



**New York State Board of Elections**

**PROPOSED RESOLUTION 25-17**

**Resolution to Amend Part 6213.4 of 9 NYCRR Subtitle V Relating to Transmittal Documents from County Boards of Elections, Pursuant to State Administrative Procedures Act (SAPA) § 202**

**WHEREAS**, Part 6213.4 of 9 NYCRR Subtitle V currently provides that county board of elections transmit documentation to the New York State Board of Elections on a weekly basis relating to registration and change of address forms received by certain state agencies; and

**WHEREAS**, there is a desire to extend this reporting requirement time frame to ease the administrative burden on the county board of elections;

**NOW THEREFORE BE IT RESOLVED:** that the Office of Counsel is hereby authorized and directed to take steps necessary pursuant to SAPA § 202 to provide for the publication of the proposed rulemaking related to the amendment of Part 6213.4 of 9 NYCRR Subtitle V and to provide notice of the public comment period of sixty days thereafter.

**9 NYCRR 6213.4 is amended to read as follows:**

6213.4. Duties of county boards of elections.

(a) Each local board shall develop written procedures for the processing of registration and change of address forms received from participating agencies, and Federal registration forms received from the State Board of Elections. A copy of those procedures shall be filed with the State Board for review as to compliance with the law, not later than June 1, 1996.

(b) Registration applications in each transmittal from any agency site shall be processed as a unit or batch. When the processing is completed, the County Board shall complete part two of the transmittal document accompanying each batch and retain the yellow copy for its records.

(c) Each board shall provide the following information on the transmittal document for every batch:

- (1) number of new registrations contained in this batch;
- (2) number of address changes contained in this batch;
- (3) number of enrollment changes contained in this batch;
- (4) number of name changes contained in this batch;
- (5) number of duplicate registrations contained in this batch;
- (6) number of incomplete forms contained in this batch; and
- (7) brief description of any problems the board has encountered with this site.

(d) Local boards shall send to the State Board of Elections the white copy of all completed transmittal documents on a ~~weekly~~monthly basis.