

# BAY CITY PUBLIC SCHOOLS DISTRICT

## ELECTION CONSOLIDATION

January 18, 2011

Cynthia A. Luczak, Bay County Clerk  
515 Center Avenue, Suite 101  
Bay City, MI 48708  
(989) 895-4280

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**SCHOOL ELECTION CONSOLIDATION COORDINATING COMMITTEE  
BAY CITY PUBLIC SCHOOLS**

Bay City Public School District is a K-12 public school district encompassing portions of Bay, Saginaw and Tuscola counties. The school election consolidation committee consists of the Chairman, Cynthia A. Luczak, Bay County Clerk; Amy L. Daan-Legge, Secretary to the Bay City School Board and the clerks of all jurisdictions that wholly or partially fall within the Bay City School District.

The following is a listing of jurisdictions that wholly or partially fall within the district:

City of Auburn	Karen Bellor 113 E. Elm, Auburn, MI 48611	989-662-6761
City of Bay City	Dana Muscott 301 Washington, Bay City MI 48708	989-894-8168
Beaver Township (part)	Stacey Kruger 1850 Garfield, Auburn, MI 486	989-662-4996
Frankenlust Township	Alvin Appold 2401 Delta Rd., Bay City MI 48706	989-686-5300
Hampton Township (part)	Pamela Wright 801 W Center, PO Box 187 Bay City, MI 48707	989-893-7541
Kawkawlin Township (part)	Gregory Petrimoulx 1836 E Parish Road Kawkawlin, MI 48631	989-686-8710
Merritt Township (part)	Kathy Bremer 48 E Munger Rd., PO Box 126 Munger MI 48747	989-659-2136
Monitor Township	Cindy Kowalski 2483 Midland Rd, Bay City 48706	989-684-7203
Portsmouth Township	Judy Bukowski 1711 W Cass Avenue Road Bay City, MI 48708	989-892-7221
Williams Township	Amy Charney 1080 W. Midland Road Auburn MI 48611	989-662-4408

Buena Vista Township (part) (Saginaw County)	Barbara Montgomery 1160 S. Outer Drive Saginaw MI 48601	989-754-6536
Kochville Township (Saginaw County) (part)	Sheila Hill 5851 Mackinaw Rd. Saginaw, MI 48604	989-792-7596
Tittabawassee Township (Saginaw County) (part)	Robert D. DuCharme 5585 N River Rd Freeland, MI48623	989-695-9512
Zilwaukee Township (Saginaw County) (part)	Patricia Bradt 6189 Sherman Rd Saginaw, MI 48604	989-753-6036
City of Midland (Midland County) (part)	Selena Tisdale 333 W Ellsworth Street Midland, MI 48640	989-835-7711

1005

**Resolution No. 1**  
**(To be adopted prior to**  
**public hearing)**

School District of the City of Bay City, Bay and Saginaw Counties, Michigan (the "District")

A regular meeting of the board of education (the "Board") of the District was held in the Auburn Elementary School in the District, on the 8<sup>th</sup> day of November, 2010, at 7 o'clock in the evening.

The meeting was called to order by McFarland, President.

Present: Members McFarland, Helmling, Hewitt  
Gibson, O'Shea, Keeth

Absent: Members De-Haan-Legge

The following preamble and resolution were offered by Member Hewitt and supported by Member O'Shea:

**WHEREAS:**

1. The Consolidated Election Laws enacted in December of 2003 and amended in July 2005, authorize the Board to redetermine a regular election date from the dates authorized within the statute; and
2. The Board desires to tentatively determine the proposed regular election date for the District; and
3. The Board is required to give notice of a hearing in connection with the establishment of the date and to adopt a resolution establishing the date before December 31, 2010.

**THEREFORE, BE IT RESOLVED THAT:**

1. The Board does hereby tentatively designate every year November as the regular election date, commencing November 8, 2011.
2. The Board does hereby authorize the publication of a Notice of Public Hearing to establish a regular election date, said hearing to be held on Dec. 13, 2010.
3. The Board does hereby determine that the Notice attached hereto as Exhibit A shall be published as a display ad at least two (2) columns wide in a newspaper of general circulation in the District one time on or before December 3, 2010, and does further determine that publication is the form of notice calculated to reach the largest number of the District's qualified electors in a timely fashion.

EXHIBIT "A"

NOTICE OF PUBLIC HEARING  
TO ESTABLISH A REGULAR ELECTION DATE

Please take notice that pursuant to the provisions of the Consolidated Election Law, as amended, the Board of Education of School District of the City of Bay City, Bay and Saginaw Counties, Michigan, will conduct a public hearing on the establishment of a new regular election date pursuant to law.

The dates authorized by law for school regular elections are:

- (a) The November general election date (even years)
- (b) The November general election date (odd years)
- (c) The November general election date in both even and odd years.
- (d) The May regular election date in both even and odd years.
- (e) The odd year May regular election date.

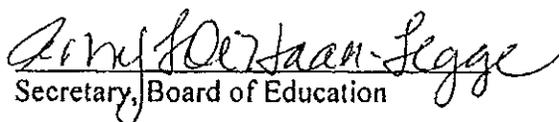
The Board has tentatively established the election date of every year November, as the regular election date commencing November 8, 2011.

*Establishment of an election in every year November as the regular election date will result in the term of office of current school board members being extended to fit the new election cycle.*

The hearing will be held in the at Mc Alear Sawden Elementary, in the district at 1 o'clock in the P.m. on the 13 day of Dec., 2010.

If the Board of Education fails to approve the tentative election date or any other date authorized by law, the regular election will continue to be held at the May general election annually, continuing with May 3, 2011.

The Board of Education is authorized by law to adopt a resolution setting the regular election date immediately subsequent to the public hearing.

  
Secretary, Board of Education

Bay City Times  
311 Fifth St., Bay City, MI 48708  
**AFFIDAVIT OF PUBLICATION**

State of Michigan,) ss  
County of Bay )

Dora M. Ramirez-Mota being duly sworn, deposes and says that he/she is principal clerk of the Bay City Times; that said Bay City Times is a newspaper published and circulated in the County of Bay, and the attached notice has been duly published in said newspaper on the following dates:

December 02, 2010

December 05, 2010

Customer Name:  
**BAY CITY PUBLIC SCHOOLS**

*Dora M. Ramirez-Mota*  
\_\_\_\_\_  
Dora M. Ramirez-Mota

Subscribed and sworn to before me this 8th day of December A.D. 2010

*Dennis F. Tagliamonte*  
\_\_\_\_\_  
Dennis F. Tagliamonte NOTARY PUBLIC IN AND FOR THE COUNTY OF BAY, STATE OF MICHIGAN

My Commission Expires: September 15, 2011

DEC 10 2010

**AFFIDAVIT OF PUBLICATION**  
**BAY CITY TIMES**  
**BAY CITY, MICHIGAN**

IN THE MATTER OF

BAY CITY PUBLIC SCHOOLS  
910 N. WALNUT ST  
FINANCE DEPT.  
BAY CITY MI 48706

Received and filed this 8th day of December A.D. 2010

**NOTICE OF PUBLIC HEARING TO ESTABLISH A REGULAR ELECTION DATE**

Please take notice that pursuant to the provisions of the Consolidated Election Law, as amended, the Board of Education of School District of the City of Bay City, Bay and Saginaw Counties, Michigan, will conduct a public hearing on the establishment of a new regular election date pursuant to law.

The dates authorized by law for school regular elections are:

- (a) The November general election date (even years)
- (b) The November general election date (odd years)
- (c) The November general election date in both even and odd years.
- (d) The May regular election date in both even and odd years.
- (e) The odd year May regular election date.

The Board has tentatively established the election date of every November, as the regular election date commencing November 8, 2011.

Establishment of an election in every year November as the regular election date will result in the term of office of current school board members being extended to fit the new election cycle.

The hearing will be held at McAlear Sawden Elementary, 2300 E. Midland Rd., Bay City, Michigan 48706 at 7 o'clock in the p.m. on the 13th day of December 2010.

If the Board of Education fails to approve the tentative election date or any other date authorized by law, the regular election will continue to be held at the May general election annually, continuing with May 3, 2011.

The Board of Education is authorized by law to adopt a resolution setting the regular election date immediately subsequent to the public hearing.

Amy L. DeHaan-Legge  
Secretary, Board of Education

5941372-01

Folios 2 Times \$ 799.30  
Affidavit \$ 10.00  
Words/Lines \$ 809.30

0003941372

**Resolution No. 2**

School District of the City of Bay City, Bay and Saginaw Counties, Michigan (the "District")

A regular meeting of the board of education (the "Board") of the District was held in the McAlear Snowden Elementary School in the District, on the 13<sup>th</sup> day of December, 2010, at 7 o'clock in the p.m.

The meeting was called to order by Marie McFarland President.

Present: Members Marie McFarland, Pauline Helmling, Patrick O'Shea, Ben Gibson and Charles Hewitt

Absent: Members Amy DeHann-Legge and Phyllis Meeth

The following preamble and resolution were offered by Member Ben Gibson and supported by Member Pauline Helmling:

**WHEREAS:**

1. The Board of Education has previously determined to conduct its regular school elections on the May regular election date, annually; and
2. The Board of Education has considered the advantages and disadvantages of the various election dates available to the District; and
3. Public notice of the meeting at which the change in regular election date was to be considered has been given by publication in a newspaper of general circulation in the District.

**NOW, THEREFORE, BE IT RESOLVED:**

1. Pursuant to the provisions of MCL 168.642a(4), the Board of Education does hereby determine to conduct its regular school election every year November commencing with the year 2011; and
2. The Board of Education hereby determines that the terms of each office shall be extended for the purpose of establishing a board term rotation and amends its by-laws to change board members terms of office which shall be implemented in a manner consistent with the board term rotation schedule attached hereto as Exhibit A; and
3. A copy of this resolution shall be filed with the Clerk of the County of Bay and the Michigan Secretary of State; and

4. All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Ayes: Members *Marie McFarland, Pauline Helmling, Patrick Ciska,  
Ben Gibson and Charles Hewitt*

Nays: Members

Motion declared adopted.

Resolution declared adopted.

*Amy DeHaan-Legge*  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of School District of the City of Bay City, Bay and Saginaw Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on December 13, 2010, the original of which resolution is a part of the board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

*Amy DeHaan-Legge*  
Secretary, Board of Education

JJS/keh

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*(Every Year November Election)*

**School District of the City of Bay City, Bay and Saginaw Counties, Michigan**

**Board Member Rotation Schedule**

**Existing Terms**

Seat A – Phyllis Meeth – expires June 30, 2011  
Seat B – Charles T. Hewitt – expires June 30, 2011  
Seat C – Pauline Helmling – expires June 30, 2012  
Seat D – Marie McFarland – expires June 30, 2013  
Seat E – Patrick O'Shea – expires June 30, 2013  
Seat F – Amy DeHaan-Legge – expires June 30, 2014  
Seat G – Ben Gibson – expires June 30, 2014

**Board Member Extension of Terms to November Election**

Seats A & B extended 6 months to December 31, 2011  
Seat C extended 6 months to December 31, 2012  
Seats D & E extended 6 months to December 31, 2013  
Seats F & G extended 6 months to December 31, 2014

Bay City Public Schools District Board Members and Terms of Office

**President**

Marie McFarland  
2192 Whiteherse  
Bay City, MI 48706  
Term Expires: June 2013

**Vice President**

Pauline Helmling  
231 Stanley  
Bay City, MI 48708  
Term Expires: June 2012

**Secretary**

Amy L. DeHaan-Legge  
1505 Fifth Street  
Bay City, MI 48708  
Term Expires: June 2014

**Treasurer**

Patrick O'Shea  
103 Maplewood Court  
Bay City, MI 48708  
Term Expires: June 2013

**Trustees**

Phyllis Meeth  
2211 McKinley  
Bay City, MI 48708  
Term Expires: June 2011

Charles T. Hewitt  
403 Hill Street  
Bay City, MI 48708  
Term Expires: June 2011

Ben Gibson  
3087 Old Kawkawlin Road  
Bay City, MI 48706  
Term Expires: June 2014

## BAY CITY SCHOOL DISTRICT VOTING LOCATIONS

### **CITIES OF:**

Auburn City	City Hall, 113 E. Elm Street, Auburn, MI
<u>Bay City</u>	
1st Ward 1 <sup>st</sup> Pct.*	Head Start Education Center, 1201 Fourth, Bay City, MI
1st Ward 2 <sup>nd</sup> Pct.*	Central Fire Station, 1401 Center Ave., Bay City, MI
1st Ward 3 <sup>rd</sup> Pct.	Eastside School, 201 Woodside Ln., Bay City, MI
2nd Ward 1 <sup>st</sup> Pct.	Smith Manor, 600 N. Van Buren St., Bay City, MI
2nd Ward 2 <sup>nd</sup> Pct.	Washington School, 1821 McKinley St., Bay City, MI
2nd Ward 3 <sup>rd</sup> Pct.	Jefferson School, 325 Park Ave., Bay City, MI
3rd Ward 1 <sup>st</sup> Pct.*	Maloney Manor, 210 Fitzhugh St., Bay City, MI
3rd Ward 2 <sup>nd</sup> Pct.	City Hall, 301 Washington Ave, Bay City, MI
3rd Ward 3 <sup>rd</sup> Pct.*	Immanuel Lutheran Church, N. Lincoln and 10 <sup>th</sup> , Bay City, MI
4th Ward 1 <sup>st</sup> Pct.	City Hall, 301 Washington Ave., Bay City, MI
4th Ward 2 <sup>nd</sup> Pct.	MacGregor School, 1012 Fremont St., Bay City, MI
4th Ward 3 <sup>rd</sup> Pct.	Central High School, 1624 Columbus Ave., Bay City, MI
5th Ward 1 <sup>st</sup> Pct.	MacGregor School, 1012 Fremont St., Bay City, MI
5th Ward 2 <sup>nd</sup> Pct.*	St. Hyacinth Hall, 2305 S. Monroe St. Bay City, MI
5th Ward 3 <sup>rd</sup> Pct.*	St. Hyacinth Hall, 2305 S. Monroe St. Bay City, MI
6th Ward 1 <sup>st</sup> Pct.*	Zion Lutheran School, 1707 S. Kiesel St., Bay City, MI
6th Ward 2 <sup>nd</sup> Pct.	Child/Senior Center, 1001 Marsac St., Bay City, MI
6th Ward 3 <sup>rd</sup> Pct.	Fremont/Fire Station, 1000 Fremont St., Bay City, MI
7th Ward 1 <sup>st</sup> Pct.*	Pine Towers, 306 S. Walnut St., Bay City, MI
7th Ward 2 <sup>nd</sup> Pct.	Kolb School, 305 W. Crump St. Bay City, MI
7th Ward 3 <sup>rd</sup> Pct.	Kolb School, 305 W. Crump St. Bay City, MI
8th Ward 1 <sup>st</sup> Pct.	School Administration Bldg., 901 N. Walnut St., Bay City, MI
8th Ward 2 <sup>nd</sup> Pct.	School Administration Bldg., 901 N. Walnut St., Bay City, MI
8th Ward 3 <sup>rd</sup> Pct.	McKinley School, 407 W. Ohio St., Bay City, MI
9th Ward 1 <sup>st</sup> Pct.	Smith/Fire Station, Smith St./ Transit St., Bay City, MI
9th Ward 2 <sup>nd</sup> Pct.	School Administration Bldg., 901 N. Walnut St., Bay City, MI
9th Ward 3 <sup>rd</sup> Pct.	Ward Building, Spruce St./Bradley St., Bay City, MI
Midland City 1-6	Midland Civic Arena, 405 Fast Ice Drive, Midland, MI

### **TOWNSHIPS OF:**

Beaver	Beaver Township Hall, 1850 Garfield Rd., Auburn, MI
Frankenlust	LFA Hall, 2323 Amelith Road, Bay City, MI (This includes registered voters of Kochville, Tittabawassee and Zilwaukee Townships within the Bay City School District.)
Hampton Pct. 3	Hampton Twp. Hall, 801 W. Center Ave. Rd. Essexville, MI
Hampton Pct. 4	Bay-Hampton School, 1980 Youngs Ditch Rd., Bay City, MI
Hampton Pct. 6	Bay-Hampton School, 1980 Youngs Ditch Rd., Bay City, MI
Kawkawlin Pct. 1	Kawkawlin Township Hall, 1800 Parish Rd., Kawkawlin, MI

Kawkawlin Pct. 2	Kawkawlin Township Hall, 1800 Parish Rd., Kawkawlin, MI
Merritt	Merritt Township Hall, 48 E. Munger Rd., Munger, MI
Monitor Pct. 1	Monitor Township Hall, 2483 Midland Rd., Bay City, MI
Monitor Pct. 2	Mackensen School, 5535 Dennis Rd., Bay City, MI
Monitor Pct. 3	McAlear Sawden Elementary School, 2300 Midland, Bay City, MI
Monitor Pct. 4	Mackensen School, 5535 Dennis Rd., Bay City, MI
Monitor Pct. 5	McAlear Sawden Elementary School, 2300 Midland, Bay City, MI
Monitor Pct. 6	Monitor Township Hall, 2483 Midland Rd., Bay City, MI
Portsmouth Pct. 1	Portsmouth Township Hall, 1711 W. Cass Ave., Bay City, MI
Portsmouth Pct. 2	Portsmouth Township Hall, 1711 W. Cass Ave., Bay City, MI
Portsmouth Pct. 3	Portsmouth Township Hall, 1711 W. Cass Ave., Bay City, MI
Williams Pct..1	Williams Township Hall, 1080 W. Midland Rd., Auburn, MI
Williams Pct. 2	Williams Township Hall, 1080 W. Midland Rd., Auburn, MI
Williams Pct. 3	Williams Township Hall, 1080 W. Midland Rd., Auburn, MI (This includes registered voters who reside in the City of Midland Ward 1 Pct. 6 within the Bay City School District.)

\*Indicates a location which assesses a fee for facility use.

### PRECINCTS

All Bay City Public School voters will vote at their regular polling locations used for General Elections with the exception of the following:

1. Contingent on the number of candidates or ballot issues, precincts may be consolidated if the precincts are located at the same polling location.
2. Voters from Buena Vista Township shall vote at Merritt Township Hall, 48 E. Munger Road, Munger MI, contingent upon jurisdiction of the ballot.
3. Voters from Kochville, Zilwaukee and Tittabawassee Townships shall vote at Frankenlust Township Hall, 2401 Delta Road, Bay City MI, contingent upon jurisdiction of the ballot.
4. Frankenlust Township, Freeland School District voters shall vote at Frankenlust Township Hall, 2401 Delta Road, Bay City, MI, contingent upon jurisdiction of the ballot.
5. Voters from the City of Midland shall vote at Williams Township Hall, 1080 W. Midland Road, Auburn MI, contingent upon jurisdiction of the ballot.
6. Hampton Township precincts 1, 2 and 5, the Essexville Hampton School District, shall vote at their regular polling locations used for General Elections.
7. Hampton Township precincts 3, 4 and 6, the Bay City School District, shall vote at the at their regular polling locations used for General Elections.
8. Merritt Township shall process Reese School District voters under Consolidation Plan executed with Tuscola County on January 3, 2007.

**NUMBER OF REGISTERED VOTERS**  
**BAY CITY PUBLIC SCHOOL DISTRICT**

Ward/Precinct	Count
<b>COUNTY:</b>	<b>BAY</b>
<b>JURISDICTION:</b>	<b>AUBURN CITY</b>
00001	1,560
<b>TOTAL - AUBURN CITY</b>	<b>1,560</b>
<b>JURISDICTION:</b>	<b>BAY CITY CITY</b>
01001	877
01002	878
01003	869
02001	821
02002	1,056
02003	783
03001	934
03002	874
03003	838
04001	846
04002	814
04003	1,010
05001	1,153
05002	838
05003	897
06001	778
06002	1,025
06003	947
07001	841
07002	961
07003	932
08001	854
08002	900
08003	934
09001	881
09002	872
09003	898
<b>TOTAL - BAY CITY CITY</b>	<b>24,311</b>
<b>JURISDICTION:</b>	<b>BEAVER TOWNSHIP</b>
00001	1,974
<b>TOTAL - BEAVER TOWNSHIP</b>	<b>1,974</b>
<b>JURISDICTION:</b>	<b>FRANKENLUST TOWNSHIP</b>
00001	2,569
<b>TOTAL - FRANKENLUST TOWNSHIP</b>	<b>2,569</b>
<b>JURISDICTION:</b>	<b>HAMPTON TOWNSHIP</b>
00003	1,500
00004	1,313
00006	621
<b>TOTAL - HAMPTON TOWNSHIP</b>	<b>3,434</b>
<b>JURISDICTION:</b>	<b>KAWKAWLIN TOWNSHIP</b>
00001	2,116
00002	1,048

**NUMBER OF REGISTERED VOTERS**  
**BAY CITY PUBLIC SCHOOL DISTRICT**

Ward/Precinct	Count
<b>COUNTY:</b>	<b>BAY</b>
<b>JURISDICTION:</b>	<b>KAWKAWLIN TOWNSHIP</b>
<b>TOTAL - KAWKAWLIN TOWNSHIP</b>	<b>3,164</b>
<b>JURISDICTION:</b>	<b>MERRITT TOWNSHIP</b>
00001	830
<b>TOTAL - MERRITT TOWNSHIP</b>	<b>830</b>
<b>JURISDICTION:</b>	<b>MIDLAND CITY</b>
01006	120
<b>TOTAL - MIDLAND CITY</b>	<b>120</b>
<b>JURISDICTION:</b>	<b>MONITOR TOWNSHIP</b>
00001	1,223
00002	1,914
00003	1,500
00004	1,326
00005	1,707
00006	1,018
<b>TOTAL - MONITOR TOWNSHIP</b>	<b>8,688</b>
<b>JURISDICTION:</b>	<b>PORTSMOUTH TOWNSHIP</b>
00001	1,108
00002	862
00003	817
<b>TOTAL - PORTSMOUTH TOWNSHIP</b>	<b>2,787</b>
<b>JURISDICTION:</b>	<b>WILLIAMS TOWNSHIP</b>
00001	1,782
00002	1,315
00003	544
<b>TOTAL - WILLIAMS TOWNSHIP</b>	<b>3,641</b>
<b>TOTAL - BAY</b>	<b>53,078</b>
<b>COUNTY:</b>	<b>SAGINAW</b>
<b>JURISDICTION:</b>	<b>BUENA VISTA CHARTER TOWNSHIP</b>
00001	77
<b>TOTAL - BUENA VISTA CHARTER TOWNSHIP</b>	<b>77</b>
<b>JURISDICTION:</b>	<b>KOCHVILLE TOWNSHIP</b>
00001	58
<b>TOTAL - KOCHVILLE TOWNSHIP</b>	<b>58</b>
<b>JURISDICTION:</b>	<b>TITTABAWASSEE TOWNSHIP</b>
00001	8
<b>TOTAL - TITTABAWASSEE TOWNSHIP</b>	<b>8</b>
<b>JURISDICTION:</b>	<b>ZILWAUKEE TOWNSHIP</b>
00001	59

**NUMBER OF REGISTERED VOTERS**  
**BAY CITY PUBLIC SCHOOL DISTRICT**

<b>Ward/Precinct</b>	<b>Count</b>
<b>COUNTY:</b>	<b>SAGINAW</b>
<b>JURISDICTION:</b>	<b>ZILWAUKEE TOWNSHIP</b>
<b>TOTAL - ZILWAUKEE TOWNSHIP</b>	<b>59</b>
<b>TOTAL - SAGINAW</b>	<b>202</b>
<b>GRAND TOTAL</b>	<b>53,280</b>



### Election Responsibilities Performed by the County Clerk

- Serve as the district's filing official and accept candidate filings, any ballot proposal language, check petitions for sufficiency, accept candidate withdrawals.
- Transmit copies of petitions to the local clerks for verification and certification of candidates for the ballot to the county clerk.
- Publish one (1) Public Notice "Close of Registration" and "Notice of Election" in the Bay City Times. MCL 168.498 (3).
- Arrange for the programming and layout of ballots.
- May enter into mutual agreement for programming services contingent on jurisdiction of the ballot.
- Arrange for ballot printing and proofing.
- Programming fees of \$100 per precinct shall be assessed for special elections.
- Send proof ballot to school district and candidates.
- Assign coding on the ballots and test the coding.
- Provide election inspector training on a two year cycle in conjunction with election inspector certification required by law.
- Order necessary precinct kits.
- Handle election day issues and "troubleshooting".
- Schedule canvass of election and provide election results to the Board of Canvassers for certification of the election.
- Compile reimbursement requests from local clerks and present to school district.
- Forward any reimbursement disputes to the Secretary of State for resolution.
- Notifies each elected candidate of their election within five (5) days after certification of the election.
- Receives "Acceptance of Office with Oath of Office" of the elected candidates from the School Board Secretary.
- Present to the school board a verified account of actual costs of conducting the school district's regular or special election not later than 84 days after the date of the regular or special election as per law.
- All other duties required of an election coordinator in conducting the school election as prescribed by law.

### Election Responsibilities Performed by the Local Clerks

- Receive copies of the petitions for verification and certify candidates for the ballot to the County Clerk.
- Conduct school district's regular and special elections
- Provide voting equipment for the district's elections
- Public notice "Public Accuracy" test
- Perform "Public Accuracy" testing
- Handle the distribution, receipt and processing of absentee ballot applications.
- Handle the issuance of absentee ballots and the return of voted absentee ballots.
- Clerk or designee shall be available on the Saturday prior to the election in order to issue absentee ballots.
- Handle Qualified Voter File (QVF) related responsibilities (production of precinct lists and updating voter history) for jurisdictions with QVF equipment.
- Appoint Election Inspectors. Every attempt will be made to work with three inspectors per precinct. In the event of consolidation of precincts at one location, an additional inspector may be assigned as necessary. Ballot questions may warrant additional inspectors, to be determined.
- The Chairperson of the election inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the Bay City Schools Board.
- Election Inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the Bay City Schools Board.
- Arrange for temporary employees as necessary; with payment by the local clerks prior to reimbursement from the Bay City Schools Board.
- Set up polling places on election day.
- Handle election day issues and "troubleshooting".
- Deliver election day results/materials to County Clerk.
- Store voted ballots after the election.
- Present to the County Clerk a verified account of actual costs of conducting the school district's regular or special election as soon as possible. Upon receipt of a reimbursement request, the School Board must "pay or disapprove all or a portion of the verified account" within 84 days MCL 168.351. Schools would appreciate submission of the expenses prior to the end of their fiscal year.
- Work with local School Board to resolve any disapproved cost issues.
- Local clerks hold the ability to establish precinct boundaries by resolution of their local Election Commission.
- All other duties required of a clerk in conducting the school election as prescribed by law.

**Election Responsibilities Performed by the Secretary of the  
Bay City Schools Board**

- Submit the agenda report to “Call the Election” or “Set the Specifics” of the ballot to include the ballot language and the names of board members for Board approval as done in the past pursuant to Thrun Law Firm, legal counsel.
- Forward ballot language to the election coordinator, if submitting a ballot question on a regular election date, on a date when a city or township within the school district is holding an election by adopting a resolution to that effect, not less than 70 days before the election date, or on a special election date as provided by section 641 (4).
- Within ten days after notification by the election coordinator of the election to a school board each member-elect must file an acceptance of office with the secretary of the school board.
- Receives “Acceptance of Office with Oath of Office” from newly elected candidate.
- Forwards original of the “Acceptance of Office with Oath of Office” to the County Clerk.
- Responsible for the rental payments of six (6) polling locations in the City of Bay City as had been past practice.
- Responsible for payment of absentee counting board(s) with the City of Bay City and the Townships of Frankenlust, Hampton, Kawkawlin, Monitor, Portsmouth and Williams, if applicable.
- Within three days after appointment to fill a vacancy provide written notice to the election coordinator. Notice to include name, address and office of the person who vacated the office and the same information for the person filling the vacancy. MCL 168.311
- School board shall pay or disapprove all or a portion of the verified account within 84 days after receiving the verified account of actual costs of conducting the election. (Precinct inspectors compensated by local jurisdictions prior to this date.)
- School Board may be subject to a portion of programming fees associated with the Automark Voter Assist Terminal.
- Work with local city and township clerks to resolve any “disapproved costs” issues.
- School board shall pay their applicable portion for the canvass of the votes.
- All other duties required of a school board secretary in conducting a school election as prescribed by law.

NO. 95-325

RESOLUTION

10/10/95

BY: WAYS AND MEANS COMMITTEE (10/3/95)

RESOLVED By the Bay County Board of Commissioners that pursuant to the recommendation of the Bay County Clerk, the fee for programming for special elections shall be set at \$100 per precinct.

EDWARD L. RIVET, CHAIRMAN  
WAYS AND MEANS COMMITTEE

ELECPROG.

Bay County Board of Commissioners 10/10/95 Session  
Resolution/Motion No. 95325 Sponsored By: \_\_\_\_\_  
Moved by Comm. Rivet Supported by Comm. Reder  
Disposition: Adopted  Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_  
Amended \_\_\_\_\_ Corrected \_\_\_\_\_ Referred \_\_\_\_\_  
voice  
9 Yeas, 0 Nays

If a special election is called on a date provided under Section (4), the School District Coordinating Committee shall schedule the special election date. MCL 168.641, MCL 168.312.

This Initial Report/Agreement may be altered in writing upon the consent of the undersigned jurisdictions.

The County Clerk shall file a copy of this Initial Report or subsequent altered Report(s) with the State of Michigan, Bureau of Elections and each Coordinating Committee Member shall sign the Report. MCL 168.305(1)

Member

Date

Cynthia A. Luczak  
Cynthia A. Luczak, Bay County Clerk

1/18/11

Amy L. Deaen-Legge  
Amy L. Deaen-Legge, Secretary Bay City School Board

1.18.11

Stacey Kruger  
Stacey Kruger, Beaver Township Clerk

1-25-11

Alvin Appold  
Alvin Appold, Frankenlust Township Clerk

1-18-11

Pamela Wright  
Pamela Wright, Hampton Township Clerk

1-18-11

Gregory Petrimoulx  
Gregory Petrimoulx, Kawkawlin Township Clerk

1-18-11

Kathy Bremer  
Kathy Bremer, Merritt Township Clerk

1-18-11

Cindy Kowalski  
Cindy Kowalski, Monitor Township Clerk

1-18-2011

Judith F. Bukowski  
Judith Bukowski, Portsmouth Township Clerk

1-18-11

Amy Charney  
Amy Charney, Williams Township Clerk

1-18-11

Karen Bellor  
Karen Bellor, City of Auburn Clerk

1-25-11

Dana Muscott  
Dana Muscott, City of Bay City

1-26-11

Barbara Montgomery

Barbara Montgomery, Buena Vista Twp, Saginaw County

1/18/2011

Sheila Hill

Sheila Hill, Kochville Twp, Saginaw County

1-18-2011

Robert DuCharme

Robert D. DuCharme, Tittabawassee Twp, Saginaw County

1-19-2011

Patricia Bradt

Patricia Bradt, Zilwaukee Twp, Saginaw County

1/18/2011

Selina Tilsdale

Selina Tilsdale, City of Midland, Midland County

2/4/11