

ELECTION COMMITTEE

Revised June 2015

PURPOSE

Secure nominations from NCSSSA Members for elected positions of President, First Vice President, Vice President Designate, Secretary, and Treasurer (Officers). Confirm nominees' willingness and ability to serve, if elected. Preside over the voting process for both the elected officers, and the revisions to the Constitution and/or By-Laws which require full membership approval as defined herein. As required, conduct special elections for Officers during the conference year.

DEFINITIONS

Member(s) - one or more State Social Security Administrator(s) or staff representatives within any state.

Designated Member - a single member designated by his/her State Administrator to vote and whose state membership dues have been paid for the current conference year as of the date of the election.

Majority vote - the term used in the Election Committee Standard Operating Procedures and the Constitution and By-Laws for the most Designated Member votes received.

RESPONSIBILITIES

OFFICER ELECTIONS

1. The Committee shall develop a schedule including the nomination time period, verification of nominees' willingness and ability to serve, announcing nominees to the presiding President, and balloting procedures.
2. The Election Committee Chair shall request nominations from all Members via email at least 100 days prior to the start of the Annual Conference.
3. Accept nominations for the elective offices of President, First Vice President, Vice President Designate, Treasurer, and Secretary (the Treasurer will serve a two-year term beginning in even numbered years; the Secretary will serve a two year term beginning in odd numbered years). (EXAMPLE 10)
4. Regional Vice President positions, as defined in Article IV of the Constitution, will be elected from each of the seven NCSSSA regions at the Regional Caucus meetings of the First Business Meeting at the Annual Conference. Each Region shall elect its Regional Vice President by a majority of votes cast by the Regional members during the Second Business Meeting at the Annual Conference.
5. Review Officer nominees for eligibility to hold office based on:
 - A. Nominee represents a state whose membership dues are current as of the election date;

- B. Willingness to assume and perform the assigned duties for the term of the nominated position as are described in the Standard Operating Procedures;
 - C. Availability to travel if required by the position's responsibilities;
 - D. President nominees must previously have served a minimum of one full term as President or First Vice President;
 - E. First Vice-President nominees must previously have served a minimum of one full term as President, First Vice President, or Vice-President Designate;
 - F. Vice President Designate must previously have served a minimum of one full term as a member of any NCSSSA committee, or a full two year term as the NCSSSA Treasurer or Secretary.
6. If there are no nominations received by the deadline for one or more officer positions the Election Committee Chair, or his/her designee, shall recommend one or more names that will be placed on the ballot, using the same criteria that is outlined above.
 7. Make nomination results available to all Election Committee members and the President within 10 days of the nomination-closing period.
 8. Once the nominees have confirmed interest in the office, there shall be no campaigning or solicitation of votes "for" or "against" any candidate by NCSSSA members or the candidate.
 9. Present the slate of candidates 50 days prior to the Annual Conference to the President. The slate shall contain a minimum of one candidate per office.
 10. During the closed business session, announce nominees and confirm from the floor the nominees' acceptance to serve if elected. Present the slate of candidates to each Designated Member at the Annual Conference during the closed business session in the form of a ballot. Effective July 30, 2015, the following voting process will govern: Forty days prior to the Annual Conference, present an official ballot containing the slate of candidates via a secured balloting site, distributed by email if necessary, to each Designated Member as identified by the Treasurer as having paid dues. The voting period (which includes all run-off elections) shall end 10 days prior to the Annual Conference beginning date.
 11. Voting complexities shall be handled during the election according to the following guidelines:
 - A. A candidate elected to more than one office, shall choose the office he or she wishes to hold, and a second ballot shall be held for the remaining office. If only one remaining candidate, that candidate shall be designated as unopposed and a second ballot will not occur;
 - B. At any time after the slate of candidates has been distributed, if a candidate declines to serve in the office, the candidate's name shall be removed from the ballot and the remaining candidates shall be voted upon. If only one candidate remains, he or she shall run unopposed and a vote will not occur;

- C. In the event that candidates tie for a majority of votes, a second ballot between only the candidates who tied shall occur. Balloting process as stated in #10, shall be repeated as necessary to obtain a majority vote for a single candidate;
 - D. In the event a stalemate is reached and the designated members are unable to select the officer(s) with a majority vote, a ballot will be held among the seven (7) current Regional Vice Presidents. In the event of a tie, balloting among the current Regional Vice President shall be repeated as necessary to obtain a majority vote to elect the officer(s).
12. The vote for Officers will take place using the following criteria:
- A. Voting shall be held via a secured balloting site which can be distributed by email, if necessary (Use of a secured balloting site will become effective July 30, 2015);
 - B. The election shall be held by secret ballot;
 - C. The Election Committee Chair, or designee, shall respond to questions posed by the NCSSEA membership;
 - D. Only one (1) vote is permitted per Designated Member which is limited by the secured balloting system;
 - E. The Election Committee shall verify the vote count after the voting period has ended;
 - F. The elected officer(s) shall be based on the candidate(s) receiving the “majority vote”. ;
 - G. The candidate(s) for each position receiving the “majority vote” will be announced as the elected officer(s) at the Annual Conference’s Closed Business Session.
13. If there is a need for a Special Election due to the vacancy of a leadership position the nominating process and polling will be conducted by the Election Committee Chair, or his/her designee, via the same secured balloting site which can be distributed via email, if necessary. (Use of a secured balloting site will become effective July 30, 2015.)

CONSTITUTION AND/OR BY-LAWS

After the Executive Committee has provided the full membership with its approved amendments to the Constitution and/or By-Laws, the Election Committee shall conduct a vote among the Designated Members via email prior to the Annual Conference or during the designated Business Meeting at the Annual Conference (for those Designated Members in attendance). Only votes that have been cast will be counted. Not voting does not count as a Yes or No vote.

Effective July 30, 2015, voting by Designated Members for any Constitution and/or By-Laws issues shall be conducted utilizing a secured balloting site.

OTHER RESPONSIBILITIES

14. The Election Committee Chair or designee shall prepare and present an Election Committee Report at the Annual Conference, detailing its activities throughout the year. The written report must be prepared consistent with the Secretary's prescribed requirements.
15. The outgoing Election Committee Chair shall prepare and submit proposed SOP procedural changes to the Governing Documents Committee within 30 days following the Annual Conference. Changes may also be recommended during the conference year if deemed necessary and appropriate.

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS

DATE: (Insert date established by Election Committee)
TO: All NCSSSA Members
FROM: (Insert name,) Election Committee Chair
REGARDING: Nominations for Elected Positions

The Election Committee is seeking nominations for the elected officer positions. Your Regional Vice Presidents will be elected separately during the Annual Conference. All Members are eligible to nominate and may list multiple nominees for an office. Secret balloting will be conducted as prescribed by the Election Committee Standard Operating Procedures, allowing one vote per dues paid state.

Members have identified the following common characteristics for leaders. As you make your nomination decisions, you may want to consider a nominee's actions and character for commitment, honesty, integrity, ethics, experience, effectiveness, and leadership.

The following standards have been implemented and will be verified by the Election Committee to ensure contiguous leadership:

- A. Nominee represents a state whose membership dues are current as of the election date;
- B. Willingness to assume and perform the assigned duties for the term of the nominated position as are described in the Standard Operating Procedures;
- C. Availability to travel if required by the position's responsibilities;
- D. President nominees must previously have served a minimum of one full term as President or First Vice President;
- E. First Vice-President nominees must previously have served a minimum of one full term as President, First Vice President, or Vice-President Designate;
- F. Vice President Designate must previously have served a minimum of one full term as a member of any NCSSSA committee, or a full two year term as the NCSSSA Treasurer or Secretary.

Thank you for participating in this important process. If you have any questions or concerns, my contact information is listed below. I look forward to receiving your nominations by email no later than (insert date).

Email (insert)
Phone (insert)

**NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS
Nominations for Conference Year (insert year)**

1. President – one year term
Nominee _____
Nominee _____

2. First Vice President – one year term
Nominee _____
Nominee _____

3. Vice President Designate – one year term
Nominee _____
Nominee _____

4. Treasurer – two year term (even years)
Nominee _____
Nominee _____

5. Secretary – two year term (odd years)
Nominee _____
Nominee _____