

**GRANDVILLE PUBLIC SCHOOL DISTRICT
ELECTION COORDINATING COMMITTEE
REPORT/AGREEMENT TO SECRETARY OF STATE
FOR CONDUCT OF SCHOOL DISTRICT ELECTIONS**

**KENT COUNTY, MICHIGAN
EFFECTIVE: JANUARY 2017**

SCHOOL DISTRICT:	Grandville Public Schools
COUNTY:	Kent & Ottawa Counties
COMPONENT JURISDICTIONS:	Byron Township Grand Rapids City Grandville City Walker City Wyoming City Georgetown Charter Township/Ottawa County Jamestown Charter Township/Ottawa County Tallmadge Charter Township/Ottawa County
ELECTION COORDINATOR:	Lisa Posthumus Lyons Kent County Clerk
ELECTION COORDINATING COMMITTEE MEMBERS:	Joel Hondorp, Byron Township Clerk Darlene O’Neal, Grand Rapids City Clerk Marci Poley-Kwiatkowski Grandville City Clerk Sarah Bydalek, Walker City Clerk Kelli VandenBerg, Wyoming City Clerk Rich VanderKlok, Georgetown Charter Twp. Clerk/Ottawa Co. Candy DeHaan, Jamestown Charter Twp. Clerk/Ottawa Co. Lenore D. Cook, Tallmadge Charter Twp. Clerk/Ottawa Co. Justin Roebuck, Ottawa County Clerk Christine Buck, Secretary of Board of Education
ELECTION DATE:	Biennially – Even year November
BOARD POSITIONS: TERMS:	Seven Positions Six Years
ELECTION COORDINATING COMMITTEE MEETING:	January 19, 2017

This report/agreement outlines the duties and responsibilities for conducting elections in the Grandville Public School District for a four year period expiring January 2, 2021.

CONDUCT OF THE GRANDVILLE PUBLIC SCHOOLS' ELECTIONS:

1. Election Coordinator Duties and Responsibilities:

The Kent County Clerk shall serve as the "Election Coordinator" for the Grandville Public Schools and shall perform the following duties:

- a. Receive filing fees or nominating petitions and affidavits of identity from candidates for school board [MCL 168.301];
- b. Receive requests from the school board to hold special elections [MCL 168.301, MCL 168.646(a)];
- c. Certify candidates [MCL 168.301];
- d. Receive notice of withdrawal of candidate for school board [MCL 168.303];
- e. Receive ballot proposal language by resolution of the school board [MCL 168.301, MCL 168.646(a)];
- f. Receive petitions for special elections called pursuant to MCL 168.641(4). [See also: MCL 168.302(a) & MCL 168.646(a)];
- g. Schedule any special election called pursuant to MCL 168.641(4);
- h. Setup, proof, and print ballots;
- i. Order precinct supplies;
- j. Program and code voting equipment;
- k. Publish the "Notice of Close of Registration" and "Notice of Election," in addition to creating the respective notices for posting in the precincts;
- l. Present election results to the County Board of Canvassers for the Official Canvass of the school election [MCL 168.307];
- m. Provide election day "support"/"troubleshooting";
- n. Maintain certified records of the Board of Canvassers of the election results and provide copies to the school district Superintendent. Also, provide copies to the County Treasurer, County Equalization and State Treasurer, where applicable;
- o. Provide notice to the individuals declared elected to the office of school board member immediately after canvass certification [MCL 168.308];
- p. Execute and deliver to the individual declared elected a "*Certificate of Election*" [MCL 168.308];
- q. Prepare a verified account of the actual costs of conducting a special election;
- r. Present a verified account of the actual costs of conducting a special election not later than **84** days after the date of that election to the school Superintendent [MCL 168.315];
- s. Perform any other functions necessary to conduct the elections in accordance with applicable law.

2. Coordinating Committee Members Duties and Responsibilities:

The Township/City Clerks, as Coordinating Committee Members (i.e., Byron Township, Grandville City, Walker City, Wyoming City, Georgetown Charter Township/Ottawa County, Jamestown Charter Township/Ottawa County, Tallmadge Charter Township/Ottawa County), shall perform the following duties:

- a. If a city or township is holding an election for elective offices or a ballot question at the same time that a school district located in the city or township is holding an election, the city or

township clerk shall also conduct the school district election with his or her jurisdiction [MCL 168.305];

- b. Township/City Election Commission will adopt resolution to consolidate precincts 60 days prior to the election, if applicable [MCL 168.659];
- c. Provide voting equipment [MCL 168.301];
- d. Handle Qualified Voter File (QVF) related responsibilities (e.g., setting up election, production of precinct lists, updating voter history).
- e. Perform the necessary testing of voting equipment, and publish the appropriate “Notice” for such test;
- f. Issue, distribute, receive and process absent voter ballots (A.V. ballots) [MCL 168.301];
- g. Be available on the Saturday prior to the election to issue A.V. ballots;
- h. Maintain regular office hours on Monday preceding the election for in person voting;
- i. Coordinate the hiring and scheduling of election inspectors for each precinct;
- j. Set up precincts for election day;
- k. Store voted ballots;
- l. Prepare a verified account of the actual costs of conducting a special election;
- m. Present a verified account of the actual costs of conducting a special election not later than **84** days after the date of that election to the school Superintendent [MCL 168.315];
- n. Perform any other functions necessary to conduct the elections in accordance with applicable law.

3. Non-Participating Committee Members:

Whereas, the Grandville Public School District boundary extends into the city limits of Grand Rapids and that property being solely industrial or commercial property with no residential areas thereby containing no qualified registered electors; the City of Grand Rapids shall have no duties or responsibilities in the conduct of Grandville Public School elections.

4. City/Township Election Commission:

The City/Township Election Commission may by resolution and pursuant to MCL 168.659, consolidate precincts during a special election and notify voters by first class mail of changes in polling locations, when necessary.

Clerk’s desiring to consolidate precincts for special elections, shall notify the election coordinator of their intent not later than 69 days before the election and the resolution shall be adopted not later than 60 days before the election.

Precinct consolidation is governed as follows:

In an instance where a local school district, intermediate school district or community college district is divided into two or more precincts, the precincts may be combined to conduct any election scheduled in the school district. A *consolidated* precinct cannot contain more than 5,000 registered voters.

- Precincts cannot be consolidated if the school district’s election is held on the same date as an even-numbered year November election, an even-numbered year August primary, a special statewide election or a special federal election.
- In order to consolidate precincts, a resolution must be adopted by the appropriate election commission at least 60 days prior to the election. When determining whether to consolidate precincts for an upcoming election, the election commission must consider the complexity of the ballot and the anticipated turnout for the election.

- If a decision is made to consolidate precincts, **whole precincts** must be combined; the precincts involved in the consolidation cannot be divided.
- If a consolidated precinct will make it necessary for voters to attend a different polling place location, the local election commission must notify the voters of the new polling place location by mail “or other method designed to provide actual notice to the registered electors.” On the day of the election, the local election commission must post a notice at each polling place location eliminated for the election. The notice must include directions to the polling place location the voters must attend.

5. Secretary of School Board Duties and Responsibilities:

The Grandville Public School District Secretary of the Board of Education (Secretary) shall perform the following duties:

- a. The Secretary shall certify to the County Clerk the wording of the ballot question to be submitted to the voters at a regular or special election not later than 4 p.m. on the twelfth Tuesday before the election. [MCL 168.646a(2)];
- b. Within **3** days after the appointment to fill a vacancy, the Secretary shall provide written notice of appointment to the Election Coordinator. Notice shall include name, address and office of person who vacated the office and of the person filling such vacancy [MCL 168.311];
- c. The School Board shall pay or disapprove all or a portion of the verified account of actual costs of conducting the election within **84** days after receiving the verified account [MCL 168.315];
- d. Within 10 days of notification of election to the Board, the elected member shall file acceptance of the position with the school district, and the school district will forward the acceptance to the election coordinator. Before assuming the duties of the Board, the elected member shall be administered the oath of office.
- e. All other duties required of a Secretary to conduct the school election in accordance with applicable law.

6. County Election Commission Duties and Responsibilities:

The Kent County Election Commission (Judge of the Probate Court, County Treasurer and County Clerk) shall perform the following duties and be responsible for:

- a. Approve a resolution to consolidate precincts when voters are relocated to another city or township during a special election. When determining whether to consolidate precincts for an upcoming election, the election commission must consider the complexity of the ballot and the anticipated turnout for the election.
- b. Proof all ballots, unless delegated to the office of the County Clerk.
- c. Approve ballots for printing and deliver ballots to clerks no later than 45 days prior to the election.

7. Other Issues:

- a. This Report/Agreement may be altered or revised in writing upon the consent of the undersigned jurisdictions.
- b. This Report shall be governed by and construed in accordance with the laws of the State of Michigan.
- c. If any clause, provision or section of this Report shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections.

- d. This Report is binding on the undersigned jurisdictions until the date of its expiration or until such time as a revised Report is filed with the State of Michigan, Department of State, Bureau of Elections.

IN WITNESS WHEREOF, the undersigned jurisdictions have executed this Report by and through their respective duly authorized representatives as of the date so indicated.

Date: January ____, 2017

Kent County Clerk
Grandville Public School District Election Coordinator

Date: January ____, 2017

Byron Township Clerk

Date: January ____, 2017

Grand Rapids City Clerk

Date: January ____, 2017

Grandville City Clerk

Date: January ____, 2017

Walker City Clerk

Date: January ____, 2017

Wyoming City Clerk

Date: January ____, 2017

Georgetown Charter Township Clerk/Ottawa County

Date: January ____, 2017

Jamestown Charter Township Clerk/Ottawa County

Date: January ____, 2017

Tallmadge Charter Township Clerk/Ottawa County

Date: January ____, 2017

Ottawa County Clerk

Date: January ____, 2017

Grandville Public School Secretary of Board of Education

