

## STATEMENT OF EMERGENCY

### 31 KAR 4:195E

This emergency administrative regulation is necessary following the General Assembly's passage of House Bill 574 in the 2021 regular legislative session, enacted in Kentucky Acts Chapter 197, effective June 29, 2021. The Kentucky Constitution requires free and fair elections; Chapter 197 mandates that the State Board of Elections promulgate certain new administrative regulations to help ensure that this requirement is met. Though there are no regularly scheduled elections in 2021, a special election could be required at any time after the effective date of June 29, 2021. This administrative regulation is being filed on an emergency basis pursuant to KRS 13A.190(1)(a)(3) in order to guarantee that should a special election become necessary after June 29, 2021, the new administrative regulations required by Chapter 197 are in place. This emergency administrative regulation is temporary in nature will be replaced by an ordinary administrative regulation as the regulations required under Chapter 197 will be statutorily required in perpetuity, absent any further action from the General Assembly. The companion ordinary administrative regulation is identical to this emergency administrative regulation.



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ANDY BESHEAR  
Governor



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JARED DEARING  
Director, State Board of Elections

1 **STATE BOARD OF ELECTIONS**

2 **(New Emergency Administrative Regulation)**

3 **31 KAR 4:195E. Consolidation of Precincts and Precinct Election Officers.**

4 RELATES TO: KRS 117.066

5 STATUTORY AUTHORITY: KRS 117.015(1)(a)

6 NECESSITY, FUNCTION, AND CONFORMITY: KRS 117.015(1)(a) authorizes the State  
7 Board of Elections to promulgate administrative regulations necessary to properly carry  
8 out its duties. KRS 117.066(3) requires the State Board of Elections to promulgate  
9 administrative regulations to provide for a form on which a county board of elections may  
10 petition the State Board of Elections to allow for the consolidation of precincts and the  
11 consolidation of precinct election officers at any voting location where voters of more  
12 than one (1) precinct vote. This administrative regulation establishes that form.

13 Section 1. A county board of elections shall petition the State Board of Elections  
14 to allow the consolidation of precincts and the consolidation of precinct election officers  
15 at any voting location where voters of more than one (1) precinct vote, by filing with the  
16 State Board of Elections, the "Petition to Consolidate Precincts and Precinct Election  
17 Officers" Form SBE 74 no later than ninety (90) days before a primary or general election,  
18 or ten (10) days after a proclamation is issued under KRS 118.710 or 118.720, or a writ of

1 election is issued under KRS 118.730. The State Board of Elections shall reserve the right  
2 to request, at any time, from any county, a resubmission of any petition to consolidate  
3 precincts and precinct election officers.

4 Section 2. Incorporated by Reference. (1) Petition to Consolidate Precincts and  
5 Precinct Election Officers, Form SBE 74, 06/2021, is incorporated by reference.

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



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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 August 31, 2021, at 10:00 a.m. ET, at the Office of the State Board of Elections. 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 August 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 4:195E 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 form used by county board of elections to petition the State Board of Elections to allow the consolidation of precincts and the consolidation of precinct officers at any voting location where voters of more than one (1) precinct vote, as required by KRS 117.066(3).

**(b) The necessity of this administrative regulation:** This administrative regulation is necessary given that Kentucky Acts Chapter 197 requires the State Board to promulgate new administrative regulations under KRS 117.066

**(c) How this administrative regulation conforms to the content of the authorizing statutes:** KRS 117.015(1)(a) authorizes 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:** This administrative regulation fulfills the mandates of KRS 117.066(3), as amended by Kentucky Acts Chapter 197.

**(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:**

**(b) The necessity of the amendment to this administrative regulation:**

**(c) How the amendment conforms to the content of the authorizing statutes:**

**(d) How the amendment will assist in the effective administration of the statutes:**

This is a new administrative regulation.

**(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 all county boards of election that wish to consolidate precincts and precinct election officers.

**(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.** To comply with this administrative regulation, a county board of elections will need to complete and submit a form to the State Board of Elections.

**(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3):** The State Board of Elections estimates that the implementation of this administrative regulation will cost only the

amount necessary to print a standard form and transmit it to the State Board through conventional means.

**(c) As a result of compliance, what benefits will accrue to the entities identified in question (3):** Compliance with this new administrative regulation will benefit county boards of election by standardizing the procedure by which precincts and precinct election officers are consolidated.

**(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 it will require only the creation of the new Form SBE 74.

**(b) On a continuing basis:** The only continuing cost will be the price associated with printing any copies of the Form SBE 74 that are necessary.

**(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 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:** Implementation of this administrative regulation can be achieved without an increase in fees or funding by the General Assembly.

**(8) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees:** No fees are associated with this administrative regulation.

**(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 the administration of elections throughout all of the counties in the Commonwealth.

## FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

31 KAR 4:195E 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?** At the state level, the State Board of Elections will be impacted by this administrative regulation. At the local level, all local boards of elections will be impacted by this administrative regulation.

**(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation.** KRS117.066(3), as amended by Kentucky Acts Chapter 197, requires and authorizes the actions taken by this administrative regulation.

**(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 will generate any revenue.

**(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 will generate any revenue.

**(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**

"Petition to Consolidate Precincts and Precinct Election Officers," Form SBE 74, 06/2021, is the 1-page form that county boards of elections must use to petition the State Board of Elections to consolidate precincts and precinct election officers.



# KENTUCKY STATE BOARD OF ELECTIONS

## Petition to Consolidate Precincts and Precinct Election Officers

<b>County Name</b>
<b>Name &amp; Title of Individual Completing Form</b>
<b>Phone Number</b>

<b>Address and Type of Facility Sought For Consolidated Voting Location (Example: 123 Main Street, County High School)</b>
<b>Type and Amount of Voting Equipment to be used at Consolidated Voting Location</b>

NAME OF PRECINCT TO BE CONSOLIDATED	NUMBER OF REGISTERED VOTERS IN PRECINCT

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<b>Provide An Explanation Of The Reasons Why The Consolidation Of These Precincts Is Desirable:</b>
<b>Is this consolidation the same as used in the last election?</b>