



DELBERT HOSEMANN
Secretary of State

TO: County Election Commission Chairs;
Newly Elected & Appointed Election Commissioners;

CC: County Circuit Clerks; Kim Turner, Assistant Secretary of State for Elections;
Lindsay Leonard, Elections Training Coordinator

FROM: Matt Grubbs, Director of Elections Administration /HAVA Administrator,
Elections Division 

DATE: December 10, 2012

SUBJECT: Newly Elected & Appointed Election Commissioner Orientation Sessions,
2013 ECAM Convention, January 22-24, 2013, Philadelphia MS

Please be advised: The Secretary of State's Office will conduct a Two-Part Election Commissioner Orientation Training session on January 22 – January 23, 2013 at the ECAM Annual Convention. The training session is only required for the County Election Commissioners who have been elected for the first time or are newly appointed. Also, newly elected or appointed commissioners that did not attend the Make-up Orientation Training held in October 2012, are required to attend this session.

All newly elected or appointed commissioners are required to attend certification and orientation training to be certified according to the state HAVA plan. However, if a commissioner is appointed after the orientation training session is conducted, the Secretary of State's Office may certify that commissioner for that election year only, and that commissioner must attend the next offered orientation training session, so they can receive certification for the following year. Should the commissioner fail to attend orientation and certification training, they will not receive certification and, pursuant to Miss. Code Ann. Section § 23-15-211, they may be removed from office and, pursuant to Miss. Code Ann. Section § 23-15-153 will not be paid. Please make every effort to attend this very important training. The tentative time for this training has been set for the following dates and time:

- **Orientation Part I: Voting Device Training**
Tuesday, January 22, 2013 from 2:00 PM – 5:00 PM, required for all TSX Statewide Counties with New Commissioners
Tuesday, January 22, 2013 from 2:00 PM – 3:00 PM, required for all "Opt Out" Counties with New Commissioners
- **Orientation Part II: Election Basics Training**
Wednesday, January 23, 2013 from 8:00 AM – 11:30 AM, required for all counties with New Commissioners

(Please Find Pre-Registration Form Attached with Additional Details)

Please remember this agenda is tentative and subject to change, as the final ECAM agenda will be handed out during convention registration. Please plan accordingly so you may sign in and be seated before the start of the session. *Please make sure you bring all training materials with you, they will be posted on our website no later than January 11, 2013*. Also, please be aware that your Board of Supervisors must approve this travel (including the extra day) and include it on their meeting minutes.

IMPORTANT NOTES: Please remember that you must visit ECAM's website at www.msecam.com to obtain all information regarding the 2013 Annual ECAM Convention, including Convention & Hotel Registration Forms, Convention Information Updates & the Tentative Agenda. All hotel accommodations must be made directly through ECAM's Treasurer, Larry Gardner, not through Silver Star Casino. To be cost-effective, ECAM has gone electronic this year and no longer mails out information packets directly to the counties, as they have done in prior years.

The Secretary of State's Office will accept pre-registration forms for Newly Elected & Appointed Commissioners Orientation only; all other convention materials such as convention pre-registration, checks, or hotel registration forms will need to be sent directly to ECAM. Lastly, all Orientation & Convention Training Materials (which are necessary to print and bring with you to class) will be posted to the Secretary of State's Website no later than January 11, 2013 at the following link: <http://www.sos.ms.gov/page.aspx?s=7&s1=1&s2=95>.

Should you have any questions, please contact myself, Matt Grubbs at 601-359-6582 or you may contact our Elections Training Coordinator, Lindsay Leonard, at 601-359-6687. Thank you.

2013 ECAM CONVENTION
ELECTION COMMISSIONER ORIENTATION

*(for Newly Elected or Appointed Commissioners / Commissioners Who Have Not Previously
Attended Orientation)*

Please Print

NAME: _____

MAILING ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: _____ SECONDARY PHONE: _____

EMAIL ADDRESS: _____

COUNTY: _____

ELECTION COMMISSION CHAIR: _____

DATE YOU TOOK OFFICE / WILL TAKE OFFICE: _____

PLEASE MARK THE TYPE OF VOTING DEVICE USED:

- _____ TOUCH SCREEN/ DRE – TSX Statewide Voting System, ES&S
_____ PRECINCT SCANNER – M100 Optical Scanner (Desoto, Harrison, Lee, Yalobusha),
ES&S
_____ TOUCH SCREEN/ DRE – Ivotronic (Rankin Co.), ES&S
_____ OTHER (*Hinds Co. Voting Device Undecided – Will Be Trained at Later Date, Per
Authorization By the Office of the Secretary of State*)

ORIENTATION PART I & II (SILVERSTAR CASINO, 13541 HWY 16, PHILADELPHIA)

DATE: TUESDAY, JANUARY 22, 2013: ORIENTATION PART I: VOTING DEVICE TRAINING

“TSX TRAIN THE TRAINER” TIME: 2:00 PM – 5:00 PM

- **TSX VOTING DEVICE: AMITE – HOLMES, ROOM #1 (25 PERSONS)**
- **TSX VOTING DEVICE: ISSAQUENA – PRENTISS, ROOM #3 (24 PERSONS)**
- **TSX VOTING DEVICE: SCOTT– YAZOO, ROOM #5 (23 PERSONS)**

“OPT OUT” VOTING DEVICES TIME: 2:00 PM – 3:00 PM

- **IVOTRONIC SYSTEM: RANKIN, ROOM #2 (3 PERSONS)**
- **M100 OPTICAL SCANNER: DESOTO, HARRISON, LEE, YALOBUSHA
ROOM # 4 (5 PERSONS)**

DATE: WEDNESDAY, JANUARY 23, 2013: ORIENTATION PART II: ELECTION BASICS

“ELECTION BASICS” TIME: 8:00 AM – 11:30 AM, ROOM #3 & #4

PRE-REGISTRATION IS DUE NO LATER THAN JANUARY 9, 2013

PLEASE NOTE:

1. If you are unable to attend the entire session you will not receive credit for attending orientation or certification training. You must attend ALL of the orientation session.
2. The address used to complete this pre-registration form is the address that your orientation certificate will be mailed to.

Training Materials Will Be Posted to Our Website No Later Than January 11, 2013.

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 no later than January 9th,
to the attention of:

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MS Secretary of State's Office
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Phone: 601-359-6687
Fax #1: 601-359-5019
Fax #2: 601-576-2545