



**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:** April 4, 2013

**SUBJECT:** **Notice of Additional (and FINAL) Municipal Election Officials Certification Make-up Training Session, Recently Scheduled for April 16 in Senatobia**

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The Secretary of State's Office will conduct one (1) Final Certification Make-Up Training Session for Municipal Election Officials that will be held on April 16, 2013 at Northwest Mississippi Community College in Senatobia, MS. 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) recently offered make-up training sessions in April of 2013. The FINAL 2013 Municipal Election Officials Certification Training session information is as follows:

April 16, 2013 from 9:00 AM- 5:00 PM at the Haraway Center, Northwest Mississippi Community College Satellite Campus (4975 Hwy 51 North, Senatobia)

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 session 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 date, 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 submit as soon as possible as it has been our experience that all North MS sessions fill to capacity very quickly.** Please complete the enclosed form and return it to our office by mail or fax **no later than April 15, 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 **April 15, 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](mailto: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*  
**PRE-REGISTRATION FORM**

**Municipal Election Officials Mandatory Certification Training Sessions, 2013 Municipal Elections  
FINAL MAKE-UP SESSION, SENATOBIA**

**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**

\_\_\_\_\_ **M100 PRECINCT SCANNER (CITIES WITHIN LEE, YALOBUSHA, HARRISON  
AND DESOTO COUNTIES – POSSIBLY)**

\_\_\_\_\_ **HAND COUNT PAPER BALLOTS**

\_\_\_\_\_ **OTHER**

PLEASE FIND DATE AND TIME THE FINAL SESSION IS OFFERED BELOW.

APRIL 16, 2013 FROM 9:00 AM – 5:00 PM (Registration must be received by April 15)  
Northwest Mississippi Community College Satellite Campus (Haraway Center), Senatobia

**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](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 the session above)! Please remember space is limited so pre-registration is absolutely mandatory, as sessions fill up quickly!**