

For: State and County Offices

2007 COC Make-Up Election

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

Make-up election procedure has again been established for 2007 COC elections. A make-up election differs from the special election process that is also in place. Ballots will be prepared by a printing company within a specified time frame rather than by the County Office.

A make-up election is an election process designed to enable a County Office to conduct a one-time new election with contractor printed ballots, 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
- updates not completed before the regular election cut-off date
- candidate's name withdrawn.

If these or other circumstances occurred during the regular election process requiring a new election, the County Office will need to hold a make-up election within the specified timeframe.

The make-up election process is designed to provide State and County Offices with an additional tool in completing the COC election process, which may only be used with National Office approval.

B Purpose

This notice provides County Offices with the procedure and calendar for conducting a 2007 make-up election.

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

Disposal Date	Distribution
April 1, 2008	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

If questions about this notice, contact either of the following DAFO employees:

- Kenneth Nagel, by telephone at 202-720-7890 or e-mail to **Kenneth.Nagel@wdc.usda.gov**
- Deborah Johnson, by telephone at 202-720-0067 or e-mail to **Deborah.Johnson@wdc.usda.gov**.

2 Action

A Publicizing Make-Up Elections

County Offices conducting a make-up election shall ensure that:

- the COC nomination and make-up election dates are well publicized
- all producers are adequately and timely informed by all possible means about COC nomination and make-up election procedures.

B State Office Action

State Offices shall:

- determine which counties will need a make-up election
- provide DAFO employees in subparagraph 1 C by October 22, 2007, with a list of the names of those counties and the reason for the make-up election
- certify to DAFO employees in subparagraph 1 C by February 4, 2008, that each County Office has adequately and timely publicized the make-up election.

C COC Action

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

Public 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 (SDA) groups to submit nominations.

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2 Action (Continued)

D CED Action

CED's shall:

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

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 for 2 eligible and willing candidates to complete the slate. At least 1 nominee must be an SDA producer. COC's shall solicit and include nominees who represent the interests of SDA producers. COC's must verify that each individual nominated by COC to fill a slate is willing to serve and meets all eligibility requirements. Nominees must certify their willingness to serve by signing FSA-669A.

County Offices **must** verify that all nominees are recorded in the correct LAA, and have the correct flags in the Producer Election Data File, according to Notice AO-1379, at least 3 workdays before entering their nominee data into the COC Election web site.

F Ballot Mailing

Make-up election ballots will be mailed to eligible voters by January 7, 2008, by a printing company. County Offices shall prepare a supply of County Office printed FSA-669B's, FSA-73, and FSA-73E to provide to voters requesting a ballot.

County Offices shall ensure that:

- COC and LAA data is updated according to Notice AO-1379
- LAA corrections are in effect no later than October 22, 2007
- voter names and addresses are correct for each LAA holding an election.

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2 Action (Continued)

G Eligible Voters Lists

County Offices shall update the eligible voters list and make the list available for public viewing no later than **October 22, 2007**.

COC's must ensure that the correct LAA's voter lists are prepared for the make-up election.

COC shall provide a list of names and addresses found at the COC Election web site of eligible voters to any eligible candidate requesting the list.

H Tallying Ballots

The public shall be informed of the time and date that ballots will be counted, the exact address of the office where counted, and that counting is open to the public according to the following:

- the public shall be allowed in the room where counting takes place to observe and hear the counting of ballots
- COC's or County Office staff shall not restrict observers from physically inspecting ballots during the counting process.

Note: COC's cannot call an executive session to count ballots.

COC Election Calendar for Make-Up Election

The following table provides the 2007 COC make-up election schedule.

Date	Activity
October 1, 2007 - January 28, 2008	Publicize the make-up election, all nomination information, the election process, and dates.
October 22, 2007	<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 nomination and elections.
December 3, 2007	<ul style="list-style-type: none"> • Final date to accept nomination forms or for forms to be postmarked. • Verify that nominees are in the correct LAA and have appropriate flags.
December 10, 2007	<ul style="list-style-type: none"> • Review nominations. • Complete slates of nominees, if necessary. • Final date for mailing letter of congratulations to nominees.
December 12-18, 2007	County Offices to enter nominee and ballot data in COC Election web site for make-up elections.
December 27, 2007	KC, Application Development Center to consolidate make-up election ballot data for the contractor.
January 7, 2008	The contractor will mail make-up election ballots.
January 21, 2008	County Offices to mail reminder postcards for make-up election.
January 28, 2008	Final date for voters to return completed make-up election ballots or ballots to be postmarked.
February 4, 2008	Final date for counting make-up election ballots.
February 4-11, 2008	Enter make-up election data in COC Election web site.
March 3, 2008	New members take office.