



DELBERT HOSEMANN
Secretary of State

TO: County Election Commission Chairs; Circuit Clerks

FROM: Matt Grubbs
Director of Elections Administration/ HAVA Administrator

DATE: September 11, 2012

SUBJECT: 2012 Elections Certification Training for Newly Appointed Election Commissioners Only

The Secretary of State's Office will conduct one final (1) Elections Certification Training session for Newly Appointed Election Commissioners that will be held two (2) days in October, prior to the 2012 General Election in November. **PLEASE NOTE: This training session is for those who were appointed after the General Election in November of 2011 but did not attend the ECAM Convention in January of 2012 or any of the ECAM Make-up Sessions, which were held February – April of 2012 in Jackson. We are offering this final session to those who meet the above criteria and would like to be certified to assist in the upcoming 2012 General Election in November. This is not a mandatory training.** The final session will be held on October 9 - 10, 2012 at the Mississippi Secretary of State's Office in Jackson (401 Mississippi Street Building).

Please be advised that 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)*. No other certification training session is scheduled to be offered this calendar year beyond the date of this 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*). Please be aware that your Board of Supervisors must approve this travel and include it on their meeting minutes. **Lastly, please be notified that we are offering this optional course for those who would like to be certified to assist in the upcoming 2012 General Election in November only and you will still be required to attend orientation and certification training next year in 2013.**

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 (*Note: Lunch will not be provided by the MSOS*). Parking will be available in the PERS Parking Garage directly next door to our office. Also, please try to arrive about 20 minutes early, in order to sign in and find your seat, as the session will start promptly at 9:00 am. Lastly, please remember, **Pre-registration is mandatory.** Please complete the enclosed form and return it to our office by mail or fax **no later than October 5, 2012** to the attention of Lindsay Leonard.

We are in the process of updating the necessary information on our training website, including the training materials you will need to bring with you, a map to the PERS parking garage, a map to our 401 Mississippi Street Office and pertinent hotel information. This information should be available no later than September 28, 2012 (if not prior) under "ECAM Make-Up for Newly Appointed Election Commissioners" on the following website: <http://www.sos.ms.gov/page.aspx?s=7&s1=1&s2=95>. Please keep checking the website for updates.

**Please fax or mail your completed registration form by October 5, 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

Fax # 2: 601-359-1499

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



DELBERT HOSEMANN
Secretary of State

PRE-REGISTRATION

2012 ELECTION COMMISSIONER CERTIFICATION FOR NEWLY APPOINTED COMMISSIONERS, PRIOR TO 2012 GENERAL ELECTION IN NOVEMBER

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COUNTY: _____

PHONE: _____ SECONDARY PHONE: _____

EMAIL ADDRESS: _____

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

Check one of the following that describes your position:

____ ELECTION COMMISSION CHAIR

____ ELECTION COMMISSION MEMBER

____ Other, Please describe _____

PLEASE MARK THE TYPE OF VOTING DEVICE USED:

____ PRECINCT SCANNER

____ TOUCH SCREEN/ DRE – TSX – STATEWIDE VOTING SYSTEM

____ TOUCH SCREEN/ DRE - ADVANCE VOTING SOLUTIONS SYSTEM – HINDS COUNTY

____ TOUCH SCREEN/ DRE – ES&S SYSTEM – RANKIN COUNTY

____ OTHER

LOCATION: SECRETARY OF STATE’S OFFICE

401 Mississippi Street

Jackson, MS 39205

2nd Floor Conference Room – Ladner Bldg

DATE: October 9-10, 2012

TIME: 9:00am – 5:00pm

Please find materials that are needed for this training here:

<http://www.sos.ms.gov/page.aspx?s=7&s1=1&s2=102>

PRE-REGISTRATION DUE BY: October 5, 2012

Please return this form to:

Lindsay Leonard

MS Secretary of State’s Office

Post Office Box 136

Jackson, MS 39205-0136

Lindsay.Leonard@sos.ms.gov

(601) 359-6687

Fax: 601-576-2545

Fax #2: 601-359-5019

Fax #3: 601-359-1499

PLEASE NOTE:

1. If you are unable to attend the entire session you will not receive certification.
2. The address used to complete this pre-registration form is the address to which your certificate will be mailed.
3. Training on your voting system will not be offered if we do not receive preregistration forms noting that system.
4. Lunch will not be provided.