



Tre Hargett
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; Tennessee State School Bond Authority; Public Records Commission, *chairman*; Tennessee Housing Development Agency; Tennessee Consolidated Retirement System Board of Trustees; State Capitol Commission; 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.

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

Tre Hargett (R)

Secretary of State

Tre Hargett became Tennessee's 37th Secretary of State on January 15, 2009, after serving as Chairman of the Tennessee Regulatory Authority. Hargett also served ten years in the Tennessee House of Representatives as the District 97 (Bartlett, Berclair, and Raleigh) State Representative. While serving in the House, he was elected twice as the Republican Leader by his House Republican colleagues. As a lawmaker, Secretary Hargett's experience included service on the following committees: Finance, Ways and Means, Health and Human Resources, Government Operations, State and Local Government, Ethics, The Tennessee Advisory Committee on Intergovernmental Relations, and TennCare Oversight.

In the House, he was a driving force behind legislation for more electronic disclosure of campaign contributions as well as increasing the requirements of public officials' public statements of interest.

He also sponsored and co-sponsored numerous legislative items. He sponsored with Sen. Mark Norris, Senate Joint Resolution (SJR) One. SJR1 allowed for a statewide constitutional amendment permitting local governments to initiate property tax relief for senior citizens.

Hargett received his Honors B.B.A (Major in Accounting) from Memphis State University in 1991 and his M.B.A. (Concentration in Marketing) from the University of Memphis in 1992.

A native of Ripley, Hargett was born in 1969 and is married to the former Dawn Simbeck of Loretto, Tennessee. They have two sons and reside in Hendersonville. He is still a member of Faith Baptist Church in Bartlett and attends Bluegrass Baptist Church in Hendersonville. Hargett is the son of Pat Vaughan of Wingo, Kentucky and Gus Hargett, Jr. of Murfreesboro, Tennessee.

Executive Office: Mona Hart, General Counsel; Jonathan Rummel, Public Policy Advisor; Kara McMahan, 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: Tom 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: Nathan Burton, Director. This division executes processing and record keeping 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: Mark Goins, 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; 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 and 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 Human Resources and Organizational Development: Margaret C. Bahou, 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; Cody Ryan York, 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*, *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



Mona Hart
General Counsel



Jonathan Rummel
*Public Policy
Advisor*



Kara McMahan
Executive Secretary



Thomas G. Stovall
*Director,
Administrative
Procedures*



Nathan Burton
*Director,
Business Services*



Todd R. Kelley
*Director,
Charitable Solicitations
and Gaming*



Tameka M. Corlew
*Assistant Director,
Charitable Solicitations*



Blake Fontenay
*Constitutional Officers'
Communications
Director*



Mark Goins
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,
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Jeanne D. Sugg
*State Librarian
and Archivist*



Beverly Jane Pinkston
*Assistant State
Librarian for
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**Dr. Wayne C.
Moore**
*Assistant State
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Margaret C. Bahou
*Director, Human Resources
and Organizational
Development*



June Moore
*Human Resources
Coordinator*



Richard Arnold
*Director,
Publications*



Cody Ryan York
*Assistant Director,
Publications*



Robert Greene
*Department Web
Master*

Related Boards and Commissions

State Election Commission. The State Election Commission is composed of seven members—four from the political party holding a majority of seats in the General Assembly and three 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) Greg Duckett, Memphis, *secretary*; Tom DuBois, Columbia; Jimmy Wallace, Jackson, *chairman*; Judy Blackburn, Morristown; Tommy Head, Clarksville; Tom Wheeler, Clinton; and Kent Younce, LaFollette.

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.

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.

Bureau of Ethics and Campaign Finance: Drew Rawlins, Executive Director. The Bureau was created in 2009 by passage of Public Chapter 556 and consists of two divisions: Registry of Election Finance and Tennessee Ethics Commission. The 12-member Bureau board consists of the six-member Registry of Election Finance board and the six-member Tennessee Ethics Commission board. The Bureau is responsible for collection of campaign financial disclosure reports for state candidates; 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.



Drew Rawlins

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.



Jennifer L. Rawls