

## 6.0. NOMINATIONS AND ELECTIONS

### 6.1. SCOPE:

This Standard Operating Procedure (SOP) establishes guidelines for the process of nominating and electing officers to serve on the National Board of C.O.P.S.

### 6.2. OBJECTIVE:

To provide a process to nominate and elect National Board officers.

### 6.3. NOMINATIONS:

- A. Eligibility for Nomination: Survivors must meet the following eligibility requirements for nomination:

Exceptions to the following requirements are rare but may be considered on a case-by-case basis. To pursue this type of consideration, an applicant must provide a written statement (waiver) detailing why the requirements have not been met and how their unique qualifications or circumstances otherwise align with the position. All waiver requests must be accompanied by supporting documentation.

The waiver shall undergo a separate review process by the Nominations/Elections Committee. Once completed, the N/EC will forward their recommendation to the National Board. The National Board may approve/disapprove the waiver with a majority vote.

1. Applicants must be a member as defined in National Bylaws, Article III Membership.
2. Applicants must have observed the ~~third~~ first anniversary of their officer's death.
3. ~~Applicants must have~~ and attended National Police Week (including C.O.P.S. National Police Survivors Conference) ~~a minimum of one time within the last 5 years.~~
4. ~~Applicants for office must meet all eligibility requirements. The following events are mandatory:~~ Applicants must register and participate in the upcoming National Police Week (NPW) preceding the election, including attending and volunteering at the C.O.P.S. National Police Survivors Conference.
5. Applicant ~~must~~ should have attended at least one Weekend or Camp for which they are eligible, ~~within the last five years.~~
6. Applicants ~~must~~ should have experience ~~serving~~ on a chapter board or have been a past National Board member. ~~If an applicant does not have prior chapter or National Board experience, the applicant may ask for a waiver. They shall provide the Nominations/Election Committee (N/EC) Chair with information stating the reasons why they do not meet the criteria, and their reasoning for wanting a waiver. The sitting National Board can approve/disapprove the waiver with a majority vote.~~ Requirement for applicants to have served on a chapter board shall be waived if that applicant has no chapter in their specific area.
7. Applicants may only apply for one position.
8. Applicants for Region Trustee must reside in their respective region for the entirety of their term. If the applicant moves outside of their region, they shall agree to withdraw the application to become a Region Trustee.

9. All applicants must sign a *C.O.P.S. Confidentiality & Nominee Pledge Information Policy* form, agreeing ~~to that they will~~ be an advocate for and supporter of the Concerns of Police Survivors organization and dedicated to work in the best interest of the C.O.P.S. organization. By signing this pledge, the applicant also acknowledges the confidential nature of the ~~membership and partner data mailing, donor and membership files and lists,~~ as well as the practices, procedures, and methodologies of C.O.P.S. and any C.O.P.S. Chapter and that said nominee will abide by *C.O.P.S. Confidentiality & Nominee Pledge Information Policy* form.
10. Upon submission of the application, all applicants will be required to **provide authorization of** ~~sign a waiver agreeing to~~ a criminal history check to be administered by the Executive Director of National C.O.P.S. or their designee.
11. If elected to the National Board the following events **requires annual** ~~are mandatory and requires~~ participation: (a) NPW **per the National Board official agenda;** ~~including C.O.P.S. National Police Survivors Conference in May;~~ (b) C.O.P.S. National Board/Chapter Training (in person or virtually); (c) Regular National Board Meetings (currently in July and January); (d) Applicant's choice of eligible **Survivor** Weekends and Camps; (e) Any special Board Meeting called by the President; (f) National **Board** Team Building.
12. In addition, although not mandatory, Board Members are encouraged to attend various law enforcement conferences throughout the year, particularly if they are held in their region.
13. Two or more **unexcused** ~~absences~~ **from events that require participation** during a fiscal year shall result in automatic dismissal, whether as an applicant, nominee, or elected board member. **Absences are excused by a majority vote of the National Board.**
14. The N/EC may recommend **the** ~~disqualification~~ of any applicant who has (1) previously been convicted of a felony level offense anytime in their adult life or a misdemeanor offense during the previous five years from the date of the election, (2) has been convicted of a misdemeanor more than five years from the date of the election if the conviction was for such that it could cause alarm or moral question of the C.O.P.S. organization.
15. The N/EC may recommend **the** ~~disqualification~~ of any applicant who has a sustained grievance against them in the C.O.P.S. organization. The N/EC will use their best judgment to determine if the sustained grievance was such that it may interfere **with** ~~in~~ the applicant's role on the National Board.
16. The applicant must not have engaged in any activities **that** ~~which~~ would preclude C.O.P.S. from being able to secure a bond for the applicant by a licensed bonding/insurance company.
17. The N/EC may recommend disqualification of any applicant who has violated **the** ~~disqualification~~ C.O.P.S. Code of Conduct or has been expelled from the organization or any C.O.P.S. Program. The Chair will check with the National office to verify that all applicants meet these criteria.

#### B. NOMINATION PROCESS:

1. All current sitting National Board members **shall** ~~should~~ provide the Chair of the N/EC a letter of intent regarding their next term no later than January 7<sup>th</sup>.
2. Applications will be available on the C.O.P.S. website beginning December 1<sup>st</sup>.

3. All persons seeking nomination for office shall submit a completed application for nomination to the Chair of the N/EC no later than February 20<sup>th</sup>. This **requirement is for includes** both sitting board members and new applicants. Letters of reference and confidentiality statements shall be dated no earlier than 60 days prior to the application cutoff date. The application form can be found on the National C.O.P.S. website or requested from the National Immediate Past President.
4. Application packets shall include the application form, an executed **C.O.P.S. Confidentiality & Nominee Pledge Information Policy** form, the three (3) letters of reference, a resume, and a picture. The packet must be submitted in **the format provided by the National Board** ~~one (1) PDF document~~. Incomplete applications will not be processed.
5. **The required** letters of reference ~~required~~ are the same for both sitting and non-sitting board members. Three (3) letters are to be submitted, one from each category, i.e., personal, professional, and survivor (either individual or chapter). Letters of reference shall not be solicited from family members. A letter shall not be used for more than one category. Applicants shall not submit more than the three (3) required letters. The letters **shall address** ~~should reference~~ the applicant's qualifications for the position, **including to include** his/her experience **and** ~~as well as~~ his/her character.
6. If the N/EC finds something that **it believes** ~~they believe~~ is significant enough to disqualify someone from seeking office, and no grievance has been submitted, the committee **may** ~~can~~ forward the issue to the Grievance Committee for expedited fact-finding.
7. ~~If in the event~~ the N/EC recommends **disqualifying** ~~disqualification of~~ any applicant, **the N/EC** ~~they~~ shall prepare a written statement **and present it** ~~to be presented~~ to the National Board, **which** ~~who~~ will then vote on the disqualification of the applicant. The applicant will have the opportunity to **provide a rebuttal**. ~~refute or explain any information that may disqualify them for the election process.~~
8. Any applicant denied consideration by a majority vote of the Board will be excluded from **the current** ~~this year's~~ election process and must wait until the next election cycle to reapply for the nomination to the National Board.
9. The N/EC Chair **shall** ~~will~~ notify each applicant of the committee's decision no later than March 1<sup>st</sup>, **which** ~~This~~ **may be delivered in person,** ~~happen in a face-to-face meeting,~~ by telephone, or **by** email.
10. Once the N/EC Chair has notified each applicant, the N/EC Chair **shall** ~~will~~ submit the final list of approved applicants to the National Board ~~including the National Chapter Liaison~~.
11. Approved applicants become nominees, and the applications are then processed.
12. The National Chapter Liaison and N/EC Chair will determine the questions to be asked during the nominee interviews.
13. There **shall** ~~will~~ be two sets of questions, one for the National President and one for the Region Trustee.
14. Nominees for National President and Region Trustee **shall participate in virtually filmed** ~~will have videotaped~~ interviews conducted by the N/EC Chair, or committee members as assigned, during the period of March 5-20<sup>th</sup>. Nominees must be available ~~via video conference~~ for their interview **virtually**. Each applicant **shall be provided** ~~will be given, in advance,~~ the same set of questions **in advance**. ~~they will be asked.~~

Each applicant ~~shall be provided~~ will be given the same length of time to answer their questions. C.O.P.S. staff shall ~~assist help~~ with the technical aspect of ~~filming and production. the taping and producing.~~

15. The N/EC ~~has reserves~~ the right to ~~withhold a~~ make no nomination for any given position should a ~~if no~~ suitable nominee ~~is not be~~ found. Any position not filled will be appointed by the ~~The~~ incoming National President ~~will appoint any position not filled in a timely manner~~ at a reasonable time upon taking office, as outlined in SOP 8.0, "Appointments to the National Board of C.O.P.S."
16. ~~By On or before~~ April 10<sup>th</sup>, the National Board Recording Secretary ~~shall provide the membership with~~ will submit to the National Board and Chapter Board members the following information on the nominees for ~~the positions of~~ Region Trustee and National President: (1) the respective Region Trustee and President nominees' ~~virtual, previously recorded videotaped~~ interviews, (2) the respective Region Trustee and President nominees' redacted applications, and (3) instructions ~~about~~ for the voting process. At such time the ~~Executive Director shall deliver~~ Communications Staff will communicate to all membership the nominees' and ~~all the~~ election ~~instructions~~ information via social media and the C.O.P.S. website.

#### 6.4. CAMPAIGNING:

- A. Nominees/~~applicants~~ may campaign to introduce themselves and allow chapters and the general membership to get to know them provided they follow these guidelines:
  1. Nominees/~~applicants~~ ~~shall may~~ not refer to their opponents in any way. Negativity and mud-slinging ~~shall will~~ not be tolerated.
  2. All campaigning must be centered around educating the chapters and general membership ~~about on who~~ the nominee/~~applicant~~ is.
  3. No physical ~~promotional/campaign-style~~ items ~~created for the purpose of campaigning~~ shall ~~will~~ be permitted, including, but not limited to, buttons, posters, giveaways, etc.
  4. ~~Nominees/applicants shall not raise funds for campaign purposes. No candidate/nominee may raise funds to campaign.~~
  5. Nominees/~~applicants~~ shall not approach ~~current year new~~ families at chapter events, during NPW, ~~Survivor Weekends and Camps,~~ and/or on an individual level for the purpose of discussing their intent to run for the National Board.
  6. ~~Current sitting National Board members shall not endorse a nominee/applicant.~~
  7. ~~No GPS-based campaigning, such as Geofencing or Geolocation-sponsored content, shall be permitted.~~
- B. Approved campaigning will include:
  1. Nominees/~~applicants~~ for National President ~~shall will~~ provide a written statement, 250 words or ~~fewer less~~, in their application, ~~which shall that will be published~~ used in the ~~HOPE Magazine~~ (the ~~C.O.P.S. National~~ newsletter).
  2. Introducing oneself as a nominee.
  3. ~~Nominees/applicants may attend~~ Attending various ~~NPW~~ events during NPW with the ability of introducing yourself ~~and introduce themselves as a~~ nominees/~~applicants~~. ~~Nominees shall decline to make any speeches.~~

4. ~~New nominees attend NPW at their own expense, sitting board members excluded.~~
  4. Nominees/applicants may share information about their candidacy on their personal social media pages.
- C. Should a nominee/applicant fail to comply with ~~Failure to follow~~ SOP 6.4, Campaigning, Sections A and B, they shall be ~~will result in the nominee being expelled from the~~ National Board Election process. Any alleged failure to comply shall be considered within the following framework:
1. The Nominations/Elections Committee (N/EC) shall receive and investigate the complaint for failure to comply. The N/EC can:
    - a. Require the nominee/applicant to remove the campaigning material
    - b. Require the nominee/applicant to cease and desist campaigning
    - c. Recommend expulsion to the National Board depending on the severity of the violation.
  2. The N/EC may require the nominee/applicant to remove any campaigning content from any social media pages or websites while the complaint for failure to comply is being investigated.

## 6.5. ELECTIONS:

- A. ~~All eligible members who have a valid email on file in the National C.O.P.S. database shall be afforded one vote for their respective Region Trustee and one vote for National President via the established hosted election platform. All votes shall be submitted by July 1st. The National Board shall cast votes for Region Trustees and National President. The National Board votes either in person or by email, via designated election email address, at the discretion of the National President. All votes will be submitted by July 10<sup>th</sup>. All applications will be entered into the record where they shall become official. No nominations shall be accepted from the floor. If in person meeting, a sealed ballot shall be used.~~
- B. ~~For chapters, in lieu of a specially prepared ballot, the candidates will be listed/documented in Chapter Minutes prepared for the meeting at which the voting is being recorded/voted with the results of the voting by chapter members. There shall be no write-in nominees permitted. Each chapter will vote for the National President; however, the Trustee position nominee will be voted upon only by the chapters of the Region's respective Trustee.~~
- C. ~~Each chapter will be afforded one vote for their Region Trustee and one vote for National President. Each National Board member will be afforded one vote for National President. The National Board will have one collective vote for the Region Trustee. That vote will be determined by the majority of each National Board members' votes for each Region Trustee. In the event of a tie, the National Board will take an additional vote to break the tie. If that vote results in a tie, the National President will break the tie.~~
- D. ~~The Meeting Minutes at which voting is being conducted and/or recorded, shall be submitted by the Chapter President or his/her designated individual to the designated email address used for election purposes only no later than July 10<sup>th</sup>. As a minimum, all~~

~~Chapter Officers and Chapter Board members shall be an addressee on the email that is submitted reporting the election results. At the discretion of the Chapter President, election results can also be forwarded to the chapter membership if desired.~~

- E. ~~The designated election email address will be managed by the National Board Recording Secretary and the Parliamentarian. (This will be the new letter B.)~~ The results will not be ~~validated~~ ~~tabulated~~ until the voting deadline of ~~July 1st~~ ~~July 10<sup>th</sup>~~ has passed. The permanent record will be kept in the confidential, locked records maintained by the National Board Recording Secretary. ~~A copy of the Minutes will be made that has all National Election nominee names and references to voting results redacted. The redacted copy will be provided to the NCL for inclusion in the chapter records on the database.~~
- F. ~~C.~~ Immediately following the voting deadline of ~~July 1st~~ ~~July 10<sup>th</sup>~~ and no later than ~~July 6<sup>th</sup>~~ ~~July 13<sup>th</sup>~~, the Elections Audit Committee ~~shall~~ ~~will~~ meet, ~~whether in-person, or telephone, or video, or teleconference session, and tally~~ ~~virtually, to validate~~ the election results.
- G. ~~D.~~ In case majority is not achieved by any nominee, the top two vote getting nominees shall advance to a run off. This vote shall be announced no later than July 6<sup>th</sup>. All votes shall be submitted by July 11<sup>th</sup>. In case of a tie vote, any contested race shall be re-balloted by the current National Board members. A majority of all voting National Board members shall break the tie. If that vote results in a tie, the National President will break the tie.
- H. ~~E.~~ The Election Audit Committee shall share the election results immediately with the National President and the N/EC Chair. The National President and the N/EC Chair shall meet individually ~~with all nominees, in person, by phone, or virtually.~~ ~~in person or via an audio/video conferencing meeting via telephone, video, or teleconference session with any nominees in which the position was contested and had more than one eligible nominee.~~ Once ~~all nominees~~ those individuals have been notified, of the results, the Election Audit Committee Chairperson shall share the results with ~~all nominees, the National Board and the membership~~ and chapters as soon as the results have been verified.

All SOPS revised and adopted on November 17, 2013; SOP 6.4 amended on May 11, 2014

SOP 4,5 and 6 amended on February 20, 2015

SOP 4.0 and 6.0 amended on January 25, 2016

SOP 4.0 and 6.0 amended on January 10, 2017

SOP 6.3.A.6, 6.3.B.1, 6.3.B.7 & 6.3.B.8, 6.3.B.13 – Amended by National Board vote on November 19, 2018

SOP 6.3.A.6, 6.3.A.11 & 6.3.B.12 – Amended by National Board vote on January 18, 2020

SOP 6.3.B.18 & 6.5 – Amended by National Board vote on January 31, 2021

SOP 6.5 – Amended by National Board vote on April 21, 2021

SOP 6.3.A.6. Amended by National Board vote on December 13, 2022

SOP 6.3.A.4. Added by National Board vote on December 13, 2022 effective August 1, 2023

SOP 6.0 Revised in its entirety and approved by National Board vote on January 31, 2024

SOP 6.3.A. Amended by National Board vote on July 24, 2025