

STATE ELECTION ADMINISTRATORS TRAINING

Minutes of November 20, 2002

The SEAT Committee meeting was held on November 20, 2002 at ISAC Fall School, Des Moines at 2:00 p.m.

Those in attendance were Paul Coates, Iowa State University Government Programs Department, Barb Echter, Osceola County Auditor, Bob Cink, Kossuth County Supervisor, Renee McClellan, Hardin County Auditor, Barb Huey, Cherokee County Auditor, Dawn Williams, Marshall County Auditor Deputy/CERA, Charlie Smithson, Ethics & Campaign Disclosure Director, Grant Veeder, Black Hawk County Auditor, Vicki Ritz, Woodbury County Auditor Deputy/CERA, Patrick Gill, Woodbury County Auditor, Judy Clark, Page County Auditor, Melanie Cloud Gross, State Director of Voter Registration and Sandy Steinbach, State Director of Elections.

Paul Coates discussed the class curriculum and dates scheduled as presented by the sub-committee.

Motion by Grant Veeder second by Judy Clark to approve the time periods for training as follows:

Module II January 21-24, 2003

Module I April 7-11, 2003

Module III July 30, 2003.

Carried 13-0.

Motion by Bob Cink second by Barb Huey to approve the 50 hours of training for the initial certification. Carried 13-0.

Motion by Grant Veeder second by Renee McClellan three training modules as follows:

Module I: 3 days for total of 21 hours

Module II: 3 days for total of 21 hours

Module III: 1 day for total of 8 hours

Carried 13-0.

Motion by Barb Huey second by Renee McClellan to approve the curriculum for each module as follows:

Module I: Tools of Trade

- State laws
- Guide from Secretary of State
- Directories
- Publications

Election Basics

- Type of Elections
- Election Geography

- Vocabulary
- Who does what?

Planning for Elections

- Election Calendars
- Supplies
- Staff needs
- Election costs

Voter Registration Basics

- Who can register
- Places to register

Ballot Preparation

- Planning ahead
- Legal requirements
- Layout and design
- Special problems

Absentee Voting

- Voters
- Applications
- Audit procedures
- Precinct officials roles

General Election

- Nominations after primary
- Special problems of high turnout elections
- Ballot layout
- Special absentee voting provisions

Working with the Press (Professional Component)

Module II: Handling Election Day Problems

Case Studies (Note in January 2003 this session will be keynoted by Jane Carroll)

Voter Registration

- National Voter Registration Act
- File Maintenance

School Elections

- Working with school secretaries
- Working with other auditors – control county relationships
- Anticipating turnout
- Vacancies on school boards
- Special problems with school elections

City Elections

- City nomination methods
- Working with city clerks
- Canvassing city elections
- Vacancies in city offices
- Other problems with city elections

Special Elections

- Definitions, forbidden dates, combinations
- What can and cannot be voted on
- Vacancies
- Focus on local option tax elections
- Other unusual provisions

Canvassing Elections

- Precinct Canvass
- County Canvass
- State Canvass

Voting Equipment

Training Elections Officials

- Video
- Campaign Finance
- Ethics

Dealing with Controversy (professional component)

Module III: *Partisan Nominations and Primary Elections*

- Political Parties
- Nomination Process
- Party Affiliations
- Election Day Procedures
- Vacancies in Partisan Offices

Voting Accessibility

- Federal Law
- Programs
- Polling Places
- Sensitivity Training

Professional Component to be Determined

Carried 13-0

Discussion was held in regard to the speakers assigned to Module II and where they were still short. Connie Schmidt, Kansas City, was recommended for the Voting Equipment and Shopping for Equipment.

Motion by Sandy Steinbach second by Charlie Smithson to approve the agenda set for Module II as follows:

MODULE II AGENDA FOR JANUARY 2003

Tuesday, January 21 (1-4:15 p.m.)

Handling Issues on Election Day, Jane Carroll (tentative title)

-Case Studies on Election Day Issues

(Note: Jane will speak for about one hour – then participants will engage in working up solutions to cases.)

Wednesday, January 22

8:30 – 10 a.m.	Voting Equipment – Connie Schmidt
10-10:15 a.m.	BREAK
10:15-11:45 a.m.	Breakout Sessions
	Session I – Canvassing – Sandy Steinbach
	Session II – Voter Registration – Melanie Cloud-Gross
	Session III – City Elections – Vicki Ritz
11:45 a.m.-1 p.m.	LUNCH
1-2:30 p.m.	Repeat Breakout Sessions
2:30-2:45 p.m.	BREAK
2:45-4:15 p.m.	Repeat Breakout Sessions

Thursday, January 23

8:30-10 a.m.	Dealing with Controversy – Norm Riggs & Alan Vandehaar
10-10:15 a.m.	BREAK
10:15-11:45 a.m.	Breakout Sessions
	Session I – Special Elections – Sandy Steinbach
	Session II – School Elections – Dawn Williams
	Session III – Training Election Officials – Linda Langenberg
11:45 a.m.-1 p.m.	LUNCH
1-2:30 p.m.	Repeat Breakout Sessions
2:30-2:45 p.m.	BREAK
2:45-4:15 p.m.	Repeat Breakout Sessions

Friday, January 24

8:30-9:30 a.m.	Campaign Finance – Charlie Smithson
9:30-9:45 a.m.	BREAK
9:45-11:45 a.m.	Ethic Simulation – Charlie Smithson

Carried 13-0

It was the consensus of the Committee to make the certification a continuing educational situation.

The meeting was adjourned until January 21, 2003 at 10:00 a.m. at Four Points Sheraton, 1810 Army Post Rd, Des Moines.