



Orange County Board of Elections

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David C. Green, Commissioner

Louise B. Vandemark, Commissioner

January 16, 2019 – Amended - Policy Designee to Receive Absentee Ballots

The Orange County Board of Elections at their Annual Commissioner's Board Meeting on January 16, 2019, adopted the following procedure: **DESIGNEE TO RECEIVE ABSENTEE BALLOTS**

The Orange County Board of Elections will not authorize a person to be designated to receive more than ten (10) ballots per Election (Presidential Primary, Primary, Special and General Elections at which the Orange County Board of Elections officiates) per year.

THE EMPLOYEES WHO WORK AT THE COUNTER are directed to follow the procedures set below:

Absentees will be received by all employees of the Board of Elections. The processing of absentee ballots should take place at the Registration section for all Over the Counter Ballots (OTC's).

If first request exceeds ten (10) ballots, contact a Commissioner or Deputy Commissioner.

A person who presents themselves to the counter with an absentee ballot designating their name in the "Deliver To" area (and the ballot is not for them), if they are unknown to you, they must present a photo ID card to pick up the ballot. Upon receipt of the ballot, employee must write the name of the "Deliver To" person on an index card and indicate they have received whatever number of ballots on that index card and who the ballots were for. Before the ballot is processed you must check the card file to make sure that the "designee" has not already received more than their allotted share of ballots. If the request is for both the Primary and the General Election than a card must be made up for both elections and filed in the appropriate area for future reference.

Whenever the number goes over ten (10) a Commissioner or a Deputy Commissioner must be contacted.

PLEASE BE SURE TO VERIFY THAT THE DESIGNEE WAS AUTHORIZED BY THE VOTER IN THE PROPER SECTION OF THE APPLICATION BEFORE ISSUING ANY BALLOT.

PLEASE BE ADVISED THAT THE ABOVE STATED POLICY SHALL BE FOLLOWED WITH REGARD TO THE AMOUNT OF ABSENTEE BALLOTS ALLOWED FOR A SINGLE DESIGNEE PER ELECTION.

Effective June 2, 2014 – Ratified – August 31, 2016 – Amended January 16, 2019

David C. Green
Election Commissioner

Louise B. Vandemark
Election Commissioner