



"We Keep the Records of Your Life"

The following information is conveniently located on our Calhoun County Clerk-Election's webpage at co.calhoun.mi.us/elections.taf. Accessing the electronic version will provide easy access to forms and additional information underlined in blue.

Filing for the Office of: Calhoun Intermediate School District

A candidate shall be a resident and registered voter of the Calhoun Intermediate School District and shall remain a resident and registered voter to hold his/her office, if elected. Elections for intermediate school district offices shall be nonpartisan and elected at a biennial representative meeting held by the CISD. Members of boards of education of constituent school districts shall also be eligible for election on the board of an intermediate school district. CISD board members are elected to a 6-year term commencing on July 1st following the election. Not more than 2 members of the CISD board shall be from the same school district.

Biennial CISD Election date: June 5, 2017

The president and secretary of the CISD will convene and conduct the meeting to fill its board positions. The meeting is subject to the Open Meetings Act and will be publically posted as required under the Act. The electoral body responsible for electing the CISD board seats is comprised of one representative from each constituent school district in the CISD. The board of each constituent school district is required to designate its meeting representative by resolution during the three-week period which precedes the meeting. This resolution must identify the candidate the board supports for each CISD board position which must be filed.

Filing Official:

- Calhoun County Clerk-Election's Office located at 315 W. Green Street, Marshall, Michigan; room 2-100a; office hours: Monday-Friday, 8:00a to 5:00p.

Filing requirements:

- The filing deadline for candidates is **MAY 8, 2017, 4:00 pm**. A complete filing includes an [Affidavit of Identity](#) **AND** either **Nominating Petitions (Intermediate School District)** **OR** a **\$100 nonrefundable filing fee**.
- The proper petitions for intermediate school district candidates to use are: "**Nominating Petition (Intermediate School District)**". In a district with a population of 10,000 or more, petitions must bear a [minimum of 40 valid signatures](#) from qualified and registered voters within your intermediate school district; up to 100 signatures can be filed to cover the minimum signature requirement. Petitions must be circulated on a city/township basis. Any registered voter who resides within the intermediate school district can sign the candidate's petition. An ISD candidate is not required to limit the circulation of his or her petitions to his or her constituent school district of residence. An elector of the ISD may sign as many petitions as there are positions to fill on the ISD board (there are 2 CISD positions in 2017). A summary of the laws, court rulings and Attorney General Opinions which govern the validity of signatures is available in the '[Circulating and Canvassing City/Township Nominating and Qualifying Petitions Forms](#)' booklet ED-106. Nominating petitions can be obtained at our County Clerk-Election's office in Marshall.
- A \$100.00 nonrefundable filing fee may be submitted in lieu of petitions. Cash or check is accepted and a receipt will be issued at time of filing. If filing by check, please make payable to: The Calhoun County Clerk's Office.
- Once approved the candidate's name will appear on the ballot prepared for the CISD meeting.

Petitions: The heading of the petition **must be complete BEFORE** circulating petition sheets to acquire signatures.

- Legal Name of the Calhoun Intermediate School District, City or Township where circulated and county (note: you must have a **separate sheet** for each city or township where circulated):

Petitions for CALHOUN INTERMEDIATE SCHOOL DISTRICT may be circulated in the following 12 constituent school districts:

- ❖ Athens Area Schools can be circulated in portions of Athens, Burlington, Leroy, and Newton Townships in Calhoun County; Sherwood Township in Branch County; Leonidas Township in St. Joseph County; and Wakeshma Township in Kalamazoo County.
- ❖ Bellevue Community Schools can be circulated in portions of Assyria and Maple Grove Townships in Barry County, Convis and Pennfield Townships in Calhoun County, and Bellevue, Kalamo and Walton Townships in Eaton County.
- ❖ Battle Creek Public Schools can be circulated in the City of Springfield, and portions of the City of Battle Creek, Bedford, Emmett and Pennfield Charter Townships in Calhoun County.
- ❖ Harper Creek Community Schools can be circulated in portions of the City of Battle Creek, and Emmett, Fredonia, Leroy, Marshall, Newton and Pennfield Townships in Calhoun County.
- ❖ Homer Community School District can be circulated in portions of Albion, Clarendon, Eckford, Fredonia, Homer and Tekonsha Townships in Calhoun County; Butler Township in Branch County; Litchfield Township in Hillsdale County; and Pulaski Township in Jackson County.
- ❖ Lakeview School District can be circulated in portions of the City of Battle Creek.
- ❖ Mar Lee School District can be circulated in portions of Clarence, Eckford, Lee, Marengo and Sheridan Townships in Calhoun County.
- ❖ Marshall Public Schools can be circulated in the Cities of Albion and Marshall, and portions of Albion, Convis, Eckford, Fredonia, Lee, Marengo, Marshall, Newton and Sheridan Townships in Calhoun County; and Concord and Parma Townships in Jackson County.
- ❖ Olivet Community Schools can be circulated in portions of the Townships of Clarence, Convis and Lee in Calhoun County, and the City of Olivet and Townships of Bellevue, Brookfield, Carmel, Kalamo and Walton in Eaton County.
- ❖ Pennfield Schools can be circulated in portions of the City of Battle Creek, Bedford, Convis and Pennfield Townships in Calhoun County; and Assyria and Johnstown Townships in Barry County.
- ❖ Tekonsha Community Schools can be circulated in portions of Burlington, Clarendon, Fredonia and Tekonsha Townships in Calhoun County; and Butler and Girard Townships in Branch County.
- ❖ Union City Community Schools can be circulated in portions of the Townships of Athens, Burlington, Fredonia, Newton and Tekonsha in Calhoun County, and Batavia, Girard, Matteson, Sherwood and Union Townships in Branch County.

A map of the [Calhoun County Intermediate School Districts](#) is available on our [website](#). (The Michigan Center for Geographic Information will be updating this map to include the Albion Public Schools Annexation to Marshall Public Schools)

- Print your name and complete address.
- The term of office and expiration (a 6 year term expires June 30, 2023)
- Election held on the 5th day of June, 2017.

BEFORE circulating petitions, refer to the back of the petition sheet for more detailed instructions.

The circulator completes and signs the certificate at the bottom right portion of the sheet **AFTER** all other persons have signed, and/or the sheets are ready to be filed. **The petition sheet should never leave the possession of the circulator until certificate is signed.**

The Calhoun County Clerk is responsible for determining the sufficiency on any petitions filled by CISD candidates. The county clerk is also responsible for preparing the ballots needed for the conduct of the meeting convened by the CISD to fill its board positions.

Campaign Finance Reporting:

Candidates elected at a representative election are not subject to campaign finance requirements.

Helpful Candidate Information

The Qualified Voter File (QVF), a statewide voter registration file, is available in our office and can be a valuable tool for your campaign. Information acquired from the QVF includes registered voters in the county or a walking list if you're planning to go door-to-door. This information can be obtained through a [Freedom of Information Request](#). The cost for a hard copy of the information is \$.02 per name; labels are \$.03 per name; or information emailed in an Excel spreadsheet format, or saved to your memory stick, is \$.005 per name (minimum charge of \$10.00).

Please let us know if we can be of assistance to you. Our phone number is 269.781.0988, fax 269.781.0703, or email: tloew@calhouncountymi.gov.

MARSHALL OFFICE

315 W. Green Street, Marshall, MI 49068
Telephone: 269.781.0707
Fax: 269.781.0720
Clerk and Register of Deeds / Election Services

Visit our web page: www.co.calhoun.mi.us

BATTLE CREEK OFFICE

161 E. Michigan Ave., Battle Creek, MI 49014
Clerk's Office: 269.969.6908
Circuit Court Clerk's Office: 269.969.6518

email us at: info@co.calhoun.mi.us