



Virginia Elections Conference

ANNUAL TRAINING EVENT



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Elections
Conference

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OFFICER OF ELECTION TRAINING

Tracy Howard (Radford)
Leslie Williams (ELECT)





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WHAT WE WILL COVER





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WHAT WE WILL COVER:

- * SB 574/HB 1030
- * REQUIREMENTS
- * ONLINE TRAINING
- * BEST PRACTICES





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SB 574/HB 1030: NEW OFFICER OF ELECTION TRAINING REQUIREMENTS

SB 574/HB 1030: New Officer of Election Training Requirements

- Amends §§ 24.2-103
 - Requires the State Board develop training standards, a standardized training program, and an online training course



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SB 574/HB 1030: New Officer of Election Training Requirements

- Adds § 24.2-115.2
 - Requires use of the standardized training program
 - Requires updates to OOE training requirements



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SB 574/HB 1030: New Officer of Election Training Requirements

- Adds § 24.2-115.2
 - More frequent training (once per 1-3 yr term)



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SB 574/HB 1030: New Officer of Election Training Requirements

- The Department is currently updating its online OOE training
 - BROAD... will cover everything an OOE needs to know that is uniform across the state
 - Localities will be responsible for supplementing the training with locality specific information



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IN PLAIN LANGUAGE...

- * **REQUIREMENTS**
- * ONLINE TRAINING
- * BEST PRACTICES



Requirements:

- **When**
- **What**
- **How**



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Requirements:

- **When**
- What
- How



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Requirements: When



- Once per term (1-3 years)
- Anytime election procedures change via legislation or regulation that “alter duties or conduct of officers of election”
 - promptly after change has taken effect, at least 3 days prior to November general election



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Requirements:

- When
- **What**
- How

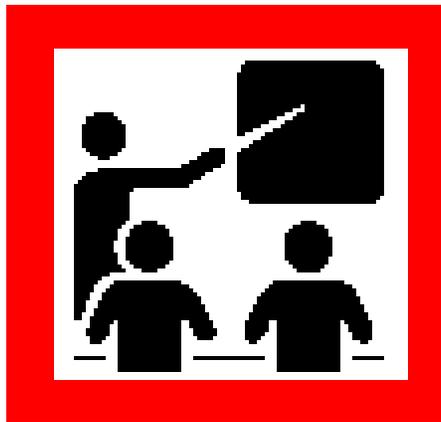


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Requirements: What



- Based on ELECT standards



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- Changes
 - Term 1-3 years
 - Mechanism to certify training to ELECT
 - Clarify language & simplify



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Certification of Training

- New online vehicle for submission coming
- Updated information:
 - Voter ID
 - Track in VERIS
 - Respond to post-federal election questions



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ELECT Online System

- Baseline modules
- Always a delta
...locality specific
information



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ELECT Online System

Baseline modules (under revision)

- **Elections 101**
- **What If**
- **Election Forms**
- **Elections 201 (Chief)**



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ELECT Online System

Baseline modules

- **Elections 101**
- What If
- Election Forms
- Elections 201 (Chief)



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Elections 101 Topics



- Introduction: roles, duties, what to wear/bring
- Election Morning: layout, signs
- Election Day: ID, processing voters, security, provisional ballots
- Interacting w/voters: people allowed in, prohibited area, accessibility
- After the polls close



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ELECT Online System

- **Baseline modules**
- Elections 101
- **What If**
- Election Forms
- Elections 201 (Chief)



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What-if Topics



- Pollbook abbreviations
- Voter has moved
- Name change
- Voter not found in pollbook
- Not qualified to vote
- Voting outside polls
- Absentee
- Extended poll hours



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ELECT Online System

- **Baseline modules**
 - Elections 101
 - What If
- **Election Forms**
 - Elections 201 (Chief)



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Forms (examples)



- Statement of results
- Ballot record report
- Consolidated results
- Oath, eligibility
- Incident report
- Request for assistance
- Pollbook summary
- Provisional ballot log
- Return sheet
- Payroll sheet
- Precinct env checklist
- Voter reg form



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ELECT Online System

- **Baseline modules**
 - Elections 101
 - What If
 - Election Forms
- **Elections 201 (Chief)**



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Elections 201 (Chief & Assistant Chief)

- Picking up & returning supplies
- Polling place accessibility
- Election morning
- Posting signage
- During the day
- Closing the polls
- Paperwork



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Best Practices



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Best Practices

Tracy Howard



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Best Practices



Read/know the materials yourself

Nothing prepares you to teach others like having to teach others. Practice on somebody.



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Best Practices



Don't hold questions until the end

- It's easier for the instructor to get back on track, than for a "student" to write down a question, while missing the next point.



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Best Practices



Change it up with activities - get them moving

- Have your trainees participate in some kind of physical activity related to what you are telling them. Break into groups, role play actual situations, have them move.



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Best Practices



Get help, team teach

- Everybody is good at something, but if teaching just isn't your thing, get someone comfortable in front of a group, utilize your staff.



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Best Practices



Engage experienced people

- Anecdotes, personal stories, “This happened to us” ... we can all learn from the experience of others.



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Best Practices



Do something unexpected

- Use a “question ball”, a bell for right answers, and an obnoxious buzzer for incorrect answers. Change it up. Put on some kind of silly skit. They’ll remember the silly stuff as context for the lesson.



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Best Practices

Don't make up answers.

- If you don't know, say so.
- Make a point to find out and get back to them.



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Best Practices

Don't use a lot of jargon: simplify!

“When using the FPCA, HAVA tells us that a UOCAVA voter who has completed form fed-712, and the voter may be flagged in VERIS for an ongoing AB. Va-701 may also be used.”



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