SECRETARY OF STATE[721]

DIVISION I
ADMINISTRATION

CHAPTER 1
DESCRIPTION OF ORGANIZATION

1.1(17A) Central organization
1.2(17A) Corporations
1.3(17A) Uniform Commercial Code
1.4(17A) Elections
1.5(17A) Land office
1.6(17A) Notaries public
1.7(17A) Legislative division—enrolled bills
1.8(17A) Process agent
1.9(17A) Oaths and bonds
1.10(17A) Joint governmental agreements
1.11 Reserved
1.12(17A) Judiciary

CHAPTER 2
RULES OF PRACTICE

2.1(17A) Forms used
2.2(17A) Filing complaints
2.3(9,631) Payment for services
2.4(17A) Examination and preservation of records
2.5(17A) Telecopier service

CHAPTER 3
ADMINISTRATIVE HEARINGS

3.1(17A) Scope
3.2(17A) Definitions
3.3(17A) General information
3.4(17A) Commencing the contested case
3.5(17A) Notice of hearing
3.6(17A) Contested case hearing procedures
3.7(17A) Presiding officer
3.8(17A) Decisions
3.9(17A) Request for rehearing
3.10(17A) Judicial review

CHAPTER 4
FORMS

4.1(17A) Forms and instructions
4.2(17A) Business entity forms
4.3(17A) Election forms
4.4(554,17A) Uniform Commercial Code forms
4.5(572,17A) Mechanics' notice and lien registry (MNLR) forms

CHAPTER 5
PUBLIC RECORDS AND
FAIR INFORMATION PRACTICES
(Uniform Rules)

5.1(17A,22) Definitions
5.3(17A,22) Requests for access to records
5.6(17A,22) Procedure by which additions, dissents, or objections may be entered into certain records
5.9(17A,22) Disclosures without the consent of the subject
5.10(17A,22) Routine use
5.11(17A,22) Consensual disclosure of confidential records

5.12(17A,22) Release to subject
5.13(17A,22) Availability of records
5.14(17A,22) Personally identifiable information
5.15(17A,22) Personnel files
5.16(17A,22) Other groups of records

CHAPTER 6
SAFE AT HOME PROGRAM

6.1(9E) Definitions
6.2(9E) Failure to notify secretary of changes in information; cancellation
6.3(9E) Renewal of certification; recertification
6.4(9E) Cancellation of voter registration in the statewide voter registration database
6.5(9E) Change of voter registration through the program
6.6(9E) Cancellation of absentee ballot voting through the program

CHAPTER 7
AGENCY PROCEDURE FOR RULE MAKING

7.1(17A) Applicability
7.2(17A) Advice on possible rules before notice of proposed rule adoption
7.3(17A) Public rule-making docket
7.4(17A) Notice of proposed rule making
7.5(17A) Public participation
7.6(17A) Regulatory analysis
7.7(17A,25B) Fiscal impact statement
7.8(17A) Time and manner of rule adoption
7.9(17A) Variance between adopted rule and published notice of proposed rule adoption
7.10(17A) Exemptions from public rule-making procedures
7.11(17A) Concise statement of reasons
7.12(17A) Contents, style, and form of rule
7.13(17A) Agency rule-making record
7.14(17A) Filing of rules
7.15(17A) Effectiveness of rules prior to publication
7.16(17A) General statements of policy
7.17(17A) Review by agency of rules

CHAPTER 8
PETITIONS FOR RULE MAKING

8.1(17A) Petition for rule making
8.2(17A) Briefs
8.3(17A) Inquiries
8.4(17A) Agency consideration

CHAPTER 9
DECLARATORY ORDERS

9.1(17A) Petition for declaratory order
9.2(17A) Notice of petition
9.3(17A) Intervention
9.4(17A) Briefs
9.5(17A) Inquiries
9.6(17A) Service and filing of petitions and other papers
9.7(17A) Consideration
9.8(17A) Action on petition
9.9(17A) Refusal to issue order
9.10(17A) Contents of declaratory order—effective date
9.11(17A) Copies of orders
9.12(17A) Effect of a declaratory order

CHAPTER 10
WAIVER RULES

10.1(17A) Definition
10.2(17A) Scope of chapter
10.3(17A) Applicability
10.4(17A) Criteria for waiver
10.5(17A) Filing of petition
10.6(17A) Content of petition
10.7(17A) Additional information
10.8(17A) Notice
10.9(17A) Hearing procedures
10.10(17A) Ruling
10.11(17A) Public availability
10.12(17A) Cancellation of a waiver
10.13(17A) Violations
10.14(17A) Defense
10.15(17A) Judicial review

CHAPTER 11
Reserved

CHAPTER 12
DISASTER RECOVERY FOR OUT-OF-STATE ENTITIES
12.1(29C) Definitions
12.2(29C) Notification and insurance verification
12.3(29C) Transmittal of notification

CHAPTERS 13 to 19
Reserved

DIVISION II
ELECTIONS

CHAPTER 20
DEPUTY COMMISSIONERS OF ELECTIONS
20.1(47) Deputy secretary of state and deputy county auditor to act
20.2(47) County commissioner of elections may appoint special deputies

CHAPTER 21
ELECTION FORMS AND INSTRUCTIONS

DIVISION I
GENERAL ADMINISTRATIVE PROCEDURES
21.1(47) Emergency election procedures
21.2(47) Electronic submission of absentee ballot applications and affidavits of candidacy
21.3(49,48A) Voter identification documents
21.4(49) Changes of address at the polls
21.5(49) Eligibility declarations in the election register
21.6 Reserved
21.7(48A) Election day registration
21.8(48A) Notice to election day registrant
21.9(49) "Vote here" signs
21.10(43) Application for status as a political party
21.11(49) Statement to provisional voter
21.12(47,53) Absentee ballot receipt deadline when the United States post office is closed on the deadline for receipt of absentee ballots
21.13(47,50) Canvass date adjustment when the United States post office is closed on the deadline for receipt of absentee ballots
21.14(53) Intelligent Mail barcode (IMb) Tracing
21.15(49) Proof of residence or identification after casting provisional ballot
21.16 to 21.19 Reserved
21.20(62) Election contest costs

21.21(62)	Limitations
21.22(49)	Photocopied ballot procedures
21.23 and 21.24	Reserved
21.25(50)	Administrative recounts
21.26 to 21.29	Reserved
21.30(49)	Inclusion of annexed territory in city reprecincting and redistricting plans
21.31(275)	School director district maximum allowable deviation between director districts
21.32(372)	City ward maximum allowable deviation between city wards
21.33(49)	Redistricting special election blackout period
21.34 to 21.49	Reserved
21.50(49)	Polling place accessibility standards
21.51	Reserved
21.52(48A)	Request for new voter identification card
21.53 to 21.74	Reserved
21.75(49)	Voting centers for certain elections
21.76(48A)	Electronic poll book training for poll workers
21.77(49)	Photographing ballots
21.78 to 21.99	Reserved
21.100(39A)	Issuance of technical infractions
21.101(47)	State commissioner's review of complaints
21.102(49)	Commissioner's filings and notifications to state commissioner
21.103(39A)	Election misconduct—investigation
21.104 to 21.199	Reserved

DIVISION II
BALLOT PREPARATION

21.200(49)	Constitutional amendments and public measures
21.201(44)	Competing nominations by nonparty political organizations
21.202(43,52)	Form of primary election ballot
21.203(49,52)	Form of general election ballot
21.204(260C)	Tabulating election results by school district for merged area special elections
21.205 to 21.299	Reserved

DIVISION III
ABSENTEE VOTING

21.300(53)	Satellite absentee voting stations
21.301(53)	Absentee ballot requests from voters whose registration records are "inactive"
21.302(48A)	In-person absentee registration
21.303(53)	Mailing absentee ballots
21.304(53)	Absentee ballot requests from voters whose registration records are "pending"
21.305(53)	Confirming commissioner's receipt of an absentee ballot on election day
21.306(53)	Incomplete absentee ballot applications
21.307(53)	Absentee ballot drop boxes
21.308 to 21.319	Reserved
21.320(53)	Absentee voting by UOCAVA voters
21.321 to 21.350	Reserved
21.351(53)	Receiving absentee ballots
21.352(53)	Review of returned envelopes marked with affidavits
21.353(53)	Opening the return carrier envelopes that are not marked with voters' affidavits
21.354(53)	Review process
21.355(53)	Notice to voter
21.356 to 21.358	Reserved
21.359(53)	Processing absentee ballots before election day
21.360	Reserved
21.361(53)	Rejection of absentee ballot
21.362 to 21.399	Reserved

DIVISION IV
INSTRUCTIONS FOR SPECIFIC ELECTIONS

21.400(376)	Signature requirements for certain cities

21.401(376) Signature requirements in cities with primary or runoff election provisions
21.402(372) Filing deadline for charter commission appointment petition
21.403(372) Special elections to fill vacancies in elective city offices for cities that may be required to conduct primary elections
21.404(372) Special elections to fill vacancies in elective city offices for cities without primary election requirements
21.405(69) Special elections to fill a vacancy in the office of representative in Congress
21.406 to 21.499 Reserved
21.500(277) Signature requirements for school director candidates
21.501 to 21.600 Reserved
21.601(43) Plan III supervisor district candidate signatures after a change in the number of supervisors or method of election
21.602 to 21.799 Reserved
21.800(423B) Local sales and services tax elections
21.801(423B) Form of ballot for local option tax elections
21.802(423B) Local vehicle tax elections
21.803(423F) Revenue purpose statement ballots
21.804(423B) Local option sales and services tax elections in qualified counties
21.805 to 21.809 Reserved
21.810(34A) Referendum on enhanced 911 emergency telephone communication system funding
21.811 to 21.819 Reserved
21.820(99F) Gambling elections
21.821 to 21.829 Reserved
21.830(357E) Benefited recreational lake district elections

CHAPTER 22
VOTING SYSTEMS AND ELECTRONIC POLL BOOKS
TESTING AND EXAMINATION OF VOTING EQUIPMENT

22.1(52) Definitions for certification of voting equipment
22.2(52) Voting system standards
22.3(52) Examiners
22.4(52) Fees and expenses paid to the examiners
22.5(52) Examination of voting equipment—application
22.6(52) Review of application by examiners
22.7(52) Consultant
22.8(52) Contact other users
22.9(52) Testing the equipment
22.10(52) Test primary election for three political parties
22.11(52) Test general election
22.12(52) Report of findings
22.13(52) Notification
22.14(52) Denial of certification
22.15(52) Application for reconsideration
22.16(52) Appeal
22.17(52) Changes to certified voting systems
22.18(52) Rescinding certification
22.19 to 22.29 Reserved
22.30(50,52) Electronic transmission of election results
22.31(52) Acceptance testing
22.32 to 22.40 Reserved
22.41(52) Public testing of optical scan systems
22.42(52) Preparing test decks
22.43(52) Conducting the public test
22.44 to 22.49 Reserved
22.50(52) Voting system security
22.51(52) Memory storage devices
22.52(52) Voting equipment malfunction at the polls
22.53 to 22.99 Reserved

OPTICAL SCAN VOTING SYSTEMS
22.100 Reserved
22.101(52) Definitions
22.102(52) Optical scan ballots
22.103 to 22.199 Reserved
PRECINCT COUNT SYSTEMS
22.200(52) Security
22.201(52) Programming and testing the tabulating devices for precinct count systems
22.202(50) Unique race and candidate ID numbers for election night results reporting
22.203(50) Reporting election night results electronically
22.204 to 22.220 Reserved
22.221(52) Sample ballots and instructions to voters
22.222 to 22.230 Reserved
22.231(52) Emergency ballot box or bin
22.232(52) Manner of voting
22.233 to 22.239 Reserved
22.240(52) Results
22.241(52) Electronic transmission of election results
22.242 to 22.249 Reserved
22.250(52) Absentee voting instructions
22.251 to 22.259 Reserved
22.260(52) Specific precinct count systems
22.261(52) Election Systems & Software Voting Systems—preparation and use in elections
22.262(52) Premier Election Solutions' AccuVote OS and AccuVote OSX precinct count devices
22.263(52) AutoMARK Voter Assist Terminal (VAT)
22.264(52) Unisyn OpenElect OVO unit—preparation and use in elections
22.265(52) Unisyn OpenElect OVI unit
22.266(52) Dominion Democracy Suite Voting Systems—preparation and use in elections
22.267 to 22.339 Reserved
OPTICAL SCAN VOTING SYSTEM USED FOR ABSENTEE AND SPECIAL VOTERS PRECINCT
22.340(52) Processing
22.341(52) Reporting results from absentee ballots and provisional ballots
22.342(52) Tally list for absentee and special voters precinct
22.343(39A,53) Counting absentee ballots on the day before the general election
22.344 to 22.599 Reserved
E-POLL BOOKS
22.600(47) Revolving loan fund
22.601(47) Operational features of e-poll books
22.602(47) Security features of e-poll books

CHAPTER 23
VOTER REGISTRATION IN STATE AGENCIES
23.1(48A) Definitions
23.2(48A) Registration forms
23.3(48A) Declination forms
23.4(48A) Electronic declination records
23.5(48A) Retention and storage of declination forms
23.6(48A) Distribution of voter registration forms
23.7(48A) Applications, recertifications, renewals and changes of address received from applicant representatives
23.8(48A) Recertification and renewal applications
23.9(48A) Change of address notices
23.10(48A) Ineligible applicants
23.11(48A) Other voter registration agencies

CHAPTER 24
UNOFFICIAL CANVASS OF VOTES
24.1(47) Unofficial canvass
24.2(47) Duties of the county commissioner of elections

24.3(47) Duties of the state commissioner of elections

CHAPTER 25
ELECTION ADMINISTRATION—ADMINISTRATIVE COMPLAINT PROCEDURE

25.1(17A,39A,47) General provisions
25.2(17A,39A,47) Form of complaint
25.3(17A,39A,47) Filing, service, and initial review of complaint
25.4(17A,39A,47) Notice of proceedings
25.5(17A,39A,47) Informal settlement
25.6(17A,39A,47) Answer
25.7(17A,39A,47) Presiding officer
25.8(17A,39A,47) Proceedings based upon written submissions
25.9(17A,39A,47) Written decisions, available remedies
25.10(17A,39A,47) Hearings
25.11(17A,39A,47) Time requirements
25.12(17A,39A,47) Waiver of procedures
25.13(17A,39A,47) Telephone and electronic proceedings
25.14(17A,39A,47) Disqualification
25.15(17A,39A,47) Consolidation—severance
25.16(17A,39A,47) Service and filing of pleadings and other papers
25.17(17A) Discovery
25.18(17A) Issuance of subpoenas in a complaint proceeding
25.19(17A) Motions
25.20(17A) Continuances
25.21(17A) Withdrawals
25.22(17A) Intervention
25.23(17A) Hearing procedures
25.24(17A) Evidence
25.25(17A) Default
25.26(17A) Ex parte communication
25.27(17A) Recording costs
25.28(17A) Final decisions, publication and party notification
25.29(17A) Interlocutory appeals
25.30(17A) Appeals and review
25.31(17A) Applications for rehearing
25.32(17A) Stays of orders
25.33(17A) No factual dispute complaint proceedings
25.34(17A) Alternate dispute resolution
25.35(17A) Judicial review

CHAPTER 26
COUNTING VOTES
PART I—GENERAL PROVISIONS

26.1(49) Definitions
26.2(49) Counting votes on election day
26.3(50) Reporting overvotes and undervotes
26.4(50) Absentee and special voters precinct
26.5 to 26.9 Reserved

PART II—OPTICAL SCAN VOTING SYSTEMS

26.10(50) Systems affected
26.11(50) Examples used
26.12(50) Wrong ballots
26.13(50) Ballot properly marked by the voter
26.14(50) Ballots with identifying marks
26.15(49) Voter’s choice
26.16(49) Determination of voter’s choice
26.17(49) Marks not counted
26.18(49) Acceptable marks
26.19 Reserved

26.20(49) Write-in votes
26.21(49) Corrections by voter
26.22 to 26.49 Reserved

PART III—PAPER BALLOTS

26.50(49) Standards
26.51(49) Write-in votes
26.52 to 26.59 Reserved

PART IV—VOTING MACHINES

26.60 to 26.99 Reserved

PART V—RECOUNTS

26.100(50) Requester
26.101(50) Recounts for candidates who run as a team
26.102(50) Bond
26.103(50) Recount board
26.104(50) Responsibilities of the recount board
26.105(50) Duties of commissioner and commissioner's staff
26.106(50) Access to meeting
26.107(50) Report of the recount board
26.108 to 26.199 Reserved

PART VI—POST-ELECTION AUDIT

26.200(50) Precinct selection
26.201(50) State commissioner duties
26.202(50) Post-election audit time frame
26.203(50) Audit board and audit procedure

CHAPTER 27
HELP AMERICA VOTE ACT GRANTS

27.1(47,80GA,SF2298) Purpose
27.2(47,80GA,SF2298) Definitions
27.3(47,80GA,SF2298) Eligibility and requirements
27.4(47,80GA,SF2298) Application process
27.5(47,80GA,SF2298) Application contents
27.6(47,80GA,SF2298) Application review
27.7(47,80GA,SF2298) Award process
27.8(47,80GA,SF2298) Reports
27.9(47,80GA,SF2298) Access to records

CHAPTER 28
VOTER REGISTRATION FILE (I-VOTERS) MANAGEMENT

28.1(47,48A) State registrar's responsibility
28.2(48A) Access and fees
28.3(48A) Duplicate and multiple voter registration record deletion process
28.4(48A) Cancellations and restorations of voter registration due to felony conviction
28.5(47,48A) Noncitizen registered voter identification and removal process
28.6(48A) Cancellations and restorations of voter registration due to jury declination
28.7(48A) Voter list maintenance reports

CHAPTER 29
ELECTIONS TECHNOLOGY SECURITY

29.1(47) Definitions
29.2(47) Cybersecurity training
29.3(47) Cybersecurity incident or breach
29.4(47) Election security by the commissioners
29.5(47) Emergency or incident response plans
29.6(47) Social media accounts

DIVISION III
UNIFORM COMMERCIAL CODE

CHAPTER 30
UNIFORM COMMERCIAL CODE

30.1(554) General provisions
30.2(554) Acceptance and refusal of documents
30.3(554) UCC information management system
30.4(554) Filing and data entry procedures
30.5(554) Search requests and reports
30.6(554) Other notices of liens

CHAPTERS 31 to 39
Reserved

DIVISION IV
CORPORATIONS

CHAPTER 40
CORPORATIONS

40.1(9,490,504) Filing of documents
40.2(486A,488,489,490,496C,499,501,501A,504) Names distinguishable upon corporate records
40.3(489,491,496C,499,501,501A,504) Payment and refund of fees
40.4(486A,488,489,490,499,501,501A,504) Document to county recorder
40.5(548) Registration and protection of marks
40.6(504) Revised nonprofit corporation Act fees
40.7(488,489,490) Biennial reports
40.8(488,489,490,504) Online filing requirements

CHAPTER 41
Reserved

CHAPTER 42
ATHLETE AGENT REGISTRATION

42.1(9A,17A) Fees
42.2(9A,17A) General information

CHAPTER 43
NOTARIAL ACTS

43.1(9B) Certificate of notarial acts
43.2(9B) Short form certificates
43.3(9B) Jurisdiction
43.4(9B) Conflict of interest
43.5(9B) Commission as notary public
43.6(9B) Performance of notarial act on electronic record
43.7(9B) Protection of recording and personally identifiable information
43.8(9B) Notary public sanctions
43.9(9B) Standards for communication technology and identity proofing for notarial acts performed for remotely located individuals
43.10(9B) Providers of communication technology
43.11(9B) Registration of provider of communication technology and approval of communication technology

CHAPTER 44
Reserved

CHAPTER 45
MECHANICS' NOTICE AND LIEN REGISTRY

45.1(572) General provisions
45.2(572) Creation of mechanics' notice and lien registry
45.3(572) Administrator identification
45.4(572) Posting of notice of commencement of work
45.5(572) Posting of preliminary notice

45.6(572)	Posting of mechanics' lien
45.7(572)	Forfeiture and cancellation of mechanics' liens
45.8(572)	Discharge of mechanic's lien by submission of a bond
45.9(572)	Action against general contractor or owner-builder to recover amount due
45.10(572)	Delay by administrator
45.11(572)	Nondisclosure of MNLR information
45.12(572)	Obligation to update information
45.13(572)	Fees and services
45.14(572)	Grounds for refusal of a posting or submission
45.15(572)	Posting of a filing office statement, correction statement, or withdrawal statement
45.16(572)	Assignment of date and time stamp and MNLR number
45.17(572)	Penalties
45.18(572)	Preservation and access by the public