

For: State Offices and Service Centers

2014 COC Appointment Extensions and COC Minutes

Approved by: Deputy Administrator, Field Operations



1 Overview

A Background

Because of the misprint of the original mailing of the 2013 COC election ballots, a second mailing of the ballots occurred in January 2014. The final date for voted ballots to be postmarked or returned to County Offices is January 17, 2014. New and re-elected members will take office February 18, 2014.

B Purpose

The delayed ballot mailing and counting has resulted in questions in several areas. This notice answers questions about:

- the “extension of appointments” and appointment dates
- conducting the first meeting of 2014 under different circumstances
- writing COC minutes
- delegations of authority.

C Contact

If there are questions about this notice, contact Deborah Johnson by:

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- telephone at 202-720-0067.

Disposal Date	Distribution
July 1, 2014 1-15-14	State Offices; State Offices relay to Service Centers

Notice AO-1588

2 Extending Appointments and Writing COC Minutes

A Extending the Term of COC Members Up for Re-election

Notice AO-1586 provided the following guidance:

- extension of the terms of COC members up for re-election to January 31, 2014
- that re-elected and new members do not take office until February 18, 2014.

Process the “Extension of Appointment” action according to this table.

IF a member up for re-election...	THEN...
wins the election	<ul style="list-style-type: none"> • process the “Extension of Appointment” action with an effective date of February 1, 2014 • put a comment in the “remarks” section of the action stating that the appointment is effective on February 18, 2014.
does not win the election	terminate the appointment.

Re-elected COC members do not have the authority to conduct any COC business between February 1, 2014, and February 17, 2014. If COC’s need to conduct business between February 1, 2014, and February 17, 2014, they may do so with a quorum.

The term for COC members elected in this election will end on December 31, 2016.

B COC Ballot Counting, Organizational Meeting, and Minutes

The following table provides a guide for the first and possibly second COC meetings in 2014. Ballot counting will be the first activity conducted at the first meeting and the ballot counting minutes will be page 1 of the 2014 COC minutes. See the following table for additional guidance.

IF...	THEN...
all members of the 2014 COC are present, including the newly elected member	organizational meeting may be held immediately after the ballot counting.
the organizational meeting is held immediately after the ballot counting	<ul style="list-style-type: none"> • organizational meeting minutes will be on the page following the ballot counting minutes • minutes for any regular business will follow the organizational meeting minutes and be numbered in the logical progression of the meeting.
all members of the 2014 COC are present, and 2014 COC contains a re-elected member	delegations of authority may be conducted as part of the regular business after the organizational meeting.

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2 Extending Appointments and Writing COC Minutes (Continued)

B COC Ballot Counting, Organizational Meeting, and Minutes (Continued)

IF...	THEN...
the organizational meeting is not held following the ballot counting and regular business is conducted after ballot counting with the 2013 members present	regular business meeting minutes will follow the ballot counting minutes and be numbered in the logical progression of the meeting.
the organizational meeting is held at the next regular meeting (not the ballot counting meeting held in January)	<ul style="list-style-type: none">• organizational meeting minutes will follow the ballot counting page and, if applicable, page(s) of regular business of the first meeting in January• regular business meeting minutes will follow the organizational meeting minutes and be numbered in the logical progression of the meeting.