

# **OPERATIONS MANUAL**

## **POLICY GUIDELINES FOR SOUTH DAKOTA FEDERATION of NARFE BOARD and CHAPTERS**

*and*

### ***ATTACHMENTS***

- 1. Awards Program Guidelines - SD Federation of NARFE*
- 2. Functions and Responsibilities of Area Officers*
- 3. Standing Rules for State Conference*
- 4. Voting Information*



**SOUTH DAKOTA FEDERATION OF NARFE**

**As Revised May 16, 2019**

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## **ATTACHMENTS**

**ATTACHMENT # 1: Awards Program Guidelines – SD Federation of NARFE**

**ATTACHMENT #2: Functions and Responsibilities of Area Officers**

**ATTACHMENT #3: Standing Rules for State Conference**

**ATTACHMENT #4: Voting Information**

# **SOUTH DAKOTA FEDERATION OPERATIONS MANUAL**

## **Executive Board**

1. The mileage rate for travel by personal automobile will be **\$.40** per mile, except for travel to and from the State Conference and Fall Meeting. Mileage for Executive Board Members to attend the Federation Conferences and the Fall Meetings will be reimbursed \$.20 per mile. These rates may be modified at Board meetings. Board members will carpool whenever practical.
2. There will be **no reimbursement** for lodging, or noon meal, at the Fall Executive Board meeting.
3. Expenses of Area Officers and other Executive Board members, in addition to mileage, will be allocated from authorized budget categories.
4. Reimbursable expenses may be submitted by online voucher when possible or by paper voucher via regular mail when online voucher is not possible and will be sent to the Federation President for approval. The President will then forward the voucher to the Federation Treasurer for payment. Expense vouchers submitted by the President will be approved by the Federation Vice President, or one other Executive Board member.
5. Vouchers must be submitted within **60** days of the conclusion of the event or expense being vouched for.
6. Costs of meeting rooms, reproductions, telephone and other related expenses of the meeting will be Federation expense.
7. The Executive Board is authorized to make individual budget fund item transfers as deemed necessary.

## **Appointed Officers**

1. Appointed Officers will be authorized travel and lodging expense reimbursement under the same terms as Executive Board members at the direction of the President and/or Executive Board.
2. Other expenses incurred by Appointed Officers will be limited to budget allocations.
3. Claims for reimbursement must be by voucher (online, if possible) and forwarded to the Federation President for approval within 60 days of the conclusion of the event.

## **FEDERATION CONFERENCES**

1. A "Hosting a Federation Conference Handbook" will be maintained by the Federation Secretary and distributed to the Conference Chairman after the Fall Executive Board Meeting. Such Handbook may be modified from time to time.
2. Executive Board members, Past Federation Presidents and Appointed Officers will arrange for their own registration fees, and then voucher for the costs, along with travel and lodging, when authorized, at the conclusion of the Federation Conference.

3. The sitting Federation President will make a request to National Headquarters, on or before January 1<sup>st</sup>, when inviting a National Officer to the Federation Conference. A gift, not to exceed \$75.00, purchased with Federation funds, is to be given to the **National** officer who attends as guest speaker. Any other gifts are at the expense of the Host Chapter
4. **Registration refunds** – giving refunds for those who cancel (up to one week before the Conference) is at the discretion of the Conference Chairman.

### **NATIONAL CONFERENCES**

1. The Federation President (or his or her representative) will attend the National Conference (FEDcon). The Federation will assist in paying expenses for the President to attend the Presidents' Annual Meeting and the National Conference as funds are available. Other Executive Board members are considered like any other Chapter member attending.
2. **Expenses** (i.e. registration, lodging and mileage) for any Federation Executive Board member attending a National Conference will be determined at the **Post** Federation Executive Board Meeting prior to the National Conference.
3. Members attending the National Conference are expected to share information with their Chapter/Federation as soon as possible.
4. The Federation Legislative Chair, or designated alternate, should try to attend the National Legislative Conference (LEGcon). Expenses (i.e. registration, lodging and mileage) for any designated member attending the Legislative Conference will be determined at the Fall Executive Board meeting prior to the Conference.

### **College of NARFE Knowledge (CONK)**

1. South Dakota Federation will pay for Registration and two nights of lodging for **Elected and Appointed Officers** attending CONK. No mileage will be paid
2. South Dakota Federation will (**IF FUNDING PERMITS**) pay Registration for **first** time CONK attendees, up to **6 Chapter members in the state** (2 per Area). If an Area does not use their two selections, they may be allocated to another Area. Area Officers, in coordination with Chapter Presidents, will be responsible for polling and selecting these two members.
3. The South Dakota Federation President, after coordination with the Federation Treasurer, will have the authority to direct or change the amount of reimbursement for attendees.
4. Federation Executive Board members will pay for Lodging and Registration, and then voucher for reimbursement at the conclusion of CONK or within 60 days.
5. First time attendees will pay for cost of Registration and then voucher for reimbursement at the conclusion of CONK.

## Attendance at Out of State NARFE Meetings

The Federation President, in consultation with Executive Board members, may, with prior approval, authorize reimbursable attendance of Executive Board members at out of state meetings. Those attending will share information from such seminars/meetings with the Federation President and all Chapter Presidents by submitting a written report. Reimbursement will be paid after attendance and a written report is submitted.

### Area Officer

1. Area Officers are to visit each chapter within their Area at least **once** a year, and more often, as needed, and send a written report to the Federation President.
2. The Federation 1<sup>st</sup> Vice President is your **immediate contact**, especially as related to recruitment and retention.
3. Be helpful in training Chapter Officers in your Area.
4. Submit a quarterly report to the newsletter editor for publication in the Federation Newsletter.
5. Prepare and bring copies of the annual report to the Federation Secretary prior to the Federation Conference to distribute to the Executive Board members. These reports will be made available to the Delegates to review.
6. Assist the Federation President or any other Executive Boards member in obtaining requested information.
7. Each Area Officer will **certify** to the Executive Board that the required *Chapter Audit of Treasurer's Records*, for each Chapter in his/her Area, were completed by **December 31<sup>st</sup>** of each calendar year. This information should be included in the Area Officer's annual report to the Federation.
8. Each Area Officer will **certify** to the Executive Board the required *Chapter IRS Form 990-N's* have been submitted online **before May 15<sup>th</sup>** each year.
9. **FUNCTIONS AND RESPONSIBILITIES OF AREA OFFICERS.**  
**Approved May 2009 and updated May 2012 and May 2019. (See Attachment #2)**

### Alzheimer's Funds and Reports

Alzheimer's funds collected by Chapters will be sent to the current Federation Coordinator, who will account for the funds, and forward them to the Alzheimer's Association in Chicago, with a copy of the letter of submission to the National Coordinator. The Federation Coordinator will make the necessary reports available quarterly to the Federation President, Newsletter Coordinator and Federation Treasurer.

## Memorials

The Federation will provide a **\$25.00 gift** to SD NARFE/Alzheimer's, in memory of any deceased **sitting** Executive Board member and any deceased Past Federation President. Families will be notified of the memorial gift, whenever possible.

## Yearly Chapter Audits

The NARFE National Office requires that each Chapter conduct an audit of the **Chapter Treasurer's records**, when there is a change in Chapter Treasurer, or prior to the end of each calendar year. The Chapter will advise the Area Officer, who will assure the Executive Board that a timely audit has been completed. No change in Chapter Bylaws is necessary as the *Operations Manual* now requires the annual audit.

## Honorariums

The Executive Board is authorized to establish, modify, and/or rescind annual honorarium payments to the President, Secretary, and Treasurer in order to offset miscellaneous expenses. The current honorarium amounts approved are:

President: \$500

Secretary: \$500

Treasurer: \$500

## Treasurer

1. The Federation Treasurer will keep records of all funds received and disbursed, prepare an **annual** report and a proposed budget for the next Fiscal year.
2. The Federation Treasurer will provide the Executive Board with **quarterly** reports on or about **May 1<sup>st</sup>, August 1st, November 1<sup>st</sup> and February 1<sup>st</sup>** of each **Fiscal** year. *The FISCAL year is from May 1<sup>st</sup> through April 30<sup>th</sup>.*
3. Federation claimed expenses **over** budget, are limited to \$500.00 without approval Executive Board.
4. In **January**, of each **Calendar** year, submit a request to the Federation President, who will forward the request to the National Treasurer for supplemental funds (\$1,000.00 maximum in January). If the need arises, an additional \$500.00 (maximum) can be requested after January.
5. The Treasurer **will** ensure the **IRS Form 990-N** is completed for the Federation and filed with the IRS **prior to Nov. 1<sup>st</sup>** and verification of that completion is sent to the Federation President

## Chapter Reference Planning Calendar

### October-December:

1. Upon election of Chapter Officers, Secretaries are to use the NARFE Chapter's and Federation's Online Activities Module (OAM) [www.narfe.org](http://www.narfe.org) to update Chapter Officer Roster, by December 15. If a Chapter does not utilize OAM, Form F-7 may be used.
2. Order forms needed for coming year. *Remember, most forms are downloadable.* Use a **current Form F-18** or order online at [mailorder@narfe.org](mailto:mailorder@narfe.org).
3. Certify to the Area Officer that the required audit of Treasurer's records was completed by December 31<sup>st</sup> of each calendar year. See "*Yearly Chapter Audits*" in Operation's Manual. Chapter Treasurer sends IRS Form 990-N by May 15<sup>th</sup> deadline.

### February:

1. Chapter Treasurer will send **\$3.00** per capita assessment to the Federation Treasurer, *following receipt of amount due notification letter*. Submit dues to the Federation Treasurer by **February 15<sup>th</sup>**.
2. **Form F-3C, Proposed Bylaw/Standing Rule Amendment**, is to be used for proposing changes to Federation By-laws. F-3C must be mailed/sent online to the Federation Secretary by **February 28<sup>th</sup>**. This will allow the **60** day required notice to all Chapters prior to the Federation Conference. Form F-3C can be accessed through the NARFE Website at [www.narfe.org](http://www.narfe.org).
3. **Form F-3A, Proposed Conference Resolution**, is to be used for submitting Conference Resolutions. F-3A must be mailed/sent online to the Federation Secretary by **February 28<sup>th</sup>**. This allows time for mailing to all Chapters for member review during the month of April.

### March:

1. Prepare "*Chapter Summary Report of Activities*" for the period of April of the **preceding** year through March of the current year, and send to the Federation Secretary by **April 15<sup>th</sup>** of the current year.
2. Recommendations for **Federation Awards** are to be sent to the Federation President by **April 1<sup>st</sup>**. See **Attachment #1, "Awards Program Guidelines – SD Federation of NARFE Chapters"**, for information.

### April:

**Pre-Registration** form for the Federation Conference is to be sent to the Conference Chairman by **April 15<sup>th</sup>** or **by date requested**. Registration fees are to be **included** with the pre-registration.

The Federation Secretary will prepare a list of Chapter members who have passed away between April 1 of the preceding year and March 31 of the current year. The information can be obtained from the OAM. The members will be remembered at a "Memorial Service" during the current Federation Conference.

## Other Timely Reminders

1. Send a revised Chapter Officer Roster update whenever changes are made during the year.
2. Send **notice** of Chapter member **deaths** by completing **Form F-9**, online to [memberrecords@narfe.org](mailto:memberrecords@narfe.org) or by calling **Member Services toll-free at 1-800-456-8410**.  
Address Changes can also be made online, at [memberrecords@narfe.org](mailto:memberrecords@narfe.org) or by calling the toll-free number.
3. **Federation and Chapter Records** should be maintained according to guidelines found in the **most recent F-10, Chapter & Federation Officers Manual (Appendix A- Records Management)**, available through NARFE Headquarters and downloadable online.

## AWARDS PROGRAM GUIDELINES SOUTH DAKOTA FEDERATION OF NARFE CHAPTERS

The Awards Program Guidelines, as prepared by Past President Gerald Cornelius, revised at the 2008 Fall Executive Board meeting (approved by Past Pres. Mitchell 10-07-09) and revised again at the 2012 Spring Executive Board meeting, ( approved by President Roger Youngman 05-16-12), are **attached**. Please review these Guidelines when determining awards to be presented at the local level and those eligible to be presented at the SD Federation level. (See **Attachment #1**.)

**APPROVAL DATE: 05-16-12**

Signed *Roger E. Youngman*  
**Roger E. Youngman, President**  
**SD Federation of NARFE Chapters**

Revised and approved by Executive  
Board on 5/16/2019

## **ATTACHMENTS**

**#1. Awards Program Guidelines – SD Federation of NARFE**

**#2. Functions and Responsibilities of Area Officers**

**#3. Standing Rules for State Conference**

**#4. Voting Information**

# ATTACHMENT #1

## AWARDS PROGRAM GUIDELINES SOUTH DAKOTA FEDERATION OF NARFE CHAPTERS

- I. **OBJECTIVES:** To establish *uniform* guidelines for categories of awards to be presented at State Federation Conferences, individual Chapter meetings, or other events. These guidelines include procedures, due dates, presentation level and approving official(s).
- II. **AWARDS CATEGORIES:**
  - A. **Chapter awards-** Awards for individual members for outstanding performance, length of service or other. Each Chapter is responsible for recognizing activities of individual members and ensuring appropriate recognition is proposed and approved.
  - B. **Federation Awards** – Awards presented to Chapters, individuals, and other parties that have an impact on the overall success of the State Federation, in achieving NARFE objectives. These awards could include, but not limited to:
    1. **Stand-up Awards** – (call from floor to stand):
      - a. Recognize all Past Presidents.
      - b. Recognize all new officers attending
      - c. Recognize oldest member attending.
      - d. Recognize longest membership member attending.
    2. **Certificate/Trophy Awards** – (Present to Chapter Presidents):
      - A. **Membership:**
        - a. Most members recruited by Chapter.
        - b. Largest overall Chapter membership increase.
        - c. Largest % overall Chapter membership increase.
      - B. **Alzheimer's:**
        - a. Largest total Chapter contributions.
        - b. Largest per member contribution.
        - c. Chapters meeting the Federation goal of \$2.00 per member.
      - C. **NARFE-PAC Awards:**
        - a. Chapter with largest total contributions.
        - b. Chapter with largest per capita contribution.
        - c. Chapter with largest % of members contributing.
        - d. Chapters meeting the Federation goal of \$10.00 per member.
  3. **Federation President's Awards:** All awards and appropriate type of awards to be made at the Federation President's discretion:
    - a. Recognize Chapter/Federation members, officers, and appointed officers that have made outstanding contributions in supporting the mission of the State Federation.
    - b. Recognize outside companies/individuals (i.e. Blue Cross/Blue Shield, National Office employees, etc.) who have contributed outstanding service to the Federation.
  4. **National Awards** – All awards made by the National Office recognizing contributions to the overall mission of the National Active and Retired Employees Association.

**III. AWARDS APPROVING OFFICIALS:**

- A. Chapter Awards** – Chapter Presidents with, at their option, referral to the Chapter Executive Board and/or Respective Chapter appointed program chairman for input, will approve all Chapter awards. Outstanding Chapter member awards, determined to merit Federation awards will be forwarded to the Federation President for further awards consideration.
- B. Federation Awards** – Federation Presidents with, at their option, referral to the Federation Executive Board and/or respective Federation appointed program chairman for input, will approve all Federation awards.
- C. National Awards** – All individuals deemed to be worthy of National Office recognition will be nominated by the Federation President to the Region V, Regional Vice President for approval and referral to the National Office for consideration.

**IV. DUE DATES FOR AWARDS:**

- A. Chapter Awards** – Presented throughout the year at Chapter meetings and/or at special annual Chapter Awards recognition events.
- B. Federation Awards** – Presented at the annual South Dakota State Federation Conference.
- C. National Awards** – All awards will be presented at the time and location to be determined by the National Office

**APPROVAL DATE:05-16-12**

Signed *Roger E. Youngman*  
**Roger E. Youngman, President**  
**SD Federation of NARFE Chapters**

**ATTACHMENT #2**  
**SD FEDERATION OF NARFE**  
**FUNCTIONS AND RESPONSIBILITIES OF AREA OFFICERS**  
**(Revised/Approved and Updated 05/05/2012)**

**GENERALIZED FUNCTIONS**

The Area Officers shall serve the Area from which elected by coordinating efforts to strengthen chapters, to organize new chapters, to promote recruitment, to minimize loss of members and serve as liaison between the Federation Executive Board and the Chapters. Area Officers shall act as a member of the Nominating Committee. Each Area Officer shall either act as a member of the **Audit Committee**, or select a member from their respective Area to serve in their stead to comprise an Audit Committee of four.

**SPECIFIC REQUIREMENTS**

Included in SD Federation Operations Manual, revised 05/16/2012, Page 3, "Area Officer".

**ITEMS TO DISCUSS DURING CHAPTER VISIT**

1. Are newly elected officers given orientation/training in their respective duties? Who does it?
2. Does the 1<sup>st</sup> Vice President manage the recruitment of new members and reinstatement of dropped members in his/her chapter?
3. Has the chapter established a Property Accountable Committee for perpetual inventory of Chapter property?
4. Is the Chapter Treasurer responsible for management of an operating budget, if Chapter has a budget?
5. Does your Chapter leadership, or your membership, feel free to suggest policy of procedure changes to the *SD Federation Operations Manual*, if it is felt a change is needed?
6. Ensure that an Annual Audit of Chapter Treasurer's records is completed and on file in Chapter. Audit is to be completed by **December 31<sup>st</sup>** of each year. Area Officer will supply each chapter with the **NARFE Audit Form** by **November 15<sup>th</sup>**.
7. Each Area Officer may design his/her own 30-day follow-up checklist.

**SUGGESTED CHECKLIST FOR NARFE CHAPTER VISITS**

Inspiration/Devotions	Membership Report – recruitment/renewal efforts
Pledge of Allegiance w/Flag present	Legislative Report-Special Activities
Chapter Banner displayed	Service Officer Report
Welcome	NARFE-PAC Report
Introduction of visitors and new members	Calendar – future events
Name Tags (when appropriate)	Chapter Constitution (is it current?)
Minutes (Executive Board and Chapter)	Chapter Directory (is there one?)
Treasurer's Report	

**APPROVAL DATE 05/16/12**

Signed *Roger E. Youngman*  
**Roger E. Youngman, President**  
**SD Federation of NARFE Chapters**

## ATTACHMENT #3

**NATIONAL ACTIVE & RETIRED FEDERAL EMPLOYEES (Association)  
South Dakota State Federation of Chapters  
STANDING RULES FOR STATE CONFERENCE  
(Revised/Approved and Updated 05/07/2014 and 5/15/2019)**

1. The Conference shall be called to order promptly as scheduled and every effort shall be made to follow the printed program agenda and to adjourn on time.
2. The business of the session will be conducted by the Federation President. When a member addresses the Federation President, they must state their name and identify their Chapter and City, before making a statement.
3. All voting throughout the Conference will be by **registered members**. Only such members will be issued written ballots for any required elections, as indicated in section 8 (below).
4. The maker of a motion shall be given the first opportunity to discuss it. No member may speak a second time until all who desire to speak on the motion have done so. The same time limits on discussion of the motion will apply as explained in Rule 8 (below).
5. If a member, while speaking, is called to order, he/she shall be seated and refrain from any further discussion until the Question of Order is decided.
6. Any motion or amendment to a motion may, at the discretion of the Chair, be required to be submitted in written form.
7. The report of a committee, when delivered by the Chairman, shall be considered as a motion for adoption without a formal motion and second.
8. Voting for officers, Resolutions, and proposed Bylaws amendments is conducted several months prior to the Annual Meeting and the results of voting are presented at the Annual Meeting.
9. In the absence of a specific rule, **Robert's Rules of Order – Newly Revised** shall govern where applicable and not inconsistent with the Standing Rules of the Conference. The Parliamentarian can offer advice, but the Presiding Officer's ruling is **final** unless **appealed**.

**The above rules have been carefully considered and we move for their adoption by this Conference**

**Rules Committee Chairman** \_\_\_\_\_ **Date** \_\_\_\_\_

**Rules Committee Co-Chairs** \_\_\_\_\_

## **ATTACHMENT #4**

### **SD Federation Voting Information**

All members of the South Dakota Federation are eligible to propose and vote on any proposed Bylaws changes, proposed Resolutions, and to nominate and vote for most Federation officer positions. However, a member can only nominate and vote for an Area Officer in the area where they reside. All voting is done prior to the beginning of the Annual Meeting, and the results of the voting is announced at the Annual Meeting.

#### **Timeline**

The Nominating Committee as well as the Bylaws and Resolutions Committee should be established by January 1 of the election year. In general the Nominating Committee will be chaired by one of the Area Officers, with two additional Federation Members. The Bylaws and Resolution Committee should consist of three Federation members. The chairman of each of these committees should be selected by the Federation President and approved by the Executive Board at the fall Executive Board meeting the year prior to the election year.

To the extent possible all SD Federation members should be notified about the proposal, nominating, and voting procedures on or before January 1 of the election year.

The deadline for members to propose any Resolutions, Bylaws amendments, or to nominate officers is January 31 of the election year. These proposals and nominations should be sent to the SD Federation Secretary or could be sent to a general email address (such as [VoteSDNARFE@gmail.com](mailto:VoteSDNARFE@gmail.com)). These should be sent to the Bylaws and Resolutions Committee, and the Nominating Committee, so they can incorporate any member-contributed nominations or proposals with their work.

The Bylaws and Resolutions Committee and the Nominating Committee should have their results available by February 15 of the election year.

The deadline for having voting ballot information available on the SD Federation website is March 1 of the election year.

The deadline for completion of voting is April 1 of the election year.

The Teller Committee should be established by April 1 of the election year. The Teller Committee will verify that all received ballots are acceptable and then will separate the personal information from the actual voting.

The reports of the Bylaws and Resolution Committee, the Nomination Committee, and the Teller Committee should be completed prior to the Executive Board pre-Conference meeting.

### **Notification**

The most expedient and cost-effective way to provide information about the voting process is to utilize the SD Federation website, and to request the National office include the voting information in the *narfe* magazine. A sample of website notification is available at the end of this document. In addition, it may be appropriate to email information to all members that have email addresses, and to send a letter or postcard to members that do not have an email address. Notifications to members should include a way to request to have paper nomination forms, proposed Bylaws amendments forms, or proposed Resolutions forms mailed to them. The SD Federation website should include a downloadable sample of a nomination form, a proposed Bylaws amendment form, and a proposed Resolutions form. A sample of the nomination form is found at the end of this document. The other forms are standard NARFE forms (F3C and F3A). Once the Bylaws and Resolutions Committee and the Nomination Committee complete their work a voting ballot should be placed on the SD Federation website. A sample of a ballot is included at the end of this document.

## Sample Web Site Notification

### Proposed Resolutions

Resolutions can be proposed by any SD Federation NARFE member or by a Chapter by using form F3A (which is available on the National NARFE web site [www.narfe.org](http://www.narfe.org)). The form must be sent to the Federation Secretary (jbohling@abe.midco.net) and must be received by February 1.

### Propose Bylaws amendments

Bylaws amendments can be proposed by any SD Federation NARFE member or by a Chapter by using form F3C (which is available on the National NARFE web site [www.narfe.org](http://www.narfe.org)). The form must be sent to the Federation Secretary (jbohling@abe.midco.net) and must be received by February 1.

### Nominations for Officers

Federation elected officers can be nominated by two SD Federation NARFE members, or by a Chapter by downloading the form ([Click here](#) for SD Federation Form SD-1.). The form must be sent to the Federation Secretary (jbohling@abe.midco.net) and must be received by February 1. If there is only one candidate for an office that person will be elected by acclamation. If there is more than one candidate for any office the ballot will be on the SD Federation web page ([www.narfe.org/sd](http://www.narfe.org/sd)) by the first week in March. The ballot will also include any Resolutions and/or Bylaws amendments proposed. Voting must be completed by the end of March. The results of the voting will be announced at the SD Federation Conference in May.

If a member needs a form or ballot mailed to them please send an email request to: [tdydaryl@yahoo.com](mailto:tdydaryl@yahoo.com) or mail a request to: NARFE SD VOTE, 12165 Warren Loop, Sturgis, SD 57785.

## Sample Nomination Form

### SD FEDERATION OFFICER NOMINATION FORM



Please submit to the Federation Secretary at [jbohling@abe.midco.net](mailto:jbohling@abe.midco.net) by February 1

**This form is submitted by:**

**DATE:** \_\_\_\_\_

Member Name \_\_\_\_\_ Member Number \_\_\_\_\_

Member Name \_\_\_\_\_ Member Number \_\_\_\_\_

(two members required)

**OR**

Chapter Number: \_\_\_\_\_

**OR**

Federation \_\_\_\_\_

**Nominations for:**

President: \_\_\_\_\_

First Vice President: \_\_\_\_\_

Second Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Area 1 Officer\*: \_\_\_\_\_

Area 2 Officer\*: \_\_\_\_\_

Area 3 Officer\*: \_\_\_\_\_

\* - Area Officer candidates must reside in the area they would represent. The Areas are defined based on the following Chapters:

**Area 1:** Sioux Falls (0201), Mitchell (1753), Brookings (0872), Watertown (0894)

**Area 2:** Aberdeen (0584), Sisseton (2220), Huron (0899), Pierre (1167)

**Area 3:** Rapid City (0336), Custer (2200), Northern Hills (1635)

## **General Instructions**

Nominations for Federation officers can come from a Chapter, from the Federation Executive Board, or from two members (motion and second). Any South Dakota Federation NARFE member can nominate candidates for Federation elected offices – Chapter membership is not required. Also, Chapter membership is not required for a member to run for an office. However, since Area Officers only represent a specific “area” the candidate must reside in the Area they would represent. Also, nominations for an Area Officer can only be made by members residing in that specific Area. Candidates nominated for a Federation Office must agree to being nominated before the form can be sent to the Federation Secretary.

Nomination forms must be received by the Federation Secretary by February 1. Late forms will not be considered. A nomination form does not need to have candidates for every elected office, a form can be submitted with only one candidate nominated.

The Federation Secretary will forward all received forms to the Federation Nomination Committee during the first week of February. The Nomination Committee will include all valid nominations with the nomination list developed by the Nomination Committee. The nominations will be final by March 1.

If there is only one candidate for an elected office that candidate will be elected by acclamation. If there is more than one candidate for an office the Nomination Committee will develop a ballot which will be placed on the SD Federation web page by the first week in March. Voting will occur during March, and all votes must be received by April 1.

The results of voting will be announced at the SD Federation Conference held in May.

## Sample Ballot

### SD Federation - NARFE - Voting Ballot

Official voting ballot for the South Dakota Federation NARFE 2019 voting Instructions:

*Voting member instructions:*

Please fill in the ballot and email to [VoteSDNARFE@gmail.com](mailto:VoteSDNARFE@gmail.com) by April 1, 2019

*Voting Tally Committee instructions:*

Print the ballot and fold in half (with printed information exposed) Verify member name and member number for all ballots. Turn over all ballots and tally voting information.

---

Member Name \_\_\_\_\_

Member Number \_\_\_\_\_ (can be found on magazine label)

\_\_\_\_\_ (fold) \_\_\_\_\_

Officer Elections: (none for 2019 - there was no more than one candidate for any position so the officers will be automatically elected by acclamation)

Proposed bylaw amendments: (none for 2019) Proposed resolutions:

Resolution #1 - Health Insurance Premiums Please mark only one

\_\_\_\_\_ I vote to accept this resolution          \_\_\_\_\_ I vote to reject this resolution

Thank You!

The results of the election will be announced at the 2019 SD Federation Conference in May