

Part III - Secretary of State

Chapter 01 Organization of the Secretary of State's Office

Purpose of this Chapter

- 100 In accordance with Section 25-43-2.102 of the Mississippi Administrative Procedures Law, this chapter describes the Secretary of State's duties and responsibilities, the organization of the Secretary of State's Office, its methods of operation, and how the public can contact the agency to make submissions or requests.

Secretary of State

- 101 The Secretary of State is an officer of the executive branch of state government elected by the people pursuant to Article 5, Section 133 of the Mississippi Constitution. The Secretary of State is the keeper of the capitol, registrar of all official acts of the Governor and performs other duties as required by various statutes. There are specific statutory duties in the following general areas: elections, public lands, business, charities, and publications.

Secretary of State's Office

- 102 The Secretary of State's Office consists of Assistant Secretaries of State and other staff who assist the Secretary in carrying out the responsibilities of the office. The Secretary of State's Office is divided into the following operating divisions:
1. Administration
 - a. Personnel
 - b. Finance
 - c. Procurement
 2. Elections
 - a. Elections
 - b. Campaign Finance
 - c. Lobbying
 3. Public Lands
 - a. Agency Lands
 - b. Tax Forfeited Lands
 - c. Sixteen Section School Lands
 - d. Public Trust Tidelands
 4. Business Regulation and Enforcement
 - a. Securities Regulation
 - b. Charities Registration
 - c. Pre-need Funeral Contracts Registration
 5. Business Services
 - a. Corporations and Other Business Entity Formation

- b. Uniform Commercial Code Filing
- c. Notary Commissions
- d. Customer Service
- e. Administrative Rules
- 6. Education and Publications
 - a. Education and Training
 - b. Publications

Delegation of Authority

- 103 Authority to act on behalf of the Secretary of State is delegated to the following positions:
1. Chief of Staff serves as the principal deputy to the Secretary of State and is delegated authority to act for the Secretary on all matters.
 2. Assistant Secretaries of State are delegated authority to act for the Secretary of State on all matters within their assigned area of responsibility.
- 104 Contacting the Secretary of State's Office—The Secretary of State's Office may be contacted in person, by U.S. Mail, Courier mail, e-mail, telephone, telefacsimile, and e-mail. The Secretary of State also maintains and provides interactive services on the Internet at www.sos.state.ms.us .
1. Location of the Secretary of State's Office--The Secretary of State maintains offices in Jackson, and Gulfport, Mississippi at the following locations:
 - a. Heber Ladner Building, 401 Mississippi Street, Jackson, Mississippi 39201. This location houses the Executive, Administrative, and Personnel offices and the Elections and Public Lands Divisions.
 - b. Capitol Office, 400 High Street Room 105, Jackson, Mississippi 39201
 - c. 700 North Street Office, 700 North Street, Jackson, Mississippi. 39202. This office houses the Finance, Information Technology, Business Services and the Business Regulation and Enforcement Divisions.
 - d. Gulf Coast Office, Hatten Building 1400 24th Avenue, Gulfport < Mississippi 39501.
 2. The mailing addresses for the Secretary of State's Office are:
 - a. Post Office Box 136, Jackson, Mississippi 39205
 - b. Post Office Box 97, Gulfport, Mississippi 39502
 3. Courier Mail should be delivered to the street addresses listed above. The 700 North Street is the primary mail distribution point; however, directing courier mail to the location housing a specific division will expedite delivery.
 4. The Secretary of State's Office may be contacted by telephone as follows:
 - a. Customer Service (601) 359-1633, (800) 256-3494, FAX (601) 359-1633
 - b. Heber Ladner Building (601) 359-1650, FAX (228)576-2819
 - c. Gulf Coast Office (228) 864-0254 FAX (228) 864-0235
 - d. (Reserved)

5. The primary E-mail addresses for the Secretary of State's Office are:
 - a. CustomerServices@sos.state.ms.us
 - b. Administrator@sos.state.ms.us
 - c. (Reserved)

Requesting Information

- 105 Information may be requested by contacting the Secretary of State's Office in writing at the above address(s).
1. The requestor should specifically identify the information requested and include his or her name, address and telephone number.
 2. There are certain fees that may apply.

Rulemaking Oral Proceedings

- 106 The Secretary of State's Office hereby adopts the Model Rule on Rulemaking Oral Proceedings published herein in Title 01, Part II, Chapter 03 of the Mississippi Administrative Code and incorporates the rule by reference.

Declaratory Opinions

- 107 The Secretary of State's Office hereby adopts the Model Rule on Requests for Declaratory Opinions published herein in Title 01, Part II, Chapter 04 of the Mississippi Administrative Code and incorporates the rule by reference.
- 108 Rules of Practice for Formal and Informal Proceedings (Reserved).
- 109 Master Fee Schedule (Reserved)

Chapter 2 Elections

Chapter 3 Lobbying

Chapter 4 Campaign Finance

Chapter 5 Education and Publications

Chapter 6 Securities Registration and Enforcement

Chapter 7 Charities Registration and Enforcement

Chapter 8 Pre-Need Funeral Registration and Enforcement

Chapter 9 UCC Secured Transactions

Chapter 10 Corporations and Business Organizations

Chapter 11 Service of Process

Chapter 12 Athletic Agent Registration

Chapter 13 Correspondence School Registration

Chapter 14 Notaries Public

Chapter 15 Public Lands

Chapter 16 Sixteen Section Lands

Chapter 17 Tax Forfeited Lands

Chapter 18 Agency Lands

Chapter 19 Public Trust Tidelands

Chapter 20 Appendix of Forms