

REPORT TO THE SECRETARY OF STATE
 BY THE ELECTION COORDINATING COMMITTEE OF
LAKE MICHIGAN COLLEGE
 FOR THE CONDUCT OF SCHOOL DISTRICT'S ELECTIONS

BERRIEN COUNTY, MICHIGAN
EFFECTIVE: JANUARY 2025

SCHOOL DISTRICT:	Lake Michigan College
COUNTY:	Berrien, Allegan, Van Buren
COMPONENT JURISDICTIONS: Benton Harbor City Bridgman City Buchanan City Coloma City New Buffalo City Niles City St. Joseph City Watervliet City Bainbridge Township Baroda Township Benton Charter Township Berrien Township Bertrand Charter Township Buchanan Charter Township Chikaming Township Coloma Charter Township Galien Township Hagar Township Lake Charter Township	COMPONENT JURISDICTIONS (con't.): Lincoln Charter Township New Buffalo Township Niles Charter Township Oronoko Charter Township Pipestone Township Royalton Township St. Joseph Charter Township Sodus Township Three Oaks Township Watervliet Charter Township Weesaw Township Casco Township, Allegan County South Haven City, Allegan and Van Buren Counties Covert Township, Van Buren County Geneva Township, Van Buren County South Haven Charter Township, Van Buren County
ELECTION COORDINATOR:	Berrien County Clerk
ELECTION COORDINATING COMMITTEE MEMBERS: Stacy Loar-Porter, Berrien County Clerk Bob Genetski, Allegan County Clerk Suzie Roehm, Van Buren County Clerk Dr. Trevor Kubatzke, Lake Michigan College President Tiffany Moore, Benton Harbor City Clerk Christine Fisher, Bridgman City Clerk Kalla Langston-Weiss, Buchanan City Clerk Kelly Clements, Coloma City Clerk Amy Fidler, New Buffalo City Clerk Tina Bergman, Niles City Clerk Abby Bishop, St. Joseph City Clerk Melanie Marvin, Watervliet City Clerk Patty Hiler-Molter, Bainbridge Township Clerk Christina Price, Baroda Township Clerk Carolyn Phillips, Benton Charter Township Clerk Mary Jane Dean, Berrien Township Clerk Polly White, Bertrand Charter Township Clerk Wendi Heyliger, Buchanan Charter Township Clerk	ELECTION COORDINATING COMMITTEE MEMBERS (con't.): Sheila Hickmott, Coloma Charter Township Clerk Jennifer Richter, Galien Township Clerk Tom Allen, Hagar Township Clerk Miranda Companion, Lake Charter Township Clerk Michael Brown, Lincoln Charter Township Clerk Michelle Hannon, New Buffalo Township Clerk Daniel Pulaski, Niles Charter Township Clerk Michelle Bolin, Oronoko Charter Township Clerk Karen Basham, Pipestone Township Clerk Rachel Bernard, Royalton Township Clerk Patrice Rose, St. Joseph Charter Township Clerk Cheryl Andres, Sodus Township Clerk Marcie Miles, Three Oaks Township Clerk Linda Rizzo, Watervliet Charter Township Clerk Erika Burcham, Weesaw Township Clerk Cheryl Brenner, Casco Township Clerk Megan Kiker, South Haven City Clerk Wednesday Pritchard, Covert Township Clerk Brandie Rainey, Geneva Township Clerk

Paula Dudiak, Chikaming Township Clerk	Brenda Bertorelli, South Haven Charter Township Clerk
DATE OF ELECTION COORDINATING MEETING:	January __, 2025
ELECTION SCHEDULE:	Lake Michigan College shall conduct all regular elections on the first Tuesday following the first Monday in November of even years.
NUMBER OF BOARD POSITIONS TO BE ELECTED IN THE DISTRICT AND TERM LENGTHS:	There are seven (7) Lake Michigan College Board Trustees; all are six (6) year terms. In November 2026 there will be three (3) positions to be elected to six-year terms. In November 2028, there will be two (2) positions to be elected to six-year terms.
EARLY VOTING:	<p>Early voting will only take place during each statewide and federal election for at least 9 consecutive days beginning on the second Saturday before the statewide or federal election and ending on the Sunday before the statewide or federal election, and will be provided for at least 8 hours each day during the required 9 consecutive days of early voting. MCL 168.620b(2)</p> <p>Early voting will not take place for any special school elections.</p>
CLERKS THAT HAVE CHOSEN TO “OPT IN” AND CONDUCT THE SCHOOL DISTRICT ELECTION: Tiffany Moore, Benton Harbor City Clerk Christine Fisher, Bridgman City Clerk Kalla Langston-Weiss, Buchanan City Clerk Kelly Clements, Coloma City Clerk Amy Fidler, New Buffalo City Clerk Tina Bergman, Niles City Clerk Abby Bishop, St. Joseph City Clerk Melanie Marvin, Watervliet City Clerk Patty Hiler-Molter, Bainbridge Township Clerk Christina Price, Baroda Township Clerk Carolyn Phillips, Benton Charter Township Clerk Mary Jane Dean, Berrien Township Clerk Polly White, Bertrand Charter Township Clerk Wendi Heyliger, Buchanan Charter Township Clerk Paula Dudiak, Chikaming Township Clerk Sheila Hickmott, Coloma Charter Township Clerk Jennifer Richter, Galien Township Clerk Tom Allen, Hagar Township Clerk Miranda Companion, Lake Charter Township Clerk	CLERKS THAT HAVE CHOSEN TO “OPT IN” AND CONDUCT THE SCHOOL DISTRICT ELECTION (con’t.): Michael Brown, Lincoln Charter Township Clerk Michelle Hannon, New Buffalo Township Clerk Daniel Pulaski, Niles Charter Township Clerk Michelle Bolin, Oronoko Charter Township Clerk Karen Basham, Pipestone Township Clerk Rachel Bernard, Royalton Township Clerk Patrice Rose, St. Joseph Charter Township Clerk Cheryl Andres, Sodus Township Clerk Marcie Miles, Three Oaks Township Clerk Linda Rizzo, Watervliet Charter Township Clerk Erika Burcham, Weesaw Township Clerk Cheryl Brenner, Casco Township Clerk Megan Kiker, South Haven City Clerk Wednesday Pritchard, Covert Township Clerk Brandie Rainey, Geneva Township Clerk Brenda Bertorelli, South Haven Charter Township Clerk
CLERKS THAT HAVE CHOSEN TO “OPT OUT” AND NOT CONDUCT THE SCHOOL DISTRICT ELECTION:	N/A

CONDUCT OF THE LAKE MICHIGAN COLLEGE SCHOOL DISTRICT ELECTIONS:

1. Election Coordinator Duties and Responsibilities:

The County Clerk shall serve as the “Election Coordinator” for Lake Michigan College School District and will be responsible for the following duties:

1. Receive all filing fees or nominating petitions and affidavits of identity from candidates for school board and petitions or resolutions for special elections. MCL 168.301(2)(a)
2. Receive all ballot proposal language. MCL 168.301(2)(d)
3. Enter elections in QVF.
4. Publish the “Notice of Registration” and “Notice of Election”. MCL 168.653(a)(2) Upon written request, the designated representative of Lake Michigan College may be provided copies of these notices if they wish to publish them in additional publications.
5. Certify candidates. MCL 168.301(2)(c)
6. Receive notices of withdrawal of candidate for school board. MCL 168.303
7. * Program and code voting equipment.
8. * Ballot set up, proofing, printing, and ordering ballots. MCL 168.689 et. Seq.
9. * Order precinct supply kits. MCL 168.666
10. * Coordinate the hiring, training and scheduling of election inspectors for county-wide Early Voting Site(s) only, if applicable. MCL 168.683
11. * Store voted ballots for county-wide Early Voting Site(s) only, if applicable.
12. * Conduct each election of the school district utilizing municipal precincts and polling locations for county-wide Early Voting Site(s) only, if applicable. MCL 168.305(4)
13. * Notify the district electors if there is a change in the location of the polling place for county-wide Early Voting Site(s) only, if applicable. MCL 168.305(4)
14. * Make voting systems available for conduct of a school election for county-wide Early Voting Site(s) only, if applicable. MCL 168.301(4)(b)
15. * Open all precincts; deliver and pick up all equipment for county-wide Early Voting Site(s) only, if applicable.
16. * Conduct all testing of machines and ballots required; complete appropriate paperwork; do public accuracy testing, etc. for county-wide Early Voting Site(s) only, if applicable. MCL 168.778
17. * Accumulate official totals on election night. MCL 168.798
18. * Canvass election and certify results. MCL 168.307(1)
19. Mail Certificates of Election of candidates within 5 days after canvass certification. MCL 168.308
20. * Provide Election Day “support”.
21. * Mail canvass reports to school districts.
22. * Send Treasurer’s Certificate to County Treasurer when necessary.
23. * Present election results to the County Board of Canvassers for the Official Canvass of the school election. MCL 168.307
24. * Present a verified account of the actual costs of conducting any school election no later than 84 days after the date of that election to the designated representative of Lake Michigan College. MCL 168.315

* Each County Clerk who is member to this agreement will communicate with the Election Coordinator and conduct the necessary duties above on behalf of their own county.

2. City and/or Township Clerks Duties and Responsibilities (Opt In):

The City and/or Township Clerks for the Lake Michigan College School District shall perform the following duties:

1. Conduct each election of the school district utilizing municipal precincts and polling locations. MCL 168.305(4)

2. Notify the district electors if there is a change in the location of the polling place. MCL 168.305(4)
3. Distribute, receive and process absentee applications and ballots. MCL 168.301(4)(a)
4. Issue absent voter ballots. MCL 168.301(2)(e)
5. Make voting systems available for conduct of a school election. MCL 168.301(4)(b)
6. Open all precincts; deliver and pick up all equipment.
7. Conduct all testing of machines and ballots required; complete appropriate paperwork; do public accuracy testing, etc. MCL 168.778
8. Post the "Notice of Registration" and "Notice of Election" in the precincts. MCL 168.653(a)(1)
9. Meet statutory requirements for availability during filing deadlines, voter registration, absentee voting on Election Day.
10. Perform all tasks necessary on local level to conduct accurate election.
11. Submit ballot quantities by precinct and school district to County.
12. Coordinate the hiring, training and scheduling of election inspectors. MCL 168.683
13. Keep updated QVF files/print appropriate lists for all precincts within own jurisdiction.
14. Procure the necessary qualified voter file precinct lists. MCL 168.301(2)(b)
15. Store voted ballots.
16. Present a verified account of the actual costs of conducting any school election no later than 84 days after the date of that election to the designated representative of Lake Michigan College. MCL 168.315

3. City and/or Township Clerks Duties and Responsibilities (Opt Out):

The City and/or Township Clerks for the Lake Michigan College School District shall perform the following duties:

1. Notify affected voters of any polling place changes.
2. Any duties required by law that cannot be given to another clerk.
3. Provide voting equipment, at the discretion of clerk handling those voters.
4. Issue AV Ballots (including MOVE ballots).
5. Maintaining the permanent AV list.
6. Report and hold office hours the weekend immediately preceding the election.
7. Open Clerk's Office on Election Day from 7am – 8pm for voter registration and AV ballot issuance.
8. Receive AV ballots and update in the QVF.
9. Deliver AV ballots to clerk responsible for tabulating AV ballots.
10. Complete required post-election reports.

4. Secretary of Board of Trustees/Designee Duties and Responsibilities:

The Secretary of the Lake Michigan College Board of Trustees/ designated representative of Lake Michigan College (Secretary) shall perform the following duties:

1. No later than the 12th Tuesday 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 officers are to be voted on. MCL 168.646a
2. The Secretary shall forward a copy of the Acceptance of Office from elected candidate(s) to the Election Coordinator. This Acceptance of office must be filed by the newly elected candidate within 10 business days of being issued a Certificate of Election. MCL 168.308 and MCL 168.309
3. The Secretary shall administer and accept the filing of the Oath of Office for each elected candidate provided in Article XI, Section 1, of the State Constitution. MCL 168.310(1)
4. Within 3 days after the appointment to fill a vacancy, the Secretary shall provide written notice of appointment to the County Clerk. Notice shall include the name, address, and office of person who vacated and the name of the person filling such vacancy. MCL 168.311
5. Lake Michigan College 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

5. Polling Locations:

Polling places shall be the same as the regular city and township polling places and may be consolidated upon approval from the Berrien County election commission. Consolidation requires a resolution be adopted by the appropriate election commission(s) at least 60 calendar days prior to an election. MCL 168.659 Consolidation is only permitted if the consolidated precinct will not contain more than 5,000 active registered voters.

If precincts are consolidated and the change requires voters to go to a different location/address, the appropriate notices shall be mailed or other method designed to provide actual notice to the registered electors. On the day of the election, the election commission must post a notice of the polling place location change at each polling place location eliminated for the election. The notice must provide directions to the new polling place location established for the precinct. (MCL 168.659 as amended under PA 298 of 2004)

In accordance with MCL 168.305 the Election Coordinating Committee met on January ____, 2025 to review and, if necessary, alter the election arrangements set forth in the previous report adopted in January 2017.

The agreement shall remain in effect until December 31, 2028, or until such time as a revised Report is filed with the State of Michigan, Department of State, Bureau of Elections.

This Report sets forth the arrangements that are agreed upon for the conduct of Lake Michigan College School District elections. If there is a conflict between this Agreement and applicable laws, despite anything in the Agreement that may state otherwise, this Agreement will be considered changed to the extent necessary to comply with the law. This Report is submitted to the Secretary of State by the members of the Lake Michigan College School District Coordinating Committee.

Date: January ____, 2025

Stacy Loar-Porter, Berrien County Clerk
School District Election Coordinator

Date: January ____, 2025

Bob Genetski, Allegan County Clerk

Date: January ____, 2025

Suzie Roehm, Van Buren County Clerk

Date: January ____, 2025

Dr. Trevor Kubatzke, Lake Michigan College President

Date: January ____, 2025

Tiffany Moore, Benton Harbor City Clerk

Date: January ____, 2025

Christine Fisher, Bridgman City Clerk

Date: January ____, 2025

Kalla Langston-Weiss, Buchanan City Clerk

Date: January ____, 2025

Kelly Clements, Coloma City Clerk

Date: January ____, 2025

Amy Fidler, New Buffalo City Clerk

Date: January ____, 2025

Tina Bergman, Niles City Clerk

Date: January____, 2025

Abby Bishop, St. Joseph City Clerk

Date: January____, 2025

Melanie Marvin, Watervliet City Clerk

Date: January____, 2025

Patty Hiler-Molter, Bainbridge Township Clerk

Date: January____, 2025

Christina Price, Baroda Township Clerk

Date: January____, 2025

Carolyn Phillips, Benton Charter Township Clerk

Date: January____, 2025

Mary Jane Dean, Berrien Township Clerk

Date: January____, 2025

Polly White, Bertrand Charter Township Clerk

Date: January____, 2025

Wendi Heyliger, Buchanan Charter Township Clerk

Date: January____, 2025

Paula Dudiak, Chikaming Township Clerk

Date: January____, 2025

Sheila Hickmott, Coloma Charter Township Clerk

Date: January____, 2025

Jennifer Richter, Galien Township Clerk

Date: January____, 2025

Tom Allen, Hagar Township Clerk

Date: January____, 2025

Miranda Companion, Lake Charter Township Clerk

Date: January____, 2025

Michael Brown, Lincoln Charter Township Clerk

Date: January____, 2025

Michelle Hannon, New Buffalo Township Clerk

Date: January____, 2025

Daniel Pulaski, Niles Charter Township Clerk

Date: January____, 2025

Michelle Bolin, Oronoko Charter Township Clerk

Date: January____, 2025

Karen Basham, Pipestone Township Clerk

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Erika Burcham, Weesaw Township Clerk

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Wednesday Pritchard, Covert Township Clerk

Date: January____, 2025

Brandie Rainey, Geneva Township Clerk

Date: January____, 2025

Brenda Bertorelli, South Haven Charter Township Clerk