

# NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS STANDARD OPERATING PROCEDURES

## ELECTION COMMITTEE

Reviewed: June 2023 Amended: June 2023 Effective: October 1, 2023

### PURPOSE

Secure nominations from NCSSSA Members for elected positions of President, First Vice President, Vice President Designate, Secretary, and Treasurer (Officers/Offices). Confirm nominees' willingness, ability, and eligibility to serve, if elected. Preside over the voting process for both the elected Officers, and the revisions to the articles within the Constitution and/or By-Laws. As required, conduct special elections for Officers during the Conference Year.

### DEFINITIONS

**Member(s)** - one or more active or past State Social Security Administrator(s) or staff representatives within any state (regardless of dues status).

**Designated Member** – an active single member assigned by his/her State to vote on NCSSSA elections held by the Election Committee, and whose state membership dues have been paid for the current calendar year as of the date the ballots are distributed, unless a specific waiver has been approved by the Executive Committee. In the event of a mid-term election held prior to March 31, Designated Members will be determined by the dues paid and recorded by the Treasurer as of December 31 of the previous calendar year. There should never be an Executive Committee member holding office without having paid dues.

**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 Election Committee shall develop a schedule including the nomination time period; prescribe balloting procedures; verify nominees' willingness, ability and eligibility to serve; and present nominee list to the current President.
2. The Election Committee Chair shall solicit nominations from all Members using Survey Monkey as a secured ballot site at least one hundred (100) calendar days prior to the first day of the Annual Conference (typically late May). The nominations include the elective officers for 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). The nomination period shall last twenty-five (25) calendar days.

3. Regional Vice President positions, as defined in Article IV of the Constitution, will be nominated from each of the seven (7) NCSSSA Regions at the Regional Caucus meetings held during the First Business Meeting at the Annual Conference. Each Region shall elect its Regional Vice President by a majority of votes cast by the Region's members present during the Second Business Meeting at the Annual Conference. It should be verified that the elected RVP is a dues-paid state. If a vacancy occurs mid-year in a Regional Vice President position, the Election Committee will conduct an email poll of the states in the affected Region for nominations and have the vacancy filled within thirty (30) calendar days. If more than one individual is nominated, then an electronic ballot will be developed and distributed to the Designated Members in the affected Region's states. The dues-paid nominee with the majority of votes cast by the Designated Members in the affected Region will be named the new Regional Vice President for the remainder of the Conference Year.
4. Review Officer nominees for eligibility to hold office based on:
  - a. Nominee serves in an active capacity within a member state.
  - b. Nominee represents a state whose membership dues have been received for the current calendar year. In the event of a mid-term election needing to be held prior to March 31, if dues are not paid for the current calendar year, paid status will be determined by the dues paid and recorded by the Treasurer as of December 31 of the previous calendar year.
  - c. Support of management and individual willingness to assume and perform the assigned duties for the term of the nominated position as described in the Standard Operating Procedures;
  - d. Availability to travel if required by the position's responsibilities;
  - e. President nominees must previously have served a minimum of one full term as President or First Vice President;
  - f. First Vice-President nominees must previously have served a minimum of one full term as President, First Vice President, Vice-President Designate, Secretary, or Treasurer;
  - g. Vice President Designate must previously have served a minimum of one full term as a member of any NCSSSA committee, or as an elected Officer.
5. If there are no nominations received by the deadline for an Officer position, the Election Committee shall recommend one or more names that will be placed on the ballot, using the same criteria that is outlined in #4 above.
6. The Election Committee shall provide nomination results to the current Executive Committee within ten (10) calendar days after the nomination period closes.
7. The Election Committee shall confirm eligibility as stated in #4 above, and interest from each nominee. There shall be no campaigning or solicitation of votes in support of or in opposition to any candidate by NCSSSA members or the candidate.

8. Present the slate of candidates to the Executive Committee at least fifty-five (55) calendar days prior to the first day of the Annual Conference. The slate shall contain a minimum of one candidate per Officer position.
9. The following voting process will govern: At least fifty (50) calendar days prior to the Annual Conference, present an official ballot containing the slate of candidates via a secured balloting site, distributed by email, to each Designated Member as identified by the Treasurer's record as having paid dues. A maximum of thirty (30) calendar days should be allotted for the initial voting period. The total voting period (which includes all run-off elections) shall conclude at least five (5) calendar days prior to the first day of the Annual Conference.
10. Voting complexities shall be handled during each 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 candidate remains, 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 candidate(s) shall be voted upon. If only one candidate remains, he or she shall run unopposed.
  - c. If candidates tie for a majority of votes, a second ballot shall occur between only the candidates who tied. The balloting process as stated in #9 and #11 shall be repeated as necessary to obtain a majority vote for a single candidate.
  - d. If 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 Presidents shall be repeated as necessary to obtain a majority vote to elect the Officer(s).
11. Elections conducted by this committee will take place using the following criteria:
  - a. Voting shall be held via Survey Monkey's balloting feature which will be distributed by email.
  - b. The election shall be held by secret ballot (where no tracking of individual selections can be made) by using the appropriate settings within Survey Monkey (see Addendum #1).
  - c. The Election Committee Chair, or designee, shall respond to questions posed by any NCSSSA member.
  - d. Only one (1) vote is permitted per Designated Member which is limited by settings within Survey Monkey's 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 disclosed to all candidates and the Executive Committee via email prior to the opening day of the Annual Conference. An announcement of the

elected Officer(s) will be made by the Elections Committee Chair (or designee) at the Annual Conference's Closed Business Session. Any advanced notification to membership is at the President's discretion.

12. If there is a need for a Special Election due to the vacancy of a leadership position not including the Regional Vice President position which is described in #3, the nominating process and polling will be conducted by the Election Committee Chair, or his/her designee, via the same Survey Monkey balloting site where ballot links shall be distributed via email.

## **CONSTITUTION AND/OR BY-LAWS**

After the Executive Committee has provided the full membership with its proposed amendments to the Constitution and/or By-Laws, the Election Committee shall conduct a vote among the Designated Members utilizing Survey Monkey's balloting site at least thirty (30) calendar days prior to the first day of the Annual Conference. Changes to either document may also be proposed and voted upon at any time throughout the Conference Year. Only votes that have been cast electronically will be counted and a majority of the votes in favor will ratify the amendments.

## **OTHER RESPONSIBILITIES**

1. The Election Committee Chair or designee shall prepare and present an Election Committee Report at the Annual Conference, detailing its activities throughout the Conference Year. The written report must be prepared consistent with the Secretary's prescribed requirements for the Proceedings Book.
2. During the beginning of each NCSSSA Conference Year, the outgoing Election Committee Chair shall confer with the incoming Election Committee Chair to identify any proposed changes that are recommended to the Election Committee's Standard Operating Procedures (SOP). The incoming Chair shall share the existing SOP and suggested changes with all Election Committee members at the beginning of the Conference Year. Any suggested changes to the Election Committee's SOP shall be sent to the Governing Documents Committee within ninety (90) calendar days following the close of the Annual Conference. Changes may also be recommended during the Conference Year if deemed necessary and appropriate.
3. The outgoing Election Committee Chair shall provide training and support to the incoming Election Committee Chair for Survey Monkey's anonymous balloting system.
4. The Chair may be designated as a full member of the Governing Documents Committee at the discretion of the President.

## ADDENDUM #1

### Survey Monkey Election Committee Instructions

#### Nominations:

1. Log into Survey Monkey.
2. Go to My Surveys from the 3-line menu in the top left.
3. At the dropdown, select Election Committee to narrow the surveys you see.
4. Find “Nominations for Elected Office 20xx-20xx” (using last year’s survey). On the far right, select the three dots to get a drop down.
5. Click on Make a Copy
6. Now you need to edit the name and fields. Click on the More Actions button on the left, then Edit page info.
7. That brings up the form in edit mode where each section is in small boxes. Change:
  - a. The year in the Page Title.
  - b. In the Page Description field, Secretary or Treasurer depending on which year you will have open. Verify the wording matches the current SOP. Click Save.
  - c. In the Question, scroll down to #4 and click Edit as you hover over it. Change field to Secretary or Treasurer. Click Save.
8. Click on Preview Survey.
9. Look it over and make sure it looks good. Then click Next when ready to proceed.
10. With Nominations, any member, regardless of position or dues, can submit nominations. You will want to select “Send Surveys Your Way.”
11. Click on Share a survey link.
12. On the WebLink page, click Customize.
13. Change the name to something identifiable for the form. I typically try the year and abbreviations for the form. Example “23NCSSSANom”. If that website name is available, it will let you have it.
14. Scroll down on that page and verify the settings for the form. You will need to click on Show advanced options at the bottom to see all of them.
  - a. Custom Thank You is off.
  - b. Multiple responses is off.
  - c. Response editing is on until survey complete.
  - d. Anonymous responses is ON.
  - e. Instant results is off.
  - f. Change Cutoff Date and Time to be 25 days from the date you are sending it out.
  - g. All others are OFF.
15. Click Copy or highlight the link name so you can have the link to include in an email to the [ncssa@googlegroups.com](mailto:ncssa@googlegroups.com) email group.

16. From your work email, send a descriptive email encouraging all members to submit nominations. Include the deadline for submission and the link. Below is a sample email:

It is that time of year again! Please use the below link to submit your nominations via survey monkey for the 20xx-20xx NCSSSA Elected Officers. The Officers, once elected, will begin their terms at the conclusion of our Annual Conference in September.

Any State Administrator, staff member, or retired member may anonymously nominate any active State Administrator or staff member. You may nominate as many individuals for each position as you like—each nominee will be vetted, based upon the required qualifications, to become a candidate on the ballot.

Nominations will be accepted through [Time/Time Zone] on [Date].

[insert surveymonkey link]

Please let me know if you have any questions.

17. The day after the form closes, log back in and analyze the results. It is recommended to set up a simple spreadsheet to track each requirement for each person, so you know who your final candidates are for the ballots. A past example is:

22-23 Nominations					
		Meets Qualifications	Dues Paid	Contacted	Accepted
President:					
	Angie Dowdy	yes	yes	yes	yes
	TJ Reardon	yes		yes	no
Vice Pres:					
	Melanie Piccin	yes	yes	yes	yes
	Tammy Taylor	yes	yes	yes	no
	Angie Dowdy	yes	yes	yes	yes
	TJ Reardon	yes		yes	no
VP Designate:					
	Veronica Silva-Gil	yes	pending!!!!	yes	yes
	TJ Reardon	yes		yes	no
	Melanie Piccin	yes	yes	yes	yes
	Angie Dowdy	yes	yes	yes	yes
	Chuck Richardson	yes	yes	yes	yes
	Tammy Taylor	yes	yes	yes	no
	Susan Hohmann	yes	yes	yes	no
	Mary Griffin	yes	yes	yes	no
	Kevin Mack	yes		yes	no
	Tracey Smith	yes		yes	
	Kyle Kundert	yes	yes	yes	no
Treasurer:					
	Ron Carlson	yes	yes	yes	yes
	Danielle Huffine	no	n/a	yes	n/a

18. You will need to ensure each nominee for each position has the qualifications for it, per the SOP. Check if each nominee's state has paid dues. Then email each nominee

notifying them of their nomination. Explain if nominated for a position they cannot be considered for and ask if they are interested and can become a candidate for any or all positions. See sample email and edit as necessary for the appropriate positions and situation:

[Name]:

You have been nominated to be a candidate for the positions of *President*, *First Vice President*, and *Vice President-Designate*.

The Election Committee's next step is to ensure that your state has paid dues, verify that you meet the eligibility requirements, and that you are willing to serve, if elected.

Per the SOPs, the requirements include:

A. Nominee represents a state whose membership dues are current as of the election date;

B. Availability to travel if required by the position's responsibilities;

C. *President* nominees must previously have served a minimum of one full term as President or First Vice President;

D. *First Vice-President* nominees must previously have served a minimum of one full term as President, First Vice President, Vice-President Designate, Secretary, or Treasurer;

E. *Vice President Designate* must previously have served a minimum of one full term as a member of any NCSSSA committee, or as the NCSSSA Treasurer or Secretary.

Unfortunately, you do not meet the requirements under C and D above to be qualified for President or First Vice President, however you may be considered for the VP-Designate position.

Please reply to this email no later than [DATE] indicating your willingness to be included as a candidate for the Vice President-Designate position for next year.

Thanks for your consideration in serving NCSSSA.

19. Once you hear from all nominees, you can create a list of able, willing, and qualified candidates by updating the columns in your spreadsheet. Submit the results to the current Executive Committee per the SOP.
20. Go to the survey monkey tool again to create and distribute the Ballots on the timeline designated by the SOP. (See Ballots below)

## Ballots:

1. First contact the Treasurer to get an updated list of Dues Paid States.
2. Once you receive that list, you will need to create a spreadsheet or list of emails for each state, using only ONE email address per state. You will use this list later to send the ballots through the Survey Monkey tool.
3. Log into Survey Monkey.
4. In the Survey Monkey tools, you will need to set up your email address as the one that shows on emails being sent.
5. Go to My Surveys from the menu.
6. At the dropdown, select Election Committee to narrow the surveys you see.
7. Find "NCSSSA Officer Election 20xx-20xx" (using last year's survey). On the far right, select the three dots to get a drop down.
8. Click on Make a Copy.
9. Now you need to edit the title and fields to make it the current year. Also verify the verbiage, link, and due date/time in the Page Description field. Make necessary edits.
10. Continue scrolling down to Edit page info with the proper candidate info using your spreadsheet of able, willing, and dues-paid Candidates. Put in alpha order by last name if there is more than one candidate. Be sure to Save each field that is edited.
11. Continue to scroll to the info block at the bottom of the ballot and edit the due date again. Click Save.
12. Go to Preview Survey and re-read the entire ballot and ensure everything is shown correctly.
13. Click Next. Select Send Surveys Your Way.
14. For the Ballots, to restrict who gets them and ensure only one ballot per dues paid state, you will select "Send by Email." This tool allows you to send the ballots through the Survey Monkey tool.
15. Using the email list you created in #2 above, copy and paste the email addresses into the Send To field. You may need to place commas after each email address after pasting to ensure each address is individualized.
16. Change the Subject field to "NCSSSA Ballots for Elected Officers 20xx-20xx".
17. Change the Body of the email to read (you can also Copy Message from a previous survey using that button, then edit the details):

Please click on the box below to access your anonymous ballot for the 20xx-20xx NCSSSA Elected Officers. This is the only ballot your state will receive as a dues-paid state. Ballots must be submitted no later than [Date] to be counted.

It is important to participate in the election of YOUR organization.

We look forward to seeing you at the Annual Conference September xx-xx, 20xx, in [City], [State].

NCSSSA Election Committee



18. Click on Preview Email to double check accuracy of the email.
21. You are now setting up a Collector in Survey Monkey. You will need to click on Show advanced options at the bottom to see all of them.
  - a. Custom Thank You is off.
  - b. Multiple responses is off.
  - c. Response editing is on until survey complete.
  - d. Anonymous responses is ON.
  - e. Instant results is off.
  - f. Change Cutoff Date and Time to be 25 days from the date you are sending it out.
  - g. All others are OFF.
19. Once you send the initial email to the Dues-Paid States, you can periodically send reminders to those that did not yet complete their ballot. Survey Monkey only tracks if recipients responded, it will not track their ballot selections as long as the Anonymous Responses was turned on in #21 above.
20. Once the balloting closes, you can view the Analyze Results to determine your winners. For the documentation of all votes, summarize each Candidates' vote count in the Annual Report.
21. The Annual Committee Report needs to be prepared on the template provided by the Secretary. See past Proceedings Books as a guide.