

2009

# Professional Practices Program



**25<sup>th</sup> Annual  
National Conference  
August 11 – 15, 2009  
San Diego, CA**

★ **March 20, 2009**

Program Announcement

★ **May 22, 2009**

**Submission Deadline for  
Professional Practices**

★ **June 19, 2009**

Award Winners Notification

★ **August 13, 2009**

Award Ceremony - Presentations

★ **August 14, 2009** Small

group question/answer session.



**Leon County submission in 2008  
break out session.**

## Program Overview

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 **Democracy Award** will be presented to the election official for the best practice of 2009. Additional awards will be presented in the following categories:

**Freedom Award** for innovation.

**Stars and Stripes Award** to recognize outstanding partnerships.

**Eagles Award** for use of technology.

**Minute Man Award** for practices quick or inexpensive to implement.

Award Winners will be announced at the National Conference and the honored programs will be presented at this extraordinary segment of the conference.

Five practices of distinction will also be selected from among all submissions 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 the hours of policy setting, planning, and preparation that went into a successful 2008 onto paper and share that success 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 May 22, 2009** 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. Please make note of the changes to submission guidelines that are listed on page 2.

*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.*

## 2008 Award Recipients

**Democracy Award** best practice of 2008.

**Cook County, IL.** Building Team Democracy.

**Minute Man Award** for practices that are quick or inexpensive to implement.

**Montgomery County, MD.** The Closer, Election Judge

**Freedom Award** for innovation.

**Leon County, FL.** Intelligent Mail Barcode for Tracking Mail Ballots

**Stars and Stripes Award** to recognize outstanding partnerships.

**Broward County, FL.** Supervisor of Election and Broward County Public Schools

**Eagles Award** for use of technology.

**Alameda County, CA.** Radio Frequency Identification System to Improve “Chain of Custody for Voting Equipment

# 2009 Professional Practices Guidelines

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. *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.*

## 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. (This does not count as page of entry or supporting docs)
- Supporting Documents:
  - **Five** pages of supporting documents may be included OR
  - **Three** pages of supporting documents plus no more that **two** items in an alternate format.

**Supporting Documents Examples:** Each 8 ½ x 11 page = one document

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

**Alternate Format Examples (limit 2)**

★ Video Clip on Web-site (Include Screen Shot with Web Address)	★ CD / DVD	★ Manuals, Voter Guides, Booklets
	★ 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

- 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 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 Committee is not responsible to open multiple attachments and assemble your entry correctly)
  - 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 4 committee members as listed below - OR – Mail a CD with your paper copy.
  - You will be mailed a confirmation upon receipt of your submission.

**If you do not receive a confirmation, it is your responsibility to contact a committee member.**

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.

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## **2009 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**