

ELECTION RESPONSIBILITIES

DUTY	CANDIDATE	SCHOOL DISTRICT	COUNTY CLERK ¹	LOCAL CLERK
Candidate Petition Availability			✓	✓
Filing Affidavit of Identity and Petition or \$100 Fee	✓		✓	✓ ²
Certification of Ballot Proposition and Provision of Ballot Summary		✓		
Registration Notice Publication			✓	✓ ²
Printing of Ballots			✓	✓ ²
Election Notice Publication			✓	✓ ²
Receive Completed Absentee Ballots			✓	✓ ²
Training of Election Workers			✓	
Provision of Election Forms			✓	✓ ²
File Certification of Election or Determination with School District (MCL 168.307)			✓	
File Certification of Election or Determination with County Treasurer(s) (if millage proposition) and ISD (MCL 211.203)		✓ ³		
Certification of Election to Winning Candidate(s) (MCL 168.308)			✓ ⁴	
Post-Election Filing Requirements (Including Acceptance of Office)	✓		✓	✓ ²
Oath of Office ⁵	✓	✓		

¹ Except where School District is located entirely within a city or a township.

² If designated by County Clerk as Election Clerk or if School District is entirely within municipal/township boundaries.

³ Unless Clerk verifies filing millage election results with county treasurer(s).

⁴ On behalf of Board of Canvassers.

⁵ The Oath of Office must be administered by a judge, justice, court clerk, or notary public.