

# VICKSBURG COMMUNITY SCHOOLS

Kalamazoo County, Michigan  
Election Coordinating Committee Agreement  
Effective: January 2021 - December 2024

**Election Coordinator** – Meredith Place, Kalamazoo County Clerk  
**Election Manager** – Virginia M. Mongreig, Schoolcraft Township Clerk  
Additional counties included: ST. JOSEPH

## Jurisdictions within Vicksburg Community Schools:

Brady Township, Kalamazoo County  
Pavilion Township, Kalamazoo County  
Schoolcraft Township, Kalamazoo County  
Wakeshma Township, Kalamazoo County  
City of Portage, Kalamazoo County  
Leonidas Township, St. Joseph County  
Mendon Township, St. Joseph County  
Park Township, St. Joseph County

## Election Coordinating Committee Members:

Kalamazoo County Clerk – Meredith Place, Chair  
Vicksburg Schools – School Board Secretary  
Brady Township Clerk – Michelle Crawford  
Pavilion Township Clerk – Karen E. Siegwart  
Schoolcraft Township Clerk – Virginia M. Mongreig  
Wakeshma Township Clerk – Shawn Fritz  
Portage City Clerk – Erica Eklov  
Leonidas Township Clerk – Donald Overholt  
Mendon Township Clerk – Donna Cupp  
Park Township Clerk – Lari Roberts

The Vicksburg Community Schools Board of Education has 7 members, serving 6-year terms, elected on a rotating basis. Elected as follows: 2 Members (2022), 2 Members (2024), 3 Members (2026)

## Delegation of Election Duties

Description	Responsible Official			
	County Clerk/Election Coordinator	Election Manager	Local City/Twp Clerk	School Secretary
Notify County Clerk of <b>number of Board positions</b> to be elected and <b>length of term</b> .				X
Notify County Clerk of <b>number of unexpired Board positions</b> to be elected to partial terms and <b>term expiration</b> .				X
Transmit official <b>ballot question/proposal language in Word format</b> to County Clerk. MCL 168.312				X
Accept <b>candidate filings and withdrawals</b> . MCL168.301, 303, 303(4)(6)		X		
Forward copies of Affidavits of Identity to Election Coordinator and School Board Secretary following candidate withdrawal date.		X		

Description	Responsible Official			
	County Clerk/Election Coordinator	Election Manager	Local City/Twp Clerk	School Secretary
Accept ballot <b>proposal language</b> . MCL 168.301(d), 312	X	X		
Accept <b>request for special election</b> from school district. MCL 168.301(2), 312	X			
Accept <b>petitions for special elections</b> called. MCL 168.641(4)		X		
<b>Conduct</b> special <b>election</b> requested in designated jurisdiction. MCL 168.301(3)			X	
Prepare <b>ballot order</b> .	X			
Forward proof ballots for proofing to local clerks and school secretary.	X			
<b>Proof ballot</b> .	X	X	X	X
Distribute, receive, and process of absentee ballot <b>applications</b>			X	
Issue <b>AV ballots</b> , including military and overseas voters, beginning 45 day prior to election			X	
Accept <b>returned AV ballots</b> for precinct or AV Board processing.			X	
Post and notify the BOE of the eight hours the clerk will be open the Saturday and/or Sunday prior to an election.			X	
Be available eight hours on Saturday and/or Sunday prior to an election to register electors and/or issue absent voter ballots.			X	
Appoint <b>Election Inspectors</b> .			X	
Provide <b>certification training</b> to Election Inspectors. MCL 168.659	X			
<b>Provide ID cards</b> to voters if polling location is changed.	X		X	
<b>Program</b> voting equipment.	X			
Perform <b>accuracy testing</b> on voting equipment. MCL 168.778			X	
Publicize <b>accuracy testing</b> .	X			
Publicize <b>Notice of Close of Registration</b> .	X			
Publicize <b>Notice of Election</b> .	X			
Enter office, candidate and/or proposal language into the <b>Ballot Administration</b> portion of QVF and related responsibilities.	X			
Update <b>voter history</b> .			X	
<b>Set up</b> of voting precincts.			X	
Election day <b>troubleshooting</b> .	X		X	
Be available 7:00 AM to 8:00 PM on Election Day to register electors and/or issue absent voter ballots.			X	
<b>Transmit election results</b> to Kalamazoo County Clerk on election night.			X	
Deliver <b>election envelopes to County Clerk(s)</b> on election night after the close of polls. MCL 168.809(3)			X	
<b>Store</b> voted and unvoted <b>ballots</b> .			X	

Description	Responsible Official			
	County Clerk/Election Coordinator	Election Manager	Local City/Twp Clerk	School Secretary
Forward copy of <b>Acceptance of Office to Election Coordinator</b> within 10 days of notification of election. MCL 168.309				X
<b>Canvass</b> and forward certified <b>election results to school</b> administration.	X			
Transmit account of costs to County Clerk for joint billing within 30 days of special election.			X	
Present verified <b>account of costs for special election to school district</b> no later than 84 days after date of election. MCL 168.315	X			
Send <b>certified millage questions to County Treasurer</b> for tax roll updates.	X			
<b>All other duties</b> in conducting school elections as required by law.	X	X	X	X

### **Precinct Boundaries and Polling Places Established for District's Elections**

Michigan election law now governs the administration of school elections. As such, precincts established for the conduct of local school district elections, intermediate school district elections and community college district elections can cross city and township boundaries if desirable. The precincts must be established by the County Election Commission established in the Election Coordinator's county. The Kalamazoo County Election Commission will adopt a resolution to consolidate precincts not less than 60 days prior to the election, if necessary; and designate polling locations pursuant to MCL 168.659.

There is no need to establish separate precinct boundaries for the conduct of the district's elections. Elections will be administered with the precincts and polling places established on the city/township level for the conduct of state and federal elections.

### **Related Matters**

This Report and Agreement may be altered in writing and with the consent of the undersigned members. This Report and Agreement is binding and will expire December 31, 2024 or until such time as an amended Report and Agreement is filed with the State of Michigan, Department of State, Bureau of Elections. MCL 168.305(2)

This Report shall be governed by and construed in accordance with the laws of the State of Michigan. 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.

The County Clerk shall file a copy of this Report and Agreement with the State of Michigan, Bureau of Elections and with each of the following members of the Election Coordinating Committee. MCL 168.305(1)

Michigan Department of State  
Bureau of Elections  
PO Box 20126  
Lansing, Michigan 48901-0726

This report is binding on the undersigned municipalities until December 31, 2024 or until such time as an altered report is filed with the State of Michigan, Department of State, Bureau of Elections.

Signed:

Meredith Place Date  
Kalamazoo County Clerk & Register of Deeds, Chair

Amy Manchester Date  
Vicksburg Community School Board Secretary

Erica Eklov  
Portage City Clerk, Kalamazoo County

Date

Michelle Crawford Date \_\_\_\_\_  
Brady Township Clerk, Kalamazoo County

Donald Overholt Date  
Leonidas Township Clerk, St. Joseph County

Karen E. Siegwart  
Pavilion Township Clerk, Kalamazoo County

Donna Cupp  
Mendon Township Clerk, St. Joseph County

Virginia M. Mongreig – Election Manager Date  
Schoolcraft Township Clerk, Kalamazoo County

Lari Roberts  
Park Township Clerk, St. Joseph County

Shawn Fritz Date  
Wakeshma Township Clerk, Kalamazoo County

Lindsay Oswald Date  
St. Joseph County Clerk & Register of Deeds