



Michael Watson

SECRETARY OF STATE

TO: Municipal Clerks
Municipal Election Commissioners
Municipal Party Executive Committees

FROM: Gabriel D. May
Election Compliance and Training Officer
Mississippi Secretary of State's Elections Division

Kyle B. Kirkpatrick
Senior Attorney
Mississippi Secretary of State's Elections Division

DATE: November 4, 2020

SUBJECT: Required Elections Training Sessions for Municipalities

The Secretary of State's Office is committed to the idea that elections require a team approach. No one person should ever have to navigate the process of implementing an election on their own. We strive to see that you are well prepared in serving your constituents and ours.

The Secretary of State's Office will host election training for municipal election commissioners and municipal party executive committee members. Mississippi law requires our office to provide these training within six (6) months of the next general election. All municipal election commissioners and the chairperson, or their designee, of each municipal party executive committee are required to attend one certification training session. Our office will issue a certificate of training to all attendees upon completion of this training. The certificate will state the officials' as being qualified to conduct the Municipal Elections in 2021.

A training pre-registration form is attached to this e-mail. Please fill it out and return it to our office **no later than one (1) week prior to the date of the training**. You may return the registration form via e-mail, fax, or U.S. Mail. To ensure everyone is registered in a timely fashion, we encourage you to submit your registration form by email or fax, if possible.

Our office will host a total of nine (9) training sessions – at least one (1) in each region of the state. The date and location of each training is listed on the pre-registration form. Training sessions are provided at no cost to you. However, you will be responsible for bringing your own materials [found on our website](#). Lunch will not be provided.

WRITTEN TRAINING MATERIALS ARE NOT PROVIDED. All training materials will be available on our website no later than December 1st. Each participant is responsible for printing the training materials from our website and bringing the same documents with you to class.

If your **party executive committee** wishes to avail itself of its responsibilities and contract with the municipal or county election commissioners pursuant to Miss. Code Ann. § 23-15-266, please file a copy of the signed contract with our office **no later than February 9, 2021**, so that we can ensure the appropriate election officials receive training and communicate with the proper officials.

If any **municipality** wishes to avail itself of the duties of the municipal election commissioners and contract with the county election commissioners pursuant to Miss Code Ann. § 23-15-221(2), please file a copy of the contract and ordinance with our office **no later than February 9, 2021**, so that we can communicate with the proper officials.

If any **municipality** wishes to abolish the office of municipal election commissioners and contract with the county election commissioners pursuant to Miss Code Ann. § 23-15-221(3), please file a copy of the contract and ordinance with our office **no later than February 9, 2021**, so that we can communicate with the proper officials.

If you have any questions or need any assistance, please do not hesitate to contact us at the information below. We look forward to working with you all.

Gabriel D. May

Email: Gabriel.May@sos.ms.gov

Office Phone: 601.359.6353

Fax: 601.576.2545

Kyle B. Kirkpatrick

Email: Kyle.Kirkpatrick@sos.ms.gov

Office Phone: 601.359.5137

Fax: 601.576.2545