

**FLORIDA STATE ASSOCIATION OF  
SUPERVISORS OF ELECTIONS**



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**NEW SUPERVISOR ORIENTATION  
AGENDA**

**JANUARY 14 – 16, 2013  
TALLAHASSEE, FLORIDA**

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**THE HONORABLE VICKI DAVIS  
MARTIN COUNTY SUPERVISOR OF ELECTIONS  
FSASE PRESIDENT**

**MONDAY, JANUARY 14, 2013 (4 Hours, 35 Min)**  
**MEETING LOCATION: Doubletree Hotel, Tallahassee, FL**

<p>12:00 p.m. – 1:00 p.m. 60 min</p>	<p><u>Welcome and Stage Setting – Working Lunch</u></p> <ul style="list-style-type: none"> <li>• Introduction, Welcome &amp; Recognition of New Supervisors</li> <li>• Introduction of FSASE Officers</li> <li>• New Supervisor Mentor Program</li> <li>• Class Expectations</li> </ul> <p><i>Instructor: Hon. Lori Edwards</i></p>
<p>1:10 p.m. – 1:30 p.m. 20 min</p>	<p><u>Continuing Education</u></p> <ul style="list-style-type: none"> <li>• FCEP</li> <li>• Election Center</li> <li>• IACREOT</li> <li>• Division Workshops</li> <li>• Certification Requirements – FS</li> <li>• Open Questions &amp; Answers</li> </ul> <p><i>Instructor: Hon. Jennifer Edwards</i></p>
<p>1:30 p.m. – 2:00 p.m. 30 min</p>	<p><u>Website</u></p> <ul style="list-style-type: none"> <li>• Subject Matter Directory</li> </ul> <p><u>Resources, Resources, Resources – Handouts</u>  <u>Open Questions &amp; Answers</u></p> <p><i>Instructor: Hon. Chris Chambless</i></p>
<p><b>2:00 p.m. – 2:20 p.m.</b></p>	<p><b>BREAK</b></p>
<p>2:20 p.m. – 4:30 p.m. 2 hr 10 min</p>	<p><u>Office Administration</u></p> <ul style="list-style-type: none"> <li>• Budgeting – <i>Hon. Bill Cowles</i> <ul style="list-style-type: none"> <li>○ Inherited Budget</li> <li>○ Next Submittal Deadline</li> <li>○ Working with your Budgeting Authority – BOCC</li> <li>○ Implementation of Future Budgets</li> </ul> </li> <li>• Planning for Change</li> <li>• Budgeting for Special Elections</li> <li>• HR from an SOE Perspective – <i>Hon. Brian Corley</i></li> <li>• Staffing – <i>Hon. Susan Gill</i> <ul style="list-style-type: none"> <li>○ Panel Discussion</li> </ul> </li> </ul>

<p>4:30 p.m. – 5:00 p.m. 30 min</p>	<p><u>FSASE Overview</u></p> <ul style="list-style-type: none"> <li>• Introduction of FSASE Board of Directors</li> <li>• Core Values <ul style="list-style-type: none"> <li>○ Mission Statement</li> <li>○ Structure</li> <li>○ Districts</li> <li>○ Board of Directors</li> <li>○ Committees</li> <li>○ Dues</li> </ul> </li> <li>• Charter, By-Laws, &amp; Rules of Procedure <ul style="list-style-type: none"> <li>○ Charter Laws and Procedures</li> <li>○ FSASE Legal Counsel &amp; Admin. Asst. - Roles</li> </ul> </li> <li>• Open Questions &amp; Answers</li> </ul> <p><i>Instructor: Hon. Jerry Holland</i></p>
<p><b>TUESDAY, JANUARY 15, 2013 (7 Hours)</b></p> <p><b>MEETING LOCATION: Doubletree Hotel, Tallahassee, FL</b></p>	
<p>8:00 a.m. – 8:45 a.m. 45 min</p>	<p><u>Operating in the Sunshine</u></p> <ul style="list-style-type: none"> <li>• Public Records</li> <li>• Sunshine Law</li> <li>• Record Retention / Schedule – Handout</li> </ul> <p><i>Instructor: Pat Gleason</i></p> <p><u>Ethics</u> <i>Instructor: TBD</i></p>
<p>8:45 a.m. – 9:15 a.m. 30 min</p>	<p><u>Candidate Relations / Canvassing Board</u> <i>Instructor: Hon. Chris Chambliss</i></p>
<p>9:15 a.m. – 9:45 a.m. 30 min</p>	<p><u>Contingency Planning</u> <i>Instructor: Mike Hardin</i></p>
<p>9:45 a.m. – 10:00 a.m.</p>	<p><b>B R E A K</b></p>
<p>10:00 a.m. – 11:30 a.m. 1 hr 30 min</p>	<p><u>Human Resource Management</u></p> <ul style="list-style-type: none"> <li>• Covering You, Your Staff, &amp; the Law</li> <li>• Policy Manuals, Job Descriptions, Performance Evaluations</li> <li>• Pay &amp; Benefits</li> <li>• Open Questions &amp; Answers</li> </ul> <p><i>Instructor: Michael K. Grogan, Esq.</i></p>
<p>11:45 a.m. – 1:00 p.m.</p>	<p><b>LUNCH AT HOTEL</b></p>

<p>1:00 p.m. – 1:45 p.m. 45 min</p>	<p><u>Florida Statutes, Rules and Opinions</u></p> <ul style="list-style-type: none"> <li>• Florida Election Code &amp; the Supervisors of Elections</li> <li>• Understanding Statutes</li> <li>• Legislative Process</li> <li>• DOE Administrative Process <ul style="list-style-type: none"> <li>○ Rules</li> </ul> </li> <li>• Current Issues</li> <li>• Open Questions &amp; Answers</li> </ul> <p><i>Instructors: Hon. Paul Lux Hon. Brian Corley Ron Labasky, Esq.</i></p>
<p>1:45 p.m. – 3:00 p.m. 1 hr 15 min</p>	<p><u>Conducting Elections</u></p> <ul style="list-style-type: none"> <li>• Voting Trends – Mail / Early</li> <li>• Ballot Layout</li> <li>• Recounts</li> <li>• Audits</li> </ul> <p><i>Instructor: Hon. David Stafford</i></p>
<p>3:00 p.m. – 3:15 p.m.</p>	<p><b>B R E A K</b></p>
<p>3:15 p.m. – 4:15 p.m. 60 min</p>	<p><u>Media Relations</u></p> <ul style="list-style-type: none"> <li>• 15 Minute Overview</li> <li>• Media Panel <ul style="list-style-type: none"> <li>○ Gary Fineout – AP</li> <li>○ Nancy Smith – Sunshine State News / Online Publication</li> <li>○ Dara Kam – Palm Beach Post</li> <li>○ Steve Bousquet – Tampa Times</li> </ul> </li> <li>• Open Questions &amp; Answers</li> </ul> <p><i>Instructor: Hon. Lori Edwards</i></p>
<p>4:15 p.m. – 5:00 p.m. 45 min</p>	<p><u>General Questions &amp; Answers</u> Open Discussion</p>

<b>WEDNESDAY, JANUARY 16, 2013 (3 Hours, 45 Min)</b> <b>MEETING LOCATION: R. A. Gray Building, 500 Bronough St.</b> <b>Tallahassee, FL</b>	
8:00 a.m. – 8:15 a.m. 15 min	<u>Secretary of State</u> <ul style="list-style-type: none"> <li>○ Welcoming Remarks / Introductions</li> </ul> <i>Florida Secretary of State Ken Detzner</i>
8:15 a.m. – 9:00 a.m. 45 min	<u>Division of Elections</u> <ul style="list-style-type: none"> <li>○ Overview of Election Process: Voter Registration through Election Certification</li> </ul> <i>Instructors: Gary Holland and Bennett Miller</i>
9:00 a.m. – 10:30 a.m. 90 min	<u>Division of Elections</u> <ul style="list-style-type: none"> <li>● State Reporting Requirements</li> <li>● BVRS               <ul style="list-style-type: none"> <li>○ Structure &amp; Role</li> </ul> </li> <li>● FVRS               <ul style="list-style-type: none"> <li>○ FVRS Structure &amp; Role</li> <li>○ List Maintenance</li> </ul> </li> <li>● HAVA               <ul style="list-style-type: none"> <li>○ Funding &amp; Scope</li> </ul> </li> <li>● NVRA; VRA's; FFWC Application Requests</li> <li>● Use of STP Utility Site for Files &amp; Data</li> <li>● Third Party Voter Registration Organizations (3PVRO's)</li> </ul> <i>Instructor: Maria Matthews, BVRS Bureau Chief and Staff</i>
10:30 a.m. – 10:45 a.m.	<b>BREAK</b>
10:45 a.m. – 11:15 a.m. 30 min	<u>Division of Elections</u> <ul style="list-style-type: none"> <li>○ Bureau of Voter Systems Certification               <ul style="list-style-type: none"> <li>○ Structure &amp; Role</li> <li>○ Current Voting System Certifications</li> </ul> </li> </ul> <i>Instructor: David Drury</i>
11:15a.m. – 11:45 a.m. 30 min	<u>Division of Elections</u> <ul style="list-style-type: none"> <li>● Bureau of Election Reporting               <ul style="list-style-type: none"> <li>○ Structure &amp; Role</li> <li>○ Candidate Qualifying Procedures</li> <li>○ Petitions</li> <li>○ Campaign Finance</li> </ul> </li> </ul> <i>Instructor: Kristi Bronson</i>
11:45a.m. – 12:15 p.m. 30 min	<ul style="list-style-type: none"> <li>● Wrap-Up</li> <li>● Presentation of Desk Plaques</li> <li>● Group Photo of New SOEs</li> </ul>
<b>END OF MANDATORY ORIENTATION</b> <b>TOTAL ORIENTATION—15 HOURS, 30 MIN</b>	