



Madison County Election Commission

Post Office Box 608
Canton, MS 39046
601.859-0312 (Office/FAX)

December 9, 2015

Mr. Karl Banks, President
and the Board of Supervisors
Madison County Chancery Court Building
Post Office Box 608
Canton, MS 39046

REQUEST FOR TRAVEL AUTHORIZATION TO PHILADELPHIA, MISSISSIPPI FOR ELECTION COMMISSIONER CERTIFICATION TRAINING – JANUARY 20-22, 2016

The Madison County Election Commissioners request approval to travel to the Annual Election Commissioners' Association of Mississippi for re-certification. Thank you.

Sincerely,

Pallascene Bright Cole, Chair
Madison County Election Commission

Attachment: Registration Agenda



Election Commissioners' Association

~ of ~

Mississippi



Officers 2015

www.msecam.com

President	Van B. Lowry 475 River Bend Rd. Columbia, MS 39429 (601) 736-7059 H (601) 736-8929 W
Vice-President Legislation	Christy Noah P.O. Box 9 Vaiden, Ms. 39176 (662) 417-4929 C (662) 464-5476 W
Vice-President Membership	Sue Polk 1209 N. 32 nd St Hattiesburg, Ms. 39401 (601) 268-6917 H (601) 270-5383 W
Secretary	Sissy Smitheman 382 Morningside Dr. Starkville, Ms. 39759 (662) 769-2676 H (662) 769-2676 W
Treasurer	Gail Welch 17 Kimberly Drive Laurel, Ms. 39440 (601) 428-1504 H (601) 319-3552 W
Editor	Marsha Britt-Warren 3713 Hwy 550 N W Union Church, Ms. 39558 (601) 748-3121 H (601) 835-3497 W
Training, Education & Convention Chair	Danny Glaskox 8901 Frunk Snell Rd. Moss Point, Ms. 39562 (228) 219-1570 C (228) 769-3362 W
Parliamentarian	Charles Phillips P.O. Box 561 Hattiesburg, Ms. 39403 (601) 268-3349 H (601) 818-4285 C

Board of Directors

District I	Debbie Black 152 CR 424 Water Valley, Ms. 38956 (662) 236-3929 H (662) 816-7247 W Billy Bearden 8 Front St. Rienzi, MS 38865 (662) 442-7050 H (662) 286-7740 W Mary Reed 607 John Russell Rd. Novapater, Ms. 39346 (662) 803-8124 H (662) 773-5589 W
District II	Elнора Patton 3713 Love Rd. Lexington, Ms. 39095 (601) 954-9111 H (662) 834-2360 W Orman Knox 268 Lower Michigan Springs Winona, Ms. 38967 (662) 699-9374 H (662) 699-9374 W James Reed 136 Waverly Drive Jackson, MS 39206 (601) 362-2230 H (601) 954-5656 W
District III	Dwight Easterling 70 Johnson Stewart Rd. Mount Olive, MS 39119 (601) 797-3179 H (601) 764-9895 W Trudy Berger 701 Calhoun Street Summit, Ms. 39566 (601) 276-2412 H (601) 783-3486 W Larry Gardner 2 Summerfield Place Natchez, Ms. 39120 (601) 446-7881 H (601) 807-5262 W
District IV	Linda Hartfield 43 Ledbetter Drive Purvis, Ms. 39475 (601) 794-8620 H (601) 794-8504 W Sherry Hartfield P.O. Box 141 Beaumont, Ms. 39423 (601) 784-3959 H (601) 588-0072 W Reggie Hanberry 2942 Burnt Bridge Rd. Picayune Ms 39466 (601) 798-0832 H (601) 403-2348 W

Fellow Commissioners:

A committee comprised of me, President Van Lowry, Board Member Reggie Hanberry and Board Member Sherry Hartfield recently visited several casinos on the Gulf Coast to review their facilities for our future Certification and Training Seminars. The facilities were nice but one was already booked for the next 2 years and the other one just would not fit within our budget. At the April board meeting, the ECAM board discussed the pros and cons of the Gulf Coast locations as well as the Silver Star and voted to return to the Silver Star in Philadelphia, Ms. based on reports presented by Mr. Hanberry and Ms. Hartfield.

Since the board meeting, I have already negotiated with the Silver Star and received confirmation of the following:

- More varieties on the breakfast menu to include fruit, breakfast pastries, more choices of juice, all without a cost increase.
- Changing to a new buffet menu for lunch as well as the banquet buffet.
- Agree to provide a band on Wednesday as well as Thursday night for our entertainment.
- Lastly but certainly not least, I have an agreement with them to allow ALL commissioners to be housed in the Silver Star Hotel unless you prefer to be in the Golden Moon Hotel. The new registration forms will be changed to allow you to choose which hotel you wish to stay in.

NEW for the 2016 Certification and Training Seminar, we are going to have a ***“Meet & Greet”*** time on Wednesday night to give all commissioners the opportunity to come meet all the new ECAM Officers and new Board Members. This will be a time when you can meet your officers and board members; ask questions and give them your feedback, comments and/or suggestions.

The ***“Meet & Greet”*** time will be conducted just after training on Wednesday afternoon (first day of training). The exact time has not been determined at this writing. We will be giving away door prizes and serving light hors d’oeuvres for those who wish to attend.

As we get closer to the date of the training, I will be updating this information to give you specific times and locations of the ***Meet & Greet***.

The information sheet as well as the 2016 ECAM Registration forms is being placed on ECAM’s website for your convenience and each board member is being notified of all information so they can be ready to help any member who needs help. We would like to have 100% attendance for the 2016 Training and Certification Seminar so help us get the word out.

Danny Glaskox
ECAM Education/Training &
Convention Chair

8:30 a.m. - 11:30 a.m.
CONVENTION REGISTRATION
Conference Center Lobby

WEDNESDAY, JANUARY 20, 2016

8:00 a.m. – 11:00 a.m.

NEW COMMISSIONER ORIENTATION (Meeting Room #3)

(For New Commissioners and Commissioners that have NOT previously attended Orientation)

8:00 a.m. – 8:45 a.m.	Election Day Operations	Hawley Robertson Senior Attorney, Elections Division Secretary of State's Office
8:45 a.m. – 9:30 a.m.	Duties of an Election Commissioner	Kimberly Turner Assistant Secretary of State, Elections Division Secretary of State's Office
9:30 a.m. – 10:15 a.m.	Introduction to SEMS	Madalan Lennep, PMP Elections Consultant, Secretary of State's Office
10:15 a.m. – 11:00 a.m.	Reimbursement and Expenses	Mark Johnson Technical Assistance Div. State Auditor's Office

BREAK FOR LUNCH—

12:00 p.m. – 12:45 p.m.

OPENING SESSION - BALLROOM

WEDNESDAY, JANUARY 20, 2016

1:00 p.m. – 5:45 p.m.

CERTIFICATION TRAINING PART I

Meeting rooms #1, #2, #3, #4, #5 and Main Ballroom

Day #1 Wednesday	BREAKOUT Room #1	BREAKOUT Room #2	BREAKOUT Room #3	BREAKOUT Room #4	BREAKOUT Room #5	Main Ballroom										
	Election Day Procedures	Election Day Closing: <i>The Poll Manager's Roll</i>	Election Day Closing: <i>The Election Commissioner's Roll</i>	Voter Roll Maintenance in SEMS	Processing the Election in SEMS & SEMS Update	Compensation of Election Commissioners	TSX Voting Device Training					All Counties using TSX Voting Device				
	Mississippi Secretary of State's Office	Mississippi Secretary of State's Office	Mississippi Secretary of State's Office	Mississippi Secretary of State's Office	Mississippi Secretary of State's Office	Mississippi State Auditor's Office										
1:00 p.m. 2:00 p.m.	A	B	C	D	E	F	G	H	I	J						
2:15 p.m. 3:15 p.m.	F	G	H	I	J	A	B	C	D	E						
3:30 p.m. 4:30 p.m.	G	H	I	J	F						A	B	C	D	E	
4:45 p.m. 5:45 p.m.	B	C	D	E	A						F	G	H	I	J	

SCANNING REQUIRED FOR EACH CLASS!

Participants will move from room to room for classes.

MUST attend ALL classes each day in order to receive certification.

*6:30 P.M. Meet and Greet session (Election Commissioners ONLY!)
Light Hors d'oeuvres will be served & we will also have Door prizes.*

*** DINNER ON YOUR OWN ***

THURSDAY, JANUARY 21, 2016

6:30 a.m. - 7:45 a.m.

HOT BREAKFAST BUFFET

Ticket Required

CERTIFICATION TRAINING PART II

8:00 A.M. – 4:30 P.M.

Meeting rooms #1, #2, #3, #4, #5 and Main Ballroom

<u>Day #2</u> <u>Thursday</u>	<u>BREAKOUT</u> <u>Room #1</u>	<u>BREAKOUT</u> <u>Room #2</u>	<u>BREAKOUT</u> <u>Room #3</u>	<u>BREAKOUT</u> <u>Room #4</u>	<u>BREAKOUT</u> <u>Room #5</u>	<u>Main</u> <u>Ballroom</u>					
	Election Day Procedures	Election Day Closing: <i>The Poll Manager's Roll</i>	Election Day Closing: <i>The Election Commissioner's Roll</i>	Voter Roll Maintenance in SEMS	Processing the Election in SEMS & SEMS Update	Voter Fraud	<u>Break</u>				
	Mississippi Secretary of State's Office	Mississippi Secretary of State's Office	Mississippi Secretary of State's Office	Mississippi Secretary of State's Office	Mississippi Secretary of State's Office	Mississippi Attorney General's Office					
8:00 a.m. 9:00 a.m.	I	J	F	G	H		A	B	C	D	E
9:15 a.m. 10:15 a.m.	C	D	E	A	B	F	G	H	I	J	
10:30 a.m. 11:30 a.m.	H	I	J	F	G	A	B	C	D	E	
11:30 a.m. 12:45 p.m.	<i>LUNCH BREAK</i>					Legislative Updates					
1:00 p.m. 2:00 p.m.	D	E	A	B	C	F	G	H	I	J	
2:15 p.m. 3:15 p.m.	J	F	G	H	I	A	B	C	D	E	
3:30 p.m. 4:30 p.m.	E	A	B	C	D		F	G	H	I	J

SCANNING REQUIRED FOR EACH CLASS!

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MUST attend ALL classes each day in order to receive certification.

THURSDAY NIGHT, JANUARY 21, 2016

7:00 p.m.

BANQUET

Main Ballroom - Ticket required

FRIDAY, JANUARY 22, 2016

6:30 a.m. – 7:45 a.m.

**HOT BREAKFAST BUFFET
TICKET REQUIRED**

8:00 a.m. – 12:30 p.m.

CERTIFICATION PART III

Meeting Rooms #1, #2, #3, #4, #5 and Main Ballroom

Day #3 Friday	Main Ballroom
8:00 a.m. 9:00 a.m.	Attorney General Opinions Liz Bolin
9:15 a.m. 10:15 a.m.	ETHICS COMMISSION Chris Graham
	<u>SCANNING REQUIRED FOR EACH CLASS!</u> <u>Participants will move from room to room for classes.</u> <u>MUST attend ALL classes each day in order to receive certification.</u>
	MAIN BALLROOM
10:30 a.m. 12:30 p.m.	2016 ECAM BUSINESS MEETING CLOSED SESSION (Paid ECAM Members Only) Van Lowry, President
12:30 p.m.	2016 CONVENTION ADJOURNED
12:45 p.m.	ECAM BOARD MEETING Executive Board Room (Silver Star) ECAM PRESIDENT, presiding