

TTC Series 400 Course Descriptions

401: Professional Ethics

Issues, standards, and challenges of personal ethics in the professional environment; political influences and considerations; managing judgements and attitude; effective decision-making in ethically challenging moments; and dealing with the pressures and “tough calls”.

402: Political Reform Act

Presentation of the basics of the Political Reform Act including the Fair Political Practices Commission, conflict of interest guidelines, statements of economic interest, campaign filings, outreach opportunities, resources, conflict of interest codes, and audits.

403: Initiative, Recall, and Referendum

In depth study of California Elections Code initiative, recall, and referendum procedures; dealing with proponents and officials subject to recall; preparing for future potential ballot measures; handling legal challenges; and practical tips.

404: Mechanics of Conducting Elections

Detailed review of the technical and logistical aspects of conducting stand-alone municipal elections including legislative actions, polling places, pollworkers, printing of ballots, mailing of sample ballot materials, absentee voting, tabulation, electioneering, mass mailings, and installation of officials.

405: Election Technology and Systems

History and types of voting systems, instant runoff voting, voting system challenges and certification; mail-in ballot elections; resources including professional election officials' associations; and the League of Women Voters.

406: Public Speaking/Making Presentations

Preparing effective presentations; appropriate use of supporting materials; integrating creative energy and interest; knowing the audience; defining a message and its delivery; practical experience; skills practice; and feedback.

407: The Clerk as a Professional Model

Principles of foundation of democracy; development of public trust in government; consideration of needs and motivation of voters; overcoming voter apathy; tools to engage and increase voter participation; review of IIMC Code of Ethics and implications; clerk as a policy maker; political morality; development of public service announcements