

DUTIES OF ELECTION COMMISSIONERS

2013 ECAM Orientation

Presented By:
Kim Turner
Assistant Secretary of State
Elections Division



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Secretary of State

Once Elected

- Upon taking office, the County Board of Election Commissioners shall organize by electing a chairman and a secretary.
- It is the duty of the chairman to have the official ballot printed and distributed at each general or special election.

Reference: Miss. Code Ann. § 23-15-213



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Purge and Revise Poll Books

- One of the most important duties of Election Commissions is maintaining accurate voter rolls and pollbooks.
- Voter roll maintenance is an ongoing duty of the Election Commission and should be performed throughout the year, subject to the maximum number of days for which they are allowed to be compensated. Miss. Code Ann. § 23-15-153 provides certain days upon which the Election Commission must meet to purge the rolls.

Reference: Miss. Code Ann. § 23-15-153



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Revision of Registration Books and Pollbooks

- Election Commissioners shall meet at the office of the registrar and carefully revise the registration books and the pollbooks, and erase from those books the names of all person erroneously on the books, or who have died, removed or become disqualified as electors from any cause.
- Election Commissioners shall register the names of all persons who have duly applied to be registered and have been illegally denied registration.

Reference: Miss. Code Ann. § 23-15-153



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Revision of Registration Books and Pollbooks

- When an elector is disqualified from voting, Election Commissioners record the reason for the removal of his name from the voter registration books and erase his name from the rolls.
- Criminal rolls are compared to the voter registration rolls by the Election Commissioners
- The names of the persons convicted of disenfranchising crimes must be erased from the voter registration records by the Election Commissioners.

References: Miss. Code Ann. § § 23-15-19; 23-15-125; 23-15-151



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Automatic Review

- In the event an applicant is not registered, there shall be an automatic review by the County Election Commissioners under the procedures provided in Sections 23-15-61 through 23-15-79.
- It is not the purpose of this section to indicate the decision which should be reached by the election commissioners, but to define which applicants should receive further examination by providing for an automatic review.

Reference: Miss. Code Ann. § 23-15-43



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Notice of Registration Denial

- In the event that registration is denied pending automatic review by the county election commissions, the registrar shall immediately inform the applicant that the registration is denied and advise the applicant of the date, time, and place of the next meeting of the election commission.
- At which time the applicant may present such evidence either in person or in writing as he deems pertinent to the question of residency.

Reference: Miss. Code Ann. § 23-15-45



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Appeal By Person Denied Registration

- Any person denied the right to register as a voter may appeal from the decision of the registrar to the Board of Election Commissioners by filing with the registrar, on the same day of such denial or within five (5) days thereafter, a written application for appeal.

Reference: Miss. Code Ann. § 23-15-61



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Determination of Appeals

- The Board of Election Commissioners shall meet at the courthouse of its county on the second Monday in September preceding any general election.
- The Election Commissioners shall hear and determine all appeals from the decisions of the registrar of their county, allowing or refusing the applications of electors to be registered.

Reference: Miss. Code Ann. § 23-15-65



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Bill of Exceptions

- Any elector aggrieved by the decision of the Election Commission shall have the right to file a *bill of exceptions*, to be approved and signed by the Election Commissioners within two (2) days after the rendition of the decision.
- The elector may appeal to the circuit court upon the execution of a bond
 - Two (2) or more sufficient sureties to be approved by the Election Commissioners (\$100)
 - Conditioned to pay all costs in case the appeal shall not be successfully prosecuted.
 - In case the decision of the Election Commission is affirmed, judgment shall be entered on the bond for all costs.

Reference: Miss. Code Ann. § 23-15-71



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Duty of Commission Upon Appeal

- In case of appeal from their decision, the Election Commission shall return the *bill of exceptions* and the appeal bond into the circuit court of the county within five (5) days after the filing of the same with them.
- The circuit courts shall have jurisdiction to hear and determine these appeals.

Reference: Miss. Code Ann. § 23-15-73



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Alteration of Boundaries

- Once notified by the board of supervisors in a change in boundaries, Election Commissioners shall at once cause the registration books of voting precincts affected to be changed as to conform to the change of districts, and to contain only the names of the qualified electors in the voting precincts as made by the change of the boundaries.

Reference: Miss. Code Ann. § 23-15-283



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Conducting Elections

- County election commissioners are responsible for conducting all general and special elections.
- The only exception to conducting a general election is if there is only one (1) person duly qualified for each and every office on the general election ballot, the election for all offices on the ballot shall be dispensed with, and the appropriate election commission shall declare each candidate elected without opposition if the candidate meets all requirements and qualifications to hold the office as determined by the election commission and filed all required campaign finance disclosure reports.

Reference: Miss. Code Ann. § 23-15-359(9)


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Conducting Elections

- A county executive committee shall be eligible to enter into written agreements with the Circuit Clerk or County Election Commission to perform certain specified statutory duties in a primary election.

Reference: Miss. Code Ann. § 23-15-266


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Written Agreements

- The six (6) major duties concerning primary elections that may be performed by County Election Commissions or Circuit Clerks following the timely signing of such agreements are:
 - Appointing of poll managers
 - Training of poll managers
 - Distributing ballot boxes
 - Printing of ballots
 - Distributing ballots to poll managers; and
 - Canvassing and certifying the election.


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Determining Candidate Qualifications

- The Election Commission in general and special elections shall determine whether each candidate is:
 - A qualified elector of the state, state district, county or county district they seek to serve;
 - Meets all other qualification to hold the office he is seeking or presents absolute proof that he will, subject to no contingencies, meet all qualifications on or before the date of the general or special election;
 - Has been convicted of any felony in a court of this state of any offense in another state which is a felony under the laws of this state, or has been convicted in a federal court on or after 12/8/92.

Reference: Miss. Code Ann. § 23-15-359(8)



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Demonstration of Voting System

- The officials in charge of the election shall place on public exhibition and demonstration the use of the voting system throughout the county and offer a series of demonstrations and organized voter education initiatives to educate electors on how to use the voting system.

Reference: Miss. Code Ann. § 23-15-531.7



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Appointing Poll Managers

- Election Commissioners shall appoint a minimum of three (3) poll managers to be designated managers for each precinct. The managers of general or special election cannot all be of the same political party if suitable persons of different political parties can be found.
- One of the appointed managers shall be designated by the commissioners of election as election bailiff.
- If commissioners fail to appoint a bailiff, then the managers appoint one from among their number.

References: Miss. Code Ann. § 23-15-231; 23-15-241



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Appointing Additional Poll Managers

- Election Commissioners may, in their discretion, appoint additional poll managers based on the number of registered voters in the given precinct. (Miss. Code Ann. § 23-15-235)

Registered Voters In a Precinct	Minimum Number of Poll Managers	Number of Optional Poll Managers	Maximum Number of Poll Managers
0-500	3	3	6
501-1500	3	6	9
1501-2500	3	9	12
2501-3500	3	12	15
3501-4500	3	15	18
4501-5500	3	18	21



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Poll Manager Training

- The commissioners of election of each county, in conjunction with the circuit clerk, shall sponsor and conduct, not less than five (5) days prior to each election, training sessions to instruct managers as to their duties in the proper administration of the election and the operation of the polling place.
- No manager or clerk shall serve in any election unless he has received such instruction once during a twelve (12) month period. The commissioners of election shall train a sufficient number of alternates to serve in the event a manager or clerk is unable to serve for any reason.

Reference: Miss. Code Ann. § 23-15-239



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Compensation of Poll Managers

- Poll Managers must be paid \$75 for an election.
- A manager who is designated to be the Receiving and Returning Manager is entitled to an additional \$10 for carrying the boxes to the polling place and another \$10 for returning the box(es) after the election.
- County's Board of Supervisors can approve a supplement of \$50 per day.

Reference: Miss. Code Ann. § 23-15-227



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Poll Manager Training Materials

- The Secretary of State's Office provides the following Poll Manager Training Materials:
 - Mississippi Poll Manager Guide on Election Day Operations
 - Poll Manager Training Video and DVD
 - County Election Handbook
 - Materials may be downloaded from the Secretary of State's website from any computer
 - Circuit Clerk's Office
 - Regional Library
 - Home



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Pre-Election Day Duties

- Commissioners procure a sufficient number of secured ballot boxes and distribute them before the time for opening the polls.
- Commissioners appoint one manager to receive and distribute official ballots at the precinct and return all used and unused ballots and other ballots and other materials to the Circuit Clerk's office after the election has been held.
- Record to be kept of the number of official ballots that were printed and furnished to each precinct, and all ballots shall be accounted for.

Reference: Miss. Code Ann. § § 23-15-247; 23-15-251



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Pre-Election Day Duties

- Commissioners furnish stationery and blank forms for making returns of the election for all precincts.
- The Commission Chairman has ballots printed and receives a record of how many ballots are printed. The printer shall deliver to Election Commissioners for holding elections, a certificate of the number of ballots, except on instruction of proper Election Commissioners; and failure to observe either of these requirements shall be a misdemeanor.

References: Miss. Code Ann. § § 23-15-253; 23-15-351



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Pre-Election Day Duties

- Ballots shall have all candidates' names whether they be candidates by party nomination or by petition.
- In case the official ballots are lost or destroyed, the Commissioners shall have like ballots furnished in place of those lost or destroyed.
- Commissioners shall meet and canvass the returns and announce the names of candidates who have received a majority of votes cast.

References: Miss. Code Ann. § 23-15-353; 23-15-371; 23-15-601



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Pre-Election Day Duties

- Appoint Resolution Board members
- Ensure that Resolution Board members receive adequate training

Reference: Miss. Code Ann. § 23-15-523



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Post Election Duties

- After each election, make a list of all persons who served as managers and clerks at the election, designating for what service each is entitled to pay, certify to the correctness of the same, and file it with the clerk of the board of supervisors.
- An allowance shall not be made to any such officer unless his service is certified.

Reference: Miss. Code Ann. § 23-15-261



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Counting Votes

- All proceedings at the counting center shall be under the direction of the commissioners of elections or officials in charge of the election, and shall be conducted under the observations of the public, but no persons except those authorized for the purpose shall touch any ballot.

Reference: Miss. Code Ann. § 23-15-523



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Affidavit Ballots

- In canvassing the returns of the election, the Election Commissioners shall examine the records and allow the ballot to be counted, or not counted, as it appears to be legal.

Reference: Miss. Code Ann. § 23-15-573



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Canvass of Returns

- The Election Commissioners shall canvass the returns, ascertain and declare the result, and within ten (10) days after the day of the election, shall deliver a certificate of his election to the person having the greatest number of votes for representative in the Legislature of districts composed of one (1) county or less, or other county office, board of supervisors, justice court judge and constable.
- If it appears that two (2) or more candidates for Representative of the county or part of the county, or for any county office, board of supervisors, justice court judge or constable standing highest on the list, and not elected, have an equal number of votes, the election shall be decided by lot fairly and publicly drawn by the commissioners, with the aid of two (2) or more respectable electors of the county, and a certificate of election shall be given accordingly.

Reference: Miss. Code Ann. § 23-15-601(1)



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**Delivery of Returns to the
Secretary of State**

- The commissioners of election shall transmit to the Secretary of State a statement of the total number of votes cast in the county for each candidate for each office and the total number of votes cast for such candidates in each precinct in the district in which the candidate ran.
- Within ten days after election.

Reference: Miss. Code Ann. § 23-15-601(2)


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Election Contest

- The Election Commissioners shall attend primary election hearings and sit with the judge or chancellor as advisors or assistants.
- Election Commissioners shall be compensated for their services in hearing election contests.

Reference: Miss. Code Ann. § 23-15-931


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Contact Information:
Secretary of State's Office
Elections Division
P.O. Box 136
Jackson, MS 39205
601-359-1350
Election's Division Hotline
(800)829-6786
www.sos.ms.gov


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Purging Basics

Presented By:

Drew M. Martin, Senior Attorney
Elections Division

The Mississippi Secretary of State's
Office



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What is Purging?

- Purging is removal of a voter's name from the voter rolls.
- Election Commissioners have the duty and responsibility of removing names of voters who have died, moved away, or become disqualified as electors for any cause and, to register everyone who has duly applied to be registered and has been illegally denied registration.



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Election Commissioners Responsibility

- Election Commissioners make factual determinations as to the qualifications of persons on the voter rolls.
- Purging is done:
 - Upon the death of a voter;
 - When a voter changes their residence out of the county;
 - When a voter is convicted of a disenfranchising crime; and
 - When a voter is declared insane by a court.



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Circuit Clerks' Role in Purging

- Circuit Clerks are statutorily required to attend election commission meetings and furnish the commissioners registration books and pollbooks.
- Mississippi law further requires the clerk to give any assistance needed to the commissioners in revising the list of qualified electors.

Reference: Miss. Code Ann. § 23-15-161



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Determining Residency

- While the Circuit Clerk is required by law to provide assistance to the election commissioners in revising the list of qualified electors, it is the legal duty and responsibility of the commissioners to make the factual determination of an individual's qualifications before his name is lawfully removed from such list.



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Why Purging is Important

- Election Commissioners purge, revise and maintain voter rolls to:
 - Keep voters in the registration books and pollbooks of the precinct they are legally qualified to vote in;
 - Prevent illegal voting;
 - Provide an accurate list of registered voters for jury selection;
 - Assure registration and pollbooks never show more voters registered in a given county than are possible;
 - Purging the voter registration books is required by state and federal law.



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Sources of Information to Purge

- The Election Commission uses all valid sources of information to assist in conducting voter roll maintenance.



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Example of Sources

- Roll of persons convicted of certain crimes;
- Print media;
- List of deceased from State Health Department;



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Examples of Sources

- Notice of registration from another county or state;
- Returned jury summons;
- Information from poll manager;
- Personal knowledge;



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Examples of Sources

- Family member of person in question;
- Court order declaring a voter insane;
- List of disenfranchising convictions
- Statewide Elections Management System (SEMS)
- Confirmation Card


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National Voter Registration Act (NVRA)

- Purging based upon the change in residence of the voter must be done in accordance with NVRA, which normally means sending the voter a confirmation card or securing a signed statement from the voter stating the voter has moved out of the county.

Reference: Miss. Code Ann. § 23-15-153
42 U.S.C.S § 1973gg


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Purging Federally Registered Voters

- Federally registered voters are those voters who registered with Federal Registers.
- Federal registration program has ended; follow normal purging guidelines.
- OPM Toll-free number (866) 885-4122.


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Purging Under NVRA Guidelines

- Indicators of possible changes in a voter's status:
 - Voter registration card returned;
 - Any official returned mail (change in precinct location, etc.);
 - Returned jury summons;
 - National Change of Address;



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Research Tools

- Telephone Book;
- City Directory;
- Personal Knowledge;
- Any other means.



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Process on Making Voter Inactive

- Send Confirmation Card to OLD address if unable to locate new address.
- If a voter registration card is returned, the voter must be sent a confirmation card.
- May contact voter at NEW address or phone number, but card goes to OLD address.



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Confirmation Card

- card must be in the form of a postage prepaid and pre-addressed return card
- must be sent by forward-able mail
- confirmation card may be printed from the SEMS system



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Confirmation Card Returned With Correct Information

- If information indicates voter has moved out of the county, voter should be purged from the voter rolls.
- If the information indicates voter has a change of address within the county or name change, the change should be made on voter rolls.
- Mail new voter registration card with corrected information.



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Confirmation Card Not Returned

- Voter becomes inactive and will be purged after two (2) federal elections.
- If voter shows up to vote in an election before they are purged:
 - Allow them to vote an affidavit/provisional ballot, which can be used to correct their address or make a change.
 - Voter must be reactivated
 - Mail new voter registration card



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Purging Summary

- Purging is vital to promote accurate voter rolls.
- Purging is conducted in accordance with state and federal guidelines.
- Don't forget the mandatory statutory purging dates for Election Commissioners
- Follow NVRA guidelines for change in voters residence.



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Contact Information

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January 2013

SEMS Introduction

Madalan Lennep, PMP
Election Consultant


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Topics to be Covered

- I. SEMS Main Screen
- II. Election Commissioners Utilization
- III. Voter Roll Maintenance
- IV. Communication Plan
- V. On-Going Support


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**Statewide Elections Management System
(SEMS)**

- Voter Registration
- Address Library
- Elections Management
- Ballot Processing
- Voter Roll Maintenance
- Districts and Precincts
- Jury Management



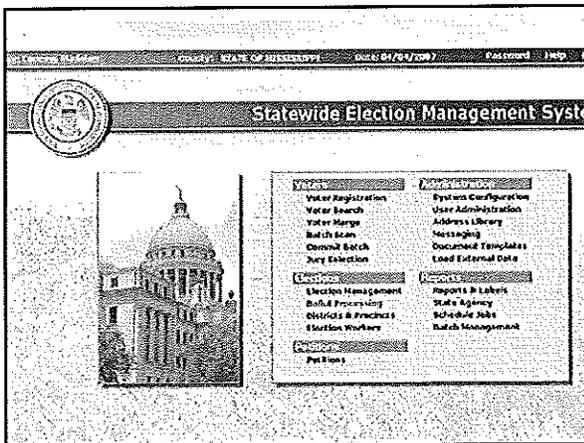
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I. SEMS Main Screen



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III. Voter Roll Maintenance

- ◆ Voter Check
- ◆ Precinct Splits/Districts Check
- ◆ Other items to check



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Voter Check

- ◆ Duplicate Voters – VR-004

A report that generates a list of possible duplicate voters, at least one of which in each duplicate group has an address in your county.



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County Name		Potential Duplicate Voters Report				County Code
Year	Group Name	Address	Age	Gender	State	County
2014	ADAMSON, KENNETH	304 PLUMB ST. SANDUSKY MI 49880	15	M	MI	Benzie
2014	ADAMSON, KENNETH	304 PLUMB ST. SANDUSKY MI 49880	15	M	MI	Benzie
2014	ADAMSON, KENNETH	304 PLUMB ST. SANDUSKY MI 49880	15	M	MI	Benzie
2014	ADAMSON, KENNETH	304 PLUMB ST. SANDUSKY MI 49880	15	M	MI	Benzie
2014	ADAMSON, KENNETH	304 PLUMB ST. SANDUSKY MI 49880	15	M	MI	Benzie
2014	ADAMSON, KENNETH	304 PLUMB ST. SANDUSKY MI 49880	15	M	MI	Benzie
2014	ADAMSON, KENNETH	304 PLUMB ST. SANDUSKY MI 49880	15	M	MI	Benzie
2014	ADAMSON, KENNETH	304 PLUMB ST. SANDUSKY MI 49880	15	M	MI	Benzie
2014	ADAMSON, KENNETH	304 PLUMB ST. SANDUSKY MI 49880	15	M	MI	Benzie
2014	ADAMSON, KENNETH	304 PLUMB ST. SANDUSKY MI 49880	15	M	MI	Benzie



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Voter Notification Cards

- ◆ Search for voter
- ◆ Click on Print
- ◆ Click on Voter Notification Card
- ◆ Click on Print Now or Print Later



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Voter Check – Deceased Voters

- ◆ Potential Department of Health (DOH) Duplicate Voters Report – VR-022

Lists voters who match persons in the Department of Health (DOH) database of death certificate records. The "% Match" column indicates how close a match the voter (in bold) is with the DOH records, with 100 percent being a perfect match.



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County: Harrison **Potential DOH Duplicate Voters Report** Date: 1/25/13/2013

Voter ID	Voter Name	Date of Birth	% Match	County
776650	ADAMS, DEIRDAL	07-25-1974	70	Harrison
776553	ADAMS, DEIRDAL	06-12-1970	70	Harrison
892549	ADAMS, CHARLES L	05-07-1915	70	Harrison
892548	ADAMS, CHARLES L	01-20-1925	70	Harrison
892546	ADAMS, CHARLES L	01-20-1925	70	Harrison
892544	ADAMS, CHARLES L	01-20-1925	70	Harrison
892541	ADAMS, CHARLES L	01-20-1925	70	Harrison
892539	ADAMS, CHARLES L	01-20-1925	70	Harrison
785294	ADAMS, CURTIS L	25-01-1934	70	Harrison
785293	ADAMS, CURTIS L	01-25-1934	70	Harrison

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Voter Check – Disenfranchising Crimes

◆ Potential Administrative Office of Courts (AOC) Batch Match – VR-023

Lists voters who match persons in the AOC database of disenfranchising crimes. The "% Match" column indicates how close a match the voter (in bold) is with the AOC counterpart(s), with 100 percent being a perfect match.



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County: Harrison **AOC Batch Match Voter Report** Date: 1/25/13/2013

Voter ID	Voter Name	SSN	Date of Birth	Confidence Level
725282	ARDREY, GEORGE JAMES	116349379	09-20-1943	100
725212	ARDREY, GEORGE J	174345328	09-20-1943	100
877919	ADAMS, LAWRENCE CRAIG	425211522	10-24-1952	70
877918	ADAMS, LAWRENCE CRAIG	587125051	02-18-1953	70
256728	ADAMS, WILLIAM	471899776	05-24-1974	70
785718	ADAMS, WILLIAMS	249316513	08-24-1950	70
781940	ALEXANDER, RAYMOND	586262047	08-20-1977	70
781941	ALEXANDER, RAYMOND	472171616	08-20-1977	70
725227	ALLEN, CHRISTOPHER S	421632432	05-11-1977	70

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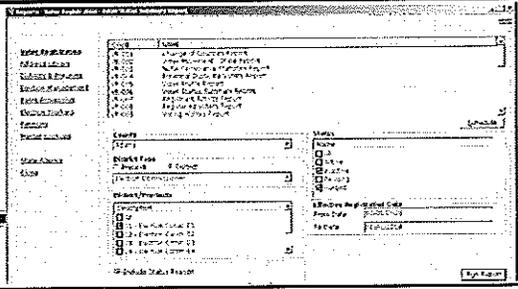
Activity Reporting

- ◆ Voter Status Summary Report – VR-006
- ◆ Registrant Activity Report – VR-007
- ◆ Include in EC meeting minutes.



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Voter Status Summary Report

County: Adams Date: 04/03/2014
 District: 01 - Election Comm 01 Page: 1 of 1 (VR-006)

Voter Status	Reason	Voter Count
Election Comm 01		
Furged	Deceased	1
	Ind. from Voter File	1
	Total	2
	PRECINCT 01	2
	GRAND TOTAL	2

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IV. Communication Plan

- ◆ Email address for each election commissioner
- ◆ County Conference calls
- ◆ SEMS Help Desk/Review by SEMS Focus Group
- ◆ Election Officials web page and Secure Site


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V. On-Going Support

- ◆ Help Desk support and monitoring
- ◆ GoToMeeting SEMS web-based training
- ◆ Focus Group review of enhancements
- ◆ Hands on training opportunities


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- Basic SEMS Training w/Absentee Processing
- Redistricting Training
- Election Operations
- GEMS Database Build
- Train-the-Trainer


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Questions /Answers



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SEMS Support Center
1-877-357-SEMS (7367)
sems.support@sos.md.gov

Madelan Lennep
Charlie Case
Shequita Lowe
Stephanie McCann
Antonio Suddath
Matthew Summerlin



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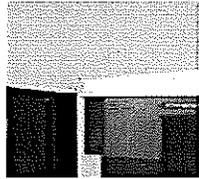
**2013 Touch Screen Voting Device
Training
2013 ECAM Orientation**

Presented By: Derrick Cooper
Elections Systems Training Specialist
The Mississippi Secretary of State's
Office



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**Voting System Components
AccuVote TSX with
AccuVote Printer Module (AVPM)**



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**Voting System Components
Visual Impaired Ballot Station (VIBS)**



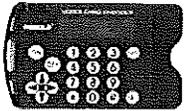
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Voting System Components
TSX Memory Cards



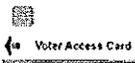
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Voting System Components
Encoder



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Voting System Components
Voter Access Card



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Voting System Components Supervisor Card



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Voting Machine Setup

- Should be completed prior to election morning
- Remember to install VIBS Kit
- Don't force legs



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Election Day TSX Processes

- Pre-election procedures
 - Install memory cards and turn units on
 - Print and post zero total reports
 - Secure TSX Units for voting
- Election Day processes
 - Program Voter Access Cards using the encoder
 - Change printer paper
 - Clear paper jam
 - Cancel ballot on TSX Units
- Post-election duties
 - End election on TSX Units
 - Print and post vote total report
 - Secure TSX Units for storage



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Security

Item	Secured Through...
TSX Units	<ul style="list-style-type: none">• (2) Tamper Tape Seals (during transport and use)• (1) Plastic "pull" seal (during transport only)• Chain of Custody using the <i>Precinct Opening and Closing Log (Form 730.3)</i>.
TSX Memory Cards	<ul style="list-style-type: none">• (1) Seal on the Memory Card Transfer Bag• Chain of Custody using the <i>Receiving & Returning Manager Receipt Form (Form 710.2)</i>

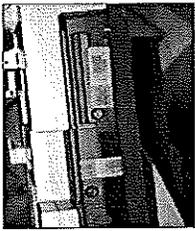

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Opening the Precinct

- Install Memory Cards and Turn Units On
 1. Record seal numbers
 2. Unlock and open memory card compartment
 3. Match memory card to TSX Unit
 4. Turn unit on using red power button
 5. Verify "Election Loading"
 6. Replace tamper tape seal

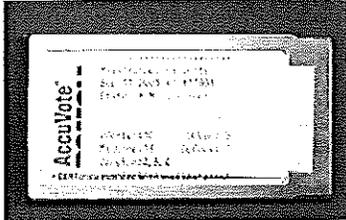

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Memory Card Compartment Seals




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Labeled TSX Memory Card

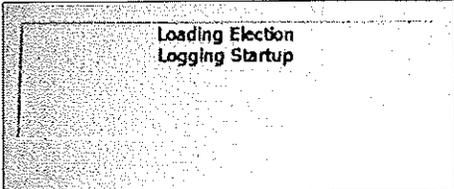


AccuVote[®] TSX
2013 01 10 08:00 AM
Election ID: 123456789
Poll ID: 123456789
Poll Name: 123456789
Poll Location: 123456789
Polling Place: 123456789
Polling Place: 123456789
Polling Place: 123456789



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Verify Election Loading



Loading Election
Logging Startup



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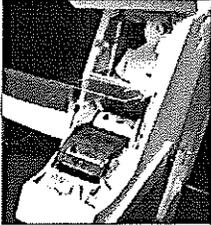
Opening the Precinct

- Print and Post Zero Totals Reports
 1. Test printer
 2. 1st zero report prints automatically – post in public view after two poll managers sign it
 3. Print 2nd copy of zero report to be placed in Memory Card Transport bag after two poll managers sign it
 4. Setup secure canister
 5. Print 3rd copy of zero report to be taken up by the secure canister after it is signed by two poll managers
 6. Apply seal to secure canister
 7. Lock printer module



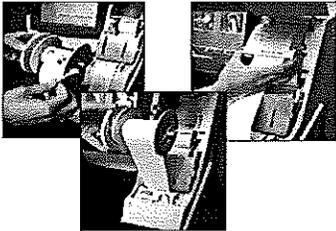
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Release Printer Paper




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Setup Secure Canister




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Sealed Secure Canister




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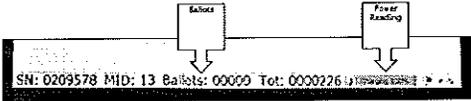
Opening the Precinct

- Secure TSX Units for Voting
 1. Close, lock, and seal the Election Data Compartment (Upper) and record the seal number of the *Precinct Opening and Closing Log (Form 730.3)*
 2. Verify the that Election Data Transfer Compartment (Lower) is locked and sealed.
 3. Verify the printer module is locked
 4. Record statistical information on *Precinct Opening and Closing Log (Form 730.3)*.



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TSX Statistical Information

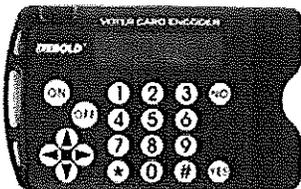


SN: 0209578 MID: 13 Ballots: 09099 Tot: 0000226



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Operating the Encoder



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Operating the Encoder

- Programming Voter Access Card in precinct with only one ballot style:
 - Turn on
 - Insert VAC
 - Encoder displays "Create?"
 - Press "Yes"
 - Encoder displays "Clear?"



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Operating the Encoder

- Programming Voter Access Card in precinct with more than one ballot style:
 - Turn on
 - Insert VAC
 - Encoder displays "Create?"
 - Select the appropriate ballot style using the number keys
 - Press "Yes"
 - Encoder displays "Clear?"



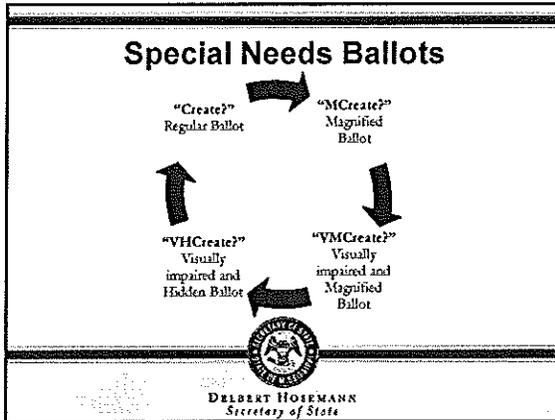
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Operating the Encoder

- Programming Voter Access Card for a special needs voter.
 - Turn on
 - Insert VAC
 - Encoder displays "Create?"
 - Press the "*" button until the appropriate option is displayed
 - Press "Yes"
 - Encoder displays "Clear?"



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Operating the Encoder

- Clearing a Voter Access Card
 1. Turn encoder on
 2. Insert Voter Access Card
 - Screen displays "Clear?"
 3. Press Yes
 - Screen displays "Create?"

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Canceling a Ballot

- Two instances to cancel ballot
 - If a voter leaves the booth without casting his or her ballot
 - If a voter receives the wrong ballot style
- TSX Unit should be approached by two poll managers
- Ballot can also cancel automatically
- Always record instance on *TSX Event Log (Form 740.2)*

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Canceling a Ballot & Determining the Status of a Voter Access Card

- After a ballot is canceled the screen will display the message below until the VAC is removed.
- The message below will also be displayed if the card is reinserted before it is reprogrammed.
- This method also works to verify if a VAC has been voted yet or not.

This voter access card has been cancelled. Please remove it from the reader.



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Clearing a Paper Jam

- The TSX Unit will not give an indication of the jam.
- To clear a paper jam:
 1. Unlock and open printer module
 2. Press gray paper release button to release the smoky brown cover
 3. Pull enough paper from the supply roll to clear the jam and press down on the smoky brown cover until it clicks.
 4. Manually advance excess paper into the secure canister and close and lock the printer housing.



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Clearing a Paper Jam

- If the voter has not cast his or her ballot instruct them to reject the printed record and press "Print Ballot" again.
- Two mangers should perform this function
- Always make a note of this on the *TSX Event Log (Form 740.2)*



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Replacing Printer Paper

- TSX Unit will indicate that paper is low (pictured below)
- Two managers should use Printer Paper Replacement Kit to change paper.

The paper is low and must be replaced -- please insert a supervisor card.



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Closing the Precinct

- End election on all TSX Units:
 1. Complete *Ballot Reading* column of the *Precinct Opening and Closing Log (Form 730.3)*
 2. Use Supervisor Card on first unit
 3. Touch "End Election"
 4. Confirm that you want to end the election
 5. Repeat on ALL TSX Units assigned to your precinct



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Closing the Precinct

- Print and post vote total reports:
 1. Open Printer Module when prompted
 2. Print first long report to be signed by two poll managers and feed into the secure canister
 3. Print second long report to be signed by two poll managers and place in the Memory Card Transport Bag
 4. Print third long report to be signed by two poll managers and post it in public view



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Closing the Precinct

- Securing the TSX Units for Storage:
 - Verify the following:
 - All TSX Units are turned off and sealed
 - All memory cards are in the memory card transport bag
 - All sealed canisters are in the Secure Canister Transport Bag


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Contact Information

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Specialist
The Mississippi Secretary of State's Office
Elections Division
P.O. Box 136
Jackson, MS 39205
601-359-1348
www.sos.ms.gov


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Secretary of State

**Election Day Operations
for TSX Counties
2013 ECAM Orientation**

Presented By:
Derrick Cooper
Elections Systems Training Specialist
The Mississippi Secretary of State's Office



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Secretary of State

OVERVIEW OF TOPICS

- TSX Opening & Closing Official's Duties
- Voter Information Requirements
- Ballot Cancellation Process
- Closing The Precinct
- Counting Votes & Determining Results
- Paper Jam Tips
- Ballot Status Review
- Securing TSX Units



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**TSX Opening & Closing Official's
Duties**

- Opening and closing official is appointed by election officials in charge of the election
- This role can be combined with other Poll Manager roles
- Two people per precinct
- Be sure they know their duties
- Trained in details of opening & closing procedures



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3

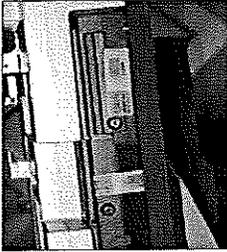
Printing Zero Tapes Reminder

- Print three zero tapes
- The first one is posted for public view
- The second one goes in the memory card transport bag
- A third that goes in the take up canister
- All of them should be signed by at least two poll managers



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Applying Seals

- Be sure that seals are on the upper and lower door on the side. Record seal number on the Form 730.3 Precinct Opening and Closing Log.



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Voter Information Requirements

- Direct voters to the sticker on the gray door of the printer instructing them to view their selection
- Post laminated instructions on the inside of the gray panel of the TSX unit



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Printer Door Sticker

**OPEN
DOOR
TO
VIEW
YOUR
SELECTIONS**



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**Voter Leaving The Booth Without
Completing Voting Process**

- If the voter can't be located after leaving the booth
- Two Poll Managers enter the booth to cancel the ballot
- OR let the ballot time out and cancel on its own
- The poll managers must log this on the TSX Event Log Form # 740.2
- Miss Code Ann. § 23-15-531.9 (2) allows for this in DRE elections only



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Ballot Cancellation

Occasions when a ballot would need to be canceled or is canceled automatically:

1. Voter leaves the booth without casting their ballot
2. Voter received the wrong ballot
 - Opening and Closing Manager along with at least one other Poll Manager cancels ballot



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Ballot Status Review

3. If ballot was left unattended during voting process for 2.5 minutes

- Opening and Closing Manager along with at least one other Poll Manager will insert the voter access card back into the TSX to review status


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**Closing the Precinct & Printing Totals
Tapes Reminder**

- Print the first total tape which is the long report and it is rolled up into the printer roll canister
- Print a second one that goes in the memory card bag
- Print a third one that goes on the wall at the precinct
- All the tapes need to be signed by at least two poll managers


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Closing The Precinct

- Be sure the number of ballots used at the precinct is the total number of ballots cast
- This includes TSX, emergency, curbside, affidavit, spoiled, rejected, challenged, & absentee ballots
- If there is a discrepancy, election officials should be notified immediately.


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Counting Votes And Determining Results

- After collecting votes off all memory cards & printing total tapes, you will sign the tapes, declare results, and post results.
- Enclose **ALL** memory cards & one of the signed totals tape for each machine in the Memory Card Transport Bag and seal it.
- Voted, spoiled, and unused ballots are to be placed in the appropriate envelope and placed in the ballot box and sealed.



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Reminders To Prevent Paper Jams

- Please be sure that your poll managers know to closely monitor the printer
- Be sure that you apply the stickers on the door of the printer to remind the voter to approve their ballot
- These stickers were sent to the Circuit Clerk's Office previous to the 2006 Party Primary Election and Hunters Orange stickers were given to the clerks at the 2008 conference in Natchez.



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Securing TSX Units

At the closing of the election at the precinct:

1. Put **ALL** TSX memory cards & one results tape per TSX in the memory card bag & seal it. (**Even if the machine was not used**)
 - The number of cards should match the number of TSX units.
 - Write the memory card bag seal number on the Receiving & Returning Manager Receipt Form # 710.2.



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Securing TSX Units

2. Seal the Secure Printer Canister Bag

- Record the seal number on the Precinct Opening & Closing Log Form # 730.3


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Contact Information

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17

**Election Tips for the TSX
Machine**
2013 ECAM Orientation

Presented by:
Derrick Cooper
Elections Systems Training Specialist
The Mississippi Secretary of State's Office



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Agenda

- Election Prep Tips
- Election Prep/Election Day Tips
- Election Night Tips
- Questions/Answers



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Election Preparation

Poll Managers Notebook:

- Forms/Poll Managers Guide
- Contact Names and Numbers
- Address Library List
- Trouble-shooting Section



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Preparation for Election Day

If TSX Callbration Is Off:

- Clean screen using an electronic solution.
- Go into "System Setup" with CA card, followed by "Display Settings" and recalibrate.
- If the TSX Machine will still not hold calibration, call the ES&S help desk.



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Preparation for Election Day

TSX Printer Will Not Work:

- Make sure smoky gray cover is closed all of the way (listen for click).
- Make sure paper is installed properly. (Thermal paper only prints on one side).



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Election Day

Check the Power Lights on the TSX:

- Top Green light shows A/C Power.
- Middle blue light shows machine is on.
- Bottom flashing light: the yellow light means battery is charging and green light means the battery is fully charged.



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Election Day

TSX Machine on Battery Power May Not Recognize the memory card:

- You may need to restart the TSX Machine with the memory card inserted and A/C power connected.



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Election Day

Location of the Poll Managers Providing Voter Access Cards:

- There must be a connection between the voter signing the Receipt Book and the poll manager issuing the card.
- Do not create Voter Access Cards in advance.



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Election Day

Voter Is Not in the Poll Book:

- This voter cannot vote on the TSX Machine.
- This voter cannot vote a REGULAR paper ballot.


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Election Day

Use of Supervisor Cards:

- Should be used to change the machine paper, clear certain paper jams and close or shutdown the machine at the end of the election.
- Inserting a Supervisor Card in an encoder will clear all ballots styles on the Encoder.


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Election Day

Placement of the TSX machines:

- Machine must be turned to allow maximum privacy for the voter.


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Election Day

Smart Card Is Stuck in TSX Machine:

- Reboot TSX machines and card should pop out.
- Clean any debris from card using an electronic wipe (while avoiding the metal smart chip).



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Election Day

TSX Machine "Freezes-up":

- Remove the seal, power the unit off and then on again (reboot); reseal, then record seal number and reason for removing the seal.

(continued)



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Election Day

Voting After TSX Machine Reboot:

- Re-insert the Voter Access Card and read the message:
- "Card Already Voted": the ballot was cast before the freeze.
- "Card was Cancelled": re-code the card and allow the voter to continue voting.



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Election Day

Encoder Screen Keeps Fading in and out:

- Replace batteries (be careful not to apply too much force when installing the screws which hold the cover).
- Turn the Encoder off when not in use.
- Do not leave card in encoder (even if it is off).



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Election Night

While Closing Out the Election:

- Remove the memory card as soon as the result tape is printed. With the memory card removed, there are only two options: to Shut Down TSX Machine or to go to Election Archives.



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Election Night

Don't Panic!

- If the Poll Manager presses shutdown on the TSX Machine before all close-out procedures are complete, just turn it back on and the system will start back at the place you left off.



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Questions and Answers



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Secretary of State

STATE OF MISSISSIPPI



OFFICE OF THE STATE AUDITOR STACEY PICKERING, AUDITOR ELECTION COMMISSIONERS TRAVEL

SECRETARY OF STATE'S COUNTY ELECTION COMMISSIONER ORIENTATION

SILVER STAR, MISSISSIPPI
JANUARY 23, 2013

Presented By: Mark Johnson, CGFM, CPM
Technical Assistance Division

Toll Free (800)-321-1275

Direct (601)576-2656

E-Mail: tech@osa.state.ms.us

Mailing Address: Office of the State Auditor
Post Office Box 956, Jackson, Mississippi 39205

TRAVEL EXPENSES

1. Mileage (in personal vehicles)
 - a. Local entities mileage reimbursement is 20¢ per mile (25-3-41(2)), but the governing authority may authorize an increase up to the rate allowed for state employees, currently 55.5¢ per mile. (effective April 17, 2012). If a government-owned vehicle is available, the limit is 23¢ per mile.
 - b. If two or more public officers or employees travel in the same private vehicle, only the one whose vehicle is used is due the mileage.
 - c. No mileage reimbursement is due for travel in government vehicles.
2. Meals, lodging, and other necessary travel expense limits are set by the Department of Finance and Administration. Governing authorities may adopt lower rates by policy.
 - a. Local governments are not subject to limitations on lodging or **individual meal limits**. Governing authorities may set individual meal limits by policy. (AG Opinion to Mabus, December 13, 1984)
 - b. Meal reimbursements are limited to actual expenses, not to exceed \$41 per day, except in "high cost" areas. These areas may be up to \$56 per day, according to the Federal Register. Rates for specific areas can be found on the Internet at <http://www.dfa.state.ms.us/Purchasing/Travel/ConvertedRates.pdf>. THERE ARE NO "HIGH COST" AREAS IN MISSISSIPPI.
 - c. Meal reimbursements are not usually allowed if there is no overnight stay. If they are allowed, they are considered taxable income, according to IRS rules.
3. Airline travel shall be at the tourist rate unless space is unavailable.
4. Rental vehicles may be reimbursable when travel is to a location where a private or government vehicle is not available and rental vehicle has been previously arranged (AG Opinion to Ranck, November 3, 1993).
5. It is recommended that all requests for travel reimbursements be submitted on the voucher form prescribed by the Department of Finance and Administration. See <http://www.dfa.state.ms.us/Purchasing/Travel/TravelForms.html> for example.
6. All requested reimbursements except meals and mileage should be accompanied by receipts. A local entity may require meal receipts by policy.
7. The Office of the State Auditor has statutory authority to adopt rules and regulations regarding advance payment of travel advances. Refer to OSA Circular 15 for details.
8. Section 25-3-41 requires prior authorization of travel. In a local government, the board or council must authorize travel or delegate the authority to authorize travel. There should be a written travel policy which includes who is authorized to travel at the entity's expense.
9. Election commissioners are paid per diem for certain numbers of days purging registration books and conducting elections (which includes demonstrating voting machines). There is no authority to be reimbursed for travel expenses in addition to the per diem on days spent on those specific activities. This does not apply to days that the commissioners receive training, or days for which per diem is not earned.

STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION

TOPIC	TRAVEL	SUB-SECTION 13.20.10
SECTION	PROCESSING	ISSUANCE DATE October 1, 2007
SUB-SECTION	TRAVEL VOUCHER	REVISION NUMBER 08-002

FORM INSTRUCTIONS

The instructions for completion of the Travel Voucher form are set forth below. Exhibit 13.20.10-A illustrates a blank form with reference instruction numbers. Following Exhibit 13.20.10-A is a blank form that may be printed and used.

<u>REFERENCE</u>	<u>EXPLANATION</u>
1	Name of traveler's agency
2	SSN of traveler
3	PIN or WIN number of the traveler
4	Name of traveler
5	PID (Person Identification) number of the traveler
6	Home address of the traveler
7	Beginning and ending travel dates
8	Check the type of traveler
9	Check the appropriate box. One type of travel must be checked.
10	Amount and type of PTE requested
11	For agency's use in recording the accounting block for the payment of the trip. This may be completed by the traveler, verifier, approver, or travel processor.
12	Total amount of per diem to be received
13	Total amount of meal expenses incurred during official travel where an overnight stay is NOT required
14	Total amount of meal expenses incurred during official travel where an overnight stay is required. (Hotel receipt required or a statement that the traveler did stay overnight.)
15	Total lodging amount (Receipt required)
16	Total mileage dollar amount
17	Total rental vehicle amount (Receipt and justification required)
18	Total public carrier fare amount (Receipt required)
19	Total amount of other expenses incurred, not reflected in 12 through 18. List various object codes, if applicable. (Receipts are required for any expense in excess of \$10.00.)
20	Total of items 12 through 19
21	Total amount previously received as an advance

STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION

TOPIC	TRAVEL	SUB-SECTION 13.20.10
SECTION	PROCESSING	ISSUANCE DATE October 1, 2007
SUB-SECTION	TRAVEL VOUCHER	REVISION NUMBER 08-002

REFERENCE

EXPLANATION

- 22 Total amount previously received for lodging expenses
- 23 Total amount previously received for public carrier expenses
- 24 The amount due to the traveler as a payment or the amount due to the agency by the traveler as an overpayment (Item 20 minus items 21, 22, and/or 23)
- 25 Signature and title of traveler and date signed
- 26 Signature and title of agency personnel who verified the TV and date signed
- 27 Signature and title of agency personnel who approved the TV for payment and date signed
- 28 SPAHRS agency number (if known), traveler's name, and SSN
- 29 Month and day of travel
- 30 Specific purpose of trip
- 31 Beginning point of travel, to intermediate points of travel, to ending point of travel for that day (for mileage purposes)
- 32 Total miles traveled in privately owned vehicle, from beginning point to ending point, in item 31.
- 33 Actual cost of breakfast
- 34 Actual cost of lunch
- 35 Actual cost of dinner
- 36 Total of items 33, 34 and 35, but not to exceed the Maximum Daily Meal Reimbursement allowed as established by DFA.
- 37 Amount of daily room charge at the single rate
- 38 Description and amount of other expenses. If tips are listed, then the type of tip must be identified (e.g. meal, baggage). Phone calls on the hotel invoice should be noted as "Business" and listed. Receipts are required for Registration Fees and taxi fares that are over \$10.
- 39 Amounts are summarized and reported as applicable in items 12 – 19
- 40 Current rate
- 41 Total miles (item 39) times Rate (item 40) and reported in item 16.

TRAVEL VOUCHER

State of Mississippi: (1) _____ (Agency or Institution) (8)

Social Security #: (2) _____ PIN/WIN #: (3) _____

Name: (4) _____ PID #: (5) _____

Address: (6) _____

Check () One:
Employee
Contract Worker
Board Member

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from (7) _____ to _____. The itemized statement follows.

Check () Box(es):	In-State	Out-of-State	Out-of-Country	PTE Request	(9)
Prior to Trip Expenses (PTE) Request:					
Lodging				(10)	
Public Carrier					
Payment Information (Traveler complete, if known)					
Trip #				(11)	
Travel Voucher #					
SAAS Ag #					
SPAHRS Ag #					
Fund #					
Activity / Location					
Org / Sub Org					
Rpt Category					
Project / Sub Proj					

Per Diem in Lieu of Subsistence	(12)
Taxable Meals	(13)
Non-Taxable Meals	(14)
Lodging	(15)
Travel in Private Vehicle	(16)
Travel in Rented Vehicle	(17)
Travel in Public Carrier	(18)
Other:	(19)
Sub Total	(20)
Less: Travel Advance	(21)
Less: PTE Lodging	(22)
Less: PTE Public Carrier	(23)
Net Payment (Overpayment)	(24)

Subject to any difference determined by verification, I certify that the above amount claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.

Signature of Payee: _____ Title: _____ Date: _____

Verified by: _____ Title: _____ Date: _____

Approved for Payment: _____ Title: _____ Date: _____



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Heads of All Departments, Boards & Institutions of Higher Learning

FROM: Laurie Pierce, Special Projects Officer
Office of Purchasing and Travel

DATE: April 16, 2012

SUBJECT: Updated Mileage Reimbursement Rate

Section 25-3-41, Mississippi Code of 1972, mandates that State officers and employees traveling on official State business in their private automobile be reimbursed at the same rate federal employees are reimbursed for official federal business in private automobiles.

GSA has increased the mileage rate, effective April 17, 2012. State officers and employees will be reimbursed at that same rate in compliance with Mississippi statutes.

<u>Mode of Transportation</u>	<u>Automobile</u>	<u>Reimbursement rate per mile</u>
If no Government owned vehicle available		\$0.555
If Government owned vehicle available		\$.23

For a history of previous mileage rates, please visit <http://www.gsa.gov/portal/content/103969>.

If you have any questions, please do not hesitate to contact me at 601-359-3647 or e-mail me at laurie.pierce@dfa.ms.gov.

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STATE OF MISSISSIPPI
OFFICE OF THE STATE AUDITOR
PHIL BRYANT
AUDITOR

MEMORANDUM

TO: County Boards of Supervisors
Municipal Governing Authorities
County and Municipal Boards of Education

FROM: Phil Bryant, State Auditor

SUBJECT: Travel Advances

DATE: December 31, 2002
(Originally issued July 17, 1990)

The Mississippi Legislature passed House Bill 590 during the 1990 Regular Session. This bill revised Section 25-3-41, Mississippi Code, providing that effective July 1, 1990, officers or employees of a county or municipality or any department, boards or commission thereof (including county and municipal school boards) may receive travel advances; subject to rules and regulations prescribed by the State Auditor's Office.

To provide for the requirements of this law the attached rules and regulations are effective immediately. Should you have any questions concerning these rules and regulations please contact the State Auditor's Technical Assistance Division at 1-800-321-1275.

**STATE AUDITOR'S RULES AND REGULATIONS
FOR THE ADVANCE PAYMENT OF TRAVEL RELATED EXPENSES**

OSA Circular No. 15

**December 31, 2002
(EFFECTIVE JULY 17, 1990)**

- A. WHEN TRAVEL ADVANCES MAY BE MADE** -before any travel advance is made, the following conditions must exist.
1. The board must have a policy regarding the use of travel advances. The policy should provide for:
 - (a) compliance with these rules and regulations,
 - (b) compliance with the State Department of Finance and Administrations' daily limits on expenditures for meals,
 - (c) compliance with Section 25-3-41, Miss. Code requirements, such as all official travel must be preapproved (this may be done by a general order, provided that it clearly covers the anticipated travel) and the reimbursement rate for travel made in personal vehicles must have been established by board order.
 - (d) designation of administrative heads who will have the authority to authorize travel advances,
 - (e) and any local limitations and procedures which are in addition to state laws and regulations.
 2. The person receiving the advance must be an officer or employee.
- B. SOURCE OF TRAVEL ADVANCE FUNDS**
1. Money used for a travel advance must come from a fund that may legally make expenditures for the purpose of the official travel.
 2. The budget of the fund making the travel advance must have an unencumbered balance sufficient to support the related travel expenditures.
 3. A petty cash fund may be authorized to make travel advances.
- C. TRAVEL ADVANCES MUST BE USED FOR TRAVEL RELATED PURPOSES-** this money may not be used for personal expenses or for any purpose other than the actual expenses of the authorized travel.

Page Two
Travel Advances
July 1990

- D. ACCOUNTING FOR TRAVEL ADVANCES** - officers and employees must account for travel advances within five working days of the end of the month in which the official travel occurred.

This means:

1. all travel advance money not used for travel related expenses is repaid to the treasury,
2. the travel reimbursement form prescribed the State Department of Finance and Administration is completed and submitted, this forms should account for all money not refunded,
3. and actual receipts are provided for all travel expenses, except meals and travel in personal vehicles.

Westlaw

1999 WL 152717 (Miss.A.G.)

Page 1

1999 WL 152717 (Miss.A.G.)

Office of the Attorney General
State of Mississippi

Opinion No. 99-0040

February
12
,
1999

Re: Mileage for Election Commissioners

Hon. Billie Pruett
Chairman, Monroe County Election Commission

Dear Mr. Pruett:

Attorney General Mike Moore has received your letter of request and has assigned it to me for reply. Your letter states, in pertinent part:

I am the chairman of the Monroe County Election Commission. Discussion has been had among the commissioners as to whether commissioners may be paid mileage in addition to the per diem allowed for the purging process and/or poll book revision.

In carrying out the purging process and/or poll book revision I acquire from the Circuit Clerk's office a list of all qualified electors in my district. This list is divided by roads with each qualified elector residing on each road listed. I take this list and actually travel down these roads in an effort to locate electors in question. My question of you is: 'May we, as election commissioners, be paid mileage for any mileage traveled by us in our personal vehicles that is necessary to carry out our purging and/or poll book revision requirements?' Please issue an opinion as to whether this is permissible by law.

Section 23-15-153, Miss. Code Ann. (Supp. 1998) provides that election commissioners shall receive \$70.00 per day to be paid from the county general fund, subject to certain limitations, for every day or period of not less than five hours accumulated over the course of over two or more days for the performance of their duties in the revision of the registration books and pollbooks and the conduct of the election. There are no provisions for the payment of mileage in addition to the per diem authorized by that section.

In a prior opinion this Office stated that election commissioners could be reimbursed for travel expenses when they performed official duties other than purging registration books and conducting elections with the prior approval of the board of supervisors. MS AG Op., Polk (November 4, 1985), attached.

If this office can be of any further assistance, please let us know.

Very truly yours,

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2001 WL 283624 (Miss.A.G.)

Office of the Attorney General
State of Mississippi

Opinion No.
2001
-
0062

February 16, 2001

Re: Mileage for Election Commissioners

Lamar County Election Commission

Dear Commissioners:

Attorney General Mike Moore has received your letter of request and assigned it to me for research and reply. Your letter states:

Some precincts in Lamar County are rural areas without benefit of phone service. In view of this and other relevant facts, the election commissioners of the county feel that in the interest of quality elections it is appropriate that we visit each precinct a minimum of one time per election day. At this time we carry extra supplies, etc. Commissioners would travel 30 - 80 miles per day depending on the district. For this service we think we are entitled to mileage expense with supervisors approval, based on the following code sections from the Mississippi Election Laws, 1996 Edition, 23-15-219 paragraph 3, 23-15-939 and 23-15-227, paragraph 2, and the final paragraph of your opinion dated February 12, 1999 to Honorable Billie Pruett.

We respectfully request an opinion regarding this matter at your earliest convenience.

We do not find authority for county election commissioners to be reimbursed for travel expenses on election days in the code sections cited in your letter or any other code section. As we said in the Pruett opinion, also cited in your letter, there are no provisions for the payment of mileage in addition to the per diem authorized by Mississippi Code Annotated, Section 23-5-153 (Supp. 2000). In Pruett we did say that election commissioners could be reimbursed for travel expenses when they performed duties other than purging registration books and conducting elections, provided it is first approved by the board of supervisors in accordance with Section 25-3-41.

Sincerely,
Mike Moore
Attorney General

Phil Carter
Special Assistant Attorney General

2001 WL 283624 (Miss.A.G.)
END OF DOCUMENT