

# PROGRAM FOR UCOA MEETING

## January 27, 2003

### COUNTY CLERK ACCREDITATION

- WHY: Required by law for all election officials, this duty cannot be delegated
- HOW: Attend five hours of class training and complete a 50 question exam
- WHERE: Lansing, Sheraton Inn
- WHEN: Monday, January 27, 2003 (1:00 p.m. to 6:30 p.m.)

Classes Offered:

**Street Index:** Rayan Ray of CGI will discuss the Statewide Street Index as the foundation for the QVF, how changes are made and how to get assistance from the CGI and postal authorities.

**Voter Registration:** Tom Luitje will discuss the definition of residence and the relationship between the driver file and voter registration addresses, military personnel, their spouses and dependants and U.S. citizens overseas, returned ID cards and QVF status codes as they appear on the Poll List.

**Preparing For An Election:** Brad Wittman will overview the responsibilities of county clerks and the county election commissions as they relate to State elections, including ballot printing, ballot proofing, candidate name rotations, training election inspectors and candidate petition filings.

**Canvass Authority:** Sue McRill will discuss the importance of conducting a thorough canvass and the critical role that county clerks play in ensuring that canvass boards understand and exercise their full authority when auditing canvass documents.

**Recounts:** Sue McRill will provide an overview of the recount procedures that apply to state authority recounts and the criteria that is used to determine the recountability of precincts for various voting systems.