ESSEXVILLE/HAMPTON SCHOOL 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
ESSEXVILLE/HAMPTON PUBLIC SCHOOLS

Essexville/Hampton School District is a K-12 public school district located in Bay County. The school election consolidation committee consists of the Chairman, Cynthia A. Luczak, Bay County Clerk; Jill Urban, Secretary to the Essexville/Hampton School Board and the clerks of all jurisdictions that wholly or partially fall within the Essexville/Hampton School District.

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

City of Essexville	Sarah Wilcox, Clerk 1107 Woodside Ave., Essexville, MI 48732	989-893-0772
Hampton Township (part)	Pamela Wright, Clerk 801 W. Center Avenue PO Box 187 Bay City, MI 48707	989-893-7541

Essexville-Hampton Public Schools, Bay County, Michigan (the "District").

A regular meeting of the board of education (the "Board") of the District was held in the Garber High School library, in the District, on the 9th day of November, 2009, at seven o'clock in the p.m.

The meeting was called to order by John Martin President.

Present: Members John Martin, David Lovely, William Mahoney, Joseph Pergande, Jill Urban, Michael Rowley

Absent: Members Charles Rochow (excused)

The following preamble and resolution were offered by Member J. Pergande and supported by Member J. Urban:

WHEREAS:

1. The Board of Education has previously tentatively determined to conduct its regular school elections on the November election date, in the even years; and

2. The Board of Education has considered the advantages of a November biennial annual election due to the costs associated with a May or November annual election; and

3. The Board of Education has considered that extension of four year terms to six year terms will be required; and

4. 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 at the November election date in even years, commencing with the year 2010.

2. The Board of Education hereby determines to approve the Amendment to Bylaws attached hereto and made a part hereof as Exhibit A to effectuate the change from a four-year term annually in May to a six year term in November in the even years by extending such terms of office as set forth therein for a period of not to exceed eighteen months for the purpose of establishing a board term rotation on a six-year cycle.

3. A copy of this resolution shall be filed with the Clerk of the County of Bay and the Michigan Secretary of State.

THRUN LAW FIRM, P.C.

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

Ayes: Members Martin, Lovely, Mahoney, Pergande, Urban, Rowley

Nays: Members (None)

Motion declared adopted.

Resolution declared adopted.

Jill M. Urban
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of the District certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on November 9, 2009, 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.

Jill M. Urban
Secretary, Board of Education

PJB/kmh
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THRUN LAW FIRM, P.C.

EXHIBIT A

ESSEXVILLE-HAMPTON PUBLIC SCHOOLS
BYLAWS

Board Terms:

The Board of Education, following a public hearing held November 9, 2009, and pursuant to statutory notice, did determine to conduct regular school elections on the November election date in the even years, and accordingly, Board terms are extended pursuant to the following schedule to establish the required rotation for six year terms:

Current Expiration	Extension	Term at Next Election	Subsequent Term
2010 (2)	6 mos: 12-31-10	4 years to 2014	6 years -2020
2011 (2)	18 mos: 12-31-12	4 yrs to 2016	(2) 6 yrs - 2022
2012 (2)	6 mos: 12-31-12	6 yrs to 2018	(2) 6 yrs - 2024
2013 (1)	18 mos: 12-31-14	6 yrs to 2020	(3) 6 yrs - 2026

THRUN LAW FIRM, P.C.

Essexville-Hampton Schools Board Members and Terms of Office

President
John A. Martin
215 Sharpe Street
Essexville, MI 48732
Term Expires: December 2012

Vice President
David A. Lovely
1840 North S.E. Boutell Road
Essexville, MI 48732
Term Expires: December 2012

Secretary
Jill Urban
1252 West Nebobish Road
Essexville, MI 48732
Term Expires: December 2014

Treasurer
Charles Rochow
1545 Primrose Lane
Essexville, MI 48732
Term Expires: December 2012

Trustees
Dean Verhaeghe
947 W Borton
Essexville, MI 48732
Term Expires: December 2014

Michael D. Rowley
1561 Wedgewood Place
Essexville, MI 48732
Term Expires: December 2014

Joseph E. Pergande
1565 Primrose Lane
Essexville, MI 48732
Term Expires: December 2012

POLLING LOCATIONS/PRECINCTS

City of Essexville

Essexville Pct 1	City Hall, 1107 Woodside Ave., Essexville MI
Essexville Pct 2	St Luke's Methodist Church, 206 Scheurmann, Essexville, MI

Hampton Township

Hampton Pct. 1	Bush School, 800 Nebobish Ave., Essexville, MI
Hampton Pct. 2	Verellen School, 612 Borton Ave., Essexville, MI
Hampton Pct. 5	Verellen School, 612 Borton Ave., Essexville, MI

Contingent on the number of candidates or ballot issues, precincts may be consolidated if the precincts are located at the same polling location.

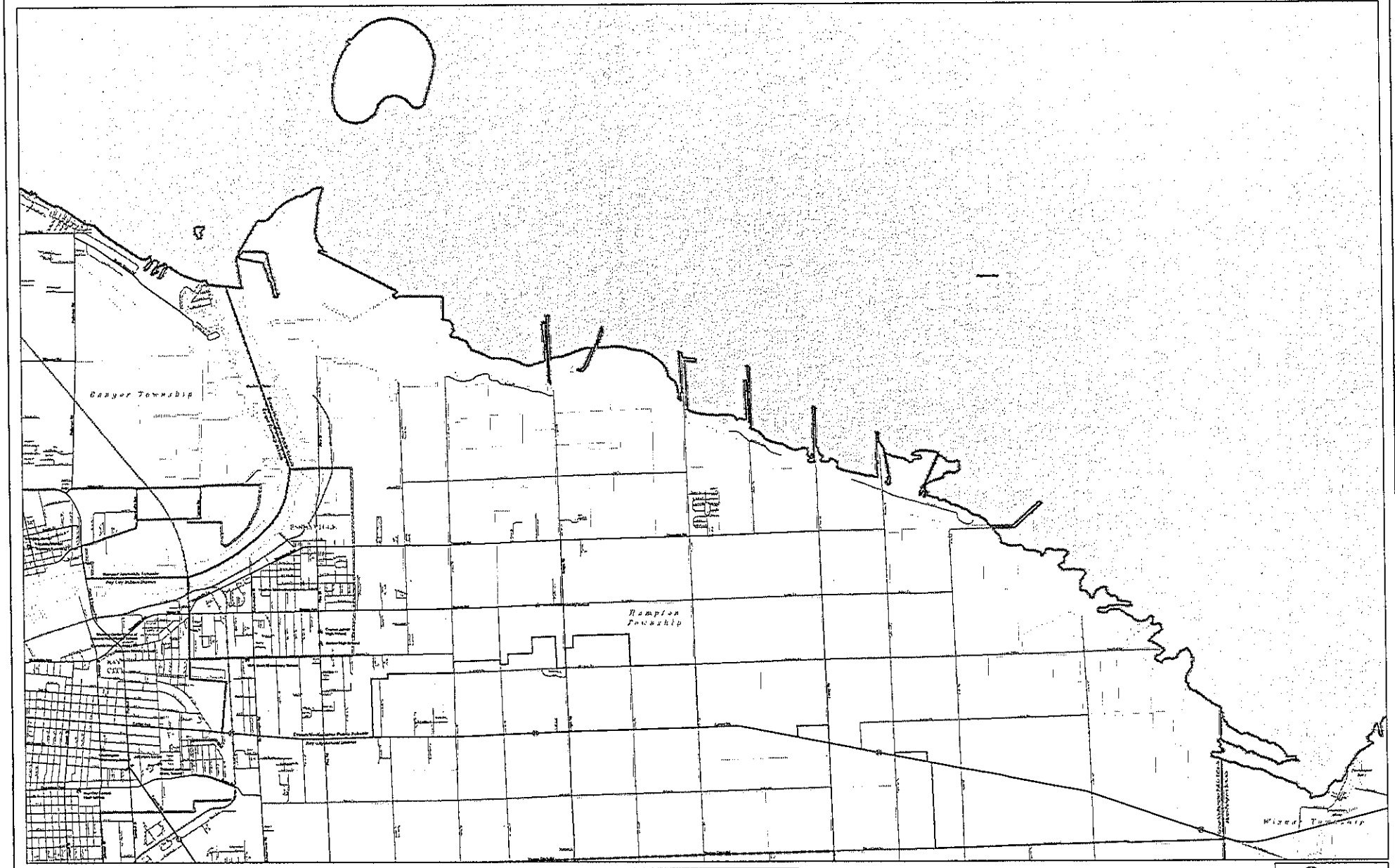
NUMBER OF REGISTERED VOTERS

ESSEXVILLE HAMPTON SCHOOL DISTRICT

Ward/Precinct	Count
COUNTY:	BAY
JURISDICTION:	ESSEXVILLE CITY
00001	1,336
00002	1,383
TOTAL - ESSEXVILLE CITY	2,719
JURISDICTION:	HAMPTON TOWNSHIP
00001	932
00002	1,439
00005	1,470
TOTAL - HAMPTON TOWNSHIP	3,841
TOTAL - BAY	6,560
GRAND TOTAL	6,560

Essexville-Hampton Public Schools

Bay-Arenac ISD



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.
- Public Notice "Close of Registration" and "Notice of Election" in the Bay City Times. One publication as per MCL 168.498 (3).
- Arrange for the programming and layout of ballots.
- May enter into mutual agreement for programming services contingent upon 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 Essexville-Hampton School 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 Essexville-Hampton School Board.
- Arrange for temporary employees as necessary; with payment by the local clerks prior to reimbursement from the Essexville-Hampton School 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 June 30, 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 Essexville-Hampton 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.
- 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, Bay County Clerk	1/18/2011
Jill Urban, Secretary Essexville/Hampton School District	1/18/2011
Sarah Wilcox, Essexville City Clerk	1/18/2011
Pamela J. Wright, Hampton Township Clerk	1-18-11