

2017

Professional Practices Program



33rd Annual National Conference August 19-23, 2017 Anaheim, CA

- ★ June 9, 2017 - Submission Deadline for Professional Practices
- ★ June 30, 2017 - Award Winners Notification
- ★ July 31, 2017 - Conference Registration Deadline
- ★ August 21, 2017 - Award Ceremony and Presentations
- ★ August 22, 2017 - Small group question and answer session.

The Professional Practices Program is an opportunity to publicly say “well done” at The Election Center’s National Conference. It is also a platform in which election officials can share their successful practices.

The award categories and the 2016 winners are listed below. Award Winners will be announced at the National Conference and the honored programs will be presented at this extraordinary segment of the conference.

Winning practices are invited to participate in a break out session on day two of the conference to facilitate interaction between presenters and election administrators. A display board and specifics of this session will be provided to the selected practices.

Now is the time to put your best onto paper and share it with your colleagues. All entries will be distributed on a CD to Conference attendees. It is our hope that you will make time to help this program grow and to enrich our profession further. In order to evaluate and select winners and to prepare for the presentations at the National Conference, we have set a **deadline of June 9, 2017** for submission of all papers. We will be unable to consider any papers submitted after that time, nor will they be included on the CD.

2016 Award Winners

Democracy Award best practice of 2016. Weber County, UT Co-Education: Elections Partners

Freedom Award for innovation. Cuyahoga County, OH: Bar Code Solution

Stars and Stripes Award to recognize outstanding partnerships. Minneapolis, MN: Increasing Voter Access and Election Judge Recruitment

Eagles Award for the outstanding use of technology. Boulder County, CO: Ballot Box Tracking System

Minute Man Award – Time and Cost Savings *(no winning entry in 2016)*

Guardian Award to recognize a practice that exemplifies our Principles and Standards of Conduct. Franklin County, OH: Mission Possible – Mission Accomplished

Independence Award – Innovation for Voting Accessibility *(no winning entry in 2016)*

Please review all the Award winner papers on the Election Center Website!

Determination of either a “recognized” or “winning” submission will be dependent on the number and quality of papers submitted and The Election Center shall be the sole determinant of whether to present any award in any given year.

All entries must be submitted by local or state jurisdictions of a practice used in your office. There are two separate divisions: State submissions will be presented to NASED for review to determine a winning entry. Local submissions will be presented to The Election Center Professional Education Certification Board’s Professional Practices Committee for judging.

Submission Contents

- The length of the Professional Practice Paper is limited to **two pages**. (No exceptions, additional pages will disqualify entry.)
- The attached cover page must be included with every entry. (e-mail vdavis@martinvotes.com) if you have trouble using this form, we can send it to you in a word document.
- Supporting Documents:
 - **Five** pages of supporting documents may be included OR
 - **Three** pages of supporting documents plus no more than **two** items in an alternate format.

Supporting Documents
(Each 8 ½ x 11 page = one document)

Examples:

- ★ Newsletters, Correspondence
- ★ Page out of Guides (each page counts as 1 supporting document)
- ★ Newspaper Article
- ★ Photos
- ★ Screenshot of Web Page

Alternate Format Examples (limit 2)

- ★ CD / DVD
- ★ Manuals, Voter Guides, Booklets
- ★ Video Clip on Web-site (Include Screen Shot with Web Address)
- ★ T-shirt, Cups, Pins, Stickers (each item counts as 1 unless you photograph an assortment of items & submit them on a 8 ½ x 11 sheet as a regular supporting document)

All materials submitted become the property of The Election Center and will be published on a CD for distribution and on The Election Center website. Materials submitted will not be returned to entrants.

Submission Requirements

- There is a \$75 entry fee payable to the Election Center, Professional Practices Program. Mail entry fee with hard copy of submission to Vicki Davis, address below. Or, if you prefer, the fee may be paid electronically by visiting <http://www.electioncenter.org/payments.php>. Please attach your receipt when submitting your paper.
- Professional Practices shall be submitted in **both an electronic format and paper format**.
- Persons submitting papers should NOT designate their entry toward a specific award category. The Professional Practices committee will make the award category determination that is appropriate.
- Practices **must not** have been submitted to any other organization for award consideration prior to submission for the Professional Practices Program.
- Practices must be formatted to fit an 8 ½ x 11 page and saved as a Microsoft Word document or as a .pdf.
- Practices must incorporate the Cover Sheet (attached), Professional Practice and all Supporting documents into a single file. (The exception to this would be alternate format supporting documents. They should be mailed with the paper copy of the practice.)
- Video materials on CD or DVD’s shall be in a windows media player (wmv) or mpeg format.
- E-mail your file **to all 3 committee members** as listed below and mail the hard copy to program Chair, Vicki Davis.
OR – Mail a CD with your paper copy.

Adherence to these guidelines is necessary to enable a high quality CD for distribution in a searchable format. Thank you for your assistance with this.

You will be e-mailed a confirmation upon receipt of your submission. If you do not receive a confirmation, it is your responsibility to contact a committee member.

Vicki Davis, CERA; Professional Practices
Committee Chair
Martin County Supervisor of Elections
135 SE Martin Luther King, Jr. Boulevard
Stuart, FL 34994
772-288-5637
vdavis@martinvotes.com

Jill Lavine, CERA; Professional Practices
Committee Member
Registrar, Sacramento County, CA
7000 65th St., Suite A, Sacramento, CA 95823
(916) 875-6558
lavinej@saccounty.net

Dawn Williams, CERA; Professional Practices
Committee Member
Director of Elections
Lucas State Office Building
321 E. 12th Street, Des Moines, IA 50319
(515) 242-5071 (515) 242-5953 fax
Dawn.williams@sos.iowa.gov



33nd Annual
National Conference
Anaheim, CA

2017 Professional Practices Program

Title of Paper

Jurisdiction, State

Submitted by:

Person(s) Submitting Paper

Title of Person(s) Submitting Paper

Address Line

City, State, Zip

Phone

E-Mail Address

Web Address