

Professional Practices Program

36th Annual National Conference August 22 -26, 2020 Denver, CO

- ★ June 12, 2020, (electronic timestamp is acceptable up to 11:59 pm on 6/12) - Submission Deadline for Professional Practices
- ★ July 3, 2020 - Award Winners Notification
- ★ August 7, 2020- Conference Registration Deadline
- ★ August 24, 2020 – 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.

Award Winners will be announced at the National Conference in Denver 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. 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 12, 2020** for submission of all papers. We will be unable to consider any papers submitted after that time. All entries will be available on the Election Center website post conference.

Here are the award categories:

- **Democracy Award - Best Practice of 2020.**
- **Freedom Award for innovation.**
- **Stars and Stripes Award - to recognize outstanding partnerships.**
- **Eagles Award - for the outstanding use of technology.**
- **Guardian Award - to recognize a practice that exemplifies our Principles and Standards of Conduct.**
- **Minuteman Award – Time and Cost Savings**
- **Security Award – Innovation for Election Security (NEW this year!)**

State Submission (state election offices only): This award will be judged by a panel of state election directors who are Election Center members.

Determination of a 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: Local submissions will be presented to the Election Center Professional Education Certification Board’s Professional Practices Committee for judging and the state submissions will be presented to a panel of state election directors 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 Grace Wachlarowicz (Grace.wachlarowicz@minneapolismn.gov) if you have trouble editing the PDF cover page and it will be sent to you in a Word document.

Supporting Documents:

- **Five** pages of supporting documents may be included (see examples below) OR
- **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)

- ★ 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 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 by check (mail check to Election Center, PPP, 21946 Royal Montreal Drive, Suite 100, Katy, TX 77450 or you may pay using a credit card by visiting <http://www.electioncenter.org/payments.php>.
- Professional Practices shall be submitted in **an electronic format**. It is no longer a requirement to mail a hard copy.
- Persons submitting papers should NOT designate their entry toward a specific award category. The Professional Practices Program 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 or as a PDF document.
- 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 entry **to all 5 committee members** as listed below. It is no longer required to mail a hard copy to the Program Chair.

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.

Grace Wachlarowicz, CERA; Professional Practices Committee, Chair
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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 Security)
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. All the award and submitted papers are posted on the Election Center website after the 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.



36th Annual
National Conference
Denver, CO

2020 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
