

Date and Location

Presque Isle – Wednesday, September 4, 2019

Northern Maine Community College
33 Edgemont Dr. Presque Isle, ME 04769

Augusta - Wednesday, October 9, 2019

Augusta Civic Center
76 Community Dr. Augusta, ME 04330

* We recommend bringing a light sweater or jacket as it is difficult to regulate room temperature for each attendee.

Time

8:30 am – 9:00 am Registration

9:00 am – 4:00 pm Class

Instructors

Patti Dubois, City Clerk, Waterville
Julie Flynn, Deputy Secretary of State
Maine Secretary of State's Office

Fee

\$60.00 – MTCCA Members

\$80.00 – Non-Members

NOTE: This fee includes refreshments, lunch and handout materials.

Members: Please be sure to wear your MTCCA badge to the workshop.

Scholarship

Scholarship money is available. For information, please contact Tamara O'Donnell at (207) 829-5559 or via email at todonnell@cumberlandmaine.com or visit our website at www.mtcca.org to download an application.

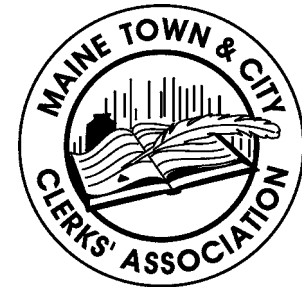
Dietary Requirements

We do our best to plan meals according to general dietary guidelines. If you have a specific dietary restriction, please call our office at least 5 business days prior to the start of the event. Please note that we are not able to accommodate onsite requests, as catering planning happens in advance of the event.

Fragrance Free

The Maine Town & City Clerks' Association strives to ensure the comfort and safety of participants in this event by encouraging a fragrance-free environment. Please note that this is a voluntary request, and the MTCCA is not liable in the event that the environment is not fragrance-free. We appreciate everyone's cooperation in making our events enjoyable for all.

MTCCA
60 COMMUNITY DR
AUGUSTA ME 04330



Maine Town & City Clerks' Association
presents:

State Elections (Title 21-A) Workshop

Presque Isle
Wednesday, September 4, 2019
Northern Maine Community College

Augusta
Wednesday, October 9, 2019
Augusta Civic Center

www.mtcca.org

State Elections (Title 21-A) Workshop

This workshop, State Elections Title 21-A, is a class that covers all aspects of administering state and federal elections on the municipal level.

Topics to be covered in the workshop include election officials and their various duties, the process for opening the voting place, use of the Central Voter Registration system for election duties, preparing for Election Day, responsibilities for posting the Notice of Election, conducting absentee voting, voting place layout, Election day duties and the related responsibilities of the Clerk and others, accessible voting, procedures for closing the voting place, tabulating results and more.

Clerks who have never conducted an election before are strongly encouraged to attend this workshop.

Registration Information

To register, please fill out the attached form and mail it with your payment to MTCCA, 60 Community Drive, Augusta, ME 04330, or fax your registration to (207) 624-0128. You may also register online at <http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>.

Manuals/Training Materials

Each participant is to bring a copy of the "Voter Registration and Elections Manual" and the "CVR User Guide," (latest revised edition). If you do not have one, contact the Elections Division at 624-7650 or cec.elections@maine.gov.

Questions/Cancellations

Cancellation notification must be given in writing at least 3 business days before the session begins. Any cancellation received within that 3-day window will be charged the full registration fee. All cancellations are subject to a \$15 administrative fee for processing. Please go to <http://www.memun.org/TrainingResources/WorkshopsTraining/Cancellations.aspx> to cancel. If you have any questions please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.

Membership

Interested in joining MTCCA for only \$30.00/yr? Visit our website at www.mtcca.org or call (800) 452-8786 for membership information and application.

Certification

This program is a mandatory course for the Maine Town & City Clerks' Association Certification Program. Participants must be present for the full day to receive a certificate of completion for the course.

*Any member whose certification expires must attain their original certification again.

Disclaimer: Educational courses and materials offered by the Maine Town & City Clerks' Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice.

About MTCCA

The Maine Town and City Clerks' Association (MTCCA) is an organization of municipal clerks, deputy clerks and assistant clerks throughout the state of Maine. An association of over 850 members, the MTCCA is a professional-level affiliate group of the Maine Municipal Association (MMA). MTCCA's principal missions are to motivate the Maine municipal clerks to become leaders in their fields of governance and to provide an educational program for new and veteran clerks to meet the highest standards of professional development. A primary objective of MTCCA is to provide professional development opportunities through education, training and peer interaction.

State Elections (Title 21-A) Workshop

Please register the following person(s) from _____ (Municipality) _____ for State Elections (Title 21-A) Workshop.

FULL NAME: _____ TITLE: _____
EMAIL: _____ TEL: _____ FEE: \$ _____
FULL NAME: _____ TITLE: _____
EMAIL: _____ TEL: _____ FEE: \$ _____
BILLING ADDRESS: _____ TOTAL AMOUNT: \$ _____

Please check the location: Presque Isle - Wednesday, September 4, 2019 Augusta - Wednesday, October 9, 2019

Mail Registration Form to: MTCCA, 60 Community Drive, Augusta, ME 04330 **Fax form to:** (207) 624-0128 or register online at: <http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>

ADA Message: In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

PLEASE MAKE CHECKS PAYABLE TO MTCCA

ATTENDING