

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

CALHOUN INTERMEDIATE SCHOOL DISTRICT

This agreement, dated February 1, 2011, is between the Calhoun County Clerk, and the Clerks from the Cities of Albion, Battle Creek, Marshall and Springfield, and the Townships of Albion, Athens, Bedford, Burlington, Clarence, Clarendon, Convis, Eckford, Emmett, Fredonia, Homer, Lee, Leroy, Marengo, Marshall, Newton, Pennfield, Sheridan and Tekonsha in Calhoun County, Assyria, Johnstown and Maple Grove Township's in Barry County, Batavia, Butler, Girard, Matteson, Sherwood and Union Township's in Branch County, the City of Olivet and Township's of Bellevue, Brookfield, Carmel, Kalamo and Walton in Eaton County, Litchfield Township in Hillsdale County, Concord, Parma and Pulaski Township's in Jackson County, Wakeshma Township in Kalamazoo County, Leonidas Township in St. Joseph County, and the Calhoun Intermediate School District.

Election Coordinator: Anne Norlander, Calhoun County Clerk

Election Coordinating Committee:

Calhoun County Clerk, Anne Norlander  
Calhoun Intermediate School District Designee,  
Becky Rocho  
Albion City Clerk, Kerry Helmick  
Battle Creek City Clerk, Deidre Laser  
Marshall City Deputy Clerk, Trisha Nelson  
Springfield City Clerk, Kris Vogel  
Albion Township Clerk, Kathy Grundemann  
Athens Township Clerk, Debera Denney  
Bedford Charter Township Clerk,  
Alberta Duck  
Burlington Township Clerk, Darlene Mack  
Clarence Township Clerk, Sheryl Proteau  
Clarendon Township Clerk, Sharla Vincent  
Convis Township Clerk, Marilyn McCleary  
Eckford Township Clerk, Kim Hinkley  
Emmett Charter Township Clerk,  
Gloria Maichele  
Fredonia Township Clerk, Ruth Albaugh  
Homer Township Clerk, Jennifer Johnson  
Lee Township Clerk, Clayton Boesen, Jr.  
Leroy Township Clerk, Sharon Gasser  
Marengo Township Clerk, Doreen VanSickle  
Marshall Township Clerk, Cynthia Sink  
Newton Township Clerk, Mary Aldrich  
Pennfield Charter Township Clerk,  
Kathleen Case

Sheridan Township Clerk, Brenda Heisler  
Tekonsha Township Clerk, Bradley Smith  
Assyria Township Clerk, Deborah Massimino  
Johnstown Township Clerk, June Doster  
Maple Grove Township Clerk, Susan Butler  
Batavia Township Clerk, Yvonne Klingler  
Butler Township Clerk, Linda Hammontree  
Girard Township Clerk, Sue Ellen AcMoody  
Matteson Township Clerk, Karon Fisher  
Sherwood Township Clerk, Denise Smith  
Union Township Clerk, Shannon Hoskins  
Olivet City Clerk, Becky Palmer  
Bellevue Township Clerk, Kathi Schroder  
Brookfield Township Clerk, Sharon Roiter  
Carmel Township Clerk, Steven Willard  
Kalamo Township Clerk, Dawn Conklin  
Walton Township Clerk, Doreen Kiplinger  
Concord Township Clerk, Judy Clark  
Parma Township Clerk, Don Spangler  
Pulaski Township Clerk, Martha Riker  
Litchfield Township Clerk, Pat Shepherd  
Wakeshma Township Clerk, Nancy Mulder-Paul  
Leonidas Township Clerk, Don Overholt

The Calhoun Intermediate School District Board is elected in a representative election where each constituent district is entitled to participate in a process allowing the local boards to nominate and vote upon the members to be elected pursuant to the provisions of the School Code of 1976, as amended (MCL 380.614). The law further allows the submission of a proposition at the regular election of the constituent districts or at a special election to be held one of the other three designated regular election dates.

At a meeting held **February 1, 2011**, the Calhoun Intermediate School District Election Coordinating Committee agreed to share the following duties and responsibilities for conducting regular or special elections in the Calhoun Intermediate School 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 Calhoun Intermediate School District on the county clerk's web site: co.calhoun.mi.us.
- ★ Provide a paper ballot for the district's biennial election held the first Monday in June in odd numbered years.
- ★ Receive requests from the Calhoun Intermediate School District 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. 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 email to local clerks and the Calhoun Intermediate School District.
- ★ Order ballots.
- ★ Arrange for programming, coding and initial testing of voting equipment software.
- ★ Order necessary supply kits as requested by Calhoun County 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.
- ★ Prepare and present to the Calhoun Intermediate 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 Calhoun Intermediate School District (**Cities of Albion, Battle Creek, Marshall and Springfield**, and the **Townships of Albion, Athens, Bedford, Burlington, Clarence, Clarendon, Convis, Eckford, Emmett, Fredonia, Homer, Lee, Leroy, Marengo, Marshall, Newton, Pennfield, Sheridan and Tekonsha** in Calhoun County) will be responsible for the following duties and responsibilities, **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 Calhoun Intermediate School 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 Calhoun Intermediate School 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.

The **City and Township Clerks** in the Calhoun Intermediate School District (**Assyria and Maple Grove Township's** in Barry County; **Batavia, Butler, Girard, Matteson, Sherwood and Union Township's** in Branch County; the **City of Olivet**, and **Townships of Bellevue, Brookfield, Carmel, Kalamo and Walton** in Eaton County, **Wakeshma Township** in Kalamazoo County and **Leonidas Township** in St. Joseph County) will be responsible for the following duties and responsibilities, **unless the Calhoun County Election Commission decides to consolidate their precinct (Note: The Assyria Township Clerk in Barry County will be responsible for both Assyria and Johnstown Townships in Barry County):**

- ★ 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.

**Johnstown Township** in Barry County has opted to have their Calhoun Intermediate School District electors vote in Assyria Township, Precinct 1, in any instance where an CISD election is not held in conjunction with another election in Johnstown Township.

The **City and Township Clerks** in the Calhoun Intermediate School District (**Concord, Parma** and **Pulaski Township's** in Jackson County; and **Litchfield Township** in Hillsdale County) will be responsible for the following duties and responsibilities:

- ★ Notify the Election Coordinator if your township is conducting an election on the same date as the school election.
- ★ If a city or township is holding an election for an elected office or a ballot question at the same time that a school district located in the city or township is holding an election, the City or Township clerk shall also conduct the school district election in their jurisdiction. If this occurs, the Township Clerk shall use the same precincts that are used for state and federal elections. If these precincts change, the Township Clerk shall notify those school district electors of the new location. MCL 168.305 (4)
- ★ **Be available on the last day of registration and** keep voter registrations current in the QVF.
- ★ Be available when the Calhoun County Township Clerk needs to verify a voter registration signature for an elector who has requested an absentee ballot.
- ★ All other duties requested by the Election Coordinator that may be required by law regarding conducting the school election.

The **Calhoun Intermediate School District 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 of appointment to the school board, each member-elect must file an "Acceptance of Office" with the Secretary of the Intermediate School District Board. MCL 168.309
- ★ Forward a copy of the "Acceptance of Office" to the Election Coordinator. MCL 168.309
- ★ The Intermediate School District 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 the Intermediate School District 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.

\* \* \* \* \*

As members of the Election Coordinating Committee for the Calhoun Intermediate School District, 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.

\_\_\_\_\_  
Anne Norlander, Calhoun County Clerk/Election Coordinator

\_\_\_\_\_  
Kerry Helmick, Albion City Clerk

\_\_\_\_\_  
Deidre Laser, Battle Creek City Clerk

\_\_\_\_\_  
Trisha Nelson, Marshall City Deputy Clerk

\_\_\_\_\_  
Kris Vogel, Springfield City Clerk

\_\_\_\_\_  
Kathy Grundemann, Albion Township Clerk

\_\_\_\_\_  
Debera Denney, Athens Township Clerk

\_\_\_\_\_  
Alberta Duck, Bedford Charter Township Clerk

\_\_\_\_\_  
Darlene Mack, Burlington Township Clerk

\_\_\_\_\_  
Sheryl Proteau, Clarence Township Clerk

\_\_\_\_\_  
Sharla Vincent, Clarendon Township Clerk

\_\_\_\_\_  
Marilyn McCleary, Convis Township Clerk

\_\_\_\_\_  
Kim Hinkley, Eckford Township Clerk

\_\_\_\_\_  
Gloria Maichele, Emmett Charter Township Clerk

\_\_\_\_\_  
Ruth Albaugh, Fredonia Township Clerk

\_\_\_\_\_  
Jennifer Johnson, Homer Township Clerk

\_\_\_\_\_  
Clayton Boesen, Jr., Lee Township Clerk

\_\_\_\_\_  
Sharon Gasser, Leroy Township Clerk

\_\_\_\_\_  
Doreen VanSickle, Marengo Township Clerk

\_\_\_\_\_  
Cynthia Sink, Marshall Township Clerk

---

Mary Aldrich, Newton Township Clerk

---

Kathleen Case, Pennfield Charter Township Clerk

---

Brenda Heisler, Sheridan Township Clerk

---

Bradley Smith, Tekonsha Township Clerk

---

Deborah Massimino, Assyria Township Clerk

---

June Doster, Johnstown Township Clerk

---

Susan Butler, Maple Grove Township Clerk

---

Yvonne Klingler, Batavia Township Clerk

---

Linda Hammontree, Butler Township Clerk

---

Sue Ellen AcMoody, Girard Township Clerk

---

Karon Fisher, Matteson Township Clerk

---

Denise Smith, Sherwood Township Clerk

---

Shannon Hoskins, Union Township Clerk

---

Becky Palmer, Olivet City Clerk

---

Kathi Schroder, Bellevue Township Clerk

---

Sharon Roiter, Brookfield Township Clerk

---

Steven Willard, Carmel Township Clerk

---

Dawn Conklin, Kalamo Township Clerk

---

Doreen Kiplinger, Walton Township Clerk

---

Judy Clark, Concord Township Clerk

---

Don Spangler, Parma Township Clerk

---

Martha Riker, Pulaski Township Clerk

---

Pat Shepherd, Litchfield Township Clerk

---

Nancy Mulder-Paul, Wakeshma Township Clerk

---

Don Overholt, Leonidas Township Clerk

---

Becky Rocho, Calhoun Intermediate School District Designee