

Nominating Procedures for Legislative Staff

Terms of Office, and Vacancies

~~Pursuant to the NCSL Bylaws, the term of office for officers and other members serving on the Executive Committee shall be from the close of the Annual Meeting through the next following Annual Meeting.~~

~~An Executive Committee member can serve no more than three consecutive terms. Terms as officers or ex-officio members shall not count toward the limitation of three consecutive terms.~~

~~A member appointed to fill a vacancy on the Executive Committee shall serve the remainder of that year and shall be required to interview at least once with the nominating committee and be considered competitively with other candidates before continuing for another term. A partial year appointment, as indicated by the date of the Executive Committee's approval of the appointment pursuant to the NCSL Bylaws, of greater than six months shall be deemed one full term.~~

~~In the event of a vacancy in the office of Staff Chair, the Staff Vice Chair shall succeed to the office of Staff Chair. The Staff Chair shall then appoint a nominating committee to recommend a new Staff Vice Chair.~~

~~In the event of a vacancy in the office of Staff Vice Chair, the Staff Chair shall appoint a nominating committee to recommend a new Staff Vice Chair.~~

~~In the event of a vacancy in the office of Immediate Past Staff Chair, the Staff Chair shall appoint a nominating committee to recommend a new Immediate Past Staff Chair. Eligible candidates to fill a vacancy in this office shall be limited to past Staff Chairs.~~

~~Pursuant to the NCSL Bylaws, the Executive Committee may consider the recommendations of a nominating committee to fill an elected office, if vacant, at any regular or special meeting.~~

~~[All text in strikeout is duplicative of provisions that are contained in Bylaws of NCSL or LSCG Bylaws]~~

Guidelines for Campaigning for NCSL Staff Office or Membership on the Executive Committee ~~[Increased font size]~~

~~A candidate for election to a staff office of the Executive Committee must be a full-time employee of a state legislature or work in a position that the legislative leadership considers full-time legislative employment as evidenced by correspondence ~~[from whom?]~~ to the staff chair.~~

~~The Legislative Staff Coordinating Committee recognizes that staff who seek election to a staff office or the Executive Committee have legitimate reasons for advancing their candidacy among their staff~~

43 ~~colleagues and members of the staff nominating committee. At the same time, the LSCC~~
44 ~~discourages activity that has the appearance of being is unprofessional, provides one candidate with~~
45 ~~advantages that may not be available to all candidates, and or involves undue or excessive~~
46 ~~participation of non-staff persons in the selection of staff positions. Staff running for staff office or a~~
47 ~~seat on the Executive Committee should consider the following:~~

48
49 ~~— A letter from the candidate should be sent to the members of the nominating committee~~
50 ~~expressing the candidate's interest in the staff office or Executive Committee. This letter~~
51 ~~should include a list of prior NCSL activities, a description of the candidate's position in home~~
52 ~~state, a statement that the person is able to travel to Executive Committee meetings and~~
53 ~~other NCSL activities at which his or her attendance may be required, and any other~~
54 ~~information which the candidate believes is pertinent.~~

55 ~~— Candidates may seek support from other staff persons, either through personal contact or in~~
56 ~~writing, and request that such persons endorse their candidacy and contact members of the~~
57 ~~nominating committee on their behalf. However, requesting staff sections [AA1] to formally~~
58 ~~endorse candidates is discouraged.~~

59
60 ~~If a candidate is unable to appear before the nominating committee, he or she may ask another staff~~
61 ~~person to speak on his or her behalf; however, the candidate should not ask another person to~~
62 ~~appear on his or her behalf if the candidate is able to address the nominating committee directly.~~

63
64 ~~Campaign buttons, placards, banners, and similar paraphernalia are discouraged. Receptions or~~
65 ~~other "meet the candidate" functions should be restricted to those designated and sponsored by~~
66 ~~NCSL.~~

67
68 ~~Designation of a "campaign manager" or other surrogate should be avoided.~~

70 Selection of Staff Nominating Committee

71 The staff nominating committee shall consist of 7 members and a first and a second alternate
72 appointed by the staff chair, with the advice and consent of the staff members of the Executive
73 Committee. Alternates shall receive materials that have been provided to the members. An alternate
74 shall attend and participate in the deliberations of the staff nominating committee only if a member of
75 the committee is unable to serve as determined by the chair of the committee.

76
77 The staff chair shall not make appointments to the nominating committee contingent upon support of
78 a candidate.

79
80 In making appointments to the nominating committee, the staff chair shall appoint at least one past
81 staff chair and at least two other members who have served on the Executive Committee. The staff
82 chair should appoint one member who served on a previous nominating committee. The staff chair
83 should consider representation of ~~staff sections~~professional staff associations, gender, minorities,
84 previous service to NCSL and region but not be bound by formal rotation, strict adherence to parity,
85 or other specific requirements.

86
87 The NCSL staff chair should announce the formation of the staff nominating committee to consider
88 candidates for staff officer of NCSL and membership on the Executive Committee three months prior
89 to the annual meeting. This announcement should solicit nominations of candidates and include
90 information that describes the role of staff members of the Executive Committee and LSCC and
91 describe the process of election of members. Candidates should be encouraged to submit their own
92 names for consideration.

93
94 The NCSL staff chair's announcement should contain information on the current and recent
95 membership of the Executive Committee and the nominating process. It should appear in
96 appropriate NCSL publications that have wide distribution among legislative staff and be sent to
97 leaders of all ~~staff section~~ professional staff associations for inclusion in their newsletters.

98 99 Declaration of Candidacy and Deadlines

100
101 A candidate for election to a staff office or at-large member of the Executive Committee must be a
102 full-time employee of a state legislature or work in a position that the legislative leadership considers
103 full-time legislative employment.

104
105 Candidates for Staff Vice Chair. In order to qualify for consideration by the staff nominating
106 committee, candidates for staff vice chair shall submit a letter of declaration of candidacy
107 postmarked or electronically transmitted no later than 60 days before the Annual Summit.

108
109 Candidates for the Executive Committee, including members appointed to fill a prior vacancy, These
110 individuals shall submit a letter of declaration postmarked or electronically transmitted no later than
111 45 days before the Annual Summit. Declarations shall be addressed to the chair of the staff
112 nominating committee in care of the NCSL office in Denver, which shall acknowledge their
113 receipt. All declarations shall be received prior to the applicable deadline.

114
115 A candidate for election to a staff office or at-large member of the Executive Committee must submit
116 a letter to the members of the nominating committee expressing the candidate's interest in the staff
117 officer or Executive Committee position. This letter should include a list of prior NCSL activities, a
118 description of the candidate's position in home state, a statement that the person is able to travel to
119 Executive Committee meetings and other NCSL activities at which his or her attendance may be
120 required, and any other information which the candidate believes is pertinent.

121
122 A candidate for election to a staff office or at-large member of the Executive Committee may seek
123 support from other individuals within the legislature, either through personal contact or in writing, and
124 request that such persons endorse their candidacy and contact members of the nominating
125 committee on their behalf. However, requesting professional staff associations [AA2] to formally
126 endorse candidates is discouraged.

127
128 For at-large members, please limit the number of letters of recommendation to no more than three.
129

130 Members Eligible for Another Term. NCSL staff shall prepare a letter of declaration for signature by
131 the executive committee members who are eligible for another term on the NCSL Executive
132 Committee. NCSL staff shall deliver the letter of declaration to the executive committee members at
133 the Spring meeting of the Legislative Staff Coordinating Committee. NCSL staff shall ~~mail~~email a
134 letter of declaration to those executive committee members who are not present at the Spring
135 meeting of the Legislative Staff Coordinating Committee immediately following the meeting. The
136 nominating committee may consider any member eligible for another term competitively, and shall
137 invite members to interview prior to renomination if:

- 138 • the member was ~~physically~~ absent from two or more Executive Committee meetings within a
139 year;
- 140 • the member was appointed to fill a prior vacancy and has not previously interviewed with the
141 nominating committee; or
- 142 • the nominating committee wants to speak to the member about the member's renomination for
143 any reason.

144
145 For the purpose of determining a member's attendance at an Executive Committee meeting, the
146 nominating committee may ~~not~~ consider attendance by remote or electronic participation, when
147 offered.

148
149 ~~If there are fewer formal declared candidates than vacancies, the staff chair shall notify the
150 Legislative Staff Coordinating Committee (LSCC) no later than 30 days before [MR3] the Annual
151 Summit that the LSCC will convene at the outset of the annual meeting and shall submit the names
152 of additional unranked candidates to the staff nominating committee. The staff nominating committee
153 should not consider LSCC submission as an advantage for any candidate.~~

154
155 ~~The staff chair, staff vice chair, immediate past staff chair, members and alternates of the nominating
156 committee shall not make contacts on behalf of or submit letters of support for candidates. The
157 nominating committee should adhere to and support principles of equal opportunity and consider
158 candidates on their individual merits without regard to race, color, creed, ancestry, sex, age, marital
159 status, national origin, disability, or any other characteristic protected by law.~~

160 161 Information for Candidates and Nominating Committee

162 The chair of the nominating committee should acknowledge all candidates in writing and provide
163 candidates with information that includes these procedures and any other guidelines relating to the
164 nominating process, the current membership of the Executive Committee and the anticipated
165 number of vacancies, and the time and place of scheduled interviews.

166
167 All letters of support for candidates should be submitted to the chair of the nominating committee in
168 care of the NCSL Denver office postmarked or electronically transmitted no later than 15 days before
169 the Annual Summit. Letters received after the deadline will not be considered.

170

171 The staff chair should invite all candidates and members of the nominating committee to attend the
172 Legislative Staff Coordinating Committee meeting at the outset of the annual meeting in order to
173 familiarize them with current issues before LSCC and provide an opportunity for informal interaction.
174 The nominating committee and candidates should be provided with briefing documentation that
175 explains in detail the procedures and history of membership on the Executive Committee. The staff
176 chair and the nominating committee chair should devote particular attention to orienting nominating
177 committee members who do not have extensive experience in the governance of NCSL.

178
179 The Legislative Staff Coordinating Committee recognizes that staff who seek election to a staff office
180 or the Executive Committee have legitimate reasons for advancing their candidacy among their staff
181 colleagues and members of the staff nominating committee. At the same time, the LSCC
182 discourages activity that has the appearance of being ~~is~~ unprofessional, provides one candidate with
183 advantages that may not be available to all candidates, ~~and or~~ involves undue or excessive
184 participation of non-staff persons in the selection of staff positions.

185
186 The staff chair, staff vice chair, immediate past staff chair, members and alternates of the nominating
187 committee shall not make contacts on behalf of or submit letters of support for candidates. The
188 nominating committee should adhere to and support principles of equal opportunity and consider
189 candidates on their individual merits without regard to race, color, creed, ancestry, sex, age, marital
190 status, national origin, disability, or any other characteristic protected by law.

191
192 If a candidate is unable to appear before the nominating committee, he or she may ask another staff
193 person to speak on his or her behalf; however, the candidate should not ask another person to
194 appear on his or her behalf if the candidate is able to address the nominating committee directly.

195
196 Campaign buttons, placards, banners, and similar paraphernalia are prohibited. Receptions or other
197 "meet the candidate" functions should be restricted to those designated and sponsored by NCSL.

198
199 Designation of a "campaign manager" or other surrogate should be avoided.

200 201 202 Consideration of Candidates

203 All proceedings of the nominating committee shall be confidential.

204
205 The nominating committee shall interview, and competitively consider with other candidates seeking
206 nomination, all candidates:

- 207
- For staff officer(s); and
 - For the Executive Committee who:
 - are not currently serving on the Executive Committee;
 - were appointed to fill a vacancy on the Executive Committee, and who have not previously competitively interviewed with the nominating committee; or
- 208
209
210
211

212 ~~■~~ are currently serving on the Executive Committee and are eligible to
213 continue, but who did not physically attend two or more meetings, to
214 ascertain whether or not they should be nominated for an additional term.

215 The nominating committee may interview any Executive Committee members who are beginning
216 their second or third terms for any reason, to ascertain whether or not they should be nominated for
217 an additional term.

218
219 For the purpose of determining a member's attendance at an Executive Committee meeting, the
220 nominating committee may ~~not~~ consider ~~attendance by~~ remote or electronic participation when
221 offered.

222
223 Appointed candidates will be considered in the same pool of candidates as new applicants. If an
224 appointed candidate has served for more than six months from the date of his or her appointment,
225 as indicated by the date of the Executive Committee's approval of the appointment pursuant to the
226 NCSL Bylaws, the appointed candidate shall be eligible for two more consecutive terms; if the
227 appointed candidate has served six months or less from the appointment date, the candidate shall
228 be eligible for three consecutive terms.

229
230 The committee shall first determine at least a standard list of questions and shall ask all candidates
231 at least those standard questions.

232
233 The committee should give primary weight to the following factors in considering candidates:

- 234 • Authorization to travel to and fully participate in Executive Committee and other meetings.
235 • Previous positions in NCSL, including current or previous service on the Executive Committee.
236 • Record of attendance and participation in previous NCSL positions.
237 • Demonstrated qualities of good judgment, integrity, and leadership.

238
239 The committee should consider the following additional factors to a lesser degree:

- 240 • ~~Staff section~~Professional staff association balance
241 • Geographic balance
242 • ~~Staff section~~Professional staff association support
243 • Position held in home state.
244 • Support for NCSL in home state.

245
246 Letters of support may be used in conjunction with these factors.

247
248 Candidates for staff officer should be expected to have extensive knowledge and understanding of
249 key issues facing NCSL and the role of legislative staff in the organization.

250

251 Voting shall be by written secret ballot. Votes shall be tabulated only by the NCSL staff
252 representative present.

254 Notification of Nominating Committee Decisions

255
256 Candidates should furnish the chair of the nominating committee a telephone number or location
257 where candidates can be notified during the annual meeting about decisions. The nominating
258 committee should notify all candidates of its decisions as soon as possible and prior to making the
259 information public. The slate prepared by the nominating committee shall be posted in a public
260 location.

262 ~~General Provisions Concerning Election and Appointment to Staff Offices~~

263
264 ~~The Legislative Staff Coordinating Committee should publish a brochure describing the role of staff~~
265 ~~members of the Executive Committee and LSCG and describing the process for election of~~
266 ~~members.~~

267
268 ~~The number of discretionary appointments by the staff chair to LSCG shall be limited to four^[AA4] plus~~
269 ~~the chair and vice chairs of the NCSL Standing Committees.~~

270
271 ~~The staff chair should designate an existing member to serve as a mentor for each newly elected or~~
272 ~~appointed member of the Executive Committee.^[AA5]~~

273
274 ~~A representative from a staff section serving on LSCG shall be an employee of a state legislature or~~
275 ~~work in a position that the legislative leadership considers full-time legislative employment.~~

276
277 *Adopted in 1985; revised April and July 1998; January 2001; May 2003; January 2005; August 2011; May*
278 *2016; May 2018*

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