



2021 DEPUTY REGISTRAR TRAINING

HIGH SCHOOLS & COLLEGES

AGENDA OVERVIEW

1.

Explain the role of the Deputy Registrar:

- Legislative Purpose
- Qualifications & Rules of Conduct
- A Deputy Registrar's Duties

2.

Wrap Up:

- Answer Questions
- Perform Oath of Deputy Registrar



LEGISLATIVE BACKGROUND

O.C.G.A. §21-2-215(g) says the following:

"Each principal or assistant principal of every public or private high school, the president of every public or private college or university, the president of each state supported technical institute in this state or their designee shall be a deputy registrar for the purpose of receiving voter registration applications from those qualified applicants who are enrolled students within the principal's or director's school or the president's college, university, or technical institute or who are employed by the school system, or the college or university or the state supported technical institute. "

DEPUTY REGISTRAR VS. THIRD PARTY REGISTRATION

- Individual vs. Group
- On-Going vs. Specific Event
- O.C.G.A. vs. State Election Board (SEB) Rule 183-1-6.02
- Many of the same rules apply, but not all.*

OK, SO WHAT DOES THAT MEAN?

Your role is to support both your students and staff/faculty on the subject of voter registration.

This can entail answering questions about the voter registration process, helping to complete forms or providing information.

QUALIFICATIONS

Basic

-You'll have to be an elector in the State of Georgia. You'll also need to be able to read, write and speak English.

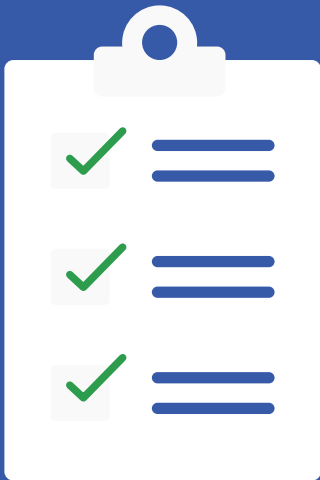
Additional

-You cannot have been convicted or sentenced under any state or Federal law for election law violation(s), malfeasance in office or felony unless civil rights have been restored and it has been at least 10 years since the incident.

-You cannot have been previously removed as a Deputy Registrar for improper conduct or or be a candidate or officeholder except as allowed by law.

Training

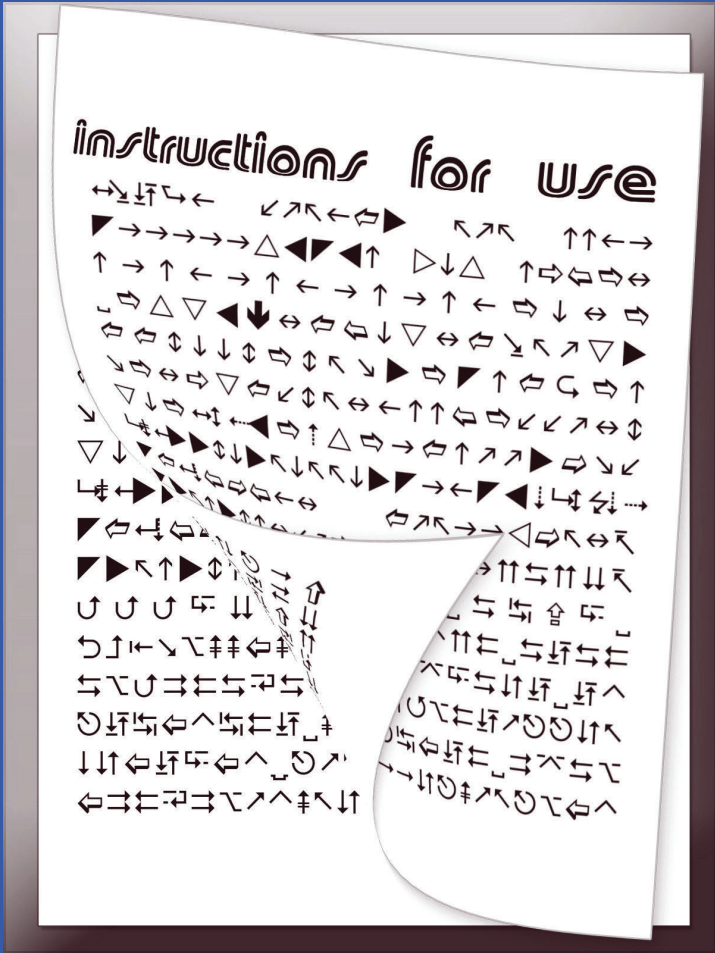
-Complete annual training course.



RULES OF CONDUCT

- 1.** Render Courteous, Non-Discriminatory Service.
- 2.** Operate Only At Your Institution.
- 3.** You shall not give or receive gifts or money for inducing individuals to register to vote. You also shall not communicate or advocate for any candidate or question while performing official duties.





YOUR DUTIES

REGISTERING AN INDIVIDUAL TO VOTE

Three Requirements

To register to vote an individual MUST:

- Be at least 17.5 years old AND turning 18 by the next General Election
- Not have an order entered by a Court removing rights due to mental incompetency.

NOTE: A court order is required for voting rights to be removed.

- Not be serving a sentence for a felony conviction including any remaining probation, parole, fees or assessments.

KEEP IN MIND...



"Any person who registers to vote knowing that such person does not possess the qualifications required by law, who registers under any name other than such person's own name, or who knowingly gives false information in registering shall be guilty of a felony".

O.C.G.A. §21-2-561

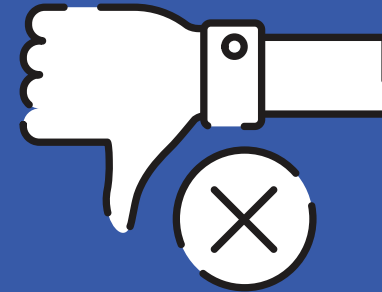
COMPLETING THE VOTER REGISTRATION APPLICATION

1. Ask if the applicant is a United States citizen and a resident of Georgia. A resident is a person who has established his or her home in Georgia in the county shown on the registration application.
2. Tell the applicant to be sure to fill out the form completely. Use a blue or black pen to complete the card. Do not use a pencil.
3. Race and gender are no longer required fields.

DO'S AND DONT'S



- Include full legal name including middle name and any suffixes that may apply for male applicants (Sr., Jr., II, III.)
- Include a maiden/middle name for married female applicants.
- Include a complete residence (including any directional identifiers such as West 51st St.)



- Use a nickname.
- Forget to include last 4 digits of SSN or DL # and sign the form!
- Leave off a mailing address if different from the residence address (such as student PO Box).

WHAT DO I DO WITH COMPLETED APPLICATIONS?

1. All applications completed must be returned to the County Voter Registration office as soon as practicable but not later than 10 days immediately following completion. When holding these applications until they can be returned, keep them in a safe place out of public view. The information contained on these applications is confidential and extreme care should be taken to protect that confidentiality.
2. Once the application is processed successfully, the applicant will be mailed a voter precinct card giving the name and address of polling place; as well as voting precinct information for congressional, state senate, state house, county commission, city council, school board districts, and other district information if applicable.

