



WVML Municipal Election Training
January 29, 2019

TENTATIVE AGENDA – Sessions and Presenters Subject to Change

Conference Note: Most training sessions will be in a split-session format. **Newer Recorders & Clerks with 2 years of experience or less will be in one group, and all other Experienced Recorders & Clerks will be in the other group.**

- 8:00am – 9:00am **Breakfast**
- 9:00am
(Salon A) **Welcome Attendees** – *Travis L. Blosser, WVML Deputy Executive Director*
Greeting and Comments – *Honorable Mac Warner, Secretary of State*
Overview of Agenda – *Deak Kersey, Elections Director & Deputy Legal Counsel*
- 9:30am **Split Sessions (approx. 55 minutes)**
- (Salon A) **Election Administration 101 – Newer Recorders & Clerks**
Description: Preparing for, setting-up and administering a paper-ballot municipal election.
- (Salon B) **Election Administration Refresher – Experienced Recorders & Clerks**
Description: Refresher of major election administration requirements, discussion of available resources, combining elections with a county/state election and vote-by-mail for Class IV towns/cities.
- 10:30am **Break (approx. 30 minutes; attendees should use this time to check out of their rooms)**
- 11:00am **Split Session (approx. 25 minutes)**
- (Salon A) **Election Calendar Overview – Newer Recorders & Clerks**
Description: How to follow the calendar to meet legal deadlines.
- (Salon B) **Processing Absentee Ballots – Experienced Recorders & Clerks**
Description: Overview of absentee processes (qualified voters, mailing, counting and storage).
- 11:30am **Split Session: (approx. 25 minutes)**
- (Salon A) **Election Calendar Overview – Experienced Recorders & Clerks**
Description: How to follow the election calendar to meet legal deadlines.

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- (Salon B) **Processing Absentee Ballots – Newer Recorders & Clerks**
Description: Overview of absentee processes (qualified voters, mailing, counting and storage).
- 12:00pm **Lunch** (*Salons A and B will be combined during the lunch hour*)
- 1:00pm **Canvass, Recount and Election Contest Overview – All Attendees (approx. 25 minutes)**
(Salons A&B) Description: Reviewing and researching provisional ballots, timelines, canvassing and avoiding common mistakes.
- 1:30pm **Best practices for election administration – All Attendees (approx. 25 minutes)**
(Salons A&B) Description: Communication and mitigating common issues during early voting and on Election Day, review the 2018 voter ID law, electioneering, best practices in polling places and training poll workers.
- 2:30pm **Break**
- 2:45pm **Panel Discussion and Questions – All Attendees (approx. 30 minutes)**