

**REGULATIONS ADOPTED BY THE  
SECRETARY OF STATE FOR TRAINEE ELECTION  
OFFICIALS PROMULGATED IN ACCORDANCE  
WITH SECTION 17-19-23.3 OF THE RHODE ISLAND  
GENERAL LAWS OF 1956, AS AMENDED**

*The Secretary of State has promulgated the within rules and regulations relative to trainee election officials pursuant to and in accordance with the provisions of section 17-19-23.3 of the Rhode Island General Laws of 1956, as amended.*

*Said rules and regulations are established pursuant to the Administrative Procedures Act (R.I.G.L. section 42-35-1, et al.) and available for public inspection, submissions or requests at the Office of the Secretary of State, Administrative and Legislative Records Division, State House, Room 43, Providence, Rhode Island.*

1. **Qualification for appointment.** Any applicant for appointment as a trainee election official is required to be a student enrolled in high school in the State of Rhode Island and shall have attained the age of sixteen (16) years.
2. **Application process.** All applications for a position as a Trainee Election Official shall be on those forms prescribed by the Office of the Secretary of State and the State Board of Elections. Each application shall include the following:
  - a) a certificate executed by the applicant's parent or guardian allowing the applicant to be excused from attendance at school and allowing him or her to serve as a trainee;
  - b) a certificate executed by the principal or chief administrator of the high school facility, which the applicant attends certifying that the applicant is performing at an academic level acceptable to the principal or chief administrator.
3. **Transmittal of applications.** Upon appointment, the applications of any and all persons designated to serve as trainee election officials shall be transmitted to the Office of the Secretary of State and the state Board of Elections by the applicable local board of canvassers.
4. **Appointment of trainees.** All trainee election officials shall be appointed by the local board of canvassers in the city or town in which the applicant is eligible to serve. All appointments shall be made from the list of persons filing applications as referred to herein.
5. **Instructional classes.** All trainee election officials shall be required to attend instructional classes as determined by the Board of Elections.

6. **Notice of appointment.** The local board of canvassers shall notify the Board of Elections of their intention to utilize trainee election officials at least thirty (30) days prior to the election. The aforesaid notice requirements may be waived by the Board of Elections.
  
7. **Practices and Procedure.** The State Board of Elections may develop and establish practices and procedures for governing the application process for eligible persons seeking appointment to the position as a Trainee Election Official. In this regard, the State Board of Elections may develop and establish forms or documents which it may require in the administration of its functions and duties. A copy of any procedures, practices, forms or documents shall be maintained for public inspection at the offices of the Board of Elections and the Secretary of State.