



Georgetown Charter Township

1515 Baldwin St., Jenison, MI 49428

Election Commission Meeting Agenda

January 6, 2025, 4:00 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 6, 2025 at 4:00 p.m., at the Georgetown Township Office, 1515 Baldwin Street, Jenison, Michigan.

Kelly Kuiper, Clerk, Georgetown Charter Township

Posted: December 20, 2024 at 11:00 a.m.

2. Call To Order

3. Roll Call

4. Approval Of The Agenda

5. Approval Of The Minutes Of The Previous Meeting

5.I. Minutes Of The October 14, 2024 Meeting

Documents:

[ELECTIONCOMMISSIONMINUTES241014.PDF](#)

6. School Coordinating Committee Agreements

Motion: to recommend to the Township Board to approve the following agreements and to authorize the clerk, or designee, to sign the agreements:

1. [Jenison Public School District](#) Election Coordinating Committee Agreement,
2. [Hudsonville Public School District](#) Election Coordinating Committee Agreement,
3. [Ottawa Area Intermediate School District \(OAISD\)](#) Election Coordinating Committee Agreement,

4. Kent Intermediate School District (KISD), Grandville Public School District, Grand Rapids Community College, Election Coordinating Committee Agreement.

Documents:

JENISON AGREEMENT.PDF
HUDSONVILLE AGREEMENT.PDF
OTTAWA AREA ISD AGREEMENT.PDF
KENT COUNTY, GRANDVILLE, GRCC AGREEMENT.PDF
DESIGNEE FOR SIGNATURES.PDF

7. Public Comments

8. Other Business

- a. **At this point, no elections are scheduled for 2025.**
- b. **After 2025, Ottawa County will no longer run the early voting for the Township.**

9. Adjournment

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, October 14, 2024 at 6:30 p.m., at the Georgetown Township Office, 1515 Baldwin Street, Jenison, Michigan.

Ryan Kidd, Clerk
Georgetown Charter Township
Posted: September 4, 2024 at 1:45 p.m.

**GEORGETOWN TOWNSHIP ELECTION COMMISSION
MEETING MINUTES-Monday, October 14, 2024 at 6:30 p.m.**

The meeting was called to order at 6:30 p.m.

Roll Call

Present: Ryan Kidd, Amy Grasman and Becky Steele, members

Absent: NONE

#241014-01 – Approval of the Agenda.

Moved by Becky Steele, seconded by Amy Grasman, to approve the agenda as presented.

MOTION CARRIED UNANIMOUSLY.

#241014-02 – Approval of the minutes of the July 8, 2024 Election Commission meeting.

Moved by Ryan Kidd, seconded by Becky Steele, to approve the minutes as presented.

MOTION CARRIED UNANIMOUSLY.

#241014-03 – Appoint Election Inspectors

Moved by Becky Steele, seconded by Amy Grasman, to approve appointing election inspectors as presented for November 5, 2024 Election.

MOTION CARRIED UNANIMOUSLY.

#241014-04 – Appoint Absent Voter (AV) Counting Board Election Inspectors

Moved by Becky Steele, seconded by Amy Grasman, to approve appointing Absent Voter Counting Board election inspectors as presented for the November 5, 2024 Election.

MOTION CARRIED UNANIMOUSLY.

#241014-05 – Appoint Receiving Board Members

Moved by Becky Steele, seconded by Amy Grasman, to approve appointing Receiving Board election inspectors as presented for the November 5, 2024 Election.

MOTION CARRIED UNANIMOUSLY.

#241014-06 – Public Comments

No members of the public were present, no comments were made.

#241014-07 – Other Business

- a. This is a General Election and all 17 precincts, including 8 AV Counting Boards are involved.
- b. At the December 12, 2023 meeting with motion # 231212, the Election Commission established AV Counting Boards for all elections in 2024, including February 27, 2024, May 7, 2024, August 6, 2024 and November 5, 2024.
- c. Under the revised law, Receiving Boards are to be established by the Election Commission and the resolution can be for all future elections. The Election Commission established Receiving Boards for all future elections at the April 14, 2014 Election Commission meeting.

#241014-08 – Adjournment

Moved by Becky Steele, seconded by Amy Grasman, to adjourn the meeting at 6:33 p.m.

MOTION CARRIED UNANIMOUSLY.

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

**Ottawa County, Michigan
Effective: January 2025**

SCHOOL DISTRICT:	Jenison Public Schools
COUNTY:	Ottawa County
COMPONENT JURISDICTIONS:	Georgetown Township
ELECTION COORDINATOR:	Justin F. Roebuck, Ottawa County Clerk
ELECTION COORDINATING COMMITTEE MEMBERS:	Kelly Kuiper, Georgetown Twp. Clerk Jennifer Postema, Secretary of the Board of Education
ELECTION DATE:	Biennially in November
BOARD POSITIONS:	Seven Positions
TERMS:	Six Years
ELECTION COORDINATING COMMITTEE MEETING:	January 28, 2025

This report/agreement outlines the duties and responsibilities for conducting elections in the Jenison Public School District for a four-year period expiring January 1, 2029.

CONDUCT OF ELECTIONS FOR JENISON PUBLIC SCHOOLS:

ELECTION COORDINATOR DUTIES AND RESPONSIBILITIES

The County Clerk shall serve as the “Election Coordinator” for the Jenison 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 notices of withdrawal of candidates 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. Set up, proof, and print ballots;
- i. Order precinct supply kits;
- j. Program and code voting equipment;
- k. Publish the “Notice of Close of Registration” and “Notice of Election”;
- 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;
- 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 and to others as may be applicable;
- o. Provide notice to the individuals declared elected to the office of school board member within 5 days after canvass certification [MCL 168.308];
- p. Execute and deliver to the individual declared elected a “Certificate of Election” [MCL 168.308];
- q. Present a verified account of the actual costs of conducting any school election not later than **84** days after the date of that election to the school Superintendent [MCL 168.315];
- r. Perform any other functions necessary to conduct school elections in accordance with applicable law.
- s. Perform the necessary testing of voting equipment and publish the appropriate “Notice” for such test;
- t. Train election inspectors [MCL 168.683].
- u. If required, publish a Treasurer’s Notice along with the Notice of Election (See MCL 211.202, MCL 211.203 & MCL 211.24f)
- v. Perform any other functions necessary to conduct school elections in accordance with applicable law.

COORDINATING COMMITTEE MEMBERS DUTIES AND RESPONSIBILITIES:

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

- a. Conduct each election of the school district utilizing municipal precincts and polling locations [MCL 168.301];
- b. Conduct each election requested by the school board to submit a ballot question to the public or to fill a vacancy on the school board [MCL 168.301];
- c. Provide voting equipment [MCL 168.301];

- d. Issue, distribute, receive, and process absent voter ballots (A.V. ballots) [MCL 168.301];
- e. Be available on the Saturday prior to the election to issue A.V. ballots [MCL 168.759];
- f. Coordinate the hiring and scheduling of election inspectors for each precinct;
- g. Set up precincts for election day;
- h. Store voted ballots;
- i. Present a verified account of the actual costs of conducting a school election not later than **14 days** after the date of that election to the Secretary of the Board of Education;
- j. By resolution of the City/Township Election Commission and pursuant to MCL 168.659, consolidate precincts in instances where the precincts to be consolidated are located in the same polling place.
- k. Keep permanent absentee voter lists;
- l. Print all necessary Qualified Voter Lists;
- m. Perform any other functions necessary to conduct school elections in accordance with applicable law.

NON-PARTICIPATING COORDINATING COMMITTEE MEMBERS DUTIES & RESPONSIBILITIES

Non-participating Township/City Clerks Coordinating Committee Members shall perform the following duties:

- a. Distribute, receive and process AV ballot applications;
- b. Be available for at least 8 hours on the weekend prior to the election to verify AV applications, pursuant to MCL 168.761b;
- c. Be available on the Monday prior to the election to verify AV applications;
- d. Be available on Election Day from 7am to 8pm for the purposes of voter registration and issuing the voter a receipt stating that they registered to vote at their city or township clerk's office on election day, pursuant to MCL 168.497.

(The voters from these township/cities eligible to vote will be assigned to the nearest precinct of one of the township/city listed above as participating.)

SECRETARY OF SCHOOL BOARD DUTIES & RESPONSIBILITIES

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

- a. At least 82 days before the election date, the Secretary shall certify to the County Clerk the wording of a ballot question to be submitted to the voters at a regular or special election at which no state or federal offices are to be voted on [MCL 168.646a].

- b. If the ballot question is submitted to the voters during an election where state or federal offices are to be voted on; the Secretary shall certify the wording to the County Clerk at least 82 days before the election [MCL 168.646a];
- c. At least 14 days before the date the ballot wording must be certified to the Clerk, the Secretary shall file petitions to place a ballot question on the ballot with the County Clerk [MCL 168.646a];
- d. 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];
- e. Upon receipt of billing from the Election Coordinator, the School Board shall pay costs within **14 days**, unless the School Board disapproves all or a portion of the account of actual costs for conducting the election within **84 days** after receiving the verified account [MCL 168.315];
- f. All other duties required of a Secretary to conduct the school election in accordance with applicable law.

If a special election is called on a date provided under MCL 168.641(4) by petition, the Election Coordinating Committee shall schedule a special election date. [MCL 168.641]

COUNTY ELECTION COMMISSION DUTIES & RESPONSIBILITIES

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

- a. Consolidation of precincts pursuant to MCL 168.659. The County Election Commission may consider input received from the coordinating committee members relating to the consolidation of precincts.
- b. Ballot proofing, unless delegated to the office of the County Clerk.

OTHER ISSUES

- a. This Report/Agreement may be altered or revised in writing upon the consent of the undersigned jurisdictions.
- b. As of January 1, 2025, this Report shall be governed by, and construed in accordance with, the laws of the State of Michigan.
- c. After January 1, 2025, 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 January 1, 2029, 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 _____, 2025 _____
Ottawa County Clerk
Jenison Public School District Election Coordinator

Date: January _____, 2025 _____
Georgetown Township Clerk

Date: January _____, 2025 _____
Jenison Public School Secretary of Board of Education

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

**Ottawa County, Michigan
Effective: January 2025**

SCHOOL DISTRICT:	Hudsonville Public Schools
COUNTY:	Ottawa County
COMPONENT JURISDICTIONS:	Hudsonville City Blendon Township Georgetown Township Jamestown Township Zeeland Township Salem Township/Allegan County
ELECTION COORDINATOR:	Justin F. Roebuck, Ottawa County Clerk
ELECTION COORDINATING COMMITTEE MEMBERS:	Jill Gruppen, Hudsonville City Clerk Robin Overway, Blendon Twp. Clerk Kelly Kuiper, Georgetown Twp. Clerk Candy DeHaan, Jamestown Township Clerk Kate Kraak, Zeeland Township Clerk Renee Busscher, Salem Township Clerk Bob Genetski, Allegan County Clerk Dawn Sneden, Secretary of the Board of Education
ELECTION DATE:	Biennially in November
BOARD POSITIONS:	Seven Positions
TERMS:	Six Years
ELECTION COORDINATING COMMITTEE MEETING:	January 28, 2025

This report/agreement outlines the duties and responsibilities for conducting elections in the Hudsonville Public School District for a four-year period expiring January 1, 2029.

CONDUCT OF ELECTIONS FOR HUDSONVILLE PUBLIC SCHOOLS:

ELECTION COORDINATOR DUTIES AND RESPONSIBILITIES

The County Clerk shall serve as the “Election Coordinator” for the Hudsonville 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 notices of withdrawal of candidates 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. Set up, proof, and print ballots;
- i. Order precinct supply kits;
- j. Program and code voting equipment;
- k. Publish the “Notice of Close of Registration” and “Notice of Election”;
- 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;
- 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 and to others as may be applicable;
- o. Provide notice to the individuals declared elected to the office of school board member within 5 days after canvass certification [MCL 168.308];
- p. Execute and deliver to the individual declared elected a “Certificate of Election” [MCL 168.308];
- q. Present a verified account of the actual costs of conducting any school election not later than **84** days after the date of that election to the school Superintendent [MCL 168.315];
- r. Perform any other functions necessary to conduct school elections in accordance with applicable law.
- s. Perform the necessary testing of voting equipment and publish the appropriate “Notice” for such test;
- t. Train election inspectors [MCL 168.683].
- u. If required, publish a Treasurer’s Notice along with the Notice of Election (See MCL 211.202, MCL 211.203 & MCL 211.24f)
- v. Perform any other functions necessary to conduct school elections in accordance with applicable law.

COORDINATING COMMITTEE MEMBERS DUTIES AND RESPONSIBILITIES:

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

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- b. Conduct each election requested by the school board to submit a ballot question to the public or to fill a vacancy on the school board [MCL 168.301];
- c. Provide voting equipment [MCL 168.301];
- d. Issue, distribute, receive, and process absent voter ballots (A.V. ballots) [MCL 168.301];
- e. Be available on the Saturday prior to the election to issue A.V. ballots [MCL 168.759];
- f. Coordinate the hiring and scheduling of election inspectors for each precinct;
- g. Set up precincts for election day;
- h. Store voted ballots;
- i. Present a verified account of the actual costs of conducting a school election not later than **14 days** after the date of that election to the Secretary of the Board of Education;
- j. By resolution of the City/Township Election Commission and pursuant to MCL 168.659, consolidate precincts in instances where the precincts to be consolidated are located in the same polling place.
- k. Keep permanent absentee voter lists;
- l. Print all necessary Qualified Voter Lists;
- m. Perform any other functions necessary to conduct school elections in accordance with applicable law.

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Non-participating Township/City Clerks Coordinating Committee Members shall perform the following duties:

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- c. Be available on the Monday prior to the election to verify AV applications;
- d. Be available on Election Day from 7am to 8pm for the purposes of voter registration and issuing the voter a receipt stating that they registered to vote at their city or township clerk's office on election day, pursuant to MCL 168.497.

(The voters from these township/cities eligible to vote will be assigned to the nearest precinct of one of the township/city listed above as participating.)

SECRETARY OF SCHOOL BOARD DUTIES & RESPONSIBILITIES

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

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- b. If the ballot question is submitted to the voters during an election where state or federal offices are to be voted on; the Secretary shall certify the wording to the County Clerk at least 82 days before the election [MCL 168.646a];
- c. At least 14 days before the date the ballot wording must be certified to the Clerk, the Secretary shall file petitions to place a ballot question on the ballot with the County Clerk [MCL 168.646a];
- d. 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];
- e. Upon receipt of billing from the Election Coordinator, the School Board shall pay costs within **14 days**, unless the School Board disapproves all or a portion of the account of actual costs for conducting the election within **84 days** after receiving the verified account [MCL 168.315];
- f. All other duties required of a Secretary to conduct the school election in accordance with applicable law.

If a special election is called on a date provided under MCL 168.641(4) by petition, the Election Coordinating Committee shall schedule a special election date. [MCL 168.641]

COUNTY ELECTION COMMISSION DUTIES & RESPONSIBILITIES

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

- a. Consolidation of precincts pursuant to MCL 168.659. The County Election Commission may consider input received from the coordinating committee members relating to the consolidation of precincts.
- b. Ballot proofing, unless delegated to the office of the County Clerk.

OTHER ISSUES

- a. This Report/Agreement may be altered or revised in writing upon the consent of the undersigned jurisdictions.
- b. As of January 1, 2025, this Report shall be governed by, and construed in accordance with, the laws of the State of Michigan.
- c. After January 1, 2025, 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 January 1, 2029, 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 _____, 2025 _____
Ottawa County Clerk
Hudsonville Public School District Election Coordinator

Date: January _____, 2025 _____
Hudsonville City Clerk

Date: January _____, 2025 _____
Blendon Township Clerk

Date: January _____, 2025 _____
Georgetown Township Clerk

Date: January _____, 2025 _____
Jamestown Township Clerk

Date: January _____, 2025 _____
Zeeland Township Clerk

Date: January _____, 2025 _____
Salem Township Clerk/Allegan County

Date: January _____, 2025 _____
Allegan County Clerk

Date: January _____, 2025 _____
Hudsonville Public School Secretary of Board of Education

**OTTAWA AREA INTERMEDIATE SCHOOL DISTRICT
ELECTION COORDINATING COMMITTEE
REPORT/AGREEMENT TO SECRETARY OF STATE
FOR CONDUCT OF SCHOOL DISTRICT ELECTIONS**

**Ottawa County, Michigan
Effective: January 2025**

SCHOOL DISTRICT: Ottawa Area Intermediate School District

COUNTY: Ottawa, Allegan, and Muskegon Counties

COMPONENT JURISDICTIONS: Coopersville City
Ferrysburg City
Grand Haven City
Holland City
Hudsonville City
Zeeland City
Allendale Township
Blendon Township
Chester Township
Crockery Township
Georgetown Township
Grand Haven Township
Holland Township
Jamestown Township
Olive Township
Park Township
Polkton Township
Port Sheldon Township
Robinson Township
Spring Lake Township
Tallmadge Township
Wright Township
Zeeland Township
Saugatuck City/Allegan County
The City of the Village of Douglas/Allegan County
Fillmore Township/Allegan County
Heath Township/Allegan County
Laketown Township/Allegan County
Manlius Township/Allegan County
Monterey Township/Allegan County
Overisel Township/Allegan County
Saugatuck Township/Allegan County
Salem Township/Allegan County

Norton Shores City/Muskegon County
Ravenna Township/Muskegon County
Sullivan Township/Muskegon County

ELECTION COORDINATOR:

Justin F. Roebuck,
Ottawa County Clerk

**ELECTION COORDINATING
COMMITTEE MEMBERS:**

Kimberly Borgman, Coopersville City Clerk
Amber Schaner, Ferrysburg City Clerk
Maria Boersma, Grand Haven City Clerk
Brenda Katerberg, Holland City Clerk
Jill Gruppen, Hudsonville City Clerk
Pam Holmes, Zeeland City Clerk
Jody Hansen, Allendale Township Clerk
Robin Overway, Blendon Twp. Clerk
Helen Dietrich, Chester Township Clerk
Kathleen Buchanan, Crockery Twp. Clerk
Kelly Kuiper, Georgetown Twp. Clerk
Laurie Larsen, Grand Haven Twp. Clerk
Michael Dalman, Holland Township Clerk
Candy DeHaan, Jamestown Township Clerk
Lona Bronkema, Olive Township Clerk
Joan Zeerip, Park Township Clerk
Connie Langeland, Polkton Township Clerk
Meredith Hemmeke, Port Sheldon Twp. Clerk
Penni DeWitt, Robinson Township Clerk
H. Carolyn Boersma, Spring Lake Twp. Clerk
Karina Rollenhagen, Tallmadge Township Clerk
Theresa Frank, Wright Township Clerk
Kate Kraak, Zeeland Township Clerk
Jamie Wolters, Saugatuck City Clerk
Laura Kasper, Douglas City Clerk
Elaine Mokma, Fillmore Township Clerk
Missy Harvey, Heath Township Clerk
Jim Delaney, Laketown Township Clerk
Matthew Rooks, Manlius Township Clerk
Megan Frank, Monterey Township Clerk
Lori Scholten, Overisel Township Clerk
Cindy Osman, Saugatuck Township Clerk
Renee Busscher, Salem Township Clerk
Rachel Pavlich, Norton Shores City Clerk
Penny Sherman, Ravenna Township Clerk
Heather Brown, Sullivan Township Clerk
Bob Genetski, Allegan County Clerk
Karen Buie, Muskegon County Clerk

**ELECTION COORDINATING
COMMITTEE MEETING:**

January 28, 2025

This report/agreement outlines the duties and responsibilities for conducting elections in the Ottawa Area Intermediate School District for a four-year period expiring January 1, 2029.

**CONDUCT OF ELECTIONS FOR THE OTTAWA AREA INTERMEDIATE
SCHOOL DISTRICT:**

ELECTION COORDINATOR DUTIES AND RESPONSIBILITIES

The County Clerk shall serve as the “Election Coordinator” for the Ottawa Area Intermediate School District 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];
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- g. Schedule any special election called pursuant to MCL 168.641(4);
- h. Set up, proof, and print ballots;
- i. Order precinct supply kits;
- j. Program and code voting equipment;
- k. Publish the “Notice of Close of Registration” and “Notice of Election”;
- 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;
- 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 and to others as may be applicable;
- o. Provide notice to the individuals declared elected to the office of school board member within 5 days after canvass certification [MCL 168.308];
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(The voters from these township/cities eligible to vote will be assigned to the nearest precinct of one of the township/city listed above as participating.)

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The Ottawa Area Intermediate School District Secretary of the Board of Education (Secretary) shall perform the following duties:

- a. At least 82 days before the election date, the Secretary shall certify to the County Clerk the wording of a ballot question to be submitted to the voters at a regular or special election at which no state or federal offices are to be voted on [MCL 168.646a].
- b. If the ballot question is submitted to the voters during an election where state or federal offices are to be voted on; the Secretary shall certify the wording to the County Clerk at least 82 days before the election [MCL 168.646a];
- c. At least 14 days before the date the ballot wording must be certified to the Clerk, the Secretary shall file petitions to place a ballot question on the ballot with the County Clerk [MCL 168.646a];
- d. 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];
- e. Upon receipt of billing from the Election Coordinator, the School Board shall pay costs within **14 days**, unless the School Board disapproves all or a portion of the account of actual costs for conducting the election within **84 days** after receiving the verified account [MCL 168.315];
- f. All other duties required of a Secretary to conduct the school election in accordance with applicable law.

If a special election is called on a date provided under MCL 168.641(4) by petition, the Election Coordinating Committee shall schedule a special election date. [MCL 168.641]

COUNTY ELECTION COMMISSION DUTIES & RESPONSIBILITIES

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

- a. Consolidation of precincts pursuant to MCL 168.659. The County Election Commission may consider input received from the coordinating committee members relating to the consolidation of precincts.
- b. Ballot proofing, unless delegated to the office of the County Clerk.

OTHER ISSUES

- a. This Report/Agreement may be altered or revised in writing upon the consent of the undersigned jurisdictions.
- b. As of January 1, 2025, this Report shall be governed by, and construed in accordance with, the laws of the State of Michigan.
- c. After January 1, 2025, 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 January 1, 2029, 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 _____, 2025 _____
**Ottawa County Clerk
Ottawa Area Intermediate School District
Election Coordinator**

Date: January _____, 2025 _____
Coopersville City Clerk

Date: January _____, 2025 _____
Ferrysburg City Clerk

Date: January _____, 2025 _____
Grand Haven City Clerk

Date: January _____, 2025 _____
Holland City Clerk

Date: January _____, 2025 _____
Hudsonville City Clerk

Date: January _____, 2025 _____
Zeeland City Clerk

Date: January _____, 2025 _____
Allendale Township Clerk

Date: January _____, 2025 _____
Blendon Township Clerk

Date: January _____, 2025 _____
Chester Township Clerk

Date: January _____, 2025 _____
Crockery Township Clerk

Date: January _____, 2025 _____
Georgetown Township Clerk

Date: January _____, 2025 _____
Grand Haven Township Clerk

Date: January _____, 2025 _____
Holland Township Clerk

Date: January _____, 2025 _____
Jamestown Township Clerk

Date: January _____, 2025 _____
Olive Township Clerk

Date: January _____, 2025 _____
Park Township Clerk

Date: January _____, 2025 _____
Polkton Township Clerk

Date: January _____, 2025 _____
Port Sheldon Township Clerk

Date: January _____, 2025 _____
Robinson Township Clerk

Date: January _____, 2025 _____
Spring Lake Township Clerk

Date: January _____, 2025 _____
Tallmadge Township Clerk

Date: January _____, 2025 _____
Wright Township Clerk

Date: January _____, 2025 _____
Zeeland Township Clerk

Date: January _____, 2025 _____
Saugatuck City Clerk

Date: January _____, 2025 _____
Douglas City Clerk

Date: January _____, 2025 _____
Fillmore Township Clerk

Date: January _____, 2025 _____
Heath Township Clerk

Date: January _____, 2025 _____
Laketown Township Clerk

Date: January _____, 2025 _____
Manlius Township Clerk

Date: January _____, 2025 _____
Monterey Township Clerk

Date: January _____, 2025 _____
Overisel Township Clerk

Date: January _____, 2025 _____
Saugatuck Township Clerk

Date: January _____, 2025 _____
Salem Township Clerk

Date: January _____, 2025 _____
Norton Shores City Clerk

Date: January _____, 2025 _____
Ravenna Township Clerk

Date: January _____, 2025 _____
Sullivan Township Clerk

Date: January _____, 2025 _____
Allegan County Clerk

Date: January _____, 2025 _____
Muskegon County Clerk

Date: January _____, 2025 _____
**Ottawa Area Intermediate School District
Secretary of Board of Education**

**SCHOOL DISTRICT1
ELECTION COORDINATING COMMITTEE
REPORT/AGREEMENT TO SECRETARY OF STATE
FOR CONDUCT OF SCHOOL DISTRICT ELECTIONS**

**Kent County, Michigan
Effective: March 26, 2021 through January 31, 2025**

SCHOOL DISTRICT:	School District1
ELECTION DATE:	Biennially – Even year November
BOARD POSITIONS:	Seven Positions
TERMS:	Six Years
COUNTIES:	Kent, Allegan, Barry, Ionia, Newaygo & Ottawa
ELECTION COORDINATOR:	Lisa Posthumus Lyons, Kent County Clerk

COMPONENT JURISDICTIONS & COORDINATING MEMBERS:

Kent County	Kent County Clerk	Grattan Township Clerk
	Ada Township Clerk	City of Kentwood Clerk
	Algoma Township Clerk	City of Lowell Clerk
	Alpine Township Clerk	Lowell Charter Township Clerk
	Bowne Township	Nelson Township Clerk
	Byron Township	Oakfield Township Clerk
	Caledonia Charter Township	City of Rockford Clerk
	Cannon Township Clerk	Plainfield Charter Twp. Clerk
	Cascade Charter Township Clerk	Solon Township Clerk
	City of Cedar Springs Clerk	Sparta Township Clerk
	Courtland Township Clerk	Spencer Township Clerk
	City of East Grand Rapids Clerk	Tyrone Township Clerk
	Gaines Charter Township Clerk	Vergennes Township Clerk
	City of Grand Rapids Clerk	City of Walker Clerk
	Grand Rapids Charter Twp. Clerk	City of Wyoming Clerk
City of Grandville Clerk		
Allegan County	Allegan County Clerk	Wayland Township Clerk
	Leighton Township Clerk	
Barry County	Barry County Clerk	Rutland Township Clerk
	Carlton Township Clerk	Thornapple Township Clerk
	Irving Township Clerk	Yankee Springs Township
	Orangeville Township Clerk	



Ionia County	Ionia County Clerk Boston Township Clerk Campbell Township Clerk Keene Township Clerk	
Newaygo County	Newaygo County Clerk Ensley Township Clerk Grant Township Clerk	
Ottawa County	Ottawa County Clerk Chester Township Clerk Georgetown Charter Twp. Clerk	Jamestown Charter Twp. Clerk Tallmadge Charter Twp. Clerk Wright Township Clerk

This Report/Agreement outlines the duties and responsibilities for conducting elections in the School District1 School District for a four-year period, expiring January 31, 2025.

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CONDUCT OF ELECTIONS for SCHOOL DISTRICT1:

1. Election Coordinator Duties and Responsibilities:

The Kent County Clerk shall serve as the “Election Coordinator” for the School District1 School District 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 notices 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. Provide notice via email to all coordinating members within 5 business days of filing deadline;
- i. Setup, proof, and print ballots for all jurisdictions within Kent County;
- j. Provide proof of each ballot example, to be used within Kent County, to school district administration;
- k. Order precinct supplies for all jurisdictions within Kent County
- l. Program and code voting equipment for all jurisdictions within Kent County;
- m. Publish the “Notice of Registration” and “Notice of Election” for all jurisdictions within Kent County;
- n. Present election results to the Kent County Board of Canvassers for the Official Canvass of the school election [MCL 168.307];
- o. Provide election day “support”/ ”troubleshooting” for all jurisdictions within Kent County;
- p. Maintain certified records of the Board of Canvassers of the election results and provide copies to the school district President. Also, provide copies to the Kent County Treasurer, Kent County Equalization and State Treasurer, where applicable;
- q. Provide notice to the individuals declared elected to the office of school board member within 5 business days after canvass certification [MCL 168.309];
- r. Execute and deliver to the individual declared elected a “Certificate of Election” [MCL 168.308];
- s. Prepare a verified account of the actual costs of conducting a special election;
- t. 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 President [MCL 168.315];
- u. Perform any other functions necessary to conduct the elections in accordance with applicable law.



2. County Coordinating Committee Members Duties and Responsibilities:

The County Clerks, as Coordinating Committee Members, shall perform the following duties:

- a. Setup, proof, and print ballots for all jurisdictions within respective county;
- b. Provide proof of each ballot example, to be used within respective county, to school district administration;
- c. Order precinct supplies for all jurisdictions within respective county;
- d. Program and code voting equipment for all jurisdictions within respective county;
- e. Publish the "Notice of Registration" and "Notice of Election," for the precincts within the respective county ("Treasurer's Notice" will be included with the "Notice of Election" if required. See MCL 211.202, MCL 211.203 & MCL211.24f);
- f. Present election results to the respective county Board of Canvassers for the Official Partial Canvass of the school election [MCL 168.307];
- g. Provide election day "support"/ "troubleshooting" within respective county;
- h. Prepare a verified account of the actual costs of conducting a special election;
- i. 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 President [MCL 168.315];

3. Local Coordinating Committee Members, shall perform the following duties:

The local city or township 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, and local clerk shall provide notice of intent to Election Coordinator not later than 69 days prior to the election [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 weekend preceding Election Day for 8 hours, pursuant to MCL 168.761b;
- h. Be available on Monday preceding the election for in person election business;
- i. Coordinate the hiring and scheduling of election inspectors for each precinct;
- j. Provide and prepare 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 President [MCL 168.315];
- n. Perform any other functions necessary to conduct the elections in accordance with applicable law.



4. Non-participating Local Coordinating Committee Members, shall perform the following duties:

The Coordinating Committee Members that “Opt out” shall perform the following duties:

- a. Distribute, receive and process AV ballot applications;
- b. Open their office on the weekend preceding Election Day for 8 hours, pursuant to MCL 168.761b;
- c. Be available the Monday preceding Election Day for election business;
- d. Be available on Election Day while polls are open from 7:00 AM to 8:00 PM for the purposes of same day registration and collecting AV ballots, pursuant to MCL 168.497;
- e. Communicate with accepting coordinating members that they have, or do not have AV ballots for tabulation, at close of polls.

5. School District1 Duties and Responsibilities:

The School District1 shall perform the following duties:

- a. The Secretary, or designee, 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. Proofread each ballot example and provide approval to each sending county
- c. Within 3 days after the appointment to fill a vacancy, the Secretary, or designee, 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];
- d. 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];
- e. Within 10 business 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 by an individual authorized under law
- f. All other duties required of a Secretary, or designee, to conduct the school election in accordance with applicable law.

6. City/Township Election Commission:

- a. The City/Township Election Commission may by resolution and pursuant to MCL 168.659, consolidate precincts during a special election
- b. Clerks desiring to consolidate precincts for special elections, shall notify the Election Coordinator of their intent not later than 69 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.

7. County Election Commission Duties and Responsibilities:

The County Election Commission for each county coordinating member shall perform the following duties and be responsible for:

- a. Approve a resolution to consolidate precincts within their respective county 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. Proofread all ballots, unless delegated to the office of the County Clerk.
- c. Approve ballots for printing and deliver ballots to local clerks within their respective county no later than 45 days prior to the election.

8. Other Issues:

- a. This Report/Agreement may be altered or revised in writing upon the consent of the undersigned jurisdictions.
- b. This Report/Agreement 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/Agreement shall be ruled invalid or unenforceable by any court of competent jurisdiction, or changed by legislative action & enactment the invalidity or unenforceability of such clause, provision, or section shall not affect any of the remaining clauses, provisions or sections.
- d. This Report/Agreement is binding on the undersigned jurisdictions until the date of its expiration or until such time as a revised Report/Agreement is filed with the State of Michigan, Department of State, Bureau of Elections.



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

Kent County

X	March	,2021	Kent County Clerk, Lisa Posthumus Lyons
X	March	,2021	Ada Township Clerk, Jacqueline Smith
X	March	,2021	Algoma Township Clerk, Judy Bigney
X	March	,2021	Alpine Township Clerk, Jean Wahlfield
X	March	,2021	Bowne Township Clerk, Sandra Kowalczyk
X	March	,2021	Byron Township Clerk, Peggy Sattler
X	March	,2021	Caledonia Charter Township Clerk, Joni Henry
X	March	,2021	Cannon Township Clerk, Deb Diepenhorst
X	March	,2021	Cascade Charter Township Clerk, Sue Slater
X	March	,2021	Cedar Springs City Clerk, Rebecca Johnson
X	March	,2021	Courtland Township Clerk, Sue Hartman
X	March	,2021	East Grand Rapids City Clerk, Karen Brower
X	March	,2021	Gaines Charter Township Clerk, Michael Brew
X	March	,2021	Grand Rapids City Clerk, Joel Hondorp
X	March	,2021	Grand Rapids Charter Twp. Clerk, Ed Robinette
X	March	,2021	Grandville City Clerk, Marci Poley-Kwiatkowski
X	March	,2021	Grattan Township Clerk, Michelle Alberts
X	March	,2021	Kentwood City Clerk, Dan Kasunic
X	March	,2021	Lowell City Clerk, Sue Ullery
X	March	,2021	Lowell Charter Township Clerk, Monica Burt
X	March	,2021	Nelson Township Clerk, Laura Hoffman
X	March	,2021	Oakfield Township Clerk, Sue Trainer



X	March	,2021	Rockford City Clerk, Christine Bedford
X	March	,2021	Plainfield Charter Twp. Clerk, Cathleen Postmus
X	March	,2021	Solon Township Clerk, Dorothy Willoughby
X	March	,2021	Sparta Township Clerk, Marcy Savage
X	March	,2021	Spencer Township Clerk, Lisa Wright
X	March	,2021	Tyrone Township Clerk, Shelley Worley
X	March	,2021	Vergennes Township Clerk, Shantell Ford
X	March	,2021	Walker City Clerk, Sarah Bydalek
X	March	,2021	Wyoming City Clerk, Kelli Vandenberg

Allegan County

X	March	,2021	Allegan County Clerk, Bob Genetski
X	March	,2021	Leighton Township Clerk, Rachel Fennema
X	March	,2021	Wayland Township Clerk, Ann McInerney

Barry County

X	March	,2021	Barry County Clerk, Pam Palmer
X	March	,2021	Carlton Township Clerk, Amanda Brown
X	March	,2021	Irving Township Clerk, Sharon Olson
X	March	,2021	Orangeville Township Clerk, Melody Risner
X	March	,2021	Rutland Township Clerk, Robin Hawthorne
X	March	,2021	Thornapple Township Clerk, Cindy Willshire
X	March	,2021	Yankee Springs Twp. Clerk, Marjorie VanderMeyden

Ionia County

X	March	,2021	Ionia County Clerk, Greg Geiger
X	March	,2021	Boston Township Clerk, Sue Bieri
X	March	,2021	Campbell Township Clerk, Marshann Ludema



X	March	,2021	Keene Township Clerk, Nancy Feuerstein
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Newaygo County

X	March	,2021	Newaygo County Clerk, Jason Vanderstelt
X	March	,2021	Ensley Township Clerk, Cynthia Harwood
X	March	,2021	Grant Township Clerk, Gladys Veltkamp

Ottawa County

X	March	,2021	Ottawa County Clerk, Justin Roebuck
X	March	,2021	Chester Township Clerk, Helen Dietrich
X	March	,2021	Georgetown Township Clerk, Ryan Kidd
X	March	,2021	Jamestown Township Clerk, Candy Dehaan
X	March	,2021	Tallmadge Township Clerk, Lenore Cook
X	March	,2021	Wright Township Clerk, Theresa Frank

School District1

X	March	,2021	School District1 Board Secretary or Designee
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**Designation of Member
of Election Coordinating Committee**

Designation by City or Township Clerk

I, the undersigned Clerk for _____
(Jurisdiction), Ottawa County, Michigan (the "Jurisdiction"), do hereby designate _____
_____ **(staff member's name and title)** to serve as member of the Jurisdiction's
Election Coordinating Committee, in place of me (as the Clerk of the Jurisdiction), effective immediately
and hereafter continuing until and unless this Designation is revoked by me in writing or my authority to
make this Designation ceases.

Date: _____

Clerk

Jurisdiction

Copy of this Designation should be:

1. Retained as part of the Jurisdiction's records; and
2. Filed with the School District Election Coordinator (i.e., the Ottawa County Clerk)