



DELBERT HOSEMANN
Secretary of State

TO: Circuit Clerks and County Elections Commissioners unable to attend ECAM Convention

FROM: Matt Grubbs
Director of Elections Administration/ HAVA Administrator

DATE: January 24, 2012

SUBJECT: 2012 Elections Certification Training Make-up Session

The Secretary of State's Office will conduct one (1) Elections Certification *Make-Up* Training Session for County Election Officials in 2012. This two-day training session is for those who will not be able to attend the Elections Certification Training at the Election Commissioners Association of Mississippi (ECAM) Convention, January 25-27, 2012 at the Silver Star Casino in Philadelphia. The *Make-Up* Training Session will be held February 28-29, 2012 at the MS Public Broadcasting Auditorium (3825 Ridgewood Rd. Jackson, MS 39211).

Please be advised: State law requires the 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 certification training session is scheduled to be offered this calendar year after this session. According to Mississippi 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*). Please be aware your Board of Supervisors must approve this travel and include it on their meeting minutes.

Attached you will find the Pre-Registration Form. The session will be held from 9:00 a.m. to 5:00 p.m. with a break for lunch each day (*Lunch will not be provided.*) Plan on arriving at least 20 minutes before the 9 a.m. session begins to allow time to sign in and find your seat. Training will start promptly at 9:00 am. **Pre-registration is mandatory.** Please complete the enclosed form and return it to our office by mail or fax **no later than February 24, 2012** to the attention of Lindsay Leonard. To access training materials, please visit our website at: <http://www.sos.ms.gov/page.aspx?s=7&s1=1&s2=95>

Please fax or mail your completed registration form by February 24, 2012

to the attention of:

Lindsay Leonard

Elections Training Coordinator

MS Secretary of State's Office

401 Mississippi Street

Jackson, MS 39205

Lindsay.Leonard@sos.ms.gov

Phone: 601-359-6687

Fax: 601-359-5019

If you have questions or need further information, **please call Lindsay Leonard at 601-359-6687 or Matt Grubbs at (601) 359-6582.** Thank you very much!



DELBERT HOSEMANN
Secretary of State

2012 Certification Training Make-Up Session
PRE-REGISTRATION - COUNTY ELECTION COMMISSIONERS
PRE-REGISTRATION DUE BY: February 24, 2012

Please Print

NAME: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
HOME PHONE: _____ OFFICE PHONE: _____
FAX NUMBER: _____ MOBILE PHONE: _____
COUNTY: _____ EMAIL ADDRESS: _____

CHECK ONE OF THE FOLLOWING THAT DESCRIBES YOUR POSITION IN ELECTIONS:

CHAIRMAN - COUNTY ELECTION COMMISSION
 COUNTY ELECTION COMMISSIONER
 CIRCUIT CLERK
 OTHER, please describe: _____

DATE: FEBRUARY 28-29, 2012
TIME: 9:00 a.m. – 5:00 p.m. (Including lunch break – meal is not provided)
LOCATION: MS Public Broadcasting Auditorium - 3825 Ridgewood Rd. Jackson, MS 39211

PLEASE MARK THE TYPE OF VOTING DEVICE USED:

PRECINCT SCANNER COUNTER – M100 Optical Scanner ES&S
 TOUCH SCREEN/ DRE – TSx Voting Device ES&S – Statewide Voting System
 TOUCH SCREEN/ DRE – Winvote Advance Voting Solutions System – Hinds County
 TOUCH SCREEN/ DRE – Ivotronic ES&S System – Rankin County
 OTHER

WE ARE ONLY OFFERING ONE, 2-DAY MAKE-UP SESSION in 2012

- 1. If you are unable to attend the entire session, you will not receive certification.**
- 2. Lunch will not be provided; however, there will be an hour and fifteen minute lunch break.**
- 3. The address used to complete this pre-registration form is the address to which your certificate will be mailed to.**
- 4. Training on voting systems will not be offered at a location if we do not receive pre-registration forms noting that system. We are making arrangements for trainers to be available for the voting systems.**

To access training materials, please visit our website at:
<http://www.sos.ms.gov/page.aspx?s=7&s1=1&s2=95>

Please fax or mail your completed registration form by February 24th, to the attention of:

Lindsay Leonard - MS Secretary of State's Office
401 Mississippi Street Jackson, MS 39205
Lindsay.Leonard@sos.ms.gov
Phone: 601-359-6687 Fax: 601-359-1499