

CHAPTER 5

SECRETARY OF STATE

Sec.  
 5.01 Custodian of records and state seal  
 5.02 Assistants  
 5.03 Clerk of government surveys  
 5.04 Appointment; salary  
 5.05 Duties of secretary

Sec.  
 5.06 Notice of ratification of amendment to constitution of United States  
 5.07 Oaths and acknowledgments by secretary of state  
 5.08 Legislative manual

**5.01 CUSTODIAN OF RECORDS AND STATE SEAL.** The secretary of state shall be the custodian of the state seal and of all records and documents of the state not expressly required by law to be kept by other state officials.  
 [R. L. s. 30] (59)

**5.02 ASSISTANTS.** The secretary of state shall appoint an assistant secretary of state, who shall perform all the duties of the office when the secretary is absent or disabled. He may also employ a chief clerk, a recording clerk, and a stenographer, who, besides the duties indicated by their titles, shall perform such services in connection with the office as the secretary or his assistant may require.  
 [R. L. s. 31] (60)

**5.03 CLERK OF GOVERNMENT SURVEYS.** There is hereby created in the office of the secretary of state the position of clerk of government surveys and documents for the purpose of receiving and for the safe-keeping of all the records and archives of the office of United States surveyor general for the state as soon as they shall be received from the commissioner of the general land office at Washington, D. C.  
 [1907 c. 416 s. 1; 1921 c. 197] (61)

**5.04 APPOINTMENT; SALARY.** The secretary of state is hereby empowered to appoint some suitable person clerk of government surveys and documents, the salary of whom shall not exceed \$2,500 per year, and to appoint some suitable person as stenographer in such department at a salary of \$900.00 per year, which sums are hereby annually appropriated out of any funds in the state treasury not otherwise appropriated.  
 [1907 c. 416 s. 2; 1921 c. 197] (62).

**5.05 DUTIES OF SECRETARY.** The secretary of state shall cause the legislative chambers and committee rooms to be prepared for the holding of the sessions of the legislature, and shall attend, at the beginning of each regular session, to call the members of the house of representatives to order and to preside until a speaker is elected.  
 [R. L. s. 32] (63)

**5.06 NOTICE OF RATIFICATION OF AMENDMENT TO CONSTITUTION OF UNITED STATES.** When the legislature shall ratify any amendment to the Constitution of the United States which shall be proposed by congress, as provided by the Constitution of the United States, it shall be the duty of the secretary of state forthwith to transmit to the secretary of state of the United States government official notice thereof. Such notice shall include the official certificate of the secretary of state of the action of the legislature ratifying any such amendment under the hand of the secretary of state and attested by the great seal of the state.  
 [Ex. 1912 c. 13 s. 1] (64)

**5.07 OATHS AND ACKNOWLEDGMENTS BY SECRETARY OF STATE.** The secretary of state shall have power to administer oaths and take acknowledgments and to certify the same, appending the great seal of the state as the seal of his office.  
 [1927 c. 60 s. 1] (64-1)

**5.08 LEGISLATIVE MANUAL.** Subdivision 1. **Preparation.** The Secretary of State shall prepare, compile, edit, and distribute for use at each regular legislative session, a convenient manual, properly indexed, and containing: The Federal and State Constitutions; the acts of Congress relating to the organization of the territory and state; the rules of order and joint rules of the two houses, and lists of their members, committees and employees; the names of all state officials, whether elected or appointed, and of all persons holding office from this state under the national government, including postmasters appointed by the president; the places where the said several officials reside, and the annual compensation of each; and statistical and other information of the kind heretofore published in the legislative manuals.

Subd. 2. **Distribution.** 25,000 copies of the legislative manual shall be printed and distributed as follows:

- (1) 50 copies to the president of the Senate;
  - (2) 50 copies to each member of the legislature;
  - (3) 50 copies to the state historical society;
  - (4) 25 copies to the state university;
  - (5) 60 copies to the state library;
  - (6) Two copies each to the library of Congress, the Minnesota Soldiers' home, the state teachers colleges, the state high schools, the public academies, seminaries, and colleges of the state, and the free public libraries of the state;
  - (7) One copy each to the state institutions not hereinbefore mentioned, the elective state officials, the appointed heads of departments, the officers and employees of the legislature, the justices of the supreme court, the judges of the district court, the senators and representatives in Congress from this state, and the county auditors;
  - (8) One copy to each public school, to be distributed through the county superintendent of schools;
  - (9) 275 copies retained for distribution to members of the next succeeding legislature; and
  - (10) The remainder may be disposed of as the secretary of state deems best.
- [1943 c. 337 ss. 1, 2]