

2010 Professional Practices Program



**26th Annual
National Conference
August 17 – 21, 2010
Orlando, FL**

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 award categories and the 2009 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.

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 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.

★ **March 1, 2010**

Program Announcement

★ **May 14, 2010**

**Submission Deadline for
Professional Practices**

★ **June 16, 2010**

Award Winners Notification

★ **August 17-21, 2010**

Award Ceremony - Presentations

★ **August 20, 2010** Small
group question/answer session.

2009 Award Recipients

Democracy Award best practice of 2009. Montgomery County, AL. Art of Democracy
Freedom Award for innovation. Forsyth County, GA. Early Voting Wait Time Dashboard
Eagles Award for the outstanding use of technology. Los Angeles County, CA. Elections 2.0: Using New Media as a Tool to Enhance Election Transparency
Minute Man Award for a practice that is quick or inexpensive to implement. Travis County, TX. Sleeping a Little Easier on Election Eve
Stars and Stripes Award to recognize outstanding partnerships. Johnson County, KS. Reducing Lost Voters through Electronic Polling Place Lookup
Guardian Award to recognize a practice that exemplifies our Principles and Standards of Conduct. Contra Costa County, CA. Vote-by-Mail Rejection Reduction Program

In order to evaluate and select winners and to prepare for the presentations at the National Conference, we have set a **deadline of May 14, 2010** 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.

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

- ☒ 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.

Dawn Williams, CERA; Chair - Professional Practices Program
Marshall County Assistant Auditor / Election Division
1 E. Main St., Marshalltown, IA 50158
(641)844-2717 (641)754-6321 fax
dwilliams@co.marshall.ia.us

Jill Lavine, CERA; Professional Practices Committee Member
Registrar, Sacramento County, CA
7000 65th St., Suite A, Sacramento, CA 9582-2315
(916) 875-6558
lavinej@saccounty.net

Debra Blanton, CERA; Professional Practices Committee Member
Director of Elections, Cleveland County Board of Elections
215 Patton Dr., Shelby, NC 28150
704-484-4858
Debra.blanton@clevelandcounty.com

Patricia Wolfe, CERA; Professional Practices Committee Member
Elections Administrator for Ohio Secretary of State
180 E. Broad St., 15th Flr, Columbus, OH 43215
614-466-2585
pwolfe@sos.state.oh.us