

2011

Professional Practices Program



27th Annual

National Conference August 16 -
20, 2010 San Antonio, TX

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.

★ April 1, 2011 - Program Announcement

The award categories and the 2010 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.

★ May 30, 2011 - Submission Deadline
for Professional Practices

★ June 16, 2010 Award Winners
Notification

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.

★ August 18, 2011 Award Ceremony –
Presentations

★ August 29, 2011 Small group
question/answer session.

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 May 30, 2011** 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.

2010 Award Winners

Democracy Award best practice of 2010. Orange County, CA **Pollworker Pass** provides an interactive format to communicate with election workers. Pollworker Pass allows the election office to save time and money. It also allows for verification that the information is received and that pre-election tasks are performed.

Freedom Award for innovation. Polk County, FL. **On-line Democracy: It's Complete!** This practice takes a fresh look at state voter registration procedures. It marries Florida state law that requires an original signature on an official paper form with the benefits of an on-line registration system.

Eagles Award for the outstanding use of technology. Denver City & County, CO **Ballot TRACE** is an interactive full-service accountability tool designed to provide ballot packet tracking information to election administrators and voters during the outgoing and incoming process.

Minute Man Award for a practice that is quick or inexpensive to implement. Davis County, UT **Equipment-Officials-Resources, How Much? How Many? Made Easy!** Resource allocation made easy using Excel and EOR.

Stars and Stripes Award to recognize outstanding partnerships. Cerro Gordo County, IA **Precinct Atlas** is an electronic poll book project developed and copyrighted by Cerro Gordo County. Because of their belief that their work product belonged to the public, they partnered with the Iowa Secretary of State to distribute this program free of charge to other Iowa jurisdictions.

Guardian Award to recognize a practice that exemplifies our Principles and Standards of Conduct. The City of Minneapolis, MN **Hand-Counting a Ranked Choice Voting Election.** The enormity of the task and the level of detail it encompassed were mindboggling as they developed processes and successfully HAND COUNTED a RCV election. Is an excellent example of our profession at its best.

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 cover page linked on the website's homepage must be included with every entry. (e-mail dwilliams@co.marshall.ia.us if you have trouble using this form and the document will be send to you in word.)
- 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:

- | | | |
|--|-----------------------------------|--------------------------|
| ★ Newsletters, Correspondence | Each 8 ½ x 11 page = one document | ★ Newspaper Article |
| ★ Page out of Guides (each page counts as 1 supporting document) | ★ Graphs, Reports | ★ Photos |
| | | ★ Screenshot of Web Page |

Alternate Format Examples (limit 2)

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|---|---|-----------------------------------|
| ★ 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

- There is a \$75 entry fee payable to the Election Center, Professional Practices Program. Mail entry fee with hard copy of submission to Dawn Williams, address below.
- 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 (linked on the website's homepage), 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 4 committee members as listed below and mail the hard copy to program Chair, Dawn Williams.
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.

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