

**RULES
OF
SECRETARY OF STATE
STATE COORDINATOR OF ELECTIONS
CHAPTER 1360-2-11
VOTER REGISTRATION BY MAIL
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1360-2-11-.01 ADOPTION AND PROMULGATION. The following rules and regulations governing registration by mail and the methods and use of this system of registration in the State of Tennessee is hereby adopted and promulgated by the Coordinator of Elections under the authority of Section 2-1111, Tennessee Code Annotated.

Authority: T.C.A. Section 2-1111. *Administrative History:* Original Rule filed August 26, 1975, effective September 24, 1975.

1360-2-11-.02 INTENT OF REGULATIONS. It is the intent of these regulations to provide for the use of mail services for registration, under Chapter 308, Tennessee Code Annotated.

Authority: T.C.A. Section 2-1111. *Administrative History:* Original Rule filed August 26, 1975, effective September 24, 1975.

1360-2-11-.03 DEFINITIONS OF TERMS UNDER THIS REGULATION. (1) The definitions of terms under this regulation shall be the same as those listed in Section 2-104, Tennessee Code Annotated. (2) The term VRF means Voter Registration Form(s), wherever it appears on these rules.

Authority: T.C.A. Section 2-1111. *Administrative History:* Original Rule filed August 26, 1975, effective September 24, 1975.

1360-2-11-.04 GENERAL REGISTRATION REQUIREMENTS. The General Registration Requirements of Chapter 2, Title 2, Tennessee Code Annotated, shall apply to the registration by mail program, except where the application of such general requirements would be clearly inappropriate to registration by mail.

Authority: T.C.A. Section 2-1111. *Administrative History:* Original Rule filed August 26, 1975, effective September 24, 1975.

1360-2-11-.05 FORMS TO BE USED. The state Election Coordinator shall approve a set of standard forms to be used in all registration by mail programs; to permit and insure compatibility of local systems of voter registration, data, collections, and storage. Individual County Election Commissions may vary the physical configuration and layout of such forms where necessary to insure compatibility, but any such variation of standard forms must be approved by the State Election Coordinator.

Authority: T.C.A. Section 2-1111. *Administrative History:* Original Rule filed August 26, 1975, effective September 24, 1975.

1360-2-11-.06 DISTRIBUTION OF REGISTRATION BY MAIL FORMS.

- (1) The following procedure shall govern distribution of appropriate forms to applicants: VRF(s) shall be made available at the offices of the County Election Commissions throughout the State, during normal office hours. Such forms shall be similarly available at all locations where local officials are conducting supplemental registrations. The County Election Commissions shall make available VRF(s) to post offices, public libraries, public schools, courthouses, city halls or other places deemed appropriate by the County Election Commissions.
- (2) VRF(s) shall be available in ample quantities for distribution to qualified groups and organizations demonstrating an interest in participating in voter registration work. The local political parties shall be notified in writing by the County Election Commissions of the availability of the VRF(s) for distribution. The County Election Commission will not accept VRF(s) delivered to them in any manner other than by the postal department. VRF(s) will be received by the Election Commissions through delivery by the postal department in single application cards or by packages containing more than one application.

Authority: T.C.A. Section 2-1111. *Administrative History:* Original Rule filed August 26, 1975, effective September 24, 1975.

1360-2-11-.07 VERIFICATION OF INQUIRIES.

- (1) An appropriate verification inquiry shall be conducted in the following instances:
 - (a) where the information given on the VRF is incomplete;
 - (b) where the information given on the VRF appears unclear or inconsistent;
 - (c) where the information appears to be an exact duplicate of a registration already on file;
 - (d) where the VRF appears to be a duplicate of an already registered voter but indicates a change of name and address;
 - (e) whenever the County Election Commission is unable to determine the district, precinct or ward in which the applicant resides;
 - (f) where it is uncertain for any other reason what action should be taken on the application.
- (2) Verification inquiries shall be conducted so as to permit timely and appropriate action on the application and avoid needless rejections, provided that the County Election Commissions shall not be responsible for any failure to complete such an inquiry within any specific time period or in time for the applicant to vote in, or effect a change prior to, the election or elections next following the submission of the VRF in question.
- (3) Whenever a VRF is subject to inquiry under sub-section (a) through (f) above, the County Election Commission shall forthwith contact by telephone or issue a letter to the applicant, advising him of (1) the nature of the problem with the VRF already submitted; (2) steps needed to be taken to remedy the problem; (3) where appropriate, any time limit wherein action must be taken. Under no circumstances shall the VRF be returned to the applicant. The voter will be required to complete another VRF and mail it to the County Election Commission.

Authority: T.C.A. Section 2-1111. *Administrative History:* Rule filed August 26, 1975, effective September 24, 1975.

1360-2-11-.08 DEADLINES—PERIODS WHEN REGISTRATION OR CHANGES PROHIBITED.

- (1) The effective date of registration shall be the date the VRF was received by the County Election Commission, or the date the inquiry was completed, whichever comes later. Pursuant to Section 2-209, Tennessee Code Annotated, no registration or change of registration shall be effective in the time period specified therein. Only VRF(s) which are complete upon receipt or those which have been completed by inquiries on or before the deadline in Section 2-209, TCA, will be considered as persons registered to vote in the election for which the deadline is applicable.
- (2) All copies of rejected VRF(s) shall be marked “rejected” and be retained by the Registrar at Large for a period of 90 days from the date of receipt.

Authority: T.C.A. Section 2-1111. **Administrative History:** Rule filed August 26, 1975, effective September 24, 1975.

1360-2-11-.09 NOTIFICATION. Subject to the following provisions, the following shall apply to notification of applicants:

- (1) NOTIFICATION OF REGISTRATION: Upon receipt by the County Election Commission of a VRF, and upon completion of any necessary inquiry and verification process, each applicant for registration determined to be qualified to vote shall be sent a PR3 form by first class mail, address correction requested.

Authority: T.C.A. Section 2-1111. **Administrative History:** Rule filed August 26, 1975, effective September 24, 1975.