



**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 MATERIALS. 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](mailto: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](mailto:Lindsay.Kellum@sos.ms.gov)  
Phone: 601-359-6687  
Fax: 601-576-2545 or 601-359-5019**