

2019 PROFESSIONAL PRACTICE PROGRAM



Orlando, Florida

35th Annual National Conference August 17 -21, 2019 Orlando, FL

- ★ June 7, 2019, midnight - Submission Deadline for Professional Practices
- ★ June 28, 2019 - Award Winners Notification
- ★ July 31, 2019- Conference Registration Deadline
- ★ August 19, 2019 – Award Ceremony and Presentations

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 2018 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.

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 7, 2019** 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.

2018 Award Winners

Democracy Award best practice of 2018. King County, WA: Why Vote? A Digital Media Campaign

Freedom Award for innovation. Snohomish County, WA: Leveraging Informed Delivery for Vote-by-Mail Jurisdictions

Stars and Stripes Award to recognize outstanding partnerships. Denver County, CO: Denver Day Works and the Denver Election Division

Eagles Award for the outstanding use of technology. Arapahoe County, CO: Text to Cure Mobile Tool

Guardian Award to recognize a practice that exemplifies our Principles and Standards of Conduct. Osceola County, FL: Travel Tote Lessons

Independence Award – Innovation for Voting Accessibility Contra Costa County, CA: APPLE Program-Taking a Bite Out of Accessibility Problems

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. Please e-mail Jill Lavine (lavinej6936@gmail.com) if you have trouble editing the PDF cover page and it will be send 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 (photograph and submit them 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. The fee may be paid electronically by visiting <http://www.electioncenter.org/payments.php>.
- Professional Practices shall be submitted in **an electronic format**. It is no longer required to mail a hard copy.
- 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.
- 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. It is not longer required to mail a hard copy to the program Chair.

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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PPP Selection and Processing

1. Professional Practice Papers are submitted to each PPP committee member.
2. Each committee member independently reads, reviews and ranks each submission on a scale of 1 – 5 placing their score in the appropriate category (Innovation; Partnerships; Technology; Quick/Inexpensive; Principles & Standards; or, Accessibility)
3. Committee member individual scoresheets are then submitted to the Committee Chair.
4. The Committee Chair totals the scoring for each entry and submits the list back to committee members for their final review.
5. A conference call is held between committee members to review scores and determine winners in each category.
6. Winners are contacted immediately by phone and letters are mailed to all other jurisdictions who submitted an entry.
7. Winners are forwarded to the Election Center for the award engraving and development.
8. Winners present their papers at the Election Center National Conference.
9. CDs with all the awards and entries' papers are created for dissemination at the National Conference and placement on the Election Center website post conference.

Note: If 2 or more papers have earned the same score, the tied papers are compared with each other and a winner is chosen.



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National Conference
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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