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RULE §81.1
Supplementation of Voter Registration Application

(a) "Required information" in §13.072(e) shall mean the subsequent submission of a fully completed voter registration application.

(b) In order to proceed with the review of the application, the voter registrar must receive the required information not later than 10 days after notifying the applicant that a voter registration application is incomplete.

Source Note: The provisions of this §81.1 adopted to be effective October 20, 2000, 25 TexReg 10513
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RULE §81.2
Use of Official Voter Registration Applications for Purposes of Changing Information or Requesting a Replacement Certificate by Volunteer Deputy Registrars

Volunteer deputy registrars may distribute and collect official voter registration applications from registered voters in order to make a change of information or request a replacement certificate. The volunteer deputy must ensure that the voter indicated on the application which action is to be taken, change or replacement. On receipt of a completed application, the volunteer deputy registrar shall prepare a receipt in duplicate on a form supplied by the registrar. The receipt must contain the name of the person submitting the application and the date the completed application is submitted to the volunteer deputy registrar. The volunteer deputy shall sign the receipt in the presence of the person submitting the application and shall give the original to the applicant. The volunteer deputy shall deliver the duplicate receipt to the registrar with the application. The registrar shall retain the receipt on file with the application.

Source Note: The provisions of this §81.2 adopted to be effective June 27, 1986, 11 TexReg 2740; amended to be effective March 28, 2002, 27 TexReg 2217

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RULE §81.3 Effective Date of Changed Registration

The date of submission of a completed voter registration application form for purposes of a name or an address change to a volunteer deputy registrar is considered to be the date of submission to the volunteer deputy registrar for purposes of determining the effective date of the changed registration.

Source Note: The provisions of this §81.3 adopted to be effective June 27, 1986, 11 TexReg 2740; amended to be effective March 28, 2002, 27 TexReg 2217
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RULE §81.4
Delivery of Application by Volunteer Deputy For Purposes of Changing Registration Information or Requesting Duplicate Certificate

A volunteer deputy registrar shall deliver in person to the registrar each completed voter registration application submitted to the deputy for purposes of changing a voter's registration information or requesting a replacement certificate in accordance with the deadlines for delivery of voter registration applications provided for in the Texas Election Code, §13.042.

Source Note: The provisions of this §81.4 adopted to be effective June 27, 1986, 11 TexReg 2740; amended to be effective March 28, 2002, 27 TexReg 2217
A volunteer deputy registrar may not perform any official duties of the voter registrar, except as expressly authorized by law or by these sections.

**Source Note:** The provisions of this §81.5 adopted to be effective June 27, 1986, 11 TexReg 2740.
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RULE §81.6
Notification to High School Deputies

The voter registrar shall notify each principal of each high school located in the registrar's county of the principal's duties as high school deputy registrar under the Texas Election Code, §13.046. The registrar shall provide to such high school principals the registration forms, notices, and receipt forms required for performance of the high school deputy registrar's duties under §13.046.

Source Note: The provisions of this §81.6 adopted to be effective June 27, 1986, 11 TexReg 2740.
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RULE §81.7 Directive for High School Deputy Registrars

(a) The directive for high school deputy registrars dated July 31, 1998 is adopted. Copies are available from the Secretary of State's Elections Division, P.O. Box 12887, Austin, Texas 78711. The Elections Division shall provide a copy of this directive to each high school deputy registrar in the state.

(b) Summary and Purpose. In accordance with the provisions of Texas Election Code Annotated, §31.003, §13.046, and the National Voter Registration Act, this directive updates the March 15, 1995 directive and sets forth requirements for public and private high school principals to act as deputy voter registrars in registering high school students and employees of the high school.

(c) Definitions.

(1) High School Principal. The administrator of a public or private high school.

(2) Designated Representative. Any person employed at a public or private high school as an administrative staff member or teacher who is designated by the principal to act in lieu of the principal as a deputy voter registrar for the high school. The principal shall provide a designated representative with a form or card that identifies the designated representative as a high school deputy registrar.

(3) High School Student. Any individual enrolled full-time or part-time at a public or private high school as a student who is engaged in the study of standard curricula offered by the high school.

(4) Employee. A person who works for wages or a salary at a public or private high school.

(5) Final Month. The final month of each semester is the last 30 day period within the semester.

(d) Duties of High School Deputy Voter Registrar

(1) Obtaining Voter Registration Applications and Materials from School Board Administrator or Secretary of State. A high school principal or designated representative acting as a deputy voter registrar shall procure from the school board administrator or Secretary of State a sufficient supply of voter registration applications and notice forms. It is essential that high school deputy voter registrars contact the Secretary of State for registration applications and not the county voter registrar; the voter registrar's applications are not coded for use by high school deputy registrars.

(2) Distributing Voter Registration Applications and Materials to Eligible Students and Employees. A high school deputy registrar shall distribute voter registration applications during the final month of each semester to high school students who are or will be 18 years of age or older during that semester. Applications may also be distributed at any time during the school year to students and employees of the high school who request them. The application form must be accompanied by a notice which informs the high school student or employee that he or she may:

(A) deliver the application form in person to the voter registrar or elections administrator of the county in which the applicant resides;

(B) mail the application form to the voter registrar or elections administrator of the county in which the applicant resides; or

(C) deliver the application form in person to the high school deputy registrar or a volunteer deputy registrar for delivery to the voter registrar or elections administrator of the county in which the applicant resides.

(i) The student or employee may request assistance from the high school deputy registrar in filling out the application. If the applicant cannot sign the application due to physical disability or illiteracy, another person may witness the applicant's mark. The witness must include an address, printed name, and signature on the application. If an applicant is physically unable to make a mark, the witness shall state this fact on the application.

(ii) On receipt of a registration application, the high school deputy registrar shall review it for completeness. The high school deputy registrar may review an application for completeness out of the applicant's presence. If the application does not contain all the required information and the required signature, the application shall be returned to the applicant for completion and resubmission.

(3) Returning Voter Registration Applications to Voter Registrar or Elections Administrator.

(A) The high school deputy registrar must deliver the completed applications to the voter registrar or elections administrator of the county in which the applicant resides as soon as possible after they are received. Completed applications shall be delivered to the county voter registrar or elections administrator by the high school deputy registrar in person, or by mail in an envelope or package. An application must be delivered to the county voter registrar or elections administrator no later than 5 p.m. of the fifth day after the date the application is submitted to the high school deputy registrar, except that an application submitted after the 34th day and before the 29th day before the date of an election in which any qualified voters of the county are eligible to vote must be delivered no later than 5 p.m. of the 29th day before election day. An application delivered by mail is considered to be delivered at the time of its receipt by the county registrar or elections administrator.

(B) Since a voter registration application will result in an effective voter registration on the 30th day after it is received by a high school deputy registrar, it is imperative that the high school deputy registrar confer with the county voter registrar or elections administrator of each county in which the students and employees of the high school reside before instituting a voter registration program in the high school in order to insure that the applications are received by the county in a timely manner.

(4) Criminal Sanctions. Inadvertent failure to deliver applications received by the high school deputy registrar by the deadline stated above is a Class C misdemeanor. Intentional failure to deliver applications is a Class A misdemeanor.

(e) Miscellaneous Provisions

(1) High Schools Serving More than One County. A high school deputy registrar shall serve as a deputy voter registrar for each county in which territory served by the high school is located without regard to the actual physical location of the high school.
(2) High School Deputy Registrar Transferring or Terminating Employment. A high school principal or designated representative who transfers from or terminates employment with a high school is immediately removed from the status of deputy registrar of that high school upon such transfer or termination. Upon the transfer or termination of a designated representative, all voter registration materials must be returned to the high school principal. Upon a principal's transfer or termination, all voter registration materials must be delivered to the new principal or newly designated representative.

(3) Removal of Designated Representative. A designated representative may be removed at any time by the high school principal, with or without cause. If a designated representative fails to implement this directive or otherwise fails in the performance of his or her duties, the high school principal shall relieve the designated representative of the role of high school deputy registrar. A removal must be in writing, and must clearly state the grounds for removal. A copy of the removal must be delivered to the designated representative. All voter registration materials, including notices and applications, must be returned to the high school principal or otherwise accounted for. The high school principal shall resume the duties of high school deputy registrar until a new representative is designated.

(4) Approval. Secretary of State approval issued this 31st day of July, 1998.

Source Note: The provisions of this §81.7 adopted to be effective June 27, 1986, 11 TexReg 2740
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RULE §81.8
Documentation Establishing Citizenship

(a) "Proof of citizenship" may take the form of a certified copy of the voter's passport, birth certificate, or certificate of naturalization papers.

(b) If a voter fails to provide proof of citizenship within the required 30 days, the voter registrar shall promptly send the voter a notice of cancellation that includes the date of and the reason for cancellation.

Source Note: The provisions of this §81.8 adopted to be effective October 20, 2000, 25 TexReg 10514
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RULE §81.9  
Duties of Elections Administrator

Where a county has created the position of elections administrator and a statute outside the Texas Election Code requires a duty or function to be performed by the county clerk, the county clerk shall perform such function or duty, unless the function or duty is related to elections governed wholly or in part by the provisions of the Election Code, in which case the county elections administrator shall perform such duty or function. On request, the secretary of state shall determine, if it is unclear from the provisions of the election code and these sections, whether a duty or function required by a particular statute outside the Texas Election Code to be performed by the county clerk shall be performed by the elections administrator.

Source Note: The provisions of this §81.9 adopted to be effective June 27, 1986, 11 TexReg 2740.
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The following words and terms, when used herein, shall have the following meanings, unless the context clearly indicates otherwise.

1. Agency--The Office of the Secretary of State.


5. Rule--A rule adopted under Chapter 81 of the Texas Administrative Code, Title 1.


7. State Fiscal Year--September 1 through August 31.

8. Textravels--Guide issued by the Comptroller of Public Accounts providing information on state travel laws and rules to state agencies.

Source Note: The provisions of this §81.11 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective October 7, 1999, 24 TexReg 8545; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective December 30, 2010, 35 TexReg 11569.
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RULE §81.12 Applicable Sections of the Texas Election Code

(a) Chapter 19 provides, in pertinent part, as follows:

(1) The Commissioners Court may not consider the availability of state funds under this chapter in adopting the county budget for the office of voter registrar (§19.006);

(2) State funds disbursed under this chapter may be used only to defray expenses of the voter registrar's office in connection with voter registration (§19.004).

(b) The Secretary of State has interpreted §19.006 to mean that the county must provide for the normal operation of the voter registrar's office as defined in §81.14 of this title (relating to Normal Day-To-Day Operation—Defined). The Secretary of State has interpreted §19.004 to mean that Chapter 19 funds shall be expended on items intended to be used exclusively for voter registration. If an item purchased or service rendered is not exclusively related to voter registration, the cost must be prorated.

Source Note: The provisions of this §81.12 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective October 7, 1999, 24 TexReg 8545; amended to be effective December 30, 2010, 35 TexReg 11569
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RULE §81.14
Normal Day-To-Day Operation--Defined

(a) Consistent with the intent of §81.12 of this title (relating to Applicable Sections of the Texas Election Code) Chapter 19 funds may not be used to fund the normal day-to-day operation of the voter registrar's office, which include statutory duties required by the Election Code and general office operating costs.

(b) The normal day-to-day operation of the voter registrar's office must be funded by the Commissioners Court when adopting the budget for voter registration in their county.

1. Duties required to be performed by counties under the Texas Election Code include but are not limited to the following:

(A) The physical acceptance and processing of voter registration certificates and renewals under Chapter 13.

(B) Notices and corrections made under Chapter 15 and Chapter 16.

(C) The processing and cost of supplying voter lists under §18.001.

2. General office operating costs that are considered expenses incurred in the normal day-to-day operation of voter registrars' offices and not payable with Chapter 19 funds include but are not limited to the following:

(A) Office furniture, including file cabinets.

(B) Office supplies.

(C) Any phone line not dedicated to a computer modem.

(D) Printing of voter registration cards.

(E) Normal postage costs.

(c) The Agency has the sole authority to determine whether a requested item or service is a day-to-day expense and thus not payable with Chapter 19 funds.

Source Note: The provisions of this §81.14 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective December 30, 2010, 35 TexReg 11569
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RULE §81.15
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Funding Period

(a) After June 1 of each year funding becomes available to the counties as defined in §19.002 of the Election Code and remains available for 27 months, expiring on August 31.

(b) Except for travel reimbursement requests, Chapter 19 funding requests must be received within six (6) months of payment to vendor.

(c) Travel expense reimbursement requests must be submitted within 30 days of the completion of travel.

Source Note: The provisions of this §81.15 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective September 8, 1997, 22 TexReg 8389; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective June 22, 2008, 33 TexReg 4663; amended to be effective December 30, 2010, 35 TexReg 11569
(a) The Agency shall prescribe an electronic web-based application format for the submission of Chapter 19 Purchase Request for use by each county voter registrar.

(b) If a Chapter 19 Purchase Request is received by the Agency seeking funding which is not allowable under the Texas Election Code, Chapter 19, these rules, and Agency directives, the Agency shall so notify the voter registrar of receipt of such form via email, written notification or election response from the web-based system.

(c) All electronic requests must be submitted through the designated secured electronic web-based application designed solely for Chapter 19 purchases, located on the Office of the Secretary of State web site.

(d) All supporting documentation must be maintained in accordance with §81.21 of this title (relating to the Records Maintenance and Payment Reviews).

Source Note: The provisions of this §81.16 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective September 8, 1997, 22 TexReg 8389; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective June 22, 2008, 33 TexReg 4663; amended to be effective December 30, 2010, 35 TexReg 11569.
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RULE §81.17
Competitive Bidding Required

Except for the purchase of voter registration advertising and temporary staff the voter registrar shall submit bids for the purchase of items or services to be paid for with Chapter 19 funds according to the following guidelines:

(1) No competitive bids for individual purchases of less than $5,000 are required. However, the voter registrar shall take the steps necessary to insure that all charges are reasonable and competitive relative to the local market. (Note: A large purchase may not be divided into small lot purchases to circumvent the dollar limits established by this section. For example, expenditures for computer equipment to a single vendor that total more than $5,000 are subject to the competitive bid requirement and may not be split between printers/scanner/computers.)

(2) For purchases of $5,000 or more, competitive bidding procedures must be followed. Generally, a county must receive a minimum of three written bids from three different vendors stating the vendor's name, complete mailing address, telephone number, and the amount of the bid. A copy of the bids as well as the selection documentation, including the solicitation and the scoring tools, must be maintained by the county and made available to the Agency upon request.

(3) If a purchase is through the Texas Procurement and Support Services (TPASS) cooperative purchasing programs for state contract purchasing for the State of Texas, bids are not required. Proper documentations must be submitted to indicate the type of procurement service used and the source for those services.

(4) Sole source vendor purchases and situations when the lowest bid is not accepted are discouraged. In rare instances when this type of purchase is required, a justification must be signed by the county purchasing authority and be made available to the Agency upon request.

Source Note: The provisions of this §81.17 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective September 8, 1997, 22 TexReg 8389; amended to be effective October 7, 1999, 24 TexReg 8545; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective June 22, 2008, 33 TexReg 4663; amended to be effective December 30, 2010, 35 TexReg 11569.
A Chapter 19 Purchase Request shall not be processed for payment without the written or electronic approval of the Election Funds Manager and the Director of Elections.

**Source Note:** The provisions of this §81.18 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective October 7, 1999, 24 TexReg 8545; amended to be effective October 9, 2005, 30 TexReg 6426; amended to be effective January 3, 2007, 31 TexReg 10755.
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RULE §81.19 Method of Payment

(a) All payments made from Chapter 19 funds will be issued on a reimbursement basis.

(b) Payments issued by the Comptroller of Public Accounts will be payable to the county, in the form of direct deposit to a new or pre-existing bank account as directed by the voter registrar.

(1) If the county establishes a new account, the county must budget funds to cover all setup fees, check orders and/or service charges associated with opening and maintaining the new account. Chapter 19 funds will not incur any fees or service charges associated with the setting up of a new account. Please note: our office encourages the county to use an existing account and develop a separate fund. Whether a separate Chapter 19 fund is created in an existing account or a separate account is established, it will be the county's responsibility to maintain a separate bookkeeping system to identify the debits and credits relating to all activities from the receipt of Chapter 19 funds.

(2) The county voter registrar will use such account for the purpose of depositing and/or expending Chapter 19 funds.

(3) The voter registrar shall not commingle Chapter 19 fund ledger accounts with any other county fund ledger account.

(4) Except for travel expenses authorized by §81.23 of this title (relating to Travel Using Chapter 19 Funds Authorized), no cash payments may be made from Chapter 19 funds. All disbursement payments of Chapter 19 funds must be made by check or state transfer drawn on the Chapter 19 prescribed bank account as described above.

Source Note: The provisions of this §81.19 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective June 22, 2008, 33 TexReg 4663; amended to be effective December 30, 2010, 35 TexReg 11569
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RULE §81.19
Method of Payment

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Source Note: The provisions of this §81.19 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective June 22, 2008, 33 TexReg 4663; amended to be effective December 30, 2010, 35 TexReg 11569
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RULE §81.20
Ownership of Equipment Purchased with Chapter 19 Funds

(a) Items and equipment purchased with Chapter 19 funds are the property of the county.

(b) The county is responsible for the upkeep and maintenance of such items and equipment through adequate property management practices.

(c) If items or equipment that were originally purchased with Chapter 19 funds are no longer needed or useful for voter registration purposes, the items or equipment may be transferred, with the voter registrar's approval, to other county uses.

(d) If the items or equipment are no longer needed by the county, they may be disposed of in the manner set by county guidelines.

(e) Proceeds received from the sale of items or equipment purchased with Chapter 19 funds may be used only for voter registration purposes in a manner consistent with these rules.

Source Note: The provisions of this §81.20 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective December 30, 2010, 35 TexReg 11569.
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RULE §81.21
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Records Maintenance and Payment Reviews

(a) All supporting documentation must be maintained at the county level and made available to the Agency upon request for three (3) state fiscal years after the fiscal year in which the funding lapses.

(b) Supporting documentation that must be maintained by the county includes but is not limited to the following documents:

(1) Invoices from the vendor and a copy of the county paid voucher, ledger or bank statement substantiating the payment. The signed timesheet required by §81.22 of this title (relating to Use of Chapter 19 Funds for Temporary Employees) will be considered a "vendor's invoice" for purposes of this rule.

(2) All procurement documentation including the solicitation, bids, scoring documents, selection criteria, sole source or best value justification, if applicable, and any other relevant records.

(3) Any documents relating to Chapter 19 requests.

c) The Agency will develop and notify the counties of the review schedule for Chapter 19 payments.

(1) The schedule will identify the periods of review, e.g., quarterly, semiannually, or annually.

(2) A risk assessment may be developed by the Agency to determine a sampling of counties subject to review.

(3) Corrections resulting from reviews will be assessed against subsequent Chapter 19 reimbursement(s).

Source Note: The provisions of this §81.21 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective December 30, 2010, 35 TexReg 11569
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RULE §81.22 Use of Chapter 19 Funds for Temporary Employees

The Commissioners Court must budget for the adequate staffing of the voter registrar's office. Chapter 19 funds may be used for temporary personnel when exigent circumstance arise beyond the staffing resources budgeted by the Commissioners Court.

(1) Permanent full-time and part-time county employees may not be compensated with Chapter 19 funds. The voter registrar may have Chapter 19 funded temporary staffing a maximum of any 39 weeks out of the 52-week state fiscal year (September 1 through August 31). For example, if Employee A works one week and Employee B works the next week, the county is allowed only 37 more weeks of Chapter 19 funded temporary personnel. However, if the county employs 15 temporaries in the same week, this would count as only one week of the 39-week allowance. For tracking purposes, working one day of one week counts the same as working an entire week. For example, if Employee C works Monday only, it will count as one week of the 39-week Chapter 19 allowance.

(2) The Agency does not issue tax forms to temporary employees funded with Chapter 19 funds. For this reason, the Agency recommends that temporary employment agencies be used if available.

(3) The voter registrar should discuss the tax implications of using temporary personnel with the county auditor.

(4) The fee or rate of pay to be paid to temporary employees must reflect the fee or rate prevailing in the locale for the same or similar services.

(5) Work related injuries to temporary personnel hired with Chapter 19 funds are not the liability of the Agency.

Source Note: The provisions of this §81.22 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective December 30, 2010, 35 TexReg 11569
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RULE §81.23 Travel Using Chapter 19 Funds Authorized

(a) Chapter 19 funds may be used to pay travel expenses incurred by the voter registrar and full-time permanent voter registration staffers to attend voter registration and/or election administration seminars and demonstrations that directly advance voter registration efforts.

(b) All voter registrars who seek reimbursement from Chapter 19 funds should plan their travel to achieve maximum economy and efficient means of transportation.

(c) The following limitations apply to Chapter 19 travel:

1. The lowest available rates and fares shall be utilized.

2. Reimbursements will be made based on actual costs.

3. Lodging, per diem, and mileage rates may not exceed those set by the Texas Comptroller of Public Accounts.

4. Reimbursements for lodging, per diem (including partial per diem), and mileage rates may not be charged to Chapter 19 unless the employee conducts travel beyond 25 miles of his or her designated headquarters.

5. Travel by personal car is reimbursable at the rate set by the Texas Comptroller of Public Accounts per mile with mileage computed using the originating county seat as the departure point and computing final mileage using the mapping tool on the Chapter 19 web-based application.

6. If more than one person is traveling from the same headquarters to the same destination, the travelers are to ride together in a single automobile if practicable.

7. The rental of luxury cars will be disallowed, except in special circumstances requiring the use of large cars, i.e., several employees are traveling together or large volumes of equipment or supplies are being transported.

8. Chapter 19 funds will not cover expenses for first class accommodations, tips, gratuities, valet parking or alcoholic beverages.

(d) Chapter 19 travel reimbursements must be submitted for each traveler within 30 days of the completion of travel via the Chapter 19 web-based application.

(e) Travel reimbursement requests must include the itemized amounts for airfare, rental cars, mileage, meals, lodging, seminar registration fees, and miscellaneous expenses. All receipts must be maintained in accordance with §81.21 of this title (relating to Records Maintenance and Payment Reviews).
(f) Travel advances will be approved, on a case-by-case basis. Travel advance funding will not be made for meals, hotel taxes or miscellaneous expenses. Travel advance requests must be submitted through the web-based application in the form of a travel request and include a Chapter 19 Purchase Request for each traveler. No further Chapter 19 Purchase Request will be processed until the final accounting of any advanced travel is received.

**Source Note:** The provisions of this §81.23 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective June 22, 2008, 33 TexReg 4663; amended to be effective December 30, 2010, 35 TexReg 11569
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RULE §81.24
Membership Dues Detailed

Membership dues to groups or associations are payable with Chapter 19 funds only if the group's or association's activities or mission directly involve voter registration.

Source Note: The provisions of this §81.24 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective December 30, 2010, 35 TexReg 11569
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RULE §81.25
ADMINISTRATION
OFFICE OF THE SECRETARY OF STATE
ELECTIONS
VOTER REGISTRATION
Voter Registration Drives Encouraged

(a) Pursuant to §81.12 of this title (relating to Applicable Sections of the Texas Election Code), efforts to increase the number of registered voters in the county are payable with Chapter 19 funds.

(b) Voter registration drive efforts include but are not limited to mailouts of applications to households, insertion of applications into newspapers, distributing applications at public locations, and other forms of advertising.

(c) "Promotional items" are not payable with Chapter 19 funds. Examples of non-payable promotional items include but are not limited to memorabilia, models, gifts, souvenirs, and other such novelties or items of nominal value. Items purchased with Chapter 19 funds may include only the county and title of the voter registrar's office.

(d) Names of specific individuals may not be included on such materials. Chapter 19 funded voter registration drives must not promote a particular party, candidate, or issue. Chapter 19 funds may not be used for food and drink purchases, except for travel expenses allowed under §81.23 of this title (relating to Travel Using Chapter 19 Funds Authorized).

Source Note: The provisions of this §81.25 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective December 30, 2010, 35 TexReg 11569
(a) Chapter 19 funds may be used for the purchase and initial installation of technological improvements for the voter registration office.

(b) "Technological improvements" include but are not limited to computer hardware, printers, and computer training. Computer programs and software that are necessary for the operation of the voter registration office are payable with Chapter 19 funds.

(c) Pursuant to §81.22 of this title (relating to Chapter 19 Funds for Temporary Employees), the county may not be reimbursed for the compensation of full or part-time county employees and programmers.

(d) The cost of providing the information required by §18.063 of the Texas Election Code is specifically payable with Chapter 19 funds.

(e) Pursuant to §81.20 of this title (relating to Ownership of Equipment Purchased with Chapter 19 Funds), the upkeep and maintenance of items purchased with Chapter 19 funds is the responsibility of the county.

(f) Pursuant to §81.12 of this title (relating to Applicable Sections of the Texas Election Code), the voter registrar must prorate the cost between the county and Chapter 19 funds, if the purchased item is not entirely related to voter registration.

Source Note: The provisions of this §81.26 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective December 30, 2010, 35 TexReg 11569
Texas Administrative Code

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RULE §81.27 Electronic Office Equipment Purchases Encouraged

(a) Chapter 19 funds may be used for the purchase of electronic office equipment.

(1) Examples of "electronic office equipment" include but are not limited to copiers, fax machines, optical imaging systems, electronic retriever file systems and typewriters.

(2) Examples of office equipment that are considered general voter registration office operating expenses and not payable with Chapter 19 funds pursuant to §81.14 of this title (relating to Normal Day-To-Day Operation--Defined) include but are not limited to office furniture such as desks, chairs and file cabinets.

(b) Pursuant to §81.20 of this title (relating to Ownership of Equipment Purchased with Chapter 19 Funds), the upkeep and maintenance of items purchased with Chapter 19 funds is the responsibility of the county.

(c) Pursuant to §81.12 of this title (relating to Applicable Sections of the Texas Election Code), the voter registrar must prorate the cost between the county and Chapter 19 funds if the purchased item is not entirely related to voter registration.

Source Note: The provisions of this §81.27 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective January 3, 2007, 31 TexReg 10755; amended to be effective December 30, 2010, 35 TexReg 11569

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RULE §81.28
NVRA--Expenses Payable

The NVRA amends the Texas Election Code, §19.004, to allow expenses incurred by the voter registrar in implementing and conducting the duties required by this act to be payable with Chapter 19 funds. Examples of payable expenses under the NVRA include but are not limited to computer programming changes required by §15.081 and the printing and mailing of confirmation notices required by §§13.146, 14.023, 16.0921.

Source Note: The provisions of this §81.28 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective December 30, 2010, 35 TexReg 11569
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RULE §81.29  
Adherence to Rules Required

Failure to adhere to these rules may result in the denial of reimbursement from Chapter 19 funds.

Source Note: The provisions of this §81.29 adopted to be effective October 1, 1995, 20 TexReg 7277; amended to be effective January 3, 2007, 31 TexReg 10755