2016 County Party Executive Committee Certification: Election Day Preparation

Presented by:

Mississippi Secretary of State's Office, Elections Division

DELBERT HOSEMANN
Secretary of State

County Party Executive Committees

- State party executive committee, subject to federal law and national party rules, determines the method and procedures by which county executive committees and the state executive committee are selected.
- There is no definite number of county party executive committee members.

Miss. Code Ann. § 23-15-1053

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Who Appoints Poll Managers?

- The County Party Executive Committee appoints the poll managers and designates one as bailiff and one as the receiving/ returning manager.
- If the Committee fails to appoint a bailiff, the poll managers appoint a bailiff from among their number.
- Members of a Party Executive Committee may not lawfully serve as poll workers in a primary election being conducted by said committee. Any member acting as a poll worker in a primary would be acting contrary to law. *AG Op., Brunini (Dec. 7, 2007).*

Miss. Code Ann. § 23-15-231, 23-15-239, 23-15-243

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Poll Manager Training

- No poll manager may serve in any election unless he/she has received instruction once during a twelve (12) month period.
- The Executive Committee must conduct poll manager training not fewer than five (5) days before the election to instruct poll managers as to their duties in the proper administration of the election and the operation of the polling place.

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Poll Manager Training (cont.)

- The Executive Committee must train a sufficient number of alternate poll managers to serve in the event a manager is unable to fulfill his/her duties.
- At least 21 days prior to each election, the executive committee appoints persons to instruct poll managers in the use of voting machines and their duties for the Primary Election.
  - After completion of this training, each poll manager is to be given a certificate.

Reference: Miss. Code Ann. § 23-15-417

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Types of Poll Workers / Poll Managers:

- Bailiff-Manager
- Receiving and Returning Manager
- Initialing Manager / Alternate Initialing Manager
- DRE counties: Opening/Closing Manager
- Alternate Poll Managers

Miss. Code Ann. § 23-15-231

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Appointing Additional Poll Managers

The Executive Committee may, in its discretion, appoint additional poll managers based upon the number of registered voters in each precinct.

Registered Voters in a Precinct	Minimum Number of Poll Managers	Number of Optional Poll Managers	Maximum Number of Poll Managers
0-500	3	3	6
501-1500	3	6	9
1501-2500	3	9	12
2501-3500	3	12	15
3501-4500	3	15	18
4501-5500	3	18	21

Miss. Code Ann. § 23-15-235

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Compensation of Poll Workers

- Poll Managers are paid $75 for an election.
- The board of supervisors, in its discretion, may approve an additional amount not to exceed $50.00 per day for a maximum of $125.00 for each election.
- A manager who is designated to be the receiving and returning manager is entitled to an additional $10 for taking the box(es) to the polling place and another $10 for returning the box(es) after the election. The Receiving and Returning manager shall receive mileage for each mile traveled in excess of ten (10).
- The board of supervisors, in its discretion, may compensate managers who attend training sessions for up to 8 hours of training.

Miss. Code Ann. § § 23-15-227; 23-15-239

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Qualifications of Poll Workers

- Poll Managers must be registered voters of the county in which they are to serve.
- Though not required, poll managers should be registered voters of the precinct in which they are to serve.
- *Miss. Code Ann. Section 23-15-240* allows Junior and Senior High School students to be poll worker interns; this law allows teenagers to become more acquainted with their community and the officials serving them.

Miss. Code Ann. § 23-15-231

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Candidate Qualifying

Party Candidate:

- A party candidate must submit two items to the proper office: (1) the appropriate qualifying fee; and (2) a completed "Statement of Intent for a Candidate for Party Nomination" available at your Circuit Clerk's office, State Party headquarters and Secretary of State's Office website: www.sos.ms.gov.

Miss. Code Ann. § 23-15-299

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Candidate Qualifying

Non-Partisan Candidates

- In Mississippi, candidates for Judicial Office (other than Justice Court Judge), County School Board, Consolidated/Consolidated Line School District Trustee, Separate Municipal School District Trustee and Special Separate School District Trustee must run as **non-partisan candidates**.

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Determining Candidate Qualifications

The Executive Committee in primary elections determine whether each candidate:

- Is a qualified elector of the state, state district, county or county district they seek to serve;
- Meets all qualifications to hold the office he is seeking or presents absolute proof he will, subject to no contingencies, meet all qualifications on or before the date of the general or special election; and
- Has not been convicted of any felony in a court of this state; or has not been convicted on or after 12/8/1992 of any offense in another state which is a felony under the laws of this state; or has not been convicted of any felony in a federal court on or after 12/8/92.

Miss. Code Ann. § 23-15-359(8)

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Campaign Finance Requirements

Candidates for any elected office in Mississippi must file campaign finance reports. Under the law, you are a candidate if you have filed qualifying papers by the deadline or you have spent or received over $200. All candidates must file reports even if they have no contributions or disbursements to itemize. Once a candidate has qualified to run for office, he or she must file all required reports until a termination report has been filed.

- Campaign Finance Calendar available on the Secretary of State's Website which includes deadlines for 2016.
- Must be filed in any calendar year during which there is a regularly scheduled election.
- Must be filed no later than the 7th day before any election.

Miss. Code Ann. § 23-15-807

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Where Should Campaign Finance Reports be filed?

- Candidates for county and county district offices file campaign finance reports in their local circuit clerk's office.
- Candidates for state, state district offices, legislative offices and multicounty offices file with the Secretary of State's Office.

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What Should Campaign Finance Reports Disclose?

- Total amount of all contributions and expenditures
- The identification of each person or political committee whose contribution exceeded $200
- The identification of each person or organization, candidate or political committee who receives an expenditure, payment or other transfer from the reporting candidate over $200
- Total amount of cash on hand of each reporting candidate and reporting political action committee

Miss. Code Ann. § 23-15-807

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Written Agreement

County Party Executive Committee may enter into a written agreement with the County Election Commission and/or Circuit Clerk to perform the following statutory duties: appoint and train poll workers, distribute ballot boxes to the precinct(s), print ballots, distribute ballots, and canvass the election returns.

- The County Executive Committee must notify the State Executive Committee and the Secretary of State of the agreement.
- Absent a written agreement, the County Election Commission may be unable to be compensated for conducting a primary election.

Miss. Code Ann. § 23-15-266

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Ballot Approval

- County Party Executive Committee approves SEMS ballot information used to program the voting machines.
- County Party Executive Committee approves printed and audio versions of ballots provided to the county.

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Preparation and Printing of Absentee Voter Ballots

For all elections, there shall be prepared and printed by the officials charged with the conduct of the election, as soon as the deadline for the qualifications of candidates has passed or forty-five (45) days of the election, whichever is later, official ballots for each voting precinct.

Miss. Code Ann. § 23-15-649

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Absentee Ballot Application

- Applications must be available 60 days prior to election.
- The registrar shall be responsible for furnishing an absentee ballot application to any elector authorized to receive an absentee ballot, upon the oral or written request of the elector who seeks to vote by absentee ballot.
- The parent, child, spouse, sibling, legal guardian, those empowered with a power of attorney for that elector's affairs or agent of the elector may orally request an absentee ballot application on behalf of the elector.

Miss. Code Ann. § 23-15-627

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Absentee Ballot Applications (cont.)

- Except the absentee ballot applications of those temporarily or permanently disabled, all absentee ballot applications must be acknowledged by an official authorized to administer oaths.
- Absentee ballot applications of voters temporarily or permanently disabled may be witnessed by a person 18 years of age or older, who does not have to be a registered voter.

Miss. Code Ann. § 23-15-715(b)

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Eligibility to Cast an Absentee Ballot

Only those voters who fall into certain statutorily approved categories in Mississippi are eligible to vote by absentee ballot.

- Any qualified elector who is a bona fide student, teacher or administration at any college, university, junior college, high, junior high, or elementary grade school whose studies or employment at such institution necessitates his absence from the county of his voting residence on the date of any primary, general or special election, or the spouse and dependents of said student, teacher or administrator if such spouse or dependent maintain(s) a common domicile, outside of the county of his voting residence, with such student, teacher or administrator.

Miss. Code Ann. § 23-15-713

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Eligibility to Cast an Absentee Ballot (cont.)

- Any qualified election who is required to be away from his place of residence on any election day due to his employment as an employee of a member of the Mississippi congressional delegation and the spouse and dependents of such person if he or she shall be residing with such absentee voter away from the county of the spouse's voting residence.
- Any qualified elector who is away from his county of residence on election day for any reason.
- Any person who has a temporary or permanent physical disability and who, because of such disability, is unable to vote in person without substantial hardship to himself or others, or whose attendance at the voting place could reasonably cause danger to himself or others.

Miss. Code Ann. § 23-15-713

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Eligibility to Cast an Absentee Ballot (cont.)

- The parent, spouse or dependent of a person with a temporary or permanent physical disability who is hospitalized outside of his county or residence or more that fifty (50) miles distant from his residence, if the parent, spouse or dependent will be with such person on election day.
- Any person who is sixty-five (65) years of age or older.
- Any member of the Mississippi congressional delegation absent from Mississippi on election day, and the spouse and dependents of such member of the congressional delegation.
- Any qualified election who will be unable to vote in person because he is required to be at work on election day during the times at which the polls will be open.

Miss. Code Ann. § 23-15-713

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Voters Eligible to Vote by Mail

- Temporarily residing outside the county,
- Temporarily or permanently physically disabled,
- Sixty-five (65) years of age or older, and
- Parents, spouse or dependents of temporarily or permanently disabled persons who are hospitalized outside their counties of residence or more than 50 miles away from their residence but only if those persons will be with the patient on election day.

Miss. Code Ann. § 23-15-715(b)

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Uniformed and Overseas Voters ("UOCAVA")

- Any enlisted or commissioned members, male or female, of the US Army, Navy, Air Force, or Marines, or any persons in any division of the armed services of the United States, who are citizens of Mississippi;
- Any member of the Merchant Marine and the American Red Cross who is a citizen of Mississippi;
- Any disabled war veteran who is a patient in any hospital and who is a citizen of Mississippi;
- Any civilian attached to and serving outside of the US with any branch of the armed forces or with the Merchant Marine or American Red Cross, and who is a citizen of Mississippi;

Miss. Code Ann. § 23-15-673

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UOCAVA Voters (cont.)

- Any trained or certified emergency response provider who is deployed during any state of emergency declared by the President of the US or any Governor of any state;
- Any citizen of Mississippi temporarily residing outside the territorial limits of the US and the District of Columbia;
- Any citizen of Mississippi enrolled as a student at a US Military Academy.
- The spouse and dependents of any absent voter as set out in paragraphs (a)-(g) of this section shall also be included in the meaning of absent voter and may register and vote as provided in this subarticle if also absent from their county and otherwise qualified to vote in Mississippi.

Miss. Code Ann. § 23-15-673

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UOCAVA Voters

- May request an absentee ballot by a Federal Post Card Application ("FPCA") or Federal Write-In Absentee Ballot, and may electronically sign.
- May receive and return his/her absentee ballot by mail, e-mail or fax.
  - Upon receipt by e-mail or fax, the Circuit Clerk places the ballot in an absentee ballot envelope and completes the required information.
  - The Circuit Clerk notes on the absentee ballot envelope that the ballot was received pursuant to Miss. Code Ann. § 23-15-699.
  - No signature(s) are required across the flap of the absentee ballot envelope.
- May register up until 10 days prior to any election by mail, e-mail or fax by using the FPCA.
- A UOCAVA voter is not required to submit separate absentee ballot applications for each election.

Miss. Code Ann. § § 23-15-677, 23-15-673

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Absentee Ballot Deadlines

- Absentee ballots cast by UOCAVA voters must be received by the Circuit Clerk by 7:00 p.m. on election day.
- Absentee ballots cast by mail must be received by the Circuit Clerk by 5:00 p.m. on the Monday before a Tuesday election. Absentee ballots received after this deadline but before 7 p.m. on Primary Election Day remain valid, but only for counting votes for President.
- In person absentee ballots must be cast in the Circuit Clerk's Office by 12:00 p.m. on the Saturday preceding a Tuesday election.

Miss. Code Ann. § § 23-15-653, 23-15-631, 23-15-699, 23-15-637

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Voting Machines

- Voting machines are prepared for the Primary Election using ballot information approved by the County Party Executive Committee.
- Officials in charge of the election designate suitable and adequate times and places where voting machines containing sample ballots, showing titles of offices to be filled and the names of candidates to be voted for at the next election, shall be exhibited for the purpose of giving instructions on the use of voting machines to all voters.

Miss. Code Ann. § § 23-15-419, 23-15-475

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Demonstration of DRE Voting Machine

- The officials in charge of the election shall place on public exhibition and demonstrate the use of the voting system throughout the county and offer a series of demonstrations and organized voter education initiatives to educate voters on how to use the voting system.

Miss. Code Ann. § 23-15-531.7

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Testing and Sealing of DRE Voting Machines

- Prior to the delivery of the voting machines to the precincts, each machine is thoroughly tested and inspected by, or under the supervision of, the Executive Committee at least 3 days prior to the election.
- Upon approval, voting machines are sealed and delivered to precincts to be set up for the primary election.

Miss. Code Ann. § 23-15-531.6

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Election Central

Election Central is often at the Courthouse.

- Party executive committees should work out a schedule prior to the election so at least one member is at the Courthouse at all times on election day.
- Poll managers and voters will call the Courthouse to report problems and ask questions. Someone responsible and competent must be there to assist.
- When members are not at the Courthouse, members are visiting precincts in your districts to ensure operations are running smoothly.

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Election Central (cont.)

- In a county election, the Circuit Clerk, as Registrar, may answer questions regarding voter registration, precinct location and voter rolls.
  - Voter's name not on the pollbook/master list
  - Voter is in the wrong precinct
  - Voter has been purged for reason

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Election Helplines

- SEMS Helpdesk: (877) 357-7367
- SOS Election Hotline: (800) 829-6786
- SOS Elections Division: (601) 576-2550

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Election Supplies and Machine Preparation

- Voting Machine memory cards, ballots, poll books and supplies are picked-up from the courthouse by the Receiving/Returning Manager.
- Machines are loaded with memory cards and zero tapes are printed by Party Executive Committee Precinct Opening/Closing Officials.

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Poll Managers

- As an executive committee member, you should know the duties of the poll managers. Make sure all jobs are being performed well and in a courteous manner.
- If there is a problem, assess the situation. Know the severity of the situation and take appropriate action.
- Executive committees appoint and train poll managers so the members can take appropriate action to address the situation.

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Voting Procedures

- Executive committees need to be familiar with voting procedures.
- It is the executive committee's duty to train poll workers.
- It is the executive committee's duty to observe procedure on Election Day.
- If a precinct is reported for not following procedure, the executive committee is charged with the duty to address the situation.

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Questions?

Contact Information:

Mississippi Secretary of State's Office,
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Kim Turner, Assistant Secretary of State for Elections

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