

### **31 KAR 4:030. Reporting forms.**

RELATES TO: KRS 117.085, 117.086, 117.235, 117.255, 117.275, 117.355, 118.425, 119.307  
STATUTORY AUTHORITY: KRS 117.015(1)(a), 117.086(8), 117.355(4), 118.425(4)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 117.015(1)(a) authorizes the State Board of Elections to promulgate administrative regulations necessary to implement the provisions of KRS Chapter 117. KRS 117.355(4) requires the State Board of Elections to prescribe the forms for the precinct election sheriff and the county board of elections to report election irregularities and recommendations for improving the election process, to report special ballot and voter assistance usage statistics, and to report other information required by the state board. KRS 117.086(8) requires the State Board of Elections to prescribe a form on which the county board of elections shall report the number of rejected absentee ballots and the reasons for rejection of those ballots. KRS 118.425(4) requires the State Board of Elections to prescribe a form by which the county board of elections shall make out duplicate certificates of the total number of votes received by each of the candidates for office and the total number of votes for an against each of the ballot questions. This administrative regulation establishes the procedure and forms for the county clerk, the county board of elections, and the precinct election sheriff to report election and voting data after the election.

Section 1. The following reporting forms shall be filed in accordance with the referenced statutes:

(1) Pursuant to KRS 117.355(1), the precinct election sheriff shall file the Precinct Election Sheriff's Postelection Report, SBE 53, with the chair of the county board of elections and the local grand jury;

(2) Pursuant to KRS 117.355(2), the county board of election shall file the County Board of Elections Postelection Report, SBE 54, with the State Board of Elections and the local grand jury;

(3) Pursuant to KRS 117.275(4) and 117.355(3), the county board of elections shall file the County Board of Elections Postelection Statistical Report, SBE 54A, with the State Board of Elections;

(4) Pursuant to KRS 117.355(2), the county board of elections shall file the County Board of Elections Precinct Election Officials Absence Report, SBE 54B, with the State Board of Elections;

(5) Pursuant to 117.086(7), the county clerk shall file the List of Voters Issued Absentee Ballots, SBE 33A, with the State Board of Elections;

(6) Pursuant to KRS 117.086(8), the county board of elections shall file the Number of Rejected Absentee Ballots and Reasons for Rejected Ballots, SBE 33B; and

(7) Pursuant to KRS 117.086(7) and 118.425(4), the county clerk shall file the Certification Official Count and Record of Election Totals, SBE 49, with the Secretary of State.

Section 2. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "Precinct Election Sheriff's Postelection Report", SBE 53, April 2000;

(b) "Precinct Election Sheriff's Postelection Report", SBE 53, February 2010;

(c) "County Board of Elections Postelection Report", SBE 54, September 2002;

(d) "County Board of Elections Postelection Report", SBE 54, February 2010;

(e) "County Board of Elections Postelection Statistical Report", SBE 54A, December 2005;

(f) "County Board of Elections Precinct Election Officials Absence Report", SBE 54B, September 2002;

(g) "List of Voters Issued Absentee Ballots", SBE 33A, November 2009;

(h) "Number of Rejected Absentee Ballots and Reasons for Rejected Ballots", SBE 33B, September 2002; and

(i) "Certification Official Count and Record of Election Totals", SBE 49, November 2003.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the State Board of Elections, 140 Walnut Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (17 Ky.R. 1230; eff. 12-7-1990; 22 Ky.R. 2041; 23 Ky.R. 116; eff. 7-5-1996; 1314; 1608; eff. 3-31-2006; 36 Ky.R. 1515; 2037-M; eff. 4-2-2010; Crt eff. 3-6-2019.)