



New York State Board of Elections

PROPOSED RESOLUTION 26-13

**Resolution to Adopt Amendments to Section 6213.4 of 9 NYCRR Subtitle V
Related to Transmittal Documents from County Boards of Elections, Pursuant to
State Administrative Procedures Act (SAPA) § 202**

WHEREAS, by the unanimous vote of the Commissioners present at a meeting held on December 9, 2025, the New York State Board of Elections, pursuant to the authority of Election Law §§ 3-102(1), 3-102(17), 5-211(1) and 5-212(13) resolved to authorize Counsel's Office to file Proposed Rule Making with the New York Department of State related to transmittal documents from County Boards of Elections; and

WHEREAS, the notice of proposed rulemaking amending Section 6213.4, with accompanying submissions as required by law, were duly filed with the Department of State and thereafter duly published in the New York State Register on June 17, 2026 (I.D. No. SBE-24-26-00022-P); and

WHEREAS, subsequent to the publication of proposed rulemaking, no public comments have been received and the statutory time period for comments has passed; and

WHEREAS, no amendments to the proposed rulemaking are proposed;

NOW THEREFORE BE IT RESOLVED that the amendment to Section 6213.4, attached hereto, is hereby adopted and the Office of Counsel is authorized to file a Notice of Adoption indicating that such Section shall be effective upon publication in the New York State Register, and that further authority is granted to the Office of Counsel to file such other documents as may be required for the publication of such Notice of Adoption in the New York State Register and to effectuate the amendments to Section 6213.4 of Title 9 of the NYCRR.

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.