BANGOR TOWNSHIP PUBLIC SCHOOL DISTRICT

ELECTION CONSOLIDATION PLAN 2009

Janet Santos, CMC
Bangor Township Clerk
180 State Park Drive
Bay City, MI 48706-1763
(989) 684-8041

TABLE OF CONTENTS

Polling Locations 1

Boundary Maps 2

School Election Consolidation Coordinating Committee 3

Election Responsibilities Performed by County Clerk 4

County Clerk Acknowledgment 4

Election Responsibilities Performed by Local Clerk 5-6

Election Responsibilities Performed by School District 7

District Only Issue Elections 8

District Plus Other Issue Elections 8

Cost Reimbursement Outline 9

Examples of Reimbursable Costs 10-11

Other Arrangements 12

Signatures 13

INSERT
MAP OF TOWNSHIP

Polling Locations

Precinct 1	St. Maria Goretti, 2872 N. Euclid Avenue
Precinct 2	St. Maria Goretti, 2872 N. Euclid Avenue
Precinct 3	Faith Lutheran, 3033 E.Wilder Road
Precinct 4	Bangor Township Hall, 3921 Wheeler Road
Precinct 5	Bangor Township Hall, 3921 Wheeler Road
Precinct 6	Bangor Edison Admin., 3359 N. Midland Road
Precinct 7	YWCA, 3405 Midland Road
Precinct 8	Bangor Edison Admin., 3359 N. Midland Road

Initial Report to the Secretary of State
from the
Election Coordinating Committee
for the
Bangor Township Public Schools
(Bay County, Michigan)

Pursuant to MCL S 168.305(l) as amended, the Election Coordinating Committee (the "Committee") for the Bangor Township Public Schools, Bay County, Michigan (the "District") held its initial meeting, following the January 1, 2005 effective date of the State's new election consolidation legislation, on January 20, 2005. The two-year review meeting was held on January 12, 2009.

The Committee makes and files this initial report with the Secretary of State, pursuant to MCL S 168.305(l) as amended, to set forth the arrangements that have been agreed upon for the conduct of the District's elections (both regular and special).

Pursuant to MCL S 168.4(d)(ii) as amended, the District's Election Coordinating Committee is composed of the following:

- Bangor Charter Township Clerk (Janet Santos, CMC), the District's Election Coordinator
- School Designee (Cara Barcia)
- Bangor Charter Township Election Commission (Clerk Santos, Trustee Schisler and Trustee Maillette)

Because the District's jurisdiction territory is wholly within Township boundaries, the Bangor Charter Township Clerk (Janet Santos, CMC) serves as the District's Election Coordinator, pursuant to MCL 168.301, as amended, by virtue of the District being wholly contained with the Township.

The District's Board of Education has, pursuant to statute, selected the annual May election date (i.e. the first Tuesday after the first Monday in May of both even and odd years) for holding its regular school elections. The District's Board of Education, consisting of seven members serving four year terms, are elected at the District's regular elections.

The arrangements for the conduct of the District's elections (both regular and special), as initially agreed upon by the Committee, are as follows:

County Clerk Duties

A. **County Clerk Duties**. Pursuant to MCL S 168.301 as amended, the following election duties shall be performed by the Bay County Clerk:

1. Receives results of election as delivered by the Township Clerk on election night.

2. Schedule canvass of election and provide election results to the Board of Canvassers for certification of the election.

3. Notifies elected candidates of their election within five (5) days after certification of the election.

4. Receives "Acceptance of Office" of the elected candidate from the School Board Secretary/Designee.

5. Compile and submit any reimbursement requests to the Township Clerk in a timely manner so that actual costs of conducting the school district's regular or special election may be accounted for and settled within the law.

6. If agreed to by Township, School and County, County will include the School District in publications to provide for cost effectiveness.

_____ _____

Cynthia Luczak, Bay County Clerk Date

Election Coordinator /Township Clerk Duties

B. **Election Coordinator/Township Clerk Duties**. Pursuant to MCL S 168.301 as amended, the District's Election Coordinator (i.e. the Bangor Charter Township Clerk) shall:

1. Receive requests from the District's School Board to hold special elections; and receive petitions for District special elections as permitted by statute;

2. Receive nominating petitions, filing fees and affidavits of identity from candidates for the District's Board of Education;

3. Provide qualified voter file precinct lists;

4. Receive ballot proposal language;

5. Arrange for the programming and layout of ballots;

6. Arrange for ballot printing and proofing;

7. Procure all necessary ballots and precinct election kits/supplies;

8. Prepare and publish (in accordance with legal requirements) the notices of registration (i.e. last day of registration) and the notices of election and public accuracy test notices. May elect to publish with the County of Bay to share the appropriate costs;

9. Train (as legally required) election inspectors recruited and approved by Township Election Commission;

10. Arrange for temporary office workers as needed (i.e. coverage on Election Day).

11. Process payroll for election inspectors on the payday immediately following the Election at the usual rate paid to election inspectors with a minimum of 3 inspectors per precinct. If precincts are consolidated for a School Election, a minimum of 4 inspectors shall be assigned.

12. Arrange for such programming/coding of voting equipment as may be required; and to ensure that the voting equipment is properly tested.

13. Handle Election Day issues and "troubleshooting".

14. Upon receipt of the same, transmit election results to the County Board of Canvassers for the canvass and certification of the election.

15. Maintain qualified voter file (QVF);

16. Distribute, receive and process absent voter ballot applications, and handle the issuance and return of absentee ballots, within the District (in accordance with legal requirements).

17. Make adequate and proper voting equipment available (in accordance with legal requirements) within the District unless otherwise agreed upon both parties of a revised election consolidation plan.

18. Arrange and handle the set-up of polling places for the election.

19. Store voted ballots after the election in accordance to election retention laws.

20. Perform such other duties as are necessary to the proper conduct and handling of the District's elections according to the State of Michigan Election Law.

School District Duties

C. **School District Duties.** Pursuant to MCL 168.301, as amended, the School District shall:

1. 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 member candidates for Board approval as done in the past pursuant to Thrun Law Firm, legal counsel.

2. Forward ballot language to the election coordinator, if submitting a ballot question on a regular election date, on a date when the 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).

3. Within three (3) 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

4. Responsible for payment of one (1) absentee counting board.

5. 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 township prior to this date).

6. All other duties required of a school board designee/secretary in conducting a school election as prescribed by law.

7. Administer the "Oath of Office" following Acceptance of Office of the elected candidate.

District Only Issue Elections

D. **District Only Issue Elections.** When the District election (whether regular or special) occurs within the District on a date when the only issue(s) being voted upon are District issues, then and in such event the following provisions shall apply:

1. The arrangements set forth in Paragraphs A and B above (including their respective subparagraphs) will apply; and the Election Coordinator (i.e. the Bangor Charter Township Clerk) shall conduct the District election within said township, except for any lawfully delegated duties; and

2. The District's established voting precincts and polling places within said township shall be used for the District's election. (MCL S 168.305(4) as amended).

District Plus Other (i.e. Non-District) Issue Elections

E. **District Plus Other (i.e. Non-District) Issue Elections.** When a District election (whether regular or special) occurs within the township which lies (in whole) within the District on a date when the Township or other entities are also holding an election (whether for elective office and/or on a ballot question), then and in such event the following provisions shall apply:

a. The arrangements set forth in Paragraphs A and B above (including their respective subparagraphs) shall be modified in such manner and to such extent as may be agreed upon in writing between the Township and the District; and the township clerk shall conduct the District election within the jurisdiction; and

b. The Election Coordinator and the District agree to use the same precincts and polling places as are used for state and federal elections; unless the need arises to change locations as allowed by law and is agreed by both parties (MCL S 168.305(4) as amended.)

Cost Reimbursement

F. **Cost Reimbursement.** For conducting or assisting (by virtue of a delegation of duties) in the conduct of the District's elections (both regular and special), the township shall be paid by the District an amount determined in accordance with MCL S 168.315 as amended. In this regard, if the District's election is held in conjunction with another election conducted by the township, the District shall pay 100 percent of the actual ***additional*** costs attributable to conducting the District's election. If the District's election is not held in conjunction with another election conducted by the township, the District shall pay 100 percent of the ***actual*** cost of conducting the District's election.

The township, shall provide the District with a verified account of its reimbursable costs within 84 days after the election; and the District shall pay or disapprove all or a portion of each such verified account within 84 days after receipt of the same. Such verified accounts shall be prepared and evaluated in accordance with MCL S 168.487 as amended (e.g. reimbursable costs do not include salaries of permanent local officials, the cost of reusable supplies and equipment, etc.).

In the event the District's Board disapproves of all or a portion of a verified account, the Board shall cause notice of such disapproval (together with the reasons for it) to be sent to the township clerk. If requested by the township, the Board shall review its disapproval with the township. If the District and the Township cannot agree on the reimbursable costs, the Secretary of State shall determine the same. If the District and the Township cannot agree on the reimbursable costs, the disagreement shall be mediated by the Bay County Clerk prior to submission (if necessary) of the disagreement to the Secretary of State for final determination.

EXAMPLES OF REIMBURSABLE COSTS:

This list is not to be considered as all-inclusive

1. **Precinct Inspectors** (number, rate of pay)
   - Chairpersons
   - Inspectors
   - Absent Voter Counting Board
   - Training Classes
   - Receiving Boards
   - Certifying Boards

2. **Temporary Employees** (number, function, cost, length of employment)
   - Office clerical assistance to perform election functions
   - Canvassers (County and/or local level)
   - Vendor election-day support (software/hardware)

3. **Election Overtime or Extra Compensation Paid to Regular Employees or Officials** - if it is the jurisdiction's standard practice to pay overtime or extra compensation to regular employees or officials for handling elections (hours worked, rate of pay, number)
   - 8 a.m. – 2 p.m. on the Saturday before the Election
   - Hours in excess of 8 hours on Election Day
   - Equipment set-up/preparation
   - Equipment take down

4. **Postage**
   - Absent voter ballot applications
   - Absent voter ballots
   - Inspector assignment mailings
   - Pay checks mailed

5. **Voting/Tabulation Equipment**
   - Pre-election set-up costs
   - Post-election disassembly costs
   - Equipment delivery
   - Vehicle gasoline or mileage costs associated with the transportation of voting equipment
   - Vehicle mileage costs associated with the preparation and conduct of the Election
   - Vehicle rental charges may be claimed if the vehicles are not owned by the jurisdiction

6. **Polling Place Rental**
   - Rental charges for private buildings used to establish polling places

7. **Janitorial Services** (number of precincts, cost)

8. **Publications**
   - Close of registration notice (1)
   - Election notice (1)
   - Public Accuracy Test notice (1)

   May publish with Bay County to share appropriate costs.

9. **Supplies**
   - Ballots and/or ballot printing
   - Petitions and affidavits of identity
   - Poll Books
   - Applications to vote
   - Application binders
   - Absent voter applications
   - Envelopes #1, #2, #3, #4 and #5
   - Ballot Case Certificates
   - #9 and #10 envelopes for absent voter applications
   - Absent voter ballot mailing and return envelopes
   - Seals (red paper, lead wire, flat metal, blue plastic seals)
   - Write-In Statement forms
   - Challenger placards
   - "I Voted" labels
   - Printing of letters, cards, instructions, etc.
   - Mailing envelopes
   - Styrofoam and punching tools
   - Miscellaneous supplies (paper, pens, tape, diskettes, etc.)

10. **Miscellaneous**
   - Travel and transportation expenses
   - Equipment rentals
   - Election programming costs
   - Social security paid on eligible payroll wages
   - Placement of signage and hooding of parking signs

Other Arrangements

G. **Other Arrangements.** The District's Election Coordinator may call such further meetings of the District's Election Coordinating Committee, not less often than every two years, as may deem necessary or advisable to consider such changes or modifications to the arrangements set forth in this report as the Election Coordinating Committee may agree upon; and the District's Election Coordinator shall file such further reports with the Michigan Secretary of State as may be required.

It is further contemplated that the District's Election Coordinator may, with the consent and approval of the District's Superintendent or designee consult with the District's legal counsel or others as may be required or appropriate to ensure the proper preparation for and conduct of the District's elections.

A copy of this report, having been approved and signed by each member of the District's Election Coordinating Committee, shall be filed by the Election Coordinator with the Secretary of State and shall be provided to each member of the Committee. The Secretary of State's copy (original) shall be mailed to:

Michigan Department of State
Bureau of Elections
P.O. Box 20126
Lansing, MI 48901-0726

Dated: 1·13·2009

Janet Santos, CMC, Clerk
Bangor Charter Township

Cara Barcia, Designee
Bangor Township Schools

Scott Schisler, Trustee
Bangor Township Election Commission

Dr. Tina Kerr, Superintendent
Bangor Township Schools

Colleen Maillette, Trustee
Bangor Township Election Commission

Tim Allen, Secretary
Bangor Township Schools

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