

Professional Practices Program

IMPORTANT DATES:

- **June 10, 2024 11:59PM ET-** Submission Deadline for Papers
- **July 10, 2024 -** Award Winners Notification
- **August 15th, 2024-** Conference Registration Deadline
- **September 10th, 2024 –** Award Ceremony and Presentations

39th Annual National Conference
September 7-11, 2024 Detroit, MI

The Professional Practices Program is an opportunity to highlight excellence in election professionalism at the Election Center's National Conference.

Now is the time to share your best ideas with your colleagues. **The deadline for submission is 11:59 PM ET June 10, 2024.** We will be unable to consider any papers submitted after that time. All materials submitted become the property of the Election Center and will be published on the Election Center website. Materials submitted will not be returned to entrants.

Award winners will be determined using the PPP Selection and Processing Guide. The Election Center shall decide whether to present each award in any given year. Applicants need not designate a category.

- ★ **Democracy Award:** Best Practice of 2024
- ★ **Freedom Award:** innovation in election administration
- ★ **Stars and Stripes Award:** recognizing outstanding partnerships
- ★ **Eagles Award:** exemplary use of technology
- ★ **Beacon Award:** embodies our Principles & Standards of Conduct
- ★ **Minuteman Award:** time and cost savings
- ★ **Independence Award:** outstanding service and accessibility
- ★ **Guardian Award:** innovation for election security

4 Submission Contents (Emailed as a PDF to tpatrick@electioncenter.org):

1. **ONE Cover page** must be included with every entry
2. **TWO Professional Practice Paper**, limited to **two** 8 ½ x 11 pages. (No exceptions, additional pages will disqualify entry.)
3. **THREE (to FIVE) Supporting documents:**
 - a. **Five** pages of supporting documents may be included (see examples below) **OR**
 - b. **Three** pages of supporting documents plus no more than **two** items in an alternate format (see examples below).

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)
- Manuals, Voter Guides, Booklets
 - Video (Include Screen Shot with Web Address, or mpeg)
 - T-shirt, Cups, Pins, Stickers (submit photo of item as a regular supporting document)

4. There is a \$75 entry fee payable to the Election Center, Professional Practices Program. You may pay using a credit card at <http://www.electioncenter.org/payments.php> or mail a check.

PPP Selection and Processing Guide

1. Submissions are received by CEO of Programs by 11:59PM ET on June 10th.
2. CEO of Programs sends out all submissions to members of the Program Development and Awards Committee on June 11, 2024 along with a scoring sheet.
3. Each committee member independently reads, reviews, and ranks each submission on a scale of 1 – 5 placing their score in the appropriate award category.
4. A conference call is held between committee members to review scores and determine winners in each category.
5. Winners are contacted immediately by phone and all other applicants being notified via email July 10th.
6. Winners must present their papers at the Election Center National Conference.
7. All papers are posted on the Election Center website after the conference.
8. All applications which noted a willingness to do a webinar/workshop on their submission will be included in a survey sent to all association members. This survey will allow members to pick content for the following year's February workshop. The exact number of presentations will be determined at the time the survey is sent out.

Note: If 2 or more papers have earned the same score, the tied papers are compared with each other, and a winner is chosen. If a clear winner is not established, the Committee has the authority to name more than one winner.

COVER SHEET FOLLOWS:



**39th Annual
National Conference
Detroit Michigan**

2024 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

Willing to do Webinar/Workshop? Y / N
