

# Wilson County VOTER HANDBOOK



***2023-2024***

**[www.WilsonTNvotes.gov](http://www.WilsonTNvotes.gov)**

## ***Our Mission***

***It is the Mission of the Wilson County Election Commission to ensure the integrity of every vote cast in Wilson County by administering election law and procedures equally and fairly to all, by providing the most efficient, accurate and secure election process possible, and, in all our endeavors, to exceed the expectations of the voters, taxpayers and citizens of Wilson County in accountability and competence.***

### **A MESSAGE FROM THE WILSON COUNTY ELECTION COMMISSION**

Dear Wilson County Voter:

The Wilson County Election Commission is committed to its mission and making your voting experience the best it can be. This “Voter Information Handbook” includes information about registering to vote, using the voting equipment, what you will need to bring to vote, finding your polling place as well as contact information for answers to any questions about voting you may have.

This handbook includes general qualifications, duties, and some information about the Wilson County constitutional offices as well as links to sites with more in-depth information.

As we prepare for the 2024 elections, we want you to be prepared. With all of the federal elections coming up, a section about the electoral college has been included. In keeping with our mission statement, this guide, along with many other useful and informative publications and resources are included on our website.

Please contact the Wilson County Election Commission with your questions or for more information on anything related to voter registration or elections. We are always eager to inform and help the voters of Wilson County.

Tammy Smith- Wilson County Administrator of Elections

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# Registering to Vote

Registering to vote in Tennessee is done by county. If you have moved to Wilson County from any other Tennessee county or from another state you are required to complete a new registration to be eligible to vote in Wilson County.

Voter registration forms may be obtained at the Department of Safety and Homeland Security, all Public Assistance agencies, the County Clerk's Office, all Wilson County Libraries, many government offices, Wilson County Election Commission office or online at [www.WilsonTNVotes.gov](http://www.WilsonTNVotes.gov).

You may complete a registration form at the Department of Safety, County Health Department or Department of Human Services and it will be sent to us for processing. The Department of safety may send a Voter Registration form to you in the mail with your license. You can complete the form and mail it to us.

Forms provided by other sources should be fully completed and mailed to:

Wilson County Election Commission  
P.O. Box 97  
Lebanon, TN 37088

You may also bring your application to the Election Commission Office at 230 E. Gay Street in Lebanon. When you register in person, please have a photo ID with the correct address or a photo ID and two pieces of mail you have received with your name and address on them. (electric bill, bank statement, insurance card, etc.)

When your application is received by the Election Commission it will be processed and your new voter registration card will be mailed. You will be registered to vote when you receive your voter registration card in the mail. TCA§ 2-2-124 You must be registered 30 days before an election to be eligible to vote in that election.

To register to vote, **ALL** of the following qualifications must be met:

- **Citizen of the United States;**
- **Eighteen (18) years old on or before the date of the next election;**
- **Resident of the State of Tennessee; and**
- **Not have been convicted of a Felony or have had your Voting Rights restored as required by law**



## Important information to know before completing your voter registration form:

- 1) Downloaded form should be printed on **WHITE** paper only.
- 2) Use **black** or **blue** ink only to complete form.
- 3) Complete **every question** on form including **ALL FOUR YES/NO questions**.
- 4) Tennessee requires your Social Security Number & Date of Birth in order to register to vote.
- 5) You must include the City & State of your birth.
- 6) You do not register by party in Tennessee.
- 7) This form can be used for either change of address or name change if you are already registered in Wilson County.
- 8) The 30th day before each election is the deadline to register to vote. Your by-mail registration form must be postmarked by that date in order to be processed for the upcoming election. Registrations received after the deadline will be processed after the election.

## Keeping Your Voter Registration Updated:

Once you are registered to vote in Wilson County and have received your voter registration card there is no requirement to “renew” your registration. However, you do need to update your registration to keep your status as an Active Voter in Wilson County.

Always contact the Election Commission in writing, with your signature, if:

- You change your name due to marriage or divorce
- You move within Wilson County
- You receive any correspondence from the Election Commission where we need a response from you.

If you have moved to another county or another state, you will be required to register to vote in that county or state.

Please contact the Wilson County Election Commission with any questions or for more information about registering to vote. You can change your registration address or name up until the fifth day before each election.



## What will I need to bring with me to vote?

You should have received a **NEW** voter registration card in the mail in 2022. It is important that you check this card for accuracy. This card will have your name and residential address on it. The card will also have the County Commission District, County School Board Zone, Constable Zone, State House of Representatives District, State Senate District and U.S. Congressional District. If you live in any of the three cities, the Ward or District number will also be on your card.

**PLEASE CONTACT THE ELECTION COMMISSION OFFICE IF YOU HAVE ANY CONCERNS ABOUT THE ACCURACY OF THE VOTING INFORMATION ON YOUR CARD.**

**You are not required to have your voter registration card with you to vote during Early Voting or on Election Day. You will need a valid Photo ID issued by the State of Tennessee or the U.S. Government.**

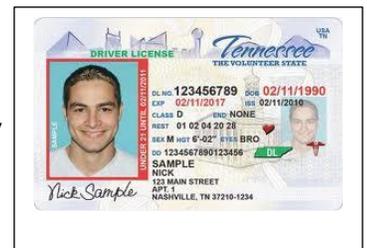
## **BRING YOUR PHOTO ID WHEN YOU COME TO VOTE**

The state's Voter ID law requires poll workers to ask you for your PHOTO ID when you vote. Voter ID strengthens the public's faith in the integrity of our elections by enabling poll workers to match a voter's name to their face.

### What IDs are acceptable?

Any of the following IDs may be used, even if expired:

- Tennessee driver license with your photo
- United States Passport
- Photo ID issued by the TN Department of Safety and Homeland Security
- Photo ID issued by the federal or Tennessee state government
- United States Military photo ID
- Tennessee handgun carry permit with your photo



### What IDs are not acceptable?

College student IDs and photo IDs not issued by the Federal or Tennessee State government are NOT acceptable. This includes county or city issued photo IDs, such as library cards, and photo IDs issued by other states.

### Who is exempt?

- Voters who vote absentee by mail
- Voters who are residents of a licensed nursing home or assisted living center and who vote at the facility
- Voters who are hospitalized
- Voters with a religious objection to being photographed
- Voters who are indigent and unable to obtain a photo ID without paying a fee

## What if I registered by mail and am voting in my first election?

Federal law requires first time voters who register by mail to present one of the following:

- A current TN or federally issued photo identification with voter's name and photo **OR**
- If the photo identification is expired, the voter must also present one of the following: a copy of a current utility bill, bank statement, government check, paycheck or government document that shows the voter's name and address.

## Don't have an acceptable photo ID?

Contact the Wilson County Election Commission for questions concerning acceptable forms of Photo ID. We will assist you with any questions about the photo ID requirements or any other voting related question.

## Protecting your vote

No eligible voter will be turned away at the polls. Voters who do not bring a Photo ID to the polls can vote using a provisional ballot, which will be counted if the voter returns to the Wilson County Election Commission within two (2) business days after the Election Day with a valid Photo ID.

**Examples and a list of acceptable IDs can be found at [www.WilsonTNVotes.gov](http://www.WilsonTNVotes.gov)**

## What if I have moved since I last voted or since I registered to vote?

The voter registration application also serves as a name and/or address change request. Complete and sign the form. When updating your address within the county, the form may be mailed, faxed, or emailed with an attached document which includes a scanned signature or submitted in person to our office. When updating one's name, the form must be mailed or taken to our office. The form must be signed and received no later than five (5) days before the election in order to process the change.

Pursuant to TCA § 2-2-107, a person shall be registered as a voter of the precinct in which the person is a resident. This is important because you should only vote on candidates that you are eligible to vote for based on your residence.

You may change your address when you vote on Election Day. However, taking care of the change before coming to vote will save you time, paperwork and possibly having to drive to another polling place to vote.

When you apply to vote, you affirm, under penalty of perjury, that the information you have provided on your application is correct. Providing false information on your voter application is a felony. (TCA § 2-19-107)

# Redistricting in 2022

## What is Redistricting?

Redistricting is the redrawing of County Commission, State Senate, State House, US Congress, Constable, School Board and City Ward or District lines to ensure that every citizen is equally represented. Each district has an approximate equal number of residents according to the 2020 census. Geographically, some districts are larger or smaller than the others. The population of each district, no matter its geographical size, is approximately equal in population.

## How many people are in a County Commission District?

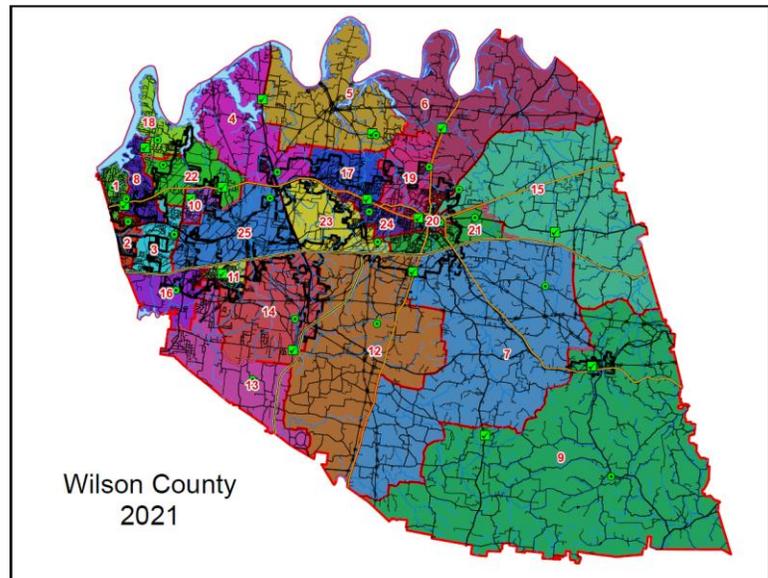
There are approximately 5909 individuals in each County Commission District. This is based on the 2020 Federal Census.

## Who determines where the new district lines will be?

The decision makers are the elected officials who have the statutory authority to locate the district lines on census block boundaries.

## Wilson County Commission Districts

- **The Tennessee General Assembly:**
  - Congressional Lines
  - State Senate Lines
  - State House Lines
  - Lebanon Special School District Lines
- **The Wilson County Commission:**
  - County Commission Districts
  - School Board Districts
  - Constable Districts
- **City Council/Commission:**
  - City Council Wards/Districts
- **Wilson County Election Commission:**
  - Precinct Boundaries
  - Polling Places



## What if I don't want to vote on Election Day?

They may vote at any of the four Early Voting locations in Wilson County during the Early Voting period. Early Voting is convenient, fast and they can avoid the possibility of missing an opportunity to vote on Election Day for any unforeseen reason. The Early Voting Locations are listed on our website--- [www.WilsonElections.com](http://www.WilsonElections.com) Wilson County voters can vote at ANY of the vote centers locations which will be posted on our website.

## How do I know which offices I can vote for?

You should have a **NEW** voter registration card. It is important that you check the card for accuracy. The **NEW** card will have your name and residential address on it. The card will also have the County Commission District, County School Board Zone, Constable Zone, State House of Representatives District, State Senate District and U.S. Congressional District you are represented by. If you live in any of the three cities, those wards or districts will also be listed on your card. **PLEASE CONTACT THE ELECTION COMMISSION OFFICE IF YOU HAVE ANY CONCERNS ABOUT THE ACCURACY OF THE VOTING INFORMATION ON YOUR CARD.**

## What if I did not receive a NEW voter registration card?

You may not have received a new voter card if any of these conditions apply to you:

- Your address has changed from the one on your registration
- Your name has changed from the one on your registration
- You have been designated as an "inactive voter" for one of several reasons
- You are NOT REGISTERED TO VOTE

**PLEASE CONTACT THE ELECTION COMMISSION OFFICE IF YOU HAVE NOT RECEIVED A NEW VOTER REGISTRATION CARD AND BELIEVE YOU SHOULD HAVE.**

## When is the last day I can register to vote and vote in the next scheduled election?

You may register until 30th day before each election at the close of business. Registrations received after the deadline before each election will be processed after the election.

## Do I need my NEW voter card to vote at Early Voting or on Election Day?

You do not need your voter card to vote during early voting or on Election Day. **YOU MUST HAVE A TENNESSEE STATE OR FEDERALLY ISSUED PHOTO ID TO VOTE.** The voter registration card does not exempt you from having a Photo ID to vote. You can vote without a voter registration card but not without a photo ID.



# 2024 Wilson County Election Calendar

## **Presidential Preference Primary /County Primary Election----**March 5, 2024****

1<sup>st</sup> Day to Pick-Up Petitions—October 16, 2023  
Qualifying Deadline---December 14, 2023- **NOON**  
Withdrawal Deadline—December 21, 2023-**NOON**  
Last Day to Register to Vote---February 5, 2024  
1<sup>st</sup> Day to Request Absentee Ballot---December 6, 2023  
Last Day to Request Absentee Ballot---February 27, 2024  
Early Voting—February 14<sup>th</sup> through February 27<sup>th</sup>

### **Offices Eligible for County Primary**

Assessor of Property- 4 year term  
Wilson County School Board Members- Zone 1, Zone 3, Zone 5, Zone 7—4 year term  
Lebanon Special School District

## **Federal & State Primary Election/ County General ---**August 1, 2024****

1<sup>st</sup> Day to Pick-Up Petitions—February 5, 2024  
Qualifying Deadline---April 4, 2024- **NOON**  
Withdrawal Deadline—April 11, 2024-**NOON**  
Last Day to Register to Vote---July 2, 2024  
1<sup>st</sup> Day to Request Absentee Ballot---May 3, 2024  
Last Day to Request Absentee Ballot---July 25, 2024  
Early Voting—July 12<sup>th</sup> thru July 27<sup>th</sup>

### **Offices Eligible for Federal & State Primary**

Qualifying Deadline is **NOON**, Thursday, April 4, 2024  
U.S. Senate, U.S. Congress- Districts 5 & 6  
State Representative- District 40, State Representative- District 46  
& State Representative- District 57

## **November General/City Elections----**November 5, 2024****

1<sup>st</sup> Day to Pick-Up Petitions—June 17, 2024  
Qualifying Deadline for Municipal candidates—August 15, 2024- **NOON**  
Withdrawal Deadline—August 22, 2024- **NOON**  
Last Day to Register to Vote---October 7, 2024  
1<sup>st</sup> Day to Request Absentee Ballot---August 7, 2024  
Last Day to Request Absentee Ballot---October 29, 2024  
Early Voting—October 16<sup>th</sup> thru October 31<sup>st</sup>

### **Offices Eligible for City Elections**

City of Lebanon—Mayor, Wards 1, 2 & 5  
City of Mt. Juliet—Mayor, Districts 1 & 3  
City of Watertown—Three (3) At-Large Aldermen  
Cartmell Scholarship



## *Be Prepared for the 2024 Elections*

The 2024 elections will be busy. By having the proper photo ID and being educated on the candidates before coming to vote you will be prepared and able to vote quicker allowing for shorter wait times at the polls.

### ***ANY LINE, ANY TIME***

You no longer have to go to a specific alphabetical line to receive your application to vote—you will be able to go to any Registrar's line.

By utilizing technology, election officials will be able to serve you more efficiently and timely making your voting experience the best it can be.

## **USING THE VOTING MACHINES**

Make your voting experience the best it can be in 2024. Prepare yourself for the ballot by becoming familiar with what offices are being elected and who the candidates are before coming to the polls.

The poll official helping you with the voting machine will ask you to verify that the ballot code on your application matches the code on the voting machine. Watch the screen and confirm your ballot style with the poll official. If you have questions about the ballot you receive, this is the time to ask them. The poll official is available to answer any questions you may have how to operate the voting machine but cannot give opinions about who to vote for.

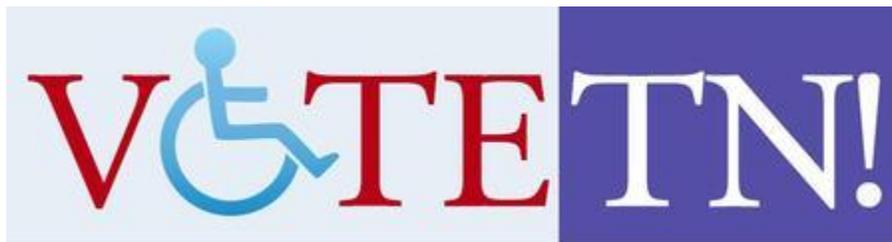
The ballot may be several pages. You are not required to vote in all contests, but you do have to look through the entire ballot. At the end of the ballot, you will be asked to review the choices you made on your ballot. Carefully review your ballot. This is the time to ask your poll official if you have any questions about the ballot. If you have reviewed your ballot and do not see a candidate you think should be on it, now is the time to ask your poll official. After reviewing your ballot, and being satisfied with your choices, you will PRINT CARD. Take the printed ballot card and review again. If you are happy with your choices, insert the ballot card into the scanning machine. If you do not see all of your choices, please ask a poll official for assistance.

## What special accommodations have been made for elderly, disabled and visually impaired voters?

In accordance with the federal Help America Vote Act (HAVA) and state law, Wilson County has an accessible voting unit for every polling place in the county. The accessible ExpressVote is available at each polling place for every primary or election conducted under Tennessee General Laws, Title 2.

When the registered voter arrives at the polling place, the voter will proceed to the check-in table and will identify himself/herself. The voter will tell registrars at the check-in table that they made need assistance in using the voting equipment and will be directed to the designated accessible ExpressVote.

- › Each polling place will have at least one handicapped-accessible voting booth designated for priority use by disabled or elderly voters. Other voters may use the voting booth only when there are no disabled or elderly voters waiting to vote.
- › Each polling place will be equipped with a sheet magnifier to assist voters who are visually impaired.



## What can I do if my polling place is not accessible to voters with disabilities?



All Early Voting and Election Day polling places in Wilson County have been surveyed and are ADA compliant. If you are a voter with a disability and the polling location where you are assigned to vote is inaccessible to you for any reason, you must notify the Wilson County Election Commission not less than 10 days from Election Day.

## Provisional Voting Information

If you are not on the signature list or do not have an acceptable form of identification, you will be allowed to cast a provisional ballot. The Provisional Counting Board will meet and based on all of the information provided and eligibility, your ballot may or may not be counted. You will be notified, in writing, whether or not your ballot was counted.

## PARTY PRIMARY vs. GENERAL ELECTION

A Presidential Preference Primary & possible Wilson County Republican & Democratic Primaries will be held on March 5, 2024. The Federal/State Primary & County General will be held on August 1, 2024. These elections will be Primary Elections to choose their candidates for the General elections.

The November 5, 2024 election will be a Federal & State General Election and municipal elections for Lebanon, Mt. Juliet and Watertown cities.

A **Primary Election** is a nominating election.

Voters that vote in a Primary Election consider themselves Republicans or Democrats- there are no Primary Elections for Independents. In order to vote in the primary, for either party, you will be required to choose which party primary you wish to vote in on your voter application.



Tennessee has two recognized parties – the Republican Party and the Democratic Party. Tennessee holds “Open Primaries”. You are not registered as a member of any party and may vote as your current party allegiance allows.

*“A registered voter is entitled to vote in a primary election for offices for which the voter is qualified to vote at the polling place where the voter is registered if:*

- 1. The voter is a bona fide member of and affiliated with the political party in whose primary the voter seeks to vote; or*
- 2. At the time the voter seeks to vote, the voter declares allegiance to the political party in whose primary the voter seeks to vote and states that the voter intends to affiliate with that party.” TCA §2-7-115 (b)*

Winning the party’s nomination in a Primary Election is the first step in the election process. It narrows the field in a political party to one individual for a specific office. The winner of the party primary in May will be on the County General ballot in August and the winner of the party primary in August will be on the general election ballot in November representing their party.

You do not have to vote in the primary elections. You may choose to vote only in the Wilson County general election.

A **General Election** is the election in which all voters make the **final choice** from among the party nominees and the independent candidates for a specific office.

In August, the winners in Wilson County offices on the general ballot will take office on September 1, 2024. The winners of the primaries on the August ballot will appear on the general ballot in November and the winners will take office January 1, 2025.

Municipal offices are never partisan races by state law.

## THE ELECTORAL COLLEGE

Established in Article II, Section 1 of the U.S. Constitution, the Electoral College is the formal body which elects the President and Vice President of the United States. Each state has as many "electors" in the Electoral College as it has Representatives and Senators in the United States Congress, and the District of Columbia has three electors. When voters go to the polls in a Presidential election, they actually vote for the slate of electors who have vowed to cast their ballots for that ticket in the Electoral College.

**The Presidential election process follows a typical cycle:**

Time of the year	Event
Spring of the year before an election	Candidates announce their intentions to run.
Summer of the year before an election through Spring of the election year.	Primary and caucus debates take place.
January to June of election year	States and parties hold primaries and caucuses.
July to early September	Parties hold nominating conventions to choose their candidates.
September and October	Candidates participate in presidential debates.
Early November	Election Day is the first Tuesday after the first Monday.
December	Electors cast their votes in the Electoral College.
Early January of the next calendar year	Congress counts the electoral votes.
January 20	Inauguration Day

# QUALIFICATIONS FOR OFFICE

Tennessee State Law sets out some general qualifications that ALL candidates must meet to be on the ballot. Individual offices may have additional requirements.

## Tennessee State Law

### GENERAL QUALIFICATIONS FOR ELECTED OFFICE:

All persons 18 years old and over, who are citizens of the United States and of Tennessee, and who meet certain residency requirements (these differ by office) are qualified to hold office unless the person:

- Has been convicted of offering or giving a bribe, of larceny, or, of any other offense declared infamous by law, unless the person has been restored to citizenship as prescribed by law
- Has not paid a judgment for money received in an official capacity, which is due to the United States, Tennessee or any county
- Has defaulted to the treasury at the time of election
- Is a soldier, seaman, marine or airman in the regular United States Army, Navy or Air Force
- Is a member of Congress or holds any office of profit or trust under any foreign power, other state of the Union or the United States

(There are additional qualifications for offices such as Sheriff, School Board, etc.)

## CONSTITUTIONAL OFFICES

The following are general descriptions of the origin, qualifications, duties and other general information about the Constitutional Offices in Wilson County. These descriptions are intended to give you a general understanding of each office. The elected offices included have many more detailed duties and other official requirements than are included here. For detailed information please visit [CTAS](#) TCA Title 8.

### COUNTY MAYOR

The County Mayor is the administrative head of the county. This office was created as a constitutional office in 1978 by an amendment to Article 7, Section 1 of the Tennessee Constitution.

The County mayor is elected by the people of the county for a term of four years.

### **Qualifications for County Mayor:**

- All general qualifications for holding office in Tennessee;
- Must be at least 25 years old;
- Must be a qualified voter of the county;
- A resident of the county for at least one year prior to filing a petition for the office.

The position is full-time and compensation is set by state law.

The County mayor serves as a non-voting, ex-officio member of the legislative body (the County Commission). They also serve as a non-voting, ex-officio member of most committees of the commission.

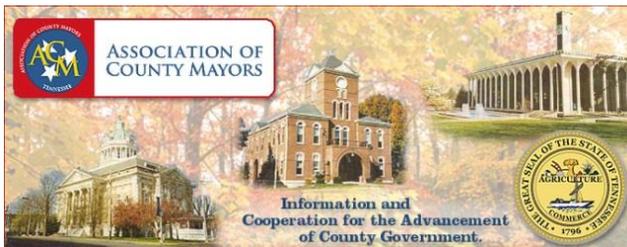
The County mayor may be elected as the chairperson of the Commission. As Chairperson, the Mayor may cast a vote only in the event of a tie. If the mayor chooses not to be the chairperson of the commission, he has veto power over most legislative resolutions.

The County Mayor is the Chief Financial Officer of the county.

The County Mayor has the care and custody of all county property.

The County Mayor may enter into “letters of agreement” with county fee officials.

The County mayor performs other duties and shares administrative tasks with other constitutional officers and statutory county officials.



## **COUNTY COMMISSIONERS**

The Wilson County commission is made up of 25 individuals elected from the each of the 25 county commission districts for a four year term.

### **Qualifications for County Commissioner:**

- Attained the age of 18;
- Citizen of the United States;
- Citizen of Tennessee;
- Resident of their district when qualified;
- Cannot be an elected county official
- Comply with all general requirements for holding office in Tennessee.

The compensation of County Commissioners is fixed by resolution of the County Commission but not for less than the minimum compensation set by the General Assembly.

They are required to meet at least four times per calendar year. The Wilson County Commission meets monthly.

The County Commission is required to adopt a balanced budget and appropriate funds for the ensuing fiscal year for all county departments and agencies.

The County Commission can levy a county property tax without limitation to rate to fund the county budget. The county property tax is the only significant source of revenue for the county.

The County Commission also has the duties of:

- Accepting and maintaining county roads
- Passing general laws regarding financial management, budgeting and purchasing
- Issuing county debt instruments, i.e. bonds and notes
- Providing facilities for courts, jails and for certain county officials
- Planning and zoning for areas outside of municipalities
- Passing a countywide personnel policy
- Animal control
- Securely maintaining county records
- Other duties given them by the legislature



To learn more about TN County Commissioners, go to

[https://www.tncounties.org/TCCA/About\\_Us/TCCA/About.aspx?hkey=33a25ce6-c4ed-4001-81fd-4e1a22853b73](https://www.tncounties.org/TCCA/About_Us/TCCA/About.aspx?hkey=33a25ce6-c4ed-4001-81fd-4e1a22853b73)

## SHERIFF

The Sheriff, as a constitutional office, has been included in Tennessee's three Constitutions (1796, 1835 and 1870). The Sheriff is elected by the people of the county for a four year term.

### **Qualifications for Sheriff:**

- All general qualifications for holding office in Tennessee;
- Must be at least 25 years old;
- Must be a qualified voter of the county;
- Must have obtained a high school diploma, or its equivalent;
- Must not have been convicted, pled guilty or pled nolo contendere to any felony charge or any violation of any federal or state laws or city ordinances related to force, violence, theft, dishonesty, gambling, liquor or controlled substances, so long as the violation involves an offense that consists of moral turpitude, or misdemeanor crime of domestic violence;
- Must be finger printed under the direction of the Tennessee Bureau of Investigation and have the TBI make a search of local, state and federal finger print files for any criminal record;

- Must not have been released from the armed forces of the United States with a dishonorable or bad conduct discharge, or as a consequence of conviction at court martial for either state or federal offenses;
- Must have been certified by a qualified professional in the psychiatric or psychological fields to be free of all apparent mental disorders as described in the Diagnostic and Statistical Manual of Mental Disorders, Third Edition, of the American Psychiatric Association or its successor;
- Must possess a current and valid peace officer certification as issued by the Tennessee Peace Officer Standards and Training Commission (POST) within 12 months of qualification for election as Sheriff;
- Must not be a member of the General Assembly, nor shall any practicing attorney be obligated to act as Sheriff.

The Sheriff is compensated based on state law.

The duties of the Sheriff include but are not limited to:

- Conservator of the peace and law enforcement
- Maintaining and providing a correctional facility



Visit

<http://tnsheriffs.com/>

to learn more about TN Sheriffs.

## COUNTY CLERK

For years, the County Clerk was known as the County Court Clerk. In 1978, this office was made a constitutional office. The County Clerk is elected by the people of the county for a four year term.

This office has no additional qualifications beyond the general qualifications for holding elected office in Tennessee.

The County Clerk is compensated with a minimum salary set forth in state law. The compensation of the County Clerk does not vary with the amount of fees collected.

The duties of the County clerk are generally:

- Keeping the official records of the County Commission
- Collecting local and state taxes such as- county wheel taxes, local hotel and motel taxes, beer taxes, business taxes, and vehicle registration fees
- Issuing motor vehicle titles and registrations
- Issuing marriage licenses

- Issuing business licenses
- Processing applications for beer permits
- Process applications for notaries public
- Issuing pawn broker licenses
- Issuing hunting and fishing licenses
- Offering renewal of Tennessee Drivers licenses



[www.tncountyclerk.com](http://www.tncountyclerk.com)

## ASSESSOR OF PROPERTY

The assessor of property was a statutory office for many decades before it became a constitutional office following the 1978 amendments to the Tennessee Constitution. The assessor of property is elected to a four-year term in the August general election in even numbered years in which there is not an election for governor. T.C.A. § 67-1-502. This places the election of the assessor in years different from the other county constitutional officers who are popularly elected.

This office has no additional qualifications beyond the general qualifications for holding elected office in Tennessee.

The assessor's duties include two basic functions:

- appraisal of taxable real and personal property in the county that is not appraised by the state.
- assessment of taxable real and personal property in the county that is not appraised by the state.



To learn more:  
<http://www.tnaao.org/index.htm>

## REGISTER OF DEEDS

The Register of Deeds was originally an office appointed by the county legislative body, but became an elected office with the 1830 Tennessee Constitution. The Register of Deeds is elected by the people of the county for a four year term.

Register of Deeds has no additional qualifications from the general qualifications to hold elective office in Tennessee.

The compensation for the Register of Deeds is set by the legislature and has no bearing on the amount of fees collected by the office.

The duties of the Register of Deeds is to make and preserve a record of instruments required or allowed by law to be filed or recorded including, but not limited to:

- Deeds
- Powers of Attorney

- Deeds of Trust
- Mortgages
- Liens
- Contracts
- Plats
- Leases
- Judgments
- Wills
- Court Orders
- Military Discharges
- UCCs
- Other filings and documents
- The Register of deeds is also responsible for collecting “transfer” and “mortgage” taxes

**TENNESSEE REGISTERS ASSOCIATION**

To learn more:  
<http://tnregisters.homestead.com>

## **COUNTY TRUSTEE**

The County Trustee was originally an office appointed by the county legislative body. The office became an elected office with the 1835 Tennessee Constitution. The County Trustee is elected by the people of the county for a four year term.

There are no additional qualifications for County Trustee other than the general qualifications for holding elective office in Tennessee.

Compensation for the County Trustee is set by the legislature, and the compensation does not vary with the amount of fees or commissions collected by the office.

The County Trustee has three primary functions:

- Collecting all county property taxes
- Keeping a fair and regular account of all money received
- Investing temporarily idle county funds

The County Trustee may also:

- Disburse sales tax revenues
- Collect municipal property taxes and other state and local taxes



## CIRCUIT COURT CLERK

The Tennessee Constitution provides for counties or districts to elect a Circuit Court Clerk. The Circuit Court Clerk is elected by the people of the county for a four year term.

There are no additional qualifications for Circuit Court Clerk beyond the general qualifications to hold elective office in Tennessee.

The minimum compensation for Circuit Court Clerk is set by the legislature. The compensation does not vary with the amount of fees or commissions collected by this office.

The Circuit Court clerk in Wilson County serves the three General Sessions Courts, Criminal Court and two Circuit Courts.

The duties of the Circuit Court Clerk include:

- Attending each court session with all the papers for the cases on the docket
- Administering oaths to parties and witnesses who testify
- Keeping minutes of the court
- Maintain the rule docket and execution docket in which all court judgments or decrees are entered in order of rendition and all receipts and disbursements in a case are entered
- Maintaining indexes for all books dockets that are kept by the office
- Investing funds pursuant to law

Collecting:

- State and county litigation taxes
- Criminal injuries compensation taxes
- County expense fees
- Sheriffs fees
- Miscellaneous other court fees

For more [information](http://www.tncourts.gov/) visit: <http://www.tncourts.gov/>

## SCHOOL BOARD MEMBERS

School Board members are elected by the people of the county from seven districts of substantially equal population. School Board members are elected to staggered four year terms.

Four (Districts 1,3,5,&7) are elected in presidential election years and three (Districts 2,4,&6) are elected in gubernatorial election years. In 2016 five School Board members will be on the ballot. Districts 1,3,5 and 7 will be elected for four year terms and District 6 will be elected for a two year term. Districts 6 and 7 are the newly created offices resulting from the passage of a question on the August 2014 Wilson County General Election ballot.

### **Qualifications for School Board Members:**

- Residents of the district they represent;
- Qualified voters of Wilson County;
- Cannot be members of the Legislature or a County Official;
- Cannot be elected as a teacher or any other paid position in Wilson County school system;
- Must possess a high school diploma or equivalent;
- Must attend annual training;
- All other general qualifications for holding elective office in Tennessee.

There are many duties for School Board Members these include:

- Employing a Director of Schools
- To elect teachers upon the recommendation of the Director who have attained or who are eligible for tenure, to fix their salaries, and to make contracts with them
- To manage and control all public schools under its jurisdiction
- To purchase all supplies, furniture, fixtures materials of very kind through the executive committee
- To dismiss teachers, principals, supervisors and other employees upon sufficient proof of improper conduct, inefficient service or neglect of duty
- To suspend or dismiss pupils when the progress or efficiency of the school makes it necessary
- To require the Director of schools and the chair of the school board to prepare a budget and when approved by the board submit it to the County Commission
- Many other duties that are required by law and discretionary

You will find more information to run for school board by visiting:



For more information:

[www.tsba.net](http://www.tsba.net)

## **CONSTABLES**

Constables are elected by the people of the county from five districts of substantially equal population. Each Constabulary District is made up of five County Commission districts. Constables are elected for a four year terms.

Compensation & Duties:

- Constables operate as individual officers at no cost to the citizens or governments of the county.
- Constables provide their own uniforms, vehicles, fuel and equipment and stand ready to aid or assist all citizens and/or agencies within the county.
- Their mission is to provide additional law enforcement presence in the county and to assist and supplement the county Sheriff's Office and the Police Departments.

# JUDGES

Judges are elected for eight-year terms. All judges must meet the general qualifications to run for office in Tennessee as well as be practicing attorneys in Tennessee.

## Wilson County Voters only:

- General Sessions Judges for Divisions I, II and III

## 15<sup>th</sup> Judicial District Judges:

The 15<sup>th</sup> Judicial District is Wilson, Macon, Trousdale, Smith and Jackson Counties

- Criminal Court Judge
- Circuit Court Judges (2)
- Chancellor

## Two additional offices that are elected by the voters of the 15<sup>th</sup> Judicial District for eight year terms are:

- District Attorney General
- District Public Defender

For more information on the duties and details of these offices please visit:

[www.tba.org](http://www.tba.org)

<https://www.tncourts.gov/jdmap>

[www.tndagc.com](http://www.tndagc.com)

For more [information: www.tncourts.gov/jdmap](http://www.tncourts.gov/jdmap)

## Where do I vote?

### Early Voting

#### **For the March 5, 2024 Election:**

Early Voting.....Feb 14<sup>th</sup> thru Feb 27<sup>th</sup>

#### **For the August 1, 2024 Election:**

Early Voting.....July 12<sup>th</sup> thru July 27<sup>th</sup>

#### **For the November 5, 2024 Election:**

Early Voting.....October 16<sup>th</sup> thru October 31<sup>st</sup>

During the Early Voting period voters will be able to vote at any of the five convenient Early Voting sites in Wilson County. Dates/times for Early Voting can be found on our website [www.WilsonElections.com](http://www.WilsonElections.com).

## **EARLY VOTING LOCATIONS:**

**Wilson County Election Commission Office**  
230 E. Gay Street • Lebanon, TN 37087

**Gladeville Community Center**  
95 McCrary Rd. • Lebanon, TN 37090

**Mt. Juliet Community Center**  
1075 Charlie Daniels Pkwy. • Mt. Juliet, TN 37122

**Watertown Community Center**  
8630 Sparta Pike • Watertown, TN 37184

## **Election Day**

On Election Day, voters will be able to vote at any one of the Convenient Vote Centers. You can visit our website [www.WilsonTNVotes.gov](http://www.WilsonTNVotes.gov) for a complete list of the vote centers and get directions to the nearest location to you.

## **ABSENTEE VOTING**

### **What is Absentee Voting?**

Absentee voting is a voting method that involves voting on a day earlier than the actual Election Day.

Tennessee has two forms of absentee voting:

1. Absentee in person, which is better known as early voting, and
2. Absentee by mail, which is commonly called by-mail voting.

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### **Who may apply to vote By-Mail Absentee?**

To vote by mail, a registered voter must fall under one of the following categories:

1. The voter will be outside the county of registration during the early voting period and all day on Election Day;
2. The voter or the voter's spouse is enrolled as a full-time student in an accredited college or university outside the county of registration;
3. The voter's licensed physician has filed a statement with the county election commission stating that, in the physician's judgment, the voter is medically unable to vote in person. The statement must be filed not less than seven (7) days before the election and signed under the penalty of perjury;
4. The voter resides in a licensed facility providing relatively permanent domiciliary care, other than a penal institution, outside the voter's county of residence;
5. The voter will be unable to vote in person due to service as a juror for a federal or state court;
6. The voter is sixty (60) years of age or older;
7. The voter has a physical disability and an inaccessible polling place;
8. The voter is hospitalized, ill, or physically disabled and because of such condition, cannot vote in person;

9. The voter is a caretaker of a person who is hospitalized, ill, or disabled;
10. The voter is a candidate for office in the election;
11. The voter serves as an election day official or as a member or employee of the election commission;
12. The voter's observance of a religious holiday prevents him or her from voting in person during the early voting period and on Election Day;
13. The voter or the voter's spouse possesses a valid commercial drivers license (CDL) or the voter possesses a valid Transportation Worker Identification Credential (TWIC) card and certifies that he or she will be working outside the state or county of registration during the open hours of early voting and Election Day, and has no specific out-of-county or out-of-state address to which mail may be sent or received during such time.
14. The voter is a member of the military or is an overseas citizen.

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### **What is the process for requesting the by-mail ballot?**

Download an Absentee Request Form from [www.WilsonTNVotes.gov](http://www.WilsonTNVotes.gov). Or send a request a by mail, fax or email with an attached document which includes a scanned signature and the following information directly to our office:

1. Name of the registered voter
2. Address of the voter's residence
3. Voter's social security number
4. Voter's date of birth
5. Address to mail the ballot outside the county (this applies only when the reason for voting by mail involves that the voter will be outside of the county during early voting and on election day)
6. The election in which the voter wishes to participate. If the election involves a primary, the political party in which the voter wishes to participate.
7. Reason the voter wishes to vote absentee. If applicable, a copy of the CDL containing the CDL number or the TWIC card must be included in the voter's request.
8. Voter's signature

A request that contains this information will be processed and a ballot will be mailed to the voter.

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### **Is any additional information required for individuals who have registered to vote by mail?**

Unless an individual who has registered to vote by mail is on the permanent absentee voting register, that person must appear in person to vote in the first election after the registration becomes effective. If a by-mail registrant has already voted in person since the registration, then no additional information will be required to vote by mail.

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**How can a person who possesses a valid commercial driver license (or the spouse of a person possessing a valid commercial driver license) or a transportation worker identification credential and who will be working outside the county of registration during the early voting period and all day on election day vote? If the voter (or spouse) possesses a valid commercial driver license or the voter possesses a valid transportation worker credential card and does not have a specific out-of-county or out-of-state address to which mail may be sent or received during the early voting or Election Day hours, the voter may:**

- a. Complete an application to vote absentee by mail at the Wilson County Election Commission office; or
- b. Send a written request that contains the information discussed in the question above; **and**

- c. Provide a copy of the current commercial driver license which contains the commercial driver’s license number or a copy of the current transportation worker credential card;
  - d. Provide the voter’s current residential address and any mailing address to which the ballot shall be mailed.
- 

**When may a registered voter apply to vote by mail?**

A registered voter may request an application for by-mail ballot no earlier than ninety (90) days before the election and no later than seven (7) days before the election. To be processed for the next election, the application must be received by the election commission no later than seven (7) days before the election.

**For the March 5, 2024 Election:**

1<sup>st</sup> Day to Request Absentee Ballot.....December 6, 2023  
 Last Day to Request Absentee Ballot.....February 27, 2024

**For the August 1, 2024 Election:**

1<sup>st</sup> Day to Request Absentee Ballot..... May 3, 2024  
 Last Day to Request Absentee Ballot.....July 25, 2024

**For the November 5, 2024 Election:**

1<sup>st</sup> Day to Request Absentee Ballot.....August 7, 2024  
 Last Day to Request Absentee Ballot.....October 29, 2024

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**To be counted, when must the ballot be received by the election commission?**

The county election commission must receive the ballot by mail no later than the close of polls on Election Day. Once the election commission issues an absentee by-mail ballot to a voter, the voter can only vote by mail.

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**What if I do not receive or ruin my ballot and can no longer use it?**

If a voter notifies the election commission that he or she has “spoiled” a ballot or has not received the ballot, the election commission shall note on the records that subsequent supplies have been sent and supply the voter with subsequent voting supplies.

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**What if I do not provide all of the information required on the by-mail ballot application?**

The county election commission will reject the application and return the application to the voter immediately by mail to be completed and returned again. If time permits, any rejected application must be corrected and returned to the County Election Commission by the seventh (7th) day before the Election.

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**Can the ballot be hand delivered?**

No. The by-mail ballot must be received by the county election commission office through the postal mail.



# Military/Overseas Voting

Military personnel, their family members and overseas voters (UOCAVA voters) may receive their absentee ballot via e-mail upon request. UOCAVA voters may track when the ballot was received by their local county election commission office. The voted ballot must be received by the local county election commission office by the close of polls on Election Day to be counted.

If you are not in the military, a family member of the military, or an overseas citizen, these instructions do not apply to you and you may not use the Form 76. (Please refer to Absentee Voting.)

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## **Who may apply to vote absentee under T.C.A. § 2-6-502?**

To vote pursuant to the above statute, an individual must fall into one of the following categories.

**MILITARY PERSONNEL:** Persons who are United States citizens, residents of Tennessee and members of the Uniformed Services (i.e., armed forces personnel), and their family members.

"Armed forces personnel" is defined in T.C.A. § 2-1-104(1) as members of the Army, Navy, Air Force, Marine Corps, Coast Guard, Environmental Science Service Administration, Public Health Service of the United States or members of the Merchant Marine of the United States, and their spouses and dependents.

**CIVILIANS OUTSIDE U.S.:** Persons who are United States citizens, residents of Tennessee, and who are currently residing overseas.

**OVERSEAS CITIZEN:** A United States citizen who resides outside the U.S. and, but for living outside the U.S., would be qualified to vote in Tennessee.

**PERSONS BORN OVERSEAS:** A person who has never lived in the U.S. but has a parent who is eligible to vote in Tennessee may vote in Tennessee in the same voting residence claimed by the parent.

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## **Must I already be a registered voter to vote in Tennessee pursuant to this provision?**

No. If you meet the qualifications to register to vote in Tennessee but have not registered prior to requesting an absentee ballot and you fall into one of the above categories, your application for absentee ballot will be treated as an application for temporary registration.

Normally, an individual who registers to vote by mail must appear in person in the first election the person votes in after such registration becomes effective. This provision is waived in the case of military personnel, their family members, or overseas citizens. However, since this is only a temporary registration, once you are no longer eligible to vote under this provision of the law, you must complete a voter registration form and submit the form to your local county election commission prior to voting in any subsequent election.

If you are a registered voter prior to requesting an absentee ballot under this provision, the above information does not apply to you.

**When may a registered voter or individual who meets the above requirements apply to vote by absentee ballot?**

Applications may be received no earlier than January 1 of the year in which the election is to be held unless the election is to be held less than ninety (90) days after January 1 of the calendar year. In that case, the application may be received no earlier than ninety (90) days before the election and no later than seven (7) days before the election.

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**What is the process for requesting an absentee ballot?**

An individual who meets the above requirements may request an absentee ballot by completing a Federal Post Card application, also known as a "Form 76 or FPCA" (herein Form 76).

The Federal Voting Assistance Program provides an **online version of the Form 76** that a voter may complete and send to the local county election commission. (Go to the bottom of the page and click "Click Here To Get The Form." For information on Tennessee click the "states pages" and then Tennessee.) Once you have provided all the information needed to obtain a ballot, print the form and sign the application. Go to [www.fvap.gov](http://www.fvap.gov) to download the form.

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**How do I submit the request or application to my local county commission?**

The form may be mailed, faxed or emailed with an attached document that includes a scanned signature to the Wilson County Election Commission office.

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**To be counted, when must the voted ballot be received by the county election commission?**

The voted ballot must be received by mail by the close of the polls on Election Day. If the ballot is rejected, the registered voter will be notified that the ballot was rejected and why the ballot was rejected.

**Must I submit an application for each election in the upcoming year?**

No. The voter will receive absentee ballots for all regularly scheduled elections for the calendar year in which the request is submitted. Note that it is the voter's responsibility to keep the local county election office informed of any changes of address. The ballots will be mailed or e-mailed, depending on the choice of the voter, to the address that is originally submitted to the local county election office until further notice from the voter.

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### **What if I do not receive or ruin my ballot and can no longer use it?**

If a voter notifies the election commission that he or she has "spoiled" a ballot or has not received the ballot, the election commission shall note on the records that subsequent supplies have been sent and supply the voter with subsequent voting supplies.

After timely requesting an official absentee ballot, Armed Forces personnel and overseas voters who feel that there may not be a sufficient amount of time to receive and then return the voted ballot may also use the Federal Write-In Absentee Ballot (FWAB).

Instructions for completing an FWAB may be found at

<https://www.fvap.gov/uploads/FVAP/Forms/FWABwithOMBFinal.pdf>

To obtain a FWAB see your voting officer or you may print the ballot at

<https://www.fvap.gov/eo/overview/materials/forms>

For Security Envelope - <https://www.fvap.gov/eo/overview/materials/forms>

For Return Envelope - <https://www.fvap.gov/eo/overview/materials/forms>

**Note:** If both ballots are received prior to the close of the polls on Election Day, the county election commission will count the official ballot it provided to the voter.

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### **What if I do not provide all of the information required on the by-mail ballot application?**

The county election commission will reject the application and return the application to the voter immediately by mail to be completed and returned again.

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### **How may I receive my absentee ballot?**

Tennessee allows you to receive an absentee ballot by mail or e-mail. Please indicate how you would like to receive your absentee ballot on your request. If you indicate e-mail, provide your e-mail address (on the Form 76 your e-mail address should be provided in Block 2) with the request. If you do not indicate how you want your absentee ballot sent, the absentee ballot will be mailed. Tennessee does not allow you to receive your absentee ballot by fax.

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### **May I track my absentee ballot?**

Yes. Go to [Tennessee's voter lookup page](#) on the Division of Elections homepage. Enter your information and you will be able to track when the ballot was received by the Wilson County Election Commission office. If you need assistance, contact your local county election commission office.



**[www.fvap.gov](http://www.fvap.gov)**

# Restoration of Voting Rights

Article 4, §2 of the Tennessee Constitution provides that the Tennessee legislature may deny the right to vote to persons convicted of "infamous" crimes. Pursuant to this provision in the Tennessee Constitution, the Tennessee legislature has excluded individuals convicted of various felonies from the right of suffrage.

However, the legislature has also established conditions and procedures through which individuals who have lost their voting rights may regain them. The manner in which a person may restore a lost voting right depends upon the crime committed and the year in which the conviction occurred.

**A Restoration of Voting Rights Form can be obtained from the Wilson County Election Commission.**

The restoration of voting rights form may be used to restore an individual's voting rights for a felony conviction on or after May 18, 1981. **Note:** For each felony conviction imposed on or after May 18, 1981, whether it is a federal conviction, a state conviction within Tennessee or a state conviction from another state, a separate restoration of voting rights form must be completed for each felony conviction with a different docket/case number.

The form must be completed by an agent, such as a probation/parole officer or criminal court clerk, who has the authority to provide the required information regarding the individual's conviction, final release date and information regarding restitution or court cost. The person convicted of the felony offense may not complete the restoration of voting rights form. Once the form(s) are completed, the form(s) must be submitted to the local county election commission office in the county in which the individual resides.

The restoration of voting rights form only restores an individual's voting rights. An individual's citizenship rights must be restored through a court order.



## WHERE CAN I FIND A SAMPLE BALLOT BEFORE THE ELECTION?

Before Early Voting and Election Day, a sample ballot will be published in the local newspaper. The sample ballot will also be available on our website – [www.WilsonTNVotes.gov](http://www.WilsonTNVotes.gov) Sample ballots will be posted at each of the four convenient Early Voting sites and all Election Day Polling Places.

## ARE YOU INTERESTED IN HELPING IN ELECTIONS?

### What is a Poll Worker?

Poll Workers are patriotic Wilson County voters that believe in the greatness of our republic and are willing to set aside time in their busy lives for a small stipend to ensure that the integrity of every vote cast is protected.

Poll Workers are appointed by the Wilson County Election Commission prior to each election. For every county-wide election, the Wilson County Election Commission relies on approximately 300 poll workers to staff the 31 polling places throughout Wilson County and staff the four Early Voting sites.

The greatest benefit to being a poll worker is the gratification derived from your active participation in the election process.

If you would like to join our team and become a Wilson County Poll worker, please go to our website [www.WilsonTNVotes.gov](http://www.WilsonTNVotes.gov) and complete the POLL WORKER APPLICATION.

## WHERE CAN I FIND INFORMATION ABOUT A CANDIDATE?

The Election Commission only qualifies the candidates, prepares the ballot and administers the election. Information about individual candidates, their biographies, views on issues, etc. may be obtained from the local media and from the candidates themselves.

**We hope this Voter Handbook has been a useful resource for you. Please contact the Wilson County Election Commission with questions or for more information about elections and voting.**

**Wilson County Election Commission**  
**230 E. Gay Street, Lebanon, TN 37087**  
**615-444-0216**  
[info@WilsonTNVotes.gov](mailto:info@WilsonTNVotes.gov)