

ELECTION COORDINATING COMMITTEE  
2011 REPORT AND AGREEMENT  
MCL 168.305(2)

PENNFIELD SCHOOLS

This agreement, dated February 1, 2011, is between the Calhoun County Clerk, the Clerks from the City of Battle Creek and Townships of Bedford, Convis and Pennfield in Calhoun County, Assyria and Johnstown Townships in Barry County, and the Pennfield Schools district.

Election Coordinator: Anne Norlander, Calhoun County Clerk

Election Coordinating Committee:

Calhoun County Clerk, Anne Norlander  
Pennfield Schools Board Designee, Marcia Ellison  
Battle Creek City Clerk, Deidre Laser  
Bedford Charter Township Clerk, Alberta Duck  
Convis Township Clerk, Marilyn McCleary  
Pennfield Charter Township Clerk, Kathleen Case  
Assyria Township Clerk, Deborah Massimino  
Johnstown Township Clerk, June Doster

At a regular meeting held September 20, 2004, the Pennfield Schools Board of Education adopted a resolution stating that the regular election for the School Board would take place at the May election on an annual basis.

The Pennfield Schools Board of Education has seven (7) members, serving four (4) year terms, elected on a rotating basis.

At a meeting held February 1, 2011, the Pennfield Schools Election Coordinating Committee agreed to share the following duties and responsibilities for conducting elections in the Pennfield Schools district for a 2-year period expiring January 31, 2013, or until an altered report is filed:

The **Election Coordinator** will be responsible for the following duties and responsibilities:

- ★ Serve as the district's filing official and accept candidate filings, check petitions for sufficiency, accept candidate withdrawals and certify candidates. MCL 168.301, 303
- ★ Post a list of candidates filing for the Pennfield Schools district on the county clerk's web site: [co.calhoun.mi.us](http://co.calhoun.mi.us).
- ★ Receive requests from the Pennfield Schools for special elections / initiative petitions pursuant to section 168.641(4). MCL 168.301; 312 and MCL 168.641
- ★ Receive special election resolutions and ballot proposal language adopted by the district's board, and post to the county clerk's web site: [co.calhoun.mi.us](http://co.calhoun.mi.us). MCL 168.301
- ★ The County Election Commission may adopt a resolution to consolidate the precincts 60 days prior to the election. MCL 168.659
- ★ Print and proof ballots.
- ★ The County Election Commission shall proof-read ballots and forward by first class mail a proof copy of the official ballot to each candidate whose name appears on the ballot; and by email to local clerks and school secretary.
- ★ Order ballots.
- ★ Arrange for programming, coding and initial testing of voting equipment software.
- ★ Order necessary supply kits as requested by city and township clerks.
- ★ Publish a joint Close of Registration Notice in a newspaper of general circulation in the cities and townships listed in the notice. MCL 168.498(3,5)

- ★ Publish a joint Notice of Election in a newspaper of general circulation in the cities and townships listed in the notice. MCL 168.653a
- ★ Coordinate Qualified Voter File (QVF) related responsibilities with local clerks in setting up school district elections.
- ★ Assist with questions and/or problems that may arise on Election Day.
- ★ Present election results to the Board of Canvassers for the official canvass and certification of the school election. MCL 168.307
- ★ Maintain a certified record of the Board of Canvassers election results and provide certified copies to each city and township clerk, school district superintendent, community college and/or ISD in Calhoun County. Provide a certified copy to each County Treasurer and County Equalization Director affected by a millage question.
- ★ Within 5 business days after certification of election, notify elected candidates by providing a certificate of election. MCL 168.308
- ★ Prepare and present to the School District a verified account of actual costs of ballot preparation, supplies, canvass expenses and any other costs associated with conducting the School District's regular or special election not later than 84 days after the date of the regular or special election. MCL 168.315
- ★ All other duties required of an Election Coordinator in conducting the school election as prescribed by law.

The **City and Township Clerks** in the Pennfield Schools will be responsible for the following duties and responsibilities (**City of Battle Creek and Townships of Bedford, Convis and Pennfield** in Calhoun County), **unless the Calhoun County Election Commission decides to consolidate their precinct:**

- ★ Conduct each regular and special election requested by the School Board in their respective city or township. MCL 168.301
- ★ Notify the Election Coordinator if your city or township is conducting an election on the same date as the school election.
- ★ **Be available on the last day of registration and** keep voter registrations current in the QVF.
- ★ Proof ballots.
- ★ Order supplies (poll books, precinct kits, etc.) through the County Clerk.
- ★ Provide all voting equipment for the election. MCL 168.301
- ★ Arrange for testing of all voting equipment, perform Public Accuracy Test, and publish the Notice of the Public Accuracy Test. R168.778
- ★ Mail AV applications to the permanent list of AV voters maintained by each city and/or township if such a list exists.
- ★ Distribute, receive and process absent voter applications and ballots for city and/or township electors in the Pennfield Schools district. MCL 168.301
- ★ Appoint Election Inspectors through your local election commission.
- ★ Be available on the Saturday before the election to issue absentee ballots.
- ★ Set up polling places for Election Day.
- ★ Assist with questions and/or problems that may arise on Election Day.
- ★ Handle QVF related responsibilities including production of precinct lists and updating voter history for the Pennfield Schools district.
- ★ Transmit election results election night to the Calhoun County Clerk.
- ★ Deliver results of the election to your district's county clerks before 11:00 a.m. the next day. MCL 168.809(3).
- ★ Store voted ballots after the election.
- ★ Prepare and present to the School District a verified account of actual costs of conducting the School Districts regular or special election not later than 84 days after the date of the regular or special election. MCL 168.315
- ★ All other duties required of a City and/or Township Clerk in conducting the school election as prescribed by law.

**Johnstown Township** in Barry County has opted to have their Pennfield School electors vote in Assyria Township, Precinct 1, in any instance where a Pennfield Schools election is not held in conjunction with another election in Johnstown Township.

The **Assyria Township Clerk** in Barry County in the Pennfield Schools district will be responsible for the following duties and responsibilities for both Assyria and Johnstown Townships in Barry County, unless the Calhoun County Election Commission decides to consolidate their precinct:

- ★ All duties and responsibilities stated for City and Township clerks above, plus:
- ★ Print and proof ballots.
- ★ Arrange for programming, coding and testing of voting equipment software.
- ★ Publish a Close of Registration Notice in a newspaper of general circulation in your respective township. MCL 168.498(3,5)
- ★ Publish a Notice of Election in a newspaper of general circulation in your respective township. MCL 168.653a
- ★ Order necessary supplies.
- ★ Order ballots.
- ★ All other duties requested by the Election Coordinator that may be required by law regarding conducting the school election.

The **Pennfield Schools Board Secretary** will be responsible for the following duties:

- ★ Within 3 days after a vacant position is filled, provide written notice of the appointment to the Election Coordinator. Notice to include: name, address and office of the person who vacated the position and the person filling the vacancy. MCL 168.311
- ★ Annually complete and return a 'School Election Information' form to the Election Coordinator containing current school administration contact information, most recent pupil enrollment count and date taken, the number of regular and unexpired Board positions to be elected each election and the length of each member's term.
- ★ Forward official ballot wording to the Election Coordinator in WORD format if the ballot question is to be voted on at a regular election date or a special election at which no state or federal offices are to be elected, by adopting a resolution to that effect, at least 70 days before the election date or on a special election date as provided in section 168.641(4). MCL 168.312
- ★ Within 10 days after notification by the Election Coordinator of election or appointment to the school board, each member-elect must file an "Acceptance of Office" with the Secretary of the School Board. MCL 168.309
- ★ Forward a copy of the "Acceptance of Office" to the Election Coordinator. MCL 168.309
- ★ The School Board shall pay or disapprove all or a portion of the verified account within 84 days after receiving the verified account of actual costs of conducting the election. MCL 168.315
- ★ All other duties required of a School Board Secretary in conducting the school election as prescribed by law.

If a special election is called on a date provided under section 641(4), the school district election coordinating committee shall schedule the special election date. MCL 168.641(4), MCL 168.312, MCL 168.641

The district's elections will be administered in the precincts and polling places established at the city/township level for the conduct of state and federal elections which cannot contain more than 2,999 registered voters. MCL 168.301(5)

Precincts may be combined by the County Election Commission according to MCL 168.659. Consolidated precincts shall not exceed 5,000 registered electors.

If any clause, provision or section of this Report and Agreement shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections.

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As members of the Election Coordinating Committee for the Pennfield Schools, we agree to the duties and responsibilities addressed in this Report and Agreement.

This Report and Agreement may be altered in writing and with the consent of the undersigned members. This Report and Agreement is binding and will expire January 31, 2013 or until such time as an amended Report and Agreement is filed with the State of Michigan, Department of State, Bureau of Elections. MCL 168.305(2)

A copy of this Report and Agreement will be filed with the State of Michigan, Bureau of Elections and with each of the following members of the Election Coordinating Committee. MCL 168.305.

Signed and dated this 1<sup>st</sup> day of February, 2011 by the members of the Election Coordinating Committee or their designee.

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Anne Norlander, Calhoun County Clerk/Election Coordinator

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Deidre Laser, Battle Creek City Clerk

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Alberta Duck, Bedford Charter Township Clerk

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Marilyn McCleary, Convis Township Clerk

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Kathleen Case, Pennfield Charter Township Clerk

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Deborah Massimino, Assyria Township Clerk

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June Doster, Johnstown Township Clerk

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Marcia Ellison, Pennfield Schools Board Designee