



RILEY C. DARNELL
Secretary of State

DEPARTMENT OF STATE

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The Tennessee Constitution provides that the secretary of state will be elected by the General Assembly, in joint session, for a four-year term. The Constitution also mandates that it is the secretary's duty to keep a register of the official acts and proceedings of the governor, and, when required, to "lay same, all papers, minutes, and vouchers relative thereto, before the General Assembly." Additionally, by authority of the *Tennessee Code Annotated*, the secretary of state serves on the following state boards and agencies: State Funding Board; Board of Equalization; Board of Claims; State Building Commission; Library and Archives Management Board, *chairman*; Tennessee Local Development Authority, *presiding member*; Tennessee State School Bond Authority; Publications Committee; Public Records Commission, *chairman*; Tennessee Housing Development Agency; Tennessee Consolidated Retirement System Board of Trustees; State Capitol Commission; Tennessee Competitive Export Corporation; Tennessee Higher Education Commission; Chairs of Excellence Trust; State Trust of Tennessee; and Baccalaureate Education System Trust.

The Secretary of State's Office keeps all acts and resolutions adopted by the General Assembly and signed by the governor.

This office also is required to keep other records as set out by statute. The activities include the receipt and recording of all corporate charters and annual reports, receipt of all trademarks, the execution of notary commissions, and the receipt of all state administrative rules and regulations.

In addition to the executive office of the secretary of state, located on the first floor of the State Capitol, the department is organized into nine operating offices, eight of which are located in the William R. Snodgrass Tower. The Library and Archives Building houses that division's operations.

The State Election Commission, the State Registry of Election Finance, the Economic Council on Women, and the Tennessee Ethics Commission are attached to the Department of State for administrative matters relating to receipts, disbursements, expense accounts, budgets, audits, and other related items.

Riley C. Darnell (D)

Secretary of State

Born May 13, 1940, Clarksville, TN. Married. Wife Penny; five children, Whit, Eddy, Joy, Eve and Dawson; Church of Christ; lawyer; former captain, U.S. Air Force serving as judge advocate general, 1966-69; B.S. Austin Peay State University, 1962; J.D. Vanderbilt University Law School, 1965; selected to attend Eagleton Institute of Politics, Rutgers University, 1973; member of Civitan Club, Clarksville Chamber of Commerce, American Bar Association, Montgomery County Bar Association. While representing state Senate district 22, he served as Senate majority leader, 1989-1992; he was secretary to Select Joint Committee on Children and Youth; member Finance, Ways and Means Committee; Judiciary Committee; Ethics Committee; Calendar Committee; Council on Pensions and Retirement; speaker's designee to Fiscal Review committee; member of the National Conference of State Legislatures and the Southern Legislative Conference of the Council of State Governments. First elected to the Tennessee House of Representatives in 1970, he represented the 67th House district in the 87th, 88th, 89th, 90th and 91st General Assemblies; elected in 1980 to the Tennessee Senate and served in the 92nd, 93rd, 94th, 95th, 96th, and 97th General Assemblies; elected Tennessee secretary of state in January 1993 and re-elected by each successive General Assembly.

Executive Office: *James W. Simmons, Executive Assistant; Gerald G. Reed, Assistant to the Secretary for Public Policy; Judy Bond-McKissack, Legal Counsel; Margaret Tolleson, Scheduler and Receptionist; Joyce Walker, Executive Secretary.* This office supports the secretary of state in the direction, coordination, and supervision of the various operating divisions within the Department of State.

Division of Administrative Procedures: *Thomas G. Stovall, Director.* This division provides administrative judges to conduct contested case hearings for state administrative agencies, as well as develops uniform rules of procedure for the conduct of those hearings. This division is also required to assist state agencies in complying with the *Uniform Administrative Procedures Act*.

Division of Business Services: *Bob Grunow, Director; Reba Barker, Assistant Director; Carolyn Pinson, Manager of Business Services, Nights.* This division executes processing and recordkeeping duties of the secretary of state relating to the following areas:

- *Apostilles & Authentications*
- *Corporations.*
- *General Partnerships*
- *Limited Liability Companies*
- *Limited Liability Partnerships*
- *Limited Partnerships*
- *Mine Foreman Certificates*
- *Motor Vehicle Temporary Liens*
- *Municipal Clerk Certifications*
- *Nonresident Fiduciary Appointments*
- *Notary Commissions*
- *Service of Process*
- *State Deeds and Leases*
- *Trademarks*
- *Uniform Commercial Code*

Division of Charitable Solicitations and Gaming: *Todd R. Kelley, Director; Tameka M. Corlew, Assistant Director.* The division is responsible for the registration and regulation of charitable organizations which solicit contributions from or within the State of Tennessee, as well as professional solicitors, and professional fund raising counsels who assist charitable organizations in those activities. Additionally, the division reviews annual gaming event applications, determines qualifying applicants for annual gaming events for approval by the General Assembly, and regulates those annual events. Finally, the division regulates catastrophic illness trusts established in Tennessee.

Division of Elections: *Brook K. Thompson, Coordinator; Elizabeth Henry-Robertson, Assistant Coordinator.* The coordinator of elections was created in 1959 by the General Assembly and is appointed by the secretary of state. *Tennessee Code Annotated §2-11-201* states, "...he shall obtain and maintain uniformity in the application, operation, and interpretation of the election code."

The coordinator interprets questions of the law for the benefit of all election officials; reviews election law legislation, suggesting amendments and revisions to the General Assembly; and prepares the election manual and election handbooks for use by election officials. He is responsible for the uniformity of election procedures throughout the state and for coordinating the activities of county election commissions. The coordinator, upon approval of the secretary of state, may promulgate rules and regulations necessary to comply with requirements of the election code.

Division of Fiscal and Administrative Services: *Mark Wood, Director; Sheila Street, Fiscal Coordinator.* This division provides the general administrative services necessary to support the department. These include budgeting, accounting, procurement, payroll, and other administrative and financial services.

Division of Information Systems: *Joni Kies, Director; Greg Harris, Assistant Director.* This division is responsible for all information technology services necessary to support the department. These responsibilities include information

systems and technology planning, project development and implementation, technical support, network planning and administration, procurement assistance, and Gates Grant planning. The Information Systems Division provides services for Department of State offices located in the William R. Snodgrass Tower, the State Capitol, and the Tennessee State Library and Archives buildings in downtown Nashville. In addition to these offices, Information Systems staff provides services to regional and public libraries located across the state of Tennessee.

Division of Tennessee State Library and Archives: Jeanne D. Sugg, State Librarian and Archivist; Meredith Haddock, Assistant State Librarian and Archivist for Administration; Beverly Jane Pinkston, Assistant State Librarian for Planning and Development; Dr. Wayne C. Moore, Assistant State Archivist. The Division of Library and Archives, by authority of *Tennessee Code Annotated, Title 10, Chapters 1–8*, collects and preserves books and records of historical, documentary and reference value, and encourages and promotes library development throughout the state.

Public Services Section. This section makes available collections of the State Library and Archives including official government records and publications, manuscripts, books, periodicals, current and historical newspapers, photographs, maps, and charts. It provides reference services to state government, historians, genealogists, and the general public. Services include bibliographic searching, copies and mail orders, and interlibrary loan.

Archival Technical Services Section. This section preserves, arranges, and describes permanent records of the state and private manuscripts relating to Tennessee history for public examination.

Archives Development Section. This section provides training and consultation services for local government officials, historians, archivists and others interested in establishing records and archive programs in their community.

Facilities Management Section. This section provides building maintenance to ensure a safe, clean environment for patrons and staff and security to protect the building and its collections.

Library Technical Services Section. This section acquires and processes materials, maintains the on-line catalog, and produces collection information to other sections of the State Library and Archives.

Planning and Development Section. The staff administers the Tennessee Regional Library System which includes twelve multi-county regional libraries and four single-county metropolitan regions. Staff members provide assistance to regional and local library staff and library boards in library construction, programming for special audiences, continuing education, library management, technology, and library development.

Preservation Services. This section provides microfilming and photo duplication services to state and local government and the public. Various types of photographic prints, negatives, and duplicate copies of microfilmed records are available to the public. Staff utilizes state-of-the-art techniques to restore and preserve valuable books and documents housed in the State Library and Archives.

The Tennessee Library for the Blind and Physically Handicapped. This section cooperates with the National Library Service, Library of Congress to provide free public library services for Tennesseans who are unable to read standard print due to a visual or physical disability. All materials are circulated through the mail postage free. The staff provides reader advisory and information referral service by telephone or mail. Catalogs, bibliographies, and bimonthly updates are provided.

Division of Personnel and Development: Bard G. Fisher, Director; June Moore, Human Resources Coordinator. This division is responsible for the

department's human resources activities. These activities include the management of employment practices, administration of employee programs, and compliance with human rights legislation.

Division of Publications: *Richard Arnold, Director; Marlon D. Crow, Assistant Director; Robert A. Greene, Department Webmaster.* This division publishes the *Tennessee Blue Book*, *Public and Private Acts of the General Assembly*, *Tennessee Administrative Register*, official compilation/*Rules and Regulations of the State of Tennessee*, *Open Appointments Vacancy Report*, and other documents for which the secretary of state is responsible. This division also maintains and updates the department's Web site.

Secretary of State's Staff



James W. Simmons

Executive Assistant to the Secretary

Born Dec. 31, 1934, Van Buren County, TN; married to the former Georgette Pearson; B.S. 1960 and M.A. 1978, Tennessee Technological University. Previous experience includes service with the Department of Finance and Administration, beginning in 1960, as junior auditor and ending in 1971, as assistant commissioner for Accounting and Data Processing. Appointed internal auditor at Tennessee Technological University August 1971. Appointed director for Business and Fiscal Affairs at the university, May 1975. Appointed executive assistant to the secretary of state, September 1979.



Judy Bond-McKissack

Chief Legal Counsel



Gerald G. Reed

*Assistant
to the Secretary
for Public Policy*



Margaret Tolleson

*Receptionist
and Scheduler*



Joyce Walker

Executive Secretary



Thomas G. Stovall

*Director,
Administrative
Procedures*



Bob Grunow

*Director,
Business Services
and Special Counsel
to the Secretary*



Reba Barker

*Assistant Director,
Business Services*



Todd R. Kelley

*Director,
Charitable Solicitations
and Gaming*



Tameka M. Corlew
Assistant Director,
Charitable Solicitations



Brook K. Thompson
Coordinator of Elections



**Elizabeth Henry-
Robertson**
Assistant Coordinator of
Elections



Mark Wood
Director, Fiscal and
Administrative Services



Sheila Street
Fiscal Coordinator



Joni Kies
Director,
Information Systems



Greg Harris
Assistant Director,
Information Systems



Jeanne D. Sugg
State Librarian
and Archivist



**Meredith N.
Haddock**
Assistant State
Librarian and Archivist
for Administration



**Beverly Jane
Pinkston**
Assistant State Librarian
for Planning and Development



**Dr. Wayne C.
Moore**
Assistant State
Archivist



Bard G. Fisher
Director, Personnel
and Development



June Moore
Human Resources
Coordinator



Richard Arnold
Director,
Publications



Marlon D. Crow
Assistant Director,
Publications

Related Boards and Commissions

State Election Commission. The State Election Commission is composed of five members—three from the political party holding a majority of seats in the General Assembly and two from the minority party. These individuals are elected for a term of four years. This is the only commission in Tennessee state government that is elected wholly by the General Assembly.



State Election Commissioners are (left to right) Jimmy Wallace, Jackson, *secretary*; Tommy Head, Clarksville; Tom Wheeler, Clinton, *chairman*; Greg Duckett, Memphis; and Mark Goins, Jacksboro.

To be eligible to serve on the State Election Commission one must be at least 25 years old, a resident of this state for at least seven years, and a resident of the grand division of the state from which he seeks election for at least four years preceding his election. No more than two members may be from the same grand division of the state.

On the first Monday in April in every odd-numbered year, the State Election Commission appoints five county election commissioners for every county in the state. The state commissioners monitor the activities and performance of the county election commissioners and shall remove a county election commissioner for violation of his oath of office or if that person is no longer qualified to hold the position.

Candidates for statewide offices qualify by filing their candidate petitions with the commission and the commission must pass on the correctness and propriety of such petitions. The commission works very closely with the coordinator of elections toward the common goal of maintaining uniformity in elections, as well as preserving the purity of the ballot.

State Library and Archives Management Board. The board consists of five members: the secretary of state, who serves as chairman and chief administrative officer; the state treasurer; the comptroller of the treasury; the commissioner of Education; and the commissioner of Finance and Administration. The state librarian and archivist serves as executive secretary to the management board.

The management board serves as the chief policy-making body for the Division of Library and Archives, having responsibility for the State Library and Archives program and the Regional Library System. The board encourages library development throughout the state.

State Registry of Election Finance: Drew Rawlins, Executive Director; Janet Williams, Assistant Director.

This seven-member board was created by statute in 1989 as an independent entity, attached to the Department of State for administrative purposes. The Registry, whose members are appointed by the governor and General Assembly, is responsible for enforcing Tennessee's Campaign Financial Disclosure Law, Campaign Contribution Limits Law, Lobbyist Disclosure Law, and Conflict of Interest Disclosure Law.

Tennessee Economic Council on Women: Jennifer L. Rawls, Executive Director. The Council was established in 1998 by the One Hundredth General Assembly. Under the direction of an appointed twenty-one member board, the Council addresses the economic concerns and needs of Tennessee's women. In serving as an advocate for women, it develops policy and recommendations, consults with state and local officials, educates the public and encourages women to serve on state boards and commissions. The Council is attached to the Department of State for administrative purposes.

Tennessee Ethics Commission: Bruce Androphy, Executive Director; Anne F. Turner, General Counsel. The six-member board was created as a result of the Ethics Reform Act of 2006 and commenced operations on October 1st of that year. The Commission is responsible for the collection of over 7000 disclosure of interest statements for legislative, state and local elected officials; the registration of lobbyists and employers of lobbyists and the filing of employer of lobbyist disclosure reports; and the interpretation and enforcement of certain prohibitions on gifts and campaign contributions. All of this information is collected and made available to the public at the Commission's website: <http://state.tn.us/sos/tec>.



Drew Rawlins



Jennifer L. Rawls



Bruce Androphy