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Via E-Mail Only

6/3/2024

Mr. Martin DuBois
Superintendent of Schools
Reading Community Schools
301 Chestnut Street
P.O. Box 330
Reading, Michigan 49274

Re: Regular School Election on November 5, 2024

Dear Mr. DuBois:

To help you prepare for the upcoming November 5, 2024 regular school election, accompanying this letter please find:

- 1) A calendar of Local School District Deadlines for the November 2024 election; and
- 2) An "Election Responsibilities" guide.

If you have not done so already, please send me a copy of the District's 2023 L-4029 form, as well as a draft of the 2024 L-4029 form, and the 2024 L-4028 and/or L-4034 form(s) when they become available, relative to the District's existing millage, so I can evaluate and provide advice regarding possible Headlee restorations, and operating, sinking fund and/or recreation millage renewals. The L-4028, L-4034 and L4029 forms should be emailed to me at jsoles@thrunlaw.com. I will contact you after reviewing the forms to discuss whether a millage proposition should be considered by the Board.

If the Board intends to present to the electorate a bond proposition, and/or a proposition at the November 2024 election to renew millage, restore millage or for new millage (unless already in process by our office), please contact me as soon as possible so I can prepare draft ballot language for your review.

Our records list the following voted millage currently in effect for your district:

18 mills, operating millage, non-homestead, 2019 to 2024, inclusive
1.9 mills, sinking fund, 2021 to 2025, inclusive



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17.4752 mills, operating millage, non-homestead, 2025 to 2030, inclusive

Public notice of the upcoming board election and petition filing deadlines for interested candidates are no longer the legal responsibility of the District under Michigan election law. However, the District should consider whether a process is in place to identify and encourage the candidacy of qualified people. This is typically addressed by several methods, including:

- adopting a resolution calling the regular election;
- advertising the board election in newsletters, newspapers, the District’s website and other media;
- board members and administrators identifying potential candidates; and
- volunteerism in the community.

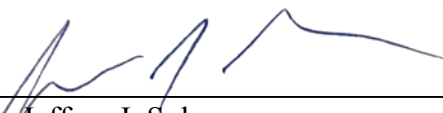
The Board also should consider publicizing the deadline for nominations (4:00 p.m. on Tuesday, July 23, 2024) if that will not be addressed by the local election clerk.

You should also carefully review your Board rotation schedule with your election coordinator to verify how many seats will be up for election this November and whether those seats are for full or partial terms. If there is a mix of full and partial terms, candidates must designate which seat they are seeking.

Resolutions calling the regular election and/or certifying ballot propositions will only be sent upon request, but I will review the status of your tax levy without charge if the District is a retainer client or a regular election client.

Very truly yours,

THRUN LAW FIRM, P.C.

By 

Jeffrey J. Soles

JJS/klg

Enclosures

cc: Pam Bassage, Business Manager (*via e-mail; w/att.*)
Linda McDowell, Administrative Assistant (*via e-mail; w/att.*)
Fredric G. Heidemann, Thrun Law Firm, P.C. (*via e-mail; w/att.*)

LOCAL SCHOOL DISTRICT DEADLINES

NOVEMBER 5, 2024 REGULAR SCHOOL ELECTION

ACTION	DEADLINE
Nomination of Board candidate(s) (Affidavit of Identity and Petition or \$100 filing fee)	Tuesday, July 23, 2024 - 4:00 p.m. (with County Clerk/Election Coordinator)
Withdrawal of Board candidate(s), in writing	Friday, July 26, 2024 - 4:00 p.m.
NOTE: Contact Thrun Law Firm at least two weeks before your board meeting for advice on millage propositions	
Election Resolution	must be adopted at a legal meeting <i>no later</i> than Monday, August 12, 2024
Election Resolution, including ballot language, filed with Election Coordinator/Election Clerk	on or before Tuesday, August 13, 2024 - 4:00 p.m.
Absentee Ballots	must be available to military/expat voters by Saturday, September 21, 2024, and general public by Thursday, September 26, 2024
Registration Notice publication	once, on or before Monday, October 7, 2024
Last Day of Registration (other than in person with the local clerk)	Monday, October 21, 2024
Write-in candidates must file Declaration of Intent	on or before Friday, October 25, 2024 - 4:00 p.m.
Election Notice publication	once, on or before Tuesday, October 29, 2024

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.