

**SCHOOL DISTRICT1  
ELECTION COORDINATING COMMITTEE  
REPORT/AGREEMENT TO SECRETARY OF STATE  
FOR CONDUCT OF SCHOOL DISTRICT ELECTIONS**

**Kent County, Michigan  
Effective: March 26, 2021 through January 31, 2025**

<b>SCHOOL DISTRICT:</b>	School District1
<b>ELECTION DATE:</b>	Biennially – Even year November
<b>BOARD POSITIONS:</b>	Seven Positions
<b>TERMS:</b>	Six Years
<b>COUNTIES:</b>	Kent, Allegan, Barry, Ionia, Newaygo & Ottawa
<b>ELECTION COORDINATOR:</b>	Lisa Posthumus Lyons, Kent County Clerk

**COMPONENT JURISDICTIONS & COORDINATING MEMBERS:**

<b>Kent County</b>	Kent County Clerk	Grattan Township Clerk
	Ada Township Clerk	City of Kentwood Clerk
	Algoma Township Clerk	City of Lowell Clerk
	Alpine Township Clerk	Lowell Charter Township Clerk
	Bowne Township	Nelson Township Clerk
	Byron Township	Oakfield Township Clerk
	Caledonia Charter Township	City of Rockford Clerk
	Cannon Township Clerk	Plainfield Charter Twp. Clerk
	Cascade Charter Township Clerk	Solon Township Clerk
	City of Cedar Springs Clerk	Sparta Township Clerk
	Courtland Township Clerk	Spencer Township Clerk
	City of East Grand Rapids Clerk	Tyrone Township Clerk
	Gaines Charter Township Clerk	Vergennes Township Clerk
	City of Grand Rapids Clerk	City of Walker Clerk
	Grand Rapids Charter Twp. Clerk	City of Wyoming Clerk
City of Grandville Clerk		
<b>Allegan County</b>	Allegan County Clerk	Wayland Township Clerk
	Leighton Township Clerk	
<b>Barry County</b>	Barry County Clerk	Rutland Township Clerk
	Carlton Township Clerk	Thornapple Township Clerk
	Irving Township Clerk	Yankee Springs Township
	Orangeville Township Clerk	



<b>Ionia County</b>	Ionia County Clerk Boston Township Clerk Campbell Township Clerk Keene Township Clerk	
<b>Newaygo County</b>	Newaygo County Clerk Ensley Township Clerk Grant Township Clerk	
<b>Ottawa County</b>	Ottawa County Clerk Chester Township Clerk Georgetown Charter Twp. Clerk	Jamestown Charter Twp. Clerk Tallmadge Charter Twp. Clerk Wright Township Clerk

This Report/Agreement outlines the duties and responsibilities for conducting elections in the School District1 School District for a four-year period, expiring January 31, 2025.

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## CONDUCT OF ELECTIONS for SCHOOL DISTRICT1:

### 1. Election Coordinator Duties and Responsibilities:

The Kent County Clerk shall serve as the “Election Coordinator” for the School District1 School District 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 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. Provide notice via email to all coordinating members within 5 business days of filing deadline;
- i. Setup, proof, and print ballots for all jurisdictions within Kent County;
- j. Provide proof of each ballot example, to be used within Kent County, to school district administration;
- k. Order precinct supplies for all jurisdictions within Kent County
- l. Program and code voting equipment for all jurisdictions within Kent County;
- m. Publish the “Notice of Registration” and “Notice of Election” for all jurisdictions within Kent County;
- n. Present election results to the Kent County Board of Canvassers for the Official Canvass of the school election [MCL 168.307];
- o. Provide election day “support”/ ”troubleshooting” for all jurisdictions within Kent County;
- p. Maintain certified records of the Board of Canvassers of the election results and provide copies to the school district President. Also, provide copies to the Kent County Treasurer, Kent County Equalization and State Treasurer, where applicable;
- q. Provide notice to the individuals declared elected to the office of school board member within 5 business days after canvass certification [MCL 168.309];
- r. Execute and deliver to the individual declared elected a “Certificate of Election” [MCL 168.308];
- s. Prepare a verified account of the actual costs of conducting a special election;
- t. 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 President [MCL 168.315];
- u. Perform any other functions necessary to conduct the elections in accordance with applicable law.



## **2. County Coordinating Committee Members Duties and Responsibilities:**

The County Clerks, as Coordinating Committee Members, shall perform the following duties:

- a. Setup, proof, and print ballots for all jurisdictions within respective county;
- b. Provide proof of each ballot example, to be used within respective county, to school district administration;
- c. Order precinct supplies for all jurisdictions within respective county;
- d. Program and code voting equipment for all jurisdictions within respective county;
- e. Publish the "Notice of Registration" and "Notice of Election," for the precincts within the respective county ("Treasurer's Notice" will be included with the "Notice of Election" if required. See MCL 211.202, MCL 211.203 & MCL211.24f);
- f. Present election results to the respective county Board of Canvassers for the Official Partial Canvass of the school election [MCL 168.307];
- g. Provide election day "support"/ "troubleshooting" within respective county;
- h. Prepare a verified account of the actual costs of conducting a special election;
- i. 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 President [MCL 168.315];

## **3. Local Coordinating Committee Members, shall perform the following duties:**

The local city or township 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, and local clerk shall provide notice of intent to Election Coordinator not later than 69 days prior to the election [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 weekend preceding Election Day for 8 hours, pursuant to MCL 168.761b;
- h. Be available on Monday preceding the election for in person election business;
- i. Coordinate the hiring and scheduling of election inspectors for each precinct;
- j. Provide and prepare 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 President [MCL 168.315];
- n. Perform any other functions necessary to conduct the elections in accordance with applicable law.



**4. Non-participating Local Coordinating Committee Members, shall perform the following duties:**

The Coordinating Committee Members that “Opt out” shall perform the following duties:

- a. Distribute, receive and process AV ballot applications;
- b. Open their office on the weekend preceding Election Day for 8 hours, pursuant to MCL 168.761b;
- c. Be available the Monday preceding Election Day for election business;
- d. Be available on Election Day while polls are open from 7:00 AM to 8:00 PM for the purposes of same day registration and collecting AV ballots, pursuant to MCL 168.497;
- e. Communicate with accepting coordinating members that they have, or do not have AV ballots for tabulation, at close of polls.

**5. School District1 Duties and Responsibilities:**

The School District1 shall perform the following duties:

- a. The Secretary, or designee, 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. Proofread each ballot example and provide approval to each sending county
- c. Within 3 days after the appointment to fill a vacancy, the Secretary, or designee, 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];
- d. 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];
- e. Within 10 business 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 by an individual authorized under law
- f. All other duties required of a Secretary, or designee, to conduct the school election in accordance with applicable law.

**6. City/Township Election Commission:**

- a. The City/Township Election Commission may by resolution and pursuant to MCL 168.659, consolidate precincts during a special election
- b. Clerks desiring to consolidate precincts for special elections, shall notify the Election Coordinator of their intent not later than 69 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.

#### **7. County Election Commission Duties and Responsibilities:**

The County Election Commission for each county coordinating member shall perform the following duties and be responsible for:

- a. Approve a resolution to consolidate precincts within their respective county 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. Proofread all ballots, unless delegated to the office of the County Clerk.
- c. Approve ballots for printing and deliver ballots to local clerks within their respective county no later than 45 days prior to the election.

#### **8. Other Issues:**

- a. This Report/Agreement may be altered or revised in writing upon the consent of the undersigned jurisdictions.
- b. This Report/Agreement 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/Agreement shall be ruled invalid or unenforceable by any court of competent jurisdiction, or changed by legislative action & enactment the invalidity or unenforceability of such clause, provision, or section shall not affect any of the remaining clauses, provisions or sections.
- d. This Report/Agreement is binding on the undersigned jurisdictions until the date of its expiration or until such time as a revised Report/Agreement is filed with the State of Michigan, Department of State, Bureau of Elections.



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

**Kent County**

X	March	,2021	Kent County Clerk, Lisa Posthumus Lyons
X	March	,2021	Ada Township Clerk, Jacqueline Smith
X	March	,2021	Algoma Township Clerk, Judy Bigney
X	March	,2021	Alpine Township Clerk, Jean Wahlfield
X	March	,2021	Bowne Township Clerk, Sandra Kowalczyk
X	March	,2021	Byron Township Clerk, Peggy Sattler
X	March	,2021	Caledonia Charter Township Clerk, Joni Henry
X	March	,2021	Cannon Township Clerk, Deb Diepenhorst
X	March	,2021	Cascade Charter Township Clerk, Sue Slater
X	March	,2021	Cedar Springs City Clerk, Rebecca Johnson
X	March	,2021	Courtland Township Clerk, Sue Hartman
X	March	,2021	East Grand Rapids City Clerk, Karen Brower
X	March	,2021	Gaines Charter Township Clerk, Michael Brew
X	March	,2021	Grand Rapids City Clerk, Joel Hondorp
X	March	,2021	Grand Rapids Charter Twp. Clerk, Ed Robinette
X	March	,2021	Grandville City Clerk, Marci Poley-Kwiatkowski
X	March	,2021	Grattan Township Clerk, Michelle Alberts
X	March	,2021	Kentwood City Clerk, Dan Kasunic
X	March	,2021	Lowell City Clerk, Sue Ullery
X	March	,2021	Lowell Charter Township Clerk, Monica Burt
X	March	,2021	Nelson Township Clerk, Laura Hoffman
X	March	,2021	Oakfield Township Clerk, Sue Trainer



X	March	,2021	Rockford City Clerk, Christine Bedford
X	March	,2021	Plainfield Charter Twp. Clerk, Cathleen Postmus
X	March	,2021	Solon Township Clerk, Dorothy Willoughby
X	March	,2021	Sparta Township Clerk, Marcy Savage
X	March	,2021	Spencer Township Clerk, Lisa Wright
X	March	,2021	Tyrone Township Clerk, Shelley Worley
X	March	,2021	Vergennes Township Clerk, Shantell Ford
X	March	,2021	Walker City Clerk, Sarah Bydalek
X	March	,2021	Wyoming City Clerk, Kelli Vandenberg

**Allegan County**

X	March	,2021	Allegan County Clerk, Bob Genetski
X	March	,2021	Leighton Township Clerk, Rachel Fennema
X	March	,2021	Wayland Township Clerk, Ann McInerney

**Barry County**

X	March	,2021	Barry County Clerk, Pam Palmer
X	March	,2021	Carlton Township Clerk, Amanda Brown
X	March	,2021	Irving Township Clerk, Sharon Olson
X	March	,2021	Orangeville Township Clerk, Melody Risner
X	March	,2021	Rutland Township Clerk, Robin Hawthorne
X	March	,2021	Thornapple Township Clerk, Cindy Willshire
X	March	,2021	Yankee Springs Twp. Clerk, Marjorie VanderMeyden

**Ionia County**

X	March	,2021	Ionia County Clerk, Greg Geiger
X	March	,2021	Boston Township Clerk, Sue Bieri
X	March	,2021	Campbell Township Clerk, Marshann Ludema



X	March	,2021	Keene Township Clerk, Nancy Feuerstein
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**Newaygo County**

X	March	,2021	Newaygo County Clerk, Jason Vanderstelt
X	March	,2021	Ensley Township Clerk, Cynthia Harwood
X	March	,2021	Grant Township Clerk, Gladys Veltkamp

**Ottawa County**

X	March	,2021	Ottawa County Clerk, Justin Roebuck
X	March	,2021	Chester Township Clerk, Helen Dietrich
X	March	,2021	Georgetown Township Clerk, Ryan Kidd
X	March	,2021	Jamestown Township Clerk, Candy Dehaan
X	March	,2021	Tallmadge Township Clerk, Lenore Cook
X	March	,2021	Wright Township Clerk, Theresa Frank

**School District1**

X	March	,2021	School District1 Board Secretary or Designee
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