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VOTER ROLL MAINTENANCE

Prepared by the
MISSISSIPPI SECRETARY
OF STATE'S OFFICE

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INTRODUCTION

This document will provide two-fold guidance to help you maintain voter rolls as required by federal and state law. The first portion will provide the legal framework to help you understand your obligation. Statutory references have not been included in the body of this document, in order to make it more readable for the layperson. The actual texts of the relevant laws in force at the time of writing are attached as appendices. The second portion will explain the practical step-by-step approach that will allow you to properly maintain voter rolls through the Statewide Elections Management System (SEMS). Many of the legal requirements will reference activity in SEMS, and you should refer to the appropriate section in the second portion to implement the requirements of the first.

This guide to voter roll maintenance is an accurate document at the time of publication. Amendments to relevant laws or changes in the functionality or use of any computerized voter roll maintenance system may affect the authoritativeness of this document. This document supersedes any draft versions distributed prior to this publication.

SECTION 1 - GUIDELINES FOR VOTER ROLL MAINTENANCE

1.1 What is voter roll maintenance?

Voter roll maintenance is the process of purging ineligible individuals from the voter rolls, amending inaccurate records, or adding names of voters who have become eligible to vote and have properly registered to vote. Amending inaccurate records includes changing a voter's name after marriage, updating new address information, or assigning new polling locations after a new districting plan has been enacted. A properly maintained voter roll contains all of the names of eligible voters who have registered to vote in your county together with their correct address information, and it does not contain the name of any voter who is ineligible to vote in your county.

1.2 What is purging?

Purging voter rolls is the process of removing the names of ineligible voters from voter rolls. Purging is a part of a larger process of voter roll maintenance. The process of voter roll maintenance is commonly called "purging," but voter roll maintenance involves more than just removing names. Purging, and all voter roll maintenance, is a continuous process; it is not a project that ends.

1.3 What is the responsibility of election commissioners concerning voter roll maintenance?

Election commissioners are required to meet on a regular basis at the circuit clerk's office to maintain voter rolls. Commissioners should use all legitimate sources of information to maintain voter rolls. They act as a group, through their minutes, which should be filed with the circuit clerk of the county. No individual commissioner may act on his own initiative to effect a change in the voting status of any voter. However, individual commissioners may act to fulfill ministerial tasks associated with voter roll maintenance. Furthermore, the entire commission is responsible for the maintenance of the entire voter roll in a county. The duty of an election commissioner to act does not end at the boundaries of his own district.

Election commissions are required to meet on the first Tuesday after the second Monday in January of every year, on the first Tuesday the month before the first primary election for congressmen, on the first Monday the month before the primary election for state-wide offices, and on the second Monday of September in years in which there is not a regularly scheduled general election in November. Commissions may meet more often than this schedule; however, it is important to remember that meetings must occur according to the Open Meetings Act of the State of Mississippi.

Election commissions are also responsible for hearing and resolving disputes concerning the denial of voter registration by a circuit clerk. If the dispute is resolved in favor of the applicant, the individual is placed on the voter rolls by the election commission. This is the only time that the election commission may place a name onto a voter roll.

1.4 What is the responsibility of a circuit clerk concerning voter roll maintenance?

A circuit clerk is the registrar of voters in his county. He enters the names of voters onto the voter rolls when those voters properly complete a voter registration application and deliver it appropriately through the mail or in person.

A circuit clerk is required to attend the regularly scheduled meetings of the election commission. A circuit clerk is also required to furnish registration books and pollbooks to the commissioners to fulfill their responsibilities. Now that the voter rolls are maintained in a centralized database, this means that the clerk must provide election commissioners with all necessary passwords and access rights to accomplish their statutory duties.

A circuit clerk must also give all assistance that he is capable of giving to the election commissioners to assist them in the revision of voter rolls. A circuit clerk keeps copies of the minutes of the meetings of the county election commissioners. Those minutes are prepared by the election commission when official action has been taken.

A circuit clerk is also responsible for maintaining a roll of individuals convicted of disenfranchising crimes in his jurisdiction and may remove an individual from the voter rolls if that individual has been convicted of a disenfranchising crime in his county.

1.5 What are the various voter registration statuses?

ACTIVE STATUS-A voter in active status may vote a regular ballot at every election. The name of all active voters will appear on a pollbook printed from the Statewide Election Management System (SEMS). A voter in active status will remain in active status indefinitely and until action is taken by the appropriate election commission.

INACTIVE STATUS-A voter in inactive status may vote only by affidavit ballot and that ballot should be counted if the voter affirms that he remains living at the same address or an address in the same precinct. The name of an inactive voter will not appear on a pollbook printed from SEMS. A voter in inactive status may be restored to active status by voting or by appearing to vote in an election.

PURGED STATUS-A voter in purged status may vote by affidavit ballot but that ballot should not be counted because the voter was not properly registered to vote. The name of a purged voter will not appear on a pollbook printed from SEMS. A voter that has been properly purged may not be restored to active status However, he may resume voting after properly re-registering to vote.

PENDING STATUS – An application which is not signed or is missing required identification information may be held in a pending status while the voter is contacted for additional information. This status treats the voter as inactive and his name will not appear on the pollbook. Individuals may remain in pending status for twenty-five days and must then be rejected or made active, depending on the outcome of the investigation of the registrar.

1.6 What are the acceptable reasons for purging a voter from the rolls?

Voters can be removed from the voter rolls for five reasons:

1. A voter may ask to be removed from the voter rolls.
2. A voter may be convicted of a disenfranchising crime in the State of Mississippi.

3. A voter declared incompetent by a court should be removed from the voter rolls.
4. When a voter dies, he or she should be taken off the voter rolls.
5. If a voter "removes" himself from the county, or moves outside the territorial limits of the voting jurisdiction, he should be stricken from the rolls.

Voters may not be removed from the voter rolls based solely on having not voted.

1.7 What is the process for purging a voter from the rolls?

1.7.1 Voter-initiated request

If a voter unequivocally requests to be removed from the voter rolls, nothing further is necessary to be allowed to remove that individual from the rolls. This request must be in writing, signed by the voter. You may even create forms that could be distributed to your circuit clerk or other officials for use in this process.

Once a commission has received an unequivocal request to be removed, a motion should be made at a regular meeting to place that individual in "purged" status. Upon a proper second and an affirmative vote of a majority of a quorum, the voter should be placed in "purged" status. At that point, the purging process is complete for that individual, and a new voter registration must be completed by the individual in order for him to be restored to the voter rolls.

NVRA places no restrictions on when a voter may be removed from the voter rolls based on a voter initiated request.

1.7.2 Conviction of disenfranchising crimes

If a voter is convicted of a disenfranchising crime, he must be removed from the voter rolls. It is important to know that not every crime disenfranchises a voter. There are ten constitutionally-disenfranchising crimes. The Attorney General has opined that this list includes a total of twenty-one crimes recognized in Mississippi. A voter is disenfranchised only for convictions of crimes against the laws of the State of Mississippi. Convictions in another state or in the federal courts do not disenfranchise.

The circuit clerk of every county is required to maintain a roll of individuals convicted of disenfranchising crimes in his or her respective county. The only time that anyone other than an election commission may remove a voter is when a voter is convicted of a disenfranchising crime. In that event, a circuit clerk is authorized to erase the name of the voter from the voter rolls. Nevertheless, the roll maintained by your clerk should be examined periodically by the election commission to determine if voters have been convicted of disenfranchising crimes.

Conviction of a disenfranchising crime will result in a notification that can be obtained in SEMS, regardless of the county of conviction. Information on convictions from other counties may be obtained in this manner. It is recommended that you obtain for your files a copy of the judgment of

conviction for every voter purged due to a disenfranchising crime. However, notification provided through SEMS is sufficient for you to initiate the purging process.

If a voter is determined to have been convicted of a disenfranchising crime, a motion should be made at a regular meeting to place that individual in "purged" status. Upon a proper second and an affirmative vote of a majority of a quorum, the voter should be placed in "purged" status. At that point, the purging process is complete for that individual, and that individual may not be restored to the voter rolls.

It is important to note that there are three methods for an individual to have voting rights restored after conviction for a disenfranchising crimes. First, the Legislature may vote to restore voting rights. Second, the Governor may issue a full pardon. Third, the Governor may issue an executive order restoring civil rights. If a voter is removed for conviction of a disenfranchising crime, and he or she thereafter appears on the active list of voters, you should check with your circuit clerk to determine whether the individual had his voting rights restored according to law.

NVRA places no time restrictions on when a voter may be removed due to a conviction of a disenfranchising crime**.**

1.7.3 Declaration of incompetency

If an individual is incompetent of handling his own affairs, an action in Chancery Court may be filed to declare that person incompetent. An examination of the docket in the Chancery Court of your county will reveal any legal actions filed to determine competency. At the conclusion of the legal case, an order will be filed by the Court making a factual determination whether the individual in question is competent to act in his own behalf. If the order determines that the individual is not competent, that document should be copied and retained in your files as support for any decision to remove that person from the voter rolls. In the event that you are not allowed to copy the court order, you should note the file number of the Chancery Court matter and record it for future reference.

If a voter is determined by a court not to be competent, a motion should be made at a regular meeting to place that individual in "purged" status. Upon a proper second and an affirmative vote of a majority of a quorum, the voter should be placed in "purged" status. At that point, the purging process is complete for that individual, and a new voter registration must be completed by the individual in order for him to be restored to the voter rolls. The new voter registration should be supported by an order from a court making a factual determination that the individual has been restored to competency or by documentation from the treating institution.

NVRA places no time restrictions on when a voter may be removed after having been declared incompetent.

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1.7.4 Death

There are several acceptable methods to determine that a voter has died. You may use notices from the Department of Health, obituaries in a newspaper, records of estate matters filed in Chancery Courts, death certificates, or any other legitimate source of knowledge. It is important to remember that you should keep a detailed paper record of the reasons upon which your commission decided to remove a voter from the voter rolls. Therefore, it is best to have as much documentation as possible. Records provided through SEMS are sufficient.

If a voter has died, a motion should be made at a regular meeting to place that individual in "purged" status. Upon a proper second and an affirmative vote of a majority of a quorum, the voter should be placed in "purged" status. At that point, the purging process is complete for that individual, and that individual may not be restored to the voter rolls.

NVRA places no time restrictions on when a voter may be removed based on the death of the individual.

1.7.5. Removal from the jurisdiction

The most time-consuming and difficult aspect of voter roll maintenance is when a voter moves out of the county. State law requires purging based on a change of residence to be conducted in accordance with the federal National Voter Registration Act of 1993.

1.7.5.1. There are only two ways that a voter may be removed from the voter rolls because of a change in residence. The first way is the easier method. If the registrant confirms in writing that she has moved to a residence outside the territorial limits of your jurisdiction, she may be removed immediately from the voter rolls without any other justification required. Remember that confirmation in writing is not the same as requesting to be removed from the voter rolls. One of the most common ways you will receive confirmation in writing that a voter has changed residence is when the voter registers to vote in a new jurisdiction. A cancellation notice will often be provided by the new state, if that individual has moved out-of-state. Notification will be provided through SEMS, if that individual has moved to a different county in Mississippi.

If you get confirmation in writing that an individual has moved from your county, a motion should be made at the next regular meeting to place that individual in "purged" status. Upon a proper second and an affirmative vote of a majority of a quorum, the voter should be placed in "purged" status. At that point, the purging process is complete for that individual, and a new voter registration must be completed by the individual in order for him or her to be restored to the voter rolls. NVRA places no time restrictions on when a voter may be removed based upon written confirmation that they have moved outside your county.

1.7.5.2. The second way to remove a voter based on a change in residency is commonly referred to as the "confirmation card" process. The commission

may become aware that an individual has moved in several ways. The United States Postal Service reports change-of-address information periodically through SEMS. Homestead exemption status may change. Warranty deeds are filed with the chancery clerk detailing the transfer of real property. Returned mail, including jury summons, may be an indicator. Telephone books can be examined to note the absence or removal of an entry. Any trustworthy source may be utilized to trigger the confirmation card process of voter roll maintenance.

It is important to remember to document the sources of information that triggered the process. It is also important to remember that this confirmation card process must be followed for all changes to the voter roll based on a voter's change of residence to a new address outside the county other than notice from the voter. If a jury summons provokes a response from a parent of a voter to let you know that the voter no longer lives in the county, that is not sufficient to remove that voter immediately. The confirmation card process must be followed.

A confirmation card is a postage pre-paid notice that should be sent to the mailing address associated with the voter registration. This notice should be forwardable, and it should include a pre-addressed return card. This return card should allow the voter to confirm in writing that he has moved outside the county (which would allow for removal from the voter rolls without any further action as outlined above) or that he has moved to another residence inside the county (which would allow the address information to be corrected and would require a new voter registration card to be sent to the voter). For the exact requirements of the contents of a "confirmation card" see the National Voter Registration Act of 1993 at 42 USC 1973gg-6(d)(2).

A. If a voter returns a confirmation card indicating that her residence has not changed, no further action should be taken.

B. If a voter returns a confirmation card indicating that her residence is now out of the commission's jurisdiction, she can be removed immediately from the voter roll in your county because she has confirmed in writing that her residence has changed.

C. However, if a voter fails to return a confirmation card, that voter may only be placed on "inactive" status. Federal law says that a voter cannot be considered to have failed to return a card until thirty (30) days prior to the next election. However, the Secretary of State's Office recognizes that the practice of most election commissions is to make an individual inactive at the same time that a confirmation card is mailed. So long as returned confirmation cards are processed immediately upon their receipt, no individual voter should ever suffer harm from this process.

To begin the confirmation card process, a motion should be made at a regular meeting to place that individual in "inactive" status. Upon a proper second and an affirmative vote of a majority of a quorum, the voter may be placed in "inactive" status. At that point, the purging process has begun for that individual, but it is not complete. As an inactive voter, a new voter registration application is not required for that individual to vote

and to have that vote counted by utilizing the affidavit voting process. Rather, he simply needs to vote, appear to vote, or contact a local election official to regain active status. An individual may be returned to active status without the vote of the entire commission, but the reasons for that return should be documented extensively.

Even if an individual fails to respond to a confirmation card you may not place that voter into "purged" status. You must also wait for two federal elections to pass without that voter contacting a local election official or attempting to vote in any election before he may be removed completely from the voter rolls. After the second federal election, a motion should be made at the next regular meeting to place that individual in "purged" status. Upon a proper second and an affirmative vote of a majority of a quorum, the voter should be placed in "purged" status. At that point, the purging process is complete for that individual, and a new voter registration must be completed by the individual in order for him or her to be added back to the voter rolls.

1.7.5.3. Federal law requires that you complete no later than ninety (90) days before an election all programs to remove systematically the names of ineligible voters. However, as noted above, you may remove voters at any time when the voter requests to be removed, when the voter is convicted of a disenfranchising crime, when the voter is declared incompetent by a court, or when the voter confirms in writing that he has moved outside the county. This means that all confirmation card purges must be completed no later than ninety (90) days before each election.

1.8 How are changes of address within the county processed?

There are generally only two ways in which you may be notified that a voter has moved inside the county. First, on her own initiative, the voter may provide that information by calling an election commissioner or the circuit clerk or providing the information in writing. Second, you may get a confirmation card returned with the new information. It is primarily the responsibility of the circuit clerk to make necessary corrections to the voter rolls. However, in the event that the circuit clerk fails to make those necessary corrections, the election commission has the secondary responsibility to update address information.

1.9 What can an election commissioner do by himself to maintain voter rolls?

Individual election commissioners may gather evidence to present to the commission that supports a decision to alter the status of a voter. Individual commissioners may create and maintain files of that documentation. Individual commissioners may engage in the ministerial task of processing information in SEMS to change the voting status of any voter, based upon the affirmative vote of a majority of a quorum of the whole commission. Individual commissioners may prepare and mail confirmation cards, based upon the affirmative vote of a majority of a quorum of the whole commission.

Individual commissioners may not change the status of a voter unless functioning in a ministerial capacity and supported by the minutes of a meeting of the full commission.

1.10 What can an entire election commission do as a group?

The group may meet and fulfill any of the tasks that any individual member may conduct. In addition, only the entire commission may change the status of a voter. With the approval of the board of supervisors, the entire commission may vote to employ attorneys, secretaries, investigators, technical advisors or any other employee deemed necessary to discharge their voter roll maintenance duty.

Please be aware that the authority to hire employees is very limited and should be approached with caution. In the event you need employees, you should contact the Secretary of State's office to discuss the limitations of your authority.

1.11 Is there a recommended practice to maintain voter rolls?

The Office of the Secretary of State is not authorized to engage in the maintenance of voter rolls. However, we have a statutory obligation to train election commissioners. We offer the following recommended practice as a guideline for you to follow, subject to any independent legal advice you may receive.

During the time between official meetings of the election commission, individual commissioners should be engaging in ministerial tasks to complete action directed at the last meeting. Also, individual commissioners should be examining all legitimate sources of information in preparation for the next meeting. Individual commissioners should be documenting the names of any voters who should be considered for a status change at the next meeting and potential reasons for the status change.

At the next meeting, each commissioner should present to the whole commission a list of voters for consideration, together with the reason for the suggested change. Motions are appropriate to accept the various lists, amend them, or reject them. Also, each name may be considered individually, if necessary. The actions taken by the commission should be by motion, an appropriate second and a vote of a quorum present. The actions taken should be recorded in the minutes and delegated accordingly. The ministerial tasks associated with fulfilling the wishes of the commission may then be undertaken by individual members of the commission or by the circuit clerk, if he is able to assist in that process. Then, the cycle returns to gathering documentation to present at the next meeting.

1.12 Conclusion

Election commissions and individual election commissioners should be careful to maintain voter rolls in full compliance with the Mississippi Election Code and the National Voter Registration Act of 1993. These legal requirements compel the removal of ineligible voters. It is vital that you attempt to minimize the number of individuals falsely determined to be ineligible. However, election commissions are charged with the responsibility of removing the names of ineligible voters. **If you do not remove their names, no one else will.** In the event that an individual presents to vote and his name is not found on the pollbook, he may always cast an affidavit ballot.

SECTION 2: SEMS VOTER SEARCH

In order to begin the process of maintaining the voter rolls in your county, we will first review several tools that you will find useful in accessing voter records in the system:

2.1. Quick Search

Access the ***Voter Registration*** Screen from the Main Menu. If you know the Voter ID, enter it in the top left-hand box as illustrated below:

If the ID number you entered is valid, the voter record appears.

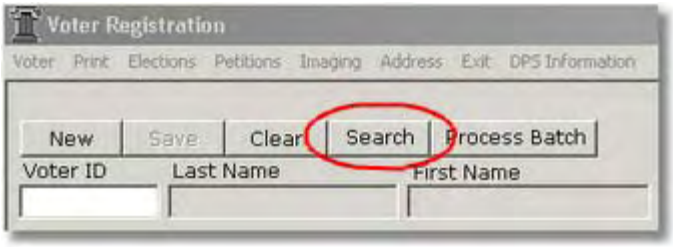
2.2. Advanced Search

If you do not know the voter's ID number or when you want to retrieve a group of voter records that share some of the same attributes you should use Voter Search. This is a powerful tool that can provide information that is ad-hoc, or information that is outside of the standard reports provided in Reports and Labels. Depending on your search criteria, the results may be a single voter or a group of voter records.

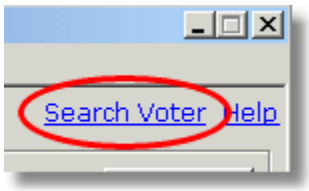
You can save your search criteria under a unique name and run it repeatedly, either as-is or after modifying the criteria. You can also change the data fields selected for output, print a report of the results, or extract the results to a separate file for use in another application.

2.2.1. Accessing the *Search Voters* screen

To launch an advanced search, either click Search on the *Voter Registration* screen (shown below) or select the *Voter Search* option on the SEMS main menu.

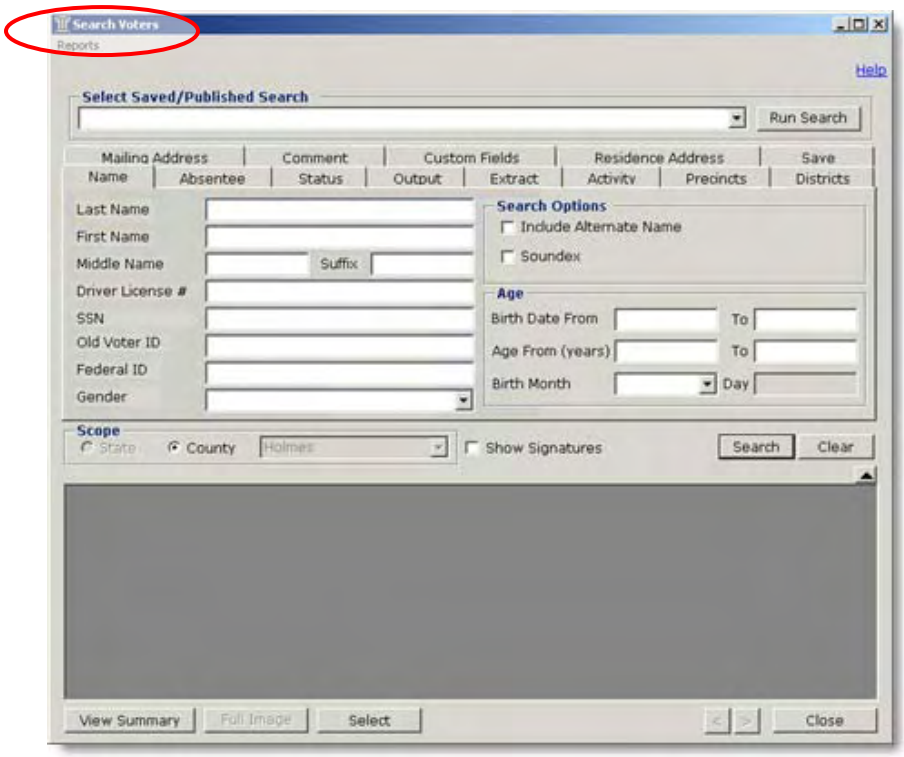


A "Search Voter" link in blue text also appears on most screens in every module. An example is shown below.



2.2.2. Search Voters screen

As the following illustration shows, the Search Voters screen has two sections: the search setup section on the top half, where you specify your search criteria, and the search results section, where the results of your search appear.



2.2.3. Performing a Search

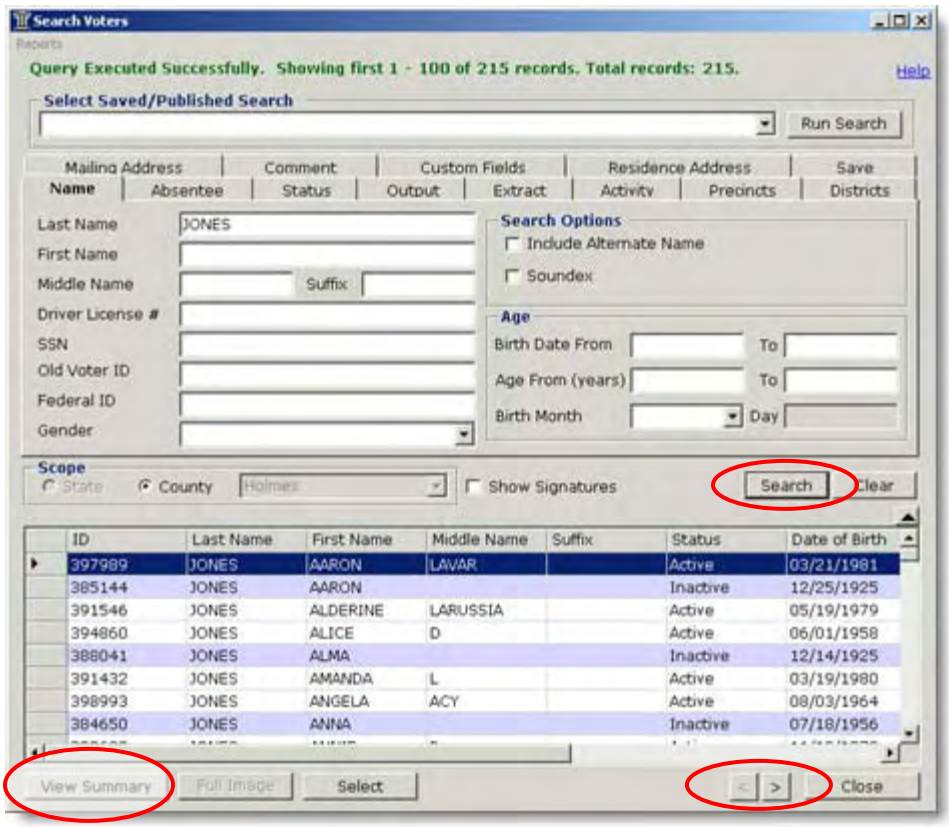
2.2.3.1. On the Search Voters screen, enter search values on one or more of the search criteria tabs. You can enter criteria on multiple tabs. As you do, the labels on those tabs appear in boldface to indicate that information has been added or changed. You also can

use a percent (%) sign as a wild card in some fields to represent one or more unknown characters in your search criteria.

2.2.3.2. In the Scope area (just above the results section), specify whether you want the search to be statewide or countywide and whether you want to see voter signatures in the search results (if so, check the Show Signatures checkbox.) By default, a countywide search is selected with no signatures shown.

2.2.3.3. Click Search. If the search finds more than 100 matching records, a status message indicates that the search is showing the first 100 records out of the total number of records the search found. The more search criteria you use, the fewer search results you can expect.

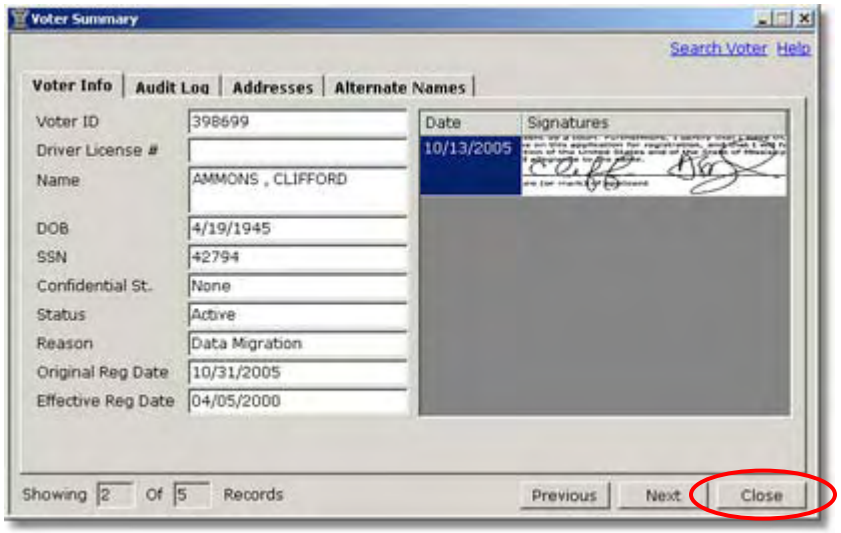
The results of your search are shown at the bottom of the screen, as illustrated below:



To see the next group of records in the screen, click the > button at the bottom of the screen.

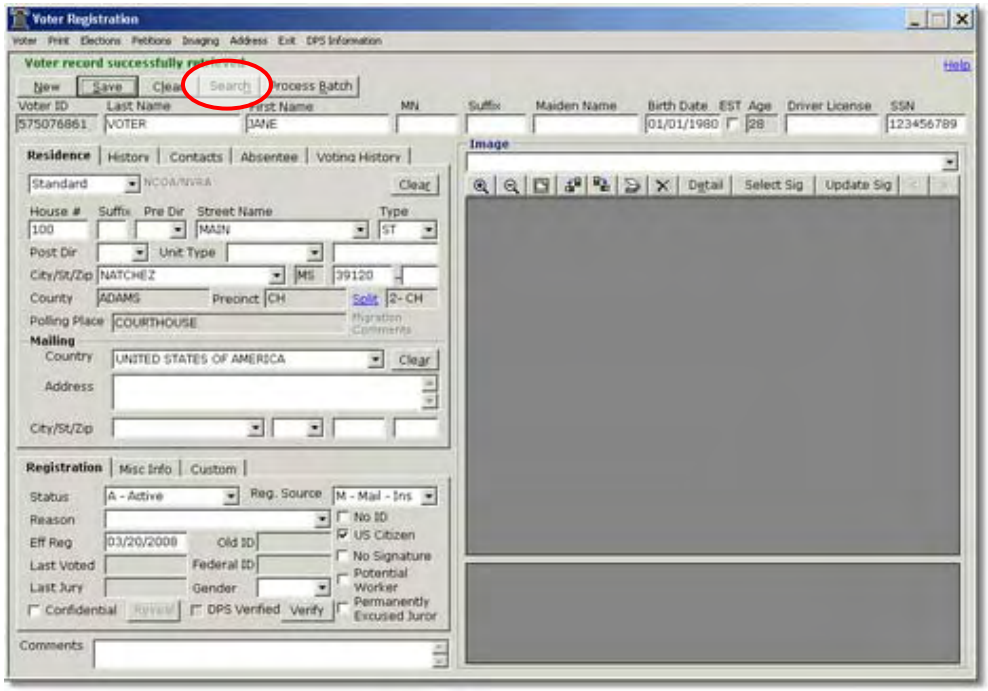
2.2.3.4. Viewing Voter Summary. At times a search can return a list of voter records that are similar enough that you may not be able to

tell which voter to select. To get a more detailed look at each voter record in the list, you can use the View Summary button. Click View Summary after selecting a voter on the list to display the Voter Summary screen, shown below.



2.2.3.5. Access the Voter Record. When you are done, click Close to return to the search results screen. In the search results window, either double-click on the line containing the voter record you want to open or highlight the line, then click Select.

The voter record appears on the Voter Registration screen, as shown below.



To return to the previous search screen, click the Search button.

2.3. Voter Search Exercise

Use the Voter Search screen to find all active voters in your county over 100 years old.

Steps:

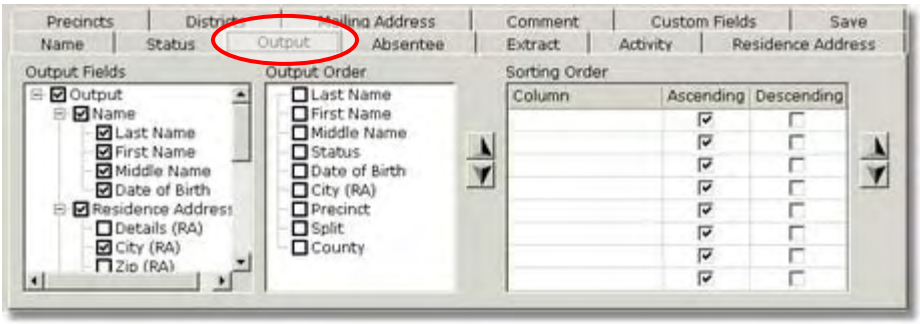
1. Go to Voter Search screen.
2. On the Name tab, enter in the Birth Date field From: 1/1/1801 To: enter today's date.
3. On the Status tab, unclick all except Active.
4. Click the Search button for results.

NOTE: During data migration, all voter records did not have actual birthdates. In order to populate the field, key dates like 1/1/1801 and 1/1/1901 were used as place holders. This is an indication that additional research must be completed to make sure the accurate date is in the system.

2.4 Reporting from Voter Search

2.4.1. Formatting Search Output

After specifying the search criteria, select the Output tab. The output controls appear in three side-by-side sections.



The three Output control sections are as follows:

2.4.1.1. Output Fields. The left section lists all of the data columns that can be included in your search results. Each column name has a checkbox next to it. Those with their boxes checked are included in the search output. The others are ignored and the information is not included in the output file.

Note: The ID (for voter ID) column always appears in your search results and, by default, is always the left-most column. Although you can move this column, you cannot omit it from your output

criteria before the search or delete it from your results after the search.

2.4.1.2. Output Order. The middle section lists the data columns that are currently selected to appear in your search results. Checking or un-checking data columns in the left Output Fields section immediately updates the list in the Output Order section. The order in which the data columns are listed in this section determines the left-to-right order of the output columns when the search results are displayed. The first column name listed is the left-most column in the results window, the second column name is the next column to the right, and so on.

To change a column's position, click on the column heading name (not the checkbox). Then click the up or down arrow to the right of the pane, depending on whether you want to move the column up or down in relation to the others.

2.4.1.3. Sorting Order. The right section controls how the rows of results are sorted. By default, search results are sorted alphabetically by Last Name, then First Name and, finally, by Middle Name. To change this order, select one or more column headings you want to use for sorting and arrange them in the sequence you want to sort the output. To select a sort heading, click its checkbox in the middle pane and its name appears under Column in the right pane (see below). If you select more than one sort heading, you can reposition them, in case you want the sorting to take place in a different order.

2.4.2. Printing Search Results

If you need a hard copy of your search results, you can use the report function. For printed results, you are limited to seven columns of information; however the voter identification number is automatically included along with the seven columns.

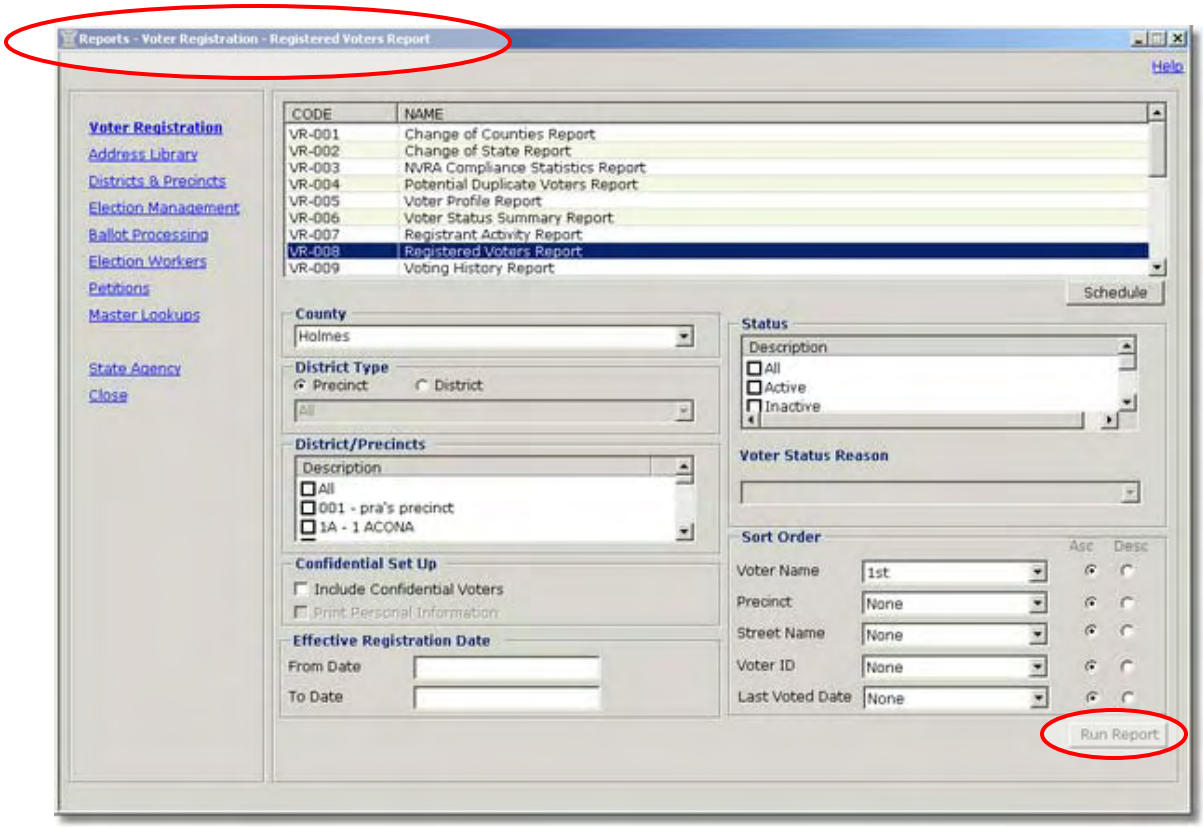
After running your search, you can verify that the results are what you want. To do this, select Reports on the top menu bar of the Search Voters screen, then choose Print Report from the drop-down list. The search runs and a preview of the printed report appears. If you are satisfied with the print preview, click Print to send the report to your selected printer.

SECTION 3: SEMS REPORTS AND LABELS

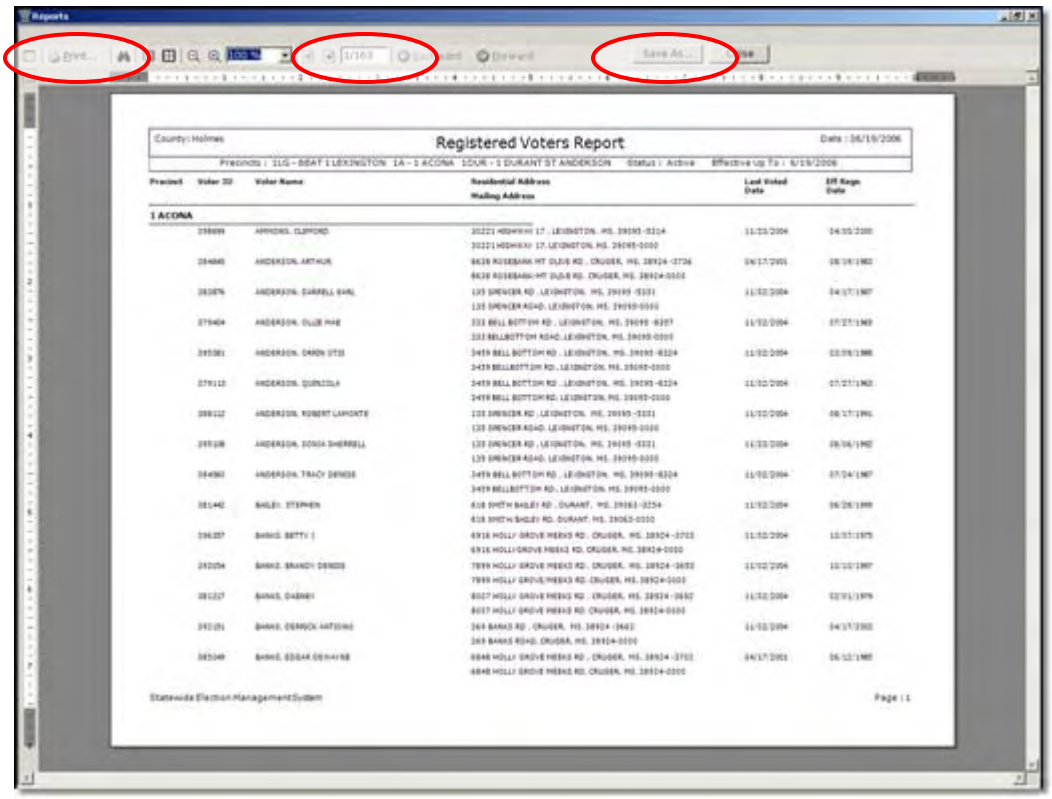
A variety of reports and labels can be produced using the Reports and Labels module to assist you in your voter roll maintenance efforts. The reports are grouped in categories corresponding to many of the application modules found on the SEMS main menu.

3.1. Report Printing

3.1.1. Producing a report. As an example of producing a report from the Reports & Labels module, this topic shows how to print the Registered Voter Report (report ID VR-008) from the Voter Registration category. Although the customization prompts for the other reports are somewhat different, the overall printing process is the same for all reports.



3.1.2. Previewing Reports. All reports let you preview the results before they are printed. This lets you confirm if the report as defined is really what you really want. To see the preview, click Run Report.

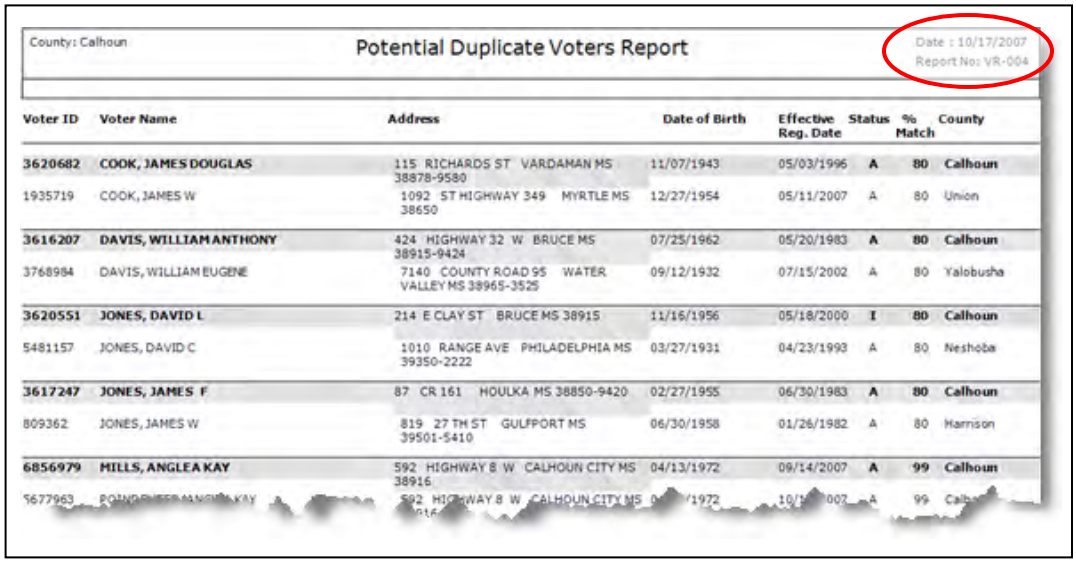


While the preview is displayed, you can click the Next Page and Previous Page buttons to scroll through the pages, select the viewing magnification, and view multiple pages. To return to the previous screen, click Close in the upper right corner.

3.1.3. Printing the Report. To print the report click Print from the preview screen. You may also save the report to an editable file format by clicking the Save As button.

3.2. Printing a Duplicate Voter Report – VR-004

SEMS provides a report that generates a list of possible duplicate voters, at least one of which in each duplicate group has an address in your county. To access this report, go to Reports and Labels/Voter Registration/VR-004.



County: Calhoun

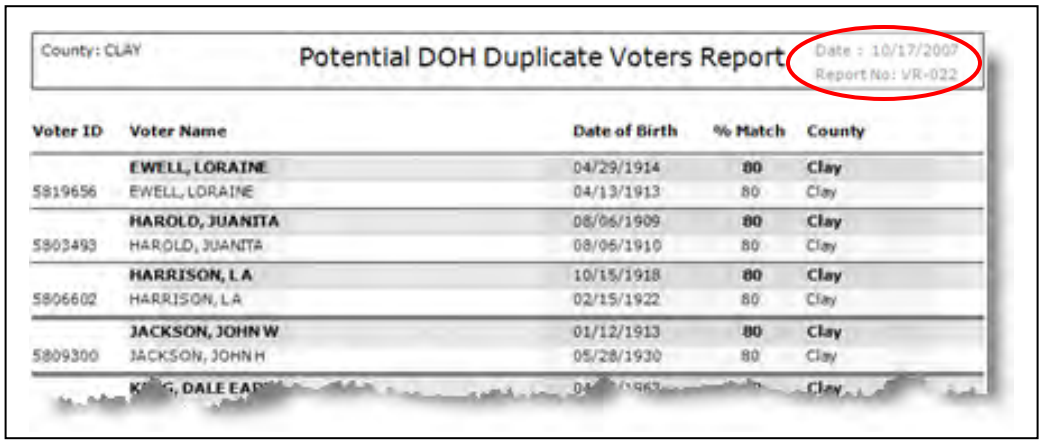
Potential Duplicate Voters Report

Date : 10/17/2007
Report No: VR-004

Voter ID	Voter Name	Address	Date of Birth	Effective Reg. Date	Status	% Match	County
3620682	**COOK, JAMES DOUGLAS**	115 RICHARDS ST VARDAMAN MS 38878-9580	11/07/1943	05/03/1996	**A**	**80**	**Calhoun**
1935719	COOK, JAMES W	1092 ST HIGHWAY 349 MYRTLE MS 38650	12/27/1954	05/11/2007	A	80	Union
3616207	**DAVIS, WILLIAM ANTHONY**	424 HIGHWAY 32 W BRUCE MS 38915-9424	07/25/1962	05/20/1983	**A**	**80**	**Calhoun**
3768984	DAVIS, WILLIAM EUGENE	7140 COUNTY ROAD 95 WATER VALLEY MS 38965-3525	09/12/1932	07/15/2002	A	80	Yalobusha
3620551	**JONES, DAVID L**	214 E CLAY ST BRUCE MS 38915	11/16/1956	05/18/2000	**I**	**80**	**Calhoun**
5481157	JONES, DAVID C	1010 RANGE AVE PHILADELPHIA MS 39350-2222	03/27/1931	04/23/1993	A	80	Neshoba
3617247	**JONES, JAMES F**	87 CR 161 HOULKA MS 38850-9420	02/27/1955	06/30/1983	**A**	**80**	**Calhoun**
809362	JONES, JAMES W	819 27 TH ST GULFPORT MS 39501-5410	06/30/1958	01/26/1982	A	80	Harrison
6856979	**MILLS, ANGLEA KAY**	592 HIGHWAY 8 W CALHOUN CITY MS 38916	04/13/1972	09/14/2007	**A**	**99**	**Calhoun**
5677963	[illegible]	592 HIGHWAY 8 W CALHOUN CITY MS [illegible]	[illegible]	[illegible]	A	99	[illegible]

3.3. Printing a Potential Department of Health Duplicate Voter Report - VR-022

This report lists voters who match persons in the Department of Health (DOH) database of death certificate records. The "% Match" column indicates how close a match the voter (in bold) is with the DOH counterpart(s), with 100 percent being a perfect match. To access this report, go to Reports and Labels/Voter Registration/VR-022.



County: CLAY

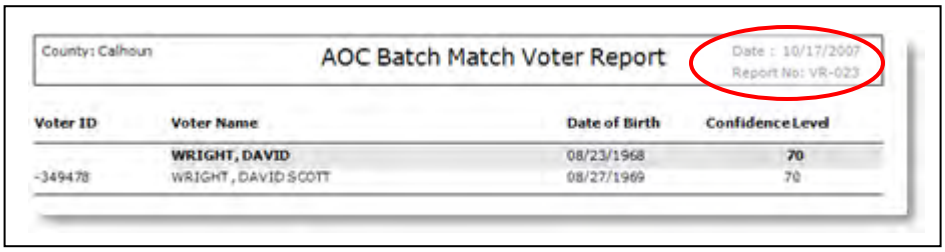
Potential DOH Duplicate Voters Report

Date : 10/17/2007
Report No: VR-022

Voter ID	Voter Name	Date of Birth	% Match	County
	EWELL, LORAINE	04/29/1914	**80**	**Clay**
5819656	EWELL, LORAINE	04/13/1913	80	Clay
	HAROLD, JUANITA	08/06/1909	**80**	**Clay**
5803493	HAROLD, JUANITA	08/06/1910	80	Clay
	HARRISON, LA	10/15/1918	**80**	**Clay**
5806602	HARRISON, LA	02/15/1922	80	Clay
	JACKSON, JOHN W	01/12/1913	**80**	**Clay**
5809300	JACKSON, JOHN H	05/28/1930	80	Clay
	[illegible], DALE EA[illegible]	[illegible]		**Clay**

3.4. Printing an Administrative Office of the Courts Match Report – VR-023

Lists voters who match persons in the Administrative Office of the Courts database of disenfranchising crimes. The "% Match" column indicates how close a match the voter (in bold) is with the AOC counterpart(s), with 100 percent being a perfect match. To access this report, go to Reports and Labels/Voter Registration/VR-023.



County: Calhoun

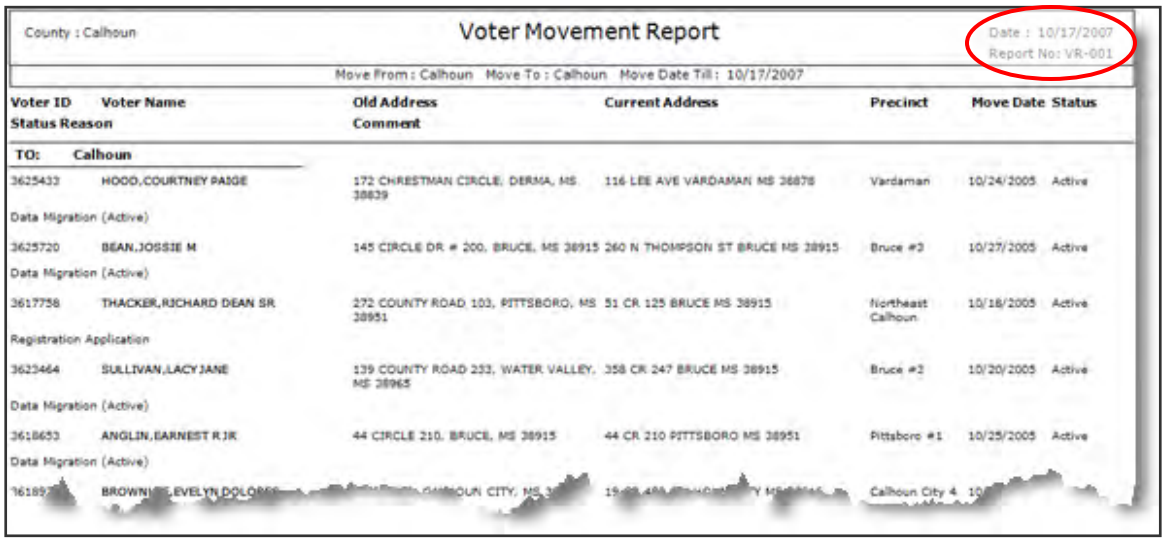
AOC Batch Match Voter Report

Date : 10/17/2007
Report No: VR-023

Voter ID	Voter Name	Date of Birth	Confidence Level
	WRIGHT, DAVID	08/23/1968	**70**
-349478	WRIGHT, DAVID SCOTT	08/27/1969	70

3.5. Printing a Voter Movement Report – VR-001

Lists voters who have moved either within your county or across your county's boundaries (in either direction) during a specified period of time.



County : Calhoun

Voter Movement Report

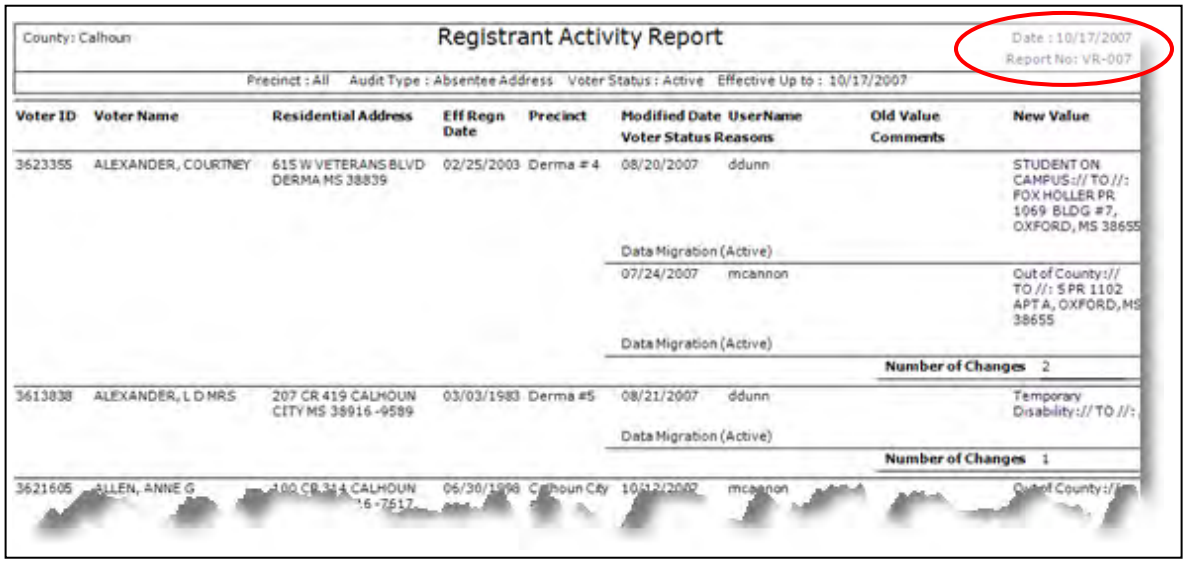
Date : 10/17/2007
Report No: VR-001

Move From : Calhoun Move To : Calhoun Move Date Till : 10/17/2007

Voter ID / Status Reason	Voter Name	Old Address / Comment	Current Address	Precinct	Move Date	Status
TO: Calhoun						
3625433	HOOD,COURTNEY PAIGE	172 CHRESTMAN CIRCLE, DERMA, MS 38839	116 LEE AVE VARDAMAN MS 38878	Vardaman	10/24/2005	Active
Data Migration (Active)						
3625720	BEAN,JOSSIE M	145 CIRCLE DR # 200, BRUCE, MS 38915	260 N THOMPSON ST BRUCE MS 38915	Bruce #2	10/27/2005	Active
Data Migration (Active)						
3617758	THACKER,RICHARD DEAN SR	272 COUNTY ROAD 103, PITTSBORO, MS 38951	51 CR 125 BRUCE MS 38915	Northeast Calhoun	10/18/2005	Active
Registration Application						
3623464	SULLIVAN,LACY JANE	139 COUNTY ROAD 233, WATER VALLEY, MS 38965	358 CR 247 BRUCE MS 38915	Bruce #2	10/20/2005	Active
Data Migration (Active)						
3618653	ANGLIN,EARNEST R JR	44 CIRCLE 210, BRUCE, MS 38915	44 CR 210 PITTSBORO MS 38951	Pittsboro #1	10/25/2005	Active
Data Migration (Active)						
3618[illegible]	BROWN[illegible],EVELYN DOLORES	[illegible] CALHOUN CITY, MS [illegible]	19[illegible]	Calhoun City 4	10[illegible]	

3.6. Printing an Activity Report – VR-007

This report will show an activity type by district or user. The report can be used to document the activity of all changes that have been made to a voter record. To access this report, go to Reports and Labels/Voter Registration/VR-007.



County: Calhoun

Registrant Activity Report

Date : 10/17/2007
Report No: VR-007

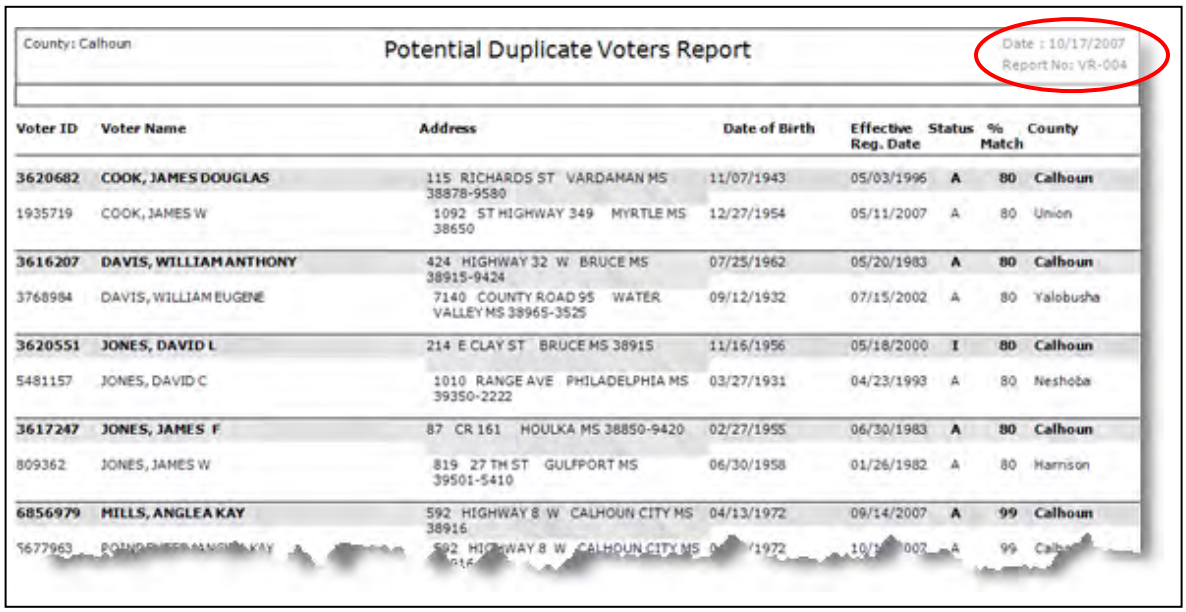
Precinct : All Audit Type : Absentee Address Voter Status : Active Effective Up to : 10/17/2007

Voter ID	Voter Name	Residential Address	Eff Regn Date	Precinct	Modified Date / Voter Status Reasons	UserName	Old Value / Comments	New Value
3623355	ALEXANDER, COURTNEY	615 W VETERANS BLVD DERMA MS 38839	02/25/2003	Derma # 4	08/20/2007	ddunn		STUDENT ON CAMPUS:// TO //: FOX HOLLER PR 1069 BLDG #7, OXFORD, MS 38655
					Data Migration (Active)			
					07/24/2007	mcannon		Out of County:// TO //: S PR 1102 APT A, OXFORD, MS 38655
					Data Migration (Active)			
							Number of Changes	2
3613838	ALEXANDER, L D MRS	207 CR 419 CALHOUN CITY MS 38916 -9589	03/03/1983	Derma #5	08/21/2007	ddunn		Temporary Disability:// TO //:
					Data Migration (Active)			
							Number of Changes	1
3621605	ALLEN, ANNE G	100 CR 314 CALHOUN [illegible] 16 -7617	06/30/1998	Calhoun City	10/12/2002	mcannon		Out of County:// [illegible]

SECTION 4: DUPLICATE VOTERS IN SEMS

To complete the clean-up effort from the county's previous voter registration data, the following steps should be taken to compare and resolve the duplicates voter records in SEMS.

4.1. **The Potential Duplicates Report VR-004** provides a list of possible duplicate voters, at least one of which in each duplicate group has an address in your county.



County: Calhoun

Potential Duplicate Voters Report

Date : 10/17/2007
Report No: VR-004

Voter ID	Voter Name	Address	Date of Birth	Effective Reg. Date	Status	% Match	County
3620682	**COOK, JAMES DOUGLAS**	115 RICHARDS ST VARDAMAN MS 38878-9580	11/07/1943	05/03/1996	**A**	**80**	**Calhoun**
1935719	COOK, JAMES W	1092 ST HIGHWAY 349 MYRTLE MS 38650	12/27/1954	05/11/2007	A	80	Union
3616207	**DAVIS, WILLIAM ANTHONY**	424 HIGHWAY 32 W BRUCE MS 38915-9424	07/25/1962	05/20/1983	**A**	**80**	**Calhoun**
3768984	DAVIS, WILLIAM EUGENE	7140 COUNTY ROAD 95 WATER VALLEY MS 38965-3525	09/12/1932	07/15/2002	A	80	Yalobusha
3620551	**JONES, DAVID L**	214 E CLAY ST BRUCE MS 38915	11/16/1956	05/18/2000	**I**	**80**	**Calhoun**
5481157	JONES, DAVID C	1010 RANGE AVE PHILADELPHIA MS 39350-2222	03/27/1931	04/23/1993	A	80	Neshoba
3617247	**JONES, JAMES F**	87 CR 161 HOULKA MS 38850-9420	02/27/1955	06/30/1983	**A**	**80**	**Calhoun**
809362	JONES, JAMES W	819 27 TH ST GULFPORT MS 39501-5410	06/30/1958	01/26/1982	A	80	Harrison
6856979	**MILLS, ANGLEA KAY**	592 HIGHWAY 8 W CALHOUN CITY MS 38916	04/13/1972	09/14/2007	**A**	**99**	**Calhoun**
5677963	[illegible]	592 HIGHWAY 8 W CALHOUN CITY MS [illegible]	[illegible]/1972	[illegible]	A	99	[illegible]

This report provides the information on the voter in your county first, and then the potential duplicate information along with address, date of birth, effective registration date, voter status and the confidence match percentage.

For each potential duplicate, the system provides a confidence rating, expressed as a percentage. The system uses the key identifier fields of the voter record to determine whether a potential duplicate voter record already exists. A match on the full SSN or full driver's license (or both) is considered a high percent match. Other combinations of matching fields have lower confidence ratings. Your primary focus should be on matches with a confidence rating of 75% or greater.

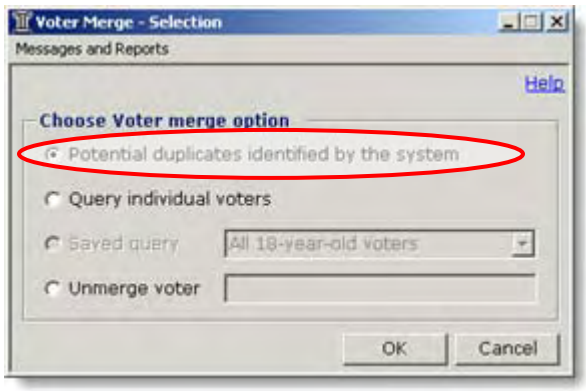
4.2. **Voter Merge Module** also provides information on Potential Duplicate Voters along with the ability to process these duplicates. The voter merge identifies the duplicates and gives the local election commission the ability to act on the information that has been provided by marking the voter as a survivor, marking to

exclude the match from further action or by accepting the message and changing the voter status to purged.

NOTE: The Voter Merge module does not actually merge voters outside of a county. It only provides notification for action to be taken by the local election commission.

4.2.1. Accessing the Merge Options

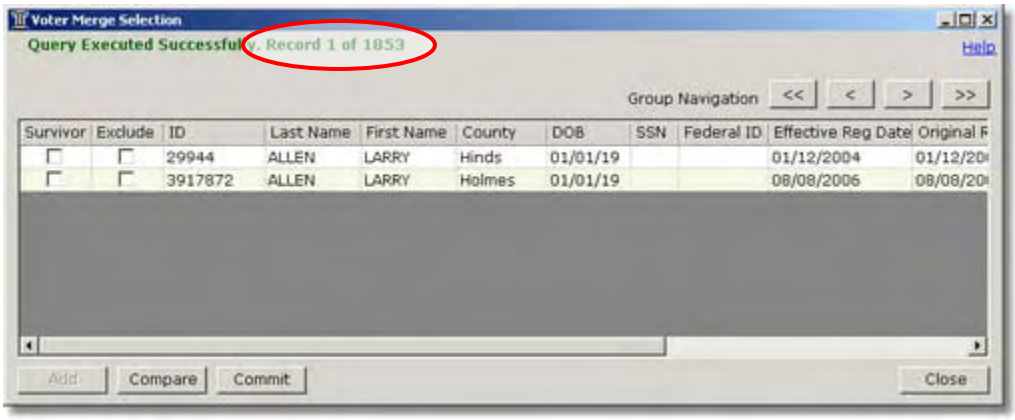
To access the voter merge options, select Voter Merge from the SEMS main menu. The Voter Merge Selection prompt appears.



4.3. Send a message to another county on a Potential Duplicate

When Voter Merge is selected from the main menu, the Voter Merge Selection screen appears. It contains four selections, with "Potential duplicates identified by the system" already selected by default. Click the OK button.

4.3.1. The Voter Merge Selection screen appears, with potential duplicate voters listed. If necessary, you can drag a corner of this screen to expand.

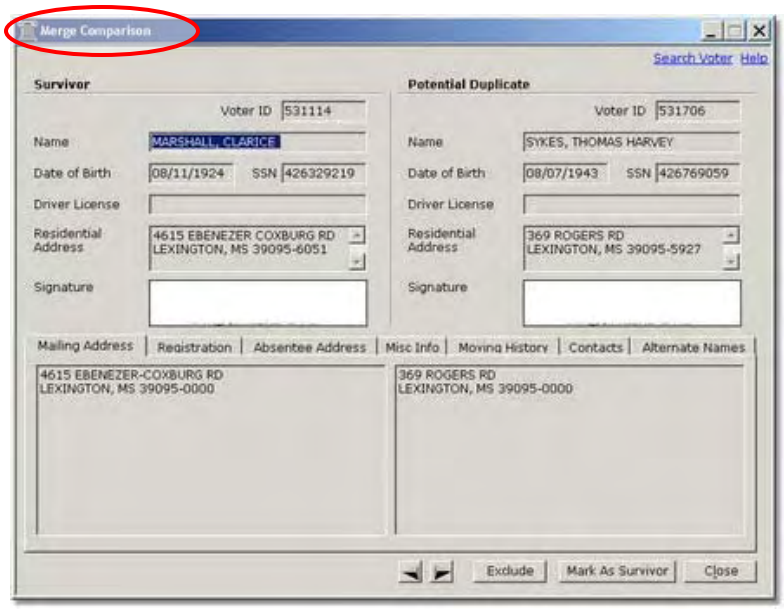


The message at the top of the screen shows how many duplicate groups have been found and which group is currently displayed. In the above example, the message says, "Query executed successfully. Record 1 of

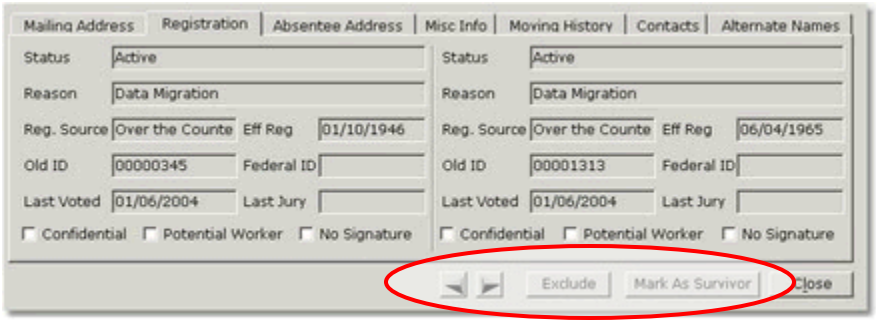
1853." This means 1853 separate groups of potential duplicate voters have been found and the first of those groups is currently displayed.

4.3.2. Select any voters who you do not believe matches the surviving voter by checking the Exclude box. A message will be sent to the county that holds the voter record of any voter marked Excluded.

4.3.3. Compare the other voters' records with that of the survivor before completing the merge, click the Compare button.



The Merge Comparison screen gives you access to almost all of the information contained in each person's voter registration record. Much of it is initially hidden in the tabbed section on the bottom half of the screen. If the initial view does not provide enough information to confirm which record should be the survivor, click one or more of the informational tabs to see additional details. An example of the information on the Registration tab is shown below.



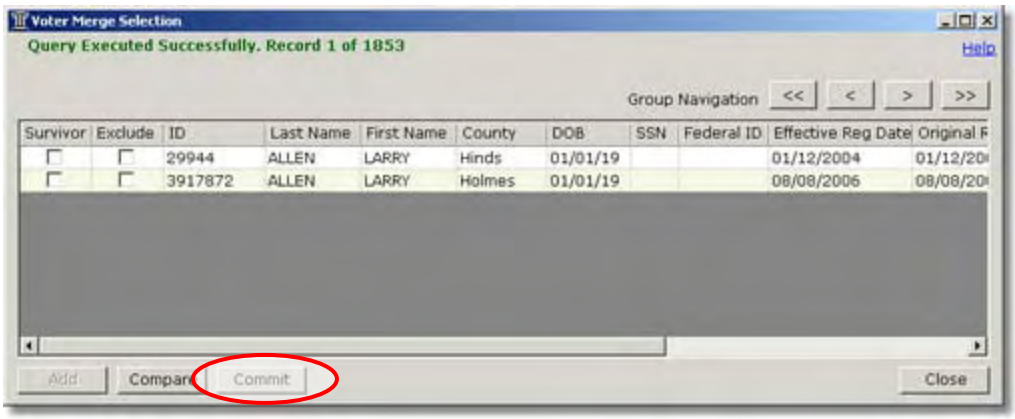
The Exclude and Mark As Survivor buttons at the bottom of the screen apply to the Potential Duplicate record on the right half of the screen. The Exclude button causes the information for the voter in the Potential

Duplicate position not to be identified with the survivor's record when the merge is committed (completed) and the message is sent to the other county for processing. The Mark As Survivor button causes the two voters to switch places, so that the voter who was the Potential Duplicate is moved to the left side and is now the survivor.

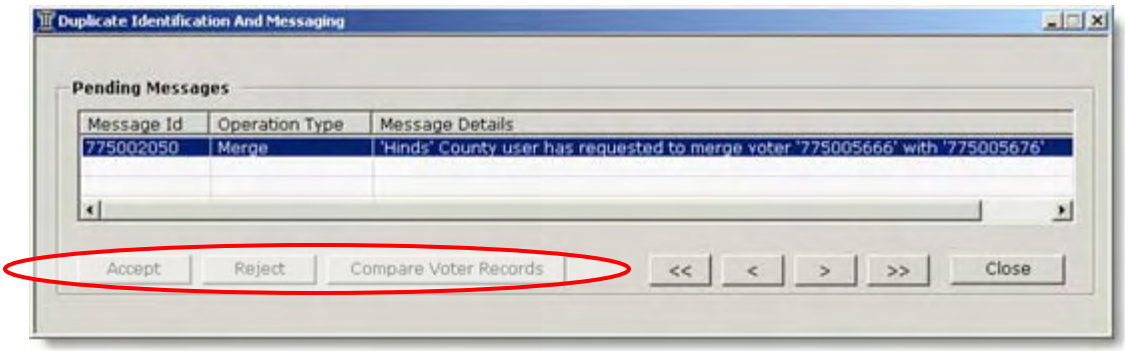
The next ( ) and previous ( ) navigation buttons let you scroll forward and backward through the list of voters you placed in the voter merge selection list.

4.3.4. To keep the Potential Duplicate voter's information from being linked with the Survivor's record, click the Exclude button. However, if you want the Potential Duplicate voter to become the survivor, click the Mark As Survivor button. If you want to make no changes, click the Close button to return to the Voter Merge Selection list.

4.3.5. To confirm the match, click the Commit button. Then respond to the confirmation prompt. You should check the survivor's voter registration record to verify that data from the non-survivor's record has been added.



If the voters identified are from different counties, a message is sent to the county of the non-survivor record for taking action on the message notification of the potential duplicate.

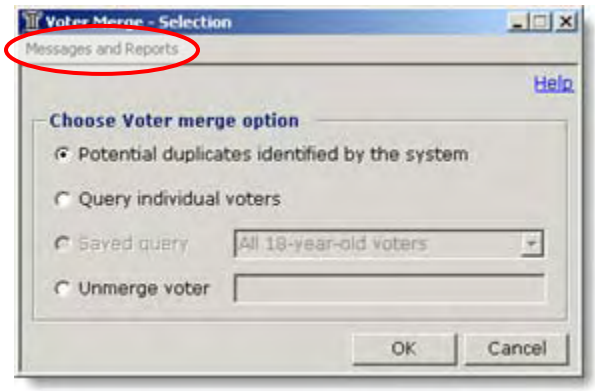


If the county accepts the notification, the non-survivor record's status changes to Purged. The non-surviving record remains in database, however, and is not lost. If the merge is rejected, the voters are marked as non-duplicates and they do not appear as potential duplicates again.

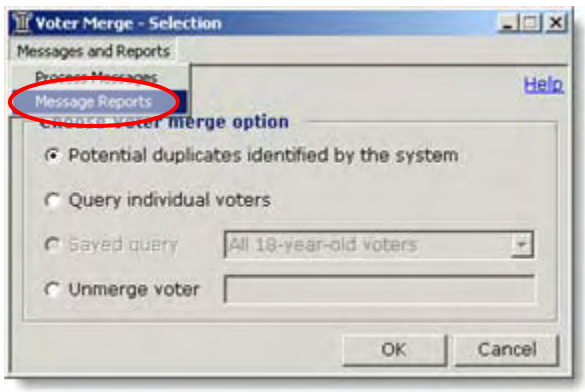
4.4. Merge Messages and Reports

The various voter merge messages that you receive can also be printed in the form of a report.

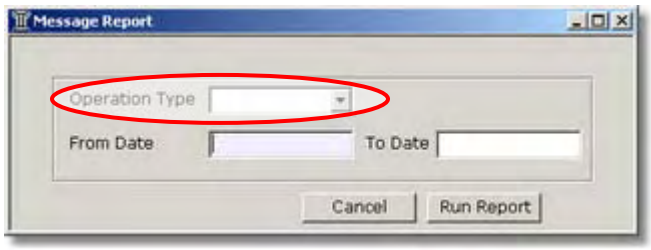
4.4.1. Click Voter Merge on the main screen.



4.4.2. Go to Messages and Reports menu and select Message Reports

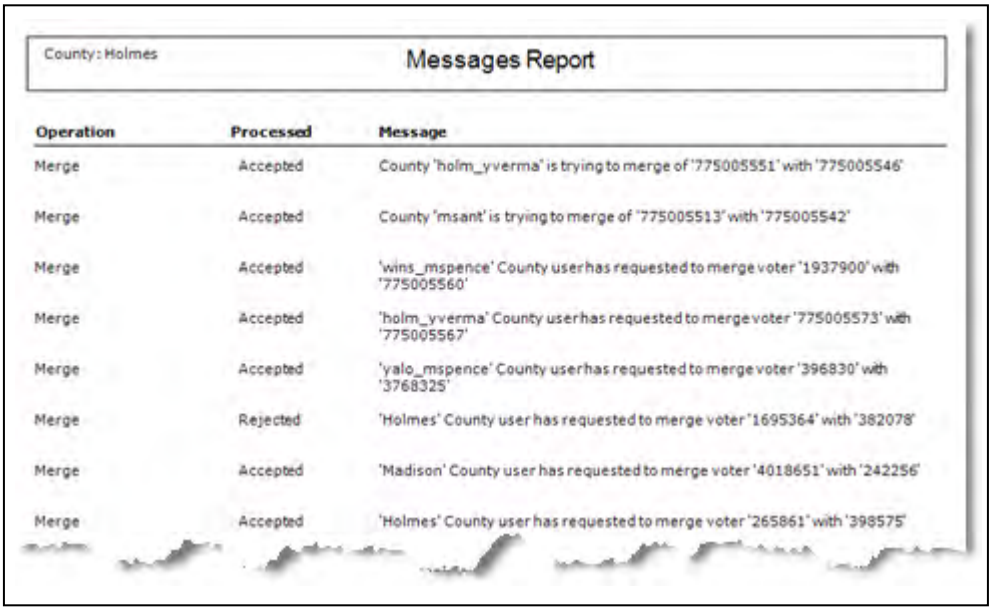


The Message Report screen appears.



4.4.3. From the Operation Type drop down, select voter Merge. Enter the date range in the From Date and To Date fields.

4.4.4. Click Run Report to display the Messages Report. To print the report, click the Print icon.



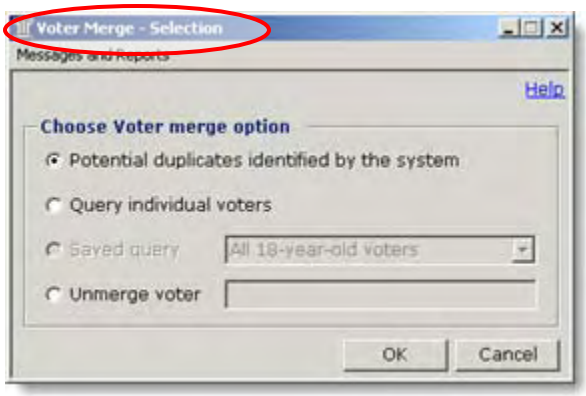
County: Holmes

Messages Report

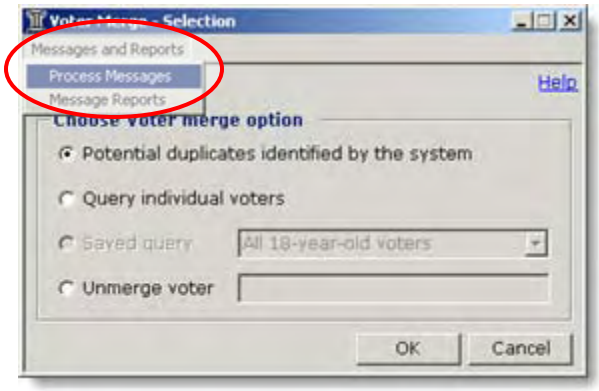
Operation	Processed	Message
Merge	Accepted	County 'holm_yverma' is trying to merge of '775005551' with '775005546'
Merge	Accepted	County 'msant' is trying to merge of '775005513' with '775005542'
Merge	Accepted	'wins_mspence' County user has requested to merge voter '1937900' with '775005560'
Merge	Accepted	'holm_yverma' County user has requested to merge voter '775005573' with '775005567'
Merge	Accepted	'yalo_mspence' County user has requested to merge voter '396830' with '3768325'
Merge	Rejected	'Holmes' County user has requested to merge voter '1695364' with '382078'
Merge	Accepted	'Madison' County user has requested to merge voter '4018651' with '242256'
Merge	Accepted	'Holmes' County user has requested to merge voter '265861' with '398575'

4.5. Process messages. You will receive messages from other counties where voters of your county are identified as a duplicate. The message can be reviewed and accepted or rejected through the Duplicate Identification And Messaging screen.

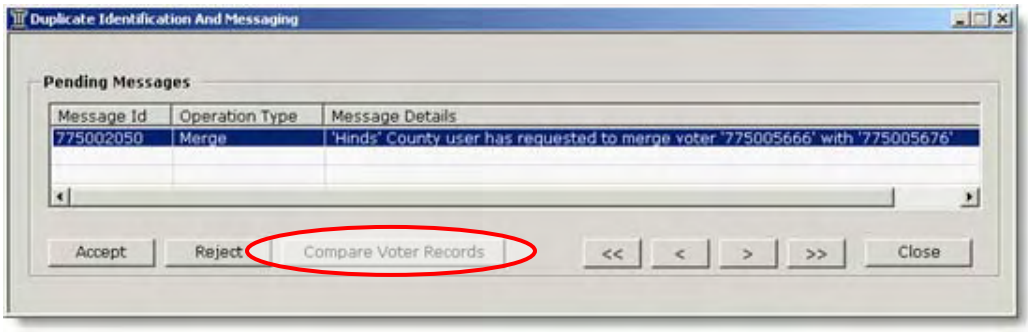
4.5.1. Click Voter Merge on the main SEMS to display the Voter Merge - Selection screen.



4.5.2. Go to Messages and Reports menu and select Process Messages.

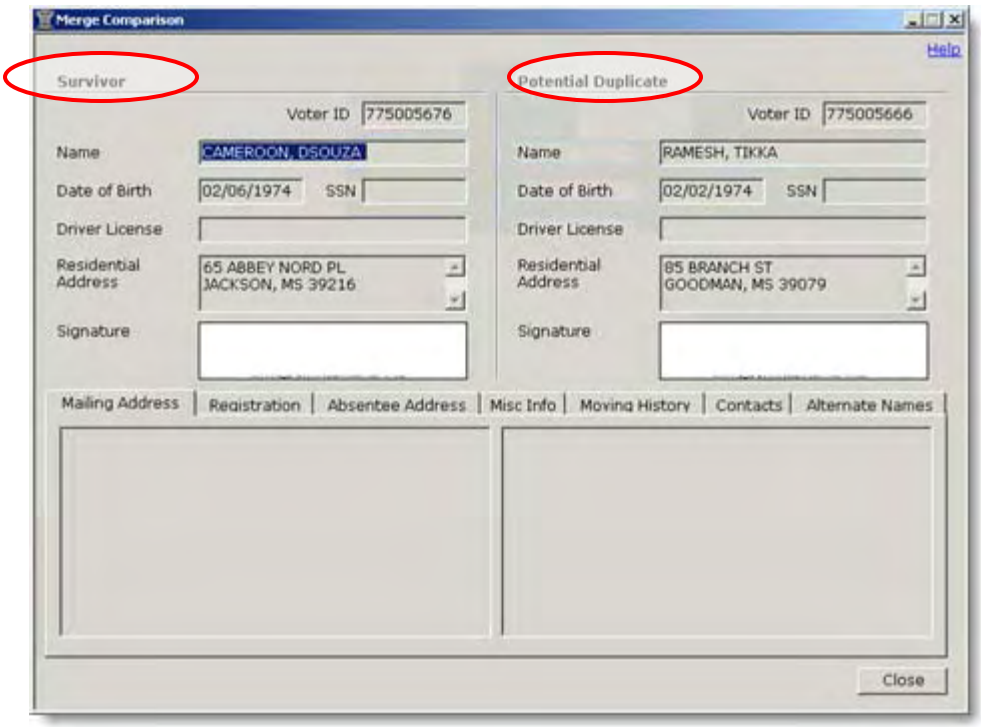


The Duplicate Identification And Messaging screen appears. Messages received from other counties appear in the Pending Messages section.

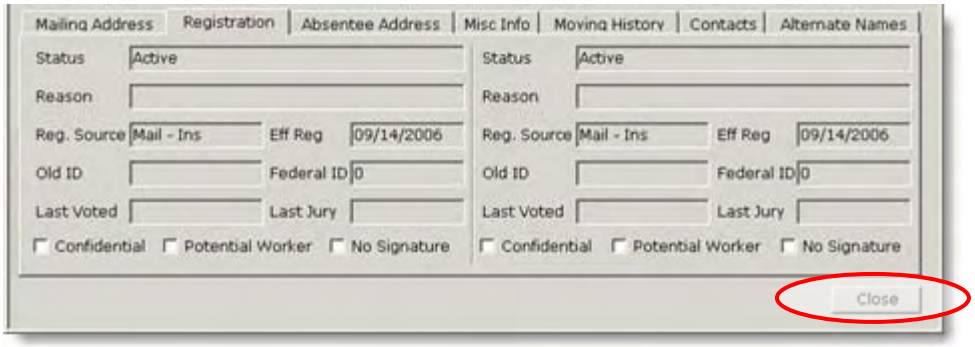


The arrow buttons enable you to scroll backward and forward through the list of messages.

4.5.3. To compare the voters' records, click Compare Voter Records. The Merge Comparison screen appears, showing two voters' registration records side by side.



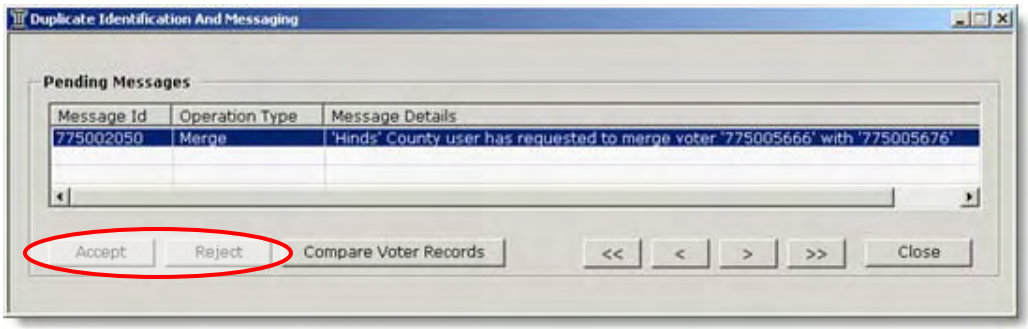
The Merge Comparison screen gives you access to almost all of the information contained in each person's voter registration record. Much of it is initially hidden in the tabbed section on the bottom half of the screen. If the initial view does not provide enough information to confirm which record should be the survivor, click one or more of the informational tabs to see additional details. An example of the information on the Registration tab is shown below.



After comparing the records, click Close.

4.5.4. **To accept the message**, click Accept. The following message is sent to the county that sent it: "County B has accepted the request to merge voter XX with voter XXX."

NOTE: Accepting the message will change the status of the voter in your county to purged and generate a Confirmation Card.

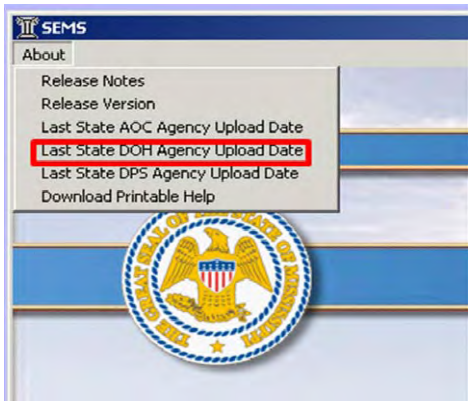


4.5.5. **To reject the message**, click Reject. The two voters are marked as non-duplicates and they do not appear as potential duplicates again. A message will be sent back to the county that identified the duplicates.

SECTION 5: PROCESSING STATE AGENCY MATCHES IN SEMS

With the State Agency option, you can search Department of Heath (DOH) death records and Administrator of Courts (AOC) felony records on file for Mississippi in order to help maintain your voter roll.

5.1. Date of Upload. To check the date of the last upload in SEMS, you can use the About tab on the main SEMS screen and click on the agency that you want to check.



5.2. Accessing State Agency Options

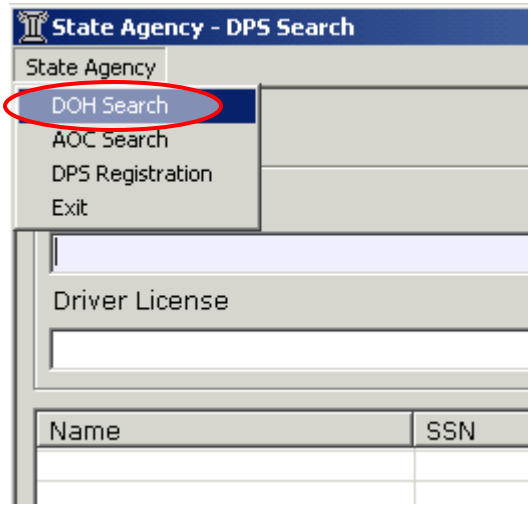
From the SEMS main menu select State Agency.

5.3. The Department of Health (DOH) Search for Death Records

Use the State Agency module when you need to access Department of Health (DOH) death records for Mississippi. DOH death certificate files are imported into SEMS once a month. Only the new records since the previous update are sent by DOH. The information in the DOH file allows SEMS to compare the details of voter records against death records and indicate when any voters may be deceased.

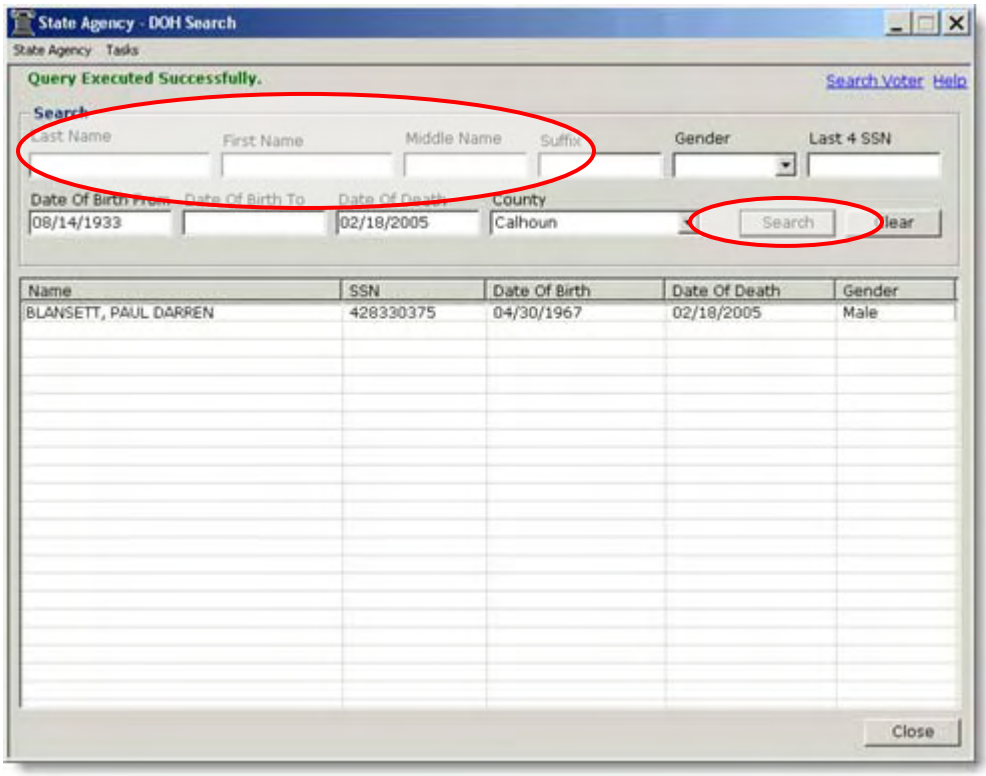
Two related but independent functions are part of the DOH Search. First is the ability to search for a voter to see if he or she is among those listed in the DOH file. This search looks through all records statewide. Second is the ability to ask the system to present a list of people who are in the voter registration database as well as the DOH death records file, then process the resulting list accordingly.

Select DOH Search from the State Agency drop-down menu.



5.3.1. Accessing the DOH Search Screen

Select DOH Search from the State Agency drop-down menu to view the DOH Search screen.



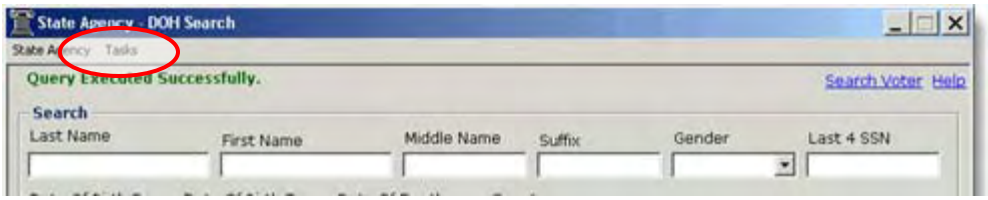
To search for a voter among DOH records, enter the name or partial name in the name fields. You can enter other information as needed to narrow

down the search. For each record found, the following information is included:

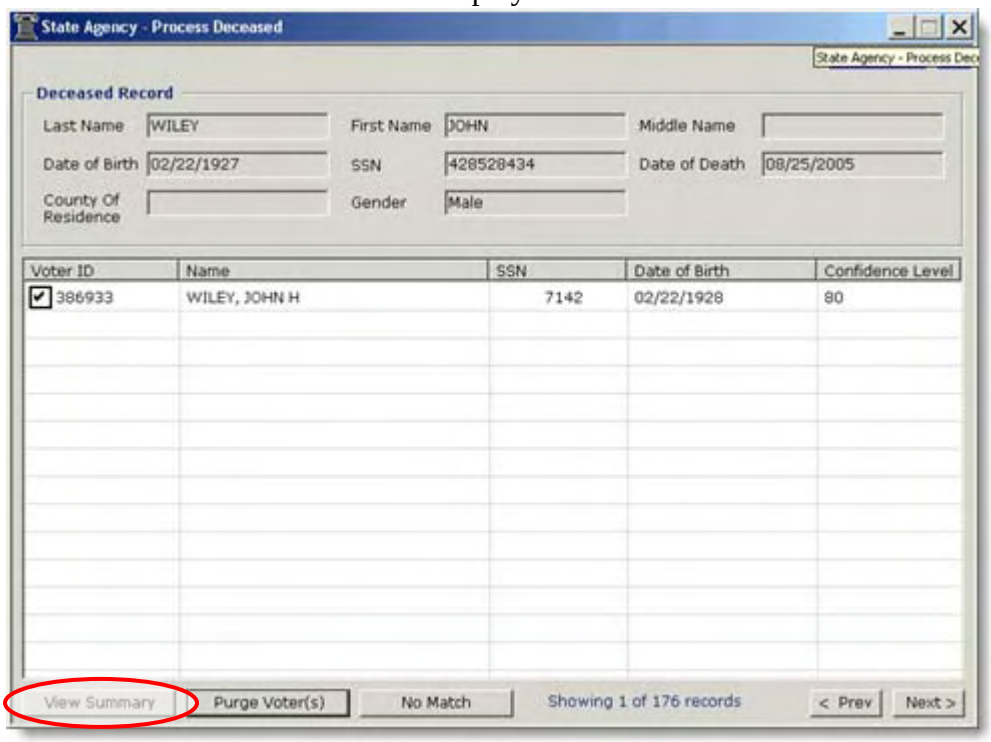
- Name
- Date of Birth
- SSN
- Date of Death
- County of Residence
- County of Death
- Gender
- Voter ID
- Confidence Level

5.3.2. Processing Deceased Voters. Processing deceased voters generates a Voter Notification Card (VNC) to the voter to make sure the information received from the DOH is correct. In case of an error, the voter is asked to communicate back to your office so that records can be corrected accordingly. SEMS provides a report of the records that were marked deceased, but were later identified as an error and changed back to "Active" voters.

5.3.2.1. From the Tasks drop-down menu select Process Deceased.



The Process Deceased screen is displayed.



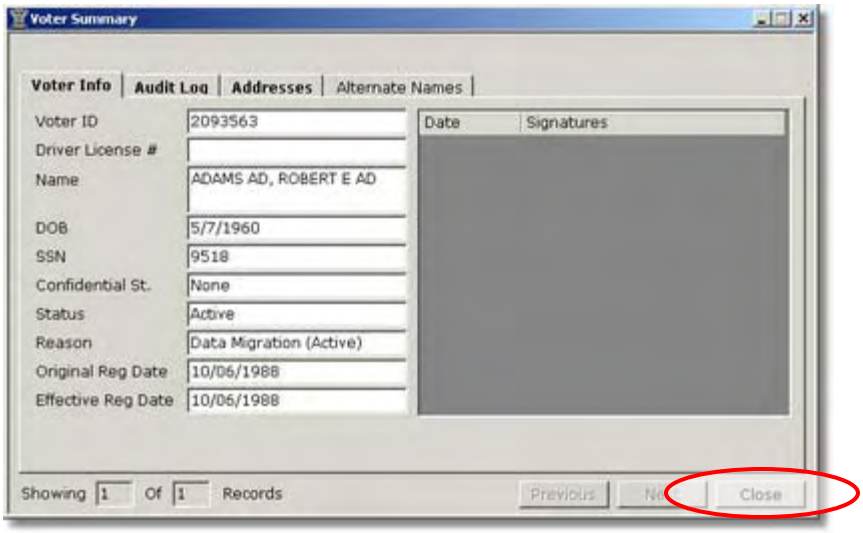
The voter records on this screen are from your county only. The Deceased Record shown at the top is the first one found for which a close match exists with one or more of your county's voter records. The matching voters are listed below the Deceased Record.

For each voter a Confidence Level rating is included. This indicates how close the match is with the Deceased Record. Various combinations of matching data between the voter record and the Deceased Record result in different Confidence Level ratings. The more fields that match, the higher the score.

The various combinations of matching fields and their corresponding Confidence Levels:

Fields That Match	**Confidence Level**
First name (FN), last name (LN), date of birth (DOB), SSN	99%
FN, MN, LN, DOB	90%
SSN, DOB, FN	90%
FN, LN, last four SSN	80%

5.3.2.2. To see more details about a voter on this list, check the box in the Voter ID column by that voter's name, then click View Summary. The View Summary screen is displayed.



When you finish viewing the information, click Close to return to the Process Deceased screen.

5.3.2.3. For each voter listed, determine whether it is the same person as the one shown in the Deceased Record.

For any voter in the list who is a match, check the Voter ID box, then click Purge Voter(s). The Purge Voter(s) confirmation prompt appears.

Select Yes to purge. For every voter you purge, entries are made in the audit log of their voter registration record with the reason of Deceased and a VNC is generated and sent to a batch in the Batch Management module. The purged voters do not get off the records.

5.3.2.4. For all voters in the list who are not a match, check the Voter ID box, then click No Match. The Ignore Voter(s) prompt appears.

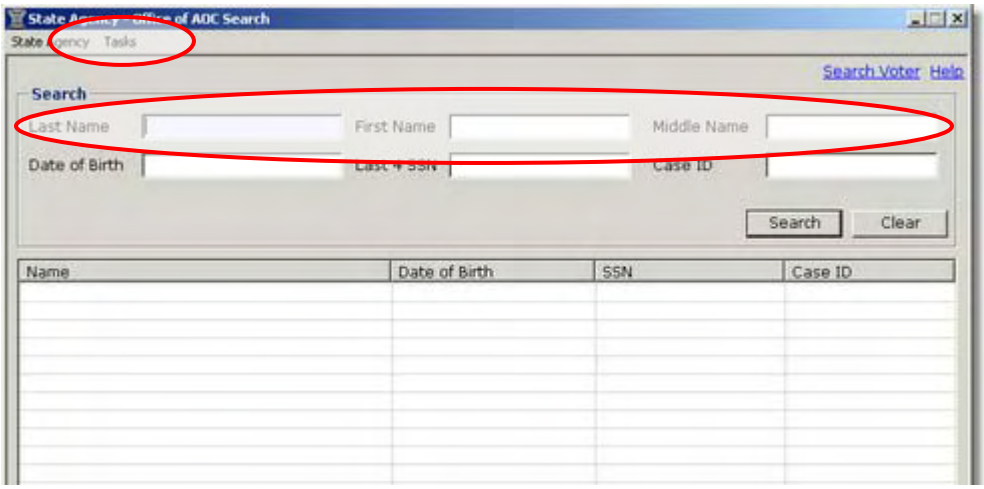
Select Yes to indicate that the selected names should never again be considered a match with the Deceased Record.

5.3.2.5. Continue processing. To see the next Deceased Record with potential voter matches, click Next. Repeat steps 3 and 4 until you have processed all potential matches.

5.4. Administrative Office of the Court (AOC) Search.

This section of the State Agency module lets you access Administrator of Courts (AOC) felony records for Mississippi to see if any of your voters have been convicted of disenfranchising crimes. Updated felony records are imported into SEMS once a quarter new records since the last update are imported.

5.4.1. Accessing the AOC Search Screen. From the SEMS main menu select the State Agency module, then select AOC Search from the State Agency drop-down menu. The Office of AOC Search screen appears.



To seach for a voter among AOC records, enter information in one or more of the following fields: Last Name, First Name, Middle Name, Date of Birth, Last 4 SSN, Case ID. If necessary, you can click Clear to erase your search criteria and start over.

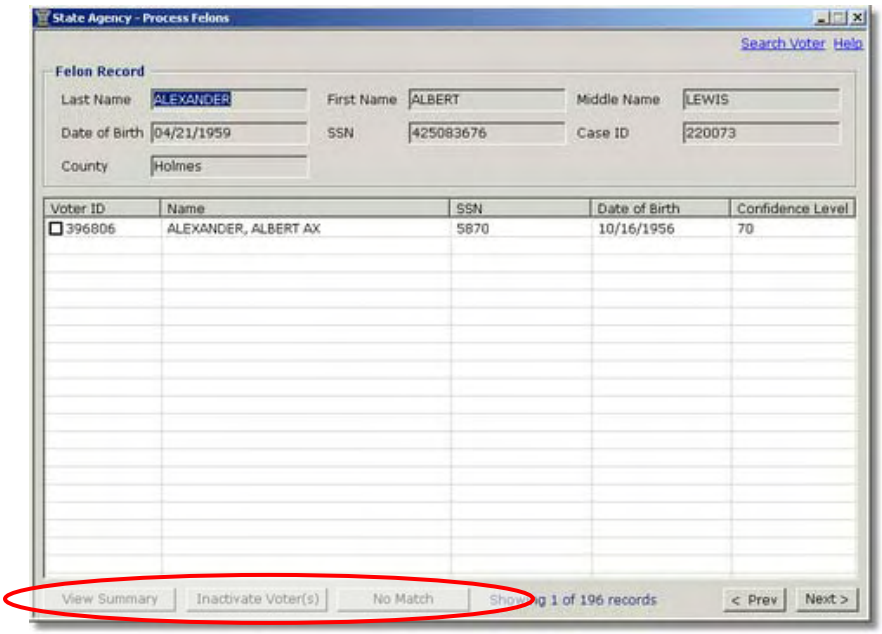
Note: If you are not sure of the spelling of the entire name, you can type part of a name followed by the percent sign (for example, "Ste%" for "Steven" or "Stephen").

Click Search. The records that meet your search criteria appear in the lower section. For each record found, the following information is included:

- Name
- Date of Birth
- SSN
- Case ID

5.4.2. Processing Felons. Processing felons generates a Voter Notification Card (VNC) to the voter to make sure the information received from the AOC is correct. In case of an error, the voter is asked to communicate back to your office so that records can be corrected accordingly.

5.4.2.1. From the Tasks drop-down menu select Process Felons. The Process Felons screen is displayed.



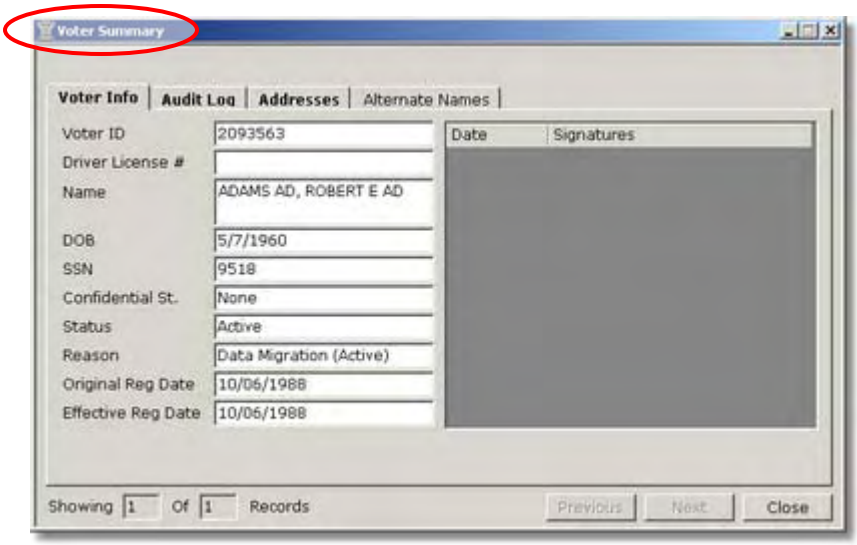
The voter records on this screen are from your county only. The Felon Record shown at the top is the first one found for which a close match exists with one or more of your county's voter records. The matching voters are listed below the Felon Record.

For each voter a Confidence Level rating is included. This indicates how close the match is with the Felon Record. Various combinations of matching data between the voter record and the Felon Record result in different Confidence Level ratings. The more fields that match, the higher the score.

Here are the various combinations of matching fields and their corresponding Confidence Levels:

Fields That Match	**Confidence Level**
First name (FN), last name (LN), date of birth (DOB), SSN	99%
FN, MN, LN, DOB	90%
SSN, DOB, FN	90%
FN, LN, last four SSN	80%

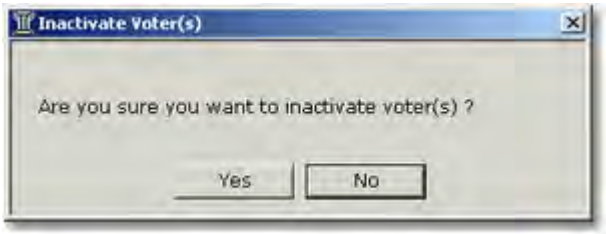
5.4.2.2. To see more details about a voter on this list, check the box in the Voter ID column by that voter's name, then click View Summary. The View Summary screen is displayed.



When you finish viewing the information, click Close to return to the Process Felons screen.

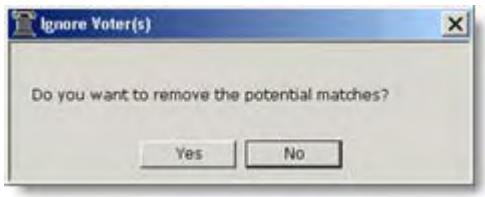
5.4.2.3. For each voter listed, determine whether it is the same person as the one shown in the Felon Record. Then follow one of the steps below, as appropriate:

For any voter in the list who is a match, check the Voter ID box, then click Inactivate Voter(s). The Inactivate Voter(s) confirmation prompt appears.



Select Yes to inactivate. For every voter you inactivate, entries are made in the audit log of their voter registration record and a VNC is generated and sent to a batch in the Batch Management module.

5.4.2.4. For all voters in the list who are not a match, check the Voter ID box, then click No Match. The Ignore Voter(s) prompt appears.



Select Yes to indicate that the selected names should never again be considered a match with the Felon Record.

5.4.2.5. To see the next Felon Record with potential voter matches, click Next. Repeat steps 3 and 4 until you have processed all potential matches.

SECTION 6: PRODUCING CONFIRMATION/NOTIFICATION CARDS IN SEMS

This process will assist you in finding the voter(s) who meet your search criteria and provide instructions to generate a Voter Notification Card (VNC).

NOTE: The terms Confirmation Card and Notification Card (VNC) are used interchangeably in this documentation.

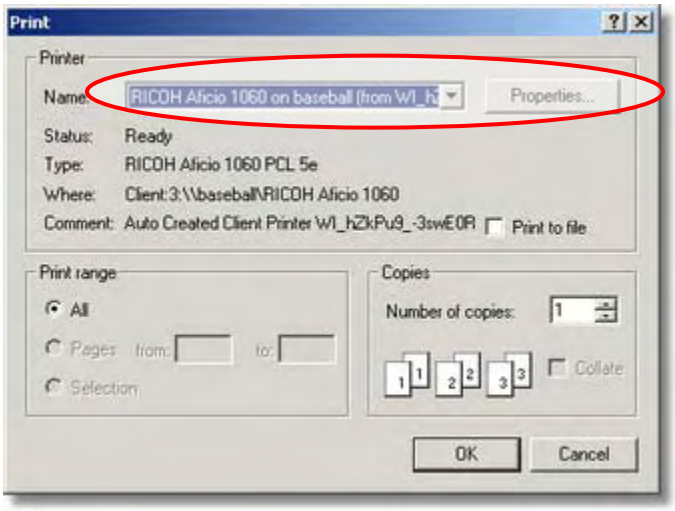
6.1. Printing Voter Notification Cards from the voter record. When you select Voter Notification Card from the Print drop-down menu for an open voter record, you have the option of printing the card now or later. The VNC is a two sided form. To print the two sides in duplex mode on the Xerox Phaser 4500 printer, the duplexing unit must be attached.

These steps assume you have already loaded the appropriate VNC forms in the printer.

6.1.1. Open the desired voter's registration record.

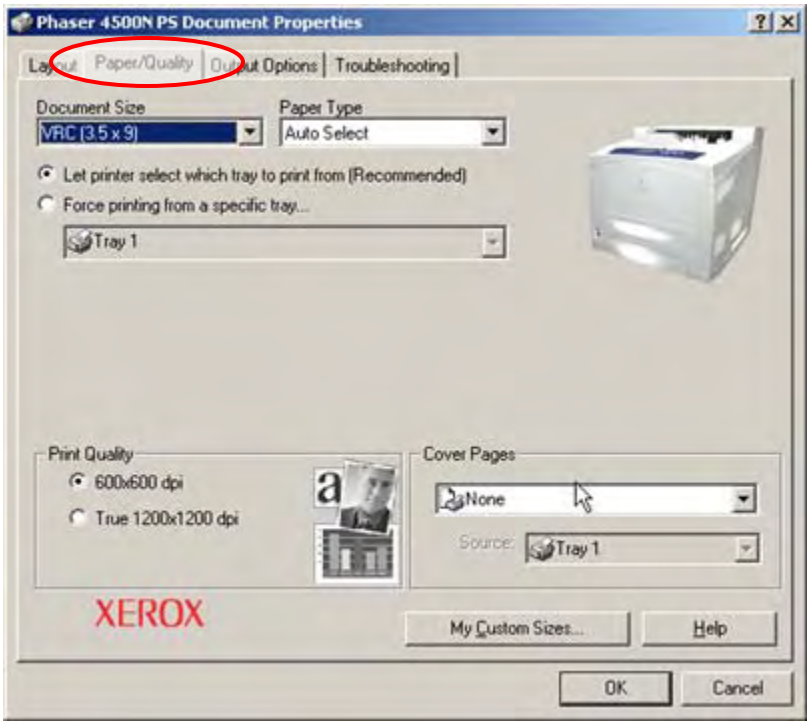
6.1.2. Click the Print drop-down menu, then select Voter Notification Card, then select Print Now. A preview of the VNC appears.

6.1.3. Click Print. The Print dialog box appears.



6.1.4. If it is not already selected, select the Xerox 4500 Phaser from the drop-down list.

6.1.5. Click Properties. The properties screen appears.



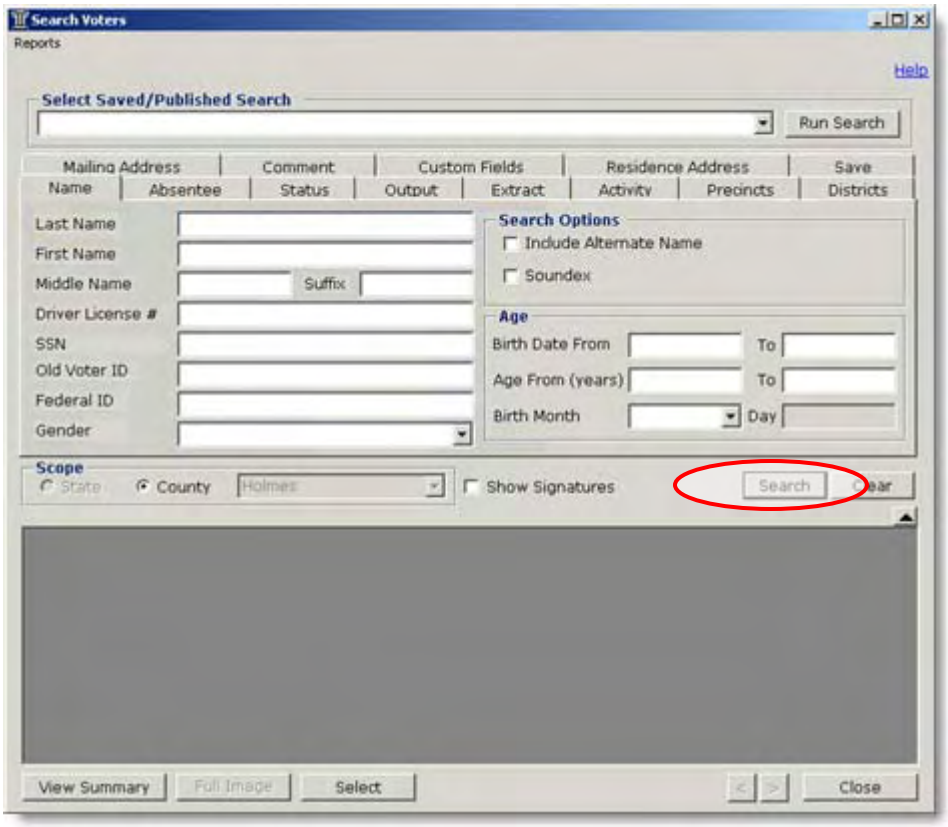
6.1.6. Click the Paper/Quality tab.

6.1.7. Select VNC from the Document Size drop-down list.

6.1.8. Click OK to return to the Print dialog box.

6.1.9. Click OK to send the registration cards to the printer.

6.2. Print voter confirmation cards for a group of voters. Using the Voter Search screen, specify the search criteria to define the voter(s) you want to receive the card.



6.2.1. Print preview and Print Now. When the search results appear, you can double-click the voter name to go to that voter registration record, or click the Reports drop-down menu, then select Voter Notification Card, and select Print Now, as shown below.

Note: If you select Print Later, the cards are sent to an output batch that can be printed from the Batch Management module. For more information on printing batches, see section 6.3. below..

6.2.1.1. When the print preview of the first card appears and the page count at the top of the screen has stopped advancing, click Print.

6.2.1.2. When the Print dialog box appears, verify that the correct printer is selected, that settings as outlined in 6.1.3. have been selected, and then click OK to send the cards to the printer.

6.2.2. Printing Later (Print From Batch). If you select Print Later under the Voter Notification menu, the VNCs are sent to an output batch that can be printed from the Batch Management module.

The Batch Management module allows you to view, print and/or export batches of voter correspondence that have been generated in other modules.

Batch Statuses are as follows:

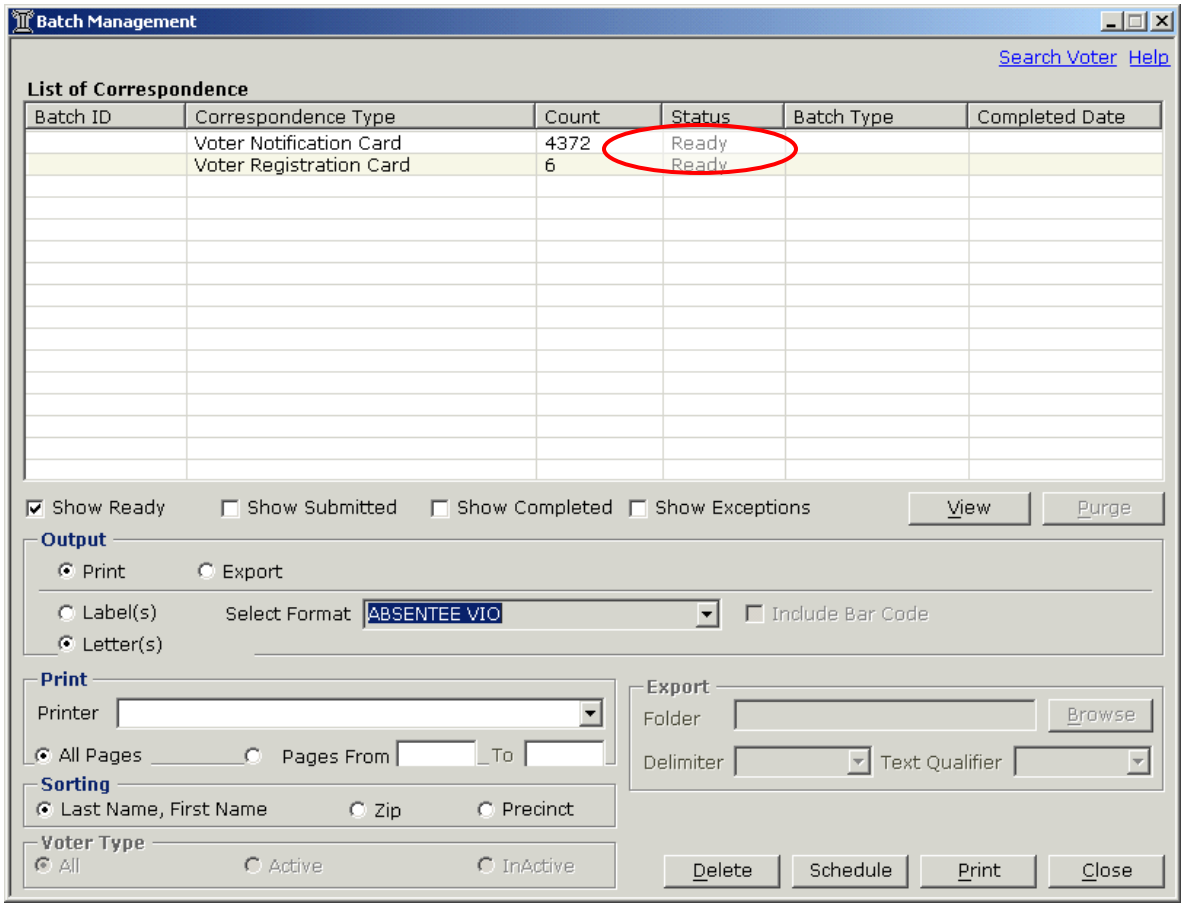
- Ready: This is the default setting for newly generated batches. These batches are ready to be exported or printed.

- Submitted: These batches have been printed or exported. The type of action will be shown in the Batch Type field in the List of Correspondence. An example Batch Type is Extract.

- Completed: These batches have been successfully printed or exported, and will include a Completed Date in the List of Correspondence.

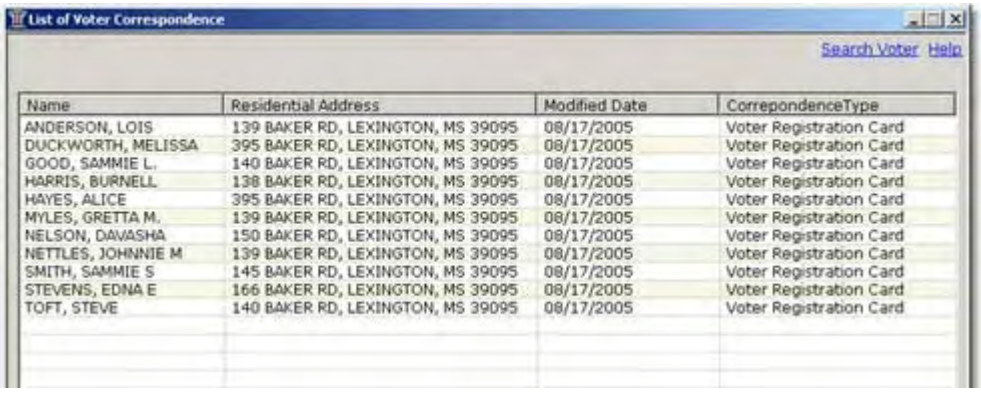
- Exception: These batches have had some error that needs to be addressed.

6.2.2.1. Viewing Batches. To access the Batch Management screen, click the Batch Management link on the SEMS main menu. By default, the screen displays all batches of all statuses. See screen on next page for more details.



To display batches of a selected status, check the corresponding check box next to Show Ready, Show Submitted, Show Completed, or Show Exceptions under the List of Correspondence. You can display batches of more than one status at a time.

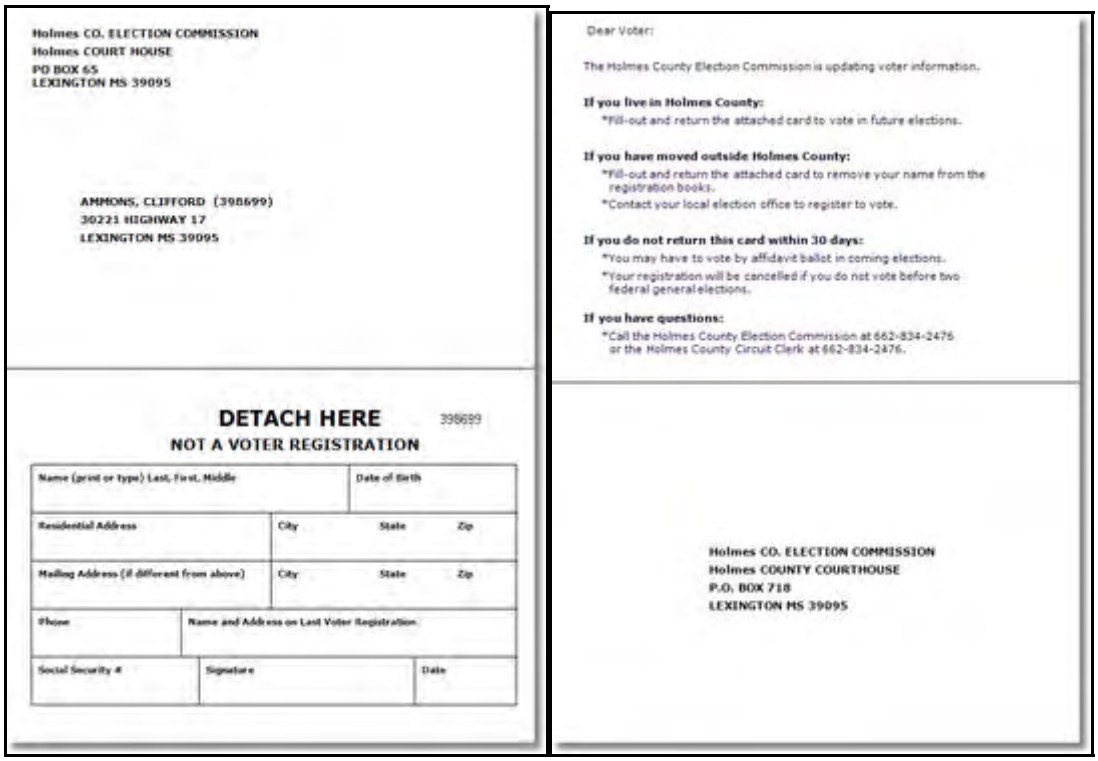
To view the contents of a specific batch, highlight it in the List of Voter Correspondence area, then click View. The List of Voter Correspondence screen is displayed.



6.3. Samples of the VNC

There are two versions of the VNC. The version that prints for your county depends on the value in the County Uses Postal Permit parameter of the County Configuration > County Parameters section of the System Configuration module. If the value is "1," business reply mail elements are printed on side 2 (the side containing the county's return mailing address). If the value is "0" or blank, only the return address is printed.

6.3.1. Version 1 (County Uses Postal Permit = "0") – No postal permit.



Holmes CO. ELECTION COMMISSION
Holmes COURT HOUSE
PO BOX 65
LEXINGTON MS 39095

AMMONS, CLIFFORD (398699)
30221 HIGHWAY 17
LEXINGTON MS 39095

DETACH HERE 398699
NOT A VOTER REGISTRATION

Name (print or type) Last, First, Middle		Date of Birth	
Residential Address	City	State	Zip
Mailing Address (if different from above)	City	State	Zip
Phone	Name and Address on Last Voter Registration		
Social Security #	Signature	Date	

Dear Voter:

The Holmes County Election Commission is updating voter information.

If you live in Holmes County:
*Fill-out and return the attached card to vote in future elections.

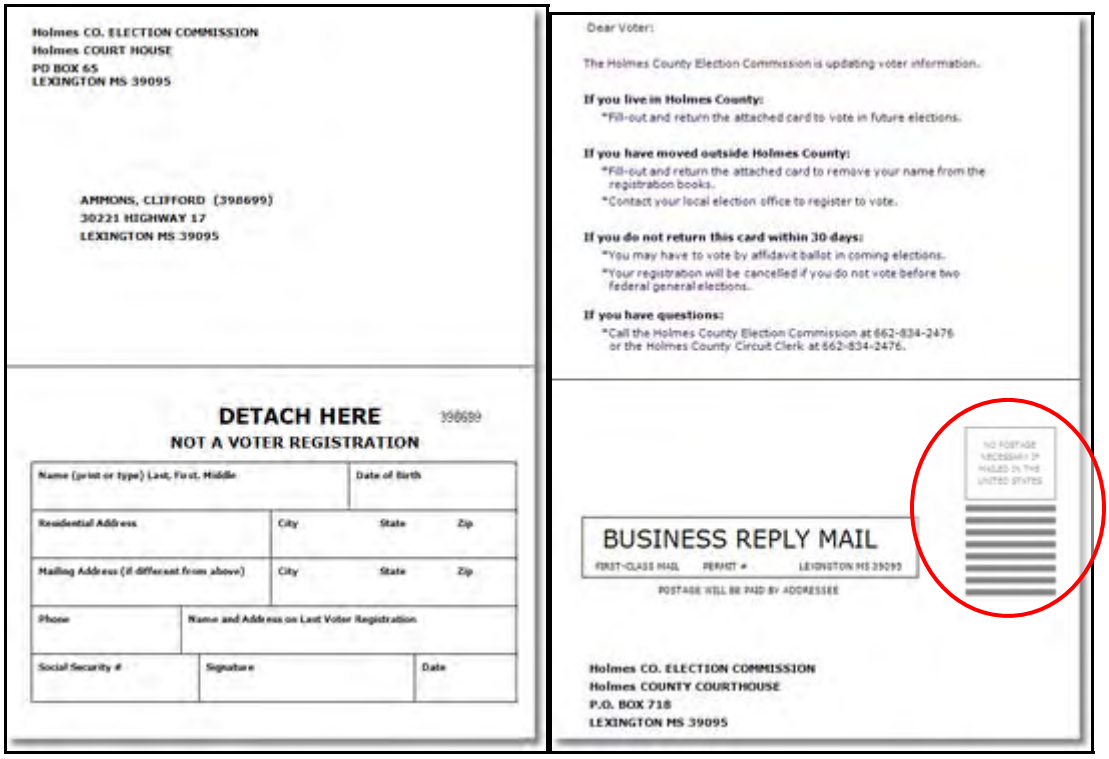
If you have moved outside Holmes County:
*Fill-out and return the attached card to remove your name from the registration books.
*Contact your local election office to register to vote.

If you do not return this card within 30 days:
*You may have to vote by affidavit ballot in coming elections.
*Your registration will be cancelled if you do not vote before two federal general elections.

If you have questions:
*Call the Holmes County Election Commission at 662-834-2476 or the Holmes County Circuit Clerk at 662-834-2476.

Holmes CO. ELECTION COMMISSION
Holmes COUNTY COURTHOUSE
P.O. BOX 718
LEXINGTON MS 39095

6.3.2. Version 2 (County Uses Postal Permit = "1")



Holmes CO. ELECTION COMMISSION
Holmes COURT HOUSE
PO BOX 65
LEXINGTON MS 39095

AMMONS, CLIFFORD (398699)
30221 HIGHWAY 17
LEXINGTON MS 39095

DETACH HERE 398699
NOT A VOTER REGISTRATION

Name (print or type) Last, First, Middle			Date of Birth
Residential Address	City	State	Zip
Mailing Address (if different from above)	City	State	Zip
Phone	Name and Address on Last Voter Registration		
Social Security #	Signature		Date

Dear Voter:

The Holmes County Election Commission is updating voter information.

If you live in Holmes County:
*Fill-out and return the attached card to vote in future elections.

If you have moved outside Holmes County:
*Fill-out and return the attached card to remove your name from the registration books.
*Contact your local election office to register to vote.

If you do not return this card within 30 days:
*You may have to vote by affidavit ballot in coming elections.
*Your registration will be cancelled if you do not vote before two federal general elections.

If you have questions:
*Call the Holmes County Election Commission at 662-834-2476 or the Holmes County Circuit Clerk at 662-834-2476.

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT # LEXINGTON MS 39095
POSTAGE WILL BE PAID BY ADDRESSEE

Holmes CO. ELECTION COMMISSION
Holmes COUNTY COURTHOUSE
P.O. BOX 718
LEXINGTON MS 39095

6.4. Adjusting Printer Settings for Voter Notification Cards

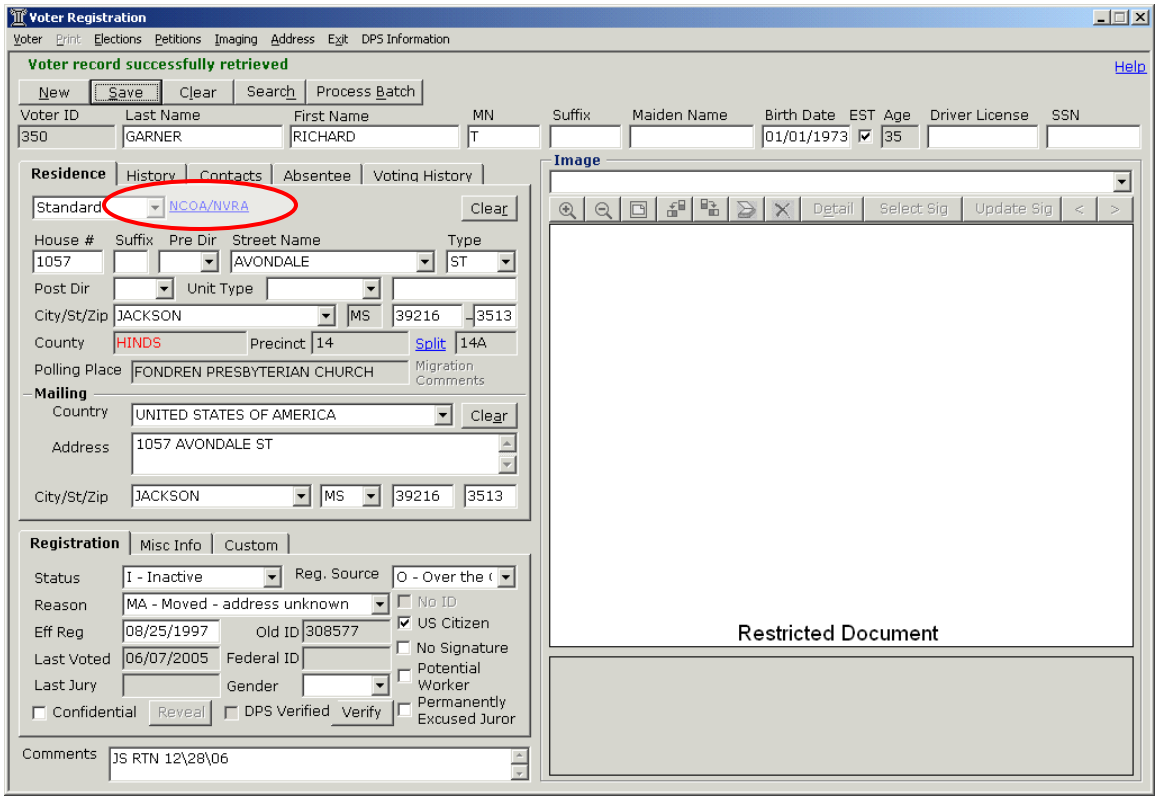
Printer settings for voter notification cards and other correspondence types are specified in the area at the bottom of the Batch Management screen that contains the section labeled Output, Print, and Sorting. When printing (as opposed to exporting to a data file), you can select whether to print the cards themselves or mailing labels instead.

SECTION 7: NCOA NOTIFICATIONS IN SEMS

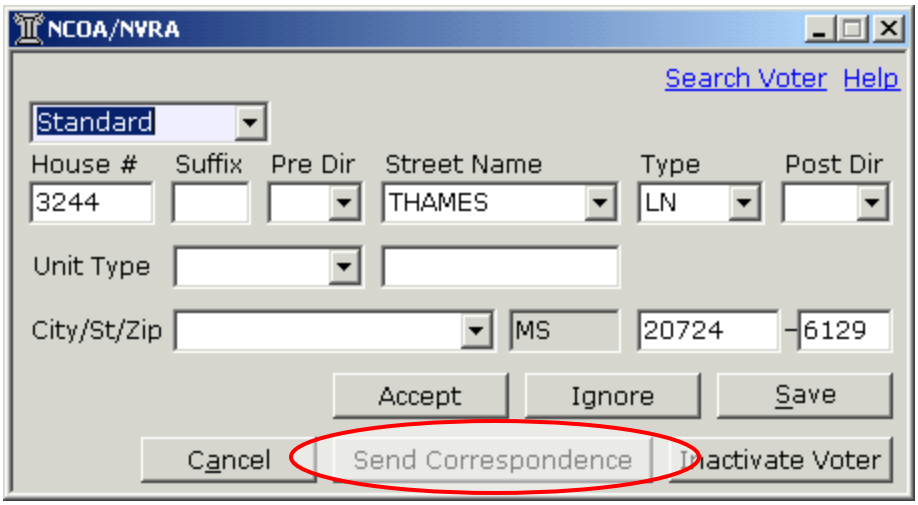
In the coming month, the SEMS system will include data gathered from the National Change of Address (NCOA) database. This information will be matched against the current addresses in SEMS and an indication of a possible match will be provided to the county in two ways.

7.1. **NCOA Possible Match Report – VR-029** will provide information for possible matches in the same format as other potential duplicate reports. This report will be used to identify the individuals that need further verification of address information prior to updating the voter registration record.

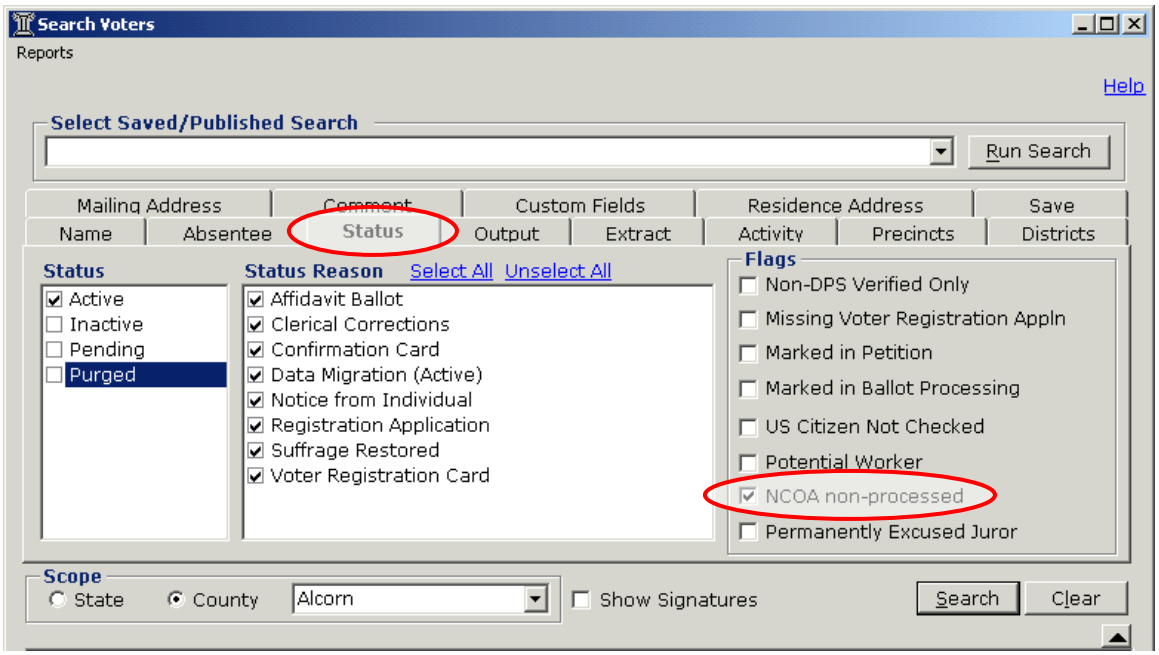
7.2. **To review the NCOA information by voter,** as identified on the report, go to Voter Registration and enter the Voter ID. If NCOA information is available for that voter, the NCOA/NVRA link on the Residence Address tab will be highlighted in blue next to the Standard/Non-Standards dropdown:



7.3. **To view and process the NCOA information,** click on the blue NCOA/NVRA link. The following screen indicates the new address and gives options on what should be done with the information is correct and sending the confirmation card.



7.4. **Voter Search** also provides a list of all non-processed NCOA Addresses in the system.

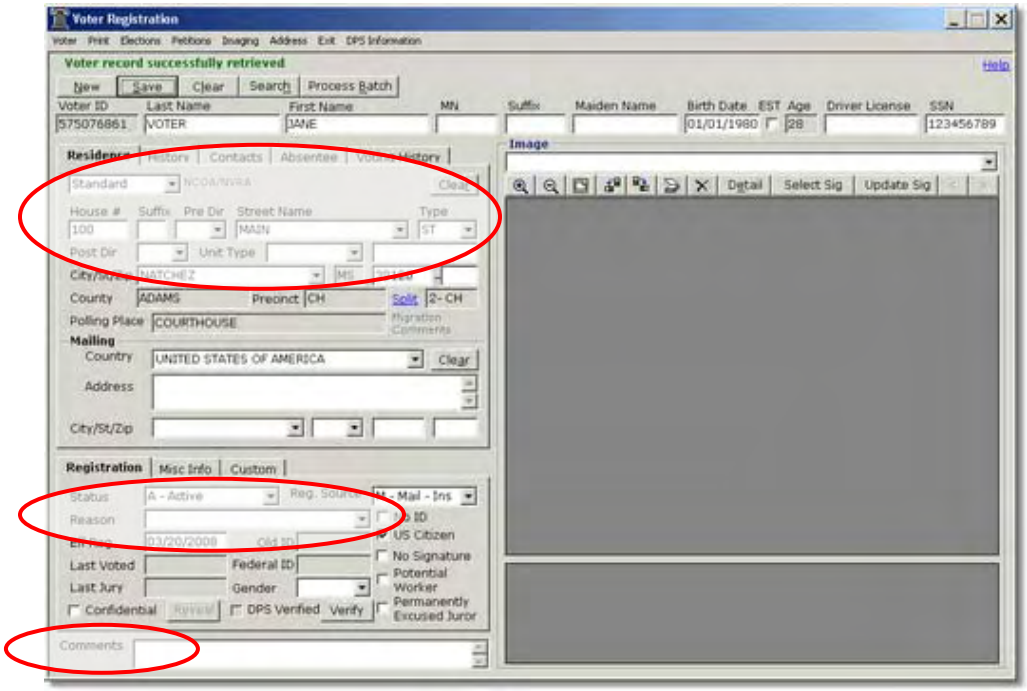


SECTION 8: PROCESSING CONFIRMATION/NOTIFICATION CARDS IN SEMS

Confirmation cards that have been returned to the county must be processed according to NVRA guidelines. The follow steps can be taken in SEMS to complete the processing of Confirmation/Notification cards.

8.1.1. Confirmation Cards returned by voter with no changes. No action is required, although you may want to make a note in the comment field.

8.2. Confirmation Cards returned by the voter with address changes. Go to the voter record and update the address information. The comment section at the bottom of the screen can be used to note that information was confirmed by the Confirmation Card process on the date received.



8.3. Confirmation Cards returned marked "undeliverable" by postal service.
Go to the voter record and change the status of the voter on the Registration tab to

- Status: Inactive
- Reason: Undeliverable Confirmation Card

8.4. Confirmation Cards not returned.
Go to the voter record and change the status of the voter on the Registration tab to

- Status: Inactive
- Reason: Confirmation Card Not Returned

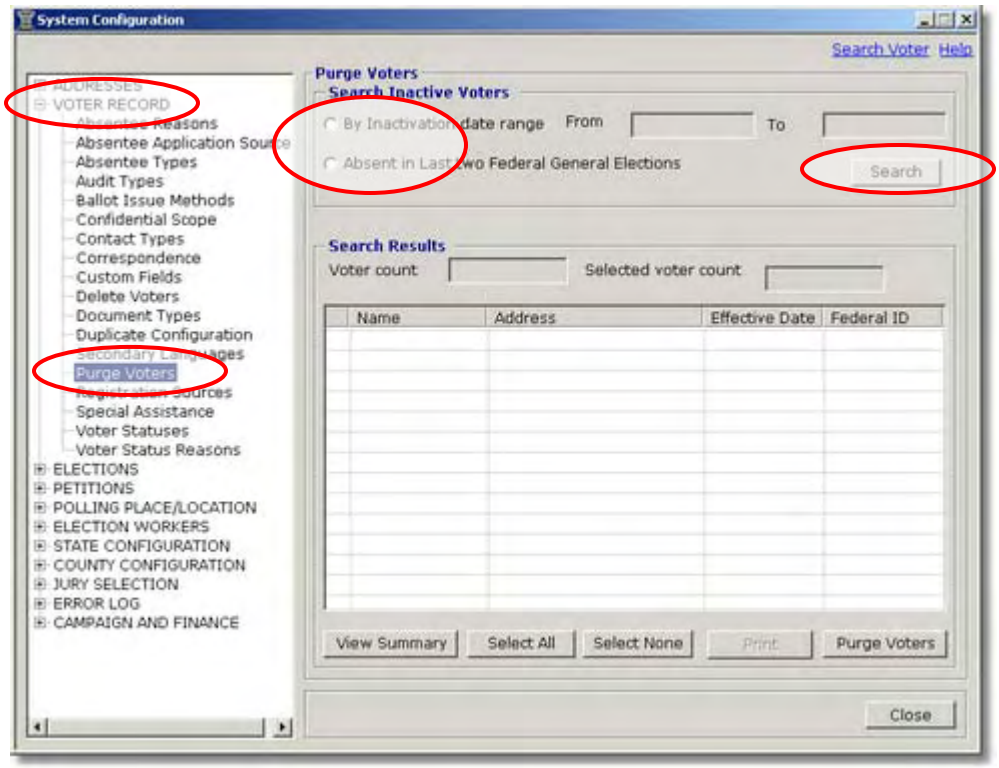
8.5. **The Registrant Activity Report VR-007** can be printed by user and status to document all voters who were made inactive by reason code during a specified time period.

SECTION 9: PURGING INACTIVE VOTERS IN SEMS

This purge process involves searching for voter records by inactivation date or for inactive voters who have been sent a confirmation card and have been absent in the last two Federal General Elections. The system will provide search results for the voters that meet those criteria.

9.1. Accessing the Purge Voters Parameter

From the SEMS Main Screen, go to System Configuration. On the left hand menu, choose Voter Record, then choose Purge Voters.

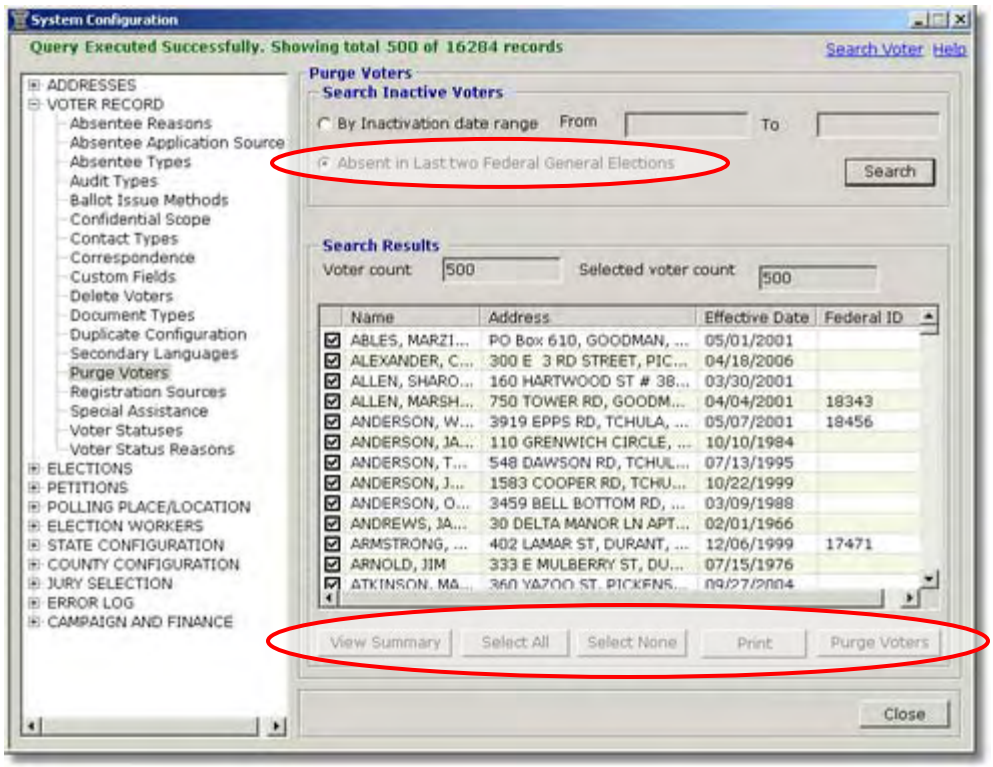


9.2. **In the Search Inactive Voters section**, select one of the following search methods:

- By Inactivation date range: The date the voter records were changed to a status of Inactive. Enter the earliest date in the From field and the latest date in the To field.

- Absent in Last Two Federal General Elections: Finds any voters who have not participated in the most recent two federal general elections.

9.3. **Click Search**. The first 500 inactive voters who meet your search criteria are listed in the Search Results section.



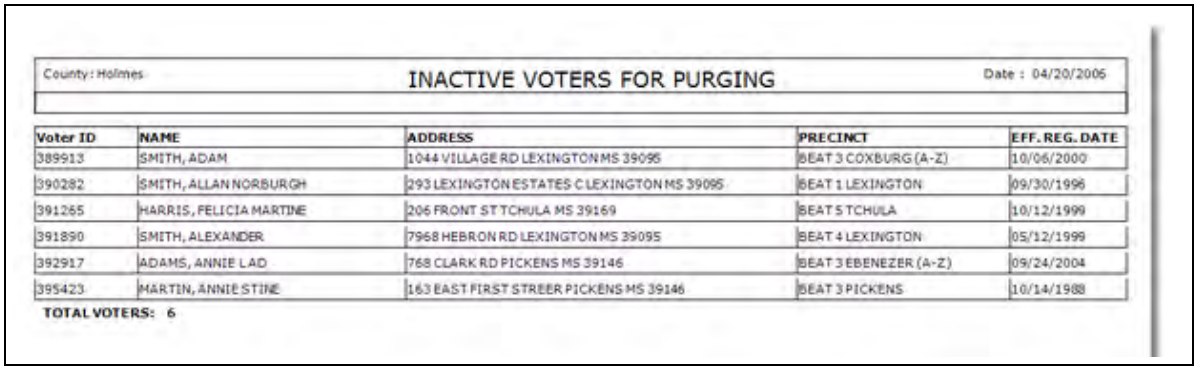
The check box next to each returned voter record is checked by default. Checked records are the ones that will be purged.

The Voter count field shows the number of voter records that met your search criteria. As you select or deselect voters in the Search Results area, the Selected voter count field reflects the number of voters currently selected for purging (that is, the number of voters with checked boxes next to their names).

9.4. **Uncheck any voters whose record you do not want to purge.** To uncheck all voters on the list, click Select None. To reselect all voters, click Select All.

9.5. **To view more details** about one of the voters on the list, highlight that line, then click View Summary.

9.6. **To obtain a printed report** of the voters who met your selection criteria, click Print. This produces a report called "Inactive Voters For Purging" (see a sample below.)



County: Holmes — INACTIVE VOTERS FOR PURGING — Date : 04/20/2006

Voter ID	NAME	ADDRESS	PRECINCT	EFF. REG. DATE
389913	SMITH, ADAM	1044 VILLAGE RD LEXINGTON MS 39095	BEAT 3 COXBURG (A-Z)	10/06/2000
390282	SMITH, ALLAN NORBURGH	293 LEXINGTON ESTATES C LEXINGTON MS 39095	BEAT 1 LEXINGTON	09/30/1996
391265	HARRIS, FELICIA MARTINE	206 FRONT ST TCHULA MS 39169	BEAT 5 TCHULA	10/12/1999
391890	SMITH, ALEXANDER	7968 HEBRON RD LEXINGTON MS 39095	BEAT 4 LEXINGTON	05/12/1999
392917	ADAMS, ANNIE LAD	768 CLARK RD PICKENS MS 39146	BEAT 3 EBENEZER (A-Z)	09/24/2004
395423	MARTIN, ANNIE STINE	163 EAST FIRST STREER PICKENS MS 39146	BEAT 3 PICKENS	10/14/1988

TOTAL VOTERS: 6

9.7. **Click Purge Voters** once all names have been reviewed and approved. At the confirmation prompt click Yes.

9.8. **The Registrant Activity Report VR-007** can be printed by user and status to document all voters who were purged during a specified time period.

APPENDICES

COUNTY ELECTION COMMISSION
ANYWHERE COUNTY, MISSISSIPPI

MEETING PLACE
MEETING DATE
MEETING TIME

AGENDA

I. Call to Order-chairman
II. Reading and approval of minutes from last meeting
III. Old administrative business (hiring staff or professional assistance, forming budget requests, etc.)
IV. New administrative business
V. Review of District 1 proposed changes-District 1 Election Commissioner
   A. Request of Voter
   B. Conviction of Disenfranchising Crime
   C. Declaration Incompetency
   D. Death of Voter
   E. Change of Residence outside County
      1. Confirmation in writing from voter (move to purged status)
      2. Determination of newly moved individuals (send confirmation card)
      3. Determination of failure to return confirmation card (move to inactive status)
      4. Determination of failure to return confirmation card after two federal elections (move to purged status)
VI. Review of District 2 proposed changes-District 2 Election Commissioner
   A. Request of Voter
   B. Conviction of Disenfranchising Crime
   C. Declaration Incompetency
   D. Death of Voter
   E. Change of Residence outside County
      1. Confirmation in writing from voter (move to purged status)
      2. Determination of newly moved individuals (send confirmation card)
      3. Determination of failure to return confirmation card (move to inactive status)
      4. Determination of failure to return confirmation card after two federal elections (move to purged status)
VII. Review of District 3 proposed changes-District 3 Election Commissioner
   A. Request of Voter
   B. Conviction of Disenfranchising Crime
   C. Declaration Incompetency

D. Death of Voter
E. Change of Residence outside County
    1. Confirmation in writing from voter (move to purged status)
    2. Determination of newly moved individuals (send confirmation card)
    3. Determination of failure to return confirmation card (move to inactive status)
    4. Determination of failure to return confirmation card after two federal elections (move to purged status)

VIII. Review of District 4 proposed changes-District 4 Election Commissioner
A. Request of Voter
B. Conviction of Disenfranchising Crime
C. Declaration Incompetency
D. Death of Voter
E. Change of Residence outside County
    1. Confirmation in writing from voter (move to purged status)
    2. Determination of newly moved individuals (send confirmation card)
    3. Determination of failure to return confirmation card (move to inactive status)
    4. Determination of failure to return confirmation card after two federal elections (move to purged status)

IX. Review of District 5 proposed changes-District 5 Election Commissioner
A. Request of Voter
B. Conviction of Disenfranchising Crime
C. Declaration Incompetency
D. Death of Voter
E. Change of Residence outside County
    1. Confirmation in writing from voter (move to purged status)
    2. Determination of newly moved individuals (send confirmation card)
    3. Determination of failure to return confirmation card (move to inactive status)
    4. Determination of failure to return confirmation card after two federal elections (move to purged status)

X. Adjourn

Purging Requirements Found in the National Voter Registration Act

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H. R. 2

National Voter Registration Act of 1993

SEC. 8. REQUIREMENTS WITH RESPECT TO ADMINISTRATION OF VOTER REGISTRATION.

(a) IN GENERAL -- In the administration of voter registration for elections for Federal office, each State shall --

(1) ensure that any eligible applicant is registered to vote in an election--

(A) in the case of registration with a motor vehicle application under section 5, if the valid voter registration form of the applicant is submitted to the appropriate State motor vehicle authority not later than the lesser of 30 days, or the period provided by State law, before the date of the election;

(B) in the case of registration by mail under section 6, if the valid voter registration form of the applicant is postmarked not later than the lesser of 30 days, or the period provided by State law, before the date of the election;

(C) in the case of registration at a voter registration agency, if the valid voter registration form of the applicant is accepted at the voter registration agency not later than the lesser of 30 days, or the period provided by State law, before the date of the election; and

(D) in any other case, if the valid voter registration form of the applicant is received by the appropriate State election official not later than the lesser of 30 days, or the period provided by State law, before the date of the election;

(2) require the appropriate State election official to send notice to each applicant of the disposition of the application;

(3) provide that the name of a registrant may not be removed from the official list of eligible voters except --

(A) at the request of the registrant;

(B) as provided by State law, by reason of criminal conviction or mental incapacity; or

(C) as provided under paragraph (4);

(4) conduct a general program that makes a reasonable effort to remove the names of ineligible voters from the official lists of eligible voters by reason of--

(A) the death of the registrant; or

(B) a change in the residence of the registrant, in accordance with subsections (b), (c), and (d);

(5) inform applicants under sections 5, 6, and 7 of --

(A) voter eligibility requirements; and

(B) penalties provided by law for submission of a false voter registration application; and

(6) ensure that the identity of the voter registration agency through which any particular voter is registered is not disclosed to the public.

(b) CONFIRMATION OF VOTER REGISTRATION -- Any State program or activity to protect the integrity of the electoral process by ensuring the maintenance of an accurate and current voter registration roll for elections for Federal office --

(1) shall be uniform, nondiscriminatory, and in compliance with the Voting Rights Act of 1965 (42 U.S.C. 1973 et seq.); and

(2) shall not result in the removal of the name of any person from the official list of voters registered to vote in an election for Federal office by reason of the person's failure to vote.

(c) VOTER REMOVAL PROGRAMS --

(1) A State may meet the requirement of subsection (a)(4) by establishing a program under which --

(A) change-of-address information supplied by the Postal Service through its licensees is used to identify registrants whose addresses may have changed; and

(B) if it appears from information provided by the Postal Service that--

(i) a registrant has moved to a different residence address in the same registrar's jurisdiction in which the registrant is currently registered, the registrar changes the registration records to show the new address and sends the registrant a notice of the change by forwardable mail and a postage prepaid pre-addressed return form by which the registrant may verify or correct the address information; or

(ii) the registrant has moved to a different residence address not in the same registrar's jurisdiction, the registrar uses the notice procedure described in subsection (d)(2) to confirm the change of address.

(2) (A) A State shall complete, not later than 90 days prior to the date of a primary or general election for Federal office, any program the purpose of which is to systematically remove the names of ineligible voters from the official lists of eligible voters.

(B) Subparagraph (A) shall not be construed to preclude--

(i) the removal of names from official lists of voters on a basis described in paragraph (3) (A) or (B) or (4)(A) of subsection (a); or

(ii) correction of registration records pursuant to this Act.

(d) REMOVAL OF NAMES FROM VOTING ROLLS --

(1) A State shall not remove the name of a registrant from the official list of eligible voters in elections for Federal office on the ground that the registrant has changed residence unless the registrant--

(A) confirms in writing that the registrant has changed residence to a place outside the registrar's jurisdiction in which the registrant is registered; or

(B) (i) has failed to respond to a notice described in paragraph (2); and

(ii) has not voted or appeared to vote (and, if necessary, correct the registrar's record of the registrant's address) in an election during the period beginning on the date of the notice and ending on the day after the date of the second general election for Federal office that occurs after the date of the notice.

(2) A notice is described in this paragraph if it is a postage prepaid and pre-addressed return card, sent by forwardable mail, on which the registrant may state his or her current address, together with a notice to the following effect:

(A) If the registrant did not change his or her residence, or changed residence but remained in the registrar's jurisdiction, the registrant should return the card not later than the time provided for mail registration under subsection (a)(1)(B). If the card is not returned, affirmation or confirmation of the registrant's address may be required before the registrant is permitted to vote in a Federal election during the period beginning on the date of the notice and ending on the day after the date of the second general election for Federal office that occurs after the date of the notice, and if the registrant does not vote in an election during that period the registrant's name will be removed from the list of eligible voters.

(B) If the registrant has changed residence to a place outside the registrar's jurisdiction in which the registrant is registered, information concerning how the registrant can continue to be eligible to vote.

(3) A voting registrar shall correct an official list of eligible voters in elections for Federal office in accordance with change of residence information obtained in conformance with this subsection.

(e) PROCEDURE FOR VOTING FOLLOWING FAILURE TO RETURN CARD --

(1) A registrant who has moved from an address in the area covered by a polling place to an address in the same area shall, notwithstanding failure to notify the registrar of the change of address prior to the date of an election, be permitted to vote at that polling place upon oral or written affirmation by the registrant of the change of address before an election official at that polling place.

(2) (A) A registrant who has moved from an address in the area covered by one polling place to an address in an area covered by a second polling place within the same registrar's jurisdiction and the same congressional district and who has failed to notify the registrar of the change of address prior to the date of an election, at the option of the registrant--

(i) shall be permitted to correct the voting records and vote at the registrant's former polling place, upon oral or written affirmation by the registrant of the new address before an election official at that polling place; or

(ii) (I) shall be permitted to correct the voting records and vote at a central location within the same registrar's jurisdiction designated by the registrar where a list of eligible voters is maintained, upon written affirmation by the registrant of the new address on a standard form provided by the registrar at the central location; or

(II) shall be permitted to correct the voting records for purposes of voting in future elections at the appropriate polling place for the current address and, if permitted by State law, shall be permitted to vote in the present election, upon confirmation by the registrant of the new address by such means as are required by law.

(B) If State law permits the registrant to vote in the current election upon oral or written affirmation by the registrant of the new address at a polling place described in subparagraph (A)(i) or (A)(ii)(II), voting at the other locations described in subparagraph (A) need not be provided as options.

(3) If the registration records indicate that a registrant has moved from an address in the area covered by a polling place, the registrant shall, upon oral or written affirmation by the registrant before an election official at that polling place that the registrant continues to reside at the address previously made known to the registrar, be permitted to vote at that polling place.

(f) CHANGE OF VOTING ADDRESS WITHIN A JURISDICTION -- In the case of a change of address, for voting purposes, of a registrant to another address within the same registrar's jurisdiction, the registrar shall correct the voting registration list accordingly, and the registrant's name may not be removed from the official list of eligible voters by reason of such a change of address except as provided in subsection (d).

(g) CONVICTION IN FEDERAL COURT --

(1) On the conviction of a person of a felony in a district court of the United States, the United States attorney shall give written notice of the conviction to the chief State election official designated under section 10 of the State of the person's residence.

(2) A notice given pursuant to paragraph (1) shall include --

(A) the name of the offender;

(B) the offender's age and residence address;

(C) the date of entry of the judgment;

(D) a description of the offenses of which the offender was convicted; and

(E) the sentence imposed by the court.

(3) On request of the chief State election official of a State or other State official with responsibility for determining the effect that a conviction may have on an offender's qualification to vote, the United States attorney shall provide such additional information as the United States attorney may have concerning the offender and the offense of which the offender was convicted.

(4) If a conviction of which notice was given pursuant to paragraph (1) is overturned, the United States attorney shall give the official to whom the notice was given written notice of the vacation of the judgment.

(5) The chief State election official shall notify the voter registration officials of the local jurisdiction in which an offender resides of the information received under this subsection.

(h) REDUCED POSTAL RATES -- (1) Subchapter II of chapter 36 of title 39, United States Code, is amended by adding at the end the following:

"Sec. 3629. Reduced rates for voter registration purposes

"The Postal Service shall make available to a State or local voting registration official the rate for any class of mail that is available to a qualified nonprofit organization under section 3626 for the purpose of making a mailing that the official certifies is required or authorized by the National Voter Registration Act of 1993."

(2) The first sentence of section 2401(c) of title 39, United States Code, is amended by striking out "and 3626(a)-(h) and (j)-(k) of this title," and inserting in lieu thereof "3626(a)-(h), 3626(j)-(k), and 3629 of this title".

(3) Section 3627 of title 39, United States Code, is amended by striking out "or 3626 of this title," and inserting in lieu thereof "3626, or 3629 of this title".

(4) The table of sections for chapter 36 of title 39, United States Code, is amended by inserting after the item relating to section 3628 the following new item: "3629. Reduced rates for voter registration purposes.".

(i) PUBLIC DISCLOSURE OF VOTER REGISTRATION ACTIVITIES --

(1) Each State shall maintain for at least 2 years and shall make available for public inspection and, where available, photocopying at a reasonable cost, all records concerning the implementation of programs and activities conducted for the purpose of ensuring the accuracy and currency of official lists of eligible voters, except to the extent that such records relate to a declination to register to vote or to the identity of a voter registration agency through which any particular voter is registered.

(2) The records maintained pursuant to paragraph (1) shall include lists of the names and addresses of all persons to whom notices described in subsection (d)(2) are sent, and information concerning whether or not each such person has responded to the notice as of the date that inspection of the records is made.

(j) DEFINITION -- For the purposes of this section, the term `registrar's jurisdiction' means --

(1) an incorporated city, town, borough, or other form of municipality;

(2) if voter registration is maintained by a county, parish, or other unit of government that governs a larger geographic area than a municipality, the geographic area governed by that unit of government; or

(3) if voter registration is maintained on a consolidated basis for more than one municipality or other unit of government by an office that performs all of the functions of a voting registrar, the geographic area of the consolidated municipalities or other geographic units.

Section 241. Qualifications for electors.

Every inhabitant of this state, except idiots and insane persons, who is a citizen of the United States of America, eighteen (18) years old and upward, who has been a resident of this state for one (1) year, and for one (1) year in the county in which he offers to vote, and for six (6) months in the election precinct or in the incorporated city or town in which he offers to vote, and who is duly registered as provided in this article, and who has never been convicted of murder, rape, bribery, theft, arson, obtaining money or goods under false pretense, perjury, forgery, embezzlement or bigamy, is declared to be a qualified elector, except that he shall be qualified to vote for President and Vice President of the United States if he meets the requirements established by Congress therefor and is otherwise a qualified elector.

Sources: Laws, 1935, ch 117; Laws, 1950, ch 569; Laws, 1952, ch 441; Laws, 1968, ch 614; Laws, 1972, ch 626, eff November 22, 1972.

Document Retrieval Results

Help

Councilman Kamal Karrem, Jr.
2004 WL 1171855
Opinion No. 2004-0171
April 23, 2004

Term Best Section

2004 WL 1171855 (Miss.A.G.)

Office of the Attorney General
State of Mississippi

Opinion No. 2004-0171

April 23, 2004

Re: Voting Rights of Drug Offenders

Councilman Kamal **Karrem**, Jr.
City of Columbus, Ward 5
Post Office Box 1408
Columbus, Mississippi 39703

Dear Councilman **Karrem**:

Attorney General Jim Hood has received your letter of request and assigned it to me for research and reply. Your letter states:

> Per your speech and our conversation at the Congressional Democratic Convention at Oxford, Mississippi on Saturday April 3rd, I am formally requesting from your office an Attorney General Opinion on the voting rights of drug offenders in the state.

Based on Section 241, Mississippi Constitution of 1890, the Fifth Circuit Court of Appeals ruling in Cotton v. Fordice, 157 F.3d 388 (1998), and other legal authorities and principles this office has identified twenty-one crimes that should be considered disqualifying. They are: 1) Arson; 2) Armed Robbery; 3) Bigamy; 4) Bribery; 5) Embezzlement; 6) Extortion; 7) Felony Bad Check; 8) Felony Shoplifting; 9) Forgery; 10) Larceny; 11) Murder; 12) Obtaining Money or Goods under False Pretense; 13) Perjury; 14) Rape; 15) Receiving Stolen Property; 16) Robbery; 17) Theft; 18); Timber Larceny; 19); Unlawful Taking of Motor Vehicle; 20) Statutory Rape; and 21)Carjacking.

We note that there could be additional crimes that are disqualifying, particularly since the Court in Cotton ruled that the term "theft" is a general label for statutorily created crimes involving an unlawful taking of property.

In response to your specific question, while you did not ask about specific crimes involving drugs or controlled substances, generally those crimes would not fall under one of the twenty-one (21) crimes listed above and therefore would not be disqualifying. However, we caution that an independent determination would have to be made on each specific crime.

Sincerely,

Jim Hood
Attorney General

By: Phil Carter
Special Assistant Attorney General

2004 WL 1171855 (Miss.A.G.)

END OF DOCUMENT

Term Best Section

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§ 23-15-11. Qualifications, generally.

Every inhabitant of this state, except idiots and insane persons, who is a citizen of the United States of America, eighteen (18) years old and upwards, who has resided in this state for thirty (30) days and for thirty (30) days in the county in which he seeks to vote, and for thirty (30) days in the incorporated municipality in which he seeks to vote, and who has been duly registered as an elector under Section 23-15-33, and who has never been convicted of any crime listed in Section 241, Mississippi Constitution of 1890, shall be a qualified elector in and for the county, municipality and voting precinct of his residence, and shall be entitled to vote at any election. Any person who will be eighteen (18) years of age or older on or before the date of the general election and who is duly registered to vote not less than thirty (30) days before the primary election associated with the general election, may vote in the primary election even though the person has not reached his or her eighteenth birthday at the time the person seeks to vote at the primary election. No others than those specified in this section shall be entitled, or shall be allowed, to vote at any election.

SOURCES: Derived from 1972 Code § 21-11-1 [Codes, 1892, § 3028; Laws, 1906, § 3433; Hemingway's 1917, § 5993; Laws, 1930, § 2595; Laws, 1942, § 3374-60; Laws, 1950, ch. 491, § 60; Laws, 1984, ch. 457, § 2; repealed by Laws, 1986, ch. 495, § 329], § 23-3-11 [Codes, 1942, § 3160; Laws, 1935, ch. 19; Laws, 1936, ch. 320; Laws, 1955 Ex ch. 100, § 2; repealed by Laws, 1986, ch. 495, § 333], and § 23-3-85 [Codes, 1892, § 3631; Laws, 1906, § 4138; Hemingway's 1917, § 6772; Laws, 1930, § 6207; Laws, 1942, § 3235; Laws, 1952, ch. 398, § 2; Laws, 1955, Ex Sess, ch. 101; Laws, 1962, ch. 575; Laws, 1965 Ex Sess, ch. 18, § 1; repealed by Laws, 1986, ch. 495, § 335]; en, Laws, 1986, ch. 495, § 2; Laws, 1997, ch. 315, § 1; Laws, 2000, ch. 430, § 2, eff from and after August 11, 2000 (the date the United States Attorney General interposed no objection under Section 5 of the Voting Rights Act of 1965 to the amendment of this section); Laws, 2008, ch. 442, § 10, passed by the Mississippi Legislature and signed into law by the Governor; has not received preclearance from the United States Attorney General.

§ 23-15-13. Change of residency to new ward or voting precinct within same municipality.

An elector who moves from one ward or voting precinct to another ward within the same municipality or voting precinct within the same county shall not be disqualified to vote, but he or she shall be entitled to have his or her registration transferred to his or her new ward or voting precinct upon making written request therefor at any time up to thirty (30) days prior to the election at which he or she offers to vote, and if the removal occurs within thirty (30) days of such election he or she shall be entitled to vote in his or her new ward or voting precinct by affidavit ballot as provided in Section 23-15-573.

SOURCES: Derived from 1972 Code § 21-11-1 [Codes, 1892, § 3028; Laws, 1906, § 3433; Hemingway's 1917, § 5993; Laws, 1930, § 2595; Laws, 1942, § 3374-60; Laws, 1950, ch. 491, § 60; repealed by Laws, 1986, ch. 495, § 329]; en, Laws, 1986, ch. 495, § 3; Laws, 2000, ch. 430, § 3, eff from and after August 11, 2000 (the date the United States Attorney General interposed no objection under Section 5 of the Voting Rights Act of 1965 to the amendment of this section).

§ 23-15-19. Persons convicted of certain crimes not to be registered.

Any person who has been convicted of any crime listed in Section 241, Mississippi Constitution of 1890, shall not be registered, or if registered the name of such person shall be erased from the registration book on which it may be found by the registrar or by the election commissioners. Whenever any person shall be convicted in the circuit court of his county of any of said crimes, the registrar shall thereupon erase his name from the registration book; and whenever any person shall be convicted of any of said crimes in any other court of any county, the presiding judge thereof shall, on demand, certify the fact in writing to the registrar, who shall thereupon erase the name of such person from the registration book and file said certificate as a record of his office.

SOURCES: Derived from 1972 Code § 23-5-35 [Codes 1871, § 343; 1880, § 108; 1892, § 3614; Laws, 1906, § 4120; Hemingway's 1917, § 6754; Laws, 1930, § 6186; Laws, 1942, § 3214; repealed by Laws, 1986, ch. 495, § 335]; en, Laws, 1986, ch. 495, § 6, eff from and after January 1, 1987.

§ 23-15-151. Roll of persons convicted of certain crimes to be kept by circuit clerk; comparison with registration book.

The circuit clerk of each county is authorized and directed to prepare and keep in his office a full and complete list, in alphabetical order, of persons convicted of any crime listed in Section 241, Mississippi Constitution of 1890. Said clerk shall enter the names of all persons who have been or shall be hereafter convicted of any crime listed in Section 241, Mississippi Constitution of 1890, in a book prepared and kept for that purpose. The board of supervisors of each county shall, as early as practicable, furnish the circuit clerk of their county with a suitable book for the enrollment of said names showing the name, date of birth, address, court, crime and date of conviction. Said roll, when so prepared, shall be compared with the registration book before each election commissioner of the county. A certified copy of any enrollment by one clerk to another will be sufficient authority for the enrollment of such name, or names, in another county.

SOURCES: Derived from 1972 Code § 23-5-37 [Codes, 1906, §§ 879, 4121; Hemingway's 1917, §§ 4037, 6755; Laws, 1930, §§ 4079, 6187; Laws, 1942, §§ 3215, 7920; Laws, 1898, ch. 62; Laws, 1908, ch. 109; repealed by Laws, 1986, ch. 495, § 331]; en, Laws, 1986, ch. 495, § 42; Laws, 1987, ch. 499, § 1, eff from and after July 24, 1987 (the date on which the United States Attorney General interposed no objection to the amendment).

§ 23-15-153. Revision of registration books and pollbooks by commissioners; amount and limitations of per diem payments to commissioners; provision of copies of registration books to municipal registrars; certification of hours worked; number of days in calendar year for which commissioners entitled to receive compensation.

(1) At the following times the commissioners of election shall meet at the office of the registrar and carefully revise the registration books and the pollbooks of the several voting precincts, and shall erase from those books the names of all persons erroneously on the books, or who have died, removed or become disqualified as electors from any cause; and shall register the names of all persons who have duly applied to be registered and have been illegally denied registration:

(a) On the Tuesday after the second Monday in January 1987 and every following year;

(b) On the first Tuesday in the month immediately preceding the first primary election for congressmen in the years when congressmen are elected;

(c) On the first Monday in the month immediately preceding the first primary election for state, state district, legislative, county and county district offices in the years in which those offices are elected; and

(d) On the second Monday of September preceding the general election or regular special election day in years in which a general election is not conducted.

Except for the names of those persons who are duly qualified to vote in the election, no name shall be permitted to remain on the registration books and pollbooks; however, no name shall be erased from the registration books or pollbooks based on a change in the residence of an elector except in accordance with procedures provided for by the National Voter Registration Act of 1993 that are in effect at the time of such erasure. Except as otherwise provided by Section 23-15-573, no person shall vote at any election whose name is not on the

pollbook.

(2) Except as provided in subsection (3) of this section, and subject to the following annual limitations, the commissioners of election shall be entitled to receive a per diem in the amount of Eighty-four Dollars (84.00), to be paid from the county general fund, for every day or period of no less than five (5) hours accumulated over two (2) or more days actually employed in the performance of their duties in the conduct of an election or actually employed in the performance of their duties for the necessary time spent in the revision of the registration books and pollbooks as required in subsection (1) of this section:

(a) In counties having less than fifteen thousand (15,000) residents according to the latest federal decennial census, not more than fifty (50) days per year, with no more than fifteen (15) additional days allowed for the conduct of each election in excess of one (1) occurring in any calendar year;

(b) In counties having fifteen thousand (15,000) residents according to the latest federal decennial census but less than thirty thousand (30,000) residents according to the latest federal decennial census, not more than seventy-five (75) days per year, with no more than twenty-five (25) additional days allowed for the conduct of each election in excess of one (1) occurring in any calendar year;

(c) In counties having thirty thousand (30,000) residents according to the latest federal decennial census but less than seventy thousand (70,000) residents according to the latest federal decennial census, not more than one hundred (100) days per year, with no more than thirty-five (35) additional days allowed for the conduct of each election in excess of one (1) occurring in any calendar year;

(d) In counties having seventy thousand (70,000) residents according to the latest federal decennial census but less than ninety thousand (90,000) residents according to the latest federal decennial census, not more than one hundred twenty-five (125) days per year, with no more than forty-five (45) additional days

allowed for the conduct of each election in excess of one (1) occurring in any calendar year;

(e) In counties having ninety thousand (90,000) residents according to the latest federal decennial census but less than one hundred seventy thousand (170,000) residents according to the latest federal decennial census, not more than one hundred fifty (150) days per year, with no more than fifty-five (55) additional days allowed for the conduct of each election in excess of one (1) occurring in any calendar year;

(f) In counties having one hundred seventy thousand (170,000) residents according to the latest federal decennial census but less than two hundred thousand (200,000) residents according to the latest federal decennial census, not more than one hundred seventy-five (175) days per year, with no more than sixty-five (65) additional days allowed for the conduct of each election in excess of one (1) occurring in any calendar year;

(g) In counties having two hundred thousand (200,000) residents according to the latest federal decennial census but less than two hundred twenty-five thousand (225,000) residents according to the latest federal decennial census, not more than one hundred ninety (190) days per year, with no more than seventy-five (75) additional days allowed for the conduct of each election in excess of one (1) occurring in any calendar year;

(h) In counties having two hundred twenty-five thousand (225,000) residents according to the latest federal decennial census but less than two hundred fifty thousand (250,000) residents according to the latest federal decennial census, not more than two hundred fifteen (215) days per year, with no more than eighty-five (85) additional days allowed for the conduct of each election in excess of one (1) occurring in any calendar year;

(i) In counties having two hundred fifty thousand (250,000) residents according to the latest federal decennial census but less than two hundred seventy-five thousand (275,000) residents according to the latest federal decennial census, not more than two hundred thirty (230) days per year, with no more than ninety-five

(95) additional days allowed for the conduct of each election in excess of one (1) occurring in any calendar year;

(j) In counties having two hundred seventy-five thousand (275,000) residents according to the latest federal decennial census or more, not more than two hundred forty (240) days per year, with no more than one hundred five (105) additional days allowed for the conduct of each election in excess of one (1) occurring in any calendar year.

(3) The commissioners of election shall be entitled to receive a per diem in the amount of Eighty-four Dollars ($84.00), to be paid from the county general fund, not to exceed ten (10) days for every day or period of no less than five (5) hours accumulated over two (2) or more days actually employed in the performance of their duties for the necessary time spent in the revision of the registration books and pollbooks prior to any special election. For purposes of this subsection, the regular special election day shall not be considered a special election. The annual limitations set forth in subsection (2) of this section shall not apply to this subsection.

(4) The commissioners of election shall be entitled to receive a per diem in the amount of Eighty-four Dollars ($84.00), to be paid from the county general fund, not to exceed fourteen (14) days for every day or period of no less than five (5) hours accumulated over two (2) or more days actually employed in the performance of their duties for the necessary time spent in the revision of the registration books, pollbooks and in the conduct of a runoff election following either a general or special election.

(5) The commissioners of election shall be entitled to receive only one (1) per diem payment for those days when the commissioners of election discharge more than one (1) duty or responsibility on the same day.

(6) The county registrar shall prepare the pollbooks and the county commissioners of election shall prepare the registration books of each municipality located within the county pursuant to an agreement between the county and each municipality in the county. The county commissioners of election and the county registrar shall be paid by

each municipality for the actual cost of preparing registration books and pollbooks for the municipality and shall pay each county commissioner of election a per diem in the amount provided for in subsection (2) of this section for each day or period of not less than five (5) hours accumulated over two (2) or more days the commissioners are actually employed in preparing the registration books for the municipality, not to exceed five (5) days. The county commissioners of election and county registrar shall provide copies of the registration books and pollbooks to the municipal clerk of each municipality in the county. The municipality shall pay the county registrar for preparing and printing the pollbooks. A municipality may secure "read only" access to the Statewide Centralized Voter System and print its own pollbooks using this information; however, county commissioners of election shall remain responsible for preparing registration books for municipalities and shall be paid for this duty in accordance with this subsection.

(7) Every commissioner of election shall sign personally a certification setting forth the number of hours actually worked in the performance of the commissioner's official duties and for which the commissioner seeks compensation. The certification must be on a form as prescribed in this subsection. The commissioner's signature is, as a matter of law, made under the commissioner's oath of office and under penalties of perjury.

The certification form shall be as follows:

COUNTY ELECTION COMMISSIONER
PER DIEM CLAIM FORM

NAME: _____ COUNTY: _____
ADDRESS: _____ DISTRICT: _____
CITY: _____ ZIP: _____

DATE WORKED	BEGINNING TIME	ENDING TIME	PURPOSE OF WORK	APPLICABLE MS CODE SECTION	ACTUAL HOURS WORKED	PER DIEM DAYS EARNED

TOTAL NUMBER OF PER DIEM DAYS EARNED ------
PER DIEM RATE PER DAY EARNED x 84.00
TOTAL AMOUNT OF PER DIEM CLAIMED $ _____

I understand that I am signing this document under my oath as a commissioner of election and under penalties of perjury.

I understand that I am requesting payment from taxpayer funds and that I have an obligation to be specific and truthful as to the amount of hours worked and the compensation I am requesting.

Signed this the ____ day of _____, _____.

_____
Commissioner's Signature

When properly completed and signed, the certification must be filed with the clerk of the county board of supervisors before any payment may be made. The certification will be a public record available for inspection and reproduction immediately upon the oral or written request of any person.

Any person may contest the accuracy of the certification in any respect by notifying the chairman of the commission, any member of the board of supervisors or the clerk of the board of supervisors of such contest at any time before or after payment is made. If the contest is made before payment is made, no payment shall be made as to the contested certificate until the contest is finally disposed of. The person filing the contest shall be entitled to a full hearing, and the clerk of the board of supervisors shall issue subpoenas upon request of the contestor compelling the attendance of witnesses and production of documents and things. The contestor shall have the right to appeal de novo to the circuit court of the involved county, which appeal must be perfected within thirty (30) days from a final decision of the commission, the clerk of the board of supervisors or the board of supervisors, as the case may be.

Any contestor who successfully contests any certification will be awarded all expenses incident to his contest, together with reasonable attorney's fees, which will be awarded upon petition to the chancery court of the involved county upon final disposition of the contest before the election commission, board of supervisors, clerk of the board of supervisors, or, in case of an appeal, final disposition by the court. The commissioner against whom the contest is decided shall be liable for the payment of the expenses and attorney's fees, and the county shall be jointly and severally liable for same.

(8) Any commissioner of election who has not received a certificate issued by the Secretary of State pursuant to Section 23-15-211 indicating that the commissioner of election has received the required elections seminar instruction and that the commissioner of election is fully qualified to conduct an election, shall not receive any compensation authorized by this section, Section 23-15-491 or Section 23-15-239.

SOURCES: Derived from 1972 Code § 23-5-79 [Codes, 1880, § 124; 1892, § 3635; Laws, 1906, § 4142; Hemingway's 1917, § 6776; Laws, 1930, § 6211; Laws, 1942, § 3239; Laws, 1968, ch. 570, § 1; Laws, 1970, ch. 506, § 24; Laws, 1979, ch. 487, § 1; Laws, 1983, ch. 423, §§ 1, 4; repealed by Laws, 1986, ch. 495, § 335]; en, Laws, 1986, ch. 495, § 43; Laws, 1987, ch. 499, § 15; Laws, 1988, ch. 389, § 1; Laws, 1993, ch. 510, § 1; Laws, 1994, ch. 590, § 2; Laws, 2000, ch. 430, § 4; Laws, 2001, ch. 414, § 1; Laws, 2002, ch. 444, § 1; Laws, 2004, ch. 305, § 12; Laws, 2006, ch. 592, § 2; Laws, 2007, ch. 434 § 4, eff June 15, 2007 (the date the United States Attorney General interposed no objection under Section 5 of the Voting Rights Act of 1965, to the amendment of this section.)

§ 23-15-161. Attendance and assistance of registrar at meeting of commissioners.

The registrar shall attend the meetings of the commissioners, and shall furnish them the registration books and the pollbooks, and shall render them all needed assistance of which he is capable in the performance of their duties in revising the list of qualified electors.

SOURCES: Derived from 1972 Code § 23-5-83 [Codes, 1880, § 125; 1892, § 3636; Laws, 1906, § 4143; Hemingway's 1917, § 6777; Laws, 1930, § 6212; Laws, 1942, § 3241; repealed by Laws, 1986, ch. 495, § 335]; en, Laws, 1986, ch. 495, § 47, eff from and after January 1, 1987.

§ 23-15-213. Election of county commissioners.

At the general election in 1984 and every four (4) years thereafter there shall be elected five (5) commissioners of election for each county whose terms of office shall commence on the first Monday of January following their election and who shall serve for a term of four (4) years. Each of the commissioners, before acting, shall take and subscribe the oath of office prescribed by the Constitution and file the same in the office of the clerk of the chancery court, there to remain. While engaged in their duties, the commissioners shall be conservators of the peace in the county, with all the duties and powers of such.

The qualified electors of each supervisors district shall elect, at the general election in 1984 and every four (4) years thereafter, in their district one (1) commissioner of election. No more than one (1) commissioner shall be a resident of and reside in each supervisors district of the county; it being the purpose of this section that the county board of election commissioners shall consist of one (1) person from each supervisors district of the county and that each such commissioner be elected from the supervisors district in which he resides.

Candidates for county election commissioner shall qualify by filing with the clerk of the board of supervisors of their respective counties a petition personally signed by not less than fifty (50) qualified electors of the supervisors district in which they reside, requesting that they be a candidate, by 5:00 p.m. not less than sixty (60) days before the election and unless such petition is filed within said time, their names shall not be placed upon the ballot. All candidates shall declare in writing their party affiliation, if any, to the board of supervisors, and such party affiliation shall be shown on the official ballot.

The petition shall have attached thereto a certificate of the registrar showing the number of qualified electors on each petition, which shall be furnished by the registrar on request. The board shall determine the sufficiency of the petition, and if the same shall contain the required number of signatures and be filed within the time required, the president of the board shall verify that such candidate is a resident of the supervisors district in which he seeks election and that such

candidate is otherwise qualified as provided by law, and shall certify the same to the chairman or secretary of the county election commission and the names of the candidates shall be placed upon the ballot for the ensuing election. No county election commissioner shall serve or be considered as elected unless and until he has received a majority of the votes cast for the position or post for which he is a candidate. If such majority vote is not received in the first election, then the two (2) candidates receiving the most votes for each position or post shall be placed upon the ballot for a second election to be held two (2) weeks later in accordance with appropriate procedures followed in other elections involving runoff candidates.

Upon taking office, the county board of election commissioners shall organize by electing a chairman and a secretary.

It shall be the duty of the chairman to have the official ballot printed and distributed at each general or special election.

SOURCES: Derived from 1972 Code §§ 23-5-3 [Codes, 1871, §§ 340 et seq.; 1880, § 121; 1892, § 3602; Laws, 1906, § 4108; Hemingway's 1917, § 6742; Laws, 1930, § 6177; Laws, 1942, § 3205; Laws, 1968, ch. 568, § 2; Laws, 1978, ch. 431, § 1; Laws, 1979, ch. 359, § 1; repealed by Laws, 1986, ch. 495, § 335]; en, Laws, 1986, ch. 495, § 55; Laws, 2000, ch. 592, § 2, eff from and after July 28, 2000 (the date the United States Attorney General interposed no objection under Section 5 of the Voting Rights Act of 1965 to the amendment of this section.)

§ 23-15-219. Employment by board of election commissioners of investigators, legal counsel and others.

(1) The board of election commissioners is hereby authorized and empowered to employ and set or determine the duties of and determine the compensation of such investigators, legal counsel, secretaries, technical advisors and any other employees or persons who or which said board or a majority thereof may deem necessary to enable them to discharge the duties and obligations presently or hereafter vested in them. However, before employing such persons or setting or determining said compensation, the election commissioners must first have the approval of the board of supervisors of the county.

(2) The board of supervisors of the county is authorized and empowered to pay out of the general fund of the county the salaries and necessary traveling and subsistence expenses of said employees of said board of commissioners in such amounts as may be mutually agreed upon by the said board of supervisors and said board of election commissioners, but which shall be computed on the same basis allowed to state employees when traveling on state business. All expense accounts of said employees of said board of election commissioners shall be approved by said board of election commissioners and said board of supervisors or, in the discretion of each of said boards, by one (1) of the members of each of said boards duly authorized by the respective boards to approve or disapprove said subsistence, traveling and mileage expense accounts.

(3) Nothing in this section shall be construed to prohibit a person who holds the office of commissioner of election from being employed and receiving compensation pursuant to this section. Any compensation which such a person may receive from his employment pursuant to this section shall be in addition to any compensation such person may receive in performing his duties as a commissioner of election.

SOURCES: Derived from 1972 Code § 23-5-97 [Codes, 1942, § 3242.5; Laws, 1966, Ex Sess, ch. 33, §§ 1, 2; Laws, 1983, ch. 363; repealed by Laws, 1986, ch. 495, § 335]; en, Laws, 1986, ch. 495, § 58, eff from and after January 1, 1987.