

**ANNE  
NORLANDER**  
CLERK & REGISTER OF DEEDS

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Date: January 26, 2011  
To: School District Coordinating Committees  
From: Anne Norlander, Calhoun County Clerk and Register of Deeds  
Teri Loew, Calhoun County Chief Deputy Clerk of Elections  
Re: Biennial Meeting

As a member of the Election Coordinating Committee YOU are required by law (MCL 168.305.2) to meet once every two years to review the Consolidated Election agreements between the school districts and municipalities in Calhoun County.

This year's meeting will be held on Tuesday, February 1, 2011, starting at **1:00 pm** at the **Calhoun Intermediate School District** located at **17111 G Drive North in Marshall**.

Included with this communication are several items:

- ★ Notice to be posted at your city or township hall or school district office  
(Note: any and all meetings held by 'election coordinating committees' are subject to the Open Meetings Act and must be publicly posted as required under the Act - be certain to date the notice when you post it!)
- ★ Agenda for the meeting
- ★ Proposed agreements for the school district(s) you are involved with

Additional information regarding the conduct of the 'election coordinating committee' meetings can be found in Election News **Issue #83** (click here for easy reference: [http://www.michigan.gov/sos/0,1607,7-127-1633\\_11976\\_33971-231637--,00.html](http://www.michigan.gov/sos/0,1607,7-127-1633_11976_33971-231637--,00.html)).

Upon your review of the proposed agreement, if you wish to have anything added or changed, please notify all committee members of the requested modifications prior to the meeting (simply click 'Reply all' to this email).

Be certain to check the signature page - if you are listed, you must make every attempt to attend this important meeting to be part of the discussion, motion, vote and signing on February 1st. (The School District Secretary or Designee information was provided to our office on the 2011 Annual School Election Form completed by the Superintendent's Secretary - if this person needs to be changed, please let us know prior to the meeting.)

If you are not able to fulfill your obligation of attending this biennial meeting, contact our Election's office **immediately after** this February 1st meeting, to make arrangements for signing the final agreement. (Note: DO NOT sign the attached agreement, as it is merely a draft!)

We look forward to seeing you on February 1st!

**MARSHALL OFFICE**  
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*Clerk and Register of Deeds / Election Services*

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