401 MISSISSIPPI STREET
POST OFFICE BOX 136
JACKSON, MISSISSIPPI 39205-0136

STATE OF MISSISSIPPI
SECRETARY OF STATE
DELBERT HOSEMANN

TELEPHONE (601) 359-1350
FACSIMILE (601) 359-1499

MEMORANDUM

TO: Newly Elected County Election Commissioners

FROM: John Helmert, Assistant Secretary of State Elections-Division

RE: Elections Commissioner Orientation Seminars

DATE: March 5, 2009

The Secretary of State's Office will conduct Election Commissioner Orientation training sessions on **March 24 and 30, 2009**. This training session is only for the County Election Commissioners elected for the first time in the 2009 General Election. Newly elected commissioners are required to attend only one of these sessions.

Please be advised that the Mississippi State Plan for HAVA Compliance requires first time newly elected county Election Commissioner to attend Election Commissioners Orientation Training. The State Plan also requires newly elected commissioners to attend orientation along with certification training to obtain certification. According to state law (*Miss. Code. Ann. §23-15-21),* The County Board of Supervisors shall pay members of the county election commissioners for attending training events a per diem in the amount provided in the code *(Miss. Code. Ann. §23-15-153)*. Please be aware that your Board of Supervisors must approve this travel and include it on their meeting minutes.

Attached you will find a pre-registration form for this event. Pre- registration is mandatory. It allows our agency to make adequate plans for the facility, seating, training materials, lunch and refreshments. Register for the **March 24** or **30, 2009** session by completing the enclosed form and returning it to our office by mail, or fax by the deadline March 16, 2009 If you choose to fax the pre-registration please use a cover sheet and fax it to 601-359-1499 attention Marie Hemmingway.

The time for the session is **9:00 a.m**. to **5:00 p.m.** with a box lunch provided by the Secretary of State's Office. Plan to arrive at the site early to sign in, receive your training materials, and be seated before the start of the session.

If you have questions or need further information, **please call Marie Hemmingway at 601-359-5213 or Matt Grubbs at (601) 359-6582 or contact either at 1-800-829-6786.**

Thank you,

Enclosures

PRE-REGISTRATION
2009 ELECTION ORIENTATION TRAINING SESSION FOR NEWLY ELECTED COMMISSIONERS

Please Print

NAME: _____

MAILING ADDRESS: _____

CITY: _____ ZIP: _____

HOME PHONE: _____ OFFICE PHONE: _____

EMAIL ADDRESS: _____ MOBILE PHONE: _____

COUNTY: _____ FAX NUMBER: _____

NAME OF ELECTION COMMISSION CHAIR: _____

LOCATION INFORMATION FOR THE ELECTION ORIENTATION SESSION:

DATE: TUESDAY, MARCH 24, or 30, 2009 TIME: 9:00 – 5.00
PRE-REGISTRATION DUE BY: MARCH 16, 2009

_____MARCH 24, 2009 HINDS COMMUNITY COLLEGE, RANKIN CAMPUS
GEORGE WYNNE BUILDING, LECTURE HALL
3805 U.S. 80 EAST, PEARL, MS

_____MARCH 30, 2009 RANKIN CAMPUS CAREER AND TECHNICAL BUILDING
CT BUILDING MULTIPURPOSE ROOM
1060 COMMERCIAL PARK DR. PEARL, MS

PLEASE NOTE:

1. **If you are unable to attend the entire session you will not receive credit for attending orientation training.**
2. **A box lunch will be provided by the Secretary of State's Office.**
3. **The address used to complete this pre-registration form is the address that your orientation certificate will be mailed to.**

PLEASE RETURN TO:
MISSISSIPPI SECRETARY OF STATE'S OFFICE
ATTN: MARIE HEMMINGWAY
POST OFFICE BOX 136
JACKSON, MISSISSIPPI 39205-0136
PHONE: (601) 359-5213 or 1-800-829-6786 FAX: (601) 359-1499