



# CENTER for DEMOCRACY & ELECTION MANAGEMENT

SCHOOL of PUBLIC AFFAIRS ★ AMERICAN UNIVERSITY

## Agenda: Best Practices in Election Management and Observation

December 1-12, 2009

| Week 1        | Topic  | Presenter  |
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| Dec 1 (Tue)   | <b>Introduction to the Election Management Institute and Best Practices in Electoral System Design</b>   |  |
| 9:00am        | Registration   |  |
| 9:30-10:30am  | <u>Welcome and Introductions</u><br><i>Session will introduce the program facilitators, participants, program content, and materials.</i>  | Dr. George Guess and<br>Dr. Robert Pastor,<br>AU/CDEM Co-Directors |
| 10:30-11:30am | <u>Democracy and Elections: Understanding the Link</u><br><i>Dr. Pastor will introduce elections as a sub-field of democracy promotion and discuss the link between the two.</i>   | Dr. Robert Pastor,<br>AU/CDEM                                      |
| 11:30-1:00pm  | Lunch  |  |
| 1:00-3:00pm   | <u>Best Practices in Electoral Systems Design</u><br><i>The session will provide an overview of the broad categories of the different systems of representation and discuss the choice of electoral system as one of the most important institutional decisions for any democracy.</i> | Kåre Vollan, Quality AS<br>(via videoconference)                   |
| 3:30-5:00pm   | <u>Visit to the U.S. Election Assistance Division (EAC)</u><br><i>This session will discuss how the EAC was formed and what its roles and responsibilities are in the context of the Help America Vote Act of 2002.</i>  | Hosted by EAC<br>Commission Member                                 |
| Dec 2 (Wed)   | <b>Electoral Institutions, Standards and Conventions</b>   |  |
| 9:00am        | Check-in and Materials   |  |
| 9:30-10:00am  | <u>Global and Regional Institutions Promoting Democracy and Elections</u><br><i>Since the late 1980s and early 1990s there has been an unprecedented commitment to electoral reforms around the world due to emergence of global and</i>   | Tihana Bartulac Blanc,<br>AU/CDEM                                  |

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| <p>10:00-11:30am</p> <p>11:30-1:00pm</p> <p>1:00-3:00pm</p> <p>3:30-5:00pm</p>               | <p><i>regional organizations promoting democracy. We will learn about the structure, mission and activities of each major institution through a group exercise.</i></p> <p><u>International Electoral Standards and Conventions</u><br/><i>Mr. Dahl will speak about international standards, international practices and practical lessons from the field.</i></p> <p>Lunch</p> <p><u>Participatory Budgeting and Democracy</u><br/><i>Dr. Guess will review several cases in participatory budgeting and take the participants through a group allocation exercise.</i></p> <p><u>Cost of Elections</u><br/><i>The cost of organizing elections varies with the conditions under which they are held. Dr. Lopez-Pintor will conduct a comparative analysis of several key elections and their costs discussing elements which cause cost variations.</i></p>                     | <p>Robert Dahl, Consultant</p> <p>Dr. George Guess, AU/CDEM</p> <p>Dr. Rafael Lopez-Pintor, IFES (via videoconference)</p> |
| <p>Dec 3 (Thur)</p> <p>9:00am</p> <p>9:00-11:30am</p> <p>11:30-1:00pm</p> <p>1:00-2:00pm</p> | <p><b>Election Management Bodies and Associations</b></p> <p>Check-in and Materials</p> <p><u>Election Management Bodies and Regional and Global Associations of Election Officials</u><br/><i>The last two decades have witnessed a trend in the development of associations designed to create networking opportunities for, share knowledge between, and support the interests of electoral officials. Over the course of the session, participants will be introduced to the role, function, and formation of Election Management Associations (EMAs).</i></p> <p>Lunch</p> <p><u>Group Exercise: Election Management Bodies (EMBs)</u><br/><i>The group will be divided into smaller groups; each will look into the functions and organization of several EMBs and decide which types they fall into. We will also discuss participants' EMBs and ideas for reforms.</i></p> | <p>Jeffrey Carlson, CAII</p> <p>Tihana Bartulac Blanc, AU/CDEM</p>   |

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| 2:30-3:30pm   | <p><u>Absentee and Election Day Voting Options in the United States</u><br/> <i>This session will look at absentee and election day voting options available throughout the U.S. and their impact on the election process.</i></p>  | Vassia Stoilov,<br>AU/CDEM                  |
| Dec 4 (Fri)   | <p><b>Site Visits to IFES and MCBE</b></p>  |   |
| 9:00am        | Check-in and Materials  |   |
| 9:30-10:30am  | <p><u>Detecting and Prosecuting Election Offenses in the United States</u><br/> <i>This session will discuss how election offenses are detected and prosecuted in the U.S.</i></p>  | Craig Donsanto,<br>Department of Justice    |
| 11:00am       | <p><u>Visit to the International Foundation for Election Systems (IFES)</u><br/> <i>Information session about IFES programming and research, including presentation about the resources available at IFES' F. Clifton White Applied Research Center for Democracy and Elections, on their website and in print.</i></p> | Hosted by Rakesh Sharma, IFES               |
| 1:00pm        | Lunch   |   |
| 1:30-3:00pm   | <p><u>Visit to Montgomery County Board of Elections (MCBE)</u><br/> <i>This session will provide an overview of the roles and responsibilities of the Montgomery County Board of Elections, a local board of elections, as it prepares for election day.</i></p>  | Hosted by MCBE                              |
| Dec 5 (Sat)   | <p><b>Boundary Delimitation</b></p>   |   |
| 9:00am        | Check-in and Materials  |   |
| 9:30-11:30am  | <p><u>Boundary Delimitation</u><br/> <i>Comparative overview of constituency delimitation laws and practices.</i></p>   | Dr. Lisa Handley,<br>Frontier International |
| 11:30-1:00pm  | Lunch   |   |
| 1:00 – 3:00pm | <p><u>Simulation of Boundary Delimitation</u><br/> <i>Dr. Moore will conduct a simulation exercise in boundary delimitation.</i></p>  | Dr. Toby Moore, RTI                         |
| 3:00-3:30pm   | Institute Overview and Evaluations – Week 1   | CDEM Team                                   |

| Week 2  | Topic  | Presenter/Institution   |
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| <p>Dec 7 (Mon)</p> <p>9:00am</p> <p>9:00-10:30am</p> <p>10:30-11:30am</p> <p>11:30-12:30pm</p> <p>12:30-1:30pm</p> <p>2:00-4:00pm</p> | <p><b>Election Observation</b></p> <p>Check-in and Materials</p> <p><u>Election Observation History, Practice and Types</u><br/><i>Evolution of election monitoring by drawing on experience since the mid-1980s — including case studies from around the world and of the influential election monitoring work of former president Jimmy Carter — to evaluate the contribution of election monitoring to democracy promotion and democratic change.</i></p> <p><u>Observation Training Simulation – part 1</u><br/><i>Simulation of an observation training preparing the group for a ‘fictional’ election observation mission of a country’s election.</i></p> <p>Lunch</p> <p><u>Observation Training Simulation – part 2</u></p> <p><u>Visit to the Organization of American States (OAS)</u><br/><i>Tour of OAS HQ with an overview of observation methods and missions conducted by OAS.</i></p> | <p>Eric Bjornlund,<br/>Democracy<br/>International</p> <p>Katherine Collin, AU</p> <p>Katherine Collin, AU</p> <p>Hosted by Steve<br/>Griner, OAS</p> |
| <p>Dec 8 (Tue)</p> <p>9:00am</p> <p>9:30-11:30</p> <p>11:30-1:00pm</p> <p>1:00-2:30pm</p> <p>3:30-5:00pm</p>                          | <p><b>Election Observation (Cont.) and Voter Participation</b></p> <p>Check-in and Materials</p> <p><u>Election Observation Case Studies</u><br/><i>Session will describe observation missions in Nigeria in 2003 and 2007 and Indonesia in 2009 to discuss practical application of best observation practices in the field.</i></p> <p>Lunch</p> <p><u>Challenges in Election Administration and Observation</u><br/><i>Dr. Pastor will talk about challenges in election administration and observation by drawing on the case studies in the Middle East, Latin America and Asia.</i></p> <p><u>Visit to the League of Women Voters (LWV)</u></p>  | <p>Dr. Carl LeVan and<br/>Nicole Hark, AU/CDEM</p> <p>Dr. Robert Pastor,<br/>AU/CDEM</p> <p>Hosted by Zaida</p>                                       |

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|               | <i>Visit will focus on women's participation in election through an experiential visit.</i>   | Arguedas, LWV   |
| Dec 9 (Wed)   | <b>Out-of-Country/Distance Voting Options</b>   |   |
| 9:00am        | Check-in and Materials  |   |
| 9:30-11:30am  | <u>Out-of-Country Voting Options</u><br><i>Comparative overview of external voting practices worldwide. Voting for IDPs and refugees will be compared to convenience voting options and several case studies in post conflict and transitional as well as developed democracies discussed with participants.</i>                      | Tihana Bartulac Blanc, AU/CDEM                            |
| 11:30-12:30pm | Lunch   |   |
| 1:00-2:00pm   | <u>Visit to the U.S. Federal Election Commission (FEC)</u><br><i>Visit to the FEC, an independent regulatory agency established to disclose campaign finance information, to enforce the provisions of the law such as the limits and prohibitions on contributions, and to oversee the public funding of Presidential elections.</i> | Hosted by FEC   |
| 2:30pm        | <u>Visits to the Democratic National Committee (DNC)</u><br><i>Political parties interact with electoral authorities and observers on a daily basis, and they must trust the process if the outcome is to be credible. DNC officials will discuss their role in campaigns and their interaction with electoral authorities.</i>       | Hosted by DNC   |
| Dec 10 (Thur) | <b>Visit to the New York City Campaign Finance Board</b>  |   |
| 7:00am        | Departure from Washington, D.C.   | Facilitated by Vassia Stoilov and Monica Swinney, AU/CDEM |
| 2:00-3:00pm   | <u>Visit to the New York City Campaign Finance Board (NYCCFB)</u><br><i>The NYCCFB is one of the most innovative campaign finance agencies in the U.S. Executive Director Amy Loprest will discuss the NYCCFB's history and experience in a comparative context.</i>  | Hosted by Amy Loprest, NYCCFB                             |

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| 6:00pm        | Departure from New York   |                                |
| Dec 11 (Fri)  | <b>Political Party Observation and Program Closure</b>  |                                |
| 9:00am        | Check-in and Materials  |                                |
| 9:30-10:30am  | <u>Institute Overview and Surveys</u><br><i>Participants will be asked to complete a survey measuring the difference in the level of understanding of election administration and observation. Open discussion of participants' insights and questions from the Institute.</i>  | CDEM Team                      |
| 10:30-11:30am | <u>Political Party Observation and Political Party Agents</u><br><i>The party agents at the Polling Stations play a role at least as important as the nonpartisan observers, precisely because they are not neutral. In any country, poll-watching is an important part of any political campaign effort. Thousands of poll-watchers represent the interests of their parties on election day around the world. Their role and programs to support their work will be discussed by NDI and IRI.</i> | Pat Merloe, NDI (tbc)          |
| 11:30-12:30pm | Lunch   |                                |
| 1:00-2:00pm   | <u>Visit to the Republican National Committee (RNC)</u><br><i>Political parties interact with electoral authorities and observers on a daily basis, and they must trust the process if the outcome is to be credible. RNC officials will discuss their role in campaigns and their interaction with electoral authorities.</i>  | Hosted by Nancy Dehlinger, RNC |
| 2:30-4:30pm   | <u>Program Evaluation and Certificate Awards Ceremony</u><br><i>Participants will complete program evaluations and certificates will be distributed along with CDs containing presentations and materials used during the Institute.</i>  | CDEM Team                      |

This agenda is subject to change. Any changes to the agenda will be marked and posted on the master copy in the main room, MGC 200. Please check the master copy for any changes.

Please feel free to contact any member of the CDEM Team throughout the Institute with questions or comments. Tihana Bartulac Blanc oversees the program content along with Vassia Stoilov and Nicole Hark manages operations and logistics with assistance from Monica Swinney.