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 of the election. 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.
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
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.

1. The Election Committee Chair shall solicit nominations from all Members using SurveyMonkey as a secured ballot site at least one hundred (100) calendar days prior to the first day of the Annual Conference. 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. EXAMPLE 2

2. 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 Meeting 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. 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 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.

3. 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 Chair of any NCSSSA committee, or as an elected Officer.

4. 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.

5. The Election Committee shall provide nomination results to the current Executive Committee within ten (10) calendar days after the nomination period closes.

6. 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.

7. 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.

8. 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.

9. 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 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 candidate(s) shall be voted upon. If only one candidate remains, he or she shall run unopposed;
   C. In the event that candidates tie for a majority of votes, a second ballot shall occur between only the candidates who tied. 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 Presidents shall be repeated as necessary to obtain a majority vote to elect the Officer(s).

10. Elections conducted by this committee will take place using the following criteria:
   A. Voting shall be held via SurveyMonkey’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 SurveyMonkey;
   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 SurveyMonkey’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.
11. 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 SurveyMonkey balloting site where ballot links shall be distributed via email.

**CONSTITUTION AND/OR BYLAWS**

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 SurveyMonkey’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.

**Universal Committee Requirements**

Important additional responsibilities and requirements for this Committee Chair and members are included in the Policy and are a part of this SOP and a duty of this Committee.
Instructions from SurveyMonkey: Using SurveyMonkey for an Election or Poll

1. Create the Survey
   a. Create a survey with Officer position and each qualified candidate’s name allowing only a single selection per Officer position. The question portion is the position title, and each answer choice is the name of a verified candidate.

2. Collect Votes
   a. Using the Email Invitation Collector (Survey Monkey Help for instructions) which ensures each respondent can vote only one time per email address. The survey manager will track who has or has not anonymously responded. (RE: SurveyMonkey Help).
   b. If another collection type is used, the collector options must be changed to allow only one anonymous response per email address.

3. Analyze the Results
   a. Select the ‘Analyze Results’ section of SurveyMonkey. As responses are received, the survey manager will be able to track the candidate that receives the majority of anonymous votes.
EXAMPLE 2A

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 and managing the election for the offices of President, First Vice President, Vice President Designate, Treasurer, and Secretary (the Treasurer serves a two-year term beginning in even numbered years; the Secretary serves a two-year term beginning in odd numbered years).

The Election Committee will request and receive nominations from any Member. Once nominations are received, the Election Committee will verify willingness, ability, and eligibility to serve for each nominee under the following requirements:

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 held prior to March 31, if 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, or Vice-President Designate, Secretary or Treasurer;
G. Vice President Designate must previously have served a minimum of one full term as Chair of any NCSSSA committee, or an elected Officer.

Subsequently, the Election Committee will confirm with each qualified nominee his/her willingness, ability, and eligibility to assume and perform the assigned duties for the term of the nominated position as described in the Standard Operating Procedures.

The Election Committee will develop a ballot of candidates based upon the above criteria and process. All nominees meeting the qualification criteria will be included on the ballot as candidates.

EXAMPLE 2A (continued)
Please provide anonymous nominations using the attached SurveyMonkey form which allows the Election Committee to properly document each nominee.

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

1. President –
   [comment box allows unlimited characters]

2. First Vice President –
   [comment box allows unlimited characters]

3. Vice President Designate –
   [comment box allows unlimited characters]

4. Secretary (or Treasurer) –
   [comment box allows unlimited characters]