



DELBERT HOSEMANN
Secretary of State

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

CC: Heath Hillman, Assistant Secretary of State for Elections; Lindsay Leonard, Elections Training Coordinator; Derrick Cooper, Elections Systems Training Specialist

FROM: Matt Grubbs 
Director of Elections Administration/HAVA Administrator

DATE: October 5, 2012

SUBJECT: Municipal Election Officials "Train-the-Trainer" Sessions (*TSX Voting Device Only*)

The Secretary of State's Office invites you to attend one of our optional "Train-the-Trainer" Sessions for those Municipalities who will be using the TSX Voting Device in their Primary or General Election only.

Please do not mistake this optional training for your mandatory certification to run the Elections in 2013, as the certification sessions differ greatly. Certification Sessions will begin in January and run through April of 2013 prior to the Elections. Please Note: We will send out information concerning all mandatory certification sessions by November 15, 2012 to all City Clerks for distribution to Election Commissioners and Party Executive Committee Members.

"Train the Trainer" Sessions will begin this fall and will run through next spring, as follows (please see attached registration form for locations and times):

November 13, 2012, Indianola
November 15, 2012, Hattiesburg
November 27, 2012, Natchez
November 29, 2012, Jackson
December 5, 2012, Corinth
January 10, 2013, Summit
February 19, 2013, Senatobia
February 26, 2013, Tupelo
March 12, 2013, Biloxi
March 14, 2013, Starkville

To reserve seating, each participant should complete and submit the attached pre-registration form. Please pre-register for the session you wish to attend as soon as possible, as space is limited. The Secretary of State's Office recommends that two (2) members of the Municipal Election Commission, Chairs of both Municipal Party Executive Committees and the Municipal Clerk attend. Please coordinate with your associates in your city to determine who will attend. Only twenty (20) places will be available at each session. Therefore, the sooner you register, the more likely you will be able to attend the session of your

choice. We currently have ten (10) sessions scheduled across the state but may add additional classes later, depending on the interest we receive from the cities.

“Train the Trainer” enlists a *hands-on* approach to learning the TSX Voting Device, so you will not be required to bring materials with you to this class; however, you may want to review the TSX Poll Manager’s Guide found on the secure site prior to class or print it for future reference. All materials will be posted the secure site below by October 26th, 2012. Please ask your City Clerk to assist you in accessing the materials from the secure site.

Please Note: hard copies of materials will not be provided by our office at the sessions. If you have any trouble accessing the materials, please feel free to call Antonio Sudduth with the Elections Helpdesk at 601-359-6620.

Please fax or mail your completed registration form as soon as possible 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: 601-576-2545

Fax #2: 601-359-5019



DELBERT HOSEMAN
Secretary of State
PRE-REGISTRATION FORM
 Municipal Election Official Train-the-Trainer Session
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).

The Secretary of State's Office recommends that two (2) members of the Municipal Election Commission, Chairs of both Municipal Party Executive Committees and the Municipal Clerk attend.

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 Executive Committee Member
- _____ OTHER (Please specify) _____

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

- _____ **November 13, from 10:00 am – 1:00 pm**
The Capps Center – 920 Hwy 82 West, Indianola
- _____ **November 15, 2012 from 10:00 am – 1:00 pm**
Lake Terrace Convention Center - 1 Convention Center Plaza, Hattiesburg
- _____ **November 27, 2012 from 10:00 am – 1:00 pm**
Copiah-Lincoln Community College Satellite Campus – 11 Co-Lin Circle, Natchez
- _____ **November 29, 2012 from 9:00 am – 1:00 pm**
Secretary of State's Office, 2nd Floor Conference Room – 700 North Street, Jackson
- _____ **December 5, 2012 from 10:00 am – 1:00 pm**
Northeast Community College Satellite Campus at Corinth – 2759 S. Harper Rd, Corinth
- _____ **January 10, 2013 from 10:00 am – 1:00 pm**
Southwest Mississippi Community College – 1034 College Drive, Summit
- _____ **February 19, 2013 from 10:00 am – 1:00 pm**
Northwest Mississippi Community College – 4975 Hwy 51 N, Senatobia
- _____ **February 26, 2013, from 10:00 am – 1:00 pm**
Itawamba Community College Satellite Campus – 2176 S. Eason Blvd, Tupelo
- _____ **March 12, 2013, from 10:00 am – 1:00 pm**
St. Martin Community Center – 15008 Lemoyne Blvd, Biloxi
- _____ **March 14, 2013, from 10:00 am – 1:00 pm**
Sportsplex Complex – 405 Lynn Lane, Starkville

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: 601-359-1499 or Fax#2: 601-359-5019

*Important: Pre-Registration Forms are due 2 days prior to the session date you choose to attend.
Please remember space is limited so pre-registration is mandatory.*