

For: State and County Offices

2004 COC Nomination and Make-Up Election

Approved by: Deputy Administrator, Field Operations



1 Overview

A Background

A make-up election procedure has been established for COC elections. A make-up election differs from the special election process that is currently in place.

A make-up election is an election process designed to enable a County Office to conduct a new election if errors or uncontrollable circumstances occurred during the annual election period, such as, but not limited to:

- incorrect local administrative area (LAA) advertised
- wrong candidate entered on the ballot
- System 36 updates not complete before the regular election cut-off date
- candidate withdrawing their name.

If those or other instances occurred during the regular election process, the County Office will need to hold a make-up election.

B Purpose

The make-up election process is to provide State and County Offices with an additional tool in completing the COC election process.

This notice instructs County Offices:

- on the procedure and dates for 2004 required to complete the make-up election

Note: See Exhibit 1 for the COC election calendar for make-up elections.

- to be informed about COC election processes.

Disposal Date	Distribution
May 1, 2005	State Offices; State Offices relay to County Offices

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2 Action

A Publicizing Elections

National Offices and State and County Offices shall:

- publicize the standard COC nomination and election procedures
- ensure that all producers are adequately and timely informed about COC nomination and make-up election procedures.

B State Office Action

State Offices shall:

- determine which counties will be conducting a make-up election
- provide DAFO with a list of the names of those counties, along with the reason for the make-up election by October 15, 2004.

C COC Action

COC's, with the assistance of CED's and County Offices, shall develop a plan to inform all producers in LAA's involved with a make-up election and pertinent dates.

The nomination of eligible producers is the primary method used to obtain candidates for COC elections. COC's are responsible for ensuring that all producers are knowledgeable of the nomination process for the make-up elections. The nomination process is the same for make-up elections as for regular elections. All COC's shall ensure that maximum efforts are made to encourage socially disadvantaged groups to submit nominations.

D CED Action

CED's shall:

- take an active role in contacting leaders of socially disadvantaged groups to solicit nominations and ensure that these groups fully understand the role of COC's
- be available to meet with socially disadvantaged groups to fully explain the COC nomination and election procedures
- conduct informational meetings to explain the COC nomination and election process to the public
- work with COC to ensure that information and meetings are thoroughly publicized through all available means.

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2 Action (Continued)

E Nominations and Slate

For COC make-up elections, there is no required minimum number of eligible nominees for the COC slate, unless **no** FSA-669A's are received for LAA's conducting a make-up election. COC's are required to complete a slate of nominees only if no nominations are received.

If no nominations are received, COC's shall solicit and obtain nominations from **at least 2** interested and willing candidates to complete the slate. At least 1 nominee must be of a socially disadvantaged group. COC's shall solicit and include nominees who represent the interests of socially disadvantaged groups. COC's must verify that each individual nominated by COC to fill a slate is willing to serve and meets all eligible requirements. Nominees must certify willingness to serve by signing FSA-669A.

F Ballot Mailing

Ballots will be mailed to eligible voters **by January 10, 2005**, by the contractor. County Offices shall prepare a supply of County Office printed FSA-669B's to provide to anyone not on a mailing list or for walk-in voters. County Offices shall also prepare a supply of pre-addressed return envelopes (FSA-73 and FSA-73E) bearing the mailing address of the voting site to provide with the manually created FSA-669B's. County Offices shall mail a completed FSA-669B, FSA-73, and FSA-73E to any voter, if requested.

FSA-669B is available from the FFAS Employee Forms site accessible from <http://intranet.fsa.usda.gov>. FSA-73 and FSA-73E are available from the Kansas City warehouse.

G Term Length

Terms of those COC members elected through the make-up election process shall be considered as full terms, not partial terms.

H Contact

If there are questions about this notice, contact 1 of the following individuals:

- Ken Nagel at 202-720-7890 or Ken.Nagel@wdc.usda.gov
- Deborah Johnson at 202-720-0067 or Deborah.Johnson@wdc.usda.gov
- Zina Riley at 202-720-0258 or zina.riley@wdc.usda.gov.

COC Election Calendar for Make-Up Elections

Date	Activity
October 1, 2004 - January 31, 2005	Publicize the make-up election, all nomination information, the election process, and dates.
October 22, 2004	<ul style="list-style-type: none"> • Ensure that nomination forms are available at the County Office. • Make the eligible voters list available to the public. • COC final date to submit plan to SED to ensure that all producers are adequately informed of COC nominations and elections.
December 3, 2004	Final date to accept nomination forms or for forms to be postmarked.
December 10, 2004	<ul style="list-style-type: none"> • Review nominations. • Complete slates of candidates. • Final date for mailing letter of congratulations to nominees.
December 16-23, 2004	County Offices to enter data to COC e-authentication application for make-up elections.
December 28, 2004	KC-ADC to consolidate make-up election ballot data for the contractor.
January 10, 2005	The contractor will mail make-up election ballots.
January 18, 2005	County Offices to mail reminder post cards for make-up election.
January 31, 2005	Final date for voters to return completed make-up election ballots or ballots to be postmarked.
February 4, 2005	Final date for counting make-up election ballots.
February 4-10, 2005	Enter make-up election data to e-authentication application.