2020 WVML Municipal Election Training
January 28, 2020

(Tentative agenda – topics and presenters subject to change)

8:30 a.m. – 9:00 a.m. Breakfast

9:00 a.m. – 9:30 a.m. Welcome Attendees
- WVML Representative

Greeting and Comments
- Honorable Mac Warner, Secretary of State

Overview of Agenda
- Brittany Westfall, Elections Director

From 9:30 a.m. to 11:55 p.m., training sessions will be in a split-session format.

New Recorders and Clerks’ Morning Schedule
(two years of experience or less)

9:30 a.m. – 10:30 a.m. (Salon A)
Election Administration 101
-Dave Gilpin and Lee Dean
Description: Preparing for, setting-up and administering a paper-ballot municipal election.

10:30 a.m. – 11:00 a.m. Break

11:00 a.m. – 11:25 a.m. (Salon A)
Election Calendar Overview
-Lisa Blake and Elaine Tuckwiller
Description: How to follow the calendar to meet legal deadlines.

11:30 a.m. – 11:55 a.m. (Salon B)
Processing Absentee Ballots
-Nathan Martin
Description: Overview of absentee processes (qualified voters, mailing, counting, and storage).

Experienced Recorders and Clerks’ Morning Schedule
(over two years of experience)

9:30 a.m. – 10:30 a.m. (Salon B)
Election Administration Refresher
-Lisa Blake and Dot Underwood
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.

10:30 a.m. – 11:00 a.m. Break

11:00 a.m. – 11:25 a.m. (Salon B)
Processing Absentee Ballots
-Nathan Martin
Description: Overview of absentee processes (qualified voters, mailing, counting, and storage).

11:30 a.m. – 11:55 a.m. (Salon A)
Election Calendar Overview
-Lisa Blake and Elaine Tuckwiller
Description: How to follow the calendar to meet legal deadlines.
12:00 p.m. – 1:00 p.m. Lunch (Salons A and B Combined)

1:00 p.m. – 1:25 p.m. (Salons A and B) Training Poll Workers
(all attendees) -Nathan Martin and Brittany Westfall
Description: Best practices for poll worker training, voter ID law, electioneering rule at polling places.

1:30 p.m. – 1:55 p.m. (Salons A and B) Canvass, Recount and Election Contest Overview
(all attendees) -Lisa Blake, Elaine Tuckwiller, and Brittany Westfall
Description: Reviewing and researching provisional ballots, timelines, canvassing, and avoiding common mistakes.

2:00 p.m. – 2:30 p.m. (Salons A and B) Legal Updates and Best Practices for Election Administration
(all attendees) -Donald Kersey, Elaine Tuckwiller, and Brittany Westfall
Description: Legal updates, campaign finance, mitigating common issues during Early Voting and on Election Day, cybersecurity best practices.

2:30 p.m. – 2:45 p.m. Break

2:45 p.m. – 3:15 p.m. Panel Discussion and Questions
(all attendees)