



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

May 23, 2007

-- VILLAGE ELECTION TRAINING AND ACCREDITATION --

The Department of State's Bureau of Elections has scheduled twelve instructional seminars throughout the state to assist village clerks with the administration of the September 11, 2007 village elections. Please note that each seminar will consist of two full days of training.

- Topics to be covered on day one will include the handling of candidate filings; the issuance of absent voter ballots; polling place set-up; the appointment and training of election inspectors; and the various notice requirements village clerks must meet prior to the election.
- Topics to be covered on day two will include the preparation and testing of optical scan voting systems and AutoMARK Voter Assist Terminals (VATS); election day operations; and ballot security.

It merits emphasis that if you are the clerk of a village that has opted to conduct its regular election on the odd year September election date, you must attend this two-day seminar. A complete seminar schedule is enclosed. Please make note of the seminar date and location assignments for your village.

Clerk Accreditation Training

It is a mandatory requirement under the provisions of Michigan election law that all county, city, township and village clerks be accredited to carry out their duties as election officials. Your participation in the above referenced seminar will satisfy the mandatory training requirement and will be applied to your state accreditation.

Who Should Attend?

- It is mandatory that all village clerks responsible for administering the upcoming September 11, 2007 village election attend both days. (Please feel free to bring a deputy or other assistant.)
- All clerks of townships responsible for providing tabulators and AutoMARK VAT's for the administration of the upcoming September 11, 2007 village election are encouraged to attend on day 2.
- All county clerks of counties in which a village that will be conducting a September 11, 2007 election is located are invited to attend both days.

Note: We ask that you *not* attend with your election inspectors as the content of the program is not geared to their responsibilities.

If you have any questions, please do not hesitate to contact Sandy Prenger at (517) 335-5141 or PrengerS@Michigan.gov.