



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

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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!