

Municipal Elections Overview

2021 Municipal Certification Training

Presented by:
The Mississippi Secretary of State's Office
Elections Division



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Election Official Training

The Mississippi State HAVA plan requires municipal election officials be certified by our Office to conduct elections within six (6) months of any regularly scheduled Primary or General Election:

- Election Commissioners
- Party Executive Committee Members
- Municipal Clerk and/or deputy municipal clerk(s)



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Section 5, Voting Rights Act

- Since June, 2013, preclearance of a change in existing voting practice from the U.S. Department of Justice is no longer required. (*Shelby County, AL v. Holder*)



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Voting Machines

- Municipalities are not required to use any particular type of voting technology.
- Direct Recording Equipment (DRE) or Optical Mark Reading (OMR) voting machines are utilized in Primary and General Elections for county elections and are required for federal elections.
- Municipalities may use any voting method, but the municipality bears the cost.



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Municipal Boundaries and Districts

- Only voters who reside within the corporate boundaries of the municipality may participate in municipal elections.
- If your municipality is divided into wards or districts, only voters who reside within those wards or districts may vote in those races.



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Municipal Boundaries and Districts

- Municipal governing authorities may:
 - Possibly divide the municipality into wards.
 - Possibly divide the municipality into voting precincts with different polling places for those precincts.
- Municipal boundaries and districts must be entered into the Statewide Elections Management System (SEMS).



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Municipal Boundaries and Districts

- Redistricting is required every ten (10) years with the census to ensure equal representation.
- Any redistricting changes must be implemented in SEMS, and voters must be notified of any changes to polling places by sending a new voter registration card.



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Municipal Population and Aldermen

- Municipal population 10,000 or more:
7 aldermen, elected at large or by wards
- Municipal population 10,000 or less:
5 aldermen, elected at large or by wards
- Municipal population of 500 or less:
5 aldermen, but municipality may vote to reduce to 3



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Municipal Clerk

Since 2017, all municipal clerks in code charter municipalities are appointed, as opposed to elected.



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Statewide Elections Management System

- Electronic Voter Roll for the entire State of Mississippi.
- Municipal Clerks are registrars of voters of the municipalities. (§23-15-35, Miss. Code Ann.)
- Coordination and cooperation between the Municipal Clerk and Election Commissioners and the County Circuit Clerk and Election Commissioners.



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Statewide Elections Management System

- Every election in Mississippi, including municipal elections, must be entered into SEMS so pollbooks may be printed.
- Municipalities may request and receive “Read Only” access to SEMS.
 - Read Only access to SEMS enables the municipality to print its own pollbooks.



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Voter Registration

- The Municipal Clerk’s Office must be open the Saturday before the 30th day before any regularly scheduled Primary or General Election from 8am until 12 noon.
- A voter must be registered in the municipality 30 days prior to Election Day.
 - If the 30th day falls on a Sunday or holiday, the voter registration deadline is the following business day.



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Disenfranchising Crimes

Arson	Armed Robbery	Bigamy
Bribery	Felony Bad Check	Embezzlement
Extortion	Felony Shoplifting	Forgery
Larceny	Statutory Rape	Murder
Perjury	Timber Larceny	Rape
Robbery	Unlawful Taking of a Motor Vehicle	
Theft	Receiving Stolen Property	
Carjacking	Obtaining Money or Goods Under False	
Larceny Under Lease	Pretense	



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Voter Registration

- A UOCAVA voter may register until 10 days prior to an election.
- The effective date of registration is the date the Federal Post Card Application is received by your office or, if received by mail, the date it was postmarked.



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Regularly Scheduled Election

Municipalities with Elections set by statute (2021)

- Regularly scheduled elections occur every four (4) years.
 - Primary Election: April 6, 2021
 - Primary Runoff Election: April 27, 2021
 - General Election: June 8, 2021



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Cost of Elections

The municipality pays all costs of all municipal elections: Primary, Primary Runoff, General and Special Elections.

- The municipal governing authority determines the compensation, if any, to be paid to the Municipal Election Commissioners and any compensation above the statutory minimum to be paid to poll workers.
- The municipal governing authority also determines the compensation of the Resolution Board.



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Municipal Election Commissioners

The municipal governing authority appoints registered voters of the municipality as election commissioners based the population:

- Less than 20,000: 3
- 20,000 or more, but less than 100,000: 5
- 100,000 or more: 7



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Municipal Executive Committee

Municipal Executive Committees are responsible for conducting municipal primary elections.

- A Municipal Executive Committee has as many members as elected officers of the municipality.
- Members are elected in the Primary Election.
- Vacancies are filled by appointment of the remaining members of the Executive Committee.



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Municipal Executive Committee

A political party which does not have a Municipal Executive Committee already in place may establish a temporary Executive Committee no later than 30 days of the qualifying deadline for municipal candidates.

- Miss. Code Ann. § 23-15-313

If no temporary committee is formed, the county executive committee may serve as the temporary municipal executive committee.



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Executive Committee Contract

Municipal Executive Committees may enter into written agreements with Municipal Election Commissions or Municipal Clerks to perform certain statutory duties in a Primary Election if the political party with which such Municipal Executive Committee is affiliated: (a) has cast for its candidate for Governor in the last two (2) gubernatorial elections 10% of the total vote cast for Governor; or (b) has cast for its candidate for Governor in three (3) of the last five (5) gubernatorial elections 25% of the total vote cast for Governor.



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Executive Committee Contract

- Appoint poll managers (*Miss. Code Ann. § 23-15-265*),
- Train poll managers (*Miss. Code Ann. § 23-15-239*),
- Distribute ballot boxes (*Miss. Code Ann. § 23-15-267*),
- Print ballots (*Miss. Code Ann. § 23-15-333*),
- Distribute to poll managers (*Miss. Code Ann. § 23-15-335*), and
- Canvass and certify the election (*Miss. Code Ann. § 23-15-597*).



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Candidate Qualifying

- Qualifying Deadline – 60 days before the date of the first Primary Election.
 - February 5, 2021
- Deadline applies to both party primary and independent (general election) candidates.
- All candidates file their qualifying papers with the Municipal Clerk.



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Party/Primary Candidate Qualifying

Party/Primary Election candidates:

- Pay a filing fee of ten dollars (\$10.00) and
- File a Statement of Intent with the Municipal Clerk
 - Form Statement of Intent available on our website: <http://www.sos.ms.gov/Elections-Voting/Pages/Candidate-Qualifying-Forms.aspx>.



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Qualifying Statement of Intent CANDIDATE FOR PARTY NOMINATION OFFICE OF MAYOR

I, _____
(Please print name, as it will appear on the ballot)
 a qualified elector of the Municipality of _____
 State of Mississippi, do hereby declare my candidacy for the _____
(Political Party)
 nomination for the office of Mayor for the Primary Election to be held on _____
(Date of Primary)

Name: _____ Date of Birth: ____/____/____
Last First Middle Month Day Year

Mailing Address: _____
City, State, Zip Code

Residential Address: _____
City, State, Zip Code

Phone Number (____) _____ Email Address: _____

I hereby certify that (mark as applicable):

I have never been convicted of bribery, perjury or other infamous crimes, being defined as a crime punishable by confinement in the penitentiary.

I have never been convicted of a crime in federal court after December 8, 1992, nor of a crime in the court of another state which is a felony in this state, after December 8, 1992, as provided in Section 8 of the Mississippi Constitution.

I meet all constitutional, statutory and other legal requirements to hold said office.

Signature of Candidate: _____ Date: _____
 Received by: _____ Signature _____ Title _____ Date _____



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Party/Primary Candidate Qualifying

- The Municipal Clerk should ascertain if a Municipal Executive Committee is in place before accepting any candidate’s Statement of Intent or filing fee for a primary election.
- If a Municipal Executive Committee is in place, the clerk’s office accepts the completed qualifying forms and forwards the same to the Secretary of the Executive Committee.



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Party/Primary Candidate Qualifying

- A receipt for payment should be given to party candidates, and the qualifying fee should be promptly paid to the Secretary of the Municipal Executive Committee.
- For auditing purposes, qualifying candidates should pay the filing fee to the Municipal Clerk’s Office by check.



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Independent Candidate Qualifying

Independent candidates file a:

- Petition signed by no less than 50 qualified electors of municipality or district if the population is 1000 or more; 15 qualified electors of municipality or district if the population is less than 1000, and
- Statement of Intent.
 - Forms are available on our website: <http://www.sos.ms.gov/Elections-Voting/Pages/Candidate-Qualifying-Forms.aspx>.



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Independent Candidate Qualifying

- Upon receipt of a filed Petition, the Municipal Clerk must verify the number of signatures are of registered voters of the municipality and/or district, and attach a Certificate.
- The filed Statement of Intent and Petition, with Certificate, should then be forwarded to the Municipal Election Commission.

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The image shows two forms side-by-side. The left form is titled 'Qualifying Statement of Intent INDEPENDENT CANDIDATE OFFICE OF MAYOR' and includes fields for name, address, and phone number, along with a declaration of eligibility. The right form is titled 'Candidate Petition INDEPENDENT CANDIDATE FOR MAYOR' and includes a list of 10 numbered signature lines for registered voters, each with fields for name and address. Both forms feature the Michael Watson Secretary of State logo at the bottom.

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Qualifying Candidates

The Municipal Executive Committee for the Primary Election and the Municipal Election Commission for the General and Special Election determine the candidates' qualifications:

- Did the candidate timely submit the qualifying documents?
- Has the candidate lived in the municipality for two years before the date of the General Election?
- Is the candidate a qualified elector of the municipality and district/ward, if the office is a district/ward seat?
- Has the candidate been convicted of a disqualifying crime?
- Does the candidate meet the qualifications of the office sought.

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Miss. Code § 23-15-300

- Any candidate for any municipal office shall be a resident of the municipality that he or she seeks office in for two (2) years immediately preceding the day of the elections
 - This does not apply to a municipality with less than 1,000 residents according to the latest federal decennial census.
- Municipal election commissioners, or party executive committee in a primary, shall review and determine whether the candidate meets the applicable residency requirements under 23-15-299 and 23-15-359.


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Qualifying Candidates

When the Executive Committee or the Election Commission determines a candidate is not qualified, the candidate must be provided written notice and an opportunity to be heard.

- Let the candidate know his/her deficiency, when the committee is meeting, and offer suggestions of what to bring (proof of residency, pardon or non-adjudication, etc.).


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Additional Candidate Requirements

Statement of Economic Interest:

- Candidates, within 15 days of qualifying deadline.
- Incumbents, on or before May 1st each year.
 - www.ethics.state.ms.us

Campaign Finance Disclosure Reports.


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Printing the General Election Ballot

- One commissioner designated by the Municipal Election Commission is responsible for proofing and printing the ballot.
- The order in which the candidates' names are listed is left to the discretion of the designated commissioner.



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Printing the General Election Ballot

If only one candidate qualified for a particular office, the candidate's name must be listed on the ballot.

If only one candidate qualified for all offices on the general election ballot, the Election Commission may dispense with the election and declare each candidate elected without opposition.



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Absentee Voting

- Absentee ballot applications must be available 60 days before any election.
- Absentee ballots must be available 45 days before an election, or as soon as possible.
- Absentee ballots must be printed on tinted paper of a tint different from that of the regular official ballot.



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Absentee Voting: Who is Eligible?

- Members of the United States Armed Forces, or their spouses and/or dependents.
- Members of the Merchant Marines or American Red Cross, or their spouses and/or dependents.
- Disabled war veterans who are patients in any hospital, or their spouses and/or dependents.
- Civilians attached to any branch of the Armed Forces, the Merchant Marines, or the American Red Cross and serving outside the United States, or their spouses and/or dependents.



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Absentee Voting: Who is Eligible?

- Any trained or certified emergency response provider who is deployed on Election Day during any state of emergency declared by the President of the United States or any Governor of any U.S. State.
- Persons temporarily residing outside the territorial limits of the United States and the District of Columbia.
- Students, teachers, or administrators whose employment or studies necessitate their absence from their county of voting residence, or their dependent or spouse who maintains a common domicile outside the county of voting residence.



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Absentee Voting: Who is Eligible?

- Persons who will be outside their municipalities of residence on Election Day.
- Persons required to be at work on election day during the times at which the polls will be open.
- Persons temporarily or permanently physically disabled.
- Members of the Mississippi Congressional delegation, or their spouses and/or dependents.



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Absentee Voting: Who is Eligible?

- Persons sixty-five (65) years of age or older.
- Parents, spouses, or dependents of persons having a temporary or permanent physical disability who are hospitalized outside their municipalities of residence or more than fifty (50) miles away from their residences if the parents, spouses, and/or dependents will be with such persons on Election Day.

Miss. Code Ann. § § 23-15-627; 23-15-673; 23-15-713



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Absentee Voting by Mail

Voters eligible to vote by absentee ballot by mail:

- Voters who are temporarily residing outside the municipality,
- Voters who are temporarily or permanently physically disabled,
- Voters who are sixty-five (65) years of age or older, or
- The parents, spouse, or dependents of temporarily or permanently disabled persons who are hospitalized outside of their municipalities of residence or more than 50 miles away from their residence if those persons will be with them on election day.



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Instructions to Absent Electors

The Municipal Clerk must enclose with each ballot mailed to an absentee voter printed instructions.

See, Miss. Code Ann. § 23-15-631.



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Permanently Disabled List

An application for an absentee ballot of a person who is permanently physically disabled may be accompanied by a statement signed and sworn to by a physician or nurse practitioner indicating the person is permanently physically disabled.

- This voter automatically receives an absentee ballot for all elections on a continuing basis without the need for another application.



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Agents and Skilled Nursing Homes

- To obtain an application, an agent must have a written designation by the elector. It must be witnessed and have the address of the witness.
- The written designation is valid for one year.
- No one other than the voter, a family member or "person designated" may request an absentee ballot for a skilled nursing resident.
- "Family member" means a spouse, parent, grandparent, sibling, adult child, grandchild or legal guardian.



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Requests by Telephone

- The Municipal Clerk is authorized to accept requests for absentee ballots by telephone.
- The Municipal Clerk shall ascertain the name and complete address of the person making the telephone request and print on the application, the name and complete address of the requestor, the relationship to the voter if other than the voter, and the date the request was made.



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Delivery of Ballots to Applicant

- The Municipal Clerk shall only deliver absentee ballots to an applicant by mail or to the applicant in the registrar’s office.
- The voter shall fill in his ballot in secret, then fold the ballot and deposit it in the envelope furnished by the registrar.
- After sealing the envelope, the voter shall swear to an affidavit printed on the back of the envelope containing the applicant’s signature.



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Seal and Initials of Clerk

- An absentee ballot application must have the seal of the Municipal Clerk and be initialed by the Clerk or a deputy clerk.
- A copy of an absentee ballot application is not valid unless it is a copy provided by the Municipal Clerk’s Office and contains the original seal and initials of the Clerk or deputy clerk.



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Notarizing Applications

Absentee ballot applications must be notarized or sworn and subscribed to by another official authorized to witness absentee balloting/administer oaths.

- Except applications of voters who are temporarily or permanently disabled.
 - Witnessed by a person eighteen (18) years of age or older, who does not have to be a registered voter of the municipality.



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Prohibitions

- It is illegal to hand deliver absentee ballots.
- Unless an absentee ballot is being voted in the Municipal Clerk’s office, it must be mailed by the clerk to the voter and the voter must return the voted absentee ballot by mail.
- A person who is a candidate for public office may not be an attesting witness for any absentee ballot upon which that person’s name appears.

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Absentee Voting Deadlines

- Municipal Clerk’s Office must be open from 8:00 a.m. to 12 noon the two (2) Saturdays immediately before each election.
- Deadline for in-person absentee voting: Saturday before a Tuesday election, 12 noon.
- Deadline for receipt of absentee ballots returned by mail: Five (5) business days after the date of the election at 5:00 p.m. if postmarked on or before Election Day.
- Deadline for UOCAVA ballots returned by email or fax: 7:00 p.m. on Election Day.

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Additional Responsibilities

- The Municipal Clerk’s Office must ensure:
- All voted absentee ballots are immediately placed and kept in a sealed ballot box,
 - Absentee ballots and applications are kept in a secured location at the clerk’s office, and
 - All absentee ballots received after the deadline are marked with the date and time of receipt and properly preserved.

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Affidavit Ballots for Absentee Voters

Under recent changes to absentee voting laws and rules published by the Secretary of State, absentee ballots are now considered the voter’s final vote.

When processing requests for absentee, the clerk will use SEMS, or mark on the pollbook, to indicate the absent voter has either an in-person absentee ballot or that they have been mailed an absentee ballot by marking “VOTED AB” next to the voter’s name in the pollbook.



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Affidavit Ballots for Absentee Voters

When an absent voter appears at the polling place on Election Day and the poll manager sees “Voted AB” next to the voter’s name, the poll manager should not turn that voter away. The voter must be given an opportunity to complete an affidavit ballot.



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Voter Photo Identification

Any voter who casts an absentee ballot in the Municipal Clerk’s Office or who casts a ballot in person on Election Day must present a current and valid, acceptable form of photo ID.

- Current means the photo ID has no expiration date at all, or was not issued more than ten (10) years prior to the date it is presented in the Clerk’s Office during absentee voting or in the polling place on Election Day.
- Valid means it does not appear to be a fake or forgery.



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Acceptable Photo ID

1. Driver's license;
2. Photo ID card issued by any branch, department, agency, or entity of the State of Mississippi;
3. United States passport;
4. Employee photo ID card issued by any branch, department, agency, or entity of the U.S. government;
5. License to carry a pistol or revolver;
6. Tribal photo ID card;
7. Student ID card, issued by any accredited college, university or community or junior college in the State of Mississippi;
8. Mississippi Voter ID card;
9. Any photo ID issued by any branch, department, agency, or entity of the U.S. government or any state government, such as a driver's license issued by a state other than Mississippi.


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Absentee Voting with Voter ID

A voter who casts an absentee ballot by mail, e-mail or fax is NOT required to present or provide a copy of a photo ID when returning his/her voted absentee ballot.


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Voting with Photo ID

If the voter presents:

- *An acceptable form of photo ID,*
- *Which fairly depicts the voter, and*
- *The name on the presented photo ID is substantially similar to the voter's name as it appears in the pollbook,*

THEN the voter is entitled to cast a regular ballot.


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Voting with Photo ID

If the voter is UNABLE to:

- Present an acceptable form of photo ID, or
- The photo on the presented ID does not fairly depict the voter, or
- The name on the presented ID is not substantially similar to the voter's name as it appears in the pollbook,

THEN, the voter must be provided an affidavit ballot.



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<p>SEMS #</p> <p>AFFIDAVIT BALLOT</p> <p>1. VOTER INFORMATION <i>(to be completed by voter)</i></p> <p>Writed Name of Voter _____ Maiden Name, if applicable _____</p> <p>Date of Birth _____ *MS Driver's License # _____ Deline Phone # _____</p> <p>New (Current) Street Address - NO P.O. Box _____ City & Zip Code _____</p> <p>Old (Previous) Street Address - NO P.O. Box _____ City & Zip Code _____</p> <p>Current Mailing Address _____ City & Zip Code _____</p> <p>Did you recently register to vote in this county? Yes _____ No _____ *If you do not have a Mississippi Driver's License, then provide the last 4 digits of your Social Security number.</p> <p>AFFIDAVIT OF VOTER <i>(Check one, ONE box below)</i></p> <p>This day, I personally appeared before the undersigned manager of the election and make the following affidavit, under penalty of law:</p> <p><input type="checkbox"/> I am not registered to vote because I have been illegally denied registration, OR</p> <p><input type="checkbox"/> I am eligible to vote in this election; I am a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, and:</p> <p><input type="checkbox"/> I have moved recently from the old street address (printed above) to the new address (printed above), OR</p> <p><input type="checkbox"/> I have not moved recently, but my name is not on the pollbook, OR</p> <p><input type="checkbox"/> I did not present acceptable photo ID, OR</p> <p><input type="checkbox"/> I have a religious objection to being photographed, OR</p> <p><input type="checkbox"/> I do not otherwise qualify, under state or federal law to cast a regular election day ballot.</p> <p>Signature of Voter _____ Date _____</p> <p>Signature of Poll Manager (Poll Manager: Be sure to complete Poll Manager information on other side of this envelope.) _____</p> <p>NOTICE TO VOTER:</p> <ul style="list-style-type: none"> • Be sure you have read and completed all areas printed above. • Be sure you have signed this affidavit envelope. • You are entitled to receive written information on how to learn if your affidavit ballot was counted and, if it was not counted, the reason it was not counted. 	<p>2. POLL MANAGER <i>(Mark X on the other side of envelope)</i></p> <p>Election: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special</p> <p>(Month, Date) _____ 20____ County of _____</p> <p>Reason for Affidavit Ballot</p> <p><input type="checkbox"/> Voter's name not on pollbook</p> <p><input type="checkbox"/> Voter did not present ID</p> <p><input type="checkbox"/> Voter's name on inactive list</p> <p>Date of Election: _____</p> <p>Ballot issued from: _____ (Name of Precinct)</p> <p>Comments: _____</p> <p>3. FOR ELECTION COMMISSION OR PARTY COMMITTEE USE ONLY</p> <p>Registered in Precinct: _____ (Name of Precinct)</p> <p>Voted in Precinct: _____ (Name of Precinct)</p> <p>Mark all that apply</p> <p><input type="checkbox"/> Not registered and no evidence of registration</p> <p><input type="checkbox"/> Registered but name not on pollbook</p> <p><input type="checkbox"/> Registered too late</p> <p><input type="checkbox"/> Moved within county/municipality</p> <p><input type="checkbox"/> Moved outside county/municipality</p> <p><input type="checkbox"/> Inactive or purged voter</p> <p><input type="checkbox"/> No acceptable photo ID</p> <p><input type="checkbox"/> Voter presented photo ID within 5 business days after casting ballot.</p> <p><input type="checkbox"/> Voter did not present photo ID within 5 business days after casting ballot.</p> <p><input type="checkbox"/> Voter completed affidavit of religious objection within 5 business days after casting ballot.</p> <p><input type="checkbox"/> Voter did not complete affidavit of religious objection within 5 business days after casting ballot.</p> <p>Final Action Taken on Affidavit Ballot:</p> <p><input type="checkbox"/> ACCEPTED</p> <p><input type="checkbox"/> REJECTED</p> <p>Follow-Up Action Taken:</p> <p><input type="checkbox"/> Address changed/located in SEMS</p> <p><input type="checkbox"/> Voter returned to active status in SEMS</p> <p><input type="checkbox"/> Information forwarded to county/municipality</p> <p><input type="checkbox"/> Vote-in voter registration sent to voter</p>
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No voter is ever refused the right to vote, or turned away from the precinct because he/she does not have an acceptable photo ID.



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Religious Objection

Voters who have a religious objection to being photographed are NOT required to present photo ID; however, these voters MUST vote by an affidavit ballot and, within five (5) business days after the Election, complete an Affidavit of Religious Objection in the Municipal Clerk’s Office for the affidavit ballot to be accepted and counted.



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Voter ID Affidavit Voters

- A voter who casts an affidavit ballot because the voter could not present an acceptable form of photo ID has five (5) business days after Election Day to present an acceptable photo ID to the Municipal Clerk’s Office.
- A voter who casts an affidavit ballot because the voter has a religious objection to being photographed has five (5) business days after Election Day to sign an Affidavit of Religious Objection in the Municipal Clerk’s Office.



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Processing Voter ID Affidavit Ballots

- The Executive Committee or the Election Commission should provide the Municipal Clerk with a list of voter ID affidavit voters.
- The Municipal Clerk should check off the voters’ names who present an acceptable form of photo ID within the five (5) business days after Election Day.
 - Make a copy of the presented photo ID.



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Penalty for NOT Asking for Photo ID

- Any poll manager who fails to ask or require a voter to present an acceptable form of photo ID before casting a regular ballot shall be prosecuted for corrupt conduct.
- **Miss. Code Ann. §97-13-19:** Penalty for corrupt conduct is imprisonment in the penitentiary for a term not exceeding two years.
- **Miss. Code Ann. §23-15-269:** Penalty for refusing or knowingly failing to perform any duty required by him by the election laws shall be fined not less that \$25.00 nor more than \$100.00 or imprisoned in the county jail not less than 10 days nor more than 90 days, or both.



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1.844.MSVOTER MSVoterID.ms.gov



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Poll Managers

- The Executive Committee for the Primary Elections and the Election Commission for the General and Special Elections appoint a minimum of three (3) registered voters of the municipality to serve as poll managers at each precinct.
- Alternate poll managers should be appointed and trained so they are available in the event a poll manager is unable to serve on Election Day.



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Student Poll Worker Interns

Section 23-15-240, Miss. Code allows students to be appointed as poll worker interns; this law allows teenagers to become more acquainted with their community, elections and their county elected officials. Student Interns must be

- Recommended by a principal or other school official,
- At least 16 years of age at the time of the election,
- A resident of the county/municipality, and
- Enrolled in a public high school, accredited private school, junior college, college/university or legitimate home instruction program.


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Appointing Additional Poll Managers

- Election Commissioners may, in their discretion, appoint up to an additional three (3) poll managers for the first 500 voters and may appoint additional poll managers, as deemed necessary, for each one thousand (1,000) registered voters or fraction thereof in each voting precinct above the first five hundred (500). Those poll managers appointed after the first 500 voters must be approved by the municipal governing authorities.

Reference: *Miss. Code Ann. § 23-15-235*


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Types of Poll Managers

- Receiving and Returning Manager
- Bailiff
- Initialing/Alternate Initialing Manager
- Voting Machine: Opening/Closing Manager
- Alternate Poll Managers


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Poll Manager Training

- The Executive Committee for the Primary Election and the Election Commission for the General Election, in conjunction with the Municipal Clerk, is responsible for conducting poll manager training.
- All poll workers must have received training within 12 months of the election.
- Training must be completed no later than five (5) days before the date of the election.

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Compensation of Poll Managers

- Poll Managers are paid a minimum of \$75 per election.
- The manager who is designated as the Receiving and Returning Manager is entitled to an additional \$10 for taking the boxes to the polling place and another \$10 for returning the boxes after the election. The Receiving and Returning manager is also entitled to receive mileage for each mile traveled in excess of ten (10).
- Municipal governing authorities may pay managers an additional amount not to exceed \$50 per election.

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Poll Manager Training Materials

The Secretary of State's Office provides the following Poll Manager Training Materials:

- Mississippi Poll Manager Guide
- On-Line Poll Manager Training (available on DVD)
- Municipal Election Handbook
- Materials may be downloaded from the Secretary of State's website from any computer.

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Contact Information
Mississippi Secretary of State's Office
Elections Division

P.O. Box 136
Jackson, MS 39205
(601)576-2550
Elections Hotline (800)829-6786
[*ElectionsAnswers@sos.ms.gov*](mailto:ElectionsAnswers@sos.ms.gov)
[*www.sos.ms.gov*](http://www.sos.ms.gov)

 **Michael Watson**
SECRETARY OF STATE

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