



**DELBERT HOSEMAN**  
*Secretary of State*

**TO:** County Elections Commissioners and Circuit Clerks unable to attend 2013 ECAM Convention

**FROM:** Matt Grubbs  
Director of Elections Administration/ HAVA Administrator

**CC:** Kim Turner, Assistant Secretary of State for Elections; Lindsay Leonard, Elections Training Coordinator

**DATE:** January 18, 2013

**SUBJECT:** 2013 Elections Certification Training Make-up Sessions

---

**The Secretary of State's Office will conduct two (2) Elections Certification Make-Up Training sessions for County Election Officials that will be held in February and April of 2013.** These training sessions are for those that will not be able to attend the Elections Certification Training at the Election Commissioners Association of Mississippi (ECAM) Convention, January 22-25<sup>th</sup>, 2013 at the Silver Star Casino in Philadelphia. **The first session will be held on February 12-13th, 2013, followed by one Final Make-up session on April 17-18, 2013 (with Orientation Make-up for Newly Elected / Appointed Commissioners scheduled for the morning of the first day of the April Session); February 12-13 will be located at the MSOS North Street Office, Jackson and the April 17-18 session will be held at the MS Public Broadcasting Auditorium (3825 Ridgewood Rd. Jackson, MS 39211).** **Please Note: Location for the April session is subject to change based on number of registrations and to save on facility costs.**

Please be advised that state law requires the County Election Commissioners to attend at least one elections certification training session per year, i.e., within 12 months prior to conducting an election (Miss. Code. Ann. §23-15-211). Circuit Clerks are invited to attend one of these sessions as well. No other county certification training sessions are scheduled to be offered this calendar year beyond the dates of the sessions noted above. According to state law (Miss. Code. Ann. §23-15-211), the County Board of Supervisors shall pay members of the County Election Commission to attend training events a per diem in the amount provided in the code (Miss. Code. Ann. §23-15-153). Please be aware that your Board of Supervisors must approve this travel and include it on their meeting minutes. **Should the commissioner fail to attend orientation and certification training, they will not receive certification and, pursuant to Miss. Code Ann. Section § 23-15-211, they may be removed from office and, pursuant to Miss. Code Ann. Section § 15-153 will not be paid.** Please make every effort to attend this very important training.

**Attached you will find the pre-registration form. The Certification Sessions will be held from 1:30 pm to 5:00 pm on the first day of the session (February 12 / April 17) and 8:00 am – 5:00 pm on the second day of the session (on February 13 / April 18) with a break for lunch each day (Note: Lunch will not be provided by the MSOS). The only Orientation Make-Up Session will offer is April 17 from 8:00 am-12:00 pm.** Also, please try to arrive about 20 minutes early, in order to sign in and find your seat, as the session will start on time. Lastly, please remember, **Pre-registration is mandatory.** Please complete the enclosed form and return it to our office by mail or fax **no later than February 11, 2013 for the first session and no later than April 15, 2013 for the final session** to the attention of Lindsay Leonard.

To access training materials, please visit our website at:  
<http://www.sos.ms.gov/page.aspx?s=7&s1=1&s2=135>

**Please fax or mail your completed registration form by the deadlines indicated above  
to the attention of:**

Lindsay Leonard  
Elections Training Coordinator  
MS Secretary of State's Office  
401 Mississippi Street  
Jackson, MS 39205

[Lindsay.Leonard@sos.ms.gov](mailto:Lindsay.Leonard@sos.ms.gov)

Phone: 601-359-6687

Fax: 601-575-2545; Fax #2: 601-359-5019

If you have questions or need further information, **please call Lindsay Leonard, Elections Training Coordinator at 601-359-6687 or Matt Grubbs, Director of Elections Administration/ HAVA Administrator at (601) 359-6582.**