# Georgetown Charter Township

1515 Baldwin St., Jenison, MI 49428

**Election Commission Meeting Agenda**

**January 9, 2017, 7:15 p.m.**

1. PUBLIC NOTICE NOTICE TO ALL RESIDENTS OF GEORGETOWN CHARTER TOWNSHIP AND OTHER INTERESTED PERSONS

   NOTICE IS HEREBY GIVEN that the Georgetown Township Election Commission will hold a meeting on Monday, January 9, , 2016 at 7:15 p.m., at the at the Georgetown Township Office, 1515 Baldwin Street, Jenison, Michigan.

   Richard VanderKlok, Clerk

   Georgetown Charter Township

   Posted: December 21, 2016 at 9:00 a.m.

2. Call To Order

3. Roll Call

4. Approval Of The Minutes Of The Previous Meeting

   4.I. Election Commission Meeting Minutes Of October 13, 2016

   Documents:

   ELECTIONCOMMISSIONMINUTES161013.PDF

5. Resolution To Permanently Divide, Rearrange Or Consolidate Elections Precincts

   Motion: To approve the resolution as follows.

**GEORGETOWN CHARTER TOWNSHIP ELECTION COMMISSION**

**Resolution to Permanently Divide, Rearrange or Consolidate Elections Precincts**

**Resolution No. EC170109-02**

WHEREAS, Section 116-1954-XXVIII, Election Precincts, of the Michigan Election Law, Public Act 116 of 1954, MCL 168.654 to 168.661, provides for township Election Commissions to divide, rearrange or temporarily consolidate election precincts; and

WHEREAS, The Township of Georgetown has determined that permanently dividing, rearranging or consolidating the Precincts as shown on the Map is appropriate:

NOW, THEREFORE, BE IT RESOLVED that the Georgetown Charter Township Election Commission hereby directs the Township Clerk to divide, rearrange and consolidate the current precinct 16 resulting in the following newly created precincts: 16 and 17 as shown on the Map titled "Precinct 16 and 17 Map."

The foregoing resolution offered by Election Commission Member _____, and second offered by Election Commission Member _____.

Upon roll call vote the following voted yes:

Upon roll call vote the following voted no:

Absent:

_____

Richard VanderKlok, Georgetown Township Clerk

Documents:

PROCEDURES.PDF
GTVOTERDISTRICTMAPADOPTED 8.22.2011.PDF
PRECINCT 16 AND 17 MAP.PDF

5.I. Rationalization Used To Draw Precinct Lines

The following rational was used to draw the new precinct boundary lines:

a. Although the Township's population had increased based on the 2010 Census, the proposed number of precincts in 2011 was reduced from 20 to 16. The reduction in the number of precincts results in a significant cost reduction per election based on less facility rental, fewer election inspectors working an election, less training, less equipment, less driving time for people delivering and picking up equipment, and less driving time for Election Day runners.
b. Precinct lines follow the County Commission district lines that were newly drawn as a result of the 2010 Census. Each precinct has only one County Commissioner which results in less confusion for election inspectors and voters when distributing ballots.
c. Precinct lines follow the school district lines. With the proposed map, only two precincts initially had two school districts (Precinct 8 and 16) and the rest have only one school district. Eliminating precincts with multiple school districts eliminates confusion for election inspectors and voters when distributing ballots.
d. Although it is not possible to equally balance the number of registered voters per precinct due to drawing the precinct lines relative to the County

Commission line and the school district lines, the number of registered voters was balanced the best way possible and does not exceed the maximum number of registered voters allowed per precinct (2,999 as per Election Law). The numbers were balanced as closely as possible taking into consideration the County Commission lines and the school district lines.

e. However, now with the new development that has taken place in Precinct 16 and with the new development proposed for the near future (Summerset West), the number of registered voters in Precinct 16 has risen to 2,685 (coming close to the maximum of 2,999 allowed by law).

f. Therefore, Precinct 17 was drawn to split Precinct 16 and to follow the school district line. This will eliminate the necessity of two ballot styles. Precinct 16 will be all Jenison School district and Precinct 17 will be all Grandville School district.

g. In 2017, Ottawa County is going to get new election equipment for all precincts in all municipalities within its borders. Therefore, by approving the additional precinct at this time, the equipment can be ordered for Precinct 17 at the same time as the other precincts.

6. Resolution To Establish A Polling Location

Motion: To recommend to the Township Board to approve the following resolution to establish a polling location.

**GEORGETOWN CHARTER TOWNSHIP ELECTION COMMISSION**

**Resolution to Establish Polling Locations**

**Resolution No. EC170109-03**

WHEREAS, Section 661 of Michigan Election Law, Public Act 116 of 1954, MCL 168.661, provides for township boards to establishing polling locations and provides the criteria for a polling location; and

WHEREAS, The Township Board of Georgetown has determined that establishing polling locations for the precincts as follows is appropriate and that these polling locations all meet the criteria as stipulated in Michigan Election Law, MCL 168.661, as attested to by authorized agents of each facility;

NOW, THEREFORE, BE IT RESOLVED that the Georgetown Charter Township Board hereby establishes polling locations for newly created precincts: 16 and 17 as follows:

| Precincts | Polling Locations |
|---|---|
| 16 | Jenison Bible Church, 6360 14th Ave. Hudsonville, 49426 |
| 17 | Jenison Bible Church, 6360 14th Ave. Hudsonville, 49426 |

LET IT FURTHER BE RESOLVED that the Township Board directs the Township Superintendent to sign all the associated agreements and directs new Voter ID cards to be sent to registered voters in the Township as prescribed by Election Law (for all changes listed in Election Law) and approves the associated costs for all such mailings.

The foregoing resolution offered by Township Board Member _____, and second

offered by Township Board Member _____.

Upon roll call vote the following voted yes:_____

Upon roll call vote the following voted no: _____

Note: The polling location for Precinct 16 is located in Jenison Bible Church, 6360 14th Ave. Precinct 17 will be located in the same facility, just down a different hallway. So the voters in Precinct 17 will continue to go to the same facility they did when they were in precinct 16. An authorized agent of the facility has consented to sign agreements designating their facility has complied with the criteria listed in the law for a polling location.

As per Election Law, the Township Board is charged with establishing polling locations and an updated Voter Identification Card must be sent to every voter affected by a new precinct or polling location.

7. School Coordinating Committee Agreements

Motion: To recommend to the Township Board to approve the following agreements and to authorize the clerk to sign the agreements:

1. Grandville Public School District Election Coordinating Committee Agreement,
2. Grand Rapids Community College Election Coordinating Committee Agreement,
3. Kent Intermediate School District Election Coordinating Committee Agreement,

Documents:

GRANDVILLE PUBLIC SCHOOL DISTRICT.PDF
GRCC.PDF
KISD.PDF
KENT COUNTY SCHOOL MEETINGS N O T I C E.PDF

8. Public Comments

9. Other Business

9.I. 2017 Election Date Is Scheduled As A Special School Election For May 2, 2017. All Precincts Will Be Involved, Including The New Precinct 17.

10. Adjournment

**GEORGETOWN TOWNSHIP ELECTION COMMISSION**
**MEETING MINUTES-Thursday, October 13, 2016, 8:00 a.m.**

The meeting was called to order at 8:00 a.m. by Chairperson Richard VanderKlok.

Roll Call
Present: Richard VanderKlok and Chad Tuttle, members
Absent: Ron Villerius
Also present: Mannette Minier, Director of Elections

**#161013-01 – Approval of the minutes of the July 11, 2016 Election Commission meeting.**

Moved by Chad Tuttle, seconded by Richard VanderKlok, to approve the minutes as presented.

MOTION CARRIED UNANIMOUSLY.

**#161013-02 – Appoint Election Inspectors**

Moved by Chad Tuttle, seconded by Richard VanderKlok, to approve appointing election inspectors as presented for the November 8, 2016 Election.

MOTION CARRIED UNANIMOUSLY.

**#161013-03 – At the February 8, 2016 meeting, the Election Commission established Absent Voter (AV) Counting Board for all Elections in 2016: March 8, 2016; May 3, 2016; August 2, 2016 and November 8, 2016**.

**#161013-04 – Appoint Absent Voter (AV) Counting Board Election Inspectors**

Moved by Chad Tuttle, seconded by Richard VanderKlok, to approve appointing Absent Voter Counting Board election inspectors as presented for the November 8, 2016 Election.

MOTION CARRIED UNANIMOUSLY.

**#161013-05 – Appoint Receiving Board Members**

Moved by Chad Tuttle, seconded by Richard VanderKlok, to approve appointing Receiving Board election inspectors as presented for the November 8, 2016 Election.

MOTION CARRIED UNANIMOUSLY.

**#161013-06 – Other Business**

a. This is a General Election and all precincts are involved, along with six AV Counting Boards.
b. **Under the revised law, Receiving Boards are to be established by the Election Commission and the resolution can be for all future elections. See an excerpt from the April 14, 2014 Election Commission minutes.**

**#140414-05 – Resolution Establishing Receiving Boards for all Future Elections Held in Georgetown Township**

Whereas, the Township Clerk is responsible for conducting elections in Georgetown Township; and

Whereas, MCL168.679(a) provides the Election Commission of a Township shall, by resolution, provide that at an election at which the ballots are counted and certified at the precinct, 1 or more additional boards of election inspectors be appointed to serve as Receiving Boards; and

Whereas, the Georgetown Township Receiving Boards are responsible for the duties as outlined in Section 168.697(a) of the Michigan Election Law (Article 116 of 1954); and

Whereas, the Board of Election Commissioners shall appoint two or more election inspectors with an equal number from each major political party to the Receiving Boards prior to each election;

NOW THEREFORE, BE IT RESOLVED:

The Election Commission authorizes the establishment of Receiving Boards and the appointment of two or more election inspectors, with an equal number from each major political party, for all future elections beginning with the May 6, 2014 election.

Moved by Chad Tuttle, seconded by Ron Villerius, to adopt the Resolution authorizing the formation of Receiving Boards for Elections held in Georgetown Township.

Yeas: Richard VanderKlok, Chad Tuttle, Ron Villerius
Nays: None
Absent: None

MOTION CARRIED UNANIMOUSLY AND RESOLUTION DECLARED ADOPTED.

c. **The pay was increased for election workers as follows for elections beginning in 2016:**
   - **$35.00** per whole session for the **"Hands-On" training session for the electronic poll book** and no mileage reimbursement (stayed the same);
   - **$25.00** per the whole session for the **"Hands-On" training classes** (all others except the e-poll book training) and no mileage reimbursement (stayed the same);
   - **$180.00** for **election inspectors** on Election Day (all day) (increased $10 per day);
   - **$200.00** for the **co-chairs** at each precinct (all day) (increased $10 per day);
   - **$220.00** for the **chairperson** at each precinct (all day) (increased $10 per day)
   - **$25.00** additional **each for the one Democrat and one Republican from each precinct who brings the materials to the Township Office** and presents the materials to a Receiving Board (stayed the same);
   - **$80.00** for each **Receiving Board member** (other than a Township employee who is paid their wage or overtime if warranted) (stayed the same).

**#161013-07 – Public Comments**

No members of the public were present and there were no public comments.

**#161013-08 – Adjournment**

The meeting was adjourned at 8:30 a.m.

# CREATING NEW BOUNDARIES AND NEW POLLING LOCATIONS

As per the Michigan Department of State Bureau of Elections-Election Officials' Accreditation Study Guide, dated June 2011, the following consists of the steps to create new precinct boundaries and establish new polling locations:

1. **Precinct Boundary Requirements**. Michigan law stipulates that all precincts shall:
   a. Be composed as nearly as practical of compact and contiguous territory;
   b. Have clearly defined and clearly observable boundaries consisting of:
      - A named road or street;
      - A road or highway that is part of the federal, state primary or state secondary road system;
      - A river, stream or drainage feature that is 40 feet or more in width;
      - A natural or constructed permanent physical feature that is shown on an official county, city or township map issued by the Department of Transportation or a United States geological survey topographical map;
      - An apartment building, a dormitory or other permanent multiple-unit housing structure;
      - As advised by the Department of Information Technology's Center for Geographic Information (CGI), a village or school district boundary line can be used to define a precinct boundary line.

2. **Precinct Size Limits and Voting Station Minimums.** Each precinct must not contain more than 2,999 registered voters. At least one voting station must be provided at the polling location for every 300 registered voters in a precinct and the number must be exceeded when and where appropriate.

3. **In a township, the approval of all precinct boundary lines (or alterations) and the establishment of precincts must be granted by resolution of the local election commission. Steps for dividing or rearranging precincts are as follows.**
   a. The Election Commission adopts a resolution to divide or rearrange a precinct using the criteria as defined under election precincts and must record its proceedings as follows:
      1. Specified the number of precincts rearranged or divided.
      2. Describe the boundaries of each precinct.
   b. The Clerk must notify the County Clerk immediately following the adoption of the resolution to divide or rearrange with the following information:
      1. A copy of the resolution taking action to affect the change.
      2. A copy of the new boundaries (mapped).
      3. The number of registered voters in each precinct.
   c. The Clerk must forward to the Bureau of Elections for QVF and Street Index Updates the following (this will ensure that QVF is properly programmed to effect the change);
      1. Map showing the NEW precinct boundaries.
      2. Map showing the OLD precinct boundaries.
      3. A copy of the resolution taking action to effect the change.
      4. Index with changes from QVF.
      5. Send to:
         Amanda Fedewa
         Bureau of Elections
         430 W. Allegan St.
         1st floor Austin Building
         Lansing, MI 48918

d. Notify all registered voters of precinct changes by first class mail and QVF "in-box" processing of new voter registration card. (An updated Voter Identification Card must be issued to each voter affected by a precinct reassignment.)
e. Post a notice of change in two public places in each precinct affected by the change showing the new boundaries and precincts (on Election Day or as soon as possible and leave up until Election Day).

***Sample Resolution for Permanent Precinct Changes***

**GEORGETOWN CHARTER TOWNSHIP ELECTION COMMISSION**

**Resolution to Permanently Divide, Rearrange or Consolidate Elections Precincts**

**Resolution No. 110822-01**

WHEREAS, Section 116-1954-XXVIII, Election Precincts, of the Michigan Election Law, Public Act 116 of 1954, MCL 168.654 to 168.661, provides for township Election Commissions to divide, rearrange or temporarily consolidate election precincts; and

WHEREAS, The Township of Georgetown has determined that permanently dividing, rearranging or consolidating the Precincts as shown on the Map is appropriate:

NOW, THEREFORE, BE IT RESOLVED that the Georgetown Charter Township Election Commission hereby directs the Township Clerk to divide, rearrange and consolidate the current precincts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 and 20 resulting in the following newly created precincts: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 and 16 as shown on the Map titled "New Voter Precincts Option 1."

The foregoing resolution offered by Election Commission Member _____, and second offered by Election Commission Member _____.

Upon roll call vote the following voted yes:_____
Upon roll call vote the following voted no: _____

The Clerk declared the resolution adopted.

_____
Del South, Georgetown Township Clerk

***Sample Resolution for Temporary Precinct Changes***

**GEORGETOWN CHARTER TOWNSHIP ELECTION COMMISSION**

**Resolution to Temporarily Consolidate Elections Precincts** *including:*
**For the** *(General* or *Primary)* **Election on** *(Month, Day, Year)]*

**Resolution No.** *(XX)*

WHEREAS, Section 116-1954-XXVIII, Election Precincts, of the Michigan Election Law, Public Act 116 of 1954, MCL 168.654 to 168.661, provides for township Election Commissions to divide, rearrange or temporarily consolidate election precincts; and

WHEREAS, The Township of Georgetown has determined that *(dividing, rearranging, or temporarily consolidating)* Precinct(s) __, __, __ *(describe existing precinct(s) by number and location)* is appropriate *(*"for this election" *if consolidating)* because *(describe the reason(s) for dividing,rearranging or temporarily consolidating)*;

NOW, THEREFORE, BE IT RESOLVED that the Georgetown Charter Township Election Commission hereby directs the Township Clerk to *(divide, rearrange or temporarily consolidate)* Precinct(s) __, __, __ *(describe existing precinct(s) by number and location), (into* or *resulting in*) the following Precinct(s) __, __,__ *(describe the resulting precinct(s) by number and location) (If a temporary consolidation, include* "for the *[General* or *Primary]* Election on *[month, day, year]").*

The foregoing resolution offered by Election Commission Member _____, and second offered by Election Commission Member _____.

Upon roll call vote the following voted yes:_____
Upon roll call vote the following voted no: _____

The Clerk declared the resolution adopted.

_____ *(signature)*
(*Name*), Clerk

4. **Notice to Voters**. An updated Voter Identification Card must be issued to every voter affected by the following. A notice should be attached including details of all changes and directions to find each new precinct polling location.
   a. A permanent voting district change;
   b. A new precinct or polling location;
   c. A new Congressional, State Senate, State House or County Commissioner District.

***Sample language to notify voters of precinct changes***

**GEORGETOWN CHARTER TOWNSHIP**
**NOTICE TO VOTERS**

This notice includes important information for voters in Georgetown Charter Township. New precinct lines have been drawn due to the new census information with the Township's increased population in certain areas, the new County Commission districts lines, and the Township's desire to be financially responsible with taxpayer money.

Please note the attached Voter ID card listing your new precinct and polling location which has changed. You were previously in precinct _____ and voted at the polling location ___.

**Your new precinct is _____ and your new polling location (where you go to vote) is _____, located at _____. For all future elections, please vote at your new polling location.**

If questions, please call the Township Office at 616-457-2340.

_____
Georgetown Township Clerk

**********

5. **Establishing Polling Places**. The Township Board is responsible for determining the location of polling places, as per MCL 168.662. An agreement with the facility is recommended.

   a. Whenever possible, a polling place must be located in a publicly owned or controlled facility such as a school building, fire station or police station.
   b. If it is necessary to establish a polling place in a building other than a publicly owned or controlled facility, the building must be owned or controlled by an organization that is "exempt from federal income tax pursuant to section 501(c) other than 501(c)(4), (5) or (6) of the internal revenue code of 1986.
   c. As an exception to the above, a polling place may be established in a "profit or nonprofit residence or facility in which 150 persons or more aged 62 or older reside or at an apartment building or complex in which 150 persons or more reside.
   d. All polling places must be fully accessible to the elderly and handicapped. If necessary, the use of temporary ramps and signs designating handicap parking spaces may be employed on Election Day to ensure access.
   e. A polling place may NOT be established in a building that is owned by a business, individual, firm, organization, etc. that has established, directs, controls or financially supports the administration of a Political or Independent Committee registered under the Campaign Finance Act. This prohibition extends to a building owned by a subsidiary of a corporation or the local of a labor organization if the parent corporation or labor organization has established, directs, controls or financially supports the administration of a Political or Independent Committee.

f. The same polling place may be used to accommodate up to six precincts if convenient and practicable (each precinct must have its own precinct board).
g. A polling place **may not be established, moved or abolished less than 60 days** before an election unless the polling place has been "damaged, destroyed, or rendered inaccessible or unusable as a polling place."
h. The clerk must notify all registered votes of the polling place change by both first class mail and QVF "in-box" processing of a new voter registration card.
i. The process is as follows:
    1. The Township Board approves a suitable polling place for each precinct.
    2. The clerk notifies the County Clerk immediately following the approval of a suitable polling place by the Township Board.
    3. The clerk must make all necessary changes in the QVF by following the instructions in Chapter 9 of the QVF Manual. It is important to make these QVF changes because Michigan citizens use the Michigan Voter Information Center (MVIC) website to guide them to the proper polling place. The information for this website is taken directly from the QVF system.
    4. Notices are mailed by first class to the registered voters of the affected precincts of the polling place change.
    5. Notices of the change are posted in two public places in each precinct affected by the change showing the new polling places (as soon as possible and up to and including Election Day).
    6. An updated Voter Identification Card is issued to each voter affected by a voting district change or polling place change.

6. **The municipality is responsible to provide street names to the State of Michigan Qualified Voter File (QVF) (Amanda at the Bureau of Elections).**

# Georgetown Charter Township
# Precinct Map

| Precincts | Polling Locations |
|---|---|
| 1 | Wellspring Church, 4466 Bauer Rd., Hudsonville, 49426 |
| 2 | Cottonwood Christian Reformed Church 1101 Cypress Dr., Jenison, 49428 |
| 3 | Wellspring Church, 4466 Bauer Rd., Hudsonville, 49426 |
| 4 | Fair Haven Church, 2900 Baldwin, Hudsonville, 49426 |
| 5 | Ridgewood Christian Reformed Church, 1571 Baldwin, Jenison, 49428 |
| 6 | Township Office, 1515 Baldwin, Jenison, 49428 |
| 7 | Georgetown Bible Church, 4114 Baldwin, Hudsonville, 49426 |
| 8 | Chapel Pointe Church, 3350 Baldwin, Hudsonville, 49426 |
| 9 | Fair Haven Church, 2900 Baldwin, Hudsonville, 49426 |
| 10 | Holy Cross Lutheran Church, 1481 Baldwin, Jenison, 49428 |
| 11 | Waterford Place, 1725 Port Sheldon, Jenison, 49428 |
| 12 | Chapel Pointe Church, 3350 Baldwin, Hudsonville, 49426 |
| 13 | Fellowship Reformed Church, 6610 36th Ave., Hudsonville, 49426 |
| 14 | Rosewood Reformed Church gym, 2795 Rosewood, Jenison, 49428 |
| 15 | Grace Bible Fellowship Church, 1260 Chicago Dr., Jenison, 49428 |
| 16 | Jenison Bible Church, 6360 14th Ave. Hudsonville, 49426 |

## Legend

- Polling Locations
- Road
- School District
- New Commisioner District
- Parcels

**Voter District**

- Precinct 1
- Precinct 2
- Precinct 3
- Precinct 4
- Precinct 5
- Precinct 6
- Precinct 7
- Precinct 8
- Precinct 9
- Precinct 10
- Precinct 11
- Precinct 12
- Precinct 13
- Precinct 14
- Precinct 15
- Precinct 16

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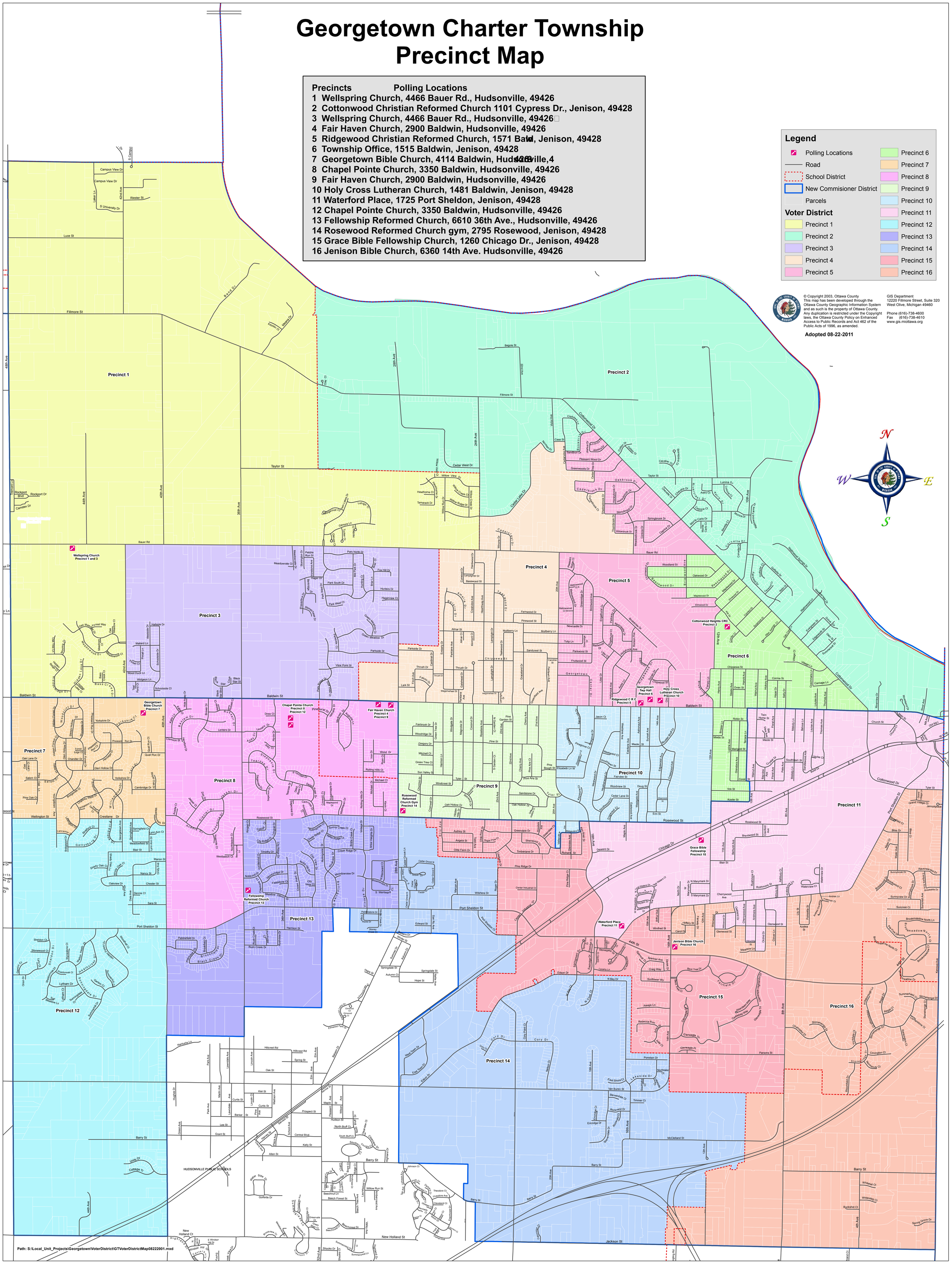
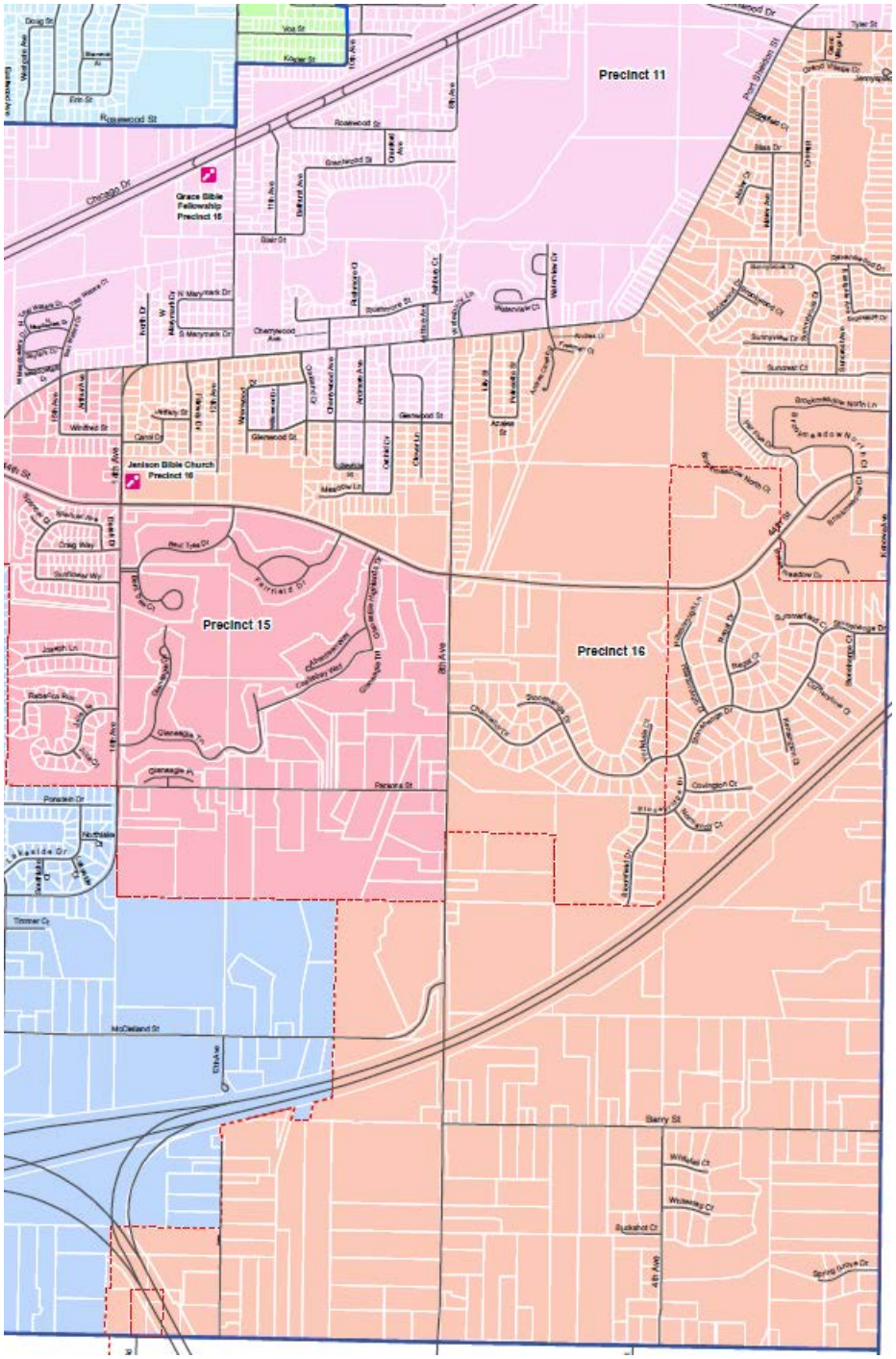
GIS Department
12220 Fillmore Street, Suite 320
West Olive, Michigan 49460

Phone (616)-738-4600
Fax (616)-738-4610
www.gis.miottawa.org

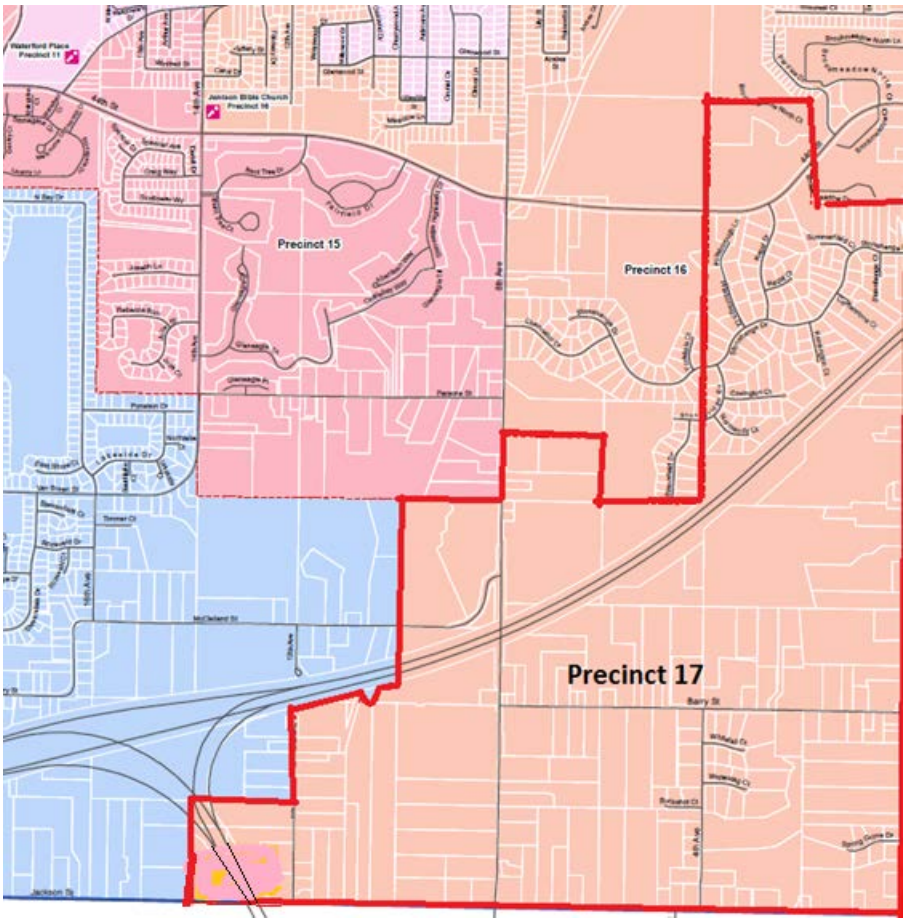
**Adopted 08-22-2011**



Current Precinct 16 to be divided into two precincts.



Proposed lines for Precinct 17 which follows the school district line for Grandville Public Schools. A small portion by the highway right-of-way is Hudsonville School district; however, the two small parcels are vacant and owned by the Michigan Department of Transportation. So that property is shown to be included in Precinct 17.



# GRANDVILLE PUBLIC SCHOOL DISTRICT
# ELECTION COORDINATING COMMITTEE
REPORT/AGREEMENT TO SECRETARY OF STATE
FOR CONDUCT OF SCHOOL DISTRICT ELECTIONS

**KENT COUNTY, MICHIGAN**
**EFFECTIVE: JANUARY 2017**

| | |
|---|---|
| **SCHOOL DISTRICT:** | Grandville Public Schools |
| **COUNTY:** | Kent & Ottawa Counties |
| **COMPONENT JURISDICTIONS:** | Byron Township<br>Grand Rapids City<br>Grandville City<br>Walker City<br>Wyoming City<br>Georgetown Charter Township/Ottawa County<br>Jamestown Charter Township/Ottawa County<br>Tallmadge Charter Township/Ottawa County |
| **ELECTION COORDINATOR:** | Lisa Posthumus Lyons<br>Kent County Clerk |
| **ELECTION COORDINATING COMMITTEE MEMBERS:** | Joel Hondorp,<br>Byron Township Clerk<br>Darlene O'Neal,<br>Grand Rapids City Clerk<br>Marci Poley-Kwiatkowski<br>Grandville City Clerk<br>Sarah Bydalek,<br>Walker City Clerk<br>Kelli VandenBerg,<br>Wyoming City Clerk<br>Rich VanderKlok,<br>Georgetown Charter Twp. Clerk/Ottawa Co.<br>Candy DeHaan,<br>Jamestown Charter Twp. Clerk/Ottawa Co.<br>Lenore D. Cook,<br>Tallmadge Charter Twp. Clerk/Ottawa Co.<br>Justin Roebuck,<br>Ottawa County Clerk<br>Christine Buck,<br>Secretary of Board of Education |
| **ELECTION DATE:** | Biennially – Even year November |
| **BOARD POSITIONS:**<br>**TERMS:** | Seven Positions<br>Six Years |
| **ELECTION COORDINATING COMMITTEE MEETING:** | January 19, 2017 |

This report/agreement outlines the duties and responsibilities for conducting elections in the Grandville Public School District for a four year period expiring January 2, 2021.

# CONDUCT OF THE GRANDVILLE PUBLIC SCHOOLS' ELECTIONS:

## 1. Election Coordinator Duties and Responsibilities:

The Kent County Clerk shall serve as the "Election Coordinator" for the Grandville Public Schools and shall perform the following duties:

a. Receive filing fees or nominating petitions and affidavits of identity from candidates for school board [MCL 168.301];
b. Receive requests from the school board to hold special elections [MCL 168.301, MCL 168.646(a)];
c. Certify candidates [MCL 168.301];
d. Receive notice of withdrawal of candidate for school board [MCL 168.303];
e. Receive ballot proposal language by resolution of the school board [MCL 168.301, MCL 168.646(a)];
f. Receive petitions for special elections called pursuant to MCL 168.641(4). [*See also*: MCL 168.302(a) & MCL 168.646(a)];
g. Schedule any special election called pursuant to MCL 168.641(4);
h. Setup, proof, and print ballots;
i. Order precinct supplies;
j. Program and code voting equipment;
k. Publish the "Notice of Close of Registration" and "Notice of Election," in addition to creating the respective notices for posting in the precincts;
l. Present election results to the County Board of Canvassers for the Official Canvass of the school election [MCL 168.307];
m. Provide election day "support"/"troubleshooting";
n. Maintain certified records of the Board of Canvassers of the election results and provide copies to the school district Superintendent. Also, provide copies to the County Treasurer, County Equalization and State Treasurer, where applicable;
o. Provide notice to the individuals declared elected to the office of school board member immediately after canvass certification [MCL 168.308];
p. Execute and deliver to the individual declared elected a "*Certificate of Election*" [MCL 168.308];
q. Prepare a verified account of the actual costs of conducting a special election;
r. Present a verified account of the actual costs of conducting a special election not later than **84** days after the date of that election to the school Superintendent [MCL 168.315];
s. Perform any other functions necessary to conduct the elections in accordance with applicable law.

## 2. Coordinating Committee Members Duties and Responsibilities:

The Township/City Clerks, as Coordinating Committee Members (i.e., Byron Township, Grandville City, Walker City, Wyoming City, Georgetown Charter Township/Ottawa County, Jamestown Charter Township/Ottawa County, Tallmadge Charter Township/Ottawa County), shall perform the following duties:

a. If a city or township is holding an election for elective offices 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 with his or her jurisdiction [MCL 168.305];

b. Township/City Election Commission will adopt resolution to consolidate precincts 60 days prior to the election, if applicable [MCL 168.659];
c. Provide voting equipment [MCL 168.301];
d. Handle Qualified Voter File (QVF) related responsibilities (e.g., setting up election, production of precinct lists, updating voter history).
e. Perform the necessary testing of voting equipment, and publish the appropriate "Notice" for such test;
f. Issue, distribute, receive and process absent voter ballots (A.V. ballots) [MCL 168.301];
g. Be available on the Saturday prior to the election to issue A.V. ballots;
h. Maintain regular office hours on Monday preceding the election for in person voting;
i. Coordinate the hiring and scheduling of election inspectors for each precinct;
j. Set up precincts for election day;
k. Store voted ballots;
l. Prepare a verified account of the actual costs of conducting a special election;
m. Present a verified account of the actual costs of conducting a special election not later than **84** days after the date of that election to the school Superintendent [MCL 168.315];
n. Perform any other functions necessary to conduct the elections in accordance with applicable law.

## 3. Non-Participating Committee Members:

Whereas, the Grandville Public School District boundary extends into the city limits of Grand Rapids and that property being solely industrial or commercial property with no residential areas thereby containing no qualified registered electors; the City of Grand Rapids shall have no duties or responsibilities in the conduct of Grandville Public School elections.

## 4. City/Township Election Commission:

The City/Township Election Commission may by resolution and pursuant to MCL 168.659, consolidate precincts during a special election and notify voters by first class mail of changes in polling locations, when necessary.

Clerk's desiring to consolidate precincts for special elections, shall notify the election coordinator of their intent not later than 69 days before the election and the resolution shall be adopted not later than 60 days before the election.

**Precinct consolidation** is governed as follows:

In an instance where a local school district, intermediate school district or community college district is divided into two or more precincts, the precincts may be combined to conduct any election scheduled in the school district. A *consolidated* precinct cannot contain more than 5,000 registered voters.

- Precincts <u>cannot</u> be consolidated if the school district's election is held on the same date as an even-numbered year November election, an even-numbered year August primary, a special statewide election or a special federal election.

- In order to consolidate precincts, a resolution must be adopted by the appropriate election commission at least 60 days prior to the election. When determining whether to consolidate precincts for an upcoming election, the election commission must consider the complexity of the ballot and the anticipated turnout for the election.

- If a decision is made to consolidate precincts, **whole precincts** must be combined; the precincts involved in the consolidation cannot be divided.

- If a consolidated precinct will make it necessary for voters to attend a different polling place location, the local election commission must notify the voters of the new polling place location by mail "or other method designed to provide actual notice to the registered electors." On the day of the election, the local election commission must post a notice at each polling place location eliminated for the election. The notice must include directions to the polling place location the voters must attend.

## 5. Secretary of School Board Duties and Responsibilities:

The Grandville Public School District Secretary of the Board of Education (Secretary) shall perform the following duties:

a. The Secretary shall certify to the County Clerk the wording of the ballot question to be submitted to the voters at a regular or special election not later than 4 p.m. on the twelfth Tuesday before the election. [MCL 168.646a(2)];
b. Within **3** days after the appointment to fill a vacancy, the Secretary shall provide written notice of appointment to the Election Coordinator. Notice shall include name, address and office of person who vacated the office and of the person filling such vacancy [MCL 168.311];
c. The School Board shall pay or disapprove all or a portion of the verified account of actual costs of conducting the election within **84** days after receiving the verified account [MCL 168.315];
d. Within 10 days of notification of election to the Board, the elected member shall file acceptance of the position with the school district, and the school district will forward the acceptance to the election coordinator. Before assuming the duties of the Board, the elected member shall be administered the oath of office.
e. All other duties required of a Secretary to conduct the school election in accordance with applicable law.

## 6. County Election Commission Duties and Responsibilities:

The Kent County Election Commission (Judge of the Probate Court, County Treasurer and County Clerk) shall perform the following duties and be responsible for:

a. Approve a resolution to consolidate precincts when voters are relocated to another city or township during a special election. When determining whether to consolidate precincts for an upcoming election, the election commission must consider the complexity of the ballot and the anticipated turnout for the election.
b. Proof all ballots, unless delegated to the office of the County Clerk.
c. Approve ballots for printing and deliver ballots to clerks no later than 45 days prior to the election.

## 7. Other Issues:

a. This Report/Agreement may be altered or revised in writing upon the consent of the undersigned jurisdictions.
b. This Report shall be governed by and construed in accordance with the laws of the State of Michigan.
c. If any clause, provision or section of this Report 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.

d. This Report is binding on the undersigned jurisdictions until the date of its expiration or until such time as a revised Report is filed with the State of Michigan, Department of State, Bureau of Elections.

IN WITNESS WHEREOF, the undersigned jurisdictions have executed this Report by and through their respective duly authorized representatives as of the date so indicated.

Date: January ____, 2017 _____
Kent County Clerk
Grandville Public School District Election Coordinator

Date: January ____, 2017 _____
Byron Township Clerk

Date: January____, 2017 _____
Grand Rapids City Clerk

Date: January____, 2017 _____
Grandville City Clerk

Date: January____, 2017 _____
Walker City Clerk

Date: January____, 2017 _____
Wyoming City Clerk

Date: January____, 2017 _____
Georgetown Charter Township Clerk/Ottawa County

Date: January____, 2017 _____
Jamestown Charter Township Clerk/Ottawa County

Date: January____, 2017 _____
Tallmadge Charter Township Clerk/Ottawa County

Date: January____, 2017 _____
Ottawa County Clerk

Date: January____, 2017 _____
Grandville Public School Secretary of Board of Education

# GRAND RAPIDS COMMUNITY COLLEGE
# ELECTION COORDINATING COMMITTEE
REPORT/AGREEMENT TO SECRETARY OF STATE
FOR CONDUCT OF SCHOOL DISTRICT ELECTIONS

**KENT COUNTY, MICHIGAN**
**EFFECTIVE: JANUARY 2017**

| | |
|---|---|
| **SCHOOL DISTRICT:** | Grand Rapids Community College |
| **COUNTY:** | Kent, Allegan, Barry, Ionia, Newaygo & Ottawa Counties |
| **COMPONENT JURISDICTIONS:** | Ada Township<br>Algoma Township<br>Alpine Township<br>Bowne Township<br>Byron Township<br>Caledonia Charter Township<br>Cannon Township<br>Cascade Charter Township<br>Cedar Springs, City of<br>Courtland Township<br>East Grand Rapids<br>Gaines Charter Township<br>Grand Rapids, City of<br>Grand Rapids Charter Township<br>Grandville, City of<br>Grattan Township<br>Kentwood, City of<br>Lowell, City of<br>Lowell Charter Township<br>Nelson Township<br>Oakfield Township<br>Rockford, City of<br>Plainfield Charter Township<br>Solon Township<br>Sparta Township<br>Spencer Township<br>Tyrone Township<br>Vergennes Township<br>Walker, City of<br>Wyoming, City of<br>Leighton Township, Allegan County<br>Wayland Township, Allegan County<br>Carlton Township, Barry County<br>Irving Township, Barry County |

| | |
|---|---|
| **COMPONENT JURISDICTIONS: continued** | Orangeville Township, Barry County<br>Rutland Township, Barry County<br>Thornapple Township, Barry County<br>Yankee Springs Township, Barry County<br>Boston Township, Ionia County<br>Campbell Township, Ionia County<br>Keene Township, Ionia County<br>Ensley Township, Newaygo County<br>Grant Township, Newaygo County<br>Chester Township, Ottawa County<br>Georgetown Charter Township, Ottawa County<br>Jamestown Charter Township, Ottawa County<br>Tallmadge Charter Township, Ottawa County<br>Wright Township, Ottawa County |
| **ELECTION COORDINATOR:** | Lisa Posthumus Lyons<br>Kent County Clerk |
| **ELECTION DATE:** | Biennially – Even year November |
| **BOARD POSITIONS:**<br>**TERMS:** | Seven Positions<br>Six Years |
| **ELECTION COORDINATING COMMITTEE MEETING:** | January 19, 2017 |

This report/agreement outlines the duties and responsibilities for conducting elections in the Grand Rapids Community College District (GRCC) for a four year period expiring January 2, 2021.

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# CONDUCT OF THE GRAND RAPIDS COMMUNITY COLLEGE ELECTIONS:

## 1. Election Coordinator Duties and Responsibilities:

The Kent County Clerk shall serve as the "Election Coordinator" for the Grand Rapids Community College and shall perform the following duties:

a. Receive filing fees or nominating petitions and affidavits of identity from candidates for school board [MCL 168.301];
b. Receive requests from the school board to hold special elections [MCL 168.301, MCL 168.646(a)];
c. Certify candidates [MCL 168.301];
d. Receive notice of withdrawal of candidate for school board [MCL 168.303];
e. Receive ballot proposal language by resolution of the school board [MCL 168.301, MCL 168.646(a)];
f. Receive petitions for special elections called pursuant to MCL 168.641(4). [*See also*: MCL 168.302(a) & MCL 168.646(a)];
g. Schedule any special election called pursuant to MCL 168.641(4);
h. Setup, proof, and print ballots;
i. Order precinct supplies;
j. Program and code voting equipment;
k. Publish the "Notice of Close of Registration" and "Notice of Election," in addition to creating the respective notices for posting in the precincts;
l. Present election results to the County Board of Canvassers for the Official Canvass of the school election [MCL 168.307];
m. Provide election day "support"/"troubleshooting";
n. Maintain certified records of the Board of Canvassers of the election results and provide copies to the school district Superintendent. Also, provide copies to the County Treasurer, County Equalization and State Treasurer, where applicable;
o. Provide notice to the individuals declared elected to the office of school board member immediately after canvass certification [MCL 168.308];
p. Execute and deliver to the individual declared elected a "*Certificate of Election*" [MCL 168.308];
q. Prepare a verified account of the actual costs of conducting a special election;
r. Present a verified account of the actual costs of conducting a special election not later than **84** days after the date of that election to the school Superintendent [MCL 168.315];
s. Perform any other functions necessary to conduct the elections in accordance with applicable law. applicable law.

## 2. Coordinating Committee Members Duties and Responsibilities:

The Township/City Clerks, as Coordinating Committee Members, shall perform the following duties:

a. If a city or township is holding an election for elective offices 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 with his or her jurisdiction [MCL 168.305];
b. Township/City Election Commission will adopt resolution to consolidate precincts 60 days prior to the election, if applicable [MCL 168.659];
c. Provide voting equipment [MCL 168.301];
d. Handle Qualified Voter File (QVF) related responsibilities (e.g., setting up election, production of precinct lists, updating voter history).
e. Perform the necessary testing of voting equipment, and publish the appropriate "Notice" for such test;
f. Issue, distribute, receive and process absent voter ballots (A.V. ballots) [MCL 168.301];
g. Be available on the Saturday prior to the election to issue A.V. ballots;
h. Maintain regular office hours on Monday preceding the election for in person voting;
i. Coordinate the hiring and scheduling of election inspectors for each precinct;
j. Set up precincts for election day;
k. Store voted ballots;
l. Prepare a verified account of the actual costs of conducting a special election;
m. Present a verified account of the actual costs of conducting a special election not later than **84** days after the date of that election to the school Superintendent [MCL 168.315];
n. Perform any other functions necessary to conduct the elections in accordance with applicable law.

## 3. City/Township Election Commission:

The City/Township Election Commission may by resolution and pursuant to MCL 168.659, consolidate precincts during a special election and notify voters by first class mail of changes in polling locations, when necessary.

Clerk's desiring to consolidate precincts for special elections, shall notify the election coordinator of their intent not later than 69 days before the election and the resolution shall be adopted not later than 60 days before the election.

**Precinct consolidation** is governed as follows:

In an instance where a local school district, intermediate school district or community college district is divided into two or more precincts, the precincts may be combined to conduct any election scheduled in the school district. A *consolidated* precinct cannot contain more than 5,000 registered voters.

- Precincts <u>cannot</u> be consolidated if the school district's election is held on the same date as an even-numbered year November election, an even-numbered year August primary, a special statewide election or a special federal election.

- In order to consolidate precincts, a resolution must be adopted by the appropriate election commission at least 60 days prior to the election. When determining whether to consolidate precincts for an upcoming election, the election commission must consider the complexity of the ballot and the anticipated turnout for the election.

- If a decision is made to consolidate precincts, **whole precincts** must be combined; the precincts involved in the consolidation cannot be divided.

- If a consolidated precinct will make it necessary for voters to attend a different polling place location, the local election commission must notify the voters of the new polling place location by mail "or other method designed to provide actual notice to the registered electors." On the day of the election, the local election commission must post a notice at each polling place location eliminated for the election. The notice must include directions to the polling place location the voters must attend.

## 4. Grand Rapids Community College Duties and Responsibilities:

The Grand Rapids Community College (GRCC) shall perform the following duties:

a. The Secretary shall certify to the County Clerk the wording of the ballot question to be submitted to the voters at a regular or special election not later than 4 p.m. on the twelfth Tuesday before the election. [MCL 168.646a(2)];
b. Within **3** days after the appointment to fill a vacancy, the Secretary shall provide written notice of appointment to the Election Coordinator. Notice shall include name, address and office of person who vacated the office and of the person filling such vacancy [MCL 168.311];
c. The School Board shall pay or disapprove all or a portion of the verified account of actual costs of conducting the election within **84** days after receiving the verified account [MCL 168.315];
d. Within 10 days of notification of election to the Board, the elected member shall file acceptance of the position with the school district, and the school district will forward the acceptance to the election coordinator. Before assuming the duties of the Board, the elected member shall be administered the oath of office.
e. All other duties required of a Secretary to conduct the school election in accordance with applicable law.

## 5. County Election Commission Duties and Responsibilities:

The Kent County Election Commission (Judge of the Probate Court, County Treasurer and County Clerk) shall perform the following duties and be responsible for:

a. Approve a resolution to consolidate precincts when voters are relocated to another city or township during a special election. When determining whether to consolidate precincts for an upcoming election, the election commission must consider the complexity of the ballot and the anticipated turnout for the election.
b. Proof all ballots, unless delegated to the office of the County Clerk.
c. Approve ballots for printing and deliver ballots to clerks no later than 45 days prior to the election.

## 6. Other Issues:

a. This Report/Agreement may be altered or revised in writing upon the consent of the undersigned jurisdictions.
b. This Report shall be governed by and construed in accordance with the laws of the State of Michigan.
c. If any clause, provision or section of this Report 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.
d. This Report is binding on the undersigned jurisdictions until the date of its expiration or until such time as a revised Report is filed with the State of Michigan, Department of State, Bureau of Elections.

IN WITNESS WHEREOF, the undersigned jurisdictions have executed this Report by and through their respective duly authorized representatives as of the date so indicated.

Date: January ____, 2017 _____
Kent County Clerk
Grand Rapids Community College Election Coordinator

Date: January ____, 2017 _____
Ada Township Clerk

Date: January____, 2017 _____
Algoma Township Clerk

Date: January____, 2017 _____
Alpine Township Clerk

Date: January____, 2017 _____
Bowne Township Clerk

Date: January ____, 2017 _____
Byron Township Clerk

Date: January____, 2017 _____
Caledonia Charter Township Clerk

Date: January____, 2017 _____
Cannon Township Clerk

Date: January____, 2017 _____
Cascade Charter Township Clerk

Date: January ____, 2017 _____
Cedar Springs City Clerk

Date: January____, 2017 _____

Courtland Township Clerk

Date: January____, 2017 _____
East Grand Rapids City Clerk

Date: January____, 2017 _____
Gaines Charter Township Clerk

Date: January ____, 2017 _____
Grand Rapids City Clerk

Date: January____, 2017 _____
Grand Rapids Charter Township Clerk

Date: January____, 2017 _____
Grandville City Clerk

Date: January____, 2017 _____
Grattan Township Clerk

Date: January____, 2017 _____
Kentwood City Clerk

Date: January____, 2017 _____
Lowell City Clerk

Date: January____, 2017 _____
Lowell Charter Township Clerk

Date: January ____, 2017 _____
Nelson Township Clerk

Date: January____, 2017 _____
Oakfield Township Clerk

Date: January____, 2017 _____
Rockford City Clerk

Date: January____, 2017 _____
Plainfield Charter Township Clerk

Date: January____, 2017 _____
Solon Township Clerk

Date: January____, 2017 _____
Sparta Township Clerk

Date: January____, 2017 _____

Spencer Township Clerk

Date: January ____, 2017 _____

Tyrone Township Clerk

Date: January____, 2017 _____

Vergennes Township Clerk

Date: January____, 2017 _____

Walker City Clerk

Date: January____, 2017 _____

Wyoming City Clerk

Date: January____, 2017 _____

Leighton Township Clerk, Allegan County

Date: January____,2017 _____

Wayland Township Clerk, Allegan County

Date: January____, 2017 _____

Allegan County Clerk

Date: January____,2017 _____

Carlton Township Clerk, Barry County

Date: January____,2017 _____

Irving Township Clerk, Barry County

Date: January____,2017 _____

Orangeville Township Clerk, Barry County

Date: January____,2017 _____

Rutland Township Clerk, Barry County

Date: January____, 2017 _____

Thornapple Township Clerk, Barry County

Date: January____,2017 _____

Yankee Springs Township Clerk, Barry County

Date: January____,2017 _____

Barry County Clerk

Date: January____, 2017 _____

Boston Township Clerk, Ionia County

Date: January____, 2017 _____

Campbell Township Clerk, Ionia County

Date: January____, 2017 _____
Keene Township Clerk, Ionia County

Date: January____,2017 _____
Ionia County Clerk

Date: January____, 2017 _____
Ensley Township Clerk, Newaygo County

Date: January____, 2017 _____
Grant Township Clerk, Newaygo County

Date: January____, 2017 _____
Newaygo County Clerk

Date: January____, 2017 _____
Chester Township Clerk, Ottawa County

Date: January____, 2017 _____
Georgetown Township Clerk, Ottawa County

Date: January____, 2017 _____
Jamestown Township Clerk, Ottawa County

Date: January____, 2017 _____
Tallmadge Township Clerk, Ottawa County

Date: January ____, 2017 _____
Wright Township Clerk, Ottawa County

Date: January ____, 2017 _____
Ottawa County Clerk

Date: January____,2017 _____
GRCC Secretary, Grand Rapids Community College

# KENT INTERMEDIATE SCHOOL DISTRICT
# ELECTION COORDINATING COMMITTEE
REPORT/AGREEMENT TO SECRETARY OF STATE
FOR CONDUCT OF SCHOOL DISTRICT ELECTIONS

**KENT COUNTY, MICHIGAN**
**EFFECTIVE: JANUARY 2017**

| | |
|---|---|
| **SCHOOL DISTRICT:** | Kent Intermediate School District |
| **COUNTY:** | Kent, Allegan, Barry, Ionia, Muskegon, Newaygo & Ottawa Counties |
| **COMPONENT JURISDICTIONS:** | Ada Township<br>Algoma Township<br>Alpine Township<br>Bowne Township<br>Byron Township<br>Caledonia Charter Township<br>Cannon Township<br>Cascade Charter Township<br>Cedar Springs, City of<br>Courtland Township<br>East Grand Rapids, City of<br>Gaines Charter Township<br>Grand Rapids, City of<br>Grand Rapids Charter Township<br>Grandville, City of<br>Grattan Township<br>Kentwood, City of<br>Lowell, City of<br>Lowell Charter Township<br>Nelson Township<br>Oakfield Township<br>Rockford, City of<br>Plainfield Charter Township<br>Solon Township<br>Sparta Township<br>Spencer Township<br>Tyrone Township<br>Vergennes Township<br>Walker, City of<br>Wyoming, City of<br>Leighton Township, Allegan County<br>Wayland Township, Allegan County<br>Carlton Township, Barry County<br>Irving Township, Barry County |

| | |
|---|---|
| **COMPONENT JURISDICTIONS: continued** | Orangeville Township, Barry County<br>Rutland Township, Barry County<br>Thornapple Township, Barry County<br>Yankee Springs Township, Barry County<br>Boston Township, Ionia County<br>Campbell Township, Ionia County<br>Keene Township, Ionia County<br>Casnovia Township, Muskegon County<br>Ensley Township, Newaygo County<br>Grant Township, Newaygo County<br>Chester Township, Ottawa County<br>Georgetown Charter Township, Ottawa County<br>Jamestown Charter Township, Ottawa County<br>Tallmadge Charter Township, Ottawa County<br>Wright Township, Ottawa County |
| **ELECTION COORDINATOR:** | Lisa Posthumus Lyons<br>Kent County Clerk |
| **ELECTION DATE:** | Special Elections: May, August & November |
| **ELECTION COORDINATING COMMITTEE MEETING:** | January 19, 2017 |

This report/agreement outlines the duties and responsibilities for conducting elections in the Kent Intermediate School District for a four year period expiring January 2, 2021.

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# CONDUCT OF THE KENT INTERMEDIATE SCHOOL DISTRICT ELECTIONS:

## 1. Election Coordinator Duties and Responsibilities:

The Kent County Clerk shall serve as the "Election Coordinator" for the Kent Intermediate School District (KISD) and shall perform the following duties:

a. Receive requests from the KISD to hold special elections [MCL 168.301, MCL 168.646(a)];
b. Receive ballot proposal language by resolution of the KISD [MCL 168.301, MCL 168.646(a)];
c. Receive petitions for special elections called pursuant to MCL 168.641(4). [*See also*: MCL 168.302(a) & MCL 168.646(a)];
d. Schedule any special election called pursuant to MCL 168.641(4);
e. Setup, proof and print ballots;
f. Order precinct supply kits;
g. Program and code voting equipment;
h. Publish the "Notice of Close of Registration" and "Notice of Election," in addition to creating the respective notices for posting in the precincts;
i. Present election results to the County Board of Canvassers for the Official Canvass of the election [MCL 168.307];
j. Provide election day "support"/"troubleshooting";
k. Maintain certified records of the Board of Canvassers of the election results and provide copies to the KISD. Also, provide copies to the County Treasurer, County Equalization and State Treasurer, where applicable;
l. Prepare a verified account of the actual costs of conducting the election based on the percentage of registered voters per precinct;
m. Present a verified account of the actual costs of conducting the election not later than **84** days after the date of that election to the KISD [MCL 168.315];
n. Perform any other functions necessary to conduct the elections in accordance with applicable law.

## 2. Coordinating Committee Members Duties and Responsibilities:

The Township/City Clerks, as Coordinating Committee Members, shall perform the following duties:

a. If a city or township is holding an election for elective offices 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 with his or her jurisdiction [MCL 168.305];
b. Township/City Election Commission will adopt resolution to consolidate precincts 60 days prior to the election, if applicable [MCL 168.659];
c. Provide voting equipment [MCL 168.301];
d. Handle Qualified Voter File (QVF) related responsibilities (setting up election, production of precinct lists, updating voter history).
e. Perform the necessary testing of voting equipment, and publish the appropriate "Notice" for such test;
f. Issue, distribute, receive and process absent voter ballots (A.V. ballots) [MCL 168.301];
g. Be available on the Saturday prior to the election to issue A.V. ballots;
h. Maintain regular office hours on Monday preceding the election for in person voting;
i. Coordinate the hiring and scheduling of election inspectors for each precinct;

j. Set up precincts for election day;
k. Store voted ballots;
l. Prepare a verified account of the actual costs of conducting the election based on the percentage of registered voters per precinct;
a. Present a verified account of the actual costs of conducting the election not later than **84** days after the date of that election to the school Superintendent [MCL 168.315];
n. Perform any other functions necessary to conduct the elections in accordance with applicable law.

## 3. City/Township Election Commission:

The City/Township Election Commission may by resolution and pursuant to MCL 168.659, consolidate precincts during a special election and notify voters by first class mail of changes in polling locations, when necessary.

Clerk's desiring to consolidate precincts for special elections, shall notify the election coordinator of their intent not later than 69 days before the election and the resolution shall be adopted not later than 60 days before the election.

**Precinct consolidation** is governed as follows:

In an instance where a local school district, intermediate school district or community college district is divided into two or more precincts, the precincts may be combined to conduct any election scheduled in the school district. A *consolidated* precinct cannot contain more than 5,000 registered voters.

- Precincts cannot be consolidated if the school district's election is held on the same date as an even-numbered year November election, an even-numbered year August primary, a special statewide election or a special federal election.

- In order to consolidate precincts, a resolution must be adopted by the appropriate election commission at least 60 days prior to the election. When determining whether to consolidate precincts for an upcoming election, the election commission must consider the complexity of the ballot and the anticipated turnout for the election.

- If a decision is made to consolidate precincts, **whole precincts** must be combined; the precincts involved in the consolidation cannot be divided.

- If a consolidated precinct will make it necessary for voters to attend a different polling place location, the local election commission must notify the voters of the new polling place location by mail "or other method designed to provide actual notice to the registered electors." On the day of the election, the local election commission must post a notice at each polling place location eliminated for the election. The notice must include directions to the polling place location the voters must attend.

## 4. Kent Intermediate School District Duties and Responsibilities:

The Kent Intermediate School District (KISD) shall perform the following duties:

a. The Secretary shall certify to the County Clerk the wording of the ballot question to be submitted to the voters at a regular or special election not later than 4 p.m. on the twelfth Tuesday before the election. [MCL 168.646a(2)];
b. Within **3** days after the appointment to fill a vacancy, the Secretary shall provide written notice of appointment to the Election Coordinator. Notice shall include name, address and

office of person who vacated the office and of the person filling such vacancy [MCL 168.311];

c. The School Board shall pay or disapprove all or a portion of the verified account of actual costs of conducting the election within **84** days after receiving the verified account [MCL 168.315];
d. Within 10 days of notification of election to the Board, the elected member shall file acceptance of the position with the school district, and the school district will forward the acceptance to the election coordinator. Before assuming the duties of the Board, the elected member shall be administered the oath of office.
e. All other duties required of a Secretary to conduct the school election in accordance with applicable law.

## 5. County Election Commission Duties and Responsibilities:

The Kent County Election Commission (Judge of the Probate Court, County Treasurer and County Clerk) shall perform the following duties and be responsible for:

a. Approve a resolution to consolidate precincts when voters are relocated to another city or township during a special election. When determining whether to consolidate precincts for an upcoming election, the election commission must consider the complexity of the ballot and the anticipated turnout for the election.
b. Proof all ballots, unless delegated to the office of the County Clerk.
c. Approve ballots for printing and deliver ballots to clerks no later than 45 days prior to the election.

## 6. Other Issues:

a. This Report/Agreement may be altered or revised in writing upon the consent of the undersigned jurisdictions.
b. This Report shall be governed by and construed in accordance with the laws of the State of Michigan.
c. If any clause, provision or section or of this Report 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.
d. This Report is binding on the undersigned jurisdictions until the date of its expiration or until such time as a revised Report is filed with the State of Michigan, Department of State, Bureau of Elections.

IN WITNESS WHEREOF, the undersigned jurisdictions have executed this Report by and through their respective duly authorized representatives as of the date so indicated.

Date: January____, 2013 _____

Kent County Clerk
Kent Intermediate School District Election Coordinator

Date: January ____, 2017 _____

Ada Township Clerk

Date: January____, 2017 _____
Algoma Township Clerk

Date: January____, 2017 _____
Alpine Township Clerk

Date: January____, 2017 _____
Bowne Township Clerk

Date: January ____, 2017 _____
Byron Township Clerk

Date: January____, 2017 _____
Caledonia Charter Township Clerk

Date: January____, 2017 _____
Cannon Township Clerk

Date: January____, 2017 _____
Cascade Charter Township Clerk

Date: January ____, 2017 _____
Cedar Springs City Clerk

Date: January____, 2017 _____
Courtland Township Clerk

Date: January____, 2017 _____
East Grand Rapids City Clerk

Date: January____, 2017 _____
Gaines Charter Township Clerk

Date: January ____, 2017 _____
Grand Rapids City Clerk

Date: January____, 2017 _____
Grand Rapids Charter Township Clerk

Date: January____, 2017 _____
Grandville City Clerk

Date: January____, 2017 _____
Grattan Township Clerk

Date: January____, 2017 _____
Kentwood City Clerk

Date: January____, 2017 _____
Lowell City Clerk

Date: January____, 2017 _____
Lowell Charter Township Clerk

Date: January ____, 2017 _____
Nelson Township Clerk

Date: January____, 2017 _____
Oakfield Township Clerk

Date: January____, 2017 _____
Rockford City Clerk

Date: January____, 2017 _____
Plainfield Charter Township Clerk

Date: January____, 2017 _____
Solon Township Clerk

Date: January____, 2017 _____
Sparta Township Clerk

Date: January____, 2017 _____
Spencer Township Clerk

Date: January ____, 2017 _____
Tyrone Township Clerk

Date: January____, 2017 _____
Vergennes Township Clerk

Date: January____, 2017 _____
Walker City Clerk

Date: January____, 2017 _____
Wyoming City Clerk

Date: January____, 2017 _____
Leighton Township Clerk, Allegan County

Date: January____,2017 _____
Wayland Township Clerk, Allegan County

Date: January____, 2017 _____
Allegan County Clerk

Date: January____,2017 _____
Carlton Township Clerk, Barry County

Date: January____,2017 _____
Irving Township Clerk, Barry County

Date: January____,2017 _____
Orangeville Township Clerk, Barry County

Date: January____,2017 _____
Rutland Township Clerk, Barry County

Date: January____, 2017 _____
Thornapple Township Clerk, Barry County

Date: January____,2017 _____
Yankee Springs Township Clerk, Barry County

Date: January____,2017 _____
Barry County Clerk

Date: January____, 2017 _____
Boston Township Clerk, Ionia County

Date: January____, 2017 _____
Campbell Township Clerk, Ionia County

Date: January____, 2017 _____
Keene Township Clerk, Ionia County

Date: January____,2017 _____
Ionia County Clerk

Date: January ____, 2017 _____
Casnovia Township Clerk, Muskegon County

Date: January____, 2017 _____
Muskegon County Clerk

Date: January____, 2017 _____
Ensley Township Clerk, Newaygo County

Date: January____, 2017 _____
Grant Township Clerk, Newaygo County

Date: January____, 2017 _____
Newaygo County Clerk

Date: January____, 2017 _____

Chester Township Clerk, Ottawa County

Date: January____, 2017 _____

Georgetown Township Clerk, Ottawa County

Date: January____, 2017 _____

Jamestown Township Clerk, Ottawa County

Date: January____, 2017 _____

Tallmadge Township Clerk, Ottawa County

Date: January ____, 2017 _____

Wright Township Clerk, Ottawa County

Date: January ____, 2017 _____

Ottawa County Clerk

Date: January____,2017 _____

KISD Secretary, Kent Intermediate School District

# * N O T I C E *

The **Election Coordination Committee Meetings** for the Kent Intermediate School District, Grand Rapids Community College, & all multi-jurisdictional school Districts within KISD will be held as follows:

**Date:** Thursday, January 19, 2017

**Time:** Beginning at 9:30 am

**Location:** Wyoming City Hall
City Council Chambers
1155 28th Street SW
Wyoming, Michigan

Public comment welcome.

*This notice has been sent to the local clerks & school secretaries*

Lisa Posthumus Lyons
Kent County Clerk/Register of Deeds