ELECTION COORDINATING COMMITTEE

REPORT/AGREEMENT TO SECRETARY OF STATE
FOR
CONDUCT OF SCHOOL DISTRICT ELECTIONS

SAGINAW, BAY AND MIDLAND COUNTY, MICHIGAN
EFFECTIVE: January 2, 2009

SCHOOL DISTRICT: DELTA COLLEGE

COMPONENT JURISDICTIONS:
SAGINAW COUNTY
BAY COUNTY
MIDLAND COUNTY

ELECTION COORDINATOR AND MANAGER: Susan Kaltenbach
Saginaw County Clerk

ELECTION COORDINATING COMMITTEE MEMBERS:
Susan Kaltenbach, Saginaw County Clerk
Cynthia Luczak, Bay County Clerk
Ann Manary, Midland County Clerk
Delta College, Secretary of the Board

This agreement will outline the duties and responsibilities of conducting elections for DELTA COLLEGE for a 2-year period of time expiring on January 2, 2009. The election of Delta College Board Members and ballot proposals will continue to be held at the regular State and Federal elections.

The Election Coordinator will perform the following duties:

- Receive ballot proposal language by Resolution of the Delta College Board with a copy of the minutes of the meeting when this resolution was approved. MCL 168.301 and 168.312(1). This proposal will be forwarded to the Bay and Midland County Clerks to administer an election with the precincts established in their counties on the city/township level for the conduct of State and Federal elections.
- Receive requests from Delta College Board for special elections/initiatives petitions pursuant to Section 168.64(4), MCL 168.301 and MCL 168.641.
- Receive filing fees, nominating petitions and Affidavit of Identity from Delta College Board candidates.(MCL 168.301)
- Receive notice of withdrawal of candidates. (MCL 168.303)
  Provide notice and copies of affidavits to other participating County Clerks of the candidates' names and addresses not later than 3 days after the last day for filing a withdrawal notice. (MCL 168.303)
- Certify candidates. MCL 168.301
- Present election results to the Saginaw County Board of Canvassers for the official canvass of the school election. MCL 168.307
- Maintain certified records of the Board of Canvassers including school election results. Provide certified copies to the School District, Bay and Midland County Clerks, Treasurers, Equalization Departments and State Treasurer, where applicable.
- Notify elected candidates with Certificate of Election within 5 business days after the certification of election by Board of Canvassers in each County.
- Present to Delta College a verified account of actual costs associated with conducting a special School District election not later than 84 days after the date of the special election. (MCL 168.315)
- All other duties required of an Election Coordinator in conducting the school election as prescribed by law.

The County Clerks in the Delta College School District will perform the following duties:

- Conduct each regular and special election of the School District. (MCL 168.301) Elections will be administered with the precincts established on the city/township level for the conduct of State and Federal elections. .
- Send proof of ballot to Delta College and candidates. MCL 168.711
- Order ballots.
- Publish close of registration (1) and notices of election (1) in each County
- All other duties required of County Clerks in conducting the school election as prescribed by law.
- Present to Delta College a verified account of actual costs associated with conducting a special School District election not later than 84 days after the date of the special election. (MCL 168.315

The School Board Secretary will perform the following duties:

- Publicize candidate positions to be elected.
- 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 60 days before the election date (Note change to 70 days after August, 2007), or on a special election date as provided in Section 641(4). MCL 168.312
- Within 10 days after notification by the Election Coordinator of election to the Delta College Board, each member-elect must file an "Acceptance of Office" and oath with the Secretary of the School Board, MCL 168.309
- Forward a copy of the "Acceptance of Office" and oath to the Election Coordinator: Saginaw County Clerk, 111 S. Michigan, Saginaw, MI 48602. MCL168.309
- Within 3 days after appointment to fill a vacancy provide written notice of appointment to each County Clerk. 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
- The School Board shall pay or disapprove all or a portion of the verified account of expenses with 84 days after receiving the verified account of actual costs of conducting the election. MCL 168.315
- All other duties required of a School Board Secretary in conducting the school election as prescribed by law.

If a special election is called on a date provided under Section 641(4), the School District Coordinating Committee shall schedule the special election date. MCL 168.641, MCL 168.312.

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

The Saginaw County Clerk shall file a copy of this 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)

Date	Member
1-23-09	Susan Kaltenbach, Saginaw County Clerk Delta College, Election Coordinator
1/23/2009	Cynthia Luczak, Bay County Clerk
1/23/2009	Ann Manary, Midland County Clerk
Jan 23, 2009	Delta College, Board Secretary or designee