



2025 Municipal Election Training

March 19, 2025

Embassy Suites by Hilton Charleston at 9:00 AM

Conference Note: All presentations will be held in Salon A and B (combined).

AGENDA

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|-----------------|--|
| 8:00am – 9:00am | Breakfast |
| 9:00am | Welcome Attendees – WVML Representative
Greeting and Comments – Secretary of State or Representative
Overview of Agenda –Brittany Westfall, Elections Director |
| 9:30am | Election Administration 101 (Lisa Blake and Lee Dean) 45 minutes
<u>Description:</u> Overview of major election administration requirements and vote-by-mail for Class IV towns/cities. Preparing for, setting-up and administering a paper-ballot municipal election. |
| 10:15am | Break 15 minutes |
| 10:30am | Election Calendar, Canvass, Recount, and Contest Overview (Elaine Hogan) 15 minutes
<u>Description:</u> How to follow calendars to meet legal deadlines and avoid common mistakes. |
| 10:45am | Campaign Finance Reports and Deadlines (Nathan Martin) 15 minutes
Description: Overview of candidate campaign finance requirements. |
| 11:00am | Processing Absentee Ballots (Nathan Martin) 15 minutes
<u>Description:</u> Overview of absentee processes (qualified voters, mailing, counting and storage). |
| 11:15am | Legal Updates (David Cook) 15 minutes |
| 11:30pm | Lunch |