

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	Nominating Committee
Number:	SOP-110
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 4: Duties of Officers SSCA By-Laws Section 2: Term of Office, Section 3: Eligibility for Office, Section 4: Duties of Officers, Section 5: Duties & Responsibilities of State Representatives, Section 7: Duties & Responsibilities of Executive Board, Section 8: Executive Board Vacancy, Section 14: Committees, Nominating Committee
Reference:	
Effective Date:	July 24, 2016
Revises Previous Date:	July 17, 2007

1. The Nominating Committee shall be appointed and serve as stipulated in the SSCA By-Laws, Section 14: Committees. The chairperson shall be selected by a majority vote of the members appointed to this committee.
2. The Nominating Committee will receive and review all nominations for Officers, and shall bring in a slate of nominees for Officers to be presented to the President at the closing business session of the Annual Summer Training Conference. The nominees for Officers and State Representatives shall be presented to the voting membership for approval by majority vote.
3. In considering candidates for the Office of Secretary (initial chair of the progressive chairs leading to the Presidency of SSCA) the following shall occur:
 - a. At the Mid-Winter Training Conference, the Chair of the Nominating Committee will accept recommendations of candidates provided by the Executive Board.
 - b. The Chair will send letters to each recommended candidate indicating they are under consideration and if interested to forward the following:
 - i. A current resume (professional)
 - ii. Letters of support from candidate's agency administrator and immediate supervisor.
 - iii. A cover letter indicating intent of the candidate, why they are seeking the office, and what they feel their contribution will bring to SSCA.
 - c. At the Annual Summer Training Conference, each responding candidate will be interviewed by the full Nominating Committee and a selection will be made. These will be conducted early in

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the conference (Sunday or Monday). The Committee should be prepared to put in the time required to make this important selection. The Chair will advise the President and President-Elect of the selection.

4. In considering candidates for the position of State Representative (a voting member of the Executive Board) the following shall occur:
 - a. An article (example attached) will appear in the Southern Concourse calling for candidates interested in the position and who meet the criteria, to submit to the Nominating Committee the following:
 - i. A current resume (professional)
 - ii. Letters of support from candidate's agency administrator and immediate supervisor.
 - iii. A cover letter indicating intent of the candidate, why they are seeking the office, and what they feel their contribution will bring to SSCA.
 - b. At the Annual Summer Training Conference (Monday), a member of the Nominating Committee will be assigned to each state whose State Representative term is expiring. The following will take place during each state's caucus:
 - i. The coordinator from the Nominating Committee will call for a caucus of the state attendees, ensure a chairperson is selected, and while remaining in attendance, turn over the eligible candidate packages to the state caucus chairperson.
 - ii. It is the responsibility of the Nominating Committee caucus coordinator to further observe and ensure that the selection procedure utilized in the caucus is fair and carried out in a democratic fashion.
 - iii. The caucus chair will utilize and share information in the packages, allow for brief candidate remarks and call for a vote.
 - iv. The Nominating Committee caucus coordinator will immediately collect the candidate packages and return them to the Chair of the Nominating Committee, notify him/her of the selection and he/she will in turn apprise the President and President-Elect of the selectee.
5. At the conclusion of both 3. and 4., the Chair of the Nominating Committee will provide the informational packages of the selectees to the Executive Secretary for use in the Southern Concourse issue following the Summer Conference.

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Sample Article for Southern Concourse

Call for Candidates – State Representative Section

_____, Chairperson

Nominating Committee

The duties and responsibilities of the 14 State Representatives are great and extremely important to the vitality, strength, and growth of SSCA in their respective states and for the Association as a whole. Much is demanded of a State Representative - maintaining and increasing membership, submitting articles and securing advertising for the Southern Concourse, and critical involvement in the Association's award processes. They must vote on issues affecting the Association, provide creative ideas, solutions to issues, and serve on certain committees. It is work that is challenging and rewarding and it requires serious commitment. The Representative serves as communication and coordination focal point between the Executive Board and his/her state membership.

As stipulated in the Association's Constitution & By-Laws and procedures for Nominations of Executive Board Members, SSCA is calling for candidates who are interested in being considered for their respective State Representative post. This year at the (year) Annual Conference (number) State Representatives' terms expire - (list names of states). If you are interested in being considered for this three year post to represent your state on the SSCA Executive Board, and you meet the eligibility criteria, then submit your informational package no later than (deadline).

A member of the Nominating Committee will meet with each state caucus held during the Annual Summer Training Conference. The state attendees at the caucus will vote and select their State Representative. A designated Nominating Committee caucus coordinator will arrange for the caucus, share the packaged eligible candidate information with the chairperson of the state caucus, ensure that an appropriate election is held, and report the results to the Chairperson of the Nominating Committee.

Persons wishing to be considered for the State Representative position from your state should include in an informational package the following:

1. A cover letter indicating intent to be considered, an affirmation/explanation that candidate meets eligibility criteria, and why candidate is seeking the post.
2. Eligibility criteria include:
 - a. At least two (2) years of continuous active regular membership in SSCA;

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- b. Time available to devote to the Association's business;
 - c. A willingness to work towards the expansion of SSCA; and
 - d. Demonstrated knowledge of and working involvement in the Association, i.e., serving on committees, participating in the program, pursuing additional members, serving as an officer, developing articles for the quarterly journal
- 3. A current resume/vita
 - 4. Letters (one each) of support from appropriate agency/department administrator and immediate supervisor.

Send candidate informational package to the Chairperson of the Nominating Committee (name and address).