating petition, containing \_\_\_\_ signatures or was granted a disability waiver by the WSAC Elections and Appointments Board for petition signature collection (*attached*);
- To the best of my knowledge, information, and belief, all the signers were qualified to sign;
- To the best of my knowledge, information, and belief, every signature is the signature of the person it purports to represent.

\_\_\_\_\_  
Signature of Applicant (*wait to sign until the Notary Public*)

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Residence Street Address

\_\_\_\_\_  
Neighborhood/Subdivision

\_\_\_\_\_  
City/Township, State, Zip Code

\_\_\_\_\_  
Home and Work Telephone Numbers

\_\_\_\_\_  
Email Address

Signed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

***Note: Attach this affidavit and disability waiver (if applicable) behind your petition.***

**West Scioto Area Commission  
Candidate Nominating Petition**

**Candidate's Name:** \_\_\_\_\_

We the undersigned residents of the West Scioto Area Commission (WSAC), as described in 3111.02, Columbus City Code, each being 16 years of age or older, hereby nominate the above-named individual as a candidate for Commissioner for a three-year term to be voted on at the general election held on the **first Saturday in April**.

You must be at least 16 years old and a resident of the West Scioto Area Commission area to sign this form. Members of the WSAC Elections and Appointments Board may contact people who sign this petition to verify signatures. Residents may sign more than one candidate's petition.

Name ( <i>Print</i> )	Address ( <i>Print</i> )	Email Address or Phone #	Signature
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_

West Scioto Area Commission  
Candidate Nominating Petition

Candidate's Name: \_\_\_\_\_

Name ( <i>Print</i> )	Address ( <i>Print</i> )	Email Address or Phone #	Signature
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12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

21. \_\_\_\_\_

22. \_\_\_\_\_

23. \_\_\_\_\_

24. \_\_\_\_\_

25. \_\_\_\_\_

26. \_\_\_\_\_



West Scioto Area Commission  
Candidate Nominating Petition

Candidate's Name: \_\_\_\_\_

Name ( <i>Print</i> )	Address ( <i>Print</i> )	Email Address or Phone #	Signature
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27. \_\_\_\_\_

28. \_\_\_\_\_

29. \_\_\_\_\_

30. \_\_\_\_\_

31. \_\_\_\_\_

32. \_\_\_\_\_

33. \_\_\_\_\_

34. \_\_\_\_\_

35. \_\_\_\_\_

36. \_\_\_\_\_

37. \_\_\_\_\_

38. \_\_\_\_\_

39. \_\_\_\_\_

40. \_\_\_\_\_

41. \_\_\_\_\_