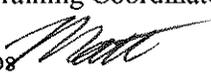




DELBERT HOSEMANN  
*Secretary of State*

**TO:** Municipal Clerks, Municipal Election Commission Members, & Municipal Party Executive Committee Members

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

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

**DATE:** 11.14.2012

**SUBJECT:** 2013 Municipal Election Officials Mandatory Certification Training Sessions

---

Please be advised: The Secretary of State's Office will hold mandatory Municipal Elections Certification Training Sessions, in preparation for the 2013 Municipal Primary and General Elections, beginning in January 2013. The mandatory training sessions are required for all Municipal Election Commissioners and Party Executive Chairs, or designee, who will be running the Municipal Elections in 2013. Municipal Clerks are also encouraged to attend.

Please note: A special training session (for Municipal Clerks and Deputy Clerks only) will take place in association with the Mississippi Municipal Clerks and Collectors Association and the Center for Governmental Training in the Mississippi State University Extension Service from December 12 - 14, 2012 in Jackson. Please contact Janet Baird for further details at [janetb@ext.mstate.edu](mailto:janetb@ext.mstate.edu) or (662) 325-3141.

Pursuant to Miss. Code Ann. Section 23-15-211, Party Executive Committee Chairs, or their designee, shall be required to attend one Certification Training Session per year, in Primary Election years. Also, State law requires Election Commissioners to attend at least one elections certification training session per year, i.e., within 12 months prior to conducting an election. No other Municipal Certification Training Sessions will be offered in the 2013 calendar year, beyond the dates of the below-scheduled sessions. Each participant shall receive a certificate from the Secretary of State, upon completion, indicating that the named participant has received the elections training seminar instruction and that each participant is fully qualified to conduct the upcoming Municipal Elections in 2013.

Attached you will find the pre-registration form for the Municipal Certification Training sessions. Pre-registration is imperative. To reserve seating, each participant should complete and submit the attached pre-registration form. To reiterate, all members of the Municipal Election Commission and the Chairs of both Municipal Party Executive Committees must attend training, pursuant to state law. We highly recommend that the Municipal Clerk attend certification training as well.

Please coordinate with your associates in your city to determine who will attend. The sooner you register, the more likely you will be able to attend the session of your choice. *Pre-registration is mandatory based on limited seating availability.*

To ensure our office reaches out to all current Municipal Party Executive Committee Chairs and Municipal Election Commissioners, *I am requesting that the City Clerks please forward copies of this memo and registration forms to chairs of the Municipal Democratic and Republican Executive Committees, as well as all Municipal Election Commissioners, in your respective Municipality.*

Municipal Election Officials Certification Training dates are as follows (please see attached registration form for locations, times and registration deadlines):

January 3, 2013, Starkville  
January 8, 2013, Jackson  
January 30, 2013, Indianola  
February 5, 2013, Natchez  
February 7, 2013, Hattiesburg  
February 15, 2013, Grenada  
February 20, 2013, Meridian  
February 28, 2013, Summit  
March 6, 2013, Corinth  
March 20, 2013, Senatobia  
March 26, 2013, Tupelo  
March 28, 2013, Biloxi

**REMEMBER: ANY SESSION DATE AND TIME IS SUBJECT TO CHANGE.**

**IMPORTANT:** Each attendee will need to bring a hard copy of the materials to the training session in which they are attending. The training materials can be found at the following link on our website:

[http://www.sos.ms.gov/elections\\_elections\\_officials\\_center2.aspx](http://www.sos.ms.gov/elections_elections_officials_center2.aspx)

**DIRECTIONS:** Please click on “2013 Training Sessions, then “Municipal Election Officials”, followed by “Municipal Election Officials Certification”. Materials will be linked at the bottom of the page. *Please Note: All materials will be posted to the above website by December 1, 2012.* If you have any trouble accessing or printing materials, please give our office a call at 601-359-9372.

Please fax or mail your completed registration form by the indicated deadline 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](mailto:Lindsay.Leonard@sos.ms.gov)

Phone: 601-359-6687

Fax: 601-576-2545

Fax #2: 601-359-5019

Fax #3: 601-359-1499

**Please remember: Pre-Registration is Mandatory!**

We look forward to working with you as we prepare for the upcoming Municipal Election Season. Thank you for all you do in serving Mississippi!



DELBERT HOSEMANN  
Secretary of State  
PRE-REGISTRATION FORM

Municipal Election Officials Mandatory Certification Training Sessions, 2013 Municipal Elections  
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 and Chairs of both  
Municipal Party Executive Committees 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  
\_\_\_\_ MUNICIPAL PARTY EXECUTIVE COMMITTEE MEMBER  
(PLEASE CIRCLE BELOW)  
DEMOCRATIC  
REPUBLICAN  
\_\_\_\_ OTHER (Please specify) \_\_\_\_\_

PLEASE MARK THE TYPE OF VOTING DEVICE USED:

\_\_\_\_ TOUCH SCREEN / DRE, TSX STATEWIDE VOTING SYSTEM  
\_\_\_\_ WINVOTE ADVANCE SYSTEM (CITIES WITHIN HINDS COUNTY – POSSIBLY)  
\_\_\_\_ IVOTRONIC VOTING MACHINE (CITIES WITHIN RANKIN COUNTY –  
POSSIBLY)  
\_\_\_\_ M100 PRECINCT SCANNER (CITIES WITHIN LEE, YALOBUSHA, HARRISON  
AND DESOTO COUNTIES – POSSIBLY)  
\_\_\_\_ HAND COUNT PAPER BALLOTS  
\_\_\_\_ PUNCH CARDS  
\_\_\_\_ OTHER

**PLEASE CHECK THE BLANK BY THE TRAINING SESSION YOU PLAN TO ATTEND:**

- \_\_\_\_\_ JANUARY 3, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Dec 14)  
Sportsplex Complex – 405 Lynn Lane, Starkville
- \_\_\_\_\_ JANUARY 8, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Jan 4)  
Mississippi Public Broadcasting Auditorium – 3825 Ridgewood Road, Jackson
- \_\_\_\_\_ JANUARY 30, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Jan 4)  
The Capps Center – 920 Hwy 82 West, Indianola
- \_\_\_\_\_ FEBRUARY 5, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Jan 18)  
Copiah-Lincoln Community College Satellite Campus – 11 Co-Lin Circle, Natchez
- \_\_\_\_\_ FEBRUARY 7, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Jan 18)  
Lake Terrace Convention Center - 1 Convention Center Plaza, Hattiesburg
- \_\_\_\_\_ FEBRUARY 15, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Feb 1)  
Holmes Community College Satellite Campus - 1060 JK Avent Drive, Grenada
- \_\_\_\_\_ FEBRUARY 20, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Feb 1)  
Meridian Community College Workforce Development Center – 910 Hwy 19 N, Meridian
- \_\_\_\_\_ FEBRUARY 28, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Feb 15)  
Southwest Mississippi Community College – 1034 College Drive, Summit
- \_\_\_\_\_ MARCH 6, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Feb 15)  
Northeast Community College Satellite Campus at Corinth – 2759 S. Harper Rd, Corinth
- \_\_\_\_\_ MARCH 20, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Mar 1)  
Northwest Mississippi Community College – 4975 Hwy 51 N, Senatobia
- \_\_\_\_\_ MARCH 26, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Mar 1)  
Itawamba Community College Satellite Campus – 2176 S. Eason Blvd, Tupelo
- \_\_\_\_\_ MARCH 28, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Mar 1)  
Mississippi Gulf Coast Community College, Advanced Manufacturing and Tech Center - 10298  
Express Drive, Gulfport

**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.

Please fax, mail or email your pre-registration form to the attention of:

Lindsay Leonard  
MS Secretary of State's Office  
401 Mississippi Street  
Jackson, MS 39205  
[Lindsay.Leonard@sos.ms.gov](mailto:Lindsay.Leonard@sos.ms.gov)  
Phone: 601-359-6687

Fax # 1: 601-576-2545 or Fax#2: 601-359-5019

**Important: Pre-registration forms are due no later than the indicated deadline for registration (designated next to each session above)! Please remember space is limited so pre-registration is absolutely mandatory!**