

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice AO-1662

For: State and County Offices

2016 COC Makeup Election

Approved by: Deputy Administrator, Field Operations



1 2016 COC Makeup Election

A Background

Makeup election procedure has been established for the 2016 COC elections. A makeup election differs from the special election process that is in place.

- **Makeup election** ballots will be prepared by a printing company.
- **Special election** ballots are prepared and mailed by the County Office holding the special election according to 15-AO, paragraph 187.

A makeup election is designed to enable a County Office to conduct a new 2016 election, if uncontrollable circumstances occurred during the regular election period, such as, but not limited to the following:

- loss of current member by resignation, removal, or death
- candidate's name is withdrawn, in an election with only 1 candidate.

If these or other circumstances occur during the regular election process, and a new election is required, the County Office may be eligible to hold a makeup election following approval from the State Office. Requests for makeup or special elections must be submitted to DAFO in all instances where a new election is needed because of any irregularity with the 2016 election.

B Purpose

This notice provides County Offices with the calendar and procedures for conducting a 2016 makeup election (Exhibit 1). See 15-AO, paragraph 186 for procedure on the makeup election process.

Note: See Exhibit 1 for the COC makeup election calendar.

Disposal Date	Distribution
June 1, 2017	State Offices; State Offices relay to County Offices

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1 2016 COC Makeup Election (Continued)

C Nomination Forms

Use FSA-669A-1 (08-01-16) for nominations in the makeup election. Nominations submitted on FSA-669A (03-21-16) are also acceptable.

D Contact

To request a makeup or special election, or if there are questions about this notice, contact Jean Knight by either of the following:

- e-mail at **jean.knight@wdc.usda.gov**
- telephone at 202-720-0067.

2016 Makeup Election Calendar

The following is the 2016 COC makeup election schedule and deadlines.

Date	Activity
October 1, 2016 - February 1, 2017	After receiving written approval for a makeup election from DAFO, publicize the makeup election, the election process, and dates.
October 19, 2016	<ul style="list-style-type: none"> • Ensure that FSA-669A-1 (08-01-16) or FSA-669A's (03-21-16) are available at the County Office. • Make the eligible voters list available to the public. • Final date to submit plan to State Office to ensure that all producers are adequately informed of COC nomination and election.
December 5, 2016	<ul style="list-style-type: none"> • Final date for FSA-669A-1 (08-01-16) or FSA-669A's (03-21-16) to be: <ul style="list-style-type: none"> • accepted, if hand delivered to the County Office • postmarked, if mailed. • Verify that nominees are in the correct LAA and are flagged eligible to vote.
December 12, 2016	<ul style="list-style-type: none"> • Review nominations. • Complete FSA-593. • Final date for mailing letter of congratulations to nominees.
December 12-19, 2016	County Office will enter nominee and ballot data for makeup election in COC Election web site.
January 4, 2017	Printing company will mail makeup election ballots.
January 11, 2017	State Office will certify to DAFO that each County Office has adequately and timely publicized the makeup election.
February 1, 2017	Final date for voters to return completed makeup election ballots or for ballots to be postmarked.
February 8, 2017	Final date for counting makeup election ballots.
February 1-13, 2017	Enter makeup election results in COC Election web site.
March 1, 2017	New members take office. Reporting screens for entering election results closed.
March 13, 2017	Directory Report to be entered by this date.