

Proposed changes to Concerns of Police Survivors, Inc. Standard Operating Procedures

Proposed Amendments are indicated in red and ~~striketrough~~.

4.0. NOMINATIONS/ELECTIONS COMMITTEE

4.1. SCOPE:

This Standard Operating Procedure (SOP) establishes guidelines for serving on the Nominations/Elections Committee (N/EC).

4.2. OBJECTIVE:

To provide sufficient information to members of this committee on their duties and the nominations and elections process per SOP 6.0 vetting applicants against eligibility criteria while maintaining objectivity.

4.3. COMMITTEE:

- A. COMMITTEE CHAIR: The Immediate Past President (IPP) shall be the N/EC Chair. If the IPP is unable or unwilling to serve, the position shall be appointed by the National President (NP) to any Past National President (PNP) and approved by majority vote of the National Board in accordance with the Bylaws.
- B. COMMITTEE MEMBERS: The Nominations/Elections Committee (N/EC) shall be an odd number with a minimum of seven (7) members.
 - 1. Committee members shall be past national Board members, former and present Chapter Board members and at least one Past National President (PNP). To be eligible, they must meet the following guidelines:
 - a. Have no family member (including co-worker survivor) running for the National Board.
 - b. Have no family member (including co-worker survivor) currently employed by C.O.P.S.
 - c. Have served on a chapter board within the last five (5) years, or served previously on the National Board, or have a valid and approved reason for not serving on a chapter board within the last five (5) years (approved/disapproved by majority vote of the sitting National Board). ~~The R~~requirement for committee applicants to have served on a chapter board within the last five (5) years shall be waived if that applicant has no chapter in their specific area.
 - d. By December 1st, the Chair will draft a letter to be posted on the C.O.P.S.' website and other C.O.P.S. media as well as be sent out by the NCL to all chapter Board members requesting letters of intent to serve on the N/EC.

- e. All persons interested in serving on the N/EC are asked to write a letter of intent stating their desire to serve on the committee. Letters ~~shall~~ **should** be forwarded to the N/EC Chair no later than February 1st.
- f. If at any point, a selected N/EC member has a situation occur as in SOP 4.3, Nominations/ Elections Committee, Sections B1a or B1b, they will immediately resign from the N/EC and the position will be filled by another person who meets the criteria.
- g. Once the Committee Chair has verified that those interested in serving on the N/EC have met the requirements to serve, the Chair shall forward the list to the National President who will then bring the list to the Board for their approval no later than February 15th. The Board will make the final determination for the make-up of the committee each year based on the diversity of the letters of intent that were submitted ensuring that 1) survivor type and 2) regions are equally represented, as best as possible. The Chair may have input on the total number of committee members needed.
- h. The N/EC members may not file an application to serve on the National Board. **If** ~~Should~~ they choose to submit an application after being appointed, they must resign from the N/EC immediately. If needed to satisfy 4.3 B (above), any vacated position shall be filled by the Committee Chair with approval of the Board.

4.4. DUTIES:

A. COMMITTEE CHAIR:

- 1. Shall oversee the nomination process.
- 2. Shall review each application to determine (1) if the applicant meets all eligibility requirements as stipulated in SOP 6.0, Nominations and Elections, and (2) that the application does not contain inappropriate language (i.e., demeaning, insulting, accusations, etc.).
- 3. Shall present all pertinent findings from N/EC members that would affect the nominations/election process to the National ~~Board President~~ **or Chapter Board** in an objective and timely manner. Any unresolved issues will be presented to the National Board.
- 4. **Shall receive and present any documented complaints regarding the nominations/elections process related to a National or Chapter Board nominee's/applicant's campaign leading up to or during the election process in an objective and timely manner. Any unresolved issues shall be presented to the National Board.**
- 5. Shall maintain an objective, neutral and professional demeanor during the nomination process.
- 6. Shall adhere to a strict confidentiality policy regarding all written applications, reports, interviews, discussions and shall be required to sign a *C.O.P.S. Confidentiality & Nominee Pledge Information Policy* form.
- 7. Shall follow the dates and deadlines set forth in SOP 6.0, Nominations and Elections.
- 8. Shall furnish the committee with all completed application packets.
- 9. Shall set up a conference/video call with committee members to discuss applicants and **the** committee's recommendations no later than February 28th. This discussion shall remain specific to each applicant only.

B. COMMITTEE MEMBERS:

1. Shall maintain an objective, neutral and professional demeanor during the nomination process.
2. Shall adhere to a strict confidentiality policy regarding all information contained in all written applications, reports, interviews, discussions, and shall be required to have signed a *C.O.P.S. Confidentiality & Nominee Pledge Information Policy* form be kept on file by the N/EC Chair.
3. Shall report issues that may arise with applicants to the N/EC Chairperson.
4. Shall make their recommendations on each applicant to the Chair.
5. Shall review each committee person's recommendations and reports.
6. Shall be available to discuss the Committee's recommendations ~~virtually via conference/video call~~.

All SOPS revised and adopted on November 17, 2013

SOP 4.5 and 6 amended on February 20, 2015

SOP 4.3 amended on January 21, 2016 (Board conference call)

SOP 4.0 and 6.0 amended on January 25, 2016

SOP 4.0 and 6.0 amended on January 10, 2017

SOP 4.4 A 9 amended May 11, 2017

SOP 4.0 amended May 1, 2024

