

AGREEMENT FOR EARLY IN-PERSON VOTING ELECTION SERVICES
 BETWEEN CALHOUN COUNTY AND THE CITY OF ALBION, THE CITY OF MARSHALL, ALBION TOWNSHIP,
 ATHENS TOWNSHIP, BURLINGTON TOWNSHIP, CLARENCE TOWNSHIP, CLARENDON TOWNSHIP, CONVIS
 TOWNSHIP, ECKFORD TOWNSHIP, EMMETT CHARTER TOWNSHIP, FREDONIA TOWNSHIP, HOMER
 TOWNSHIP, LEE TOWNSHIP, LEROY TOWNSHIP, MARENGO TOWNSHIP, MARSHALL TOWNSHIP,
 NEWTON TOWNSHIP, SHERIDAN TOWNSHIP AND TEKONSHA TOWNSHIP

This joint Early In-Person Voting Site Agreement (the “Agreement”) is made between Calhoun County, 315 W Green St. Marshall, MI 49068, and the following Municipalities:

- City of Albion, 112 W Cass St. Albion, MI 49224
- City of Marshall 323 W Michigan Ave. Marshall, MI 49068
- Albion Township, 28051 F Drive South Albion, MI 49224
- Athens Township, 130 E Burr Oak, Athens, MI 49011
- Burlington Township, 135 Elm St. Burlington, MI 49029
- Clarence Township, 27052 R Drive N Albion, MI 49224
- Clarendon Township, 21947 R Drive South, Homer, MI 49245
- Convis Township, 19500 15 Mile Rd., Marshall, MI 49068
- Eckford Township, 21000 F Drive South, Marshall, MI 49068
- Emmett Charter Township, 621 Cliff St. Battle Creek, MI 49014
- Fredonia Township, 8803 US Highway 27 S, Marshall, MI 49068
- Homer Township, 420 S Hillsdale St., Homer, MI 49245
- Lee Township, 23045 21 Mile Rd. Olivet, MI 49076
- Leroy Township, 8156 4 Mile Rd. East Leroy, MI 49051
- Marengo Township, 14021 23 Mile Rd., Albion, MI 49224
- Marshall Township, 13551 Myron Avery Dr., Marshall, MI 49068
- Newton Township, 11003 9 ½ Mile Rd., Ceresco, MI 49033
- Sheridan Township, 13355 29 Mile Rd., Albion, MI 49224

In this Agreement, the County and each Municipality will be represented by their respective Clerk in their official capacity.

PURPOSE OF THE AGREEMENT. The County and the Municipalities enter into this Agreement pursuant to Article II, Section 4 (1) (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 In-Person Voting Site.

Name of County
Calhoun

Name of Municipality	Number of precincts in Municipality	Number of registered electors in Municipality
City of Albion	6	5665
City of Marshall	2	5765
Albion Township	1	919
Athens Township	1	1946
Burlington Township	1	1546

Clarence Township	1	1666
Clarendon Township	1	939
Convis Township	1	1250
Eckford Township	1	1058
Emmett Charter Township	4	9838
Fredonia Township	1	1463
Homer Township	1	2024
Lee Township	1	866
Leroy Township	2	3306
Marengo Township	1	1866
Marshall Township	1	2635
Newton Township	1	2349
Sheridan Township	1	1447
Tekonsha Township	1	1335

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 an agreement, or any amendment to the agreement, between the municipalities listed above which are located in Calhoun County and the Calhoun County Clerk, authorizing the County Clerk of the County to conduct early in-person voting for each Municipality that is a party to this Agreement, with the assistance of, and in consultation with, the Clerk of each Municipality that is party to this agreement MCL 168.720a(a)
 - 1.2 **Coordinator** means the individual appointed by the County Clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each joint Early In-Person Voting Site and monitoring the administrative requirements of early in-person voting for the participating Municipalities. MCL 720g(2)
 - 1.3 **Department** means the Michigan Secretary of State Bureau of Elections.
 - 1.4 **Early In-Person Voting Plan** means a document and any addenda to a document outlining the way early in-person voting will be provided in a County or Municipality, as described in MCL 168.720a *et seq.* The requirements of an early in-person voting plan are described in MCL 168.720h(3).
 - 1.5 **Election Services** encompasses the following individual Election Services provided by the County and, or the Municipality’s Elections Division, if applicable as outlined in MCL 168.720g(1):
 - 1.5.1 The County Elections Division will be responsible for the following tasks in preparation for the joint Early In-Person Voting Site:
 - 1.5.1.1 The Coordinator will organize and monitor the administrative requirements of early in-person voting.
 - 1.5.1.2 Schedule Board of County Election Commissioner meetings as needed to complete the necessary tasks given to the Election Commission.

- 1.5.1.3 Create a communication strategy for informing electors of the opportunity for early in-person voting.
- 1.5.1.4 Ensure that the Secretary of State has the information necessary to include the location, along with the dates and hours of operation, of each Early In-Person Voting Site on the department of state’s website.
- 1.5.1.5 Develop an early in-person voting budget and cost sharing and chargeback procedure.
- 1.5.1.6 Provide the necessary tabulators, ballot on-demand devices, and early voting e-poll books as well as any other supplies required for the administration of early in-person voting.
 - 1.5.1.6.1 Equipment and supplies will have a cost sharing as explained in section 10.1.2 of this Agreement.
- 1.5.1.7 Download the early in-person voting e-poll book(s)
- 1.5.1.8 Create an Election Inspector, Supervisor and Chairperson schedule for each of the nine (9) days of early in-person voting for each statewide and federal election.
- 1.5.1.9 Submit an early in-person voting plan to the Secretary of State.
- 1.5.1.10 Select the configuration set to be used for early in-person voting.
- 1.5.2 The Municipal Clerks will be responsible for the following tasks in preparation for the joint Early In-Person Voting Site:
 - 1.5.2.1 On request of the County Clerk, a Clerk of a participating Municipality shall recruit Election Inspectors or shall provide the County Clerk with the list of Election Inspectors for the Clerk’s Municipality.
- 1.6 **Legislative Body of the Municipality** means the City or Township council, or board elected or appointed and serving in the Municipality.
- 1.7 **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.
- 1.8 **QVF** means the statewide Qualified Voter File established according to MCL 168.509o.
- 1.9 **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.
- 1.10 **Site Supervisor** Means the person appointed by the County Clerk to act as a Supervisor for each day of early in-person voting. The County Clerk may appoint a participating Municipal Clerk, or a member of the County Clerk’s staff to act as Supervisor. The County Clerk may appoint a different participating Municipal Clerk, or a member of the County Clerk’s staff to act as a supervisor for different days of early voting. The Supervisor shall operate in the same manner as a Municipal Clerk does for an election day polling Place. A Supervisor may delegate the Supervisor’s duties to a member of the Supervisor’s staff with the approval of the Coordinator. MCL 168.720g(7)

2. **PARTIES TO AN AGREEMENT.**

2.1 Parties of this Agreement which includes The City of Albion, City of Marshall, Albion Township, Athens Township, Burlington Township, Clarence Township, Clarendon Township, Convis Township, Eckford Township, Emmett Charter Township, Fredonia Township, Homer Township, Lee Township, Leroy Township, Marengo Township, Marshall Township, Newton Township and Sheridan Township, Tekonsha Township, and are all located within the County of Calhoun, agree to partner with the Calhoun County Clerk for the purposes of 9 days of early in-person voting starting the second Saturday before each statewide and federal election and concluding the Sunday before election day.

3. SCOPE OF THE AGREEMENT.

3.1 The parties subject to this Agreement, agree that early in-person voting will only be provided for all statewide and federal elections, and will not extend early voting to non-statewide and non-federal elections in accordance with MCL 720b(2).

4. COORDINATOR.

4.1 Erica Brown, Calhoun County Elections Specialist, will serve as Coordinator of the joint Early In-Person Voting Site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating Municipalities in accordance with MCL 720g(2).

4.1.1 In the event that the Coordinator is unable to personally supervise and/or staff each joint Early In-Person Voting Site on each day of early in-person voting, the County Clerk may designate an Early In-Person Voting Site supervisor to assist with the staffing and supervision of early in-person 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 County Clerk will appoint the new Coordinator.

4.2.2 Jill Stout, Calhoun County Elections Specialist will serve as backup Coordinator, would assume the responsibilities of Coordinator. If the backup Coordinator is unavailable for any reason, the County Clerk will appoint the new Coordinator.

5. QVF CONTROLLER.

5.1 Jill Stout, Calhoun County Elections Specialist, 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 County Clerk, after consulting with the participating Municipal Clerks, must submit each joint Early In-Person Voting Site location to the Board of County Election Commissioners for approval. This site shall adhere to guidelines set forth in MCL 168.720i(3)

- 6.2** The Calhoun County Building, Board of Commissioners Chambers, 315 W Green St. Marshall, MI 49068 was approved to be the Early In-Person Voting Site by the Calhoun County Board of Election Commissioners. This decision was made by taking into consideration expected turnout, population density, public transportation, accessibility, travel time, traffic patterns, and any other factors that election officials consider necessary to enhance the accessibility of early voting sites. The Joint Early In-Person Voting Site will serve all electors covered by this Agreement.
- 6.3** Each participating Municipal Clerk, after a polling place or Early In-Person Voting Site is approved must provide a notice specifying the location of the polling place or early voting site to each registered elector entitled to vote at that polling place or Early In-Person Voting Site. MCL 168.662 (8) & (10)
 - 6.3.1** The notice requirement under this section applies to permanent and temporary changes to polling places and Early In-Person Voting Sites, except that notice is not required if an Early In-Person Voting Site is established in addition to 1 or more Early In-Person Voting Sites that remain in effect for which notice was previously provided to each elector.
 - 6.3.2** After an Early In-Person Voting Site is approved, the appropriate Clerk as defined below, must provide the notice required by sending a separate notice by mail or other method designed to provide actual notice to the registered elector, and must not provide the notice by updating the voter identification card issued under section 499. In addition to identifying the location of the Early In-Person Voting Site, the separate notice sent under this section must provide the hours of operation of the early voting site for each day early voting is offered. The notice under this section must be provided as follows:
 - 6.3.2.1** Early voting conducted under section 168.720g, by the Clerk of the County where the Early In-Person Voting Site is located or by the Clerk of each municipality that is a party to the County agreement. MCL 662 (10) (c)
 - 6.3.2.1.1** The County Clerk or Secretary of State will provide a template to be used for purposes of notifying each registered elector of each municipality that is party to this agreement identifying the location of the Early In-Person Voting Site and hours of operation each day early in-person voting is offered.

7. APPOINTMENT OF ELECTION INSPECTORS.

- 7.1** The Board of County Election Commissioners is responsible for the appointment of Election Inspectors.
 - 7.1.1** The County Clerk will provide the County Election Commission with a list of recruited and selected Election Inspectors chosen to be appointed for each Statewide and Federal Election for the purpose of early in-person voting.
 - 7.1.2** A Municipal Clerk shall provide the County Clerk with the list of Election Inspectors for the Clerk’s Municipality at the request of the County Clerk. MCL 168.720g (6)

- 7.2 At least 21 days before each Statewide and Federal election, the Board will appoint for each joint Early In-Person Voting Site at least 3 Election Inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.
 - 7.2.1 Election Inspectors will be hired by the County Clerk and will be under the supervision of the Coordinator.
 - 7.2.2 Election Inspectors will be paid in accordance with Exhibit A. The pay rate will be determined in conjunction with the appointment of Election Inspectors at the first statewide or federal election of that year and will remain the same for the entirety of that year.
- 7.3 The Board will further designate one appointed Election Inspector from each joint Early In-Person Voting Site as Chairperson.
 - 7.3.1 A different Chairperson may be appointed for each day of early in-person voting.
- 7.4 The selection of Election Inspectors will be governed by MCL 168.674 and MCL 168.720g(6).

8. APPROVAL OF EARLY VOTING HOURS.

- 8.1 The County Clerk and participating Municipalities agree to the following terms:
 - 8.1.1 For the nine early in-person voting days guaranteed by the Constitution, early in-person voting at the joint Early In-Person Voting Site located at 315 W Green St., Marshall MI 49068 will be open eight (8) hours each day in accordance with MCL 168.720b and will open at 9:00 am and will close at 5:00 pm.
 - 8.1.2 This Agreement does not include any additional days or hours beyond what is required by law.

9. NOTICE OF EARLY VOTING HOURS.

- 9.1 After an Early In-Person Voting Site is approved, and not less than forty-five (45) days before an election, the appropriate Clerk must provide the notice required under MCL 168.662 (8) by sending a separate notice by mail or other method designed to provide actual notice to the registered elector and must not provide the notice by updating the voter identification card issued under MCL 168.499. In addition to identifying the location of the Early In-Person Voting Site, the separate notice sent under this section must provide the hours of operation of the Early In-Person Voting Site for each day early voting is offered. MCL 168.662 (8) & (10)

10. BUDGET AND COST SHARING.

- 10.1 The County Clerk and the Clerks of the participating Municipalities agree to the budget and cost sharing procedures as outlined in Exhibit B.
 - 10.1.1 The County Clerk and the Clerks of the participating Municipalities designate the County as the party responsible for requesting and dispensing all funds related to the joint Early In-Person Voting Site.
 - 10.1.2 The Municipalities that are a party to this Agreement will share the costs equally. The costs will vary each election and cannot be defined as part of this

Agreement. An example of the cost sharing budget is attached to this Agreement as Exhibit B and may be amended if necessary.

10.1.3 The County Clerk will be responsible for invoicing all participating Municipalities for costs associated with the joint Early In-Person Voting Site and shall be paid within thirty (30) days of the date of invoice.

10.1.4 The Parties agree that the County Treasurer may withhold funds otherwise payable to any of the participating Municipalities from the next tax disbursement monies due to a participating Municipality when early in-person voting reimbursement is not made by that Municipality within six (6) months of the reimbursement request date, in order to satisfy any outstanding amounts due to the County from that participating Municipality pursuant to the terms of this Agreement.

11. STAFFING AND SUPERVISION

11.1 The Coordinator is responsible for ensuring adequate staffing and supervision at the joint Early In-Person Voting Site. MCL 168.720g(2)

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, except that electors will not be able to register to vote at an early voting site. MCL 168.720g(7)

11.3 The County Clerk may appoint a participating Municipal Clerk or a member of the County Clerk's staff to act as Supervisor. The County Clerk may appoint a different participating Municipal Clerk or a member of the County Clerk's staff to act as a supervisor for different days of early voting. A Supervisor may delegate the Supervisor's duties to a member of the Supervisor's staff with the approval of the County Clerk or the Coordinator. MCL 168.720g(7)

11.4 The Coordinator is responsible for updating Exhibit C for each applicable election and disbursing the updated version to all parties subject to this Agreement at least twenty-one (21) days before each applicable election.

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

12.1 The County Clerk and the Clerks of each Municipality agree to the following:

12.1.1 The County Clerk and the Municipal Clerks participating in the joint Early In-Person Voting Site agree to purchase seven (7) early voting ePollbooks (EV EPB), two (2) tabulators, nine (9) voter assist terminals, and any other equipment deemed necessary to successfully operate the early vote site as included in Exhibit B.

12.1.2 The equipment and all other necessary supplies required for the successful operation of the joint Early In-Person Voting Site will be requested as reimbursement from the early voting grant application submitted on September 8, 2023, by the County Clerk. All remaining costs not covered by the early voting grant will be divided according to section 10.1.3 of this Agreement.

12.2 The Board of County Election Commissioners or their designee, will be responsible for conducting testing of the electronic voting equipment. Testing will be conducted no

later than five (5) days before the start of early voting in accordance with the requirements under MCL 168.798.

12.3 The Coordinator will be responsible for taking necessary steps to set up the early in-person voting poll book and early in-person voting poll book laptops. MCL 168.720g(3)

12.3.1 In the absence of the Coordinator, the duties as described above would be delegated to the Coordinators successor as outlined in section 4.2 of this Agreement.

12.4 Tabulators and early in-person voting poll book laptops used at the joint Early In-Person Voting Site will be configured as set forth in MCL 168.720j(6)(b).

12.4.1 For an early voting site covering less than the entire County, in the same manner as an early voting site for Municipalities that are parties to a municipal Agreement under section 720f.

12.4.1.1 Multiple configuration sets, with each tabulator programmed to tabulate ballots for one (1) or more Municipalities covered by the municipal Agreement. Each precinct in each of the Municipalities must appear on only one (1) configuration set in an early voting site. MCL 168.720j (5)(b)

12.4.1.2 Two tabulators will be used at the joint Early In-Person Voting Site. One tabulator will serve fourteen (14) precincts and the second tabulator will serve fifteen (15) precincts.

12.4.1.3 As many as seven (7), but no less than five (5) early voting ePollbooks will be used at the joint Early In-Person Voting Site. Each ePollbook will be configured to serve all twenty-nine (29) precincts included in this Agreement.

13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

13.1 During early in-person 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 in-person 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 After 8:00pm on 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 County Election Commissioners is responsible for appointing the Receiving Board or group of Election Inspectors to canvass the early vote returns after 8:00pm on election day and report early in-person voting results to the County Clerk, according to the requirements of MCL 168.801 through MCL 168.810.

14.1.1 The selection of Election Inspectors to canvass the early vote returns on election day will be governed by MCL 168.674 and MCL 168.720g(6).

14.2 After 8:00pm on 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 A joint Early In-Person Voting Site agreement must be finalized and signed by the participating County Clerk and all participating Municipal Clerks in accordance with MCL 168.720d(3) & (4):

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 in-person voting plan, attached as Exhibit D, is filed with the County Clerk of the County in which the Municipalities are located. MCL 168.720h

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

17.1 Not less than 45 days before the first early in-person voting day allowed by statute, the Coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted early in-person voting plan that affects the locations, dates, and hours of operation for each joint Early In-Person Voting Site operated by the participating County and Municipalities. This will ensure the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website. MCL 168.662

18. DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

18.1 This Agreement, and any amendments, shall be effective on October 25, 2023, which the Parties recognize as the statutory deadline for entering into a county agreement to administer early voting, as provided in MCL 168.720d (1)(c). Adoption of a resolution by the Municipality to participate in the county agreement, or signature of each participating municipal Clerk on this agreement, prior to the effective date of this agreement shall be sufficient evidence that the Municipality wishes the County Clerk to administer early voting under the terms of the statute and this agreement.

18.2 This Agreement and any amendments to the Agreement will remain in effect in perpetuity excluding any provisions statutorily permitted by law under MCL 720g (12) and as defined in section nineteen (19) of this Agreement, or any changes to State or Federal law that would render this Agreement null and void.

18.3 Upon amendment of any part of this Agreement, all parties will be notified by the Coordinator and new signatures will be required, except as listed below in section 18.3.1.

18.3.1 Exceptions to Section 18.3

18.3.1.1 All Exhibits may be revised by the County Clerk or Coordinator, in consultation with the parties to this Agreement as needed without new signatures, or resubmission of the Agreement.

18.3.1.2 If at any point, a County Clerk or Municipal Clerk that is party to this Agreement, resigns or is removed from office, their Successor shall be named in this Agreement and shall sign and date in place of their Predecessor.

18.3.1.2.1 If the Successor refuses to sign this Agreement, the Municipality with which they are elected to will be withdrawn from this Agreement subject to section nineteen (19) of this Agreement.

18.3.1.3 If at any time, a person named in this agreement has a legal name change, the name may be edited with no signatures required by the participating Clerks.

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

19.1 If the County Clerk withdraws from this Agreement for any reason, the Agreement will cease to exist, and the Clerk of each participating Municipality must submit a revised early in-person voting plan to the Department outlining the manner in which early in-person voting will be provided.

19.2 If the Parties terminate this Agreement for any reason, the Clerk of each participating Municipality must submit a revised early in-person voting plan to the Department outlining the manner in which early in-person voting will be provided.

19.3 If a party withdraws from this Agreement for any reason, the Clerk of the Municipality withdrawing from the Agreement must submit a revised early in-person voting plan to the Department outlining the manner in which early in-person voting will be provided.

19.4 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.

County Clerk	Signature	Date
City of Albion Clerk	Signature	Date
City of Marshall Clerk	Signature	Date
Albion Township Clerk	Signature	Date
Athens Township Clerk	Signature	Date
Burlington Township Clerk	Signature	Date
Clarence Township Clerk	Signature	Date
Clarendon Township Clerk	Signature	Date
Convis Township Clerk	Signature	Date
Eckford Township Clerk	Signature	Date
Emmett Charter Township Clerk	Signature	Date
Fredonia Township Clerk	Signature	Date
Homer Township Clerk	Signature	Date
Lee Township Clerk	Signature	Date

Leroy Township Clerk

Signature

Date

Marengo Township Clerk

Signature

Date

Marshall Township Clerk

Signature

Date

Newton Township Clerk

Signature

Date

Sheridan Township Clerk

Signature

Date

Tekonsha Township Clerk

Signature

Date