



DELBERT HOSEMAN
Secretary of State

TO: County Election Commission Chairs;
Newly Elected & Appointed Election Commissioners

FROM: Andrew Dailey, Elections Training Coordinator

DATE: December 20, 2016

SUBJECT: Newly Elected & Appointed Election Commissioner Orientation Session,
January 20, 2016 - ECAM Convention, Philadelphia, MS

The Secretary of State's Office will conduct the New Election Commissioner Orientation Training session on January 20, 2016 at the Annual ECAM Convention. The training session is only required for the County Election Commissioners who have been elected or appointed to office for the first time. Please find the pre-registration form attached with additional details.

All newly elected or appointed commissioners are required to attend certification and orientation training to be certified. However, if a commissioner is appointed after the orientation training session is conducted, the Secretary of State's Office may certify that commissioner for that election year only, and that commissioner must attend the next offered orientation training session so they can receive certification for the following year. Certification will not be granted should an Election Commissioner fail to attend orientation and certification training (MS Code Ann. § 23-15-211). Failure to comply with the certification requirement could possibly result in removal from office and removal of pay (MS Code Ann. § 23-15-153). Please make every effort to attend this very important training.

Please remember this agenda is tentative and subject to change, as the final ECAM agenda will be handed out during convention registration. Please plan accordingly so you may sign in and be seated before the start of the session. ***Make sure you bring all training materials with you; they will be posted on the MSOS website*** (<http://www.sos.ms.gov/Elections-Voting/Pages/Election-Officials-Training.aspx>) ***no later than January 8, 2016.*** Also, be aware that your Board of Supervisors must approve this travel and include it in their meeting minutes.

IMPORTANT NOTES: Please remember that you must visit ECAM's website at www.msecam.com to obtain all information regarding the 2016 Annual ECAM Convention, including Convention & Hotel Registration Forms, Convention Information Updates & the Tentative Agenda. All hotel accommodations must be made directly through ECAM's, Gail Welch, not through Silver Star Casino. The Secretary of State's Office will accept pre-registration forms for Newly Elected & Appointed Commissioners Orientation only; all other convention materials such as convention pre-registration, checks, or hotel registration forms will need to be sent directly to ECAM.

Should you have any questions, please contact Andrew Dailey, Elections Training Coordinator, at 601-359-6687, or Miles Forks, Director of Elections Compliance, at 601-359-5213.



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Secretary of State

2016 ECAM CONVENTION
ELECTION COMMISSIONER ORIENTATION
*(For Newly Elected or Appointed Commissioners/Commissioners
who have not previously attended orientation)*

Please Print

NAME: _____
MAILING ADDRESS: _____
CITY: _____ ZIP: _____
PHONE: _____ SECONDARY PHONE: _____
EMAIL ADDRESS: _____
COUNTY: _____ DISTRICT: _____
ELECTION COMMISSION CHAIR: _____
DATE YOU TOOK OFFICE / WILL TAKE OFFICE: _____

PLEASE MARK THE TYPE OF VOTING DEVICE USED:

- _____ TSX TOUCH SCREEN/DRE (STATEWIDE VOTING DEVICE)
- _____ M100 PRECINCT SCANNER (DESOTO, LEE, HARRISON, YALOBUSHIA)
- _____ DS200 PRECINCT SCANNER (HINDS)
- _____ TOUCH SCREEN/DRE -- IVOTRONIC (RANKIN)
- _____ OTHER

ORIENTATION: INTRODUCTION TO ELECTIONS

DATE: WEDNESDAY, JANUARY 20, 2016; 8:00 AM – 11:00 AM, ROOM #3 & #4
SILVERSTAR CASINO, 13541 HWY 16, PHILADELPHIA

PRE-REGISTRATION IS DUE NO LATER THAN JANUARY 7, 2016 at 5:00 PM

PLEASE NOTE:

1. If you are unable to attend the entire session you will not receive credit for attending orientation or certification training. You must attend ALL of the orientation session.
2. Your orientation certificate will be mailed to your Election Commission Chair in addition to your certification completion certificate.

Training Materials Will Be Posted to Our Website No Later Than January 8, 2016.

To access training materials, please visit our website at:
<http://www.sos.ms.gov/Elections-Voting/Pages/Election-Officials-Training.aspx>

Please fax or mail your completed registration form by no later than January 7, 2016,
to the attention of:

Andrew Dailey
Elections Training Coordinator
Mississippi Secretary of State's Office
P.O. Box 136
Jackson, MS 39205
Andrew.Dailey@sos.ms.gov
Phone: 601-359-6687
Fax #1: 601-359-5019; Fax #2: 601-576-2545

8:30 a.m. - 11:30 a.m.
CONVENTION REGISTRATION
Conference Center Lobby

WEDNESDAY, JANUARY 20, 2016

8:00 a.m. – 11:00 a.m.

NEW COMMISSIONER ORIENTATION (Meeting Room #3)

(For New Commissioners and Commissioners that have NOT previously attended Orientation)

8:00 a.m. – 8:45 a.m.	Election Day Operations	Hawley Robertson Senior Attorney, Elections Division Secretary of State's Office
8:45 a.m. – 9:30 a.m.	Duties of an Election Commissioner	Kimberly Turner Assistant Secretary of State, Elections Division Secretary of State's Office
9:30 a.m. – 10:15 a.m.	Introduction to SEMS	Madalan Lennep, PMP Elections Consultant, Secretary of State's Office
10:15 a.m. – 11:00 a.m.	Reimbursement and Expenses	Mark Johnson Technical Assistance Div. State Auditor's Office

BREAK FOR LUNCH—

12:00 p.m. – 12:45 p.m.

OPENING SESSION - BALLROOM