



## MEMORANDUM

To: Municipal Clerks

From: Matt Grubbs

Subject: Dates and Locations for Certification Training

Date: October 2, 2008

Our office recently sent out a notification memo to all municipalities detailing information about the dates and locations where municipal officials could obtain election-training certification. At this time, we do not have any information that will enable our office to contact the municipal elections commissioners and party executive committee members directly in your municipality. We would ask that you please pass along the enclosed information to them.

Enclosed is a pre-registration form for your municipal officials to send back in to our office. The time for each session is 9:00 a.m. to 5:00 p.m. If you have any questions or concerns, please do not hesitate to contact me at (601) 359-6582 or via-email at [mgrubbs@sos.state.ms.us](mailto:mgrubbs@sos.state.ms.us).

Thank you for your help in ensuring a positive and successful elections training year.



## MEMORANDUM

**TO:** Municipal Clerks, Municipal Election Commissioners, and Party Executive Committees

**FROM:** Matt Grubbs

**SUBJECT:** 2009 Municipal Certification Training Sessions

**DATE:** September 25, 2008

The Secretary of State's Office will soon start conducting elections certification training sessions in preparation for the 2009 municipal elections. These sessions are specifically designed to adhere to the training certification requirements for municipal election commissioners and party executive committee members. A special session for municipal clerks will take place in association with Mississippi State University Co-operative Extension Service on December 18, 2008 at the Hilton Hotel in Jackson, Mississippi. The dates and locations for these training sessions are listed in the enclosed registration material. 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 (Miss. Code. Ann. §23-15-211).

A pre-registration form for elections training is enclosed; due to space limitations, pre-registration is vital. Please register by completing the enclosed form and returning it to our office by October 15, 2008. Also, please be sure to indicate which type of voting machine your municipality uses to conduct elections. If you have not reached an agreement with the county to use their voting machines, you need to do so as soon as possible to ensure that election officials are trained on the voting machine you will use for your election. If you plan to use paper ballots for your election, please notate that information on your registration form as well.

The time for each session is 9:00 a.m. to 5:00 p.m. We must receive your registration form by the deadline indicated within this communication. If you have any questions or concerns, please do not hesitate to contact me at (601) 359-6582 or via-email at [mgrubbs@sos.state.ms.us](mailto:mgrubbs@sos.state.ms.us).

We look forward to seeing you soon as we prepare for this upcoming election season. Thank you for what you are doing to serve Mississippi!



## **PRE-REGISTRATION FORM**

### **Statewide Municipal Certification Training Sessions:**

- Mississippi Gulf Coast Community College, Learning Resources Building, Gulfport - December 1, 2008  
Voting machine: Precinct Scanner, TSX, and Hand Count Paper Ballot
- Holmes Community College, Grenada Center, Grenada – December 5, 2008  
Voting machine: TSX and Hand Count Paper Ballot
- Northwest Community College, Room 104, Senatobia – December 9, 2008  
Voting machine: Precinct Scanner, TSX, and Hand Count Paper Ballot
- Southwest Community College, Holmes Student Union, Rooms A & B, Summit – December 15, 2008  
Voting machine: Precinct Scanner, TSX, and Hand Count Paper Ballot
- Hilton Hotel (In cooperation with Mississippi State University) CLERKS AND DEPUTY CLERKS ONLY  
Jackson – December 18, 2008  
Voting machine: TSX, ES&S, AVS, Precinct Scanner, and Hand Count Paper Ballot
- Coahoma Community College, Student Union, Magnolia Room, Clarksdale – December 19, 2008  
Voting machine: TSX and Hand Count Paper Ballot
- Mississippi State University – Bost Extension Service, North Auditorium, Starkville – January 6, 2009  
Voting machine: Precinct Scanner, TSX, and Hand Count Paper Ballot
- Hinds Community College, George Wynne Building, Lecture Hall, Pearl – January 8, 2009  
Voting machine: AVS, ES&S, TSX, and Hand Count Paper Ballot
- East Central Community College, Gold Room, Decatur – January 16, 2009  
Voting machine: TSX and Hand Count Paper Ballot
- Mississippi Delta Community College, Capps Center, Indianola – January 20, 2009  
Voting machine: TSX and Hand Count Paper Ballot
- Copiah-Lincoln C. C., Tom Reed Academic Building, Lecture Hall, Natchez – February 3, 2009  
Voting machine: TSX and Hand Count Paper Ballot
- Pontotoc Community Center, Pontotoc – February 12, 2009  
Voting machine: TSX, Precinct Scanner, and Hand Count Paper Ballot
- Holmes Community College, Goodman, Fine Arts Auditorium – February 19, 2009  
Voting machine: TSX and Hand Count Paper Ballot
- Mississippi Department of Transportation, 2<sup>nd</sup> Floor Auditorium, Jackson – February 25, 2009  
Voting machine: AVS, ES&S, TSX, Precinct Scanner, and Hand Count Paper Ballots
- Jones Junior College, Auditorium, Ellisville – February 27, 2009  
Voting machine: TSX and Hand Count Paper Ballot

**Please return this form to the Mississippi Secretary of State's Office by  
Wednesday, October 15, 2008.**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

County: \_\_\_\_\_

**CHECK ONE OF THE FOLLOWING THAT DESCRIBES YOUR POSITION IN  
ELECTIONS:**

- Municipal Election Commissioner  
 City Clerk  
 Party Executive Committee Chair or Designee  
 OTHER (please explain) \_\_\_\_\_

**PLEASE INDICATE WHICH VOTING DEVICE YOUR COUNTY USES TO ENSURE  
THE SPECIFIC VOTING DEVICE IS AVAILABLE TO COMPLETE  
CERTIFICATION.**

- DRE (Touch Screen) Premier Election Solutions  
 DRE (Touch Screen) Advance Voting Solutions  
 DRE (Touch Screen) ES&S  
 OMR Precinct Scanner ES&S  
 OMR Centralized Scanner  
 Hand Count Paper Ballots

**Each session is from 9:00 am to 5:00 pm. We will break for lunch.**

**PLEASE RETURN TO  
MISSISSIPPI SECRETARY OF STATE'S OFFICE  
ATTN: Marie Hemmingway  
ADDRESS: Post Office Box 136, Jackson, MS 39205-0136  
PHONE: (601) 359-5213; (601) 359-1350; FAX: (601) 359-1499;  
E-MAIL: [marie.hemmingway@sos.ms.gov](mailto:marie.hemmingway@sos.ms.gov)**