



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: March 14, 2012

SUBJECT: 2012 Elections Certification Training *FINAL* Make-up Session

The Secretary of State's Office will conduct one (1) Final Elections Certification Make-Up Training session for County Election Officials that will be two (2) days in April of 2012. This training session is for those that were not able to attend the Elections Certification Training at the Election Commissioners Association of Mississippi (ECAM) Convention, January 25-27 in Philadelphia or the February 28-29 Make-Up that was held in Jackson. The final session will be held on April 24-25, 2012 at the Mississippi Secretary of State's Office in Jackson (401 Mississippi Street, Jackson 39205).

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*). 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 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.

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 on the 4th Floor of the PERS Parking Garage located next to our building. I have provided a map to PERS, as well as a map to our office and pertinent hotel information on our training website listed below. 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 April 20, 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=102>

Please fax or mail your completed registration form by April 20, 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
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If you have questions or need further information, **please call Lindsay Leonard at 601-359-6687 or me at (601) 359-6582.** Thank you very much!