

**GRAND RAPIDS COMMUNITY COLLEGE
ELECTION COORDINATING COMMITTEE
REPORT/AGREEMENT TO SECRETARY OF STATE
FOR CONDUCT OF SCHOOL DISTRICT ELECTIONS**

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

SCHOOL DISTRICT:	Grand Rapids Community College
COUNTY:	Kent, Allegan, Barry, Ionia, Newaygo & Ottawa Counties
COMPONENT JURISDICTIONS:	Ada Township Algonoma Township Alpine Township Bowne Township Byron Township Caledonia Charter Township Cannon Township Cascade Charter Township Cedar Springs, City of Courtland Township East Grand Rapids Gaines Charter Township Grand Rapids, City of Grand Rapids Charter Township Grandville, City of Grattan Township Kentwood, City of Lowell, City of Lowell Charter Township Nelson Township Oakfield Township Rockford, City of Plainfield Charter Township Solon Township Sparta Township Spencer Township Tyrone Township Vergennes Township Walker, City of Wyoming, City of Leighton Township, Allegan County Wayland Township, Allegan County Carlton Township, Barry County Irving Township, Barry County

COMPONENT JURISDICTIONS: continued	Orangeville Township, Barry County Rutland Township, Barry County Thornapple Township, Barry County Yankee Springs Township, Barry County Boston Township, Ionia County Campbell Township, Ionia County Keene Township, Ionia County Ensley Township, Newaygo County Grant Township, Newaygo County Chester Township, Ottawa County Georgetown Charter Township, Ottawa County Jamestown Charter Township, Ottawa County Tallmadge Charter Township, Ottawa County Wright Township, Ottawa County
ELECTION COORDINATOR:	Lisa Posthumus Lyons Kent County Clerk
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 Grand Rapids Community College District (GRCC) for a four year period expiring January 2, 2021.

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CONDUCT OF THE GRAND RAPIDS COMMUNITY COLLEGE ELECTIONS:

1. Election Coordinator Duties and Responsibilities:

The Kent County Clerk shall serve as the “Election Coordinator” for the Grand Rapids Community College 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, 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. 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.

4. Grand Rapids Community College Duties and Responsibilities:

The Grand Rapids Community College (GRCC) 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.

5. 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.

6. 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
Grand Rapids Community College Election Coordinator

Date: January ____, 2017

Ada Township Clerk

Date: January ____, 2017

Algoma Township Clerk

Date: January ____, 2017

Alpine Township Clerk

Date: January ____, 2017

Bowne Township Clerk

Date: January ____, 2017

Byron Township Clerk

Date: January ____, 2017

Caledonia Charter Township Clerk

Date: January ____, 2017

Cannon Township Clerk

Date: January ____, 2017

Cascade Charter Township Clerk

Date: January ____, 2017

Cedar Springs City Clerk

Date: January ____, 2017

Courtland Township Clerk

Date: January ____, 2017

East Grand Rapids City Clerk

Date: January ____, 2017

Gaines Charter Township Clerk

Date: January ____, 2017

Grand Rapids City Clerk

Date: January ____, 2017

Grand Rapids Charter Township Clerk

Date: January ____, 2017

Grandville City Clerk

Date: January ____, 2017

Grattan Township Clerk

Date: January ____, 2017

Kentwood City Clerk

Date: January ____, 2017

Lowell City Clerk

Date: January ____, 2017

Lowell Charter Township Clerk

Date: January ____, 2017

Nelson Township Clerk

Date: January ____, 2017

Oakfield Township Clerk

Date: January ____, 2017

Rockford City Clerk

Date: January ____, 2017

Plainfield Charter Township Clerk

Date: January ____, 2017

Solon Township Clerk

Date: January ____, 2017

Sparta Township Clerk

Date: January ____, 2017

Page 7 of 9

Spencer Township Clerk

Date: January ____, 2017

Tyrone Township Clerk

Date: January ____, 2017

Vergennes Township Clerk

Date: January ____, 2017

Walker City Clerk

Date: January ____, 2017

Wyoming City Clerk

Date: January ____, 2017

Leighton Township Clerk, Allegan County

Date: January ____, 2017

Wayland Township Clerk, Allegan County

Date: January ____, 2017

Allegan County Clerk

Date: January ____, 2017

Carlton Township Clerk, Barry County

Date: January ____, 2017

Irving Township Clerk, Barry County

Date: January ____, 2017

Orangeville Township Clerk, Barry County

Date: January ____, 2017

Rutland Township Clerk, Barry County

Date: January ____, 2017

Thornapple Township Clerk, Barry County

Date: January ____, 2017

Yankee Springs Township Clerk, Barry County

Date: January ____, 2017

Barry County Clerk

Date: January ____, 2017

Boston Township Clerk, Ionia County

Date: January ____, 2017

Campbell Township Clerk, Ionia County

Date: January ____, 2017

Keene Township Clerk, Ionia County

Date: January ____, 2017

Ionia County Clerk

Date: January ____, 2017

Ensley Township Clerk, Newaygo County

Date: January ____, 2017

Grant Township Clerk, Newaygo County

Date: January ____, 2017

Newaygo County Clerk

Date: January ____, 2017

Chester Township Clerk, Ottawa County

Date: January ____, 2017

Georgetown Township Clerk, Ottawa County

Date: January ____, 2017

Jamestown Township Clerk, Ottawa County

Date: January ____, 2017

Tallmadge Township Clerk, Ottawa County

Date: January ____, 2017

Wright Township Clerk, Ottawa County

Date: January ____, 2017

Ottawa County Clerk

Date: January ____, 2017

GRCC Secretary, Grand Rapids Community College