



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: January 7, 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 February 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 February 16-17 at the Mississippi Public Broadcasting Auditorium (3825 Ridgewood Rd. Jackson, MS 39211). The only Orientation make-up session we will offer for Newly Elected/Appointed Commissioners is scheduled for the morning of February 16.

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 Wednesday, February 10, 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-Annual-ECAM-Convention.aspx>

Please fax or mail your completed registration form by Wednesday, February 10, 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 SESSIONS

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COUNTY: _____

PHONE: _____ SECONDARY PHONE: _____

EMAIL ADDRESS: _____

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

_____ February 16-17, 2016

Certification: 9:00 am to 5:00 pm (attendance required both days) at MPB Auditorium, Jackson) PLEASE

NOTE: LOCATION SUBJECT TO CHANGE.

Pre-Registration due by: Wednesday February 10, 2016

***ARE YOU ATTENDING ORIENTATION? YES OR NO (PLEASE CIRCLE)**

Please indicate your position:

_____ Election Commission Chair

_____ Election Commissioner

*Newly Elected / Appointed? Yes Or No (Please Circle)

_____ Circuit Clerk

_____ Deputy Clerk

_____ Other, Please Describe _____

Please mark the type of voting device used:

_____ TSX Touch Screen/ DRE (Statewide Voting System)

_____ M100 Precinct Scanner (Desoto, Lee, Yalobusha, Harrison Counties)

_____ IVotronic Voting Machine (Rankin County)

_____ DS200 Precinct Scanner (Hinds County)

_____ Other _____

Please find materials that are needed for this training here:

<http://www.sos.ms.gov/Elections-Voting/Pages/2016-Annual-ECAM-Convention.aspx>

PRE-REGISTRATION DUE BY FRIDAY, Wednesday February 10, 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