

STATE BOARD OF ELECTIONS
(Amendment)

31 KAR 4:020. Election costs and county clerk reimbursement and form.

RELATES TO: KRS 117.343

STATUTORY AUTHORITY: KRS 117.015(1)(a), 117.343

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with the requirements of 2025 RS HB6, Section 8.

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 117.343 authorizes the State Board of Elections to promulgate administrative regulations prescribing the method and forms for documenting and submitting claims by a county clerk to request reimbursement from the State Board of Elections for the costs of employing office personnel necessary for the conduct of elections, including registration and purgation of voters in the county. This administrative regulation establishes the method and form for a county clerk to request reimbursement from the State Board of Elections for the costs of employing office personnel necessary to conduct elections.

Section 1.

(1) County clerk reimbursement shall be based on the number of registered voters for the general election held in November.

(2) To apply for reimbursement, a county clerk shall complete and submit the original, signed form, State Board of Elections Reimbursement of Personnel Election Expenses, to the Kentucky State Board of Elections.

Section 2. Incorporation by Reference.

(1) "State Board of Elections Reimbursement of Personnel Election Expenses", SBE 2000, 10/25, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the office of the State Board of Elections, 140 Walnut Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

KAREN SELLERS, Executive Director

APPROVED BY AGENCY: October 13, 2025

FILED WITH LRC: October 14, 2025 AT 11:55 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on December 22, 2025, at 11:00 a.m. ET, at the Office of the State Board of Elections. Individuals interested in being heard at this hearing shall notify this agency in writing by five (5) workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. This hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until December 31, 2025. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Taylor Brown, General Counsel, 140 Walnut Street, Frankfort, Kentucky 40601, Phone: (502) 782-9499, Email: TaylorA.Brown@ky.gov.