



DELBERT HOSEMANN
Secretary of State

TO: Municipal Clerks; Municipal Election Commissioners; Municipal Party Executive Committee Members

FROM: Matt Grubbs
Director of Elections Administration/ HAVA Administrator

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

DATE: March 3, 2013

SUBJECT: 2013 Municipal Elections Officials Certification Make-Ups, ***IMPORTANT REVISION OF ORIGINAL PRE-REGISTRATION FORM (MAILED OUT MARCH 1, 2013)***

IMPORTANT NOTICE: Please be advised of an error in the original pre-registration form, mailed out on March 1, 2013 to all City Clerks regarding the April 2013 Municipal Certification Make-up Sessions. The original pre-registration form listed the Grenada Session as being held on April 9, 2013 instead of April 5, 2013, which is the correct date. It also listed the Brandon Session as being held on April 5, 2013 instead of April 9, 2013 which is the correct date. The dates in the original memo which was mailed out with the pre-registration form attached were correct. ***Please disregard the original pre-registration form only.*** Below you will find the correct dates for our make-up training sessions which will be held in April of 2013:

April 3, 2013, Lake Terrace Convention Center, Hattiesburg
April 5, 2013, Holmes Community College Satellite Campus, Grenada
April 9, 2013, City Hall Convention Center, Brandon

I have also attached the original memo and a ***revised*** pre-registration form to this notification. Please use the attached pre-registration form when registering for the Make-Up Sessions. We apologize for any inconvenience this oversight may have caused. Please feel free to give our office a call with any questions or concerns. Thank you.



DELBERT HOSEMANN
Secretary of State

TO: Municipal Clerks; Municipal Election Commissioners; Municipal Party Executive Committee Members

FROM: Matt Grubbs
Director of Elections Administration/ HAVA Administrator

DATE: March 1, 2013

SUBJECT: 2013 Municipal Election Officials Certification Training *FINAL* Make-up Sessions

The Secretary of State's Office will conduct three (3) Final Certification Make-Up Training Sessions for Municipal Election Officials that will be three (3) days in April of 2013. These training sessions are for those that were not able to attend any of the regularly scheduled Municipal Elections Certification Training Sessions, which were offered January – March of 2013, at various locations across the state. The final make up sessions will be held as follows:

April 3, 2013, Lake Terrace Convention Center, Hattiesburg
April 5, 2013, Holmes Community College Satellite Campus, Grenada
April 9, 2013, City Hall Convention Center, Brandon

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. Lastly, and most importantly, the Mississippi State HAVA Plan, which is Federally-mandated, requires Party Executive Committee Chairs, or their designee, and all Municipal Election Commissioners to be certified 6 months prior to any given Election. No other Municipal Certification Training Sessions will be offered in the 2013 calendar year, beyond the dates of the above-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. Also, please be aware that your Board of Aldermen must approve this travel and include it on their meeting minutes.

Attached you will find the pre-registration form. The sessions will be held from 9:00 a.m. to 5:00 p.m. with a break for lunch each day (*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 dates, so please include your email on your pre-registration form! Also, please try 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 March 29, 2013** 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 NOTE: MSOS DOES NOT PROVIDE HANDOUT MATERIALS ANY LONGER, AS YOU ARE RESPONSIBLE FOR PRINTING AND BRINGING ALL MATERIALS WITH YOU TO CLASS.

Please fax or mail your completed registration form by **March 29, 2013**
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
Fax: 601-359-5019

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!



DELBERT HOSEMAN
Secretary of State

REVISED PRE-REGISTRATION FORM

**Municipal Election Officials Mandatory Certification Training Sessions, 2013 Municipal Elections
MAKE UP SESSIONS**

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 MAKE-UP SESSION YOU PLAN TO ATTEND:

- _____ **APRIL 3, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Mar 29)**
Lake Terrace Convention Center - 1 Convention Center Plaza, Hattiesburg
- _____ **APRIL 5, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Mar 29)**
Holmes Community College Satellite Campus - 1060 JK Aventura Drive, Grenada
- _____ **APRIL 9, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by Mar 29)**
Brandon City Hall Conference Center, 1000 Municipal Drive, Brandon

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.

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
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, as sessions fill up quickly!