Deputy Registrar Guidelines

Issued by the

State Board of Elections

PREFACE

This Deputy Registrar Guidelines booklet has been designed to provide information to election officials, labor organizations, civic organizations and other individuals and organizations participating in the Illinois Deputy Registrar Program.

This booklet describes the eligibility requirements and terms of appointment of deputy registrars as well as their duties and responsibilities. General information about the training of deputy registrars and the proper completion of the voter registration forms is also included. All citations are from 10 ILCS 5/1-1, et seq.

Individuals may also apply for registration through one of the following options:

Registration Application Form

In Illinois, a one-part form is used as a voter registration application. **This application form is NOT to be used by deputy registrars.** The one-part form is an *application for registration*. It is used in some State agencies and can also be used as a mail-in application for registration. This form is also available on the State Board of Elections website at www.elections.il.gov. [SBE Rule 216] [10 ILCS 5/1A-16(a)]

On-Line Voter Registration available at www.elections.il.gov

The State Board of Elections maintains a system for online voter registration that permits a person to apply to register to vote or to update his or her existing voter registration. This system verifies provided information with the Secretary of State database. If all information matches, the voter's signature is pulled from the Secretary of State file and forwarded to the correct election authority along with the provided information. On-line voter registration is available to anyone having a valid State of Illinois issued driver's license or state ID card. [10 ILCS 5/1A-16.5]

Public Act 98-1171 extended Grace Period Registration

Grace period registration is an extension of the regular registration deadline. Grace period registration authorizes each election authority to establish procedures for the registration of voters and for change of address during the period from the close of regular registration for an election through Election Day. Although the traditional voter registration period closes 28 days prior to the election, grace period registration extends that deadline from the 27th day prior to an election through Election Day itself. Grace period registration is only available "in-person" at sites designated by the election authority. This extension is only available through the election authority, not through the deputy registrars. [10 ILCS 5/4-50, 5-50, 6-100]

Additional information can be obtained from either our Springfield or Chicago office or from your election authority (County Clerk or Board of Election Commissioners).

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APPOINTMENTS

Illinois statutes provide that county clerks shall appoint all **municipal, township or road district clerks** (or their deputies) as deputy registrars who may accept the registration of all qualified residents of the State. Registration at these offices is closed during the **27 day period before any election.**
[10 ILCS 5/4-6.2(a)]

Illinois law also provides that election authorities (county clerks and boards of election commissioners) shall appoint all **precinct committeemen** as deputy registrars. All precinct committeemen may take registrations of all qualified residents of the State. Registration at these offices is closed during the **27 day period before any election.** [10 ILCS 5/4-6.2(a), 5-16.2(a), 6-50.2(a)]

All deputy registrars must be registered voters within the county. Exception: All deputy registrars sworn in by a board of election commissioners must be registered voters within that election jurisdiction.
[10 ILCS 5/4-6.2, 5-16.2, 6-50.2, 6-59.1]

UPON WRITTEN REQUEST, the following may make application to their election authority to become deputy registrars: [10 ILCS 5/4-6.2(a), 5-16.2(a), 6-50.2(a)]

- Chief librarian or their designee *at such library*;
- Principal or their designee of a high school, elementary school or vocational school *at such school*;
- President or their designee of a university, college, community college, academy or other institution of learning *at such university;*
- Officials or their designees of bonafide labor organizations;
- Officials or their designees of bonafide state civic organizations as certified by the State Board of Elections;
- *The Director of Healthcare and Family Services or their designated employees *at such office;*
- *Illinois Department of Employment Security Director or their designated employees *at such office;*
- President of any corporation as defined by the Business Corporation Act of 1983 or their designated employees.

*These two agencies may only accept the registration of any qualified resident of the county in which such offices are located. All other registrars may accept the registration of all qualified residents of the entire State.

Election authorities may require that any designee requesting to be appointed as a deputy registrar file a letter or signed statement of authorization from the designating officer of the organization. This letter is to be kept on file in the election authority's office.

STATEWIDE VOTER REGISTRATION

Most appointed deputy registrars may now accept the registration of any qualified resident of the State of Illinois (the exceptions are listed on Page 3). All deputy registrars may accept registrations at any time other than during the **27 day period before any election.** Deputy Registrars must return their completed registration materials to their own appointing election authority. The appointing election authority shall then transmit the completed registration materials for persons residing outside the jurisdiction to the election authority of the person's jurisdiction of residence within 2 days. [10 ILCS 5/4-6.2, 5-16.2, 6-50.2]

CIVIC ORGANIZATIONS

Civic organizations seeking to engage in voter registration activities must file an application with the State Board of Elections for certification as a bonafide State civic organization. Those organizations seeking certification must make application no later than 90 days prior to the election for which they wish to register voters. All organizations meeting the qualifications will be certified within seven days from the date the application is received by the State Board of Elections. If an application is denied, the organization may appeal the decision at a public hearing. A certification letter is sent to the organization and a copy of the certification letter is sent to the appropriate election authority. Certified organizations seeking to have members appointed as deputy registrars must then submit the request in writing to the appropriate election authority. A copy of the organization's certification should be attached to the letter. [10 ILCS 5/4-6.2(a), 5-16.2(a), 6-50.2(a) and SBE Rule 207.50]

LABOR ORGANIZATIONS

Labor organizations seeking to engage in voter registration activities must make application with the appropriate election authority. The request must be in writing. Labor organizations DO NOT need to be certified by the State Board of Elections. Only bonafide labor organizations are authorized to participate in voter registration activities. A bonafide labor organization is one in which employees participate and which exists at least in part to deal with employers concerning wages, working conditions, labor disputes, grievances, or related matters. [10 ILCS 5/4-6.2, 5-16.2, 6-50.2]

ORGANIZED VOTER REGISTRATION EVENTS

It is recommended that organizations intending to conduct a major voter registration drive or "shopping mall" type of registration event contact their election authority for guidance. Political parties having certified civic organization status must not conduct voter registration activities at political functions. Voter registration activities must be organized as separate and distinct functions by <u>all</u> organizations. **Any type of electioneering or campaigning while conducting voter registration activities is STRICTLY PROHIBITED.** Also, voter registration cannot take place where any alcohol or spirituous liquors are being served. [10 ILCS 5/4-6.2 (e), 4-7, 4-28, 5-16.2 (e), 5-17, 5-39, 6-31, 6-50.2(e), 6-78]

Any person who knowingly gives, lends or promises to give or lend any money or other valuable consideration to any other person to influence such other person to vote ***or to register to vote*** or to influence such other person to vote for or against any candidate or public question to be voted upon at any election shall be guilty of a Class 4 felony. [10 ILCS 5/29-1]

APPOINTMENTS LIMITED TO REASONABLE NUMBER

Each election authority must appoint all individuals who qualify, except that an election authority may limit the appointments of individuals affiliated with labor organizations and civic organizations to a "reasonable number". [10 ILCS 5/4-6.2(a), 5-16.2(a), 6-50.2(a)]

In no event may an election authority fix an arbitrary number applicable to every civic organization requesting appointment of its members as deputy registrars. The number of registrars from a state civic organization will vary across the State depending upon the number of unregistered citizens among the voting age population in the jurisdiction and other factors as mentioned in the following list.

In determining what is a "**reasonable number"** to appoint from any state civic organization, there are a number of factors which the election authority should consider. Some of these include:

- population of the jurisdiction
- size of the organization
- geographic size of the jurisdiction
- convenience to the public
- the location of existing deputy registrars
- existing number of deputy registrars in the jurisdiction
- the need to appoint deputy registrars to assist with the registration of non-English speaking individuals
- the goal, in terms of registration activities, of the organization

If any request to be appointed as a deputy registrar is denied, the election authority shall, **within 10 days** after the date the request is submitted, provide the affected individual or organization with written notice; setting forth the specific reasons or criteria relied upon to deny the request.

The county clerk may appoint as many additional deputy registrars as he/she considers necessary. The county clerk shall appoint such additional deputy registrars in such manner that the convenience of the public is served, giving due consideration to both population concentration and area. Some of the additional deputy registrars shall be selected so that there are an equal number from each of the 2 major political parties in the election jurisdiction. The county clerk, in appointing an additional deputy registrar, shall make the appointment from a list of applicants submitted by the Chairman of the County Central Committee of the applicant's political party. A Chairman of a County Central Committee shall submit a list of applicants to the county clerk by November 30 of each year.
[10 ILCS 5/4-6.2(a), 5-16.2(a), 6-50.2(a)]

TEMPORARY PLACES OF REGISTRATION

Election authorities may establish temporary places of registration. A notice of the times of operation and locations of temporary places of registration must be published not less than 3 or more than 15 days before the holding of such registration. These temporary places of registration must be staffed by employees of the election authority or deputy registrars.
[10 ILCS 5/4-6.1, 4-6.3, 5-16.1, 5-16.3, 6-50.1, 6-50.3]

LENGTH OF APPOINTMENT

Appointments of deputy registrars under this Section, except precinct committeemen, shall be for 2-year terms, commencing on December 1 following the general election of each even-numbered year, except that the mid-term appointments shall be until December 1 following the next general election. Appointments of precinct committeemen shall be for 2-year terms commencing on the date of the county convention following the general primary at which they were elected. Organizations need to seek reappointment for their members if they want their members to continue serving as deputy registrars once the original appointment has expired. **It is suggested that election authorities notify the organizations of this need to re-apply.** [10 ILCS 5/4-6.2, 5-16.2, 6-50.2]

TRAINING OF DEPUTY REGISTRARS
[10 ILCS 5/4-6.2(b), 4-9, 5-8, 5-16.2(b), 6-36, 6-50.2(b)]

Illinois statutes provide that the training of deputy registrars be under the direction of the election authority (county clerk or board of election commissioners). All training programs are designed to inform deputy registrars of their duties and responsibilities and include instructions relevant to the proper completion of the voter registration forms.

Only the registration forms authorized by Illinois statute are to be used by deputy registrars. See page 7 for more detailed information about registration record forms.

Proper training is crucial to the success of any voter registration program. All deputy registrars should be aware that **accuracy**, **neatness**, and **timeliness** are of utmost importance. Registration forms which are completed accurately and submitted to the election authority when they are due will help to ensure a successful registration program and save valuable time on the part of election officials and deputy registrars alike.

Training programs should also include an explanation of the office procedures involved for processing registration applications, as well as an explanation concerning changes of addresses and name changes (e.g., any registered voter who changes his or her name must re-register). All information provided in any training program must be consistent with the Illinois Election Code. [10 ILCS 5/1-1, et seq.]

All training programs should include the following:

1. Instructions as to the duties and limitations of deputy registrars;

2. Instructions as to the proper completion of the registration forms;

3. The dates when registration is NOT allowed and when completed forms must be returned for processing; Completed registration forms must be returned to the election authority by first class mail within 2 business days or personal delivery within 7 days after receipt thereof.

   NOTE: Deputy Registrars must return all registration materials (new registrations /evidence of previous registrations/changes in registration) to the election authority within <u>48</u> hours of registration if such registration was accepted between the <u>35th</u> and <u>28th</u> day preceding an election.

   Registrars must return all registration materials (new registrations/evidence of previous registrations/changes in registration) to the election authority within <u>24</u> hours of registration if such registration was accepted on the <u>28th</u> day preceding an election.
   [10 ILCS 5/4-6.2(c), 5/4-8.03, 5-7.03, 6-35.03]

   Registrars shall account for all registration forms issued to them. If a blank registration record card is mutilated or rendered unfit for use in making it out, or if a mistake is made, the word "mutilated" shall be written across the face of the card, and the card shall be returned to the election authority along with all other unused forms. [10 ILCS 5/4-9, 5-8, 6-36]

4. An explanation of the office procedures for processing cards;

5. Procedures on changes of address and name changes; [10 ILCS 5/4-8.03, 4-16, 5-7.03, 5-23, 6-35.03, 6-53, 6-54]

6. An explanation of local guidelines or rules adopted by the election authority which are consistent with the Election Code; [10 ILCS 5/6-26]

7. General information regarding the actual statutory requirements for registering to vote in Illinois which include:

- **Must be a U. S. Citizen;**

- **Must have been a resident in the precinct for at least 30 days prior to Election Day;**

- **Must be at least 18 years of age by the next Election Day; or 17 years of age to register to vote in a General Primary if individual will be 18 on the date of the following General Election. [10 ILCS 5/3-6]**

The applicant is required to show two forms of identification*. One of the identification forms* must *show the applicant's current residence address. [10ILCS 5/4-10, 5-9, 6-37]*

Upon completion of training, the election authority issues a certificate to each deputy registrar. The election authority also maintains a file of all appointed deputy registrars and must make a list of these appointments available for public inspection. [10 ILCS 5/4-6.2(a - b), 5-16.2(a - b), 6-50.2(a -b)]

All deputy registrars are required to take and subscribe to the following oath or affirmation:

"I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of deputy registrar to the best of my ability and that I will register no person nor cause the registration of any person except upon his personal application before me.

_____

"Deputy Registrar Signature"

This oath is administered by the election authority or his/her deputy and is filed with the election authority.

REGISTRATION RECORD CARDS

Distribution: All voter registration materials are to be provided in a sufficient number by the election authority. In determining the number of forms to be issued to a deputy registrar, consideration should be given to the plan or goal of the registrar or organization and also to the size of the jurisdiction of the registrar.

Deputy registrars are required under Illinois law to use the <u>two or three-part form</u> in taking registrations. As part of the registration process the registrar must see two forms of identification, witness the signature of the applicant, and sign the application in the space provided. *[10 ILCS 4-10, 5-9, 6-35, 6-37]*

OATH GIVEN *BEFORE* REGISTRATION

The registration officer shall make sure that each applicant for registration is qualified to register before registering him. The registration officer shall require each applicant to read or have read to him the following affidavit of registration before completing the registration*:*
"You do solemnly swear (or affirm) that you will fully and truly answer all such questions as shall be put to you touching your name, place of residence, place of birth, your qualifications as an elector and your right as such to register and vote under the laws of the State of Illinois." [10 ILCS 5/4-10, 5-9, 6-37]

IDENTIFICATION

Voter registration applicants are required to show the deputy registrar or officer of registration <u>two forms of identification</u>, and except in the case of a homeless individual, one of the pieces of identification must include the applicant's current residence address. These forms of identification shall include, but are not limited to, any of the following: driver's license, social security card, public aid identification card, utility bill, employee or student identification card, lease or contract for a residence, credit card, or a civic, union or professional association membership card. The registration officer must require a homeless individual to furnish evidence of his use of the mailing address stated. A mailing address of a homeless individual may include, but is not limited to, a shelter, a day shelter, or a private residence. This use may be demonstrated by a piece of mail addressed to that individual and received at that mailing address.
[10 ILCS 5/3-2, 4-10, 5-9, 6-35, 6-37]

REQUIRED INFORMATION: The registration record cards shall contain the following information and such other information as the election authority may think it proper to require for the identification of the applicant. [10 ILCS 5/4-8, 4-8.03, 4-10, 5-7, 6-29]

NAME: The name of the applicant, including surname, first name in full, and middle name or initial, if any.

RESIDENCE: The name and number of the street, avenue, or other location of the dwelling, including the apartment, unit or room number, if any, and in the case of a mobile home, the lot number, and such additional clear and definite description as may be necessary to determine the exact location of the dwelling of the applicant. Where the location cannot be determined by street and number, then the section, congressional township and range number may be used, or such other description as may be necessary, including post-office mailing address. In the case of a homeless individual, the individual's voting residence that is his or her mailing address shall be included on his or her registration record card.

SEX: Male or female.

TERM OF RESIDENCE: In the State and precinct at least 30 days prior to the election.

NATIVITY: The state or country of birth.

CITIZENSHIP: Check whether the applicant is native born or naturalized. If naturalized, the court, place, and date of naturalization.

DATE OF APPLICATION: For the registration.

AGE: Date of birth by month, day, and year.

SOCIAL SECURITY NUMBER: The last four digits of their Social Security Number, or Drivers License Number or Secretary of State ID card number must be requested (otherwise they will be provided with a State Unique Identifier).

TELEPHONE NUMBER: If any, must be requested.

PHYSICAL DISABILITY: Of the applicant, if any, at the time of registration, which would require assistance in voting.

COUNTY AND STATE: In which the applicant was last registered.

ELECTRONIC MAIL ADDRESS: If any, may be provided (providing this information is optional on the applicant's part).

SIGNATURE OF VOTER: In the presence of a deputy registrar, the registration applicant must sign his/her name in ink to the affidavit on both the original and duplicate registration record cards.

AFFIDAVIT OF REGISTRATION: The registration officer shall require each applicant to read or have read to him the following affidavit of registration before completing and signing the registration:
"I hereby swear (or affirm) that I am a citizen of the United States; that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside 30 days; that I am fully qualified to vote. That I intend that this location shall be my residence and that the above statements are true"

_____
"Applicant's Signature"

In case the applicant is unable to sign his/her name, he/she may affix his/her mark to the affidavit. In such case the officer giving the registration oath shall write a detailed description of the applicant in the space provided on the back or at the bottom of the card or sheet; and shall ask the following questions and record the answers on the card:

-Father's first name.
-Mother's first name.
-From what address did the applicant last register?
-Reason for inability to sign name.

SIGNATURE OF DEPUTY REGISTRAR OR OFFICER OF REGISTRATION: The individual acting in his/her official capacity as the deputy registrar or officer of registration must date and sign the application in the presence of the registrant.

REVOCATION OF APPOINTMENT
[10 ILCS 5/4-6.2(b), 5-16.2(b), 6-50.2(b)]

Election authorities are responsible for certifying and supervising all appointed deputy registrars. Deputy registrars are subject to removal for cause.

Grounds for dismissal could be, but are not necessarily limited to the following:

* Failure to attend training session
* No longer affiliated with sponsoring group
* Suspension of registrar's own registration
* Moved out of the jurisdiction
* Knowingly furnishing false information
* Repeated failure to properly execute registration forms such as:
    - Failure to complete forms legibly and completely
    - Failure, through negligence, to obtain correct information
    - Failure to submit forms when they are due
* **ELECTIONEERING** or soliciting of votes or engaging in any political discussion on behalf of a candidate or party or working for or against a proposition while conducting the voter registration activity
* Acting as a registrar in any area where liquor and alcoholic beverages are served, sold or consumed such as a bar or tavern
* Failing to register an individual who fulfills the necessary requirements for registration
* Failure to register an individual based on a bias of the registrar
* Failure to retain registration materials in the registrar's possession
* Failure by the registrar to properly account for all registration forms
* Failure to follow lawful instructions given by the election authority

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