

SIXTY-SECOND BIENNIAL REPORT
July 1, 2015 - June 30, 2017



SECRETARY OF STATE
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Especially, I am grateful for the assistance provided by Beth Herzog, Public Information Specialist, for gathering, proofreading, and preparing the information used in this report.

The following individuals provided invaluable specific assistance: Jim Silrum, Deputy Secretary of State; Barbara Siegel, Business Services Director; Renae Bloms, Accounting Director; John Arnold, Elections Director; Lori Feldman, Central Indexing and Licensing Unit Lead; Lee Ann Oliver, Elections Specialist; and Monte Krebsbach, Database Specialist.

Alvin A. Jaeger
Secretary of State

Chapter One

Constitutional, Statutory, and Legislative Authority

The origin of the Secretary of State's office begins prior to North Dakota's admittance to the union as a state on November 2, 1889. On March 2, 1861, the Congress of the United States adopted The Organic Law, which established the Territory of Dakota. Section three of that law prescribed there would be a secretary of the territory. The term of office was four years, unless sooner removed by the President of the United States. The duties of the secretary were to record and preserve all the laws and proceedings of the legislative assembly, the acts and proceedings of the Governor, and many other duties, which are very similar to those mandated in present day law to the Secretary of State.

The office, as known today, was established in Article V, Section 12, of the Constitution of North Dakota when the state's citizens adopted it on October 1, 1889. In that election, 35,548 electors cast their ballots, with 27,441 voters (77%) voting in favor of its adoption and 8,107 voters (23%) in opposition.

Presently, the office of Secretary of State is authorized in Article V, Section 2, of the North Dakota Constitution (as amended by the voters on June 11, 1996, and as amended by the voters on June 13, 2000). The duties of the Secretary of State are defined in various parts of the state's constitution, in numerous state statutes, and within the agency's administrative rules.

In the state's constitution, the duties of the Secretary of State appear in Article III, related to the initiative and referral powers of the people; Article IV, Section 12, related to selecting the elected person by a toss of a coin if two or more legislative candidates have an equal and highest number of votes; Article IV, Section 13, related to the filing of legislative bills; Article V, Section 5, related to the term of office for the Secretary of State; Article V, Section 11, related to succession in the event of a vacancy in the office of Governor and Lieutenant Governor; Article IX, Section 3, related to membership on the Board of University and School Lands; and Article X, Section 17, related to the certificates regarding bonds or evidence of indebtedness on the part of the state.

In the North Dakota Century Code (state law), the general duties of the Secretary of State are established in Chapter 54-09; in Title 10 as they pertain to various business structures, e.g., registered agents, corporate and limited liability company farming, electric cooperative corporations, cooperative associations, business corporations, development corporations, venture capital corporations, community development corporations, professional organizations, limited liability companies, nonprofit corporations, real estate investment trusts, and publicly traded corporations; in Title 16.1 as they relate to elections; in Title 35 as they relate to liens, e.g., agister's, agricultural processor's, and agricultural supplier's; in Title 41 as they relate to the uniform commercial code; in Chapter 43-07 related to contractors; in Chapter 43-54 related to home inspectors; in Chapter 43-55 related to professional employer organizations; in Title 45 as they pertain to general partnerships, limited partnerships, limited liability partnerships, and limited liability limited partnerships; in Chapter 47-22 related to trademarks; in Chapter 47-25 related to trade names; in Chapter 50-22 related to charitable solicitation; in Chapter 53-01 related to commissioner of combative sports, i.e., boxing and mixed fighting styles; in Section 54-02-01 related to the state's Great Seal; in Chapter 54-05.1 related to lobbying of the legislature and Governor; and in various other sections related to miscellaneous duties.

Under both the provisions of the Constitution and the North Dakota Century Code, the Secretary of State serves on the following boards, commissions, and advisory committees:

Board of University and School Lands (North Dakota Constitution, Article IX, Section 3)

Emergency Commission (also serves as secretary of the commission) (N.D.C.C. § 54-16-01)

State Historical Board (N.D.C.C. § 55-01-01)

State Canvassing Board (N.D.C.C. § 16.1-15-33)

Theodore Roosevelt Rough Rider Award (N.D.C.C. § 54-02-07)

Chapter Two

Term of Office and Listing of Secretaries

When the North Dakota Constitution was adopted in 1889, the term of the office for the Secretary of State was two years in length. Beginning in 1965, along with several other constitutional statewide elected officials, the term of office for the Secretary of State was extended to four years. This change occurred when voters approved Measure #5, which appeared on the ballot in the June 30, 1964 election. In that election, 115,393 electors cast their ballots with 60,099 voters (52%) voting in favor of the measure and 55,294 voters (48%) in opposition.

The next change in the term of office occurred on June 13, 2000, when the voters approved Measure #2. This measure moved the election of four constitutional offices (Secretary of State, Attorney General, Tax Commissioner, and Commissioner of Agriculture) to the non-presidential election year cycle. To establish the new cycle, these four constitutional offices were elected to a term of two years in the 2004 general election. In the 2006 general election and every four years thereafter, these four positions reverted to a term of four years. The vote for Measure #2 in 2000 was 49,391 voters (62%) voting in favor of the change and 30,431 voters (38%) in opposition to the change.

North Dakota Secretaries of State

John Flittie	1889-1892
Christian M. Dahl	1893-1896
Fred Falley	1897-1900
Edward F. Porter	1901-1906
Alfred Blaisdell	1907-1910
Patrick D. Norton.....	1911-1912
Thomas Hall *.....	1913-1924
Robert Byrne	1925-1934
James D. Gronna.....	1935-1940
Herman Thorson	1941-1942
Thomas Hall *.....	1943-1954
Ben Meier.....	1955-1988
Jim Kusler	1989-1992
Alvin A. Jaeger	1993-present

* Served at two different times

Additional information regarding previous Secretaries may be obtained from the 1989, 1995, 1997-1999, 1999-2001, 2001-2003, 2003-2005, 2005-2007, 2007-2009, 2009-2011, 2011-2013, 2013-2015, 2015-2017, and 2017-2019 editions of the *North Dakota Blue Book*. They are available for viewing and searching on the Secretary of State's website at sos.nd.gov.

Chapter Three

Duties of Office

The following duties for the Secretary of State are prescribed in Chapter 54-09 and other sections of the North Dakota Century Code:

1. Custodian of the Great Seal of North Dakota and other original state documents;
2. Attest the signature of the Governor on official acts and maintain a register for them;
3. Serve as a member of, and secretary to, the Emergency Commission; a member of the Board of University and School Lands; a member of the State Historical Board; and a member of, and secretary to, the State Canvassing Board (elections);
4. Concur with the Governor's selection for the Theodore Roosevelt Rough Rider Award;
5. Serve as the Commissioner of Combative Sports governing boxing and mixed fighting style events;
6. Distribute the North Dakota Century Code, the North Dakota Administrative Code and its supplements, and the North Dakota Session Laws books;
7. Biennially publish and distribute the *North Dakota Blue Book*;
8. Receive and file original copies of legislative bills and resolutions;
9. Distribute copies of legislative resolutions as prescribed by law and as directed by the legislature;
10. Serve as the state's chief election officer;
11. Prescribe the form and content of statewide election ballots;
12. File campaign finance disclosure statements of statewide candidates, political parties, district political parties, political committees, political action committees (PAC), measure committees, sponsoring committees, and independent expenditures;
13. Certify the names of persons elected to each chamber of the Legislative Assembly;
14. Receive and file petitions for initiated, constitutional, and referred measures;
15. Receive candidate filings from individuals seeking statewide, legislative, or judicial office;
16. File oaths of office for legislative, judicial, and executive officials;
17. Issue certificates of registration to lobbyists;
18. License contractors, and register charitable organizations and home inspectors;
19. Commission notaries public;
20. Complete service of process as required by law;
21. File uniform commercial code (UCC) documents, various agricultural liens, and other miscellaneous liens;
22. Maintain the central indexing system;
23. Administer the Registered Agents Act;
24. Register trademarks and trade names, fictitious partnership name certificates, real estate investment trusts, limited partnerships, limited liability partnerships, limited liability limited partnerships, and professional employer organizations;
25. File and record articles of incorporation related to domestic and foreign business corporations, publicly traded corporations, domestic and foreign nonprofit corporations, state banks, credit unions, lodges and fraternal organizations, mutual aid cooperatives, and cooperatives;
26. File and record articles of organization related to domestic and foreign limited liability companies;
27. Receive annual reports from various business entities as prescribed by state law; and
28. Keep records of organized cities as prescribed by law.

Chapter Four

Office of the Secretary of State

Mission Statement

This office will:

Serve the people of the State of North Dakota and its guests.

Execute with integrity the duties required by the North Dakota Constitution and the North Dakota Century Code.

Collect and preserve the records of the State as defined by the law.

Act as an ambassador for the State of North Dakota, its people, and its way of life.

This mission will be dispatched effectively, efficiently, expeditiously, courteously, and with financial responsibility.

(Adopted 1993)

Chapter Five (A)

Organization of Office

As provided for in the North Dakota Constitution, the Secretary of State has an overall responsibility to execute the duties and functions of the office. To assist, the Secretary of State may appoint a Deputy (N.D.C.C. §§ 44-03-01 and 1-01-11). In addition, the Secretary of State is authorized to hire one principal assistant (N.D.C.C. § 54-44.3-20(1)). The positions of Deputy and Executive Assistant are non-classified positions and the appointees serve at the will of the Secretary.

The Secretary appointed Jim Silrum, Deputy Secretary of State, effective November 17, 2003.

Kim N. Shaw was appointed August 1, 1995 as the Secretary of State's Executive Assistant.

The organizational structure for the office divides the functional duties of the office into several operating units. During the biennium, the office was authorized 31 classified full-time employees and three (including the Secretary of State) non-classified full-time employees. It is also authorized one full-time position, which is federally funded, to assist with the administration of the Help America Vote Act of 2002 and election-related duties. The units are as follows:

Accounting/Notary Unit

Business Registration Unit

Business Information Unit

Central Indexing Unit

Communications and Information Unit

Elections Unit

Licensing Unit

Chapter Five (B)

Personnel in the Office of the Secretary of State

(As of June 30, 2017)

Alvin (Al) A. Jaeger
Secretary of State

Jim Silrum
Deputy Secretary of State

Kim Shaw
Executive Assistant

Directors

Renae Bloms
Accounting Director
John Arnold
Elections Director
Barbara Siegel
Business Services Director

Business Registration Unit

Leann McCowan
Business Registration Unit Lead
Tina Triebwasser
Business Registration Specialist
Sandi Kopp
Business Registration Specialist
Barbara Plum
Business Registration Specialist
Nicole Fitzgerald
Business Registration Specialist
Nancy Schlosser
Business Services Representative
Traci Fiske
Business Registration Specialist

Business Information Unit

Darcy Hurley
Business Information Unit Lead
Reyne White
Business Reporting Associate
Julie Fredericksen
Business Information Associate
Allison Schumacher
Business Information Associate
Rita Fidram
Business Information Associate
Wendy Masset
Business Information Associate

Accounting/Notary Unit

Shelia Goehring
Payroll and Accounting Specialist
Charlotte Zander
Notary and Accounting Specialist
Jami Beaty
Accounting Specialist

Central Indexing Unit and Licensing Unit

Lori Feldman
Central Indexing/Licensing Unit Lead
Shereé Wagner
Licensing Specialist
Marietta Herman
Licensing Specialist
Vicky Miner
Licensing Specialist
Cynthia Ortega
Licensing Specialist
Tiffany Dengel
Central Indexing Specialist

Communications and Information Unit

Beth Herzog
Public Information Specialist/Notary Administrator
Justin Anderson
Information Management Administrator

Elections Unit

Lee Ann Oliver
Elections Specialist
Rachel Gerhardt
Election Administration System Manager

Chapter Six (A)

Appropriations

During the 1991-1993 biennium, the budget for the Secretary of State included appropriations for both General Funds and Special Funds. Although appropriations for a Special Fund are based on projected revenue, the expenditures from the fund cannot exceed the actual amount of revenue received. In the 1991-1993 biennium, the agency's Special Fund was directly related to the operations of the Central Indexing System (CIS).

The 1993 Legislative Assembly eliminated the CIS Special Fund from the Secretary of State's budget when approving the agency's appropriation for the 1993-1995 biennium. Consequently, the agency was totally funded with General Fund dollars, which was continued in the appropriations approved for the agency by the 1995 and 1997 Legislative Assemblies.

Subsequently, the 1999 Legislative Assembly approved the creation of a special fund identified as the General Services Operating Fund for the agency beginning with the 1999-2001 biennium (1999 Session Laws, Chapter 24). The creation of this fund allowed the Secretary of State's office to retain revenue received from the sale of services and products provided by the agency's Central Indexing, Business Registration, and Business Information Units (N.D.C.C. § 54-09-08). At the end of each biennium, the Secretary of State transfers any unobligated revenue more than \$75,000 from the agency's General Services Operating Fund to the state's General Fund, unless designated otherwise by the legislature.

Legislative Appropriation

The 2015 64th Legislative Assembly's appropriation for the Secretary of State's office for the 2015-2017 biennium was contained in House Bill 2002. The gross total appropriated line items in effect on July 1, 2015 were as follows:

	<u>Amount Appropriated</u>
<u>Subdivision 1</u>	
Salaries and Wages	\$ 4,903,514
Operating Expenses	5,733,295
Petition Review	8,000
Election Reform	<u>2,703,535</u>
Subtotal for Subdivision 1	\$ 13,348,344
<u>Subdivision 2</u>	
Public Printing (see Chapter 13).....	<u>320,500</u>
(General Funds – \$320,500)	
Gross Spending Authority.....	\$ <u>13,668,844</u>
Appropriation by Source – General Fund	\$10,085,308
Appropriation by Source – Federal Fund	1,508,535
Appropriation by Source – Special Fund	<u>2,075,001</u>
Total Funding by Source.....	\$ <u>13,668,844</u>

Adjustments Made to Original Appropriation During Biennium

Adjustment #1 – According to the provisions of N.D.C.C. § 54-09-08, the Secretary of State’s office could carry over the balance of the general services operating fund up to \$75,000. Therefore, the operating line was increased by \$75,000.

Adjustment #2 – According to House Bill 2002, Section 3 Exemption, the unexpended and unobligated balance in the Secretary of State’s general services operating fund is not subject to the provisions of N.D.C.C. § 54-09-08 and is available to be expended for the migration project. Therefore, the operating line was increased by \$164,005.61.

Adjustment #3 – According to the provision of N.D.C.C. § 54-44.1-11, subsection 6, the Secretary of State’s office could carry over the remaining balance of the funds allocated for the central indexing project (\$257,022) and the business process modeling project (\$290,206.50). Therefore, the operating line was increased by \$547,228.50.

Adjustment #4 – On June 27, 2016, the Emergency Commission approved Request #1880 to transfer spending authority from the operating line to the salary line in the amount of \$208,000.

Adjustment #5 – On June 27, 2016, the Emergency Commission approved request #1881 to increase the spending authority of the general services operating fund by \$150,000.

Adjustment #6 – On September 21, 2016, the Emergency Commission approved Request #1886 to increase the spending authority in the petition review line by \$2,000.

Adjustment #7 – On September 29, 2016, the Emergency Commission approved request #1887 to increase the spending authority of the general services operating fund by \$200,000.

Adjustment #8 – Due to general fund revenue shortfalls, state agencies were required to reduce general funds by an 4.05%, which resulted in a total reduction of \$408,455 (\$378,000 from the operating line and \$30,455 from the public printing line).

Adjustment #9 – Due to general fund revenue shortfalls, state agencies were required to reduce general funds by an additional 2.5%, which resulted in an additional \$252,133 reduction from the operating line.

Agency Appropriation After Preceding Adjustments

	<u>Amount Appropriated</u>
<u>Subdivision 1</u>	
Salaries and Wages.....	\$ 5,111,514
Operating Expenses	5,666,190
Petition Review	10,000
Election Reform	2,703,535
Business Process Modeling Services.....	<u>290,206</u>
Subtotal for Subdivision 1	\$ 13,781,445
<u>Subdivision 2</u>	
Public Printing (see Chapter 13).....	<u>290,045</u>
(General Funds – \$290,045)	
Gross Spending Authority.....	<u>\$ 14,071,490</u>

Appropriation by Source – General Fund	\$ 9,973,948
Appropriation by Source – Federal Fund	1,508,535
Appropriation by Source – Special Fund	2,589,007
Total Funding by Source.....	<u>\$ 14,071,490</u>

Chapter Six (B)

Revenue

The Office of the Secretary of State generates revenue for the state's General Fund and its General Services Operating Fund in a variety of ways. The specific manner by which revenue is generated has been summarized in the several chapters contained within this report relating to the various units within the office. For the biennium covered by this report, the revenue was as follows:

General Fund Revenue

Administration.....	\$	3,990
Business Registration/Information.....		9,285,251
Central Indexing System		618,485
Elections		2,189
Licensing		<u>2,570,650</u>
Subtotal	\$	12,480,565

General Services Operating Fund Revenue

Business Registration/Information.....	\$	248,100
Central Indexing System		688,445
Licensing		<u>574,275</u>
Subtotal	\$	1,510,820

Combined Subtotals \$ 13,991,385

Public Printing (see Chapter 13) \$ 5,893

Subtotal 5,893

Gross Revenue..... \$ 13,997,278

Chapter Six (C)

Expenditures

	<u>Adjusted</u> <u>Appropriation</u>	<u>Expenditures</u>	<u>Balance</u> <u>Remaining</u>	<u>Unspent</u> <u>Percentage</u> <u>of Subtotal #1</u>
<u>Subdivision 1</u>				
Salaries	5,111,514	4,879,231	232,283	5%
Operating Expenses	5,666,190	3,162,685	2,503,505	44%
Petition Review.....	10,000	8,594	1,406	14%
Election Reform.....	2,703,535	1,888,519	815,016	30%
Business Process Modeling	290,206	290,206	0	0%
Subtotal	<u>\$ 13,781,445</u>	<u>\$ 10,229,235</u>	<u>\$ 3,552,210</u>	
Expenditures by Funding Source				
General Funds.....	9,683,903	7,486,563	2,197,340	23%
Special Funds.....	2,589,007	1,617,433	971,574	38%
Federal Funds	1,508,535	1,125,239	383,296	25%
Subtotal	<u>\$ 13,781,445</u>	<u>\$ 10,229,235</u>	<u>\$ 3,552,210</u>	
<u>Subdivision 2 – General Funds</u>				
Public Printing (See Chapter 13)...	<u>\$ 290,045</u>	<u>\$ 256,337</u>	<u>\$ 33,708</u>	12%
Subdivisions 1 and 2				
Gross Total Expenditures	<u>\$ 14,071,490</u>	<u>\$ 10,485,572</u>	<u>\$ 3,585,918</u>	

Funds Returned to State's General Fund

On June 30, 2017, the agency had a remaining gross total of \$2,231,048.48 in unexpended general fund appropriated dollars. Of this amount, \$2,197,340 was carried over to the 2017-2019 biennium to support the Secretary of State's ongoing technology project for the business and licensing system.

The agency's gross total return to the state's general fund from its 2015-2017 appropriation was \$33,708.48, which was the remaining balance for Public Printing in Subdivision 2.

Chapter Six (D)

SUMMARY OF REVENUE, APPROPRIATIONS, AND EXPENDITURES - BIENNIAL HISTORY

	2005-2007	2007-2009	2009-2011	2011-2013	2013-2015	2015-2017
REVENUE – General Fund						
Administration	\$ 5,936	\$ 5,141	\$ 3,575	\$ 100	\$ 2,999	\$ 3,990
Business Registration	4,108,520	4,674,201	5,376,656	7,484,382	8,089,666	9,285,251
Central Indexing UCC/CNS..	1,595,530	1,536,360	1,676,308	1,887,220	1,874,546	618,485
Licensing	1,098,565	1,198,373	1,463,473	2,392,181	2,273,804	2,570,650
Elections	6,634	18,507	9,887	10,689	504	2,189
Subtotal.....	<u>\$ 6,815,185</u>	<u>\$ 7,432,582</u>	<u>\$ 8,529,899</u>	<u>\$11,774,572</u>	<u>\$12,241,519</u>	<u>\$ 12,480,565</u>
REVENUE – General Services Operating Fund						
Business Registration/Info ...	\$ 134,290	\$ 136,085	\$ 133,724	\$ 191,084	\$ 216,174	\$ 248,100
Central Indexing	318,229	361,863	380,866	408,361	442,103	688,445
Licensing	1,926	1,424	1,118	2,369	6,422	574,275
Elections.....	0	17,125	0	0	0	0
Subtotal	<u>\$ 454,445</u>	<u>\$ 516,497</u>	<u>\$ 515,708</u>	<u>\$ 601,814</u>	<u>\$ 664,699</u>	<u>\$ 1,510,820</u>
Public Printing (General Fund)	19,383	15,728	13,153	8,159	10,892	5,893
Total Revenue	<u>\$ 7,289,015</u>	<u>\$ 7,964,807</u>	<u>\$ 9,058,760</u>	<u>\$12,384,545</u>	<u>\$12,917,110</u>	<u>\$ 13,997,278</u>
APPROPRIATIONS						
Salaries	\$ 2,354,114	\$ 2,716,079	\$ 3,262,138	\$ 4,089,343	\$ 4,496,054	\$ 5,111,514
Operating Expenses.....	2,174,561	2,981,097	3,274,450	5,797,515	4,893,972	5,666,190
Capital Assets	15,000	0	0	0	10,000	0
Petition Review	8,000	8,000	8,000	23,000	15,000	10,000
Election Reform.....	9,684,728	5,520,000	8,712,528	6,206,812	5,169,658	2,703,535
BND Loan.....	0	2,920,000	3,400,698	0	0	0
Technology Carryover.....	0	0	0	78,000	0	0
Business Process Modeling.....	0	0	0	0	400,000	290,206
Subtotal.....	<u>\$14,236,403</u>	<u>\$14,145,176</u>	<u>\$18,657,814</u>	<u>\$16,194,670</u>	<u>\$14,984,684</u>	<u>\$ 13,781,445</u>
Public Printing	327,000	303,500	337,000	310,000	320,500	290,045
Total Appropriations	<u>\$14,563,403</u>	<u>\$14,448,676</u>	<u>\$18,994,814</u>	<u>\$16,504,670</u>	<u>\$15,305,184</u>	<u>\$ 14,071,490</u>
EXPENDITURES						
Salaries	\$ 2,343,512	\$ 2,691,506	\$ 3,240,403	\$ 3,939,755	\$ 4,481,326	\$ 4,879,231
Operating Expenses.....	2,174,211	2,966,557	2,905,002	4,343,000	4,375,450	3,162,685
Capital Assets	14,044	0	0	0	10,000	0
Petition Review	4,411	7,795	5,146	22,369	15,000	8,594
Election Reform.....	5,716,341	2,009,364	2,574,673	2,263,394	3,037,557	1,888,519
Technology Carryover.....	0	0	0	78,000	0	0
Business Process Modeling.....	0	0	0	0	109,793	290,206
Subtotal	<u>\$10,252,519</u>	<u>\$ 7,675,222</u>	<u>\$ 8,725,225</u>	<u>\$10,646,518</u>	<u>\$12,029,126</u>	<u>\$ 10,229,235</u>
Public Printing	243,837	266,465	292,201	261,500	258,472	256,337
Total Expenditures.....	<u>\$10,496,356</u>	<u>\$ 7,941,687</u>	<u>\$ 9,017,426</u>	<u>\$10,908,018</u>	<u>\$12,287,598</u>	<u>\$ 10,485,572</u>

Chapter Six (E)

Audit

On May 4, 2017, the Office of the State Auditor transmitted to this office the results of a financial and compliance audit for the two-year period ending June 30, 2016. The State Auditor made the following findings and recommendations (both the questions and the auditor's answers (italicized) are quoted directly from the report):

Responses to Legislative Audit and Fiscal Review Committee (LAFRC) Audit Questions

1. What type of opinion was issued on the financial statements? *Financial statements were not prepared by the Office of the Secretary of State in accordance with generally accepted accounting principles so an opinion is not applicable. The agency's transactions were tested and included in the state's basic financial statements on which an unmodified opinion was issued.*
2. Was there compliance with statutes, laws, rules, and regulations under which the agency was created and is functioning? *Yes*
3. Was internal control adequate and functioning effectively? *Yes*
4. Were there any indications of lack of efficiency in financial operations and management of the agency? *Other than our work addressing the Contractor Licensing Process (page 18) there were no indications of lack of efficiency in financial operations and management of the Office of the Secretary of State.*
5. Has action been taken on findings and recommendations included in prior audit reports? *There were no recommendations included in the prior audit report.*
6. Was a management letter issued? If so, provide a summary below, including any recommendations and the management responses. *Yes, a management letter was issued and is included on page 20 of this report, along with management's response.*

LAFRC Audit Communications

1. Identify any significant changes in accounting policies, any management conflicts of interest, any contingent liabilities, or any significant unusual transactions. *There were no significant changes in accounting policies, management conflicts of interest, contingent liabilities, or significant unusual transactions.*
2. Identify any significant accounting estimates, the process used by management to formulate the accounting estimates, and the basis for the auditor's conclusions regarding the reasonableness of those estimates. *The Office of the Secretary of State's financial statements do not include any significant accounting estimates.*
3. Identify any significant audit adjustments. *Significant audit adjustments were not necessary.*
4. Identify any disagreements with management, whether or not resolved to the auditor's satisfaction relating to a financial accounting, reporting, or auditing matter that could be significant to the financial statements. *None.*
5. Identify any serious difficulties encountered in performing the audit. *None.*
6. Identify any major issues discussed with management prior to retention. *This is not applicable for audits conducted by the Office of the State Auditor.*
7. Identify any management consultations with other accountants about auditing and accounting matters. *None.*
8. Identify any high-risk information technology systems critical to operations based on the auditor's overall assessment of the importance of the system to the agency and its mission, or whether any exceptions identified in the six audit report questions to be addressed by the auditors are directly related to the operations of an information technology system. *ConnectND Finance, Human Resource Management System (HRMS), and the AS400 (Business Registration and Accounting System) are high-risk information technology systems critical to the Office of the Secretary of State.*

Chapter Seven

Accounting/Notary Unit

The unit is responsible for the accounting and payroll functions of the agency, the commissioning of notaries public, and the issuance of certifications and apostilles (for countries included in The Hague Convention).

Notaries Public

The Secretary of State commissions notaries public under N.D.C.C., Chapter 44-06.1 due to the adoption by the 2011 62nd Legislative Assembly of House Bill 1136 (2011 Session Laws, Chapter 334), which created an entirely new chapter in the Century Code related to notarial acts. It was based on a recommended uniform law draft from the National Conference of Commissioners on Uniform State Laws. North Dakota was the first state to adopt it. The bill became effective August 1, 2011.

Notaries may administer oaths and perform all other duties required by law anywhere within the state. A notary public must be at least 18 years of age; be a United States citizen; and be a state resident, have a place of employment in North Dakota, or reside in a county that borders North Dakota and which is in a state that extends reciprocity to a notary public who resides in a border county of this state. There were 15,422 notary commissions in effect on June 30, 2017. During the biennium, there were 5,013 new or renewal commissions issued. To educate and maintain contact, the *Notary Notes* newsletter was mailed to the notaries in September 2015 and October 2016.

Prior to August 1, 2017, the term of office for a notary public was six years. During the 65th Legislative Assembly, House Bill 1316 (2017 Session Laws, Chapter 313) was introduced and passed by the legislature, which changed the term for a notary public commission from six years to four years.

Apostille

Most often, an apostille is issued by the Secretary of State to confirm the commission of notaries public. This certificate is attached to documents intended for use in foreign countries that are part of The Hague Convention. It certifies the authenticity of the signature and the capacity in which the person signing the document has acted. During the biennium, the Secretary of State completed 1,233 apostille requests.

Chapter Eight

Licensing Unit

This unit has a multitude of responsibilities and duties. They range from filing documents of the legislature to the regulation of boxing and mixed fighting style events. Most of the revenue generated by this unit is from the collection of fees related to the issuance of contractor licenses, registration of charitable organizations, and registration of lobbyists. The details of these functions are as follows:

Commissioner of Combative Sports (formerly State Athletic Commissioner)

According to Chapter 53-01 of the state's Century Code, the Secretary of State is the commissioner of combative sports and administers matters relating to the regulation of boxing, kickboxing, sparring, and, as of July 1, 2005, mixed fighting style competition. The Secretary of State may appoint a commission of combative sports to assist and advise the commissioner in the administration of the duties of the position.

The commission of combative sports has nine members. They are appointed by the Secretary of State and have terms of three years. Each year, three members are newly appointed or reappointed to the board. This process provides for continuity from year-to-year as the members assist and advise the commissioner.

The first state athletic commission was created by the legislature in 1935 with House Bill 213 (1935 Session Laws, Chapter 91). The commission included the Commissioner of Labor and Agriculture, a practicing physician and a practicing attorney appointed by the Governor. Interestingly, the law was specific in stating that not only were the appointees to be citizens of the state, but also of good moral character.

Over the years, the law was changed very little. Then, in 1967, the position of Commissioner of Labor and Agriculture was divided into two separate statewide offices with the Commissioner of Agriculture retaining the duties relating to the athletic commission.

Four years later, in 1971, the Legislative Assembly adopted Senate Bill 2078 and transferred the duties of the athletic commissioner to the Secretary of State and eliminated the three-person athletic commission (1971 Session Laws, Chapter 484). However, at the same time, the provisions of the law were such that they did not apply to boxing exhibitions where the net proceeds of the event were devoted to charitable purposes. Consequently, while the law was again modified in 1987 by House Bill 1074 (1987 Session Laws, Chapter 607) and in 1989 by Senate Bill 2184 (1987 Session Laws, Chapter 609), most boxing exhibitions were promoted on behalf of charitable purposes. Therefore, there was no state oversight.

However, that changed in 1991 when major changes were made to the laws governing boxing. In that year, the 52nd Legislative Assembly adopted Senate Bill 2411 (1991 Session Laws, Chapter 543), which became effective July 1, 1991. With its passage, the duties of the athletic commissioner became much more defined. The law also allowed for the creation of an athletic advisory board and allowed for a much better response and regulation to the growing boxing activity that was taking place within the state of North Dakota. Since one of the major duties of the athletic commissioner is to ensure the safety of the boxers, the restructured law made those duties easier to administer.

During the 2011 62nd Legislative Assembly, Senate Bill 2286 was adopted (2011 Session Laws, Chapter 377), which became effective August 1, 2011. The bill changed the title of the position from the state athletic commissioner to the commissioner of combative sports, along with changing the name of the athletic advisory board to the commission of combative sports.

Revenue from the issuing of licenses related to the duties of the commissioner is deposited into a special fund as provided for in Section 53-01-09 of the North Dakota Century Code. Licenses are issued to the participants, referees, judges, cornerpersons, managers, ringside officials, and promoters. The fees collected were amended July 1, 2016 and range from \$25 for a participant to \$250 for a promoter.

During the 2015-2017 biennium, 64 licenses were issued related to the regulation of boxing events.

The following boxing exhibitions were held during the biennium (date, location, and promoter).

August 14, 2015 – Williston, Quicksilver Hill Promotions LLC
April 1, 2017 – Grand Forks, Quicksilver Hill Sports and Entertainment LLC
June 8, 2017 – Bismarck, Quicksilver Hill Sports and Entertainment

During the 2005 59th Legislative Assembly, Senate Bill 2356 (2005 Session Laws, Chapter 464) was adopted, which resulted in a significant addition to the duties of the state athletic commissioner (now commissioner of combative sports). The legislation authorized “mixed fighting style competition” and as defined in the law “means an advertised or professionally promoted exhibition or contest for which any type of admission fee is charged and in which the participants who inflict or employ kicks, punches, blows, holds, and other techniques to injure, stun, choke, incapacitate, or disable an opponent. The techniques may include a combination of boxing, kickboxing, wrestling, grappling, or other recognized martial arts.” Although legally described as mixed fighting style, the common vernacular reference is mixed martial arts.

The legislation authorized an advisory board, similar in structure to the boxing advisory board, to advise the athletic commissioner specifically on mixed fighting style competition. As adopted in the legislations, these competitions could only occur upon adoption of administrative rules. To make sure the rules were the very best they could be, a working group of individuals knowledgeable in the sport and the Secretary of State’s office drafted the rules over a period of several months. The rules, Chapter 72-02.2-02 of the North Dakota Administrative Code, were approved and became effective on October 1, 2006. The first mixed fighting style event under the new law and rules was held on October 7, 2006 at the Bismarck Civic Center.

During the 2015-2017 biennium, 107 licenses were issued related to the regulation of mixed martial arts.

The following mixed fighting styles events were held during the biennium (date, location, and promoter):

August 28, 2015 – Williston, Prize Fighting Championships
December 5, 2015 – Fargo, Dakota Fighting Championships LLC

Contractors

According to Section 43-07-02 of the North Dakota Century Code, any person who engages in the business or is acting in the capacity of a contractor within the state is first required to obtain a license from the Secretary of State. Prior to April 15, 2015, this law applied to any single contract or subcontract where the cost, value, or price exceeded the sum of \$2,000. However, the 2015 64th Legislative Assembly adopted Senate Bill 2188 (2015 Session Laws, Chapter 290), which increased this amount to \$4,000 and contained an emergency clause causing the bill to become effective on April 15, 2015. Failure to obtain a contractor’s license before commencing contracting related jobs may result in a referral for criminal prosecution to the State’s Attorney in the jurisdiction where the violation was committed or action commenced by the North Dakota Attorney General.

By law, a contractor is defined as any person who is engaged in the business of construction, repair, alteration, dismantling, or demolition of bridges, highways, roads, streets, buildings, airports, dams, drainage or irrigation ditches, sewers, water or gas mains, water filters, tanks, towers, oil, gas or water pipelines, and every other type of structure, project, development, or improvement coming within the definition of real or personal property, including the construction, alteration, or repair of property to be held either for sale or rental, and shall include subcontractor, public contractor, and nonresident contractor. There were 10,408 contractor licenses in effect on June 30, 2017.

There are four classes of contractor licenses. Senate Bill 2278 (2015 Session Laws, Chapter 291), as passed by the 2015 64th Legislative Assembly, increased the contract amounts per job for each class of license. A holder of a Class A license continued to not be subject to a limitation as to the value of any single contract project. The contact limit for Class B holders was increased so that license holders cannot have a single contract on a project having a value more than \$500,000. For holders of a Class C license, the limit was increased to \$300,000 and Class D licenses to \$100,000. Senate Bill 2278 also increased the

license application fee for the four classes of contractor licenses, which had not been changed since 1993. New license application fees were changed to: Class A – \$450; Class B – \$300; Class C – \$225; and Class D – \$100.

Contractor licenses must be renewed by March 1 of each year. Senate Bill 2278 increased the annual renewal fees to: Class A – \$90; Class B – \$60; Class C – \$45; and Class D – \$30. Penalties are assessed if the license is not renewed by the due date. One late filing fee of \$50 for all classes of licenses was established by Senate Bill 2278. If the license is not renewed within ninety days after the renewal date, a contractor must apply again for a new license.

Charitable Solicitation

Chapter 50-22 of the North Dakota Century Code governs charitable organizations soliciting contributions and professional fundraisers. The 2003 58th Legislative Assembly adopted Senate Bill 2341 (2003 Session Laws, Chapter 419), which became state law on July 1, 2003, the beginning of the biennium. Working in collaboration with the Attorney General's office, the bill represented a major rewrite and reformatting of the state's law related to charitable solicitation. A major process change was the switch from licensing to the registration of charitable organizations. In addition, the bill gave the Attorney General expanded enforcement tools to pursue violators of the law. Unless a charitable organization or professional fundraiser is first registered with the Secretary of State, the charitable organization or professional fundraiser may not solicit contributions from persons in North Dakota by any means.

Among other requirements, there is an organization registration fee of \$25 and a required financial statement. Each year, the organization must file an annual report, along with a \$10 fee, itemizing, among other categories, revenue, management costs, program services, cost of fundraising, names of professional fundraisers, cost of public education, and employee compensation.

Duties of the State

The Office of the Secretary of State has the following duties relating to state functions:

- The office records and retains all books, records, deeds, parchments, maps, and papers deposited with the Secretary of State as mandated in the law.
- The Secretary of State attests the official signature of the Governor upon all executive orders, appointments, and other public instruments and then affixes the Great Seal of the state of North Dakota.
- The office maintains a registry of the official acts of the Governor, including proclamations, appointments, executive orders, extraditions, and writs. During the biennium, there were 472 filings of official acts of the Governor.
- The office maintains a record of all conveyances of property made to the state.
- The office files oaths of office and statements of interest of the appointees of the Governor.

Legislative Duties

The Office of the Secretary of State has the following legislative duties:

- Retains two sets of the legislative journals of each house, certifies their receipt, and forwards the additional journals as mandated by legislative rule;
- Receives, records, and stores all books, bills, resolutions, documents, and papers of the legislature as provided for in the law;
- Provides members of the Legislative Assembly with all public documents as provided for in the law, including the North Dakota Century Code and its supplements, session laws of the last legislative session, journals of the last legislative session, the North Dakota Administrative Code and its supplements, and the *North Dakota Blue Book* when it is published;
- Provides members of the Legislative Assembly and legislative committees with copies of any public documents on file with the Secretary of State;
- Distributes laws, resolutions, or other documents of the Legislative Assembly;
- Retains the acts and resolutions of the Legislative Assembly until such time the law allows, then transfers to the State Historical Society;
- Performs such other duties as may be assigned by the Legislative Assembly.

For the 2017 65th Legislative Assembly, the Secretary of State filed 232 legislative bills originating in the House of Representatives and 211 bills originating in the Senate. Also filed were 20 House Concurrent Resolutions and 6 Senate Concurrent Resolutions, along with a Memorial Resolution from each chamber. The session convened January 3, 2017, and adjourned April 27, 2017.

Lobbyist Registration

According to Section 54-05.1-03 of the North Dakota Century Code, any person who engages in lobbying must first register with the Secretary of State and be given a distinctive lobbyist identification badge. The state's lobbying laws are all inclusive as to who must register as a lobbyist. Any person who, in any manner whatsoever, directly or indirectly, performs any of the following must register as a lobbyist:

- Attempts to secure the passage, amendment, or defeat of any legislation by the Legislative Assembly or the approval or veto of any legislation by the Governor of the state.
- Attempts to influence decisions made by the Legislative Management or by an interim committee of the Legislative Management.

The registration requirement does not apply to the following individuals. All others must register.

- A legislator.
- A private citizen appearing on the citizen's own behalf.
- An employee, officer, board member, volunteer, or agent of the state or its political subdivisions whether elected or appointed and whether or not compensated, who is acting in that person's official capacity.
- An invited guest of the chairman of the Legislative Management, an interim committee of the Legislative Management, or a standing committee of the Legislative Assembly to appear before the Legislative Management, interim committee, or standing committee for the purpose of providing information.
- An individual who appears before a legislative committee for the sole purpose of presenting testimony on behalf of a trade or professional organization or a business or industry if the individual is introduced to the committee by the registered lobbyist for the trade or professional organization or the business or industry.

Each individual registered lobbyist must also file a detailed report, including a statement as to each expenditure, if any, of sixty dollars or more expended on any single occasion on any individual, including the spouse or other family member of a member of the legislative assembly or the governor, in carrying out the lobbyist's work or include a statement that no reportable expenditures were made during the reporting period. There is no filing fee if the report is filed after July 1 and on or before August 1. After August 1, a \$25 late filing fee is assessed if the report is filed on or before October 1. For reports filed after October 1, the late filing penalty increases to \$50.

When registering as a lobbyist, the registrant must give his or her full name, address, and the name and address of each person or persons, corporation, association, group, or organization on whose behalf he or she will appear. The registrant must also provide a lobbyist authorization from those he or she represents.

There were 239 lobbyists registered for the registration period July 1, 2015 to June 30, 2016, representing 456 organizations. From July 1, 2016 through June 30, 2017, there were 527 lobbyists registered representing 919 organizations. More lobbyists are registered during the twelve-month registration period that includes a legislative session.

Miscellaneous Duties

Athlete Agents: During the 2003 Legislative Assembly, Senate Bill 2157 (2003 Session Laws, Chapter 81) was adopted. This bill enacted the Uniform Athlete Agents Act, which comprises Chapter 9-15.1 of the North Dakota Century Code. House Bill 1212 (2017 Session Laws, Chapter 79) was adopted by the 2017 Legislative Assembly. This bill enacted the Revised Athlete Agents Act, which repealed Chapter 9-15.1 of the North Dakota Century Code and created and enacted Chapter 9-15.2 of the North Dakota Century Code. The bill went into effect on August 1, 2017.

By law, an athlete agent is an individual who enters an agency contract with a student-athlete or recruits or solicits a student-athlete to enter an agency contract. An athlete agent includes an individual who represents to the public that the individual is an athlete agent, but does not include a spouse, parent, sibling,

grandparent, or guardian of the student-athlete or an individual acting solely on behalf of a professional sports team or professional sports organization. Athlete agents must register with the Secretary of State. As of June 30, 2017, there were 11 athlete agents registered with this office.

Facsimile Signatures: Each state official is required to file with this office his or her signature, certified by that officer under oath, for facsimile purposes in official state business. N.D.C.C. § 44-08-13.

International Wills: The office registers and preserves international wills of citizens for later execution and disposition according to law. N.D.C.C. § 30.1-08.2-09.

Public Meetings: As mandated by N.D.C.C. § 44-04-20, the agency maintains a file of the notices for public meetings held by state agencies, boards, and departments. To provide better access for the public and other interested parties, funding was provided in the Secretary of State's 2011 appropriation to make the information available on the agency's website. As a result, the Secretary of State's office and the state's Information Technology Department (ITD) deployed the North Dakota Public Meeting Notices web application in February 2013. This application allows state agencies, commissions, boards, and other entities subject to the open meetings and open records laws direct access to post, edit, and cancel public meeting notices online. By doing so, they comply with the requirements of state law and eliminate the need to file paper copies of such notices. The web application also allows the public and media online access to search and subscribe to public meeting notices. The North Dakota Public Meeting Notices web application is available at apps.nd.gov/sos/ndpnmn/mainmenu.htm. The link is also available on the ND.gov (www.nd.gov) and Secretary of State (sos.nd.gov) websites.

Service of Process: The agency completes service of process of legal papers when the following business organizations fail to appoint or maintain a registered office or registered agent: domestic and foreign corporations, nonprofit corporations, cooperative associations, limited partnerships, limited liability partnerships, limited liability limited partnerships, and real estate investment trusts.

The Secretary of State also acts as agent for service of process for out-of-state contractors (N.D.C.C. § 43-07-19), amusements (N.D.C.C. § 53-05-04), and notaries living in a county of a bordering state (N.D.C.C. § 44-06.1-20(2)(c)). The office maintains a record of all processes, demands, or notices.

Chapter Nine

Central Indexing Unit

The Central Indexing System (CIS)

The 1989 Legislative Assembly first studied the Central Indexing System (CIS) after it adopted House Concurrent Resolution 3057 (1989 Session Laws, Chapter 840). The resolution directed the Legislative Council to study state laws relating to state and local filings of liens, security documents, financing statements, and continuation statements.

The study included representatives from livestock auction yards, bankers, other lenders, grain dealers, the North Dakota Association of Counties, the state Information Services Division (now known as the Information Technology Department), and the Office of the Secretary of State. The study resulted in the adoption of Senate Bill 2024 (1991 Session Laws, Chapter 449) by the 1991 Legislative Assembly.

The new law mandated the Secretary of State to develop and implement a computerized system, which would store data in a central location and allow for filing and searching of six separate databases. The databases are the Uniform Commercial Code (UCC) Index, the Farm Products Central Notice (CNS) Index, the Federal Lien Index, the Statutory Lien Index, the Statutory Lien Notice Index, and the State Tax Lien Index.

A major change in filing and searching procedures occurred in the 2013 legislative session with the passage of House Bill 1136 (2013 Session Laws, Chapter 257). This bill required that any statement filed under the Uniform Commercial Code central filing database, the central notice system, or the statutory lien database be electronically filed with the Secretary of State using a secure web-based application.

On March 1, 2016, the North Dakota Secretary of State's office launched a secure web-based application called the North Dakota Central Indexing System (NDCIS). With the launch of the new system, all central indexing filings and search requests are required to be completed online. Paper filings and search requests are no longer accepted by the Secretary of State or county filing offices. The NDCIS also replaced the direct access filing of lien notices that was previously available to filers for a subscription fee.

Central Indexing System – Searches

In addition to allowing the filing of various lien documents, the CIS is also of benefit to those persons who need to search the database to determine if any liens are recorded against a certain individual or business entity. As of March 1, 2016, search requests have been completed online in the NDCIS at no cost.

Uniform Commercial Code (UCC)

The agency's Central Indexing System had its beginnings in 1965 with the adoption of the Uniform Commercial Code (UCC) law by the Legislative Assembly. Senate Bill 60 contained 257 pages and, because of its length, was not published in the 1965 Session Laws book. The law became effective on July 1, 1966.

The adopted law (N.D.C.C., Chapter 41-09) allowed the Secretary of State to review and process UCC filings and related lien documents. These documents are filed to protect the collateral of secured parties. UCC documents are primarily used to provide proof of collateral on a variety of personal property. The filing is effective for a period of five years and may be continued for another five years within six months prior to the expiration date. A filing can be amended, assigned, or have part of the collateral released by filing an associated filing. Documents terminating the security lien are filed when the debt is paid in full. Federal tax liens are also filed as UCC documents.

In 1991, the UCC law was substantially revised and updated by the Legislative Assembly with the adoption of Senate Bill 2100 (1991 Session Laws, Chapter 448). The 2001 Legislative Assembly made another major revision to the state's UCC laws when it adopted House Bill 1105 (2001 Session Laws, Chapter 361). This 97-page bill was introduced at the request of the Uniform Law Commission. Similar legislation was introduced and adopted in all 50 states. The new law changed the requirements for financing statements and the responsibility of filing officers in regard to those documents.

The 2011 Legislative Assembly adopted House Bill 1137 (2011 Session Laws, Chapter 304). It was based on a uniform law draft from the National Conference of Commissioners on Uniform State Laws. The new law requires the debtor name to be reflected on the lien document identical to how it appears on the debtor's state-issued driver's license or identity card. In the case of an organization, the name reflected on the lien document must be identical to the name as it appears in the record of the jurisdiction of organization. The bill became effective July 1, 2013.

Another bill adopted by the legislature was Senate Bill 2249. It eliminated the requirement that certain lien filings, such as UCC documents, include the social security number (SSN) or a federal employer identification number (FEIN). This was a significant change since these numbers were used in the system since the inception of the CIS. It allowed for an accurate search of the names of debtors. However, North Dakota was only one of two states to use the SSN/FEIN for filing and search purposes. Since the information field was being eliminated from the national UCC financing statement and to minimize the possibility of identity theft, it became imperative that the state's laws be changed.

In the 2013 legislative session, House Bill 1136 (2013 Session Laws, Chapter 257) reinstated the requirement of using the social security number/internal revenue service taxpayer identification number on certain lien filings. The effective date of the change was March 1, 2016.

Central Notice System (CNS)

The Central Notice System gives notice of perfected liens filed against the farm products of certain debtors.

In 1985, the United States Congress first debated the provisions of the Food Security Act, which was a part of that year's farm bill. The bill included several provisions and language taken from Article 9 of the UCC law. This was a unique subject for the federal government because it was an area of law considered to be in the realm of state responsibility. The "farm products rule" allowed a creditor with a security interest in a farmer's crops or livestock to seek payment from the purchaser of those commodities if the farmer did not pay the creditor. The act approved by Congress allowed states the choice of two options. One option was to create a central filing or notice system. This option, the Central Notice System (CNS) was first discussed by the 1983 Legislative Assembly and ultimately adopted by the 1985 session. On December 16, 1985, the Packers and Stockyards Administration of the United States Department of Agriculture approved the North Dakota CNS as meeting the requirements of the federal law. It is believed that North Dakota may have been as early as the third state in the nation in having its program approved.

Since 1985, the Secretary of State's office has provided subscribers with a Central Notice System Farm Products list, which names the individuals who have given a security interest in a crop, product, or livestock to a lender. To begin with, the list was only made available on a paper printout or microfiche. Then, in July 1998, the information was also made available to customers on a compact disc (CD). The same information, on July 1, 1999, became available online through the agency's Central Indexing System direct access search option. The Central Notice System Farm Products list was no longer available on a CD or through direct access as of March 1, 2016. The report is now available for purchase and download through the NDCIS.

With the passage of House Bill 1136 (2013 Session Laws, Chapter 257) by the 2013 63rd Legislative Assembly, as referenced in the previous sections, secured parties now file CNS liens documents and conduct search request online in the NDCIS.

Agricultural Statutory Liens (SLN)

In 1987, the Legislative Assembly authorized the use of an agricultural processor's lien/notice, an agricultural supplier's lien/notice, and agricultural agister's lien/notice. Any person entitled to a lien by statute or otherwise is authorized to file a verified statement. As of March 1, 2016, all agricultural statutory liens are filed online in the NDCIS.

Within 90 days, any agricultural processor may file a lien on crops or agricultural products processed by threshing, combining, drying, or harvesting. Agricultural suppliers are allowed to file liens on the crop or product produced with supplied seed, petroleum products, fertilizer, farm chemical, insecticide, feed, hay, pasturage, veterinary services, or in the delivery or applying of such supplies.

Individuals entrusted with the animals by the owner for feeding, herding, pasturing, or ranching may file an agister's lien upon the animals and are authorized to retain possession of the animals until the amount is paid.

If lienholders intend to impose liability for a lien against a crop or livestock buyer, the lienholder must file a statutory lien notice document in the North Dakota Central Indexing System. Such liens take precedence over UCC liens (N.D.C.C. § 54-09-10).

As with the CNS, a listing of agricultural statutory liens can be purchased and downloaded through the NDCIS.

Chapter Ten

Business Information Unit and Business Registration Unit

The responsibilities of the Business Information Unit and the Business Registration Unit are diversified and involve concentrated workloads at certain periods of the year. Revenue from these units is generated from a variety of fees charged for filings, amendments, reports, lists, and registrations.

Listed below are the 48 types of entities for which records are filed and maintained by the Business Information Unit and the Business Registration Unit. The numbers on file, at the end of the biennium for most of the entities are listed in the parenthesis following the name of the entity.

1. Airport Authorities
2. Churches (1,364)
3. City Home Rule Charters (119)
4. Cooperatives Domestic Associations (231)
5. Cooperatives Electric Associations (6)
6. Cooperatives Foreign Associations (75)
7. Commercial Registered Agent (31)
8. Corporations Certified Nonprofit Development (8)
9. Corporations Domestic Business (12,808)
10. Corporations Domestic Nonprofit (6,585)
11. Corporations Domestic Professional (971)
12. Corporations Domestic Publicly Traded (1)
13. Corporations Farm (818)
14. Corporations Foreign Business (16,167)
15. Corporations Foreign Nonprofit (3,508)
16. Corporations Foreign Professional (366)
17. Cooperatives Mutual Aid (12)
18. County Home Rule Charters (8)
19. Credit Unions (24)
20. Fictitious Partnership Name Certificates (2,057)
21. Fiduciaries
22. Grazing Associations (9)
23. Limited Liability Companies Domestic (22,195)
24. Limited Liability Companies Domestic Professional (397)
25. Limited Liability Companies Farm (430)
26. Limited Liability Companies Foreign (9,953)
27. Limited Liability Companies Foreign Professional (107)
28. Limited Liability Companies Nonprofit (27)
29. Limited Liability Partnerships Domestic (3,384)
30. Limited Liability Partnerships Foreign (86)
31. Limited Liability Partnerships Domestic Professional (24)
32. Limited Liability Partnerships Foreign Professional (22)
33. Limited Partnerships Domestic and Foreign (1,597)
34. Limited Liability Limited Partnerships – Domestic and Foreign (1,408)
35. Insurance Companies (38)
36. Irrigation Districts (23)
37. Municipal Power Agencies
38. Partnership Statement – General
39. Professional Employer Organizations (86)
40. Real Estate Investment Trusts
41. Reserved Names
42. Special Registered Agent Records
43. Soil Conservation Districts (55)
44. State Banks (70)
45. Trademarks (1,533)
46. Trade Names (31,406)
47. Vector Control Districts
48. Water Resource Districts (73)

The following is a partial listing of some of the entities along with a brief description:

Commercial Registered Agents

The 2007 Legislative Assembly adopted the North Dakota Registered Agents Act with the passage of Senate Bill 2153 (2007 Session Laws, Chapter 99), which became effective July 1, 2008. Its adoption was promoted nationwide with North Dakota having the distinction of being the first state to adopt it in the United States. The Act authorizes “commercial registered agents” and places the laws related to registered agents for every type of business entity registered in the Secretary of State’s office into one chapter of the Century

Code (Chapter 10-01.1). As a result and regardless of the type of business entity structure, it provides uniform procedures and a single reference source without having to consult individual business entity chapters for registered agent provisions.

Corporation – Domestic Business

State law legally recognizes a corporation as an entity having its own rights, privileges, and liabilities that are distinct from the shareholders or members of the corporation. The existence of the corporation begins when articles of incorporation are approved for filing with the Secretary of State or later on a date specified in the articles of incorporation. A corporation is required to file with the Secretary of State an annual report, which is due August 1 of each year.

Corporation – Domestic Publicly Traded

The 60th Legislative Assembly of the state of North Dakota adopted House Bill 1340 (2007 Session Laws, Chapter 102) enabling the North Dakota Publicly Traded Corporations Act, N.D.C.C., Chapter 10-35. This Act only applies to publicly traded corporations created after July 1, 2007, and only if the publicly traded corporation specifically chooses the option. A publicly traded corporation is required to file with the Secretary of State an annual report, which is due December 1 of each year. A publicly traded corporation need not incorporate under the provisions of this Act; it may incorporate under, and only be subject to, the provisions of the Business Corporation Act, N.D.C.C. Chapter 10-19.1. In other words, the incorporators have a choice between the two chapters, as to which meets their specific requirements.

Corporation – Foreign Business

Corporations incorporated in other states or countries are considered foreign corporations. These foreign corporations must obtain a certificate of authority from the Secretary of State before transacting business in the state of North Dakota, or before obtaining any license or permit prescribed by North Dakota law. A foreign corporation must file with the Secretary of State an annual report, which is due May 15 of each year.

Corporation Nonprofit – Domestic and Foreign

A nonprofit organization may become a corporation by filing articles of incorporation with the Secretary of State. State law legally recognizes a corporation as an entity having its own rights, privileges, and liabilities that are distinct from the members or governing body of the corporation. The existence of the corporation begins when articles of incorporation are approved for filing with the Secretary of State or on a later date if specified in the articles of incorporation.

Nonprofit corporations incorporated in other states or countries are considered foreign nonprofit corporations. These foreign nonprofit corporations must obtain a certificate of authority from the Secretary of State before conducting affairs in the state of North Dakota, or before obtaining any license or permit prescribed by North Dakota law.

A domestic or foreign nonprofit corporation is required to file with the Secretary of State an annual report, which is due January 31 of each year.

Fictitious Partnership Name Certificate

A fictitious partnership name is a name used by a partnership that does not include the names of the partners. A partnership identified by a fictitious name must file a fictitious name certificate with the Secretary of State. The certificate must be renewed every five years from the date of the initial filing.

Fiduciary

A bank or trust company organized and doing business under the laws of any state or territory of the United States may be appointed to serve as a trustee in North Dakota. The bank or trust company may be appointed as trustee for a corporate or personal trust, executor, administrator, or guardian for a minor or an incompetent person. The appointment may be by will, deed, court order, decree, or otherwise. Before qualifying or serving in North Dakota in a trust or fiduciary capacity, the bank or trust company must file certain documents with the Secretary of State.

Limited Liability Company – Domestic

The 2015 64th Legislative Assembly adopted House Bill 1136 (2015 Session Laws, Chapter 87), which established North Dakota Century Code, Chapter 10-32.1, the Uniform Limited Liability Company Act. A

limited liability company (LLC) is an entity having its own rights, privileges, and liabilities distinct from the members. Structurally, the limited liability company combines the characteristics of a partnership and a corporation. It was first authorized in the 1993 legislative session.

The existence of a limited liability company begins when articles of organization have been approved for filing with the Secretary of State or later on a date specified in the articles of organization. A limited liability company must file an annual report with the Secretary of State, which is due November 15 of each year.

Limited Liability Company – Foreign

Limited liability companies organized in other states or countries are considered foreign limited liability companies. Foreign limited liability companies must obtain a certificate of authority from the Secretary of State before transacting business in the state of North Dakota, or before obtaining any license or permit prescribed by North Dakota law. A foreign limited liability company must file with the Secretary of State an annual report, which is due November 15 of each year.

Limited Liability Company Nonprofit – Domestic and Foreign

The 2009 Legislative Assembly adopted House Bill 1298 (2009 Session Laws, Chapter 106), which included provisions establishing Century Code Chapter 10-36, the Nonprofit Limited Liability Company Act. The nonprofit limited liability company has attributes similar to those of a nonprofit corporation and similar to those of a limited liability company organized for profit in accordance with Century Code Chapter 10-32.1. Only organizations existing for a nonprofit purpose are allowed to be its members.

The existence of the nonprofit limited liability company begins when articles of organization are filed with the Secretary of State or later on a date specified in the articles of organization.

Nonprofit limited liability companies organized in other states or countries are considered foreign nonprofit limited liability companies. Foreign nonprofit limited liability companies must obtain a certificate of authority from the Secretary of State before transacting business in the state of North Dakota, or before obtaining any license or permit prescribed by North Dakota law.

A domestic or foreign nonprofit limited liability company must file with the Secretary of State an annual report, which is due February 1 of each year.

Limited Partnership – Domestic and Foreign

Limited partnerships are created when documents are filed with the Secretary of State. State law legally recognizes a limited partnership as an entity formed by two or more persons having one or more general partners, and one or more limited partners. The general partners have management powers and are responsible for all partnership obligations. Although limited partners may not participate in the day-to-day management operations, they share the liabilities and profits in proportionate share to their contributions.

Limited partnerships may transact any business in North Dakota except banking and insurance. Farming is only allowable if any corporations that may be partners thereof comply with the provisions of North Dakota farming laws. Foreign limited partnerships, which are organized under the laws of other states or countries, must register with the Secretary of State before transacting business in North Dakota.

A domestic or foreign limited partnership must file with the Secretary of State an annual report, which is due April 1 of each year.

Limited Liability Limited Partnership – Domestic and Foreign

The limited liability limited partnership (LLLLP) is identical to the traditional limited partnership except that all partners, including the general partner, have limited liability. An LLLLP is formed at the time of filing the LLLL registration with the Secretary of State or later on a date specified in the registration. An LLLL organized under the laws of other states or countries must register with the Secretary of State before transacting business in North Dakota. A domestic or foreign limited liability limited partnership must file with the Secretary of State an annual report, which is due April 1 of each year.

Limited Liability Partnership – Domestic and Foreign

A limited liability partnership (LLP) is an ordinary general partnership acquiring limited liability status upon filing a registration document with the Secretary of State. An LLP established under another state or country may register with the Secretary of State as a foreign limited liability partnership. A domestic or foreign LLP must file with the Secretary of State an annual report, which is due March 31 of each year.

Professional Employer Organization (PEO) License

Established by legislative action in 2007, a professional employer organization is a person that is a co-employer and is engaged in the business of providing professional employer services. After October 1, 2007, a person may not provide, advertise, or otherwise hold itself out as providing professional employer services unless the person has obtained a professional employer organization license from the Secretary of State.

Real Estate Investment Trust

Established by legislative action in 1997, a real estate investment trust is an unincorporated entity. This registration is required of real estate investment trusts established in North Dakota and those established in another state and transacting business in North Dakota. A real estate investment trust is a trust or association formed to acquire, hold, manage, administer, control, invest, or dispose property by trustees for the benefit of any person who may become a shareholder. They must renew their registration every five years from the date of the initial filing.

Special Registered Agent Record

Corporations, which are created by federal law, are often empowered to operate in every state without filing for authority from a state agency. However, in some cases, federal law requires the corporation to maintain a registered agent in the states in which it operates. A record of such registered agent must be filed with the Secretary of State.

Trademark/Service Mark

A trademark or service mark is a word, symbol, device, or any combination thereof adopted and used by a person or business to distinguish goods or services made or sold from those goods or services made or sold by someone else. The trademark or service mark may be registered with the Secretary of State to establish exclusive right to the mark in North Dakota. The duration of the registration is ten years, at which time the registration may be renewed.

Trade Name

A trade name must be registered with the Secretary of State for an individual or an organization to do business in North Dakota using that name, if the name does not include the following: (1) the true name of the organization using the name; (2) the first name and surname of each individual using the business name; or (3) the surname of each individual, repeating a surname if more than one owner has the same surname.

A trade name registered with the Secretary of State is afforded protection for five years and is renewable. The trade name registration also creates a public record from which one can identify the principals of a business.

Chapter Eleven

Elections Unit

According to the North Dakota Century Code, Section 16.1-01-01(1), the Secretary of State is mandated to be the supervisor of elections. In carrying out these duties, the Secretary of State may employ additional personnel. Each county in the state is also required to have a county administrator of elections. By state law (N.D.C.C. § 16.1-01-01(4)), that individual is the County Auditor. The County Auditor is then responsible to the Secretary of State for the proper administration within his or her county of the state laws, rules and regulations related to election procedures.

The general mandate of election law is to maintain the integrity of the election process and always protect the rights of the people as provided for in the constitution and laws of the state of North Dakota. The relatively small revenues generated by this unit are primarily derived from fees assessed for reports that are filed late and for copies of public records.

In the supervisory role, the Secretary of State has the power to examine upon his or her request, or the request of any election official, any election ballot or other material, machine, or device used in connection with any election for determining compliance with the law.

The following is a partial list of duties for the Secretary of State administering election law:

1. Develop and implement uniform training programs for all election officials in the state.
2. Prepare information for voters on voting procedures.
3. Publish and distribute an election calendar, a manual on election procedures, and a map of all legislative districts.
4. Convene a state election conference of county auditors at the beginning of each election year and whenever deemed necessary by the Secretary of State to discuss uniform implementations of state election policies.
5. Prescribe the form of all ballots and the form and wording of ballots on state referendum questions, issues, and constitutional amendments.
6. Investigate, or cause to be investigated, the nonperformance of duties or violations of election laws by election officers.
7. Require such reports from county auditors on election matters as deemed necessary.
8. Convene the state canvassing board and certify results of statewide elections.
9. Prepare and publish reports whenever deemed necessary on the conduct and costs of voting in the state, including a tabulation of election returns and such other information and statistics as deemed appropriate.
10. Establish standards for voting precincts and polling locations, numbering precincts, precinct maps, maintaining and updating pollbooks, and forms and supplies, including ballots, pollbooks, and reports.
11. Develop and conduct a test election for the state's voting system prior to each statewide election utilizing the votes cast according to certain logic and accuracy requirements.
12. Prescribe the order in which each political subdivision will appear on an election ballot.
13. Certify to the county auditors the names of state, district, and county officials to be nominated or elected in the primary, general, or special elections.
14. File nominating petitions or certificates of endorsement, statements of interest, and affidavits of candidacy for congressional, state, judicial, and legislative candidates.
15. Provide certificates of nomination and certificates of election.
16. File oaths of office for congressional, state, judicial, and legislative officeholders.
17. Examine and certify for use the voting system or counting machines authorized by law.
18. Receive electronically filed campaign finance disclosure statements for state, legislative, and judicial district candidates, political action committees, political parties, and measures committees.
19. File oaths of office and statements of interest for the appointees of the Governor.
20. Provide public access to federal election reports of candidates for President of the United States and for congressional office.
21. Create and maintain, in conjunction with the county auditors, North Dakota's Central Voter File.

Help America Vote Act of 2002 (HAVA)

In October 2002, the President signed the Help America Vote Act of 2002 (HAVA) into law. To make the necessary changes in the North Dakota law to implement HAVA, the 2003 Legislative Assembly passed Senate Bill 2409 (2003 Session Laws, Chapter 171). Updates and changes have been made in various additional bills in subsequent legislative sessions.

The first HAVA grant of \$5,000,000 was received in April 2003. This was a direct grant to the state without a requirement for a state match. In July 2004, the state received a second grant of \$4,150,000. The match for the second grant was split 50/50 between the counties and the state. The state's share was appropriated from unspent funds from the Secretary of State's 2001-2003 general fund appropriation.

In May 2005, the state received a third grant of \$7,446,803. The match for the third grant consisted of a \$257,970 in-kind contribution approved by the Election Assistance Commission. The credit was given for the state's expenditures for the Secretary of State's Election Management System with the remaining portion of the match paid by the state's counties. A fourth grant of \$575,000 was received in September 2008. The required state match of \$30,263 was funded from the state's contingency fund approved by the Emergency Commission on March 14, 2008. The 2009 Legislative Assembly appropriated funds of \$26,316 for the state's share of a fifth grant of \$500,000, which the state received in July 2009.

In 2010, Congress appropriated an additional amount, as a sixth grant, in the Omnibus Appropriations Act for Fiscal Year 2010, which resulted in North Dakota becoming eligible for an additional \$350,000 for the HAVA election fund. To secure it, the state was required to provide a 5% match. This match was obtained when the Emergency Commission met on March 4, 2010, and authorized the amount of \$18,421 from the state's contingency fund to be used for this purpose. The grant was received in April 2010.

In 2011, North Dakota was appropriated an additional amount in the 2011 Requirements Payments under Section 251 of the Help America Vote Act, which resulted in North Dakota receiving an additional \$6,454 for the HAVA election fund. To secure it, the state was required to provide a 5% match. This was achieved using current appropriation in the State's election fund in the amount of \$340.

According to the HAVA legislation passed by Congress in 2002, North Dakota is due \$20,000,000. As of the end of the 2015-2017 biennium, the state had received \$18,028,257 and is still due \$1,971,743, but this money is not likely to be appropriated by Congress for North Dakota or any other state.

The Secretary of State's office has utilized the funding received due to HAVA to improve elections across the state. During the 2005-2007 biennium, the Secretary of State and a committee comprised of individuals from political subdivisions, advocates from the disabilities communities, political parties, and other interested groups continued to implement the comprehensive state plan required by HAVA for the improvement of elections in the state of North Dakota. The federal funding received was used to finalize the purchase of new voting equipment for every polling location, develop educational materials for voters, election administrators, and poll workers, improve the accessibility of polling locations, and develop common procedures for election administration across the state. Additionally, a portion of the federal funds was used to develop the Central Voter File (N.D.C.C. Chapter 16.1-02), which is a component of the Election Administration System created to standardize election administration across the state. The deposited funds remaining in the federally mandated election fund (HAVA – 107th Congress, Public Law 107-252, Section 245(b)) will be used to supplement the cost of elections in future years. Interest generated by the deposited funds can remain in the election fund for such purposes.

Initiative and Referendum

Article III, Section 1, of the North Dakota Constitution states the legislative power of this state shall be vested in a legislative assembly consisting of a Senate and a House of Representatives. The people, however, reserve the power to propose and enact laws and constitutional changes/amendments by the initiative, to approve or reject legislative acts, or parts thereof, by the referendum, and to recall certain elected officials. Laws may be enacted to facilitate and safeguard, but not to hamper, restrict, or impair these powers.

Sections 2 through 6 of Article III provide instructions to the Secretary of State regarding the initiative and referendum process. A pamphlet entitled *Initiating and Referring Law in North Dakota* published by the Secretary of State is available in the Ballot Measures section of the Secretary of State's Election's website at Vote.ND.Gov.

Since statehood in 1889 and through the 2016 election cycle, North Dakota's voters have voted on 510 measures placed on the ballot for their consideration. These have included constitutional measures placed by legislative action, initiated constitutional measures, initiated statutory measures, and referred measures.

The majority of measures (243) appearing on the ballot since statehood were constitutional amendments placed there by legislative action. Through the date of this report, the voters have been in favor of 139 (57%) of the measures and have disapproved of 104 (43%) of them.

The second highest in number (142) have been initiated statutory measures placed on the ballot through the circulation of petitions by a sponsoring committee. As of November 2016, the voters had approved 59 (42%) of the measures and had rejected 83 (58%) of them.

Sponsoring committees have been successful in placing 50 initiated constitutional measures on the ballot. As of November 2016, the voters had approved 27 (54%) of them and denied 23 (46%) of them.

The actions of the Legislative Assembly have been referred to a vote of the people 75 times. As of November 2016, the voters rejected legislative action 47 (63%) times and upheld legislative decisions 28 (37%) times.

As the result of the recommendations of the 1972 Constitutional Convention, a special election was held on April 28, 1972, to consider the adoption of a new state constitution. There was a main "proposition" listed on the ballot to adopt the constitution and four alternative propositions if the proposed constitution was approved. However, it was defeated by a vote of 107,643 (63%) to 64,073 (37%).

The following measures were placed on the ballot by the 2015 Legislative Assembly and voted on during the 2016 election cycle.

Constitutional Amendment

Related to: Legislator residency requirements

SCR 4010 filed with Secretary of State: April 23, 2015

Placed on November 8, 2016 ballot as Constitutional Measure No. 1

The voters approved the measure 282,231 (86.11%) to 45,542 (13.89%).

Constitutional Amendment

Related to: Oil extraction tax distribution

SCR 4003 filed with Secretary of State: June 16, 2015

Placed on November 8, 2016 ballot as Constitutional Measure No. 2

The voters approved the measure 209,651 (64.30%) to 116,418 (35.70%).

The following petition was approved for circulation during the 2013-2015 biennium and voted on during the 2015-2017 biennium:

Referendum Measure

Related to: Ownership or leasing of farm and ranch land by corporations

Petition approved for circulation: April 6, 2015

Approved for placement on the June 14, 2016 ballot as Referred Measure No. 1: July 21, 2015

The voters rejected the measure 99,976 (75.73%) to 32,045 (24.27%).

During the biennium, the formats of three petitions were approved for circulation. A sponsoring committee is allowed one year from the date of the approval of the petition to secure signatures and submit the petitions to the Secretary of State.

The following petitions were timely submitted to appear on the November 8, 2016 ballot:

Initiated Constitutional Measure

Related to: Crime victim rights

Petition approved for circulation: December 22, 2015

Approved for placement on the ballot as Initiated Constitutional Measure No. 3: June 13, 2016

The voters accepted the measure 207,248 (62.03%) to 126,884 (37.97%).

Initiated Statutory Measure

Related to: Tobacco tax increase

Petition approved for circulation: March 29, 2016

Approved for placement on the ballot as Statutory Measure No. 4: August 10, 2016

The voters rejected the measure 209,832 (61.65%) to 130,508 (38.35%)

Initiated Statutory Measure

Related to: Medical marijuana

Petition approved for circulation: November 30, 2015

Approved for placement on the ballot as Statutory Measure No. 5: August 11, 2016

The voters accepted the measure 216,042 (63.79%) to 122,615 (36.21%)

Number of Statewide Elections and Voter Turnout

During the biennium, two statewide elections were held. The first one, often referred to as the primary election, was held on June 14, 2016, with 432 precincts and a voter turnout of 24.51%. The second one was the general election held on November 8, 2016, with 432 precincts and a voter turnout of 61.29%.

The total cost for conducting the two statewide elections in 2016 was approximately \$2,467,411.

Statewide Election (June Primary) – June 14, 2016

Although it is the “final” election for city positions, measures, and school board elections held in conjunction with this election, the election held in June is commonly known as the Primary Election. Appearing on the ballot were offices representing various levels of congressional, statewide, district, county, and local government. They were:

Federal Offices

Representative in Congress	2-year term
United States Senator	6-year term

Statewide Offices (Party)

Governor and Lt. Governor	4-year term
State Auditor	4-year term
State Treasurer	4-year term
Public Service Commissioner	6-year term
Insurance Commissioner	4-year term

Statewide Offices (No Party)

Justice of the Supreme Court	10-year term
Justice of the Supreme Court	Unexpired 2-year term
Superintendent of Public Instruction	4-year term

Judicial District Offices

Judges of the District Courts	6-year term
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State Legislative Seats (Party)

46 seats in the ND House of Representatives (even-numbered districts)	4-year term
23 seats in the ND Senate (even-numbered districts)	4-year term

County Office (No Party)

County Commissioners	4-year term
Director, Southwest Water Authority	4-year term
Director, Garrison Diversion Conservancy District	4-year term

City Offices

Positions varied depending on form of governance.

In the June election, North Dakota voters voted on one ballot measure that was referred by petition for a vote of the people. The measure and the results of the vote are summarized as follows:

<u>TITLE OF MEASURE</u>	<u>RESULT</u>	<u>YES</u>	<u>NO</u>
Referred Measure No. 1	Rejected	32,045	99,976
This measure referred SB 2351 (2015 North Dakota Session Laws, Ch. 84), which was related to the operation of a dairy farm or swine production facility.			

Statewide Election (General Election) – November 4, 2014

Appearing on the November General Election ballot were several offices representing various levels of federal, statewide, district, county, and local government. They were:

Federal Offices

President of the United States	4-year term
United States Senator	6-year term
Representative in Congress	2-year term

Statewide Offices (Party)

Governor and Lt. Governor	4-year term
State Auditor	4-year term
State Treasurer	4-year term
Public Service Commissioner	6-year term
Insurance Commissioner	4-year term

Statewide Offices (No Party)

Justice of the Supreme Court	10-year term
Justice of the Supreme Court	Unexpired 2-year term
Superintendent of Public Instruction	6-year term

Judicial District Offices

Judges of the District Courts	6-year term
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State Legislative Seats (Party)

46 seats in the ND House of Representatives (even-numbered districts)	4-year term
23 seats in the ND Senate (even-numbered districts)	4-year term

County Offices (No Party)

County Commissioners	4-year term
Supervisor, Soil Conservation District	6-year term
Director, Garrison Diversion Conservancy District	4-year term

In the general election, North Dakota voters voted on five ballot measures. Two were placed on the ballot by the 2015 Legislative Assembly and three were placed on the ballot by initiated action (see previous Initiative and Referendum section). The measures and the results of the vote are summarized as follows:

TITLE OF MEASURE	RESULT	YES	NO
Constitutional Measure No. 1 This measure related to legislator residency requirements (2015 Session Laws, Chapter 500).	Accepted	282,231	45,542
Constitutional Measure No. 2 This measure related to oil extraction tax distribution (2015 Session Laws, Chapter 499).	Accepted	209,651	116,418
Initiated Constitutional Measure No. 3 This initiated measure related to crime victim rights.	Accepted	207,248	126,884
Initiated Statutory Measure No. 4 This measure related to tobacco tax increase .	Rejected	130,508	209,832
Initiated Statutory Measure No. 5 This initiated measure related to medical marijuana.	Accepted	216,042	122,615

Election Results and Reports

Beginning with the 2000 election cycle, county-by-county election results have been made available on the Secretary of State’s Election’s website at Vote.ND.Gov. Beginning with the 2004 election cycle, county-by-county precinct election results have been available on the Election’s website. Precinct election results prior to 2004 are available from the County Auditors in each of the state’s 53 counties.

Copies of the Secretary of State’s election abstract of votes dating back to statehood are also available at no cost on the Secretary of State’s Election’s website at Vote.ND.Gov. The abstracts may be searched individually by candidate, party, contest or other keywords entered by the individual viewing the abstract.

All the various records and filings of the Elections Unit are considered public information. Copies of these records are available at a cost of \$0.50 per page. They may include Oaths of Office, Statements of Interest, Certificates of Endorsement, Petition/Certificates of Nomination, Affidavits of Candidacy, and Certificates of Write-in Candidacy.

Campaign Finance Disclosure Statements

Beginning in 2001, copies of the campaign finance disclosure statements filed by political parties, statewide candidates (except federal), legislative candidates, district judicial candidates, political action committees, and measure committees have been available in the Campaign Finance Disclosure section of the Election’s website at Vote.ND.Gov.

The 2013 Legislative Assembly adopted Senate Bill 2299 (2013 Session Laws, Chapter 172), which mandated that any statement required by N.D.C.C., Chapter 16.1-08.1 be electronically filed with this office in a format established by the Secretary of State. The section of the bill that related to this requirement had a delayed effective date of May 1, 2014. To allow for the electronic filing of campaign finance disclosure statements, the Secretary of State’s office launched the North Dakota Campaign Finance Online system on May 1, 2014.

Political committees that organize and register according to federal law are required to file with the North Dakota Secretary of State a copy of the portion of the committee’s federal report detailing independent expenditures or disbursements made to a nonfederal candidate seeking public office or to a political party or committee in North Dakota. These records and filings are considered public information. Copies of these records are available at a cost of \$0.50 per page.

Election Statistics

Chapter 14(D) of this report contains a listing of the statewide elections held since 1980 along with the voter turnout, number of precincts, and expenses.

ND VOICES (North Dakota VOting Information and Central Election Systems)

In the fall of 2009, the Secretary of State's office began development of a new election administration system tailored to the specific election laws of North Dakota. This new system, called ND VOICES, coordinates the election efforts of the state and all 53 counties through nearly every step of the election process. It was conceived because of the passage of the federal Help America Vote Act of 2002 (HAVA). To fulfill the requirements of HAVA, the state needed an efficient means to coordinate and manage elections throughout the state in partnership with the state's counties.

ND VOICES is used to develop the ballot production process by adding contests and candidates that will appear on the ballot. The Secretary of State's elections staff adds statewide, judicial, and legislative contests, candidates, and measures to the system, which then appear in the respective counties' voting management systems. Counties then add their local contests, candidates, and measures. Sample ballots are created by ND VOICES, which are available for viewing by the public on the Secretary of State's Election's website at Vote.ND.Gov.

Another version of the sample ballots is used to comply with federal law related to sending ballots to military and overseas voters. The Military and Overseas Voter Empowerment Act of 2009 mandates ballots be available for military and overseas voters 45 days prior to an election, which is an earlier date than absentee ballots can be and are available to the public prior to an election.

Using ND VOICES, the information relating to contests, candidates, and measures is exported for ballot creation and programming of memory cards for the optical scan ballot counters used in all polling places.

Every polling location has an AutoMARK, an assistive-technology ballot marking device, for use by persons with disabilities. Through a special feature offered in ND VOICES, candidates are provided instructions on recording the pronunciation of their name. The recorded name file is then associated with the candidate's name when it is programmed into the AutoMARK. It assures that the candidate's name will be correctly spoken to those voters using the AutoMARK who are unable to read a printed ballot. In addition, the feature is helpful for election officials who have a short timeline for ballot production.

After polling locations close on Election Day, the results are uploaded from the counties' voting equipment into ND VOICES. The results are then automatically available on the Secretary of State's website for viewing. Viewers can track individual contests, see a statewide map showing which candidate received the most votes in a county, and view results down to the precinct level.

In the days following the election, county election officials generate reports from ND VOICES for review by county election canvassing boards and to submit a county certified election result abstract to the Secretary of State for the State Canvassing Board. Both county and state election officials also use ND VOICES to create certificates of nomination or election for county, district, and statewide candidates.

During its inaugural season during the 2010 election cycle, ND VOICES was well received by the public and the media. It was a single cyber destination to obtain voting information and timely election results from every area of the state. For election officials, it became a valuable and time saving tool for administering elections.

Beginning in 2016, ND VOICES was enhanced to include the states Central Voter File (CVF). The CVF is used by election officials to generate pollbooks and administer absentee/mail ballot voting.

Chapter Twelve

Legislation Adopted by 2017 Legislative Assembly – Agency Related

General Office – Appropriations

House Bill 1002 (2017 Session Laws, Chapter 2) effective July 1, 2017
Agency appropriation

Business Registration/Information Unit

Senate Bill 2159 (2017 Session Laws, Chapter 83) effective retroactively to cases arising after July 31, 2015

Related to management of a limited liability company

Senate Bill 2199 (2017 Session Laws, Chapter 248) effective July 1, 2017

Related to facilitating entry of an out-of-state business to perform disaster or emergency remediation work in this state on critical natural gas, electrical, and telecommunication transmission infrastructure and to provide a limited exemption for that purpose from state and local taxes and fees, licensing, and other requirements during the time in this state employed in disaster or emergency remediation work

Senate Bill 2213 (2017 Session Laws, Chapter 81) effective August 1, 2017

Related to annual reports of professional organizations

Senate Bill 2223 (2017 Session Laws, Chapter 82) effective August 1, 2017

Related to sharing of profits and losses; and to limited liability company distributions and management of partnership transferable interests

Central Indexing System Unit

Senate Bill 2214 (2017 Session Laws, Chapter 283) effective August 1, 2017

Related to the requirement of a social security number or internal revenue service taxpayer identification number on uniform commercial code and secured transaction records

Combative Sports

Senate Bill 2210 (2017 Session Laws, Chapter 358) effective July 1, 2017

Related to the commissioner of combative sports

Elections Unit

House Bill 1090 (2017 Session Laws, Chapter 239) effective August 1, 2017

Related to electronic ballot submission, state personnel board vacancy filling procedures, secret ballot election rules, and reports of services

House Bill 1128 (2017 Session Laws, Chapter 256) effective August 1, 2017

Related to the definition of primary source identity document and driver's license central identity management; and to operator's license and nondriver identification card criteria, license renewals, notice of change of address or name, and the application for commercial driver's license

House Bill 1234 (2017 Session Laws, Chapter 157) effective August 1, 2017

Related to prohibiting campaign contributions from and expenditures by foreign nationals

House Bill 1362 (2017 Session Laws, Chapter 156) effective August 1, 2017

Related to campaign finance

House Bill 1363 (2017 Session Laws, Chapter 154) effective August 1, 2017

Related to election precincts; to election polling places and filling vacancies in elective offices; and to election administration

House Bill 1369 (2017 Session Laws, Chapter 152) effective July 1, 2017

Related to identification and residency requirements for electors and identification cards; and to qualifications of electors, responsibilities of election officials before issuing ballots, elector identification requirements, identification cards, and operator's licenses

House Bill 1418 (2017 Session Laws, Chapter 383) effective August 1, 2017

Related to a legislative management study of statements of interests

Senate Bill 2135 (2017 Session Laws, Chapter 369) effective April 20, 2017

Related to the creation of an initiated and referred measure study commission; and to a report to the legislative management

Senate Bill 2165 (2017 Session Laws, Chapter 307) effective August 1, 2017

Related to resignations from elected positions

Senate Bill 2261 (2017 Session Laws, Chapter 153) effective April 10, 2017

Related to the organization of political parties and caucuses within legislative districts

Senate Bill 2343 (2017 Session Laws, Chapter 155) effective February 1, 2018

Related to campaign disclosure statements and use of campaign contributions; and to definitions

Senate Concurrent Resolution 3016 (2017 Session Laws, Chapter 468)

Related to a request that Legislative Management consider studying the desirability of moving city and other local elections from the primary election in June in even-numbered years to the general election in November in even-numbered years

Licensing Unit

House Bill 1137 (2017 Session Laws, Chapter 438) effective August 1, 2017

Related to workers' compensation requirements for general contractors

House Bill 1212 (2017 Session Laws, Chapter 79) effective August 1, 2017

Related to the Revised Uniform Athlete Agents Act

House Bill 1237 (2017 Session Laws, Chapter 294) effective August 1, 2017

Related to the professional employer organization bonding requirements

Senate Bill 2120 (2017 Session Laws, Chapter 306) effective August 1, 2017

Related to the definition for public contracts

Notary

House Bill 1316 (2017 Session Laws, Chapter 313) effective August 1, 2017

Related to notarial acts, notary commissions, and notary public name and address changes

Other

House Bill 1280 (2017 Session Laws, Chapter 314) effective August 1, 2017

Related to the distribution of session laws and codes

Senate Bill 2334 (2017 Session Laws, Chapter 324) effective August 1, 2017

Related to the designation of memorial hall

Chapter Thirteen

Public Printing

Public Printing relates to publishing the hardbound copies of the North Dakota Century Code (N.D.C.C.) and the state's constitution; N.D.C.C. replacement volumes; N.D.C.C. supplements; the laws of North Dakota as passed by each legislative assembly (commonly known as session laws); the North Dakota Administrative Code and its monthly supplements; the bound copies of the House and Senate journals; binding one set of the enrolled copies of the bills passed by each Legislative Assembly; and a limited number of other publications.

Early in the state's history, the Secretary of State had a very active role as it related to these publications. However, since the establishment in 1945 of the predecessor to today's Legislative Council, the role of the Secretary of State has evolved to that of a distributor of these publications. Now, according to various provisions of Chapter 46-03 of the North Dakota Century Code, the Legislative Council establishes the editorial content, specifications, and contractual arrangements for most of these publications. Nevertheless, even with the Secretary of State's minimal involvement with the contractual process, the legislature appropriates the funding for Public Printing expenditures to the Secretary of State's budget from which they are paid.

In fulfilling the distribution duties provided in state law, the Secretary of State distributes, without cost, the various Public Printing publications to the state's constitutional officers, justices of the supreme court, judges of district courts, state departments, state boards, state agencies, officers of the legislative assembly, county officers, libraries, and schools as directed. Some of the publications are sold to federally funded agencies and directly to the public. Still other copies of the publications are used primarily for archival purposes.

Historically, the appropriation for Public Printing was included in a separate subdivision of the Secretary of State's budget having its own identity. However, beginning with the 1991-1993 biennium, the Legislative Assembly included Public Printing in the Secretary of State's general fund appropriation also used for the agency's general office operations. Unfortunately, the inclusion proved to be very misleading in any analysis of the Secretary of State's budget because it intertwined those portions of the appropriation over which the Secretary of State had direct control for the operations of the agency and those portions of the budget (Public Printing) where the Secretary of State had very limited control in how the funds were spent.

Fortunately, the 1995 Legislative Assembly acknowledged and recognized the problem. Therefore, beginning again with the 1995-1997 biennium, the Legislative Assembly once again provided Public Printing with its own distinct subdivision within the Secretary of State's budget. Accordingly, the appropriation for Public Printing in this biennial report (Chapter 6(A)) is separated from those line items that relate directly to the agency's office operations, which are under the direct control of the Secretary of State.

Because the Legislative Assembly meets in the last quarter of the biennium and because of the publishing time lines, a sizeable portion of the funds appropriated for Public Printing are expended during the first quarter of the biennium immediately following the one in which the laws were originated.

Chapter Fourteen (A) (Part 1)

Licensing Unit

Biennial Statistics

Legislative Bills and Resolutions Filed during Biennium	
House Bills	225
House Bills Filed with Line Veto	4
House Bills Filed – Vetoed	3
House Concurrent Resolutions	20
House Memorial Resolutions	1
Senate Bills	205
Senate Bills Filed with Line Veto	5
Senate Bills Filed – Vetoed	1
Senate Concurrent Resolutions	6
Senate Memorial Resolutions	1
Contractor licenses	
Class A new licenses issued	924
Class B new licenses issued	285
Class C new licenses issued	462
Class D new licenses issued	1,803
Total Licenses (effective on June 30, 2015)	12,153
Total Licenses (effective on June 30, 2016)	9,254
Total Licenses (effective on June 30, 2017)	10,408
Class A Renewals	10,718
Class B Renewals	2,028
Class C Renewals	2,415
Class D Renewals	6,014
Penalty	2,821
Home Inspectors (issued)	
New Licenses	33
Renewals	132
Lobbyists	
Registered 2015/2016	239
Registered 2016/2017	527
Charitable Solicitation	
Organizations (licensed)	1,647
Professional Fundraisers (licensed)	234
Notary Commissions (issued)	5,013
Total Commissions (effective on June 30, 2017)	15,422
Notary Name Changes	278
Notary Certifications Issued	671
Apostille (issued)	1,233
Governor's Official Acts (filed)	472

Athletic Commission Licenses (issued)	
Timekeepers.....	2
Professional Boxers	25
Referees	1
Judges.....	5
Cornerpersons.....	28
Promoters.....	1
Managers	2
Mixed Martial Arts Licenses (issued)	
Timekeepers.....	2
Professional Participants.....	34
Referees	4
Judges.....	6
Cornerpersons.....	59
Promoters.....	1
Managers	1

Chapter Fourteen (A) (Part 2)

Licensing Unit

Seven Biennial Histories

	2005	2007	2009	2011	2013	2015	2017
<u>Legislative Actions</u>							
House Bills.....	344	303	322	272	274	267	225
House Concurrent Resolutions	40	44	39	85	24	35	20
House Resolutions	0	0	1	0	0	0	0
House Memorial Resolutions .	1	1	1	1	1	1	1
Senate Bills.....	225	264	308	242	233	217	205
Senate Concurrent Resolutions	31	33	25	21	17	16	6
Senate Resolutions	0	0	2	0	0	0	0
Senate Memorial Resolutions	1	1	4	1	1	1	1
<u>Contractors*</u>							
Class A	541	725	889	1,407	3,180	2,175	924
Class B	294	320	259	376	715	557	285
Class C.....	303	294	341	443	813	658	462
Class D.....	1,081	1,079	1,162	1,411	9,199	1,671	1,803
*These totals only represent the number of new contractor licenses issued during the biennium.							
Licenses (effective June 30, 2017)	6,557	7,011	7,366	8,824	11,701	12,153	10,408
<u>Home Inspectors</u>							
New Registrations	0	0	0	29	43	61	33
Renewals.....	0	0	0	78	81	130	132
<u>Lobbyists (for biennium).....</u>	897	827	788	666	736	690	766
<u>Charitable Solicitations</u>							
Professional Fundraisers.....	228	207	210	201	196	219	234
<u>Notary Commissions.....</u>							
Total.....	4,151	4,376	4,467	4,464	5,130	5,397	5,013
Name Changes	12,011	12,168	12,330	13,125	13,873	14,855	15,422
Notary Certifications	191	196	201	173	214	266	278
Apostilles (issued).....	885	1,292	665	523	505	594	671
<u>Governor's Official Acts (filed)</u>	1,448	1,185	1,191	938	1,010	1,461	1,233
	436	675	497	535	493	563	472

Chapter Fourteen (B) (Part 1)

Central Indexing Unit

Biennial Statistics

Uniform Commercial Code and Central Notice System

<u>CENTRAL INDEXING SYSTEM (CIS)</u>	
Original Filings	65,121
Associated Filings	33,454
Terminated Filings.....	49,929
Searches (Total).....	98,706
Net Transactions with Secretary of State	
Original Filings.....	51,652
Associated Filings	24,986
Terminations.....	40,920
Searches (Total).....	79,533
Net Transaction with County Recorders (prior to March 1, 2016)	
Original Filings.....	13,469
Associated Filings	8,468
Terminations.....	9,009
Searches (Total).....	19,173
<u>FARM PRODUCT SUBSCRIBERS</u>	
Buyer's Report	283

STATISTICAL ANALYSIS BY TYPES OF FILINGS

<u>CENTRAL INDEXING SYSTEM</u>	
Uniform Commercial Code (UCC).....	87,023
Central Notice System (CNS)	832
Combined UCC/CNS	13,854
Statutory Lien/Notices	6,065
Federal Liens	3,998
State Tax Liens	14,149
Total Filings.....	125,921
Net Filings with Secretary of State	
Uniform Commercial Code (UCC).....	77,231
Central Notice System (CNS).....	788
Combined UCC/CNS.....	11,068
Statutory Lien/Notices	4,911
Federal Liens.....	3,410
Total Filings.....	97,408
Net Filings with County Recorders (prior to March 1, 2016)	
Uniform Commercial Code (UCC).....	9,792
Central Notice System (CNS).....	44
Combined UCC/CNS.....	2,786
Statutory Lien/Notices	1,154
Federal Liens.....	588
Total Filings.....	14,364

Chapter Fourteen (B) (Part 2)

Central Indexing Unit

Seven Biennial Histories

Uniform Commercial Code and Central Notice System

(Biennial history represents only the documents filed with the Secretary of State.)

	2005	2007	2009	2011	2013	2015	2017
Uniform Commercial Code Filings (UCC)	33,204	29,635	31,381	32,399	40,370	41,935	77,231
Central Notice System Filings (CNS)	466	775	405	540	350	296	788
Combined UCC/CNS Filings	1,517	1,134	1,045	749	1,409	1,397	11,068
Statutory Lien/Notices	1,470	1,368	928	621	438	440	4,911
Federal Liens	225	356	402	416	466	376	3,410
State Tax Liens	6,323	5,223	5,703	6,684	7,022	11,215	14,149

Chapter Fourteen (C) (Part 1)

Business Registration/Information Units

Biennial Statistics

(Totals in effect on June 30, 2017)

Corporations

Business – Domestic	12,808
Business – Foreign	16,167
Professional – Domestic.....	971
Professional – Foreign.....	366
Farm/Ranch	818
Publicly Traded – Domestic.....	1
Cooperatives – Domestic	258
Cooperatives – Foreign	75
Nonprofit – Domestic	6,593
Nonprofit – Foreign	3,508
Churches	1,364
Banks.....	70
Credit Unions	24

Limited Liability Companies

Business – Domestic	22,195
Business – Foreign	9,953
Professional – Domestic.....	397
Professional – Foreign.....	107
Farm/Ranch	430
Nonprofit – Domestic	27
Nonprofit – Foreign	4

Limited Liability Partnerships

Domestic.....	3,384
Foreign	86
Professional – Domestic.....	24
Professional – Foreign.....	22

Limited Partnerships (Domestic and Foreign) 1,597

Limited Liability Limited Partnerships
(Domestic and Foreign) 1,408

Fictitious Partnership Name Certificates 2,057

Trademarks 1,533

Trade Names 31,406

Chapter Fourteen (C) (Part 2)

Business Registration/Information Units

Seven Biennial Histories

	2005	2007	2009	2011	2013	2015	2017
Corporations							
Business – Domestic (in-state)	12,849	13,211	13,283	13,330	13,785	13,473	12,809
New Registrations	2,033	1,832	1,689	1,537	1,997	1,556	1,071
Merged Out of Existence.	61	92	44	33	62	32	16
Dissolved.....	1,399	1,420	1,509	1,450	1,483	1,692	1,732
Business – Foreign							
(out-of-state)	11,304	11,903	11,815	14,072	23,694	16,783	16,167
New Registrations	2,618	2,483	2,753	3,546	4,758	3,121	2,364
Merged Out of Existence.	165	152	189	193	62	116	121
Withdrawn or Revoked....	1,909	1,968	1,878	1,856	2,130	2,606	2,658
Retired by Conversion.....	0	0	4	2	4	2	0
Professional – Domestic.....	825	876	945	971	1,169	979	971
New Registrations	120	107	114	101	73	80	77
Merged Out of Existence.	0	0	0	0	2	0	1
Dissolved.....	50	56	47	73	57	81	84
Professional – Foreign.....	*	*	*	*	*	*	366
New Registrations	*	*	*	*	*	*	55
Merged Out of Existence.	*	*	*	*	*	*	1
Withdrawn or Revoked....	*	*	*	*	*	*	67
Farm/Ranch	688	703	712	756	837	830	818
New Registrations	56	35	61	43	58	52	28
Merged Out of Existence.	0	0	1	0	0	0	0
Dissolved.....	30	21	22	31	22	20	35
Cooperatives – Domestic	354	325	318	261	399	269	258
New Registrations	7	5	11	6	5	5	6
Merged Out of Existence.	10	8	4	10	4	2	7
Dissolved.....	20	25	14	19	17	9	9
Cooperatives – Foreign	71	70	75	73	95	75	75
New Registrations	5	8	11	6	6	5	5
Merged Out of Existence.	0	2	0	1	4	0	0
Withdrawn or Revoked....	6	8	3	7	7	2	6
Nonprofit – Domestic	5,721	5,795	5,925	6,072	6,297	6,409	6,593
New Registrations	394	399	433	445	517	571	656
Merged Out of Existence.	1	9	9	2	5	4	7
Dissolved.....	289	334	305	302	374	430	437
Nonprofit – Foreign	1,371	1,716	2,005	2,310	3,070	3,087	3,508
New Registrations	339	444	433	532	630	610	727
Merged Out of Existence.	0	3	2	2	2	2	2
Withdrawn or Revoked....	111	334	158	231	199	268	314

*Unavailable

	2005	2007	2009	2011	2013	2015	2017
Corporations (continued)							
Churches (nonprofit corps)	1,388	1,372	1,361	1,356	1,435	1,345	1,364
New Registrations	28	22	23	32	35	26	47
Merged Out of Existence.	22	5	3	0	0	2	0
Dissolved.....	36	37	32	36	27	46	37
State Banks	84	82	79	77	75	70	70
New Registrations	1	1	1	0	1	0	1
Merged Out of Existence.	5	3	4	1	1	6	1
Dissolved.....	0	1	0	1	1	0	0
Credit Unions	39	36	34	29	26	25	24
New Registrations	0	0	0	0	0	0	0
Merged Out of Existence.	1	4	2	5	3	0	0
Dissolved.....	0	0	0	0	0	0	0
Limited Liability Companies (LLC)							
Business – Domestic (in-state)	3,362	4,833	6,818	9,732	16,783	19,817	22,195
New Registrations	1,608	2,044	2,897	4,292	8,289	8,346	7,479
Merged Out of Existence.	5	6	5	27	18	12	15
Dissolved.....	438	667	942	1,369	2,303	4,273	5,283
Retired by Conversion.....	0	2	1	1	3	2	4
Business – Foreign (out-of-state)	2,049	2,975	3,917	5,311	10,010	9,515	9,953
New Registrations	959	1,288	1,599	2,186	4,617	3,543	2,822
Merged Out of Existence.	18	32	40	50	45	49	58
Withdrawn or Revoked....	374	410	698	23	1,272	2,191	2,524
Retired by Conversion.....	0	0	4	2	1	0	1
Professional – Domestic.....	35	65	98	138	221	304	397
New Registrations	17	30	41	50	92	124	137
Merged Out of Existence.	0	0	0	0	0	1	0
Dissolved.....	1	4	10	11	22	29	50
Professional – Foreign.....	9	10	25	33	81	99	107
New Registrations	5	2	15	16	45	50	39
Merged Out of Existence.	0	0	0	0	0	0	0
Withdrawn or Revoked....	1	3	0	8	5	22	29
Nonprofit – Domestic	*	*	*	*	*	*	27
New Registrations	*	*	*	*	*	*	11
Merged Out of Existence.	*	*	*	*	*	*	0
Dissolved.....	*	*	*	*	*	*	1
Nonprofit – Foreign	*	*	*	*	*	*	4
New Registrations	*	*	*	*	*	*	4
Merged Out of Existence.	*	*	*	*	*	*	0
Withdrawn or Revoked....	*	*	*	*	*	*	0
Farm/Ranch	76	94	131	190	270	351	430
New Registrations	21	21	47	81	95	102	95
Merged Out of Existence.	0	0	0	0	0	0	0
Dissolved.....	6	5	13	23	21	17	25
Retired by Conversion.....	0	1	1	0	0	0	0

*Unavailable

	2005	2007	2009	2011	2013	2015	2017
Limited Liability Partnerships (LLP)							
LLP – Domestic (in-state)	1,767	2,092	2,536	2,764	3,097	3,285	3,384
New Registrations	646	677	653	509	728	598	553
Merged Out of Existence.	2	0	0	2	1	1	2
Dissolved/Cancelled.....	249	343	400	353	382	399	434
LLP – Foreign (out-of-state) ..	42	44	22	76	94	92	86
New Registrations	27	66	23	18	31	22	18
Merged Out of Existence.	0	1	0	0	1	0	0
Withdrawn or Revoked....	10	17	4	10	12	14	21
Professional LLP – Domestic	20	25	26	22	19	24	24
New Registrations	2	7	1	0	1	5	4
Merged Out of Existence.	0	0	0	0	0	0	0
Dissolved/Cancelled.....	2	2	0	4	4	1	3
Professional LLP – Foreign ...	9	9	14	15	14	21	22
New Registrations	0	1	2	0	2	7	6
Merged Out of Existence.	0	0	0	0	0	0	0
Withdrawn or Revoked....	1	0	1	1	2	1	1
Other – Domestic (in-state) and Foreign (out-of-state)							
Limited Partnerships	1,374	1,332	1,580	1,602	1,690	1,645	1,597
New Registrations	237	291	254	465	305	318	272
Merged Out of Existence.	3	4	8	4	8	5	1
Withdrawn or Revoked....	385	239	256	201	171	257	270
Limited Liability Limited							
Partnerships.....	384	452	672	774	1,017	1,218	1,408
New Registrations	122	106	169	10	309	267	255
Merged Out of Existence.	0	0	1	1	2	0	0
Withdrawn or Revoked....	84	47	42	67	69	78	65
Fictitious Partnership Names.	1,654	1,760	1,774	1,777	1,945	2,144	2,057
New Registrations	525	575	616	546	621	607	504
Cancelled/Expired	388	426	540	492	400	367	496
Trademarks	1,493	1,511	1,505	1,458	1,460	1,506	1,533
New Registrations	250	207	188	225	175	229	266
Cancelled/Expired	210	188	192	272	173	183	198
Trade Names	16,666	18,877	20,797	22,749	26,851	29,981	31,406
New Registrations	5,189	5,930	7,396	6,796	9,029	8,263	8,516

Chapter Fourteen (D)

Elections Unit

1980 – 2016 Histories

YEAR	TYPE	NUMBER OF PRECINCTS	VOTES CAST	POPULATION OF STATE *	ELIGIBLE VOTERS	ABSENTEE VOTERS	PERCENT TURNOUT	ELECTION EXPENSES	COST PER VOTE
1980	P	1,239	139,594	652,717	462,760	NA	30	596,547	4.27
1980	G	1,235	314,525	652,717	462,760	NA	68	752,387	2.39
1982	P	1,229	103,875	670,000	461,700	NA	22	612,419	5.90
1982	G	1,232	272,876	675,000	461,700	NA	64	598,335	2.19
1984	P	1,191	99,230	675,000	470,500	2,684	21	612,329	6.17
1984	G	1,193	324,179	675,000	470,500	19,840	69	667,936	2.06
1986	P	1,166	133,465	684,900	464,100	3,353	29	642,904	4.82
1986	G	1,158	295,277	684,900	464,100	6,371	64	631,640	2.14
1987	S	1,121	123,539	684,900	484,100	1,440	26	359,159	2.91
1988	P	1,096	111,263	667,093	483,000	2,934	23	645,948	5.81
1988	G	1,090	309,100	667,093	483,000	23,508	64	676,336	2.19
1989	S	1,034	257,171	667,093	483,000	10,975	53	517,696	2.01
1990	P	975	133,911	638,800	463,415	NA	29	640,128	4.78
1990	G	991	240,301	638,800	463,415	NA	52	678,340	2.82
1992	P	804	146,867	636,800	463,415	6,810	32	717,090	4.88
1992	G	782	315,199	636,800	463,415	24,369	68	752,128	2.39
1992	S	782	164,165	636,800	461,500	12,986	35	393,988	2.40
1994	P	740	139,961	635,000	463,000	6,771	30	675,862	4.83
1994	G	739	241,255	635,000	463,000	14,857	52	633,877	2.63
1996	PP	53	72,530	641,000	473,000	NA	15	202,716	2.79
1996	P	705	123,131	641,000	473,000	5,926	26	951,580	7.73
1996	G	717	271,861	641,000	473,000	17,970	57	685,452	2.52
1998	P	700	991,576	641,000	474,896	4,315	21	696,188	7.02
1998	G	702	217,584	640,883	475,860	18,263	46	658,785	3.03
2000	P	693	94,306	633,666	473,574	5,102	20	851,473	9.02
2000	G	696	292,249	633,666	473,574	37,632	62	731,220	2.50
2002	P	663	128,519	642,200	481,351	8,194	27	774,285	8.87
2002	G	666	237,224	642,200	481,351	34,816	49	714,212	5.06
2004	P	604	92,209	633,837	487,010	6,019	19	786,146	8.53
2004	G	607	316,049	633,837	487,010	51,116	65	751,160	2.38

Key: G = General Election; P = Primary Election; PP = Presidential Primary; Election S = Special Election
 * Population estimates calculated by the North Dakota Census Data Center

YEAR	TYPE	NUMBER OF PRECINCTS	VOTES CAST	POPULATION OF STATE *	ELIGIBLE VOTERS	ABSENTEE VOTERS	PERCENT TURNOUT	ELECTION EXPENSES	COST PER VOTE
2006	P	565	111,325	634,366	495,411	8,702	22	826,998	11.55
2006	G	567	220,479	634,366	495,411	34,073	45	876,318	6.31
2008	P	528	102,886	639,715	496,906	14,846 ¹ 5,966 ²	20	1,036,309	17.92
2008	G	528	321,133	639,715	496,906	30,690 ¹ 46,534 ²	64	1,024,420	5.55
2010	P	505	102,066	646,844	502,873	20,831 ¹ 4,910 ²	20	1,018,814	9.98
2010	G	505	240,876	646,844	502,873	32,812 ¹ 32,603 ²	47	924,816	3.84
2012	P	426	175,303	672,591	532,776	27,983 ¹ 12,990 ²	33	1,352,114	7.71
2012	G	426	325,862	672,591	532,776	39,772 ¹ 55,800 ²	61	1,047,767	3.22
2014	P	427	93,324	723,393	545,020	16,188 ¹ 3,262 ²	17	1,174,500	12.59
2014	G	427	255,128	723,393	545,020	31,040 ¹ 34,138 ²	46	1,096,398	4.30
2016	P	432	139,957	723,393	570,955	28,129 ¹ 9,452 ²	24	1,219,104	8.71
2016	G	432	349,945	723,393	570,955	42,532 ¹ 40,394 ²	61	1,248,307	3.57

Key: G = General Election; P = Primary Election; PP = Presidential Primary; Election S = Special Election

* Population estimates calculated by the North Dakota Census Data Center

¹Ballots cast in vote-by-mail counties; ²Ballots cast in non-vote-by-mail counties

Chapter Fifteen

Publications, Books, and Pamphlets

The following publications and laws are available from the Office of the Secretary of State:

Accounting/Notary Unit

- Notary Public Laws
- *Notary Notes* Newsletter

Licensing Unit

- Charitable Solicitation and Professional Fundraiser Laws
- Contractor Licensing Laws
- Lobbyist Laws
- Home Inspectors Laws
- Administrative Code – complete set and Supplements
- Administrative Code – Annual Supplement

Business Information Unit and Business Registration Unit

Pamphlets

- Business Entity Descriptions

Copies of the law for the following entities:

- Cooperative Association Act
- Commercial Registered Agents Act
- Corporation Act – Business
- Corporation Act – Farm
- Corporation Act – Publicly Traded
- Fictitious Partnership Name
- Limited Liability Company Act
- Limited Liability Company – Farm
- Limited Liability Company Act – Nonprofit
- Limited Partnership Act
- Limited Liability Limited Partnership
- Limited Liability Partnership
- Partnership Fictitious Name Certificates
- Professional Employer Organizations
- Professional Associations Act
- Real Estate Investment Trust
- Trade Name
- Trademark

Central Indexing Unit

NDCIS News Newsletter

Elections Unit

- *College Student Voters*
- Election Abstracts
(1914 to 2014 elections, limited supply – also on website)
- *Election Officials' Manual*
- *Helpful Campaign Practices*
- *Initiating and Referring Law in North Dakota*
- *North Dakota Election Calendar*
- *North Dakota Election Laws*
- *North Dakota The Only State Without Voter Registration*
- *Political Party Organization and Related Statutes*
- *Election Observers*
- *Recalling an Elected Official of the State or a Political Subdivision*
- *North Dakota Secretary of State Recount Guidelines*
- *Running for City Office*
- *Running for County and Multi-County District Office*
- *Running for Non-Partisan Statewide Executive Office*
- *Running for Partisan Statewide Executive Office*
- *Running for President and Vice President of the United States*
- *Running for School District Office*
- *Running for Statewide and District Judicial Office*
- *Running for the ND Legislature*
- *Running for U.S. Congress*

North Dakota Blue Book

The following editions are available for viewing and searching on the Secretary of State's website:

- 2017-2019 North Dakota Blue Book
- 2015-2017 North Dakota Blue Book
- 2013-2015 North Dakota Blue Book
- 2011-2013 North Dakota Blue Book
- 2009-2011 North Dakota Blue Book
- 2007-2009 North Dakota Blue Book
- 2005-2007 North Dakota Blue Book
- 2003-2005 North Dakota Blue Book
- 2001-2003 North Dakota Blue Book
- 1999-2001 North Dakota Blue Book
- 1997-1999 North Dakota Blue Book
- 1995-1997 North Dakota Blue Book
- 1889-1989 North Dakota Centennial Blue Book

Chapter Sixteen

How to Obtain Information or Assistance

Information and answers to questions regarding the Office of the Secretary of State and its numerous functions are available through the following sources. All inquiries and comments are welcomed.

MAILING ADDRESS

SECRETARY OF STATE
STATE OF NORTH DAKOTA
600 EAST BOULEVARD AVENUE DEPT 108
BISMARCK ND 58505-0500

TELEPHONE AND EMAIL

GENERAL OFFICE

Telephone Number (701) 328-2900
Toll-free (800) 352-0867
Fax (701) 328-2992
Email Address: sos@nd.gov
Website: sos.nd.gov

ACCOUNTING/NOTARY UNIT

Telephone (701) 328-2901
Toll-free (800) 352-0867, option 7
Fax (701) 328-0107
Email Address: sosaccnot@nd.gov

LICENSING UNIT

Telephone (701) 328-3665
Toll-free (800) 352-0867, option 4
Fax (701) 328-1610
Email Address: sosadlic@nd.gov

BUSINESS INFORMATION/ REGISTRATION UNIT

Telephone (701) 328-4284
Toll-free (800) 352-0867, option 2
Information Fax (701) 328-0106
Registration Fax (701) 328-2992
Email Address: sosbir@nd.gov

CENTRAL INDEXING UNIT

Telephone (701) 328-3662
Toll-free (800) 352-0867, option 5
Fax (701) 328-4214
Email Address: sosci@nd.gov

ELECTIONS UNIT

Telephone (701) 328-4146
Toll-free (800) 352-0867, option 6
Fax (701) 328-3413
Email Address: soselect@nd.gov

NOTE

Although information filed in the Secretary of State's office is public information, the law does prescribe fees for some copies and services (N.D.C.C. § 54-09-04).