



# Butler County Board of Elections

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## Election Observer Information Guide November 8, 2016 General Election

### Secretary of State Directive 2016-23 Section 1.08

All Election Observer procedures are prescribed in SOS Directive 2016-23, Section 1.08.

### Election Cycle Schedule

#### *In Person Voting*

- 8:00 a.m. to 5:00 p.m. – Tuesday, October 12, 2016 through Friday, October 14, 2016
- 8:00 a.m. to 5:00 p.m. – Monday, October 17, 2016 through Friday, October 21, 2016
- 8:00 a.m. to 6:00 p.m. – Monday, October 24, 2016 through Friday, October 28, 2016
- 8:00 a.m. to 4:00 p.m. – Saturday, October 29, 2016
- 1:00 p.m. to 5:00 p.m. – Sunday, October 30, 2016
- 8:00 a.m. to 7:00 p.m. – Monday, October 31, 2016 through Friday, November 4, 2016
- 8:00 a.m. to 4:00 p.m. – Saturday, November 5, 2016
- 1:00 p.m. to 5:00 p.m. – Sunday, November 6, 2016
- 8:00 a.m. to 2:00 p.m. – Monday, November 7, 2016

**Public Pre-Test of the Tabulation System is scheduled for Thursday, October 13, 2016 at 10:00am.**

#### *Absentee Ballot Opening (Subject to change depending on volume)*

9:00—5:00pm	Thursday, October 20, 2016
9:00am—4:00pm	Friday, October 21, 2016
1:00pm—5:00pm	Daily, Monday through Friday, October 24—November 4
Noon—4:00pm	Saturday, November 5, 2016
Noon—5pm	Monday, November 7, 2016

9:00am—5:00pm	Monday, October 24, 2016
9:00am—5:00pm	Tuesday, October 25, 2016
9:00am—4:00pm	Monday, October 31, 2016
9:00am—4:00pm	Tuesday, November 1, 2016

*Absentee Ballot Scanning  
(Subject to change depending on  
volume)*

*(continued next page)*

9:00am—5:00pm	Monday, November 7, 2016	<i>Absentee Ballot Scanning</i> <i>(Subject to change depending on volume)</i>
9:00am—5:00pm	Tuesday, November 8, 2016	

### *Election Day Board Meeting Schedule*

Monday, November 7, at 9:00am—Board meeting to adjudicate vote-by-mail ballots

Tuesday, November 8, at 6:00pm—Board meeting to adjudicate vote-by-mail ballots and observe pre-test of tabulating equipment

Pre-test of tabulation equipment will take place at 7:00pm.

### *Election Night Reporting Schedule*

Absentee returns reported between 7:45 and 8:00pm, unless Court Order is issued to extend polling hours

Polling place returns reported beginning approximately 8:30pm. Results updated every 15 minutes.

### *Provisional Ballot Processing*

Processing daily beginning Thursday, November 10 from 8:30am—6:30pm, Monday through Friday. Weekend hours possible depending on volume.

Board meeting to approve provisional ballots scheduled for 1:00pm on Monday, November 21, 2016.

### *Official Count and Certification (Note: all dates and times are depending on volume)*

Opening and scanning vote-by-mail ballots received after Election Day on Monday, November 21, from 2:30pm—4:30pm

Opening provisional ballots on Tuesday, November 22, from 8:30am—6:30pm.

Scanning provisional ballots on Tuesday, November 22, from 1:30pm—6:30pm and Wednesday, November 23, from 8:30am—12:30pm

Official run completed by 4:30pm on Wednesday, November 23.

Board meeting to certify on Monday, November 28, at 9:00am.

### *Post-Election Audit*

Tentatively scheduled for Monday, December 5, at 9:30am until complete.