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 2016 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.

Winning practices are invited 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 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 9, 2017** 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.

**2016 Award Winners**

**Democracy Award best practice of 2016.** Weber County, UT: Co-Education: Elections Partners

**Freedom Award for innovation.** Cuyahoga County, OH: Bar Code Solution

**Stars and Stripes Award to recognize outstanding partnerships.** Minneapolis, MN: Increasing Voter Access and Election Judge Recruitment

**Eagles Award for the outstanding use of technology.** Boulder County, CO: Ballot Box Tracking System

**Minute Man Award – Time and Cost Savings.** (no winning entry in 2016)

**Guardian Award to recognize a practice that exemplifies our Principles and Standards of Conduct.** Franklin County, OH: Mission Possible – Mission Accomplished

**Independence Award – Innovation for Voting Accessibility.** (no winning entry in 2016)

*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. (e-mail vdavis@martinvotes.com) if you have trouble using this form, we can send it 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 (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 Vicki Davis, address below. Or, if you prefer, the fee may be paid electronically by visiting http://www.electioncenter.org/payments.php. Please attach your receipt when submitting your paper.
- 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 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. (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 3 committee members as listed below and mail the hard copy to program Chair, Vicki Davis. 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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2017 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