



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**

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
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!