



DELBERT HOSEMANN
Secretary of State

TO: Municipal Clerks; Municipal Election Commissioners

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

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

DATE: May 2, 2013

SUBJECT: FINAL Municipal Election Officials' Certification Training on May 23, 2013

The Secretary of State's Office will conduct a *Final Certification Training Session* for Municipal Election Officials that will be held on *May 23, 2013 from 9:00 a.m. until 5:00 p.m., at Mississippi Public Broadcasting Auditorium, located at 3825 Ridgewood Road in Jackson, Mississippi*. This training session has been added for those individuals who were not able to attend any of the regularly scheduled Municipal Elections Certification Training Sessions held from January-March of 2013, nor any of the three (3) make-up training sessions held in April of 2013.

Pursuant to Miss. Code Ann. Section 23-15-211, Election Commissioners shall be required to attend one Certification Training Session per year. Pursuant to Mississippi's State Plan for implementation of the Federal Help America Vote Act, Municipal Election Commissioners are required to attend certification training within six (6) month prior to the municipal general elections. *No other Municipal Certification Training Session will be offered in the 2013 calendar year.*

Upon completion of the training session, each participant shall receive certification from the Secretary of State indicating that the named participant has received the required elections training and is fully qualified to conduct the upcoming Municipal Elections in 2013. Please be aware that your Board of Alderman/ Municipal Governing Authority 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. (*Note: MSOS will provide coffee only, you will be responsible for lunch on your own*). An email concerning parking and other pertinent facility information will be sent out closer to the session date, so please include your email on your pre-registration form! We ask that you arrive 15 minutes early, in order to sign in and find your seat, as the session will start promptly at 9:00 am.

MSOS DOES NOT PROVIDE WRITTEN TRAINING MATIERALS. All training materials are available on our website, located at <http://www.sos.ms.gov>. Each participant is

responsible for printing these materials from our website and bringing the same with you to class.

Pre-registration is mandatory –

**Please fax or mail your completed registration form by 5:00 p.m. on May 21, 2013
to the attention of:**

Lindsay Leonard Kellum
Elections Training Coordinator
MS Secretary of State's Office
401 Mississippi Street
Jackson, MS 39205

Lindsay.Kellum@sos.ms.gov

Phone: 601-359-6687

Fax: 601-359-5019

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



DELBERT HOSEMANN
Secretary of State
PRE-REGISTRATION FORM

Municipal Election Officials Mandatory Certification Training, 2013 Municipal Elections
MAY 23, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by May 21, 2013)
Mississippi Public Broadcasting Auditorium (3825 Ridgewood Rd, Jackson)

PLEASE PRINT

Please pre-register for the session you wish to attend as space is limited, pre-registration is mandatory (submit one form for each person attending).

Pursuant to Mississippi Statute, all members of the Municipal Election Commission are required to attend certification training. The Secretary of State’s Office encourages the Municipal Clerk to attend training as well.

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ SECONDARY PHONE: _____

COUNTY: _____

EMAIL ADDRESS: _____

CHECK ONE OF THE FOLLOWING THAT DESCRIBES YOUR POSITION/TITLE IN ELECTIONS:

- _____ CITY CLERK
- _____ MUNICIPAL ELECTION COMMISSIONER
- _____ OTHER (Please specify) _____

MARK THE TYPE OF VOTING DEVICE USED:

- _____ TOUCH SCREEN / DRE, TSX STATEWIDE VOTING SYSTEM
- _____ M100 PRECINCT SCANNER (CITIES WITHIN LEE, YALOBUSHA, HARRISON AND DESOTO COUNTIES – POSSIBLY)
- _____ HAND COUNT PAPER BALLOTS
- _____ OTHER (Please specify) _____

PLEASE NOTE:

1. If you are unable to attend the training session in its entirety, you will not receive certification, or may be asked to attend a subsequent make-up session to fulfill statutory obligation.

- 2. All formal certificates will be mailed to your city clerk's office on completion of certification.**
- 3. Training on your voting system will not be offered at your designated session if we do not receive a pre-registration form indicating which method of voting you will use for the 2013 Elections.**
- 4. Lunch will not be provided by MSOS.**
- 5. Materials will not be provided by MSOS.**

Fax, mail or email your pre-registration form, no later than 5:00 p.m. on May 21, 2013, to:

**Lindsay Leonard Kellum
MS Secretary of State's Office
401 Mississippi Street
Jackson, MS 39205
Lindsay.Kellum@sos.ms.gov
Phone: 601-359-6687
Fax: 601-576-2545 or 601-359-5019**