

1 Secretary of State

2

3 Adopted Permanent Rules Relating to Voter Registration; Election
4 Programs; Automatic and Administrative Recounts; and Election
5 Judge Training

6

7 Rules as Adopted

8 COUNTY AUDITOR'S DUTIES

9 8200.0300 DELEGATION OF DUTIES.

10 The county auditor may delegate to municipal officials all
11 duties assigned to the county auditor by chapter 8200 and by
12 Minnesota Statutes, chapter 201, except the preparation and
13 distribution of lists of registered voters and the duties
14 assigned to the county auditor by parts 8200.8100 to 8200.8300.
15 The auditor may delegate the responsibility to accept voter
16 registrations, but a delegation of this responsibility does not
17 relieve the auditor of the duty to accept voter registrations.

18 8200.0400 FILING RULES WITH SECRETARY OF STATE.

19 If a county auditor adopts rules for the delegation of
20 assigned voter registration duties under part 8200.0300, the
21 auditor shall file a copy of the rules with the secretary of
22 state no later than five working days before the effective date
23 of the rules.

24 8200.0700 MAINTENANCE OF VOTER REGISTRATION FILE.

25 Voter registration files must be maintained by street
26 address or alphabetically by voter's last name. Whichever
27 system of arrangement is used, it must be used consistently
28 throughout the political subdivision.

29 8200.0800 DELIVERY OF VOTER REGISTRATION RECORDS FOR ELECTIONS.

30 The county auditor shall provide for the transportation of
31 the necessary voter registration records to the precinct polling
32 place on election day. The auditor shall prescribe procedures
33 to ensure the safety of the voter registration records and their
34 timely delivery at the precinct polling place on election day.

1 The auditor shall maintain the dignity and integrity of the
2 voting system.

3 VOTER REGISTRATION CARDS

4 8200.1100 PRINTING SPECIFICATIONS.

5 Voter registration cards printed for the purpose of
6 distribution and mailing must be printed pursuant to items A to
7 E.

8 A. The size must be six inches by 8-3/4 inches,
9 including a three-fourths inch stub.

10 B. The paper must be at least 100-pound white offset.

11 C. Red ink must be used on the card for printing the
12 X's and the following words: "Name," "Township or City of Legal
13 Residence," "Complete Address of Legal Residence," "Date of
14 Birth," "Address of Your Last Registration or Check if NONE,"
15 and "Legal Signature of Voter." The certification must also be
16 printed in red ink on the card. The remainder of the form must
17 be printed in blue ink. The secretary of state may approve
18 alternate forms of voter registration cards to be attached to or
19 included in tax booklets and forms used by state agencies if the
20 forms contain the information required in Minnesota Statutes,
21 section 201.071.

22 D. The card must have two 1/16-inch perforations that
23 result in the two equal-sized six-inch by four-inch cards.

24 E. The top stub must have a substance applied to it
25 so that the card can be sealed when it is folded together for
26 mailing.

27 8200.1200 REGISTRATION CARD; FORMAT.

28 Subpart 1. Form. The voter registration card must be in
29 the form shown in part 8200.9910.

30 Subp. 2. Box for office use only. In the upper right-hand
31 corner of the card there must be a box marked for "office use
32 only" which contains "W __," "P __," and "S.D. No. __." These
33 initials stand for "ward," "precinct," and "school district."
34 Other information may also be included. Judges of election
35 shall record the type of election day voter registration proof

1 and its number, if any, in the "office use only" box.

2 8200.1500 REVERSE SIDE.

3 Subpart 1. Required format. The reverse side of the
4 registration card must be in the form in subpart 2.

5 Subp. 2. Form of reverse side of registration card.

6 Post office will not
7 deliver without first
8 class postage

9 RETURN TO:

10 (here the county auditor
11 shall supply the address)

12 8200.1700 PRINTING AND DISTRIBUTING REGISTRATION CARDS.

13 Each county auditor shall have printed and shall maintain
14 an adequate number of voter registration cards in compliance
15 with chapter 8200 and Minnesota Statutes, chapter 201. An
16 election official who causes voter registration cards to be
17 printed shall print the cards in a form prescribed by chapter
18 8200 and Minnesota Statutes, chapter 201. The auditor shall
19 provide voter registration cards to any person or group who
20 requests a reasonable number of cards for the purpose of
21 distribution. In those areas having preelection day
22 registration, the auditor shall encourage preelection day
23 registration by making registration cards available to persons
24 and groups for distribution.

25 8200.2100 DUTIES OF AUDITOR.

26 Each county auditor shall designate a number of public
27 buildings within the county where persons may obtain, complete,
28 and deposit registration cards. The county auditor or a
29 designee shall be on duty in the designated building and the
30 person on duty shall transmit completed registration cards, or a
31 record of them if the county auditor does not maintain the
32 registration file, within two working days after receipt to the
33 county auditor.

34 8200.2200 BUILDINGS FOR REGISTRATION.

35 Each political subdivision shall have at least one building
36 where voter registration cards may be obtained and deposited,
37 for every 30,000 residents of the political subdivision. The

1 auditor may designate more buildings than are required by law.

2 NOTIFICATIONS

3 8200.2600 PROPERLY COMPLETED REGISTRATIONS.

4 If a county auditor determines that a registration card is
5 not faulty or defective, the auditor shall file the card and
6 enter the registration on the state registration system. The
7 county auditor shall maintain the file in an orderly manner.
8 The county auditor shall have a card notice mailed to each newly
9 registered voter indicating the voter's name, address, precinct,
10 and polling place. The card must require that it be returned if
11 not deliverable.

12 8200.2800 REGISTRATIONS RECEIVED FEWER THAN 20 DAYS BEFORE
13 ELECTION.

14 When an auditor receives correctly completed registrations
15 during the period when registrations cannot be accepted for an
16 election, the auditor shall notify the applicant that the
17 applicant must register on election day to vote at the upcoming
18 election. Included in this notification must be information to
19 the voters concerning the manner in which they may register to
20 vote on election day at the polls. In the notice to the
21 applicant the auditor shall explain that the registration card
22 received by the auditor makes the applicant an eligible voter at
23 the next election following the upcoming election.

24 8200.3700 REMOVAL OF CARDS FROM REGISTRATION FILES.

25 If a registration card is to be removed from the
26 registration files, except that of a deceased person or that of
27 a voter who has reregistered in another county or state, the
28 county auditor may notify the person whose card is to be removed
29 of the removal and the reason for the removal in writing. The
30 cards removed must be maintained in separate files for one year.

31 8200.3800 EMERGENCY VOTING CARD.

32 Subpart 1. When required. If a voter who has registered
33 prior to an election day is challenged because the voter's name
34 does not appear in the duplicate registration file of the

1 precinct in which he or she desires to vote, the voter may
2 register on that election day by following the election day
3 registration procedures in parts 8200.1100 to 8200.9300 and
4 8220.0300 to 8220.4800. Or, if it appears upon examination that
5 the voter's name was erroneously omitted from the file, the
6 voter must be permitted to vote in the precinct after completing
7 the required name and address information and signing the oath
8 on the precinct election list. The judges shall note on the
9 list that the voter was permitted to vote pursuant to
10 instructions from the county auditor and two judges shall
11 initial the entry.

12 Subp. 2. [See Repealer.]

13 8200.5100 REGISTRATION AT PRECINCT ONLY.

14 Subpart 1. Procedure; proof. Any person otherwise
15 qualified but not registered to vote in the precinct in which
16 the person resides may register to vote on election day at the
17 polling place of the precinct in which the person resides in
18 areas with voter registration. To register on election day a
19 person must complete and sign the registration card and provide
20 proof of residence. A person may prove residence on election
21 day only (1) by presenting (i) a valid Minnesota driver's
22 license, learner's permit, or a receipt for either that contains
23 the voter's valid address in the precinct; (ii) a valid
24 Minnesota identification card issued by the Minnesota Department
25 of Public Safety or a receipt for the identification card that
26 contains the voter's valid address in the precinct; or (iii) a
27 current student identification card that contains the student's
28 valid address in the precinct, a current student fee statement
29 that contains the student's valid address in the precinct, or a
30 copy of a current student registration card that contains the
31 student's valid address in the precinct; (2) by having a valid
32 registration in the same precinct under a different address; (3)
33 by presenting an "ineffective registration notice" mailed by the
34 county auditor or municipal clerk; or (4) by having a person who
35 is registered to vote in the precinct and knows the applicant is

1 a resident of the precinct sign the oath in part 8200.9939.

2 The oath in (4) must be attached to the voter registration
3 card until the address of the applicant is verified by the
4 county auditor. The oath must be printed on a four-inch by
5 six-inch card by the county auditor. After every election day
6 the county auditor shall file the oaths and maintain them for
7 one year.

8 Subp. 2. [Unchanged.]

9 8200.5400 NOTATION OF IDENTIFICATION ON REGISTRATION CARD.

10 When a voter uses a Minnesota driver's license, learner's
11 permit, or Minnesota identification card to prove residence when
12 registering on election day, the election judge who is
13 registering voters shall record the number on the card in the
14 "office use only" area of the registration card.

15 8200.9910 VOTER REGISTRATION CARD, SPECIFIED IN PART 8200.1200,
16 SUBPART 1.

17 VOTER REGISTRATION CARD. Type or print in ink.

18 X Name _____	W _____ P _____
19 Last First Middle	S.D. No. _____
20	OFFICE USE ONLY
21 X Township or City of Legal	Election Day Voter
22 Residence _____/_____/_____	Registration Proof
23 Township or City County	____ Driver's License
24 X Complete Address of Legal Residence	____ Minn. I.D. Card
25 (include street or rural mail route	____ Witness
26 address)	____ Prior Registration
27	____ Ineffective Notice
28	____ Student I.D.
29 _____	
30 House No. and Street or Rural Rte. No.	(Number if applicable)
31	
32 _____	
33 Apt. No. or Rural Box No. City Zip	Telephone No. _____
34 X Date of Birth _____/_____/_____	
35 Month Day Year	
36 X Address of Your	
37 Last Registration _____	House No./Street Name or Rte./Box No. Apt No.
38 or	
39 _____ Check if _____	City or Township County State Zip
40 NONE	
41 Previous Name (If changed since last registration) _____	

42 CHECK INSTRUCTIONS TO DETERMINE WHETHER YOU ARE
43 QUALIFIED TO REGISTER

44 I certify that I will be at least 18 years old on election
45 day and that I am a citizen of the United States, reside at the
46 address shown above and will have resided in Minnesota for 20
47 days immediately preceding election day, and that I am not under

1 guardianship of the person, have not been found by a court to be
2 legally incompetent to vote, and have not been convicted of a
3 felony without having my civil rights restored. I understand
4 that giving false information to procure a registration is a
5 felony punishable by not more than five years imprisonment and a
6 fine of not more than \$10,000, or both.

7 _____/_____/_____
8 Date

9 X Legal Signature of Voter
Also sign the blue card.

10 8200.9919 FORM FOR VOTER REGISTRATION INSTRUCTIONS, SPECIFIED BY
11 PART 8200.1400.

12 Instructions for Voter Registration

13 Read Carefully Before Registering

14 ITEMS INDICATED BY A RED "X" MUST BE COMPLETED BY THE
15 REGISTRANT BEFORE THE REGISTRATION WILL BE ACCEPTED.

16 1. Print in ink or type all information requested on the
17 white card.

18 2. Print or type your legal name; nicknames are not
19 acceptable.

20 3. Print or type the name of the township or city in which
21 you live and are eligible to vote.

22 4. Print or type the house number and street name or the
23 rural route and box number where you live.

24 5. Include your full birthdate; month, day, and year.

25 6. Give the address where you were last registered. If
26 you have never been registered before, check the box for "none."

27 7. Give your previous name if it has been changed since
28 you last registered.

29 8. Enter telephone number in appropriate space (optional).

30 9. Date and sign the card with your legal written
31 signature.

32 10. Review the card to determine that it is correctly
33 completed.

34 11. Fold the form, use the sealing tab, and mail or return
35 to your county auditor at your county courthouse. An eligible
36 voter is a person who at the time of any election:

37 a. is 18 years of age or older;

1 b. is a citizen of the United States; and

2 c. has resided in Minnesota for 20 days.

3 The following persons are not eligible voters:

4 a. any person who has been convicted of a felony or
5 treason, whose civil rights have not been restored;

6 b. any person who is under guardianship of the person;

7 c. any person who has been found by a court to be legally
8 incompetent, whose civil rights have not been restored.

9 ASSISTANCE TO HANDICAPPED VOTERS

10 Call your county auditor or city clerk if you need
11 information about registration or voting assistance
12 for elderly and handicapped individuals or residents
13 of health care facilities or hospitals. Registration
14 and absentee instructions can be made available in
15 large type, in Braille, or on cassette tape.

16 8220.1950 DUPLICATE PROGRAM TO SECRETARY OF STATE.

17 When state offices and questions are to be voted on, the
18 person preparing the computer program shall deliver an exact
19 duplicate or an exact electronic equivalent of the program to
20 the secretary of state at least three days prior to the
21 election. The program must be sealed so that it cannot be
22 opened without breaking the seal. Attached to the exterior of
23 the sealed program must be a certificate signed by the person
24 who prepared the program naming the election jurisdiction for
25 which the program was prepared and stating that the program is
26 an exact duplicate of the program provided to the election
27 jurisdiction and that the program was prepared in accordance
28 with Minnesota statutes and parts 8220.0050 to 8230.4250 and the
29 instructions of the election jurisdiction requesting the program.

30 8235.0200 AUTOMATIC AND ADMINISTRATIVE RECOUNTS.

31 This chapter establishes procedures for the conduct of all
32 automatic and administrative recounts provided for in Minnesota
33 Statutes, sections 204C.35 and 204C.36. The secretary of state
34 or secretary of state's designee is the recount official for
35 recounts conducted by the State Canvassing Board. The county

1 auditor or auditor's designee is the recount official for
2 recounts conducted by the county canvassing board. The county
3 auditor or auditor's designee shall conduct recounts for county
4 offices. The municipal clerk or clerk's designee is the recount
5 official for recounts conducted by the municipal governing
6 body. When the person who would otherwise serve as recount
7 official is a candidate for the office to be recounted, the
8 appropriate canvassing board shall select an election official
9 from another jurisdiction to conduct the recount. "Legal
10 adviser" means counsel to the recount official and the
11 canvassing board for the office being recounted. The scope of
12 an automatic or administrative recount is limited to the recount
13 of the ballots cast and the declaration of the person nominated
14 or elected.

15 8240.2400 TRAINING PLAN.

16 Each training authority shall submit a training plan to the
17 secretary of state by August 1 of each general election year.

18 The training plan shall include the names of persons
19 conducting training; number of sessions planned; projected
20 attendance at each session; training materials to be used;
21 training methods employed; and an outline of the content of the
22 basic training course, review course, emergency training course,
23 and any health care facility absentee voting course.

24 Copies of all materials which will be distributed at the
25 training sessions shall be submitted with the training plan or
26 as soon thereafter as they are available.

27 The training plan shall be subject to approval by the
28 secretary of state, who shall approve the plan if it conforms to
29 applicable state statutes and these rules.

30 If there is no change in the approved training plan on file
31 with the secretary of state, the training authority need not
32 submit a new training plan until a change occurs.

33

34 REPEALER. Minnesota Rules, parts 8200.1300; 8200.1600;
35 8200.3800, subpart 2; 8200.9916; 8200.9922; and 8200.9925, are

02-02-88

[REVISOR] CEL/MS AR1252

1 repealed.