STATE OF MICHIGAN
BUREAU OF ELECTIONS
LANSING

SUGGESTED REPORT TEMPLATE FOR INTERMEDIATE SCHOOL DISTRICT (ISD), REGIONAL EDUCATIONAL SERVICE AGENCY (RESA), and COMMUNITY COLLEGE SPECIAL ELECTIONS

Suggested elements for the report filed by an "election coordinating committee" convened for an intermediate school district (ISD), a regional educational service agency (RESA) or a community college are listed below.

General Information

- Official name of district.
- Listing of the jurisdictions that wholly or partially fall within the district.
- Date of "election coordinating committee" meeting.
- Name of county clerk designated as the district's "election coordinator."
- Names and titles of the other members of the district's "election coordinating committee."

"Opt In" Jurisdictions (If Any)

A listing of those city and township clerks that have chosen to "opt in" and conduct the district's special elections in his or her city or township.

Note: The clerk of any city or township that falls in the district can opt to conduct the district's special elections in his or her city or township. Clerks making this choice must perform all of the duties associated with the conduct of the district's elections in his or her city or township. Before exercising this option, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for four years until amended. (MCL 168.305(3) as amended under PA 334 of 2010)

If a city or township clerk serving on the "election coordinating committee" opts to conduct the district's special elections in his or her city or township, the report should include a listing of the tasks which the clerk will perform whenever school district elections are held. Examples:

- Conduct district's special elections.
- Provide voting equipment for the district's special elections.
- Arrange for the programming/coding and testing of voting equipment.
- Publish notice of the "public accuracy test."
- Publish "Notices of Close of Registration" and "Notices of Election."
- Handle the distribution, receipt and processing of absentee ballot applications.
- Handle the issuance of absentee ballots and the return of voted absentee ballots.
- Establish precinct boundaries through the local election commission. (If different precinct boundaries for the conduct of the district's special elections are desired.)
- Designate polling places through the city council or township board. (If different polling places are needed for the conduct of the district's elections.)
- Appoint election inspectors through the local election commission.
- Handle the setup of polling places on election day.
- Store voted ballots after the special election.
- Prepare and present reimbursement requests to district.

Election Duties

A statement which specifies who will handle the election duties listed below for those portions of the district which do not fall within a city or township that has opted to conduct the district's special elections.

Note: Duties marked with an asterisk (*) must be performed by the county clerk serving as the district's "election coordinator" unless delegated to a city or township clerk under an agreement reached with the city or township clerk. The law does not extend the district's "election coordinator" the authority to delegate duties associated with the conduct of the district's elections to the school board secretary or school district personnel.

- Receive special election resolutions and ballot proposal language adopted by the district's board.* (Task must be performed by a single official in the district.)
- Handle the distribution, receipt and processing of absentee ballot applications. (The county clerk serving as the district's "election coordinator" may direct the city and township clerks in the district to handle this task.)
- Handle the issuance of absentee ballots and the return of the voted absentee ballots.*

- Handle ballot printing and proofing.*
- Order necessary precinct supply kits.*
- Provide voting equipment for the conduct of the district's special elections. (The county clerk serving as the district's "election coordinator" may direct the city and township clerks in the district to meet this need.)
- Arrange for programming/coding and testing of voting equipment.*
- Publish notice of the "public accuracy test."
- Publish "Notices of Close of Registration" and "Notices of Election."*
- Handle Qualified Voter File (QVF) related responsibilities (setting up election, production of precinct lists, updating voter history).*
- Appoint election inspectors for the district's special elections. (This task must be handled by the county election commission established in the "election coordinator's" county. The county clerk serving as the district's "election coordinator" may direct the city and township clerks in the district to "provide the list of election inspectors for that city or township." As an alternative, the task may be delegated to a local election commission with the agreement of the county election commission members and the local election commission members.)
- Handle the setup of polling places on election day.*
- Handle election day issues and "troubleshooting."*
- Transmit election results to Board of Canvassers for the canvass and certification of the election.*
- Store voted ballots after the election.*
- Prepare and present reimbursement requests to school district.*

Precinct Boundaries and Polling Places Established for District's Special Elections (If Necessary)

As Michigan election law governs the administration of school elections, precincts established for the conduct of local school district elections, intermediate school district elections and community college district elections cannot contain more than 2,999 registered voters. Precincts established for the conduct of school district election can cross city and township boundaries if desirable. The precincts must be established by the county election commission established in the "election coordinator's" county.

If the "election coordinating committee" establishes separate precinct boundaries for the conduct of the district's special elections, a description of the precinct boundaries and location of the polling places selected to serve the precincts must be attached to the report.

If there is no need to establish separate precinct boundaries for the conduct of the district's special elections, a statement that the district's special elections will be administered with the precincts established on the city/township level for the conduct of state and federal elections must be included in the report.

Note: Temporary precinct consolidations of up to 5,000 registered voters are not required to be outlined in this report. The authority to execute temporary precinct consolidations lies with the County Election Commission and must be done no less than 60 days prior to a special election.

Signatures

All members of the "election coordinating committee" must sign the report and retain a copy for their records.

Filing Report

The original report may be mailed to the following address:

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

Or

The original report may be emailed to the following address (Including County name/School Plan in subject line):

elections@michigan.gov