



12543 Westella, Suite 100
Houston, TX 77077
Phone: 281-293-0101
Fax: 281-293-0453

All information is available on our Website:

www.electioncenter.org

Email: services@electioncenter.org

Or contact Doug Lewis Email: dlewis@electioncenter.org

Or contact Ernie Hawkins Email: ernieh@aol.com



12543 Westella, Suite 100
Houston, TX 77077
Phone: 281-293-0101
Fax: 281-293-0453

What Are Elections Composed Of?

Offices are specified to be filled

Candidates file to be on the ballot

We set a day for an election to be held

We print ballots or Prepare Equipment

We find polling sites

Voters Vote on Ballots or Equipment

We count ballots

A winner is declared

How Hard Can This Be?



12543 Westella, Suite 100
Houston, TX 77077
Phone: 281-293-0101
Fax: 281-293-0453

Size of the job in the United States:

- **177.3 million Registered Voters**
- **122 million voters in 2004 Presidential election**
- **7,800+ separate election jurisdictions that handle federal elections**
- **200,000 polling sites**
- **800,000 voting devices**
- **1.4 million poll workers**

Roughly 18,000 government employees in state or local governments where at least a portion of their job is to do elections.



12543 Westella, Suite 100
Houston, TX 77077
Phone: 281-293-0101
Fax: 281-293-0453

This is why Professional Development is necessary:

- To Be Sure that the Election Official has preparation and training necessary to be make the process work for voters and for democracy
- To improve the skills and professionalism of those serving in this governmental role
- To continuously review the process to assure that barriers are removed
- To commit to a career long process of education, re-education and “renewal”
- To share ideas - CASE: Copy And Steal Everything.



12543 Westella, Suite 100
Houston, TX 77077
Phone: 281-293-0101
Fax: 281-293-0453

Election Center – National Association of Election Officials

- Largest Election Official organization in the US**
- Annual training in February, April, May, July, and August of every year**
- We do Regional workshops in February and April and National Conference in August each year**
- Professional Education Program leading to certification as Certified Election/Registration Administrator (CERA), the highest designation for the profession in the US**



12543 Westella, Suite 100
Houston, TX 77077
Phone: 281-293-0101
Fax: 281-293-0453

Regional Workshops

- Always Theme Oriented: e.g.,
- Poll Workers: Recruiting, Training and Maintaining OR
- Voters with Special Needs OR
- Security at the Polling Site OR
- Lessons Learned and What We Can Do About It.

National Conference

Legislation Review.

Court Decisions.

Trends in Elections.



12543 Westella, Suite 100
Houston, TX 77077
Phone: 281-293-0101
Fax: 281-293-0453

Professional Education Program

Experimentation led to course development

Started with ½ day courses

Tried one day courses

Final Evolution is 1 ½ days per course

Partnered with Auburn University

Use Master's in Public Administration Faculty to Teach most

Developed 12 Core Courses



12543 Westella, Suite 100
Houston, TX 77077
Phone: 281-293-0101
Fax: 281-293-0453

Professional Education Program - 12 Core Courses

Required Courses to Gain CERA Status

- 1 Introduction to Election and Voter Registration Systems Administration**
- 2 Management Concepts in Election and Voter Registration Administration**
- 3 Planning and Budgeting for Elections and Voter Registration**
- 4 Election and Voter Registration Information Management and Technology**
- 5 Ethics in Election and Voter Registration Administration**
- 6 Communications in Election and Voter Registration Administration**
- 7 Facilitating Voter Participation**
- 8 Implementation of New Programs in Voter Registration and Elections Administration**
- 9 Leadership in Election and Voter Registration Administration**
- 10 The Law of Elections and Voter Registration**
- 11 The History of Elections and Voter Registration I - Antiquity to Modern Era**
- 12 The History of Elections and Voter Registration II - The Modern Era**



12543 Westella, Suite 100
Houston, TX 77077
Phone: 281-293-0101
Fax: 281-293-0453

Professional Education Program – Renewal Courses

- 13 The Policy Process**
- 14 Crisis Management**
- 15 Training In Elections: Reaching All Levels**
- 16 Contracts for Election System Equipment**
- 17 Comparative Democracies**
- 18 Conflict Management**
- 19 Election Law**
- 20 Other courses to be added**



12543 Westella, Suite 100
Houston, TX 77077
Phone: 281-293-0101
Fax: 281-293-0453

Professional Education Program –

How often? At least once every 3 years a course required

And attendance at EO training:

Qualified Training:

NASED, NASS, Election Center, IACREOT, NACRC and

State training programs

All training has to be a minimum of 5 hours and must be election specific



12543 Westella, Suite 100
Houston, TX 77077
Phone: 281-293-0101
Fax: 281-293-0453

Professional Development is also Recognition

Professional Practices Papers

Two Divisions:

State

Local

Elections Hall of Fame



12543 Westella, Suite 100
Houston, TX 77077
Phone: 281-293-0101
Fax: 281-293-0453

Professional Development is a Commitment to Ethics

Development of a Code of Ethics – From the CERA certified EO's we created a code of Ethics for the election profession in 1997.

Two Parts:

Principles

Standards of Conduct

PRINCIPLES OF ELECTIONS/REGISTRATION OFFICIALS

We subscribe to these Principles:

- Freedom is an inherent human right, but it is also fragile and can be lost through neglect or misuse.
- Freedom requires responsibility.
- Freedom can best be maintained and nurtured through the democratic process. The success of the democratic process requires fair and open elections which accurately reflect the intent of the electorate.
- Therefore, it is our unique role as election officials to serve as gatekeepers of Democracy.

It is our sacred honor to protect and promote public trust and confidence by our conduct of accurate and fair elections.

As the public's guardians of freedom within a democratic society, we are responsible for the integrity of the process. Our role demands that these principles must be placed above personal or partisan gain.

Nurturing and protecting Democracy is a team effort in the profession of elections administration. Our task requires wisdom, courage and the desire to remain focused on our vision of free and impartial elections despite changes in our society and its laws.

By dedicated adherence to these Principles and Standards of Conduct, we demonstrate our loyalty to freedom, pride in our profession and a commitment to the excellence of the democratic process.

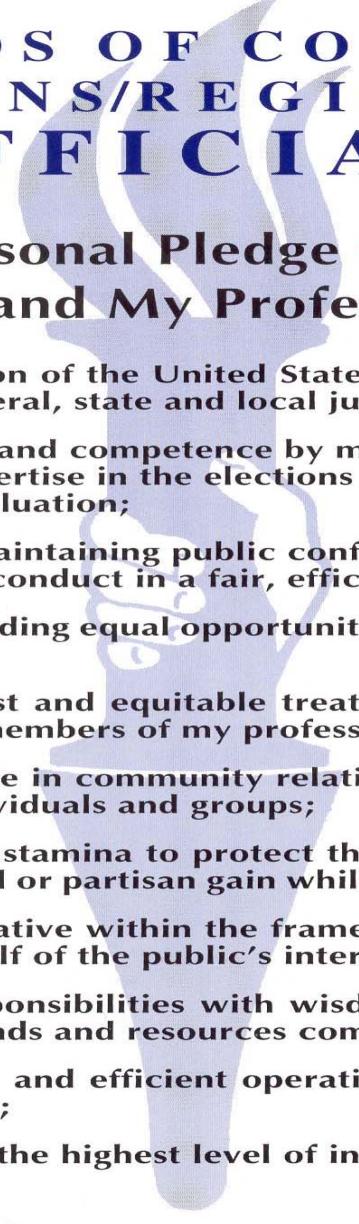
ELECTION CENTER

national association of election officials

© The Election Center • 12543 Westella, Suite 100 • Houston, TX 77077-3929
Phone: 281-293-0101 • Fax: 281-293-0453 • E-Mail: services@electioncenter.org

STANDARDS OF CONDUCT FOR ELECTIONS/REGISTRATION OFFICIALS

My Personal Pledge to Freedom, Democracy and My Profession:



- I** uphold the Constitution of the United States and the laws, policies and court decisions of federal, state and local jurisdictions;
- I** commit to excellence and competence by maintaining the highest level of knowledge and expertise in the elections process through continuing education and self evaluation;
- I** am accountable for maintaining public confidence in honest and impartial elections which I conduct in a fair, efficient and accurate manner;
- I** dignify voters by providing equal opportunity to participate in the democratic process;
- I** am responsible for just and equitable treatment of the general public, elected officials and members of my profession;
- I** manifest a positive role in community relations by being accessible and receptive to both individuals and groups;
- I** have the courage and stamina to protect the public's interest from manipulation for personal or partisan gain while respecting the rights of all;
- I** am flexible and innovative within the framework of the law in carrying out my duties on behalf of the public's interest;
- I** conduct all fiscal responsibilities with wisdom and integrity, and I am accountable for all funds and resources committed to my charge;
- I** maintain a productive and efficient operation through a well managed elections environment;
- I** endeavor to maintain the highest level of integrity in performing all duties of my profession.

ELECTION CENTER

An international service association of election and voter registration officials

© The Election Center • 12543 Westella, Suite 100 • Houston, TX 77077-3529 • Phone: 281-293-0101 • Fax: 281-293-0453 • E-Mail: electioncenter@qix.net