



Voter Registration Program Standard Operating Procedure

In accordance with Flint City Charter Sec. 3-403, the City Clerk is responsible for instituting and maintaining a program designed to register as many Flint voters as possible during the primary and general elections.

1. Primary/General Elections

The City Clerk or his or her designee, no later than 30 days prior to the primary election and no later than 90 days before the general election will take the following steps to promote voter registration:

- a. The City Clerk or his or her designee will schedule voter outreach and education to community outreach groups, including but not limited to Juneteenth Celebration - Berston Field House, Juneteenth Celebration - Max Brandon Park, League of Women Voters - Mott College, Disability Network, The faith-based community.
- b. Additional Outreach will be made to the Flint Community School System, the Panhellenic Council, Powers High School, International Academy, University of Michigan-Flint, Mott College, The NAACP, Adult High School, the Genesee County Jail officials in order to provide proper assistance to those who are incarcerated, and numerous other non-political entities.
- c. Education will be provided on the following issues:
 - i. In Person Voter Registration
 - ii. Mail-in Voter Registration
 - iii. Absentee Ballot Information
 - vi. Polling Locations
 - vii. How to properly use voting equipment
 - viii. State election-related deadline dates
 - ix. Ongoing updates for the public regarding new laws and/or rules/regulations.
- d. Materials

The following materials will be provided during these voter registration events:

- i. Voter registration applications
- ii. Voter Education Flyers

2. Public Service Announcements and Press Releases

The City Clerk or his or her designee will provide ongoing public service announcements and press releases to keep the public informed of voter registration opportunities.

3. Reports

- a. The City Clerk will report to the City Council on the progress of the voter registration efforts no later than 30 days before the primary elections and no later than 45 days before the general elections.