

AGREEMENT FOR ELECTION SERVICES
 BETWEEN DELTA COUNTY; AND THE TOWNSHIPS AND CITIES OF DELTA COUNTY,
 AS LISTED IN THE CHART BELOW:

This County Joint Early Voting Site Agreement is made between the County of Delta and each Township and City as listed. In this Agreement, Delta County will be represented by the Delta County Clerk, while 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”.

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality	Voting Site
Baldwin Township	1	662	1
Bark River Township	1	1405	1
Bay de Noc Township	1	344	1
Brampton Township	1	994	1
Cornell Township	1	488	1
Ensign Township	1	715	1
Escanaba City	4	10162	1
Masonville Township	1	1598	1
Total	11	16,368	
Escanaba Township	2	3082	2
Fairbanks Township	1	294	2
Ford River Township	1	1899	2
Garden Township	1	772	2
Gladstone City	2	4550	2
Maple Ridge Township	1	660	2
Nahma Township	1	489	2
Wells Township	2	4270	2
Total	11	16,016	

PURPOSE OF THE AGREEMENT. The parties 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 joint early voting sites as designated below:

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 Early Voting Plan 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 any party, if applicable:
- 9 Day Early Voting Site
 - Registration and Election Notices – Statewide Elections Only
 - Hiring Election Inspectors for Statewide Elections during early voting
- 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 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:** County Clerk of Delta and all local Delta County Jurisdictions.
- 3.** **SCOPE OF THE AGREEMENT.**
- 3.1** The Agreement applies to all statewide and federal elections, but individual parties may extend early voting to non-statewide elections at their discretion, as permitted under MCL 168.720d(1).

4. COORDINATOR.

- 4.1** The Coordinator will serve as coordinator of the joint early voting sites and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.
- 4.2** In the event that the 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.
- 4.3** If the Coordinator becomes unavailable for any reason, the County Deputy/Elections Clerk will 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** The Coordinator will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The QVF controller must meet the security requirements of a QVF user.

6. APPROVAL OF EARLY VOTING SITES.

- 6.1** Pursuant to MCL 168.662, the Legislative Body in each municipality will take the appropriate legislative action to designate the identified precincts/early voting sites.

7. APPOINTMENT OF ELECTION INSPECTORS.

- 7.1** The County Clerk along with the Site Coordinator will be responsible for the appointment of election inspectors and final approval will be the County Election Commissions.
- 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 The parties will provide nine, eight-hour days of early voting for each statewide or Federal Election, with the exact hours detailed in the Early Voting Plan.

8.1.2 In Statewide and Federal Elections, the parties to this agreement will not offer early voting beyond these days and hours, however, individual parties may offer early voting to non-statewide elections at their discretion, as permitted under MCL 168.720d(1).

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 Cost –Sharing will be shared by each early voting site and costs will be split by the 16 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 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(6).

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 County Clerk along with the Site Coordinator will be responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and Report the 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 COUNTY JOINT EARLY VOTE SITE AGREEMENT.

15.1 County Joint Early Voting Site Agreement must be finalized and signed by all participating municipalities:

15.2 No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.

15.3 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, 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 COUNTY 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.

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: County Agreement

Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Nancy J. Przewrocki	County Clerk	clerk@deltacountymi.gov	906-789-5175

Early Voting Location Information:

	Site #1	Site #2				
Location of site	See below	See below				
Municipalities served at site	See below	See below				
Number of Election Workers at site	3	3				
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Y	Y				
Hours for 9 days of Constitutionally-required early voting	8:00 am to 4:00 pm	8:00 am to 4:00 pm				
How many (if any) additional days of early voting will be provided at this site?	n/a	n/a				
Hours for any additional days of early voting	n/a	n/a				
Is this site ADA compliant?	Yes	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	Yes				

EARLY VOTING SITES

Site 1 & 2 = Wells Township Hall – 6436 N. 8th Street Wells, MI 49894

All Cities and Townships in Delta County

Early Voting Equipment Information:

	Site #1	Site #2				
Number of tabulators at site	1	1				
Municipality responsible for providing tabulators	County	County				
Number of early voting poll book laptops	1	1				

Municipality responsible for providing early voting poll book laptops

Site 1 – Delta County
 Site 2 – Delta County

Clerk responsible for taking the necessary steps to set up the early voting poll book laptops

Site 1 – Delta County
 Site 2 – Delta County

Board of Election Commissioners responsible for testing equipment

Site 1 – Delta County Election Commission
 Site 2 – Delta County Election Commission

EXHIBIT B: SITE SUPERVISORS

Early Voting Site Supervisors:

Early Voting Day 1	
Early Voting Day 2	
Early Voting Day 3	
Early Voting Day 4	
Early Voting Day 5	
Early Voting Day 6	
Early Voting Day 7	
Early Voting Day 8	Sue Mroczkowski ?
Early Voting Day 9	Nancy Przewrocki

*Each City or Township will send out a voter card for Early Voting in their respective areas, alerting voters of this Early Voting Site Area.

Signatures of Delta County – City/Township/County Clerks are as follows:

_____ Escanaba City Clerk	_____ Phil DeMay	_____ Date
_____ Gladstone City Clerk	_____ Kim Berry	_____ Date
_____ Baldwin Township Clerk	_____ Dale Schneider	_____ Date
_____ Bark River Township Clerk	_____ Mark Ray	_____ Date
_____ Bay de Noc Township Clerk	_____ Peggy Stemick	_____ Date
_____ Brampton Township Clerk	_____ Debbie Edwardsen	_____ Date
_____ Cornell Township Clerk	_____ Diana Clark	_____ Date
_____ Ensign Township Clerk	_____ Mary Wilson	_____ Date
_____ Fairbanks Township Clerk	_____ Sondra Casey	_____ Date
_____ Ford River Township Clerk	_____ Deb Brown	_____ Date
_____ Garden Township Clerk	_____ Brenda Lester	_____ Date
_____ Maple Ridge Township Clerk	_____ Sue Sicotte	_____ Date
_____ Masonville Township Clerk	_____ Lynn Herzog	_____ Date

Nahma Township Clerk

Michelle Lass

Date

Wells Township Clerk

Sue Mroczkowski

Date

Delta County Clerk

Nancy J. Przewrocki

Date