

REPORT TO THE SECRETARY OF STATE
 BY THE ELECTION COORDINATING COMMITTEE OF
BUCHANAN COMMUNITY SCHOOLS SCHOOL DISTRICT
 FOR THE CONDUCT OF SCHOOL DISTRICT'S ELECTIONS

BERRIEN COUNTY, MICHIGAN
EFFECTIVE: JANUARY 2025

SCHOOL DISTRICT:	Buchanan Community Schools
COUNTY:	Berrien
COMPONENT JURISDICTIONS:	Buchanan City Bertrand Charter Township Buchanan Charter Township Galien Township Niles Charter Township Oronoko Charter Township Weesaw Township
ELECTION COORDINATOR:	Berrien County Clerk
ELECTION COORDINATING COMMITTEE MEMBERS:	Stacy Loar-Porter, Berrien County Clerk Kalla Langston-Weiss, Buchanan City Clerk Polly White, Bertrand Charter Township Clerk Wendi Heyliger, Buchanan Charter Township Clerk Jennifer Richter, Galien Township Clerk Daniel Pulaski, Niles Charter Township Clerk Michelle Bolin, Oronoko Charter Township Clerk Erika Burcham, Weesaw Township Clerk Buchanan Community Schools Board of Education Secretary/Designee
DATE OF ELECTION COORDINATING MEETING:	January __, 2025
ELECTION SCHEDULE:	Buchanan Community Schools School District 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) Buchanan Community Schools Board members; 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	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)

	Early voting will not take place for any special school elections.
CLERKS THAT HAVE CHOSEN TO “OPT IN” AND CONDUCT THE SCHOOL DISTRICT ELECTION:	Kalla Langston-Weiss, Buchanan City Clerk Polly White, Bertrand Charter Township Clerk Wendi Heyliger, Buchanan Charter Township Clerk Jennifer Richter, Galien Township Clerk Daniel Pulaski, Niles Charter Township Clerk Michelle Bolin, Oronoko Charter Township Clerk Erika Burcham, Weesaw Township Clerk
CLERKS THAT HAVE CHOSEN TO “OPT OUT” AND NOT CONDUCT THE SCHOOL DISTRICT ELECTION:	Michelle Bolin, Oronoko Charter Township Clerk

CONDUCT OF THE BUCHANAN COMMUNITY SCHOOLS SCHOOL DISTRICT ELECTIONS:

1. Election Coordinator Duties and Responsibilities:

The County Clerk shall serve as the “Election Coordinator” for the Buchanan Community Schools 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 Secretary of the Board of Education/Designee 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, certify results, and mail Certificates of Election of candidates within 5 days after canvass certification. MCL 168.307(1); MCL 168.308
19. Provide Election Day “support”.

20. Mail canvass reports to school districts.
21. Send Treasurer's Certificate to County Treasurer when necessary.
22. Present election results to the County Board of Canvassers for the Official Canvass of the school election. MCL 168.307
23. 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 school Superintendent. MCL 168.315

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

The City and/or Township Clerks for the Buchanan Community Schools 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 school Superintendent. MCL 168.315

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

The City and/or Township Clerks for the Buchanan Community Schools 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 School Board Duties and Responsibilities:

The Secretary of the Board of Education (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 of the School Board 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 of the School Board 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. 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

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 no other election is held on the same day as a school election, the following precincts may be consolidated:

Oronoko Charter Township voters will consolidate with Buchanan Charter Township.

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 Buchanan Community Schools 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 Buchanan Community Schools School District Coordinating Committee.

Date: January ____, 2025

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

Date: January ____, 2025

 Kalla Langston-Weiss, Buchanan City Clerk

Date: January ____, 2025

 Polly White, Bertrand Charter Township Clerk

Date: January____, 2025

Wendi Heyliger, Buchanan Charter Township Clerk

Date: January____, 2025

Jennifer Richter, Galien Township Clerk

Date: January____, 2025

Daniel Pulaski, Niles Charter Township Clerk

Date: January____, 2025

Michelle Bolin, Oronoko Charter Township Clerk

Date: January____, 2025

Erika Burcham, Weesaw Township Clerk

Date: January____, 2025

Buchanan Community Schools School District Board of Education
Secretary/Designee