



# Georgia Secretary of State Organizational Structure

& Related Elections Offices

Brian P. Kemp

Secretary of State

Office of  
Secretary of State  
Brian P. Kemp



## What are some of the responsibilities of the SOS regarding elections?

- Setting the forms for nomination petitions and ballots
- Receiving nomination petitions from persons running for state offices
- Determining whether such candidates are properly qualified
- Building or programming ballots for local governments using DRE's



# What are some of the responsibilities of the SOS regarding elections?

- Generally facilitating the operation of the State's election system by helping to train and coordinate with the various local elections officials



## What are some of the responsibilities of the SOS regarding elections?

- The Secretary of State is the “chief election official” who coordinates the State’s responsibilities under the National Voter Registration Act of 1993 and serves as the Chairperson of the State Election Board. O.C.G.A. §§ 21-2-30(a) & (d), 21-2-210; Op. Att’y Gen. 2005-3.

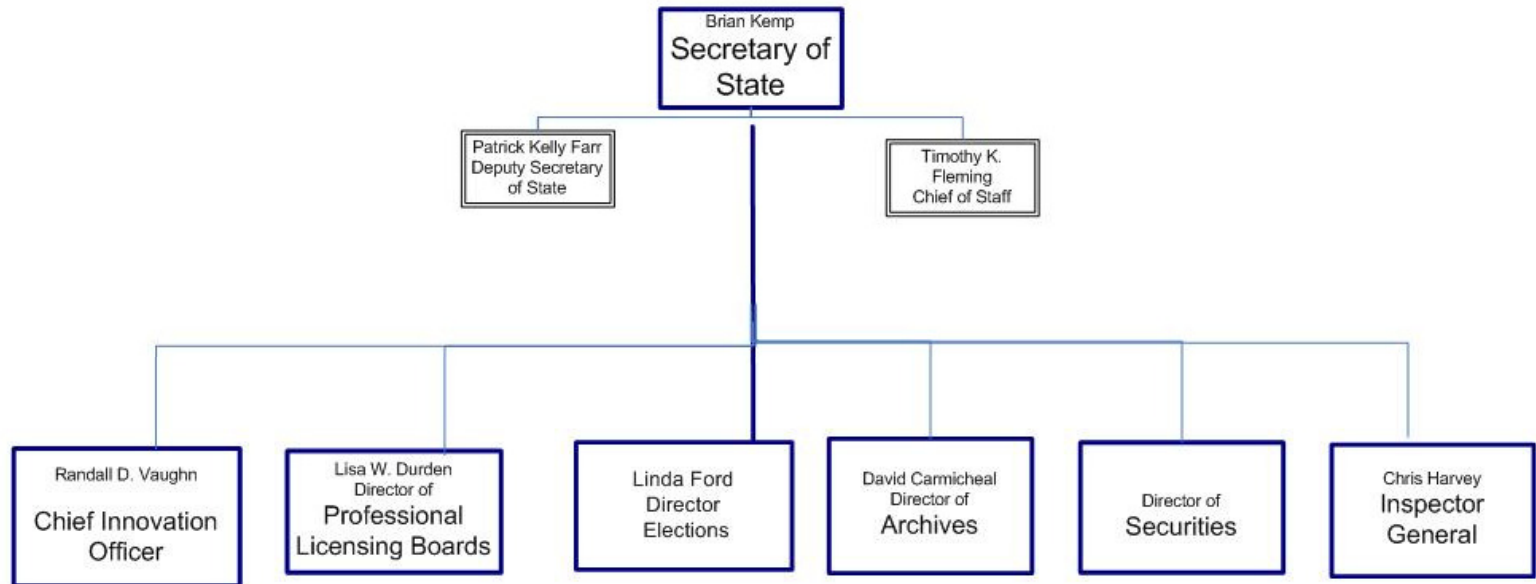


## What are some of the responsibilities of the SOS regarding elections?

- The Secretary of State is also empowered with numerous other duties and responsibilities as defined throughout Georgia's Election Code, including the review, verification, and certification of Georgia's statewide voting system. O.C.G.A. § 21-2-379.2.
- As such, local election officials look to the Secretary of State for guidance and coordination on elections questions.



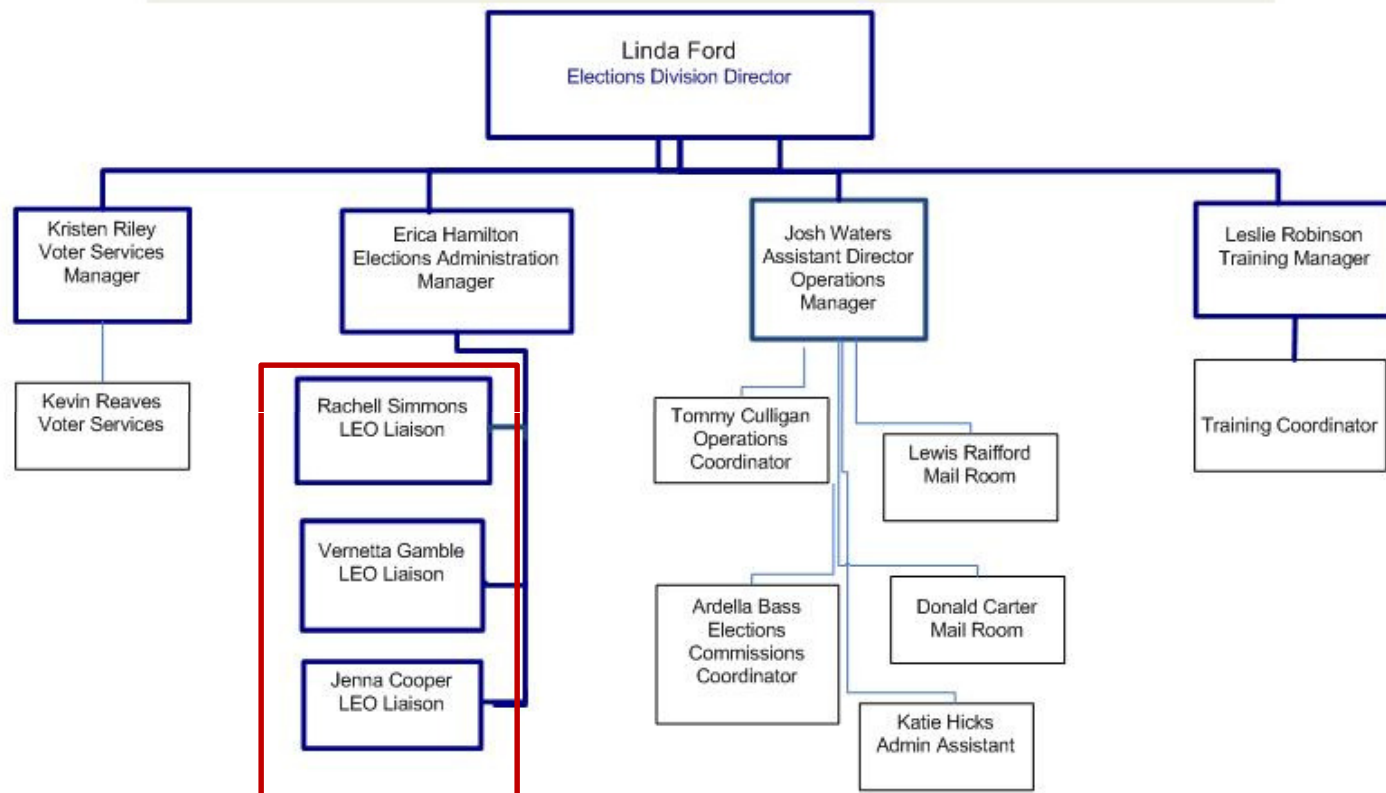
## Secretary of State Organization Chart Leadership Team



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# Secretary of State Organization Chart Elections Division





# Elections Administration

## Local Election Office Liaisons (LEOL)

- The Liaisons are valuable resources!
- They are the primary resource for questions
- They communicate expectations and needs of the SOS to the counties
- Provide election reporting and support
- Assistance with supplies





# Elections Administration

- **Elections Commission Coordinator**
- After each election a commission packet is created and provided to the Probate Judge of each county for the swearing in ceremony of each elected office holder which includes:
  - **County Level**
  - Dedimus-(Must be returned back to the SOS office after executed).
  - Oath of Office (filed in the Probate office)
  - Loyalty Oath (filed in the Probate Office)
  - Commission (Issued to office holder)
  - ID Card (Issued to Office holder)
  - Board of Elections and Registrars are also provided the same packet issued to the probate Judge.



# Voter Services

- Election Connection - Portal of information for those who assist others with registration process
  - Designated Agencies-Coordinate training, supplies, and online ordering
  - Schools (colleges and high schools)
  - iVote website updates for students
  - HS Voter Registration Month and Civics Day activities
- General Public
  - Third party registration drives (online materials, manuals, etc)
- Photo ID
  - Vendor contract and warranties
  - Specific questions pertaining to ID issuance



# Training

- eLearn
- GEOC Certification-Counties & Cities
- Monthly 3T Meetings
- Work with Municipalities as well
- Coordinate Regional Meetings



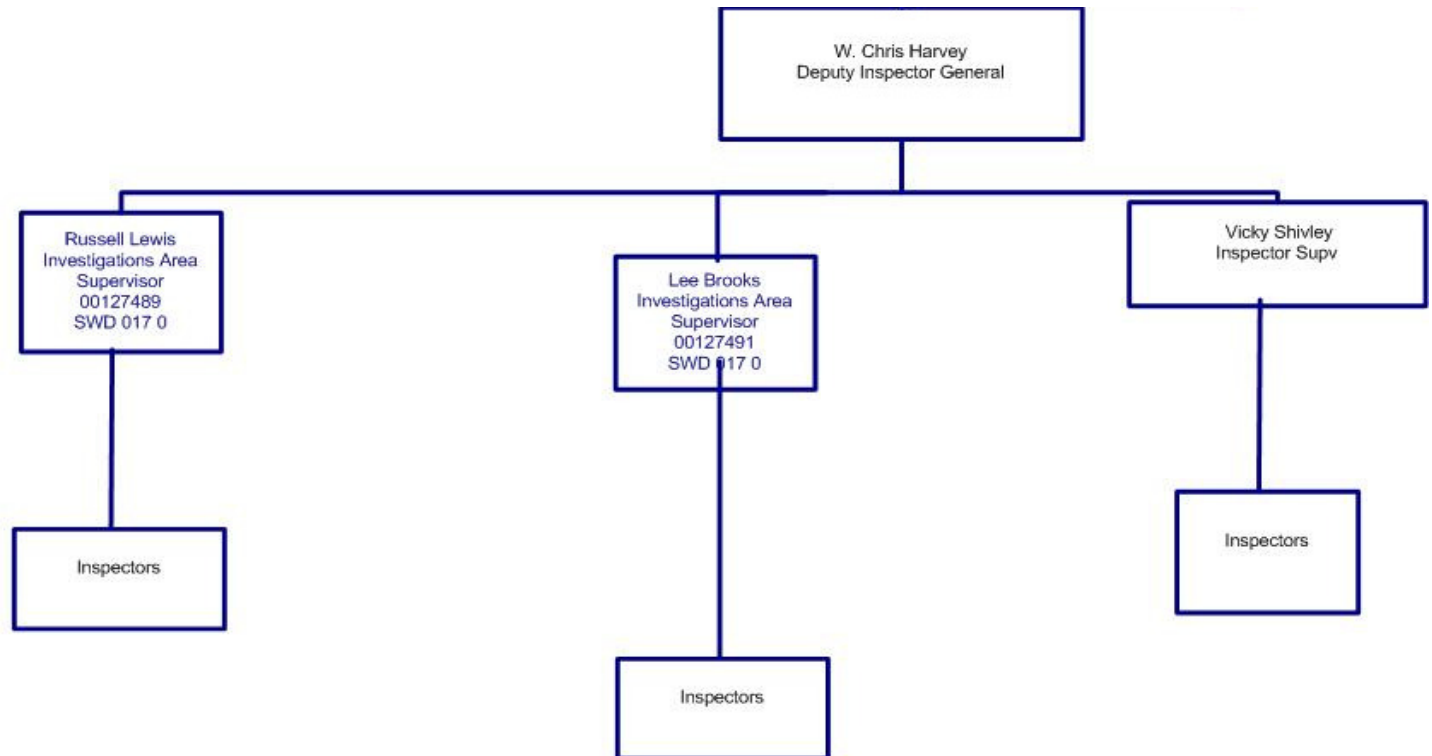
# Information Technology

- Manages the Voter Registration System
- Data and list request from counties
- The Help Desk
- Election Night Reporting



# SOS Investigators

Investigators  
Inspectors  
Administrative Support



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# Inspector General's Office

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- They handle
  - Elections
  - Securities, Cemeteries and Charities
  - Licensing





# Complaint Process

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- Complaint is received
- Reviewed by the IG
- One of 4 things can happen



# Complaint Process

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1. If it is an issue for another division, It is noted on the routing paperwork and forwarded to the proper division.
2. If there is insufficient information, a letter is mailed to the complainant requesting additional information.
3. If the allegation looks like it may need immediate attention, additional information is requested via phone.
4. If it appears to be appropriate for investigations, it is assigned to an investigator.





# Complaint Process

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- Once a case is assigned, the investigator conducts interviews, gathers paperwork and other evidence, then prepares a report and forwards it to the IG for review.
- The IG reviews the case, makes any further inquiry deemed necessary and schedules the case for presentation to the State Election Board.



# Presenting Complaint

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- A case presented to the SEB is still considered an ongoing investigation.
- It may be forwarded to the Attorney General's Office before final disposition with the SEB.



## Typical Issues Involving Election Day

- Opening and closing of Polls
- Privacy in the voting booths
- Violation of the 150 ft. rule
- Checking the seals and making sure the proper machines are at the proper polling place
- Touch screen and Express Poll issues
- Provisional Ballots
- Signs and locations
- Photo ID issues
- Campaigning at the polls



# Monitoring

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- When ?
  - Early and Advance Voting
  - Absentee Voting
  - Election Day
- Monitors are there to observe.
- Monitors are not there to give advice.
- Monitors are not there to investigate.
- If an investigation is necessary a case will be opened and an investigator assigned.



# State Election Board

- Georgia's State Election Board ("SEB") is a state administrative agency having authority over elections matters.
- Creates and enforces rules regarding elections
- Publishes election laws ("the blue book") and SEB rules
- Publishes pamphlets and other educational material
- To investigate, breach of law; fraud, and irregularities in elections
  - reports violations to either to the Attorney General or the appropriate district attorney
- Makes recommendations to the General Assembly
- Take action to ensure fair, legal, and orderly conduct of primaries and elections.



# State Election Board

1. The Secretary of State serves as chair (the Vice Chair is elected among members)
2. An elector to be elected by a majority vote of the Senate of the General Assembly
3. An elector to be elected by a majority vote of the House of Representatives
4. Nominee from Republican Party
5. Nominee from the Democratic Party

Members cannot be a candidate for or a member of the General Assembly



# Georgia Government Transparency and Campaign Finance Commission

- Georgia Government Transparency and Campaign Finance Act (Act), is codified at O.C.G.A. §§ 21-5-1 through 21-5-76. The stated purpose of the Act is to protect the integrity of the democratic process and to ensure fair elections and to institute and establish a requirement of public disclosure of campaign contributions and expenditures for all elections.
- The Act generally provides for disclosure of campaign contributions and expenditures and requires the registration of lobbyist expenditures.
- The Commission is made up of a 5-member board appointed by the Governor, the House, and the Senate.
- Each county should have a Certified Filing Officer to handle candidate disclosure forms and other documents.
- Requirements have changed in 2010- check the SEC website



# Elections Advisory Council

The Elections Advisory Council is comprised of experienced election officials and leaders from across Georgia, including:

- City and county officials,
- County election directors,
- Representatives from Democratic, Independent, Libertarian and Republican backgrounds, and
- Members of the Georgia General Assembly.





# Elections Advisory Council

- Additionally, the Elections Advisory Council conducted meetings throughout Georgia to receive input from the public, organizations, county elections directors and elected officials at all levels of government.



# Center for Elections at KSU

- Our partner in maintaining a uniform, state wide voting system.
- Provide services for Georgia Election Officials and poll managers to assist with the operation of the voting system.
- The core functions of the Center include outreach, testing, education, training, consultation, technical support, and ballot building.



# Center for Elections at KSU

- Merle King, Executive Director