

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

**Ottawa County, Michigan
Effective: January 2025**

SCHOOL DISTRICT:	Jenison Public Schools
COUNTY:	Ottawa County
COMPONENT JURISDICTIONS:	Georgetown Township
ELECTION COORDINATOR:	Justin F. Roebuck, Ottawa County Clerk
ELECTION COORDINATING COMMITTEE MEMBERS:	Kelly Kuiper, Georgetown Twp. Clerk Jennifer Postema, Secretary of the Board of Education
ELECTION DATE:	Biennially in November
BOARD POSITIONS:	Seven Positions
TERMS:	Six Years
ELECTION COORDINATING COMMITTEE MEETING:	January 28, 2025

This report/agreement outlines the duties and responsibilities for conducting elections in the Jenison Public School District for a four-year period expiring January 1, 2029.

CONDUCT OF ELECTIONS FOR JENISON PUBLIC SCHOOLS:

ELECTION COORDINATOR DUTIES AND RESPONSIBILITIES

The County Clerk shall serve as the “Election Coordinator” for the Jenison 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 notices of withdrawal of candidates 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. Set up, proof, and print ballots;
- i. Order precinct supply kits;
- j. Program and code voting equipment;
- k. Publish the “Notice of Close of Registration” and “Notice of Election”;
- 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;
- 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 and to others as may be applicable;
- o. Provide notice to the individuals declared elected to the office of school board member within 5 days after canvass certification [MCL 168.308];
- p. Execute and deliver to the individual declared elected a “Certificate of Election” [MCL 168.308];
- q. Present a verified account of the actual costs of conducting any school election not later than **84** days after the date of that election to the school Superintendent [MCL 168.315];
- r. Perform any other functions necessary to conduct school elections in accordance with applicable law.
- s. Perform the necessary testing of voting equipment and publish the appropriate “Notice” for such test;
- t. Train election inspectors [MCL 168.683].
- u. If required, publish a Treasurer’s Notice along with the Notice of Election (See MCL 211.202, MCL 211.203 & MCL 211.24f)
- v. Perform any other functions necessary to conduct school elections in accordance with applicable law.

COORDINATING COMMITTEE MEMBERS DUTIES AND RESPONSIBILITIES:

Township/City Clerks as Coordinating Committee Members shall perform the following duties

- a. Conduct each election of the school district utilizing municipal precincts and polling locations [MCL 168.301];
- b. Conduct each election requested by the school board to submit a ballot question to the public or to fill a vacancy on the school board [MCL 168.301];
- c. Provide voting equipment [MCL 168.301];

- d. Issue, distribute, receive, and process absent voter ballots (A.V. ballots) [MCL 168.301];
- e. Be available on the Saturday prior to the election to issue A.V. ballots [MCL 168.759];
- f. Coordinate the hiring and scheduling of election inspectors for each precinct;
- g. Set up precincts for election day;
- h. Store voted ballots;
- i. Present a verified account of the actual costs of conducting a school election not later than **14 days** after the date of that election to the Secretary of the Board of Education;
- j. By resolution of the City/Township Election Commission and pursuant to MCL 168.659, consolidate precincts in instances where the precincts to be consolidated are located in the same polling place.
- k. Keep permanent absentee voter lists;
- l. Print all necessary Qualified Voter Lists;
- m. Perform any other functions necessary to conduct school elections in accordance with applicable law.

NON-PARTICIPATING COORDINATING COMMITTEE MEMBERS DUTIES & RESPONSIBILITIES

Non-participating Township/City Clerks Coordinating Committee Members shall perform the following duties:

- a. Distribute, receive and process AV ballot applications;
- b. Be available for at least 8 hours on the weekend prior to the election to verify AV applications, pursuant to MCL 168.761b;
- c. Be available on the Monday prior to the election to verify AV applications;
- d. Be available on Election Day from 7am to 8pm for the purposes of voter registration and issuing the voter a receipt stating that they registered to vote at their city or township clerk's office on election day, pursuant to MCL 168.497.

(The voters from these township/cities eligible to vote will be assigned to the nearest precinct of one of the township/city listed above as participating.)

SECRETARY OF SCHOOL BOARD DUTIES & RESPONSIBILITIES

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

- a. At least 82 days before the election date, the Secretary shall certify to the County Clerk the wording of a ballot question to be submitted to the voters at a regular or special election at which no state or federal offices are to be voted on [MCL 168.646a].

- b. If the ballot question is submitted to the voters during an election where state or federal offices are to be voted on; the Secretary shall certify the wording to the County Clerk at least 82 days before the election [MCL 168.646a];
- c. At least 14 days before the date the ballot wording must be certified to the Clerk, the Secretary shall file petitions to place a ballot question on the ballot with the County Clerk [MCL 168.646a];
- d. 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];
- e. Upon receipt of billing from the Election Coordinator, the School Board shall pay costs within **14 days**, unless the School Board disapproves all or a portion of the account of actual costs for conducting the election within **84 days** after receiving the verified account [MCL 168.315];
- f. All other duties required of a Secretary to conduct the school election in accordance with applicable law.

If a special election is called on a date provided under MCL 168.641(4) by petition, the Election Coordinating Committee shall schedule a special election date. [MCL 168.641]

COUNTY ELECTION COMMISSION DUTIES & RESPONSIBILITIES

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

- a. Consolidation of precincts pursuant to MCL 168.659. The County Election Commission may consider input received from the coordinating committee members relating to the consolidation of precincts.
- b. Ballot proofing, unless delegated to the office of the County Clerk.

OTHER ISSUES

- a. This Report/Agreement may be altered or revised in writing upon the consent of the undersigned jurisdictions.
- b. As of January 1, 2025, this Report shall be governed by, and construed in accordance with, the laws of the State of Michigan.
- c. After January 1, 2025, 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 January 1, 2029, 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 _____, 2025 _____
Ottawa County Clerk
Jenison Public School District Election Coordinator

Date: January _____, 2025 _____
Georgetown Township Clerk

Date: January _____, 2025 _____
Jenison Public School Secretary of Board of Education