

1 STATE BOARD OF ELECTIONS

2 Amendment

3 **31 KAR 3:010. Current address of Kentucky registered voters and distribution**
4 **of voter registration lists.**

5 RELATES TO: KRS 116.085, 116.155, 117.025, 117.225

6 STATUTORY AUTHORITY: KRS 117.015

7 NECESSITY, FUNCTION, AND CONFORMITY: KRS 117.015 authorizes the Kentucky
8 State Board of Elections to promulgate administrative regulations necessary to properly
9 carry out its duties. This administrative regulation establishes the procedures for election
10 officials and voters to follow to correct and maintain voter registration records and
11 establishes standards for the State Board of Elections to follow when reviewing a request
12 for a voter registration list.

13 Section 1. Definitions. (1) "Advertisement" means any attempt by publication,
14 dissemination, solicitation, or circulation to induce any person to enter into any obligation,
15 or acquire any title or interest in any good or service.

16 (2) "Alphabetical labels" means labels of registered voters within the precinct with
17 one (1) name per label and sorted in alphabetical order.

1 (3) "Alphabetical lists" means lists of registered voters generated from the
2 statewide voter registration database and sorted in alphabetical order by last name within
3 a precinct that have the name, address, age code, party, gender, zip code, and five (5) year
4 voting history of every voter in the precinct.

5 (4) "Duly qualified candidate" means any person who has filed:

6 (a) A letter of intent with the Kentucky Registry of Election Finance; or

7 (b) Nomination papers with the Office of the Secretary of State or county clerk.

8 (5) "Household labels by street order" means labels that are generated from the
9 statewide voter registration database and sorted by street address within the precinct
10 with as many as four (4) names per label of the voters whose last name and address are
11 an identical match.

12 (6) "Household labels by zip code order" means labels that are generated from the
13 statewide voter registration database and sorted by zip code within the county with as
14 many as four (4) names per label of the voters whose last name and address are an
15 identical match.

16 (7) "Sale" means any sale, rental, distribution, offer for sale, rental, or distribution,
17 or attempt to sell, rent, or distribute any good or service to another.

18 (8) "Statewide voter registration database" means a complete roster of all qualified
19 voters within the state by county and precinct that the State Board of Elections is required
20 to maintain pursuant to KRS 117.025(3)(a).

1 (9) "Street order lists" means lists of registered voters generated from the statewide
2 voter registration database sorted in street order within a precinct and contain the name,
3 address, age code, party, gender, zip code, and a five (5) year voting history of every
4 registered voter in the precinct.

5 (10) "Voter registration list" means a list of registered voters generated from the
6 statewide voter registration database in any format in any given election precinct in the
7 Commonwealth of Kentucky that the State Board of Elections is required to furnish
8 pursuant to KRS 117.025(3)(h).

9 Section 2. Correction of Voter Registration Records. (1) Each county clerk shall
10 instruct the precinct election officers of the necessity for informing each voter that he or
11 she shall correct any error existing in his or her address as it appears upon the precinct
12 signature roster.

13 (2) Each precinct election officer shall instruct each voter to correct any error
14 existing in his or her address as it appears upon the precinct signature roster.

15 (3) Each voter shall, when he or she signs the precinct signature roster, correct any
16 error existing in his or her address as it appears upon the precinct signature roster.

17 (4) Each county clerk shall take all steps necessary to correct and update each
18 voter's address upon the statewide voter registration database.

19 Section 3. Interpretation of Commercial Use. Commercial use, as that term is used
20 in KRS 117.025(3)(h), shall be interpreted by the Board of Elections to mean:

1 (1) The use by the requester of the voter registration list, or any part thereof, in any
2 form, for profit, the solicitation of donations, or for the sale or advertisement of any good,
3 ~~or~~ service, or publication ; or

4 (2) The transfer or sale of a voter registration list by the requester ~~for a profit~~ to
5 any other person whom the requester knew or should have known intended to use the
6 voter registration list, or any part thereof, in any form, for profit, the solicitation of
7 donations, or for the sale or advertisement of any good, or service, or publication.

8 Section 4. Exceptions to Commercial Use Interpretation. Commercial use shall not
9 include use of a voter registration list, or any part thereof, for the following purposes:

10 (1) Use for scholarly, journalistic, political (including political fund raising), or
11 governmental purposes; or

12 (2) Use for publication, broadcast, or related use by a newspaper, magazine, radio
13 station, television station, or other news medium in its news or other publications or
14 broadcasts; ~~or~~

15 ~~(3) Use in a publication provided or sold to duly qualified candidates; political party~~
16 ~~committees, or officials thereof; or any committee that advocates or opposes an~~
17 ~~amendment or public question.~~

18 Section 5. State Board to Prohibit Foreign Access to Voter Registration Lists. The
19 board's discretion to furnish precinct lists to other persons, as stated in KRS 117.025(3)(h),
20 shall not extend to:

1 (1) requests known to come from outside of the United States or from requestors
2 known to be closely associated with other persons known to be located outside of the
3 United States, or;

4 (2) requests of which, the board believes if filled, would reasonably be expected to
5 result in voter registration data leaving the United States.

6 Section 6. ~~Section 5.~~ Requests for Voter Registration Lists. A request for voter
7 registration lists shall be made by submitting a completed Request for Voter Registration
8 Data, form SBE-84, to the State Board of Elections with payment of fees established in
9 form SBE-84.

10 Section 7. ~~Section 6.~~ Incorporation by Reference. (1) "Request for Voter
11 Registration Data", SBE 84, September 2021 ~~2018~~, is incorporated by reference.

12 (2) This material may be inspected, copied, or obtained, subject to applicable
13 copyright law, at the State Board of Elections, 140 West Walnut Street, Frankfort, Kentucky
14 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

15 (3) This material may also be obtained on the board's Web site at
16 <https://elect.ky.gov/Resources/Documents/31%20KAR%203.010.pdf>.

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JARED DEARING

Executive Director, State Board of Elections

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this temporary emergency administrative regulation shall be held on July 30, 2021, at 10:00 a.m. ET, at the Office of the State Board of Elections, 140 Walnut Street, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five (5) workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. This hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until July 31, 2021. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Taylor Brown, 140 Walnut Street, Frankfort, Kentucky 40601, Phone: (502) 782-9499, Email: TaylorA.Brown@ky.gov.

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

31 KAR 3:010 Contact Person: Taylor Brown, phone: 502-782-9499, email: TaylorA.Brown@ky.gov

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the procedures for election officials and voters to follow to correct and maintain voter registration records and establishes standards for the State Board of Elections to follow when reviewing a request for a voter registration list.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to securely manage the Commonwealth's voter registration data.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 117.015(1)(a) allows the State Board of Elections to "promulgate administrative regulations necessary to properly carry out its duties."

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: KRS 117.015(3)(h) requires the State Board of Elections to "furnish at a reasonable price any and all precinct lists to duly qualified candidates, political party committees or officials thereof, or any committee that advocates or opposes an amendment or public question." The statute also allows the State Board of Elections to "furnish the precinct lists to other persons at the board's discretion, at a

reasonable price to be determined by the board.” This administrative regulation will assist in the effective and secure fulfillment of these duties.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: This amendment adds measures to ensure that the Commonwealth’s voter registration data is treated as securely as possible.

(b) The necessity of the amendment to this administrative regulation: This amendment is necessary given the evolving demands related to the security of voter registration data.

(c) How the amendment conforms to the content of the authorizing statutes: KRS 117.015(1)(a) allows the State Board of Elections to “promulgate administrative regulations necessary to properly carry out its duties.”

(d) How the amendment will assist in the effective administration of the statutes: KRS 117.015(3)(h) requires the State Board of Elections to “furnish at a reasonable price any and all precinct lists to duly qualified candidates, political party committees or officials thereof, or any committee that advocates or opposes an amendment or public question.” The statute also allows the State Board of Elections to “furnish the precinct lists to other persons at the board's discretion, at a reasonable price to be determined by the board.” This amendment will assist in the effective and secure fulfillment of these duties.

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation:

This administrative regulation will affect those mentioned in KRS 117.015(3)(h): “duly qualified candidates, political party committees or officials thereof, or any committee that advocates or opposes an amendment or public question,” as well as, “other persons” who may choose to request voter registration data.

(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: This amendment will require those mentioned above to take the same action they previously engaged in, namely, submitting a completed Request for Voter Registration Data, form SBE-84.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): The costs associated with a completed Request for Voter Registration Data, form SBE-84 will remain at current levels.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): By complying with the amendments to this administrative regulation,

affected entities will realize the benefit of having access to the most secure and accurate transmission of voter registration data possible.

(5) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: The cost of the implementation of this administrative regulation for the State Board of Elections will be minimal as the amendment will only require disposal of any Request for Voter Registration Data, form SBE-84 that currently exists in printed form.

(b) On a continuing basis: The State Board of Elections expects that this administrative regulation amendment will cost no more to implement on a continual basis than is currently expended.

(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Funds from the State Board of Elections' administrative budget will be used in the implementation and enforcement of this emergency administrative regulation.

(7) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: The State Board of Elections believes that the implementation of this administrative regulation amendment can be achieved without an increase in fees or funding.

(8) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees: Fees associated with a completed Request for Voter Registration Data, form SBE-84 will remain at current levels.

(9) TIERING: Is tiering applied? Explain why or why not. Tiering is not used in this administrative regulation, as a desired result of the promulgation of this administrative regulation is uniform procedures for fulfilling the requests for voter registration data authorized in KRS 117.025.

FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

31 KAR 3:010 Contact Person: Taylor Brown, phone: 502-782-9499, email: TaylorA.Brown@ky.gov

(1) What units, parts or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation? The State Board of Elections will be the only unit of state government impacted by this emergency administrative regulation; no unit of local government should be impacted.

(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 117.015(3)(h) requires the State Board of Elections to “furnish at a reasonable price any and all precinct lists to duly qualified candidates, political party committees or officials thereof, or any committee that advocates or opposes an amendment or public question.” The statute also allows the State Board of Elections to “furnish the precinct lists to other persons at the board's discretion, at a reasonable price to be determined by the board.”

(3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect.

(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year? It is not expected or intended that this administrative regulation amendment will generate any more revenue than the current version may.

(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years? It is not expected or intended that this administrative regulation amendment will generate any more revenue than the current version may.

(c) How much will it cost to administer this program for the first year? The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

(d) How much will it cost to administer this program for subsequent years? The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

"Request for Voter Registration Data", SBE 84, September 2021, is the 4-page form completed by those authorized by statute to request the Commonwealth's voter registration data.

REQUEST FOR VOTER REGISTRATION DATA

Phone: 502-573-7100

Fax: 502-573-4369 or 502-696-1952

www.elect.ky.gov

STATE BOARD OF ELECTIONS

140 WALNUT STREET, FRANKFORT, KY 40601

AGENCY USE ONLY

Order # _____

PLEASE READ BEFORE COMPLETING THIS FORM

KRS 117.025(3)(h): The State Board of Elections shall furnish at a reasonable price any and all precinct lists to duly qualified candidates, political party committees or officials thereof, or any committee that advocates or opposes an amendment or public question. The State Board of Elections may also furnish the precinct lists to other persons at the board's discretion, at a reasonable price. The board shall **NOT** furnish precinct lists to persons who intend to use them for **COMMERCIAL USE**.

Commercial use as defined by 31 KAR 3:010, Section 3, means: (1) The use by the requester of the voter registration list, or any part thereof, in any form, for profit, the solicitation of donations, or for the sale or advertisement of any good or service, or service (2) The transfer or sale of a voter registration list by the requester to any other person whom the requester knew or should have known intended to use the voter registration list, or any part thereof, in any form, for profit, the solicitation of donations, or for the sale or advertisement of any good, service, or publication. Pursuant to 31 KAR 3:010, Section 4, commercial use shall not include use of a voter registration list, or any part thereof, for the following purposes: (1) Use for scholarly, journalistic, political (including political fund raising), or governmental purposes; (2) Use for publication, broadcast, or related use by a newspaper, magazine, radio station, television station, or other news medium in its news or other publications or broadcasts.

Pursuant to 31 KAR 3:010, Section 1, as used herein: "Advertisement" means any attempt by publication, dissemination, solicitation, or circulation to induce any person to enter into any obligation, or acquire any title or interest in any good or service; "Sale" means any sale, rental, distribution, offer for sale, rental, or distribution, or attempt to sell, rent, or distribute any good or service to another; and "Voter Registration List" means a list of registered voters generated from the Statewide Voter Registration Database in any format in any given election precinct in the Commonwealth of Kentucky that the State Board of Elections is required to furnish pursuant to KRS 117.025(3)(h).

ALLOW 7 TO 10 BUSINESS DAYS FOR PROCESSING

REQUESTER NAME: _____ DATE: _____

[Print or type name of individual]

ENTITY: _____ TITLE: _____

[Insert name of business, company or corporation]

[Insert affiliation]

ADDRESS: _____ CITY, STATE, & ZIP: _____

FAX: (____) _____ CELL PHONE: (____) _____ DAY TIME PHONE: (____) _____

PICK UP AT SBE OFFICE (OR) MAIL-IN PAYMENT (OR) UPS/C.O.D. (will incur service charge)
 (OR) PAY BY CREDIT CARD: <https://elect.ky.gov/Candidates/Pages/Request-Voter-Registration-Data.aspx>

REQUESTER HEREBY STATES, UNDER OATH, AS FOLLOWS: I am (CHECK ONLY ONE)

A Duly Qualified Candidate for the Office of _____

Per 31 KAR 3:010 a duly qualified candidate is a person who has either filed a letter of intent with the Kentucky Registry of Election Finance, OR nomination papers with the Office of the Secretary of State or county clerk

A Duly Authorized Representative of a Political Party Committee or Official Thereof.

Insert Name of Political Party Committee: _____

A Duly Authorized Representative of a Committee that Advocates or Opposes an Amendment or Public Question.

OTHER - Please attach in writing, signed and dated by the Requester, specific information detailing the purpose for which the information is requested and describing how the purpose stated by the Requester fits within the parameters of KRS 117.025(3)(h) and 31 KAR 3:010 (pertinent language listed above). The State Board of Elections will determine the requester's eligibility to receive the voter data based upon the information provided.

OATH OF REQUESTER:

I further state that I have read KRS 117.025(3)(h) and 31 KAR 3:010, (quoted above), that I do not intend to use the voter registration lists for commercial use, that I will not sell or give the voter registration lists to persons who intend to use the information for commercial use, and the voter registration lists will be used for my campaign only, for a political party committee, for a committee that advocates or opposes an amendment or public question, or other purpose as allowed by the state board of elections.

By signing below, I am aware that the State Board of Elections, upon belief or knowledge that the data I have received has been sold, stolen, or lost may refuse any further requests for registration data.



SIGNATURE OF REQUESTER

[Must be the same name as "Requester Name" above]

1. **SELECT the appropriate box and complete the required information.**

[Contact your County Clerk for the appropriate information needed to complete Section 1.]

<input type="checkbox"/> Statewide	<input type="checkbox"/> Federal Congressional _____ (District Number)
<input type="checkbox"/> Countywide	<input type="checkbox"/> State Senatorial _____ (District Number)
_____ (Name of County)	<input type="checkbox"/> State Legislative _____ (District Number)

(OR)

If ordering individual precinct(s), provide the county and precinct code(s).

[Contact your County Clerk for the appropriate information needed to complete Section 1.]

County _____

Precinct(s) [Example: A101; B101; C101]: _____

2. **SELECT the appropriate block of voters requested:**

POLITICAL PARTY, GROUP, OR ORGANIZATION, OR INDEPENDENT STATUS			
ALL VOTERS		CONSTITUTION (C)	REFORM (F)
DEMOCRAT (D)		GREEN (G)	SOCIALIST WORKERS (S)
REPUBLICAN (R)		LIBERTARIAN (L)	INDEPENDENT STATUS (I)
OTHER (O) [does not include political party, groups, or organizations, or voters of independent status.]	Pursuant to 31 KAR 4:150		

3. **SELECT the appropriate block for the format of the data:**

PAPER LISTS	
<input type="checkbox"/>	ALPHABETICAL
<input type="checkbox"/>	STREET ORDER

MAILING LABELS	
<input type="checkbox"/>	ALPHABETICAL
<input type="checkbox"/>	HOUSEHOLD BY STREET
<input type="checkbox"/>	HOUSEHOLD BY ZIP CODE

SPECIAL REQUESTS (See p. 3 for further information)

PLEASE EXPLAIN: _____

ORDERS WILL NOT BE SHIPPED UNTIL PAYMENT IN FULL IS RECEIVED

EXCEPT FOR UPS C.O.D. ORDERS

DO NOT WRITE BELOW - OFFICE USE ONLY

NUMBER OF PRECINCTS:		\$
NUMBER OF LABELS:		\$
NUMBER OF RECORDS:		\$
Postage costs (if applicable)		\$
UPS C.O.D. CHARGE (if applicable)		\$
DATE COMPLETED:	BY:	\$
		TOTAL COST

COST, DESCRIPTION, AND FORMAT OF VOTER REGISTRATION DATA

PAPER LIST ORDERS		MINIMUM CHARGE \$40.00
(All purchases exceeding \$100.00, or 10 precincts, will be charged an additional \$1.00 per precinct after)		
ALPHABETICAL Paper Lists	ALPHABETICAL paper lists are lists of registered voters sorted in alphabetical order by last name within a precinct. These lists have the name, address, age code, party, gender, zip code, and a five year voting history of every registered voter in the precinct.	\$ 10.00 per precinct
STREET ORDER Paper Lists	STREET ORDER paper lists are lists of registered voters sorted in street order within precinct. These lists have the name, address, age code, party, gender, zip code, and a five year voting history of every registered voter in the precinct.	\$ 10.00 per precinct
MAILING LABELS (SBE will call with final fee) MINIMUM CHARGE \$30.00		
ALPHABETICAL labels	ALPHABETICAL labels are individual labels of registered voters within the precinct. They are printed with one name per label and sorted in alphabetical order within precinct.	\$ 30.00 per thousand labels
HOUSEHOLD labels by STREET ORDER	HOUSEHOLD labels by STREET ORDER are labels that are sorted by street address within precinct. There can be as many as four (4) names per label of the voters whose last name and address are an <i>identical</i> match.	\$ 30.00 per thousand labels
HOUSEHOLD labels by ZIP CODE ORDER	HOUSEHOLD labels by ZIP CODE ORDER are labels that are sorted by zip code within county. There can be as many as four (4) names per label of the voters whose last name and address are an <i>identical</i> match.	\$ 30.00 per thousand labels
UPON REQUEST, ANY OF THE ABOVE LISTS MAY BE MADE AVAILABLE IN A PASSWORD-PROTECTED ELECTRONIC FORMAT AT LIKE CHARGE		
STATEWIDE DATA REQUESTS		\$2000.00
<p>Special requests are not available on paper lists, but may be ordered for specific information desired, such as voters that have voted in certain elections [<i>Examples: all voters voting 3 out of 5 of the last elections OR all voters voting 3 out of 5 of the last general elections</i>], gender, new registered voters, etc. on labels and electronic format. <u>Precisely describe</u> the data desired on Page 2 in the section labeled "Special Requests."</p>		

- ➔ **Make check payable to KENTUCKY STATE TREASURER**
- ➔ **CALL TO SEE IF CREDIT CARDS ARE ACCEPTED.**
- ➔ **INCORRECT OR INCOMPLETE INFORMATION COULD DELAY YOUR ORDER**
- ➔ **ALL ORDERS ARE FINAL**
- ➔ **ALLOW 7 TO 10 BUSINESS DAYS FOR PROCESSING**
- ➔ **C.O.D. ORDERS WILL INCUR THE CURRENT UPS SERVICE CHARGE**

***** DETACH THIS PAGE BEFORE FAXING OR MAILING *****

**POLITICAL PARTY, GROUP, OR ORGANIZATION, OR INDEPENDENT STATUS
CODES AS INDICATED ON PAPER LISTS**

D – Democrat
R – Republican
O – Other

L – Libertarian
G – Green
C – Constitution

F - Reform
S - Socialist Workers
I - Independent Status

SBE EXTRACT FILE LAYOUT

FIELD	DATA ELEMENT	BEG POS	END POS	SIZE
1	County Code	1	3	3
2	Precinct Code	4	7	4
3	City Code	8	8	1
4	Last Name	9	33	25
5	First Name	34	48	15
6	Middle Name	49	58	10
7	Sex	59	59	1
8	Party	60	60	1
9	Other Code	61	63	3
10	Residence Street Address	64	103	40
11	Residence City Address	104	123	20
12	Residence State	124	125	2
13	Residence Zip	126	134	9
14	Mailing Street Address	135	174	40
15	Mailing City Address	175	194	20
16	Mailing State	195	196	2
17	Mailing Zip	197	205	9
18	Year of Birth	206	209	4
19	Date of Registration	210	217	8
20	*Voting History (five-year)	218	237	20
21	Inactive Voter	239	258	1

NOTE:

The State Board of Elections does not endorse, sell, or provide instructions on your personal software packages.

AGE CODES—PAPER LISTS ONLY

CODE	1	2	3	4	5
AGE	17-24	25-34	35-49	50-61	62-over

***VOTING HISTORY EXPLANATION**

The five-year VOTING HISTORY is an UNOFFICIAL record. However, official documentation may be obtained from the county clerk in the voter’s county of residence at the time of the election in which the voter voted. Each record contains the voter’s five-year voting history. When a person registers to vote and is placed on the Kentucky voter registration file, a five-year voting history is established. For instance, if a person registered to vote on January 11, 2011, and has his or her information entered into the system, then the system immediately established a voting history for the voter. The voting history would appear as shown below:

11001200140015001600

2013 is a “NO scheduled election” year

In this example, the number “11” indicates the first election year in which the voter is eligible to vote. Each subsequent underlined number indicates years in which an election will be held. A zero represents every primary and general election. Once a voter has cast a ballot and signed the precinct roster, a “1” replaces the zero representing the election. If the voter voted in the general election of 2011, but not in the primary, his or her record would appear as follows: 11011200140015001600. **NOTE:** Kentucky has a “NO scheduled election year” every four years. The first “NO scheduled election year” was 1997.