

SECRETARY OF STATE  
STATE OF LOUISIANA

R. KYLE ARDOIN  
SECRETARY OF STATE



P.O. Box 94125  
BATON ROUGE, LA 70804-912

November 26, 2019

Mr. Courtney Hall, Parish Administrator  
Police Jury  
Parish of Lincoln  
P.O. Box 979  
Ruston, LA 71273

Dear Mr. Hall:

In accordance with La. R.S. 18:65(C), I am enclosing a copy of the resignation received by our office from the Honorable Dianna Stone as Registrar of Voters, Parish of Lincoln, with an effective date of December 31, 2019.

Pursuant to La. R.S. 18:51(C)(1)(a), the parish governing authority has ninety (90) days from the date of the vacancy to make an appointment. Additionally, pursuant to La R.S. 18:51 and La. R.S. 18:51.1, the parish governing authority is required to follow certain procedures prior to making the appointment. Please find enclosed a checklist to be completed, affirming that these procedures were followed.

After the statutory procedures have been followed and an appointment has been made, please provide notice and supporting documentation to our office evidencing such and a commission will then be issued to the newly appointed registrar. In the interim, prior to an appointment being made, the chief deputy registrar shall perform the duties of the registrar in accordance with La. R.S. 18:51(C)(1)(b).

If you have any questions concerning the above, please contact me at (225) 362-5115.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray Wood".

Ray Wood  
Attorney

Enclosure

cc: Hon. Linda Cook, Lincoln Parish Clerk of Court

**RS 18:51.1**

## §51.1. Manner of appointment of the registrar

A. The parish governing authority shall appoint the registrar of voters for the parish in accordance with the provisions of this Section.

B.(1) The parish governing authority shall take all reasonable steps to make as many people in the parish as possible aware of the upcoming appointment of a registrar, including without limitation by issuing press releases to local news services and other media outlets and, if the governing authority has a website, by posting notice on its website.

(2)(a) At a minimum, the parish governing authority shall publish notice of the upcoming appointment together with a request for the submission of applications to fill the office on two separate days at least one week apart in the official journal of the governing authority and in another newspaper with a larger circulation within the parish than the official journal if there is such a newspaper.

(b) The notice shall comply with the following requirements:

(i) Prominent placement in a section other than the classified advertisement or public notice section.

(ii) Formatting in a box with a bolded outline.

(iii) A size of not less than two inches by four inches.

(iv) Print in bold face type.

(c) The notice shall contain the deadline for submitting applications, which shall be no later than seven calendar days following the last day of publication of notice as provided in this Paragraph.

C. In appointing the registrar, the governing authority shall offer to interview each applicant who meets the qualifications provided by law for the office of registrar of voters.

Acts 2016, No. 360, §1, special eff. date.

**RS 18:52**

## §52. Qualifications of registrars

A. Each applicant to fill the office of registrar of voters shall be a registered voter. If appointed to fill the office of registrar of voters, the applicant shall become a resident and registered voter of the parish in which he is to perform his duties prior to taking the oath of office. The registrar shall remain a resident and qualified voter of the parish in which he is to perform his duties.

B.(1) The registrar shall possess at least one of the following at the time of appointment:

(a) A baccalaureate degree from an accredited institution and two years of full-time, professional work experience.

(b) An associate degree from an accredited institution and four years of full-time, professional work experience.

(c) Seven years of full-time, professional work experience.

(d) Five years of full-time employment in a registrar's office in Louisiana.

(2) For purposes of this Subsection, "professional work experience" means experience in an occupation which requires specialized and theoretical knowledge usually acquired through college training or through work experience and other training which provides comparable knowledge.

Acts 1976, No. 697, §1, eff. Jan. 1, 1978; Acts 2016, No. 414, §1, special eff. date.