

## DAY ONE

Wednesday, November 30, 2016

BREAKOUT SESSIONS BEGIN AT 1:00 P.M. — THE MAIN BALLROOM WILL BE DIVIDED FOR THE CITIES AND SCHOOLS  
THE OTHER POLITICAL SUBDIVISIONS WILL BE HELD IN THE WEDGWOOD ROOM

8:00 a.m. – 9:00 a.m.	COFFEE, HOT TEA & BREAKFAST WILL BE AVAILABLE IN THE BALLROOM FOYER
9:00 a.m. – 9:15 a.m.	WELCOME AND OPENING REMARKS THE HONORABLE CARLOS H. CASCOS, TEXAS SECRETARY OF STATE
9:15 a.m. – 9:45 a.m.	UPDATES  <i>Speaker: Keith Ingram</i>
9:45 a.m. – 10:45 a.m.	ELECTIONS 101  <i>Speakers: Caroline Geppert and Christina Adkins</i>
10:45 a.m. – 11:15 a.m.	VACANCIES AND SPECIAL ELECTIONS TO FILL VACANCIES  <i>Speaker: Tim Juro</i>
11:15 a.m. – 12:00 p.m.	CONTRACTING AND JOINT ELECTIONS  <i>Guest Speaker: Speaker: Andre Montgomery</i>
12:00 p.m. – 1:30 p.m.	LUNCH ON YOUR OWN
1:30 p.m. – 2:15 p.m.	MINI WORKSHOPS FOR CITIES <ul style="list-style-type: none"><li>LOCAL OPTION ELECTIONS - <i>Guest Speakers: Jenny Page, City Secretary, City of Frisco</i></li><li>Q&amp;A</li></ul> MINI WORKSHOP FOR SCHOOLS <ul style="list-style-type: none"><li>TAX RATIFICATION ELECTIONS - <i>Guest Speaker: Kristi Clark, Texas Association of School Boards</i></li><li>Q&amp;A</li></ul> MINI WORKSHOP FOR OTHER POLITICAL SUBDIVISIONS <ul style="list-style-type: none"><li>PANEL DISCUSSION: BEST PRACTICES AND SUGGESTIONS — <i>Guest Speakers: Katie Carner, Allen Boone Humphries Robinson, LLP John Oldham, Fort Bend County Elections Administrator</i></li><li>Q&amp;A</li></ul>
2:15 p.m. – 2:45 p.m.	BREAK <i>Light refreshments will be available in the ballroom foyer.</i>  <i>Exhibitors will be set-up all day. Please stop by and view their products.</i>
2:45 p.m. – 3:15 p.m.	ELECTION WORKERS  <i>Speaker: Ashley Fischer</i>
3:15 p.m. – 3:45 p.m.	ETHICS  <i>Guest Speaker: James Tinley, Texas Ethics Commission</i>
3:45 p.m. – 4:15 p.m.	NEPOTISM AND CONFLICTS  <i>Guest Speakers: Christy Drake-Adams, Texas Municipal League</i>
4:15 p.m. – 5:00 p.m.	MAY VS. NOVEMBER  <i>Speakers: Ashley Fischer</i>

## DAY TWO

Thursday, December 1, 2016

ALL SESSIONS WILL BE HELD IN THE MAIN BALLROOM, LOBBY LEVEL – THERE ARE NO BREAKOUT SESSIONS

7:30 a.m. - 8:30 a.m.	CONTINENTAL BREAKFAST WILL BE AVAILABLE IN THE BALLROOM FOYER	
8:30 a.m. – 9:00 a.m.	PREPARING FOR YOUR ELECTION	
9:00 a.m. – 10:00 a.m.	CANDIDACY: DETERMINING WHO GOES ON THE BALLOT	Speaker: Ashley Fischer
10:00 a.m. – 10:30 a.m.	CREATING YOUR BALLOTS	Speaker: Melanie Best
10:30 a.m. – 12:00 p.m.	PREPARING FOR AND CONDUCTING VOTING BY MAIL	Speaker: Heidi Martinez
12:00 p.m. – 1:00 p.m.	LUNCHEON RIO GRANDE BALLROOM, PLAZA LEVEL	Speakers: Caroline Geppert and Melanie Best Exhibitors will be set-up all day Please stop by and view their products.
1:00 p.m. – 1:45 p.m.	PREPARING FOR AND CONDUCTING EARLY VOTING IN PERSON	
1:45 p.m. – 2:45 p.m.	PREPARING FOR ELECTION DAY VOTING	Speaker: Tim Juro
2:45 p.m. – 3:15 p.m.	COUNTING YOUR EARLY VOTING & PROVISIONAL BALLOTS	Speaker: Tim Juro
3:15 p.m. – 3:45 p.m.	BREAK Light refreshments will be available in the ballroom foyer.	Speaker: Andre Montgomery Exhibitors will be set-up all day. Please stop by and view their products.
3:45 p.m. – 4:30 p.m.	COUNTING YOUR BALLOTS ON ELECTION NIGHT	
4:30 p.m. – 4:45 p.m.	CANVASSING, REPORTING YOUR RESULTS, PRESERVATION OF ELECTION RECORDS	Speaker: Christina Adkins
4:45 p.m. – 5:00 p.m.	QUALIFYING FOR OFFICE	Speaker: Heidi Martinez
5:00 p.m. – 5:30 p.m.	QUESTION AND ANSWER SESSION	Speaker: Melanie Best

Elections Staff

## DAY THREE

Friday, December 2, 2016

ALL SESSIONS WILL BE HELD IN THE MAIN BALLROOM, LOBBY LEVEL – THERE ARE NO BREAKOUT SESSIONS

7:30 a.m. - 8:30 a.m.	COFFEE, HOT TEA & BREAKFAST WILL BE AVAILABLE IN THE BALLROOM FOYER	
8:30 a.m. – 9:15 a.m.	PUBLIC INFORMATION/OPEN MEETINGS	<i>Guest Speaker: Sean Nottingham, Texas Attorney General Moderator: Andre Montgomery</i>
9:15 a.m. – 9:45 a.m.	POLLING PLACE ACCESSIBILITY	<i>Speaker: Molly Broadway, Disability Rights Texas</i>
9:45 a.m. – 10:15 a.m.	RECOUNTS	<i>Speaker: Andre Montgomery</i>
10:15 a.m. – 10:45 a.m.	CANCELLATION	<i>Speaker: Caroline Geppert</i>
10:45 a.m. – 11:00 a.m.	BREAK <i>Light refreshments will be available in the ballroom foyer.</i>	<i>Exhibitors will be set-up all day. Please stop by and view their products.</i>
11:00 a.m. – 11:30 p.m.	PETITION BASED ELECTIONS	<i>Speaker: Melanie Best</i>
11:30 p.m. – 12:00 p.m.	BOND ELECTIONS	<i>Speaker: Tim Juro</i>

**Mark Your Calendars for the 29th Annual Election Law Seminar  
November 29 - December 1, 2017  
Renaissance Hotel Austin**