

ELECTION COMMITTEE

Revised April 2017

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 using a secured survey site at least 100 days prior to the first day of the Annual Conference. The nominations include 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)
3. 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. 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 30 days. If more than one individual is nominated, then an electronic ballot will be developed and distributed to the Designated

Members in the affected states. The nominee with the majority of votes cast 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 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, Secretary, or Treasurer;
 - 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.
5. If there are no nominations received by the deadline for one or more officer positions 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 Committee shall provide nomination results to the President within 10 days after the nomination period closes.
7. The 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 at least 55 days prior to the first day of the Annual Conference to the President. The slate shall contain a minimum of one candidate per office.
9. Effective April 15, 2017, the following voting process will govern: At least 50 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. Thirty days shall be allotted for the initial voting period. The total voting period (which includes all run-off elections) shall conclude 5 days prior to the first day of the Annual Conference.
10. 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 #9 and #11, 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).
11. The vote for Officers will take place using the following criteria:
- A. Voting shall be held via a secured balloting site which shall be distributed by email;
 - B. The election shall be held by secret ballot (where no tracking of individual selections can be made);
 - C. The Election Committee Chair, or designee, shall respond to questions posed by the NCSSSA members;
 - 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 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 Chair of the Elections Committee (or designee) at the Annual Conference's Closed Business Session.
12. If there is a need for a Special Election due to the vacancy of a leadership position not including the RVP 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 secured balloting site which 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 a secured balloting site at least 30 days prior to the opening of the Annual Conference. Only votes that have been cast

electronically will be counted and a majority of the votes in favor will ratify the amendments.

OTHER RESPONSIBILITIES

13. 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 for the Proceedings Book.
14. The outgoing Election Committee Chair shall prepare and submit proposed SOP procedural changes to the new Election Committee Chair within 30 days following the Annual Conference.
15. The Election Committee may also be recommend SOP changes 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

From the Standard Operating Procedures, the Election Committee is tasked with accepting nominations for the elected 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).

The Election Committee will receive nominations from any member. Once nominations are received, the Election Committee will verify eligibility for each nominee under the following requirements:

- 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, or 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 Treasurer or Secretary.

The Election Committee will then confirm with each qualified nominee their willingness to assume and perform the assigned duties for the term of the nominated position as are described in the Standard Operating Procedures.

The Election Committee will then develop a ballot of nominees based upon the above process. All qualified and willing nominees will be included on the ballot.

Please complete nominations, which are anonymous, on the attached Survey Monkey form. This method allows the Election Committee members to properly document all nominees.

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

1. President –
[comment box allowing for many characters of entry]
2. First Vice President –
[comment box allowing for many characters of entry]
3. Vice President Designate –
[comment box allowing for many characters of entry]
4. Secretary (or Treasurer) –
[comment box allowing for many characters of entry]