



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

DATE: February 27, 2015
TO: County Clerks
FROM: Michigan Department of State
Bureau of Elections
SUBJECT: Preparation for May 5, 2015 Special Election

The following items and information are being provided in preparation for the administration of the May 5, 2015 statewide special election:

Notice of Call of Election: Please send a copy of the notice to all city and township clerks.

Statewide proposal: There is one statewide proposal qualified to appear on the May 5 special election ballot. The official ballot wording for the proposal is provided. Ballot wording must conform exactly to the version approved by the Board of State Canvassers.

Important note: the caption of the proposal shall be in bold face, upper/lower case (not in all capital letters).

Ballot production standards and ballot instructional language: The [Michigan Ballot Production Standards](#) are available in the [Elections eLearning Center](#) and on the Bureau of Elections' web site at www.michigan.gov/elections, under *Information for Election Administrators*. [Ballot Instructions](#) must follow the prescribed format for a special election as outlined in PA128 of 2012, and can also be found online at www.michigan.gov/elections under *Information for Election Administrators; Election Day Materials*. The mandated ballot instruction language is also included within the Ballot Production Standards.

Approval of ballot proofs required: Immediately after proof ballots are delivered to the County Election Commission, the Commission must forward the ballot proofs in PDF format to the Bureau of Elections for approval. Please submit all proof ballots by email to the attention of Carol Pierce at PierceC1@Michigan.gov. Include "Ballot Proofs" and the name of your county in the subject line of your email submission. **If corrections are needed or any changes are made to the ballots following the original submission, the PDFs must be resubmitted.**

Questions? If you have a question or need assistance, please do not hesitate to contact the Michigan Bureau of Elections. We will be happy to assist in any way possible.

Email: elections@michigan.gov

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