

MODEL<sup>1</sup> AGREEMENT FOR ELECTION SERVICES  
BETWEEN THE CITY OF HOWELL, HOWELL TOWNSHIP AND COHOCTAH TOWNSHIP in LIVINGSTON  
COUNTY

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This Municipal Joint Early Voting Site Agreement (the “Agreement”) is made between The City of Howell, 611 E. Grand River, Howell, MI. 48843, Howell Township, 3525 Byron Rd. Howell, MI. 48855, and Cohoctah Township, 10518 Antcliff Rd. Fowlerville, MI. 48836. In this Agreement, each municipality will be represented by their respective clerk in their official capacity. The municipalities may be referred to individually as a “party” and jointly as “parties”.

**PURPOSE OF THE AGREEMENT.** The municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Howell	3	8,042
Howell Township	3 (2 Splits)	6,498
Cohoctah Township	1 (3 Splits)	2,841

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
  - 1.2 **Coordinator** means the individual designated by the clerks of the municipalities and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
  - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
  - 1.4 **Election Services** encompasses the following individual Election Services provided by either municipality’s Elections Division, if applicable:
  - 1.5 **Legislative Body of the Municipality** means the city or township council elected or appointed and serving in the municipality.
  - 1.6 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, Board, departments, divisions, elected and

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<sup>1</sup> The Bureau of Elections has published this Model Agreement for a joint early voting site, as required by MCL 168.720d. Jurisdictions may add, remove, or modify language in this Agreement and should consult their own counsel in developing and signing any agreement regarding a joint early voting site.

appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.

1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.

1.8 **QVF Controller** means the individual appointed by the county clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.

1.9 **Site Supervisor** means the participating municipal clerk or a member of the county clerk's staff who shall act as supervisor for each day of early voting. The county clerk may appoint a different participating municipal clerk or member of the county clerk's staff to act as a supervisor for different days of early voting.

2. **PARTIES TO AN AGREEMENT.**

2.1 An Agreement may be entered into between two or more municipalities wholly or partially located within the same county.

2.2 A municipality located in multiple counties can only enter into an Agreement with municipalities within one of the counties in which the municipality is located.

3. **SCOPE OF THE AGREEMENT.**

3.1 The parties must decide among themselves and include in the Agreement the elections to which the Agreement applies. Early voting must be provided for all statewide and federal elections, but parties may extend early voting to non-statewide elections at their discretion.

4. **COORDINATOR.**

4.1 Deanna Robson will serve as coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.

4.1.1 In the event that that coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.

4.2 If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways, as determined by the parties upon execution of this Agreement:

4.2.1 The clerks of the participating municipalities must determine the new coordinator among themselves and would submit a revised early voting plan to that effect to the Department.

4.2.2 Susie Jarson as backup coordinator, would assume the responsibilities of coordinator. If the backup coordinator is unavailable for any reason, the clerks of the participating municipalities would determine the new coordinator among themselves and would submit a revised early voting plan to that effect to the Department.

**5. QVF CONTROLLER.**

- 5.1** Susie Jarson will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.

**6. APPROVAL OF EARLY VOTING SITES.**

- 6.1** Pursuant to MCL 168.662, the Legislative Body in each municipality will designate as options at least one place and no more than two places that meet the requirements for an early voting site.
- 6.2** The clerks of the participating municipalities will select the joint early voting site or sites from those options.

**7. APPOINTMENT OF ELECTION INSPECTORS.**

- 7.1** Howell Township's board of election commissioners is responsible for the appointment of election inspectors.
- 7.2** At least 31 days before each statewide and federal election, the designated board will appoint for each early voting site at least 3 election inspectors and as many more as the board determines is required for the efficient, speedy, and proper conduct of the election.
- 7.3** The designated board will further designate one appointed election inspector from each early voting site as chairperson.
- 7.4** The selection of election inspectors will be governed by MCL 168.674.

**8. APPROVAL OF EARLY VOTING HOURS.**

- 8.1** Prior to the submission of an Agreement or early voting plan, the clerks of the participating municipalities will do all of the following:
- 8.1.1** For the nine early voting days guaranteed by the Constitution, decide among themselves the hours that early voting will be provided at the approved joint early voting site or sites and include those hours in this Agreement.
- 8.1.2** For any dates or hours beyond the dates and hours guaranteed by the Constitution, decide the days and hours that early voting will be provided at the joint early voting site or sites and include those days and hours in this Agreement.
- 8.1.3** Indicate whether the days and hours specified in this Agreement apply to all elections or only to statewide and federal elections.

**9. NOTICE OF EARLY VOTING HOURS.**

- 9.1** Not less than 45 days before Election Day, the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on each municipality's website and any other publication or posting the clerk considers advisable.

**10. BUDGET AND COST SHARING.**

**10.1** Prior to the submission of an Agreement or early voting plan, the clerks of the participating municipalities will produce a proposal for the early voting budget and cost sharing and chargeback procedures and enter the terms here. Examples of budget, cost-sharing and chargeback procedures are as follows:

**10.1.1** Make each municipality responsible for the fraction of costs corresponding to the fraction of registered voters in the Qualified Voter File for each municipality's jurisdiction.

**10.1.2** Share the costs equally among the participating municipalities.

**10.1.3** An alternate cost-sharing option agreed upon by the clerks of the participating municipalities.

We jointly agree to follow **10.1.2** to equally share the cost among our three municipalities.

**11. STAFFING AND SUPERVISION**

**11.1** The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).

**11.2** The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.

**11.3** The site supervisors for early voting sites must be listed in the attached Exhibit B.

**12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).**

**12.1** Prior to the submission of an Agreement or Early Voting Plan, the clerks of the participating municipalities will do all of the following:

**12.1.1** Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.

**12.1.2** Determine which municipality will provide the tabulators and early voting poll book laptops or other voting equipment.

**12.1.3** The City of Howell's board of election commissioners is responsible for conducting testing of the electronic voting equipment.

**12.2** The coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.

**12.2.1** If the coordinator is not a clerk, the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking the necessary steps to set up the early voting poll book and early voting poll book laptops.

**12.3** Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

**13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY**

- 13.1 During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State
- 13.2 During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3 At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

**14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS**

- 14.1 The board of election commissioners responsible for appointing election inspectors for early voting is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the county clerk.
- 14.2 At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.

**15. EXECUTION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**

- 15.1 A municipal Joint Early Voting Site Agreement must be finalized and signed by all participating municipalities:
  - 15.1.1 No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
  - 15.1.2 No later than 90 days before a special statewide or federal election.

**16. EARLY VOTING PLAN.**

- 16.1 No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the county clerk of the county in which the municipalities are located.

**17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**

- 17.1 No later than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**18. DURATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**

- 18.1 This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of each participating municipal clerk.

**18.2** Municipalities must agree how long the Agreement will stay in effect and how it will be cancelled or terminated. An Agreement may provide that the Agreement has no fixed termination date.

**19. CANCELLATION, MODIFICATION, AND TERMINATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**

**19.1** If the parties terminate Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.

**19.2** If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. A party to a municipal Agreement may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.

**19.3** A party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.

**19.4** If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

_____ Printed name of Clerk 1	_____ Signature of Clerk 1	_____ Date
_____ Printed name of Clerk 2	_____ Signature of Clerk 2	_____ Date
_____ Printed name of Clerk 3	_____ Signature of Clerk 3	_____ Date

## EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the Municipal Agreement, is filed with the county clerk of the county in which the municipalities are located.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**Plan Coverage:** Municipal Agreement

### Coordinator of Municipal Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Deanna Robson	City Clerk for City of Howell	<a href="mailto:clerk@cityofhowell.org">clerk@cityofhowell.org</a>	(517) 540-6723

### Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Howell	Deanna Robson	3	8,042

### Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Howell Township	Sue Daus	3 (2 splits)	6,498

### Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Cohoctah Township	Barb Fear	1 (3 splits)	2,841

### Early Voting Location Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Location of site	LESA-1425 W. Grand River Ave. Howell, MI. 48843		
Municipalities served at site	3		
Number of Election Workers at site	7		
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Y		
Hours for 9 days of Constitutionally-required early voting	7am-3pm		
How many (if any) additional days of early voting will be provided at this site?	0		
Hours for any additional days of early voting	0		
Is this site ADA compliant?	Yes		
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes		

### Early Voting Equipment Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Number of tabulators at site	2		
Municipality responsible for providing tabulators	City of Howell & Howell Township		
Number of early voting poll book laptops	3		
Municipality responsible for providing early voting poll book laptops	City of Howell, Howell Township, & Cohoctah Township		
Clerk responsible for taking the necessary steps to set up the early voting poll book laptops	Deanna Robson Sue Daus Barb Fear		

<b>Board of election commissioners responsible for testing equipment</b>	<b>Deanna Robson Dennis Perkins Kelly Patterson</b>		
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## EXHIBIT B: SITE SUPERVISORS

### Early Voting Site Supervisors:

	<b>Supervisor at Early voting site #1</b>	<b>Supervisor at Early voting site #2</b>	<b>Supervisor at Early voting site #3</b>
<b>Early Voting Day 1</b>	<b>Deanna Robson</b>		
<b>Early Voting Day 2</b>	<b>Sue Daus/Tanya</b>		
<b>Early Voting Day 3</b>	<b>Susie Jarson</b>		
<b>Early Voting Day 4</b>	<b>Barb Fear/Deputy</b>		
<b>Early Voting Day 5</b>	<b>Sue Daus/Tanya</b>		
<b>Early Voting Day 6</b>	<b>Barb Fear/Deputy</b>		
<b>Early Voting Day 7</b>	<b>Sue Daus/Tanya</b>		
<b>Early Voting Day 8</b>	<b>Barb Fear/Deputy</b>		
<b>Early Voting Day 9</b>	<b>Deanna Robson</b>		

### Describe the communication strategy for informing electors of their opportunity for early voting:

Each elector will be notified of each jurisdictions Early Voting location and hours of operation with a letter of correspondence via mail. The Clerk, or member of the Clerk's staff will post the notice in the City/Township Hall, on the City/Township website, as well as on the Department of State's website. (The Clerk of each jurisdiction will also send a publication notice to the local newspaper.