



DELBERT HOSEMANN
Secretary of State

TO: County Elections Commissioners and Circuit Clerks unable to attend 2016 ECAM Convention
FROM: Andrew Dailey, Elections Training Coordinator
DATE: March 10, 2016
RE: 2016 County Election Commission Certification, Make-Up Session

The Secretary of State's Office will conduct one (1) Elections Certification Make-Up Training session for County Election Officials in April of this year. The training session is for those election officials who were unable to attend the Elections Certification Training at the Election Commissioners Association of Mississippi (ECAM) Annual Convention in January. The session will be held on Wednesday, April 6 at the Mississippi Secretary of State's Office (401 Mississippi St. Jackson, MS 39205).

Please be advised, state law requires County Election Commissioners to attend at least one elections certification training session per year, i.e., within 12 months prior to conducting an election (Miss. Code. Ann. §23-15-211). Circuit Clerks are invited to attend one of these sessions as well. **No other county certification training sessions are scheduled to be offered this calendar year beyond the date of the above-mentioned session.** According to state law (Miss. Code. Ann. §23-15-211), the County Board of Supervisors shall pay members of the County Election Commission to attend training events a per diem in the amount provided in the code (Miss. Code. Ann. §23-15-153). Your Board of Supervisors must approve this travel and include it on their meeting minutes. Should a commissioner fail to attend orientation and certification training, he/she will not receive certification and may be removed from office. Please make every effort to attend this very important training.

Attached you will find the pre-registration form due Friday April 1, 2016. Please arrive about 20 minutes early to class in order to sign in and find your seat, as the session will begin on time. Lastly, please remember, **pre-registration is mandatory**. Please complete the enclosed form and return it to our office by the pre-registration deadline on the attached form.

To access training materials, please visit our website at:

<http://www.sos.ms.gov/Elections-Voting/Pages/2016%20ECAM%20Make-up.aspx>

Please fax or mail your completed registration form by Friday April 1, 2016 to the attention of:

Andrew Dailey, Elections Training Coordinator
MS Secretary of State's Office
401 Mississippi Street
Jackson, MS 39205

Andrew.Dailey@sos.ms.gov

Phone: 601-359-6687

Fax: 601-576-2545; Fax #2: 601-359-5019

If you have questions or need further information, please call Andrew Dailey, Elections Training Coordinator at 601-359-6687.



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PRE-REGISTRATION FORM
2016 COUNTY ELECTION COMMISSIONER CERTIFICATION TRAINING MAKE-UP SESSION

NAME: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
COUNTY: _____
PHONE: _____ SECONDARY PHONE: _____
EMAIL ADDRESS: _____

(Registration confirmation will be sent via email! Please include!)

Wednesday, April 6, 2016

Certification: 8:00 am to 5:00 pm at the Secretary of State's Office. **Pre-Registration due by: Friday, April 1, 2016**

Please indicate your position:

_____ Election Commission Chair
_____ Election Commissioner
_____ Circuit Clerk
_____ Deputy Clerk
_____ Other, Please Describe _____

Please find materials that are needed for this training here:
<http://www.sos.ms.gov/Elections-Voting/Pages/2016%20ECAM%20Make-up.aspx>
PRE-REGISTRATION DUE BY FRIDAY, April 1, 2016

Please return this form to:
Andrew Dailey, Elections Training Coordinator
MS Secretary of State's Office
Post Office Box 136
Jackson, MS 39205-0136
Andrew.Dailey@sos.ms.gov
(601) 359-6687
Fax: 601-576-2545
Fax #2: 601-359-5019

PLEASE NOTE:

1. If you are unable to attend the entire session you will not receive certification.
2. Training on your voting system will not be offered if we do not receive pre-registration forms noting your system.
3. Lunch will not be provided by MSOS