

DEPARTMENT OF STATE



CANDICE S. MILLER, SECRETARY OF STATE

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The **Department of State** is the oldest department of Michigan state government and is administered by the secretary of state. Elected to a 4-year term, the secretary of state is a member of the executive branch of government and has constitutional as well as statutory duties.

In the event of concurrent vacancies in the office of governor and lieutenant governor, including absence from the state, the secretary of state serves as governor. The secretary of state is a voting member of several state boards and commissions, including the State Administrative Board, Michigan State Safety Commission, Michigan Highway Reciprocity Board, and the Michigan Truck Safety Commission.

Customer service is the operative phrase of the secretary of state's office. The **mission** of the Department of State is to provide the most efficient and effective services to the people of Michigan through the licensing of drivers and the registration and titling of vehicles; the regulation of automobile dealers and repair facilities; the registration of voters and administration of elections; the preservation of Michigan's history; and the streamlined collection of revenue. The department's commitment to service is reflected in its creative application of new technologies, more effective use of staff and financial resources, and innovation in the design and delivery of our service systems.

The secretary of state maintains many of the most important records of state and local government, including state statutes and commercial financing statements; administers the notary public program; and operates the Office of the Great Seal which provides the highest level of document certification in the state.

The **Bureau of Administrative Services** provides internal support for the Department of State, including supervision of the Budget and Finance Divisions. The bureau accounts for and distributes over a billion dollars of revenue collected annually by the department, prepares the department's budget and manages a host of activities related to its facilities, purchasing, mail, warehouse and delivery services.

The **Bureau of Automotive Regulation**, which was established in 1974 following passage of the Motor Vehicle Service and Repair Act, licenses motor vehicle dealerships, registers automotive service and repair facilities, and certifies automotive mechanics. The bureau also investigates consumer complaints and conducts a consumer information program to advise Michigan citizens of their rights in auto-related transactions.

The **Bureau of Branch Office Services** administers a statewide branch office network where residents can process applications for driver licenses, identification cards, and vehicle titles and registrations. Among the vehicle registrations and titles issued are those for motor vehicles, watercraft, snowmobiles, mobile homes and off-road vehicles. Additionally, branch offices issue handicapper parking permits, distribute organ donor information, and process voter registration applications. The bureau is responsible for monitoring the performance of Michigan motorists and, when necessary, intervening with programs designed to reduce unsafe driving behavior. Further, it administers the state's graduated licensing program for young drivers, including the training of

third party road test examiners, and administers the department's commercial driver training school program.

The **Bureau of Driver and Vehicle Records** is responsible for the recordkeeping functions of the department, including the collection, conversion, and maintenance of records on drivers and motor vehicles, including watercraft and snowmobiles. The bureau also furnishes such records to law enforcement agencies, the general public, governmental units, and private businesses. The bureau additionally files commercial financing statements under the Uniform Commercial Code and conducts file searches of these materials. The bureau processes mail applications for driver licenses, registrations, and applications for special license plates and truck plates apportioned under the International Registration Plan. The bureau also administers agreements entered by the Michigan Highway Reciprocity Board.

The **Bureau of Legal Services** serves as the Department of State's representative on legal matters involving the Attorney General, the legal community, and the public. The bureau drafts administrative rules and prepares declaratory rulings and statements interpreting law and departmental policy. It also prepares contracts and operating agreements for bureaus within the department. The bureau handles all contested case hearings involving the Department of State. Operating within the bureau is the *Driver License Appeal Division* which replaced the former License Appeal Board, an entity transferred to the Department of State by a type I transfer in 1965. The division's hearing officers affirm, modify, and set aside actions taken against licensed drivers, including those by the Driver Assessment Program. Additionally, the bureau is home to the Internal Audit Division which examines accounts and processes within the department and the Information Services Division which coordinates data acquisition.

The **Bureau of Resource Management Systems** is responsible for the policy and planning activities, human resources and information systems, which support and maintain the Department of State's automated systems. The department's files include those of 6.9 million licensed drivers and 8.3 million motor vehicles. Additionally, the bureau has developed a technology infrastructure enabling the department to expand its electronic service delivery system to include regular service options such as renewal by touch-tone telephone and the Internet.

The **Office of the Ombudsman** within the Executive Office is responsible for assisting the Secretary of State with a variety of customer service issues. The office serves as an important link between the department and the public.



MICHIGAN HIGHWAY RECIPROCIITY BOARD

CANDICE S. MILLER, Secretary of State
JAMES R. DESANA, Director, Department of Transportation
JOHN G. STRAND, Chairperson, Michigan Public Service Commission

The **Michigan Highway Reciprocity Board** was created by Act 124 of 1960 and placed under the jurisdiction of the Department of State by a type II transfer pursuant to the Executive Organization Act of 1965. This 3-member board consists of the secretary of state, the director of the Department of Transportation, and the chairperson of the Public Service Commission. The board makes reciprocal compacts, agreements, and arrangements with the proper authorities in other states concerning the operation and regulation of trucks, tractors, trailers, automobiles, buses, and other automotive equipment engaged in international, interstate, or intrastate commerce on public highways.



The **Bureau of Elections** was established in 1951 to assist the secretary of state in carrying out election-related duties. Today, that responsibility includes administering the Michigan Election Law, Act 116 of 1954, the Campaign Finance Act, Act 388 of 1976, and the Lobby Registration Act, Act 442 of 1978, and assisting with the Branch Office Voter Registration Program. In addition, the bureau trains local election officials, supervises elections, conducts inquiries into allegations of election fraud and campaign finance misconduct, and administers Michigan's Qualified Voter File, a state-of-the-art elections management system and voter registration database.

Assisting in the elections process is the Board of State Canvassers.

BOARD OF STATE CANVASSERS

Term expires

STEPHEN L. BORRELLO, Saginaw (Democrat)	Feb. 1, 2003
ALAN L. CROUSEY, DeWitt (Republican)	Feb. 1, 2003
DOROTHY E. JONES, Ypsilanti (Democrat)	Feb. 1, 2001
LINDA K. SHINKLE, Williamston (Republican)	Feb. 1, 2001

Created by Act 239 of 1955 and transferred to the Department of State by a type I transfer under the Executive Organization Act of 1965, the board certifies election results for state offices, and other offices, as they are referred to the board by law. The 4-member board is appointed by the governor, with the advice and consent of the senate, with 2 members nominated by each political party. Board members serve 4-year terms. Upon expiration of a term, a member may continue to serve until a successor is appointed.



The **Michigan Historical Center**, which includes the Michigan Historical Museum and the State Archives, is located in the Michigan Library and Historical Center in downtown Lansing. The center administers the state's history program in keeping with Act 271 of 1913 and related laws. The center operates the Michigan Historical Museum in Lansing and administers 9 other field museums and historic sites around the state. The center also administers the state's archaeology program and publishes *Michigan History Magazine*. It is also responsible for operation of the *State Archives of Michigan*, and oversees implementation of the federally authorized *National Register of Historic Places* program in Michigan. The bureau administers the *State Register of Historic Sites*, the *Centennial Farms* program, and the *Michigan Historical Marker* program in cooperation with the *Michigan Historical Commission*.

MICHIGAN HISTORICAL COMMISSION

Term expires

ROBERT J. DANHOF, East Lansing	May 21, 2004
MARGE M. GREINER, Grand Rapids	May 21, 2003
SAMUEL LOGAN, JR., Detroit	May 21, 2000
KEITH MOLIN, Ann Arbor	May 21, 2001
MARK A. MURRAY, Lansing	May 21, 1999
WILLIAM C. WHITBECK, Lansing	May 21, 2002

The **Michigan Historical Commission** was established by Act 271 of 1913 to preserve and protect Michigan's heritage. The Executive Organization Act of 1965 placed the Michigan Historical Commission by a type II transfer in the Department of State where it continues to serve in an advisory capacity. The 6 members who comprise the commission are appointed by the governor, with the advice and consent of the senate, for 6-year terms. Upon expiration of a term, a member may continue to serve until a successor is appointed.



MICHIGAN IRON INDUSTRY MUSEUM ADVISORY BOARD

Mineral Industry

Term expires

ALLEN E. KOSKI, Negaunee	Oct. 4, 1999
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Marquette County Historical Society

VACANCY	Oct. 4, 2000
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Negaunee Township

PETER KOTILA, Negaunee	Oct. 4, 2000
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**MICHIGAN IRON INDUSTRY MUSEUM
ADVISORY BOARD (Cont.)**

City of Negaunee

Term expires

DON L. MOURAND, Negaunee Oct. 4, 2000

Marquette County Board of Commissioners

GERALD O. CORKIN, Negaunee Oct. 4, 2002

City of Marquette

REATHA TWEEDIE, Marquette Oct. 4, 2000

Residents At-Large

BECKY BERUBE, Marquette Oct. 4, 1999

DALE HEMMILA, Ishpeming Oct. 4, 2002

FRIDA WAARA, Marquette Oct. 4, 2002

The **Iron Industry Museum Advisory Board** was created by Act 152 of 1984 to advise the Department of State regarding construction, policies, plans, and programs at the Iron Industry Museum located in Negaunee. The board is also authorized to facilitate cooperation between the state and private sector, to encourage public donations to the museum, and to promote public use of the site.

The board consists of 9 members who are appointed by the governor and serve 4-year terms. Not more than 5 members shall be from the same political party.

