



ANNUAL MEETING HANDBOOK

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NCSSMA Administrative Manual – Part IV

**National Council of Social Security
Management Associations, Inc.**

**Revised
June 2017**

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NATIONAL COUNCIL ANNUAL MEETING

I. INTRODUCTION

The National Council Annual Meeting is a major activity of the National Council of Social Security Management Associations, Inc. Articles IV and V (Sections 1, 5) of the Constitution and By-laws establish the annual meeting and its participants. At the Annual Meeting, the delegates from the Regional Associations decide on the course of action for the National Council for the coming year.

The desire to have a first class meeting in attractive surroundings must be balanced with fiscal reality.

The Constitution requires the Annual Meeting to be held in August through November, on a Tuesday through Thursday meeting schedule. The NC Executive Committee will approve the meeting dates. It is the policy of the National Council that no annual meetings will be scheduled to conflict with dates of major religious holidays. A list of the major religious holidays and observances may be found at the Cultural Diversity link on the Office of Civil Rights and Equal Opportunity website: (<http://ocreo.ssahost.ba.ssa.gov/>).

The Regional Associations have rotated as Host Regional Associations. See Exhibit A for a list of the Annual Meeting hosts and sites.

Because of the difficulty in booking suitable accommodations in a popular time of the year, it is customary for the Regional Association to “bid” to host the meeting two years in advance at the Annual Meeting (e.g. at the 2008 Annual Meeting the Northwest Management Association would “bid” for the 2010 meeting). As the rotation of Regions has now been established, the “bid” is basically pro forma, but permits the Regional Association to present any information it wishes about proposed sites to the delegates.

II. BUDGET AND FINANCING

Since 1981, the National Council has underwritten most of the costs of the Annual Meeting. This underwriting is done by means of an advisory budget passed at each Annual Meeting that authorizes expenses for the next year’s Annual Meeting. See Exhibit D for an example of an advisory budget. The Host Regional Association is able to receive advances against the approved budget as their expenses are incurred, but the Regional Association must absorb any expenditure over and above the total annual meeting budget. Money is permitted to be moved between categories so that going over budget in one category can be offset by being under in another category. The Host Regional Association can also invite regional exhibitors in accordance with the NCSSMA Sponsorship Policy to help defray expenses. If the Host Regional Association exceeds the authorized annual meeting advisory budget, they may approach the Executive Council to request additional funding.

Delegate expenses are primarily the responsibility of the Regional Associations, although in some years the National Council has underwritten a portion of the delegate expense and/or a portion of the travel expenses of delegates in the form of a rebate to the Regional Associations. The amount, if any, to be reimbursed is an annual decision by the NC Executive Committee based on fiscal considerations.

The National Council reimburses the expenses of officers attending the Annual Meeting. This includes the President, Vice President, Secretary, Treasurer, TSC Representative, Executive Officer, and Immediate Past President. In addition, NCSSMA pays for the FrontLine Editor and the winners of the Joseph P. Collins and Community Service Awards. The NC Executive Committee may also choose to pay for part or all of the expenses of a Committee Chair or other member who would not normally attend as a delegate. The reimbursement for the officers includes transportation and 5 days of lodging and per diem (M&IE) set at SSA rates for the location of the Annual Meeting. Reimbursement for award winners and the FrontLine reporter is set at transportation costs and 3 days of lodging and per diem. Reimbursement rates for other guests will be determined as needed.

NCSSMA also will provide reimbursements to Past Presidents as follows:

- All Past Presidents will be reimbursed for attending the President's Reception, Welcome Breakfast, and Banquet. Per Diem, if paid, will be adjusted for these meals provided in accordance with travel regulations.

- Only Past Presidents meeting the following criteria will receive travel reimbursement for transportation, three nights of lodging and 3 ½ days per diem (M&IE). Lodging and per diem are set at rates, based on the Government Travel Regulations, for the location of the Annual Meeting.
 - Served on the NCSSMA EC within the last 7 Annual Meetings; **or**,
 - Currently hold one or more of the following positions: Committee Chair, Corporate Sponsor Officer, FEEA Executive Board Representative, Parliamentarian or any advisory position to the NCSSMA President as determined by the NC Executive Committee.

- Total reimbursement for all Past Presidents, meeting at least one of the two criteria above, will not exceed 25% of the total budgeted Annual Meeting expenses for that year. The NC Executive Committee may vote to adjust the Past President reimbursement cap for a given year based on that year's financial or other circumstances.

- All other Past Presidents not meeting the criteria above will be invited to attend the Annual Meeting; however, they will be responsible for all travel-related expenses with the exception of the three Annual Meeting formal meals outlined above.

NCSSMA must request official time for those attending the meeting. Current DCO practice allows for the approval of official time for five delegates/alternates from each region, the seven officers of the National Council, the FrontLine Editor, the winners of the Collins and Community Service awards, and other active past presidents attending the meeting. Others wishing to attend the meeting must receive authorization from within their own regions.

At the end of the Annual Meeting, the Host Regional Association is required to submit a final budget/expense report. This report should list income and expenses by category, using the same categories as provided for in the advisory budget. If, on the final report, income exceeds expenses, the difference should be returned by the Host Regional Association to NCSSMA.

III. HOST REGIONAL ASSOCIATION PLANNING

Exhibit B is a sample long range-planning guide for a Host Regional Association.

Exhibit C is a checklist, which may be of use in making sure that details required for the Annual Meeting are not overlooked. Also as related to this list, the following are offered as pointers:

ADVANCES

The treasurer of the Host Regional Association may be sent, upon request, an advance to cover estimated out-of-pocket expenses of the region. The National Council Treasurer may arrange for the use of a credit card by the Host Region.

HOST COMMITTEE

The Host Regional Association will appoint a Host Committee to assist the regional chairperson with the details of the meeting.

The annual meeting advisory budget passed by the Executive Committee each year will authorize the amount of Host Committee member travel that can be paid. As many of the Host Committee members as possible should be from the immediate area of the meeting site to limit lodging and travel expenses. Host Committee travel should be deferred until the time of the meeting to the greatest extent possible. A local chair at the meeting site is essential to maintain an ongoing and effective relationship with the professionals at the facility. During the meeting, the Host Committee has responsibility for a wide variety of largely unforeseen duties in order to provide a trouble-free meeting.

SELECTION OF HOTEL

The selected hotel must be large enough to accommodate anticipated delegates and guests, have a conference room for plenary sessions, and be able to accommodate the breakfast, banquet, and possibly the reception. Try to negotiate for at least one free suite. The suite can be used for an extra room if needed for committees, but will be especially useful for your Host Committee to use for working purposes, if needed.

In selecting the site and hotel, transportation to and from major airports and parking facilities for those who drive must be considered. As airport availability is a cost factor as well as a convenience factor, it should be a prime consideration. Other normal considerations of site selection obviously will also be considered – including the availability of facilities for business services, such as printing and copying during the meeting. Also, consider helpfulness. Be prepared for questions from members such as “Will special convention rates apply for early arrivals or late departures?” “What is the cost of an extra bed in a double room?” Provide as much leeway as you can for the final date to the hotel on firm

reservations. Unfortunately, experience has shown that there are a number of last minute changes and decisions.

The National Council will pay the costs of hotel meeting rooms and normal gratuities through reimbursement, up to the amounts approved in the advisory budget. The hotel bill must be specific enough for the identification of these items.

NOTE: If the Host Regional Association plans an internal meeting before or after the Annual Meeting, care must be taken to separate those charges from those that the National Council will pay.

Be sure that at the meeting itself the Host Committee contact people are introduced to the group at the first session and that you make it clear that all complaints or problems related to the hotel are brought to them. The Host Committee best handles all dealings on such matters with the appropriate hotel management people.

Also, remember that gratuities are in order from the organization for the banquet and/or convention manager, and for housekeeping help for rooms used by the entire group.

RESERVATION FORMS (See Exhibit E for example.)

Reservation forms, preferably online, should be made available two months before the Annual Meeting. They should request, in addition to name, address, and dates, the office name, job title, and annual meeting role, i.e. NC officer, delegate, alternate, member, NC past president, or guest. This will assist you in making badges and preparing lists of attendees for the official agenda/program.

Consider including a line for the office mailing address and telephone number on reservation forms. It will save you time if recontact is necessary. It is also recommended that you collect cell phone numbers to facilitate communication during any planned excursions. A SharePoint site should be set up with all the information for the Annual Meeting and for registration. Be prepared for late registrations and last minute changes.

BADGES/TENT CARDS

These provide the credentials for identifying the role of those attending the meeting. For a more professional-looking badge, the NCSSMA logo should appear prominently. The cost of printing the badges will be one of the items covered in the advisory budget. Templates for badges and name tents will be available on the SharePoint site.

ADVANCE PRINTING

The Host Regional Association will arrange for the printing of programs, etc. Provide sufficient lead-time. Be prepared for the need for late printing for some items - such as banquet program, agenda - if the banquet speaker is not confirmed early, this can cause a hold-up. A major problem is not knowing whether the Commissioner will attend.

Presentation folders or binders have become an expected part of each Annual Meeting. These can be ordered as soon as you know what the Annual Meeting theme will be. It is recommended that tabs be ordered two months ahead of time. A template will be available on the SharePoint site.

Each person attending the business meetings, including Central and Regional Office guests, alternates, NC past presidents, and members should receive a complete folder or binder.

Guests not attending the business sessions (usually spouses) do not require material related to those sessions.

Expenditures for the printing of the programs, folders, and/or binders are also covered by the advisory budget. However, as with all items, care should be taken that the costs are as reasonable as possible. Securing more than one estimate is suggested. The Host Committee may find that color reproduction may be more economically done on the Committee members' own personal printers, with reimbursement furnished for the cost of print cartridges and paper. It is recommended that documents be uploaded to the SharePoint site to ensure the most up-to-date documents are printed.

PHOTOCOPYING DURING THE MEETING

There may be a need for prompt and ongoing photocopying during the meetings for reports and resolutions. The logistics of this can be a problem. Nearby field office services do not always work satisfactorily as annual meeting work may conflict with their SSA business. Consider hotel arrangements, the possibility of employing at overtime rates at our expense a field office employee for photocopying, and/or any other arrangement, including commercial copying. Obviously, we wish to keep expenses down but we also need prompt service.

The Resolutions Committee Chair will work with you on their committee needs. The copying of the initial resolutions will be done before the meeting. The Election Committee Chair will work with you on needs regarding elections, ballots, etc.

The advisory budget should cover reasonable costs for printing and photocopying when SSA support is not available, including the costs of last minute printing and photocopying.

IV. EVENTS

WELCOMING RECEPTION

There should be a reception with a cash bar the night before the meeting begins. The NC, at an amount specified in the annual meeting advisory budget, will pay the cost of the snacks and hors d'oeuvres at the reception.

BREAKFAST

This is the Host Regional Association Breakfast. The head table consists of the following, in seating order as you face the audience:

NC President	Regional Official Or Area Director	Regional Association President (Presiding Official)	Regional Commissioner	Chairperson Host Committee
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If the SSA Commissioner and/or Deputy Commissioner are present, they may be seated at the head table flanking the NC President (Commissioner closest to the center). In this case,

the other regional official or Area Director can be next to the RC. Remember that in this instance, it is the regional officials who are the speakers and have rank and they should be to the right and left of the presiding official in order of rank.

If someone from the Host Regional Association gives an invocation, the individual should be seated at one of the ends (depending on where you need balance). Place cards are essential so that individuals know where they will sit. A member of the Host Committee should also be on hand and designated to direct them to their places. Most people do not assume that they will be at the head table.

Each Region pays for their own delegates/alternates.

The National Council will pay for the breakfasts of the guests from Central Office and Regional Office speakers.

REFRESHMENT BREAKS DURING THE MEETINGS

The Host Regional Association will arrange for refreshment breaks during the meeting sessions on Tuesday and Wednesday. No break is needed on Thursday.

BANQUET

The banquet is a joint event of both the National Council and the Host Regional Association. It is traditionally planned and emceed by the Host Regional Association with the National Council President having a prominent place on the agenda. The NC President will be responsible for recognizing the Executive Committee members and other special guests of the National Council and for presenting any awards given, including the Collins Cup winner (if not the recipient). Seating for the head table should be in the following seating order as you face the audience:

NC	Reg	Reg	NC	NC	Reg	Emcee	Banquet	NC	NC	Reg	TSC
XO	Sec	VP	Sec	VP	Pres	Presid. Official	Speaker	Pres	Treas	Treas	Rep

An invocation speaker can be added at either end.

Spouses of those seated at the head table can be seated together at a special reserved table near the dais, if desired, and if agreeable to them. Check with the officers' spouses regarding preference. Central Office and Regional Office guests do not sit at the head table and usually mix with the other guests.

Each Region pays for their own delegates/alternates.

The National Council will pay for the banquet meal for those executives attending from Regional and Central Office.

V. NATIONAL COUNCIL RESPONSIBILITIES

GUESTS AND HONORS

The National Council is responsible for inviting Central Office officials, guest speakers, and workshop presenters. The Host Regional Association is responsible for inviting Regional Office guests after consultation with the National Council President. Expenses of the speakers and workshop presenters will be the responsibility of the National Council.

The National Council is responsible for getting plaques, certificates of appreciation, etc. and will pay for all plaques, etc., that it will present.

The National Council is responsible for inviting the winners of the Joseph P. Collins Award and the Community Service Award. The National Council may also invite the chairs of key committees. The National Council will pay the travel, lodging and per diem of these guests unless they are already attending the meeting.

NATIONAL COUNCIL COMMITTEE MEETINGS

The National Council may determine a need for a meeting of one of the standing committees of the Council, e.g. Finance Committee. Those committee meetings will be scheduled for the day before the Annual Meeting begins.

If it is necessary for a committee member to travel in early for the meeting, the National Council may pay one night of lodging and up to one additional day of per diem.

PARLIAMENTARIAN

In accordance with Article XII of the Constitution and Bylaws, the President appoints a parliamentarian to serve during the Annual Meeting. The parliamentarian has traditionally been selected from the membership, based upon experience in parliamentary skills and organization. Familiarity with the National Council operations is helpful but not a requisite. In addition, as the parliamentarian has been a member, no fees have been paid, and administrative leave has been requested and authorized. Most recently, because of their experience in running Annual Meetings, the Immediate Past President has been appointed as parliamentarian.

In accordance with parliamentary authority, the role of the parliamentarian is to assist in the preparation of the Annual Meeting, advising the president and other officers, resolutions committee chair, and others who will have a role in the conduct of the meeting.

The parliamentarian is responsible for giving parliamentary opinions upon request at the sessions and should always be seated next to the presiding officer.

Although the parliamentarian retains the rights of membership, it is usually advisable that he/she participate in that role only, to avoid any appearance of partisanship. The parliamentarian should not be a candidate for office.

AGENDA (See Exhibit G for Example of Agenda)

The Executive Officer will provide the agenda.

SPONSORS

The Finance Committee or a sponsorship coordinator appointed by the National Council will work with solicitations and sponsors onsite, etc. Refer to Exhibit Q.

RESOLUTIONS

The Resolutions Committee coordinates submission of the proposed resolutions.

The Host Regional Association Committee (HRAC) coordinates the computer and audio/visual needs in order to display and edit resolutions in real-time during the meeting.

SPEAKER BIOGRAPHIES

Biographies of featured speakers will be coordinated by the Host Committee and the Executive Officer.

VI. EXHIBITS

EXHIBIT A

ANNUAL MEETING SITES

YEAR	HOST ASSOCIATION	SITE
1970	Kansas City	St. Louis
1971	Denver	Denver
1972	Dallas	New Orleans
1973	New England	Boston
1974	San Francisco	San Francisco
1975	Chicago (CRDMA)	Minneapolis
1976	Philadelphia	Washington DC
1977	Cleveland (CRSSMA)	Cincinnati
1978	New York	New York City
1979	Atlanta	Atlanta
1980	Northwest	Seattle
1981	Kansas City	Kansas City
1982	Denver	Vail
1983	Dallas	San Antonio
1984	New England	Hyannis
1985	San Francisco	San Diego
1986	Chicago	Chicago
1987	Philadelphia	Philadelphia
1988	New York	San Juan
1989	Atlanta	Orlando
1990	Northwest	Portland
1991	Kansas City	St. Louis
1992	Denver	Salt Lake City
1993	Dallas	Houston
1994	New England	Boston
1995	San Francisco	San Francisco
1996	Chicago	Minneapolis
1997	Philadelphia	Washington DC
1998	New York	Buffalo
1999	Atlanta	Charleston
2000	Northwest	Seattle
2001	Kansas City	St. Louis
2002	Denver	Denver
2003	Dallas	Albuquerque
2004	New England	Providence
2005	San Francisco	San Diego
2006	Chicago	Milwaukee
2007	Philadelphia	Philadelphia
2008	New York	West Point
2009	Atlanta	Tampa
2010	Northwest	Portland
2011	Kansas City	Branson

2012	Denver	Denver
2013	Dallas	New Orleans
2014	New England	Boston
2015	San Francisco	Oakland
2016	Chicago	Indianapolis
2017	Philadelphia	Pittsburgh
2018	New York	Atlantic City
2019	Atlanta	
2020	Northwest	
2021	Kansas City	

HOST REGIONAL ASSOCIATION LONG RANGE CALENDAR

<u>DATE</u>	<u>ACTIVITY</u>
3 years prior	Start to make plans for hosting Annual Meeting
2 years prior at Annual Meeting	Head of Delegation presents "Bid" to Delegates. If Host Committee wishes to present any information regarding possible sites, this is the time to do it - especially if guidance from Council is needed or desired. This is not required.
2 years prior	Select Host Committee chairperson. Select convention site, including hotel.
1 year prior	Consider banquet speakers/program. Make recommendations to NC President, seek advice and recommendations of NC Executive Committee Set needed committees, if not already done. Work with Finance Committee to submit Advisory Budget.
First NC Executive Committee Meeting Annual Meeting year	Report to NC Executive Committee on arrangements. Request any needed advances. By this time, you should have estimates on printing and other startup costs, invitation out to banquet speaker.
Second NC Executive Committee Meeting	Report to NC Executive Committee. At this meeting, Executive Committee will take actions on Annual Meeting theme, etc.
3 months prior	Work with NC President and Vice-President to put together final agenda, resolve problems and questions
2-3 months prior	Create registration packages online and send invitation email, coordinate with FrontLine Editor and webmaster
1 month prior	Printing
Month of Meeting	Annual Meeting Send thank you letter to Regional Office participants following meeting.

NATIONAL COUNCIL ANNUAL MEETING CHECK LIST

ACTIVITY		RESPONSIBILITY	REMARKS
I. INVITATIONS			
	Commissioner	NC President	
	Deputy Commissioner	NC President	
	Other CO Officials	NC President	
	NC Past Presidents	NC President	
	Other Speakers	NC President	
	Regional Commissioner	Host Region Assoc. (HRA) President	
	Area Directors, Host Region	HRA President	
	Banquet Speaker	HRA President on behalf of NC President	
	Sponsors	Sponsor Coordinator	See Exhibit Q
II. REGISTRATION			
	Set cutoff date for registration and prep website for registration process	Host Region Assoc. Committee (HRAC) and webmaster	See Exhibit E for Sample Registration Package
	Date to email packages to NC Executive Committee, NC Officers, and other designated members	HRAC	Copies to each Executive Committee member, Parliamentarian, the FrontLine editor, webmaster, and any other members designated by the NC President
	Email to Host Regional Association Membership	HRAC	
	Where is registration going to be held?	HRAC	
	To whom will checks be made out? Or what online service will be utilized?	HRAC	
	Establish fee for guests other than NC special guests for:	HRAC	
	A. Full conference		
	B. Breakfast and Banquet		
	C. Banquet only		

	Package to NC to include:	HRAC		
	A. Hotel Registration			
	B. General Instructions			
	C. Directions, entertainment, sightseeing			
	D. Cover letter			
	E. Links to maps			
	F. Transportation & Parking instructions			
	Packets to be given at Registration Desk include:	HRAC		
	A. Name Tags/Name Tents			
	B. Meal Tickets			
	C. Binders		See Exhibit F	
	D. Restaurants			
	E. Sightseeing			
	F. Maps			
	G. Paper			
	H. Pens			
III. BREAKFAST				
	Program and Menu	HRAC		
	Head Table	HRAC		
	Name cards for head table	HRAC		
	Microphone	HRAC		
	Podium	HRAC		
IV. BANQUET		HRAC with concurrence of NC Vice-President	Joseph P. Collins award, if any, will be presented at banquet. NC VP to be consulted on whether there will be an award, so printed programs will indicate presentation by NC President.	
	Menu			
	Program			
	Head Table			
	Reserved tables			
	Name cards for head table			
	Flowers			
	Toastmaster/mistress			
	Invocation			

V. MEETING ROOM				
	Ten tables for 10 delegations with space for alternates.	HRAC		
	Theater style seats for FrontLine Editor, Past Presidents and additional members and guests			
	Delegation Placards			
	Head Table		Provide at least 7 chairs at head table for 4 NC officers, Executive Officer, TSC Representative, Parliamentarian, and extras for speakers, chairpersons, etc.	
	Microphone at head table			
	Consider floor microphone depending upon room acoustics			
	Podium			
	Screens and Projectors		For resolution debates	
VI. HOSPITALITY SUITE				
		HRAC	Hotel rules will govern how much Regional Association does vis-a-vis hotel	
	Bartenders			
	Drinks/Liquor/Mixes			
	Snacks			
	Glasses			
	Ice			
	Napkins			
	Stirrers			
	Plastic Trash Bags			
VII. MISCELLANEOUS				
	Official leave request to Deputy Commissioner, Operations	NC President or the Executive Officer	Include names of all official delegates, alternates, any host committee members from the HRA, and any other member from the HRA for whom official leave should be requested and approved	

SAMPLE ANNUAL MEETING ADVISORY BUDGET

Advisory Budget for the 2016 Annual Meeting in Indianapolis

<u>ITEM</u>	<u>INCOME</u>
Registration for Welcoming Reception	\$3,200.00
Registration for Breakfast	\$2,625.00
Registration for Banquet	\$7,500.00
NCSSMA Allocation	\$19,225.00
CSSMA Funds	
TOTAL INCOME	\$32,550.00

<u>ITEM</u>	<u>EXPENSE</u>
Welcoming Reception	\$3,100.00
Breakfast	\$2,300.00
Banquet	\$5,800.00
Meeting Refreshments	\$3,750.00
Tuesday Morning Break	\$700.00
Tuesday Afternoon Break	\$1,200.00
Wednesday Morning Break	\$1,000.00
Wednesday Afternoon Break	\$850.00
Meeting Rooms	\$0.00
AV/Hotel Equipment	\$6,000.00
Hospitality Room	\$3,000.00
Ribbons/Badges	\$100.00
Postage	\$0.00
Printing	\$1,500.00
Host Committee Travel	\$5,000.00
Guest Meals	\$1,000.00
Miscellaneous Supplies	\$1,000.00
TOTAL EXPENSES	\$32,550.00

Difference	\$0.00
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Registration for the 2017 NCSSMA Annual Meeting

Email Invitation:

Dear NCSSMA Members:

We are *“Creating Winning Solutions the City Of Champions!”*

Events registration is now open for the [2017 NCSSMA 48th Annual Meeting](#) in Pittsburgh, PA from August 21st - August 24th. PRMA invites you to attend what promises to be a great meeting. Most recently, *“Harper’s Bazaar* named Pittsburgh as one of the ["Best Places to Travel in 2017."](#) With outstanding [attractions](#), award-winning [restaurants](#) and world-class [accommodations](#) there is so much to do. Please take a moment to visit the [Annual Meeting SharePoint Site](#) for a description of events we have planned prior to our meeting.

On Sunday, August 20th, you can start your morning with a **Hop-on Hop-off** narrated historical tour of Pittsburgh. Come join us for a **Sunset Dinner Cruise** and enjoy a buffet dinner with a live House DJ playing all your favorite music from today’s hits to some great oldies from the 70’s, 80’s, and 90’s. Monday, August 21st take a **tour of the PNC major league baseball Park**. A tasting we will go, on a **“Burgh Bits and Bites”** food tour through the Strip District for a taste of authentic Pittsburgh favorites and samples of foods from around the World. For all you sports lovers, we haven’t forgotten about you. After a long first day of meetings, why not relax or network, by taking in a Major League Baseball Game. On Tuesday, August 22nd, we will watch live as the **Pittsburgh Pirates take on the Los Angeles Dodgers**.

There are countless things to do in Pittsburgh, and we hope the links below will help you prepare for your visit. Hotel registrations can be made at the [NCSSMA Annual Meeting Hotel Registration](#) link.

Please share this invitation with your delegates attending. If you have any questions please do not hesitate to contact me. Hope to see you there!

Quick Links:

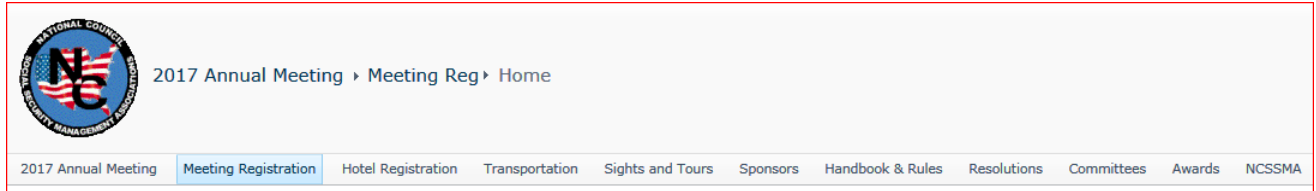
<https://www.visitpittsburgh.com/plan-your-trip/transportation/>

<https://www.visitpittsburgh.com/things-to-do/family-fun/>

<https://www.visitpittsburgh.com/things-to-do/>

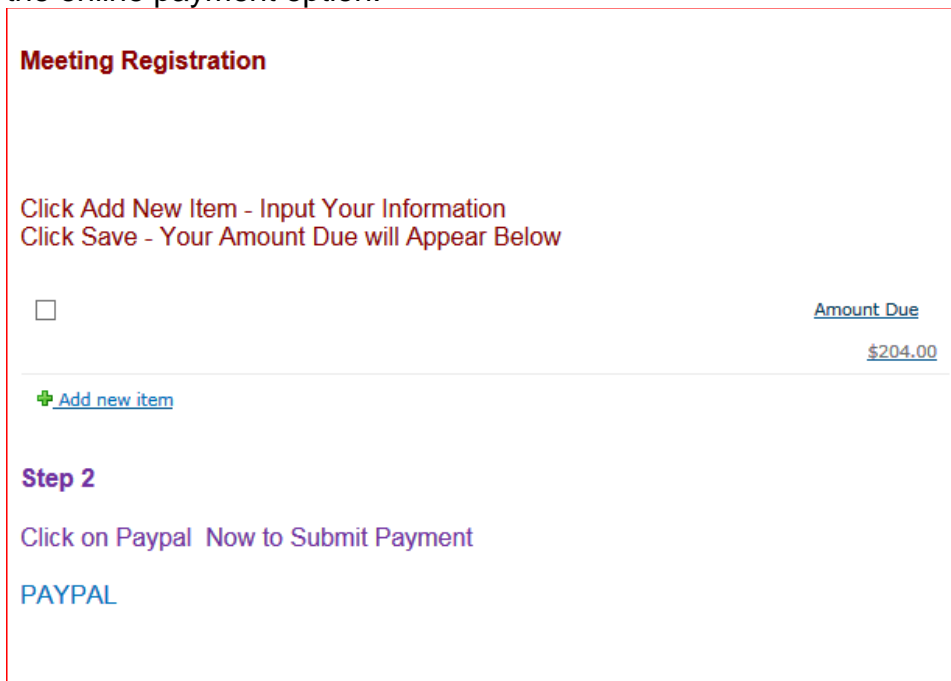
<https://www.visitpittsburgh.com/restaurants-culinary/>

SharePoint Information:



Links to the hotel, transportation options, attractions, etc, can be added to the Annual Meeting SharePoint site by the webmaster.

In recent years, Host Regional Associations have used the SharePoint site for registration and PayPal for registration and event fees. The webmaster can assist with the set-up and retrieving information. The NC Treasurer or prior HRA treasurers can assist with setting up the online payment option.



Meeting Registration

Click Add New Item - Input Your Information
Click Save - Your Amount Due will Appear Below

<input type="checkbox"/>	<u>Amount Due</u> <u>\$204.00</u>
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[+ Add new item](#)

Step 2

Click on Paypal Now to Submit Payment

[PAYPAL](#)

Name *	<input type="text"/>
Office DOORS Code *	<input type="text"/>
Region *	<input type="text" value="v"/>
Email (Work or Home) *	<input type="text"/>
Address (Home) *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/>
Contact Phone Number *	<input type="text"/>
Position *	<input type="text" value="v"/>
Number of Members	<input type="text" value="0"/> Number of Attendees
Number of Guests	<input type="text" value="0"/> Number of Guests
Welcome Reception (\$43)	<input type="text" value="0"/> Number of Attendees
Breakfast (\$38)	<input type="text" value="0"/> Number of Attendees
Banquet (\$79)	<input type="text" value="0"/> Number of Attendees
Banquet Options	<input type="text" value="Soup Prime Rib Risotto v"/> Food Options
Guest Banquet Options	<input type="text" value="Soup Prime Rib Risotto v"/> Guest Food Choice
Baseball Game (\$35)	<input type="text" value="0"/>
Sunset Dinner Cruise (\$43)	<input type="text" value="0"/> Total of attendees
Hop on Bus (\$30)	<input type="text" value="0"/> Number of Attendees
District Food Tasting Tour (\$39)	<input type="text" value="0"/> Number of attendees
PNC tour (\$10)	<input type="text" value="0"/> Number of attendees

ANNUAL MEETING BINDER

Over the years, it has been found that binders are preferable to pocket folders for holding annual meeting materials prepared in advance. The most popular sizes have been the ¾-inch or one-inch binders with a clear cover pocket and inside pockets. These are widely available at most office supply stores and come in several colors that can coordinate with other colors used on Annual Meeting materials, if you choose. The clear cover pocket works well for displaying any type of binder cover you may create. The inside pockets are handy for holding last minute handouts or those distributed during the meeting. It helps to have three-hole punches available at the meeting for those who want to insert their handouts into the binder.

The standard divider titles are shown below, although you may choose others, depending upon your own plans for the Annual Meeting. Going to a larger binder allows more room for dividing sections into smaller parts:

- Before Tabs:
 - Agenda (Exhibit G)
 - A list of National Council Officers, Past Presidents, and Guests
 - A list of delegates and alternates, by Regional Association
- RULES/BYLAWS
 - Annual Meeting Rules (Exhibit H)
 - Constitution and By-Laws
 - Reminders of Parliamentary Procedure (Exhibit I)
 - Resolutions Policy (Exhibits J and K)
 - Procedures for Nomination for National Office (Exhibit P)

Copies are available on the SharePoint site.

- ELECTION
This section will contain nomination statements and resumes.
- RESOLUTIONS
This section will contain proposed resolutions for consideration.
- SPEAKERS
This section will contain speaker biographies.
- REPORTS/MISCELLANEOUS
Committee reports furnished in advance and others made available at the meeting can be inserted in this section. This should include:
 - Proposed Budget for Next Year
 - Advisory Budget for Next Year's Annual Meeting
 - Membership Report
 - President's Report

Final Resolutions Report
Final Committee Reports

- Other suggested items for the binder:
 - Information on the hospitality suite, nearby restaurants, and other attractions
 - Flyer for next Annual Meeting

**NATIONAL COUNCIL OF SOCIAL SECURITY
MANAGEMENT ASSOCIATIONS, INC.**



39th ANNUAL MEETING



**THE THAYER HOTEL
WEST POINT, NEW YORK**

October 20 – October 23, 2008

“Raising the Torch of Leadership”

AGENDA

SATURDAY, OCTOBER 18, 2008

3:00 PM – 9:00 PM Meeting Registration Board Room North, 8th Floor

SUNDAY, OCTOBER 19, 2008

6:45 AM – 7:00 PM Sunday in the City Event Lobby

3:00 PM – 7:00 PM Meeting Registration Board Room North, 8th Floor

MONDAY, OCTOBER 20, 2008

8:00 AM – 5:00 PM Meeting Registration Board Room North, 8th Fl.

9:45 AM – 11:30 AM West Point Tour Lobby

**12:00PM – 2:30PM Hudson River Cruise and
Luau Lunch Lobby**

6:00 PM – 8:00 PM Welcoming Reception Crest Room

NYRMS Awards

TUESDAY, OCTOBER 21, 2008

6:30 AM – 10:00 AM	Meeting Registration	Crest Terrace Foyer
7:30 AM – 8:45 AM (*)	New York Welcome Breakfast	Lawn Terrace, Lower Level
	Welcome and Introductions	Host Region President
	Greetings	Host Region Area Director - Area Venue
	Greetings	Regional Commissioner of Host Region
9:00 AM (*)	Convene Business Meeting	Crest Terrace
	Presentation of the Colors	Color Guard - TBD
	National Anthem	TBD
	Welcome and Introductions	NCSSMA President
9:15 AM (#)	Seating of Delegates	Regional Associations
	Rules of the Convention	Parliamentarian
	Approved Minutes	NCSSMA Secretary
	Membership/Treasurer's Report	NCSSMA Treasurer
	Proposed 2009 Budget	Chair Finance Committee
	By-Laws (1st Report)	Chair By-Laws Committee
10:20 AM (#)	Nomination of Officers	Chair Elections Committee
(*) Public Sessions	(#) Members/Delegates Only	

TUESDAY, OCTOBER 21, 2008 (continued)

10:30 AM	Break	
10:45 AM (*)	Introduction of the Deputy Commissioner for Operations	NCSSMA President
	Comments	Invited Guest(s)

12:00 PM	Lunch	
	President’s Luncheon	TBD
1:00 PM (#)	Reconvene Business Meeting	NCSSMA President
1:05 PM (*)	Message from our Sponsor	TBD
1:15 PM (#)	President’s Update	NCSSMA President
1:35 PM (#)	Committee Reports/ Resolutions	Chair Resolutions Committee plus, 1 Other Committee Member (Reader)
2:35 PM (*)	Message from our Sponsor	TBD
2:45 PM	Break	
3:00 PM (*)	Introduction of the Commissioner and New York Regional Commissioner	NCSSMA President
	Welcome	Host Regional Commissioner
	Comments	Invited Guest(s)
4:25 PM (*)	Community Service Award Presentation	NCSSMA President
4:30 PM – 5:50 PM	Commissioner Meet and Greet	Lawn Terrace, Lower Level
6:00 PM	Torches on Tuesday– Dinner at the Newburgh Waterfront	Lobby
(*) Public Sessions	(#) Members/Delegates Only	

WEDNESDAY, OCTOBER 22, 2008

8:00 AM (#)	Reconvene	Crest Terrace
8:05 AM (*)	Message from our Sponsor	TBD
8:15 AM (*)	Introduction of Invited Guest	NCSSMA President
	Comments	Invited Guest
9:15 AM (#)	Committee Reports (continued)	
	Audit Report	Chair Audit Committee
	By-Laws (Final)	Chair By-Laws Committee
	2009 Budget (Final)	Chair Finance Committee
10:00 AM	Break	
10:15 AM (*)	Message from our Sponsor	TBD
10:30 AM (#)	Committee Reports	
	Resolutions (continued)	Chair Resolutions Committee
		Plus, 1 Additional Member
		(Reader)
12:00 PM	Lunch	
1:00 PM (*)	Message from our Sponsor	TBD
1:10 PM (#)	Committee Reports	
	Resolutions (continued)	Chair Resolutions Committee
		Plus, 1 Additional Member
		(Reader)
2:30 PM (#)	FEEA Update	FEEA Executive Director
2:45 PM	Break	
(*) Public Sessions	(#) Members/Delegates Only	

WEDNESDAY, OCTOBER 22, 2008 (continued)

3:00 PM (*)	Message from our Sponsor	TBD
3:10 PM (#)	Comments	Gov't Relations Consultant
4:10 PM (#)	Candidates Forum	Chair, Elections Committee
5:00 PM	Recess	
6:00 PM	President's Reception	Garden Terrace, Lower Level
7:00 PM	Banquet	Lawn Terrace, Lower Level
	Joseph P. Collins Award Presentation	NCSSMA President
	Community Service Award	
	Jim Burkert Membership Award	

(*) Public Sessions (#) Members/Delegates Only

THURSDAY, October 23, 2008

8:00 AM (#)	Reconvene	Crest Terrace
8:05 AM (*)	Message from our Sponsor	TBD
8:15 AM (#)	Committee Reports Resolutions (continued)	Chair Resolutions Committee Plus, 1 Additional Member (Reader)
10:00 AM	Break	TBD
10:15 AM (*)	Message from our Sponsor	
10:25 AM (#)	Committee Reports Resolutions (conclusion)	See Above
10:45 AM (#)	New Business	NCSSMA President
11:00 AM (#)	Election of Officers	Chair
11:15 AM (#)	Report of Election of Officers	Chair Elections Committee
11:30 AM (#)	Annual Meeting Plans	
	2009 Annual Meeting	President Host Region
	Site Bid – 2010 Annual Meeting	President Host Region
11:45 AM (#)	Closing Remarks	NCSSMA President
12:00 PM	Adjourn Meeting	

(*) Public Sessions (#) Members/Delegates Only

ANNUAL MEETING RULES

1. Only delegates may make motions and vote. However, all members in good standing are allowed and encouraged to participate in all discussions.
2. All decisions of the Council, except elections, require a 60% vote of delegates present.
3. All motions shall be in writing and be signed and dated by the maker. Motion slips will be provided in triplicate. Two copies will be given the president and the third retained by the maker of the motion.
4. Votes will normally be by voice. Roll call votes will not be taken unless the presiding officer is in doubt, or a roll call vote is requested by a delegate.
5. No speaker will be allowed to speak on a motion a second time until all others wishing to speak on the motion have had an opportunity to do so.
6. Voting for officers of the Council shall be by ballot. Elections shall be by a majority vote of the delegates present and voting at the annual meeting.
7. Nominations may be made from the floor at the first business session of the annual meeting. A candidate so nominated must have the endorsement of his/her regional association. A standardized resume form will be completed for such candidates and a minimum of one copy distributed to each regional association delegation.
8. A candidates' forum will be held on the second day of the meeting. Each candidate will speak for a maximum of 3 minutes on goals he/she would set for the National Council and what he/she would bring to the office sought to accomplish the goals.
9. Following the 3-minute presentations, the National Council delegates will be allowed 20 minutes to question the candidates for president. The forum will be moderated by someone who is not a candidate and, if possible, is from a region without a candidate for office. In no case shall the moderator be from a region with a candidate for president.
10. In the event that, as a result of an election, there is no candidate for an office, nominations for that office may be reopened so that an election may be held before the conclusion of the annual meeting. Candidates so nominated will present an oral summary of their qualifications for the office nominated.
11. The policy for acceptance and action on resolutions shall be that attached to these rules and titled, Resolutions Process Policy and Guidelines.
12. Roberts Rules of Order, Newly Revised, shall constitute the parliamentary authority for this meeting, subject to such special rules as have been or may be adopted.

EXHIBIT I

ANNUAL MEETING REMINDERS OF PARLIAMENTARY PROCEDURE (To Supplement Robert's Rules of Order)

1. If there is debate on any motion, the maker of the motion will be allowed to speak first.
2. When a motion is properly made and seconded, a motion will be allowed to amend that motion, and a motion to amend the amendment. Any further motions will be ruled out of order, per Robert's. If the delegates are unhappy with the last motion made, they may vote it down and offer a different version.
3. All comments must be germane to the motion. If a speaker strays too far from the pending motion, his or her comments may be ruled out of order.
4. Please direct all comments or questions to the Chair—not to the previous speaker or anyone else in the audience. The Chair will determine who should answer any question.
5. NCSSMA's Bylaws state that all decisions of the Council, except elections, require a 60% vote. With 40 voting delegates and one voting TSC Representative, 25 votes are required to adopt a motion. Officers do NOT vote.
6. Since debate is considered so important to proper decision-making, Robert's requires a motion, second, and two-thirds vote (28 votes in NCSSMA's case) to terminate debate. When there is a call for the previous question, this rule will be followed unless, without objection, the delegates are willing to terminate debate.
7. While rare, should there be any motion to "reconsider" a prior action or vote, such a motion will only be accepted from a member of the winning side of the prior vote, and will only be accepted on the same day of the prior vote or next day.

EXHIBIT J

RESOLUTIONS PROCESS POLICY AND GUIDELINES

The purpose of the Annual Meeting of the National Council of Social Security Management Associations is to chart the course for the Executive Committee to follow in the coming year. The primary vehicle for expressing the will of the delegates is the resolutions process.

The resolutions process is a structured mechanism for introducing, debating and taking action on significant issues of importance to SSMA members. The following section "Policy on Resolutions" outlines the general rules and procedures to be followed; however, responsibility for ensuring discipline in the resolutions process rests with the regional presidents, the Resolutions Committee and the NC President.

Policy on Resolutions

The President, with the consent of the Executive Committee, shall appoint a Resolutions Committee, consisting of a Chairperson and at least two members. No regional association shall be represented on the committee by more than one member.

The committee shall be appointed and announced to the Regional Associations no later than ninety days before the beginning of the annual meeting. Members of the committee shall be expected to attend the annual meeting.

It shall be the duty of the Resolutions Committee to study, review, analyze and research resolutions offered. The committee will work closely with the proponents of the resolutions to clarify intent, strengthen language or style where necessary, and otherwise assure that each resolution to be presented for consideration by the delegates at the annual meeting or by the members of the Executive Committee, if applicable, shall meet standards appropriate to the National Council and be possible of fulfillment. The committee shall also draft substantive resolutions to be presented to the voting body which are consistent with the objectives of the National Council.

Resolutions may be submitted by the National Council Executive Committee, by a National Council Committee or workshop chairperson, by a regional association, or by a delegate at the annual meeting. The resolutions should be directed to the chairperson of the Resolutions Committee.

Resolutions for annual meeting action should be submitted to the Resolutions Committee Chairperson not later than thirty (30) days before the annual meeting. A copy of the proposed resolution, properly titled, typed and electronically signed by the proposer should be submitted via email. Copies of all resolutions, except courtesy resolutions, to be reported at the annual meeting by the Resolutions Committee shall be provided in writing to delegates prior to the day on which the resolutions are to be reported. Copies of resolutions resulting from annual meeting or workshop action may be provided to the delegates on the same day they are to be reported, if the Resolutions Committee has completed action on such resolutions.

The Resolutions Committee shall report at the annual meeting all resolutions referred to it with a recommendation to adopt, not adopt or to consider unless the committee unanimously votes not to report a Resolution. At the annual meeting, the Resolutions Committee Chairperson in his/her report shall state the number of resolutions received by the committee and the number reported for action.

Following the report of the Resolutions Committee Chairperson, time will be allotted for resolutions not reported and any emergency resolutions to be given to the National Council Secretary, who will note their receipt in the minutes and forward them to the Resolutions Committee Chairperson for action.

The Resolutions Committee will provide copies of the unreported and emergency resolutions to all delegates prior to the business session at which they will be reported and acted upon. Approval by two-thirds (2/3) of the delegates present and voting shall be necessary for the adoption of emergency resolutions.

Resolutions may be brought before the National Council Executive Committee between annual meetings with the appropriate approval of 60 percent of the members of the Executive Committee. Such resolutions should be presented in writing and read in their entirety for this meeting, subject to such special rules as have been or may be adopted.

Responsibilities of the National Council President:

- Appoint the Resolutions Committee timely.
- Work closely with the Resolutions Committee Chairperson to ensure that he/she understands the responsibilities outlined in this document.
- Ensure that the regional presidents understand both the policy on resolutions and these procedures and guidelines.

At the spring Executive Committee meeting, the NC President (or his/her designee) should review these policies and guides and ensure that everyone understands their respective responsibilities.

Responsibilities of the Regional Presidents:

- Ensure that resolutions are submitted to the Resolutions Committee Chair no later than 30 days before the Annual Meeting.

NOTE: The Resolutions Committee will not consider resolutions submitted after the deadline UNDER ANY CIRCUMSTANCES. They will be returned to the regional president; the region may then use the emergency resolution provision to introduce them at the Annual Meeting.

- Personally review and submit all resolutions to the Resolutions Committee Chair.

Regional presidents must ensure that resolutions are well written, brief, concise and to the point. A lengthy, wordy "Condition" statement is unnecessary and clutters up the process. It is especially important that the "Resolved" paragraph(s) stand alone.

The format for the resolutions and a sample of a well-written and properly formatted resolution is attached. Refer to Exhibits L and O. Regional presidents should share these with those who will write their region's resolutions for the annual meeting.

- Ensure that all resolutions submitted relate to significant issues of concern to members.

Regional presidents should consider submitting less significant issues to the appropriate NC standing committee for consideration.

- Consider submitting resolutions jointly with other regions.
- Distribute resolutions package to regional delegation prior to the Annual Meeting.

Regional presidents will receive a package of resolutions from the Resolutions Committee chairperson seven (7) days before the annual meeting.

Regional presidents should furnish a copy of this package to all delegates, alternates and other members who will attend the annual meeting as soon as it is received so that members can review and become familiar with the issues to be debated. Delegates should also understand the resolutions process.

- Be prepared to lead a discussion of the resolutions with his/her delegation at the annual meeting.

Responsibilities of the Resolutions Committee:

- Solicit the submission of resolutions with a deadline no later than 30 days before the annual meeting.
- Consider ONLY those resolutions submitted timely.

The chair should return any resolutions submitted after the 30-day deadline to the regional president. The committee should not consider resolutions submitted after the deadline UNDER ANY CIRCUMSTANCES. Regions can use the emergency resolution provision to introduce such resolutions at the annual meeting.

- Exercise its responsibility to analyze the proposed resolutions, clarify intent and strengthen language or style where necessary.

The committee must not be reluctant to edit in the interest of clarity and simplicity, using the following guidelines and referring to the attached example:

- 1) All resolutions should be properly formatted.
- 2) All resolutions should be brief, concise and to the point.
- 3) The "resolved" should clearly state the action to be taken and should be able to "stand alone" (independent of the "condition")
- 4) The "Condition" statement should be "short and sweet" and should give only the rationale needed to support and strengthen the intent of the resolution.
- 5) Resolution language should be clear and simple; a lengthy "condition" statement and flowery verbiage clutters the process by shifting the focus of the floor discussion from the intent of the resolution to how the intent is expressed.

- Exercise its responsibility to combine resolutions with the same intent.

Regions are often proprietary about their resolutions and are not happy with how they are combined; so the committee needs to be sure that only resolutions with the same intent are combined.

When the Resolutions Committee decides to combine one or more resolutions, the responsible committee member should share a draft copy with each of the regional presidents for his/her comments/suggestions.

- Exercise its responsibility to report ONLY resolutions appropriate for consideration at the annual meeting.

If the regional presidents do a good job, it will be rare that the Committee will vote not to report a resolution. Referral to committee is another alternative to reporting a resolution for discussion.

If the Resolutions Committee decides not to report a resolution or to refer to committee, the chairperson should inform the regional president. If the region feels strongly about any resolution not reported or referred, it can be introduced under the emergency resolution provision.

- Complete its work on all resolutions submitted and sends a final package to the regional presidents and NC Executive Committee no later than 14 days before the Annual Meeting.

This will give regional presidents time to share the resolutions with their delegations for review of the issues to be discussed.

Electronic Resolutions Process

All resolutions are to be submitted by email on the attached form (Exhibit L), downloadable from the NCSSMA website. Use of this form eliminates the necessity of

changing format and font size when the resolutions committee is trying to combine and publish the resolutions.

At the Annual Meeting amendments and emergency resolutions can be submitted to the Secretary using the sample format and then viewed by the entire audience. (Refer to Exhibits M and N.) The Host Committee should arrange for an electronic method of viewing both resolutions and amendments.

Approved Resolutions

Approved resolutions are assigned by the Executive Officer, after consultation with the Immediate Past President, Vice President, and President, to NCSSMA's standing committees for action within 30 days of the close of the Annual Meeting. Some of the resolutions specify actions to be undertaken by the committee to which they are assigned, and some are more a declaration of the will of the members, as expressed by their delegates to the Annual Meeting. The resolutions do not always fall clearly into the purview of only one committee; some could logically be considered as pertaining to several committees. For this reason, a resolution may properly be shared between committees.

Once the assignment of resolutions is received, each committee has 30 days to draft an action plan for each resolution which will be sent to the Executive Officer. If a committee does not know how to address a given resolution, they need to contact the President as soon as possible for guidance. The action plan should be in the same font and writing style as the resolutions, Times New Roman, not bolded or italicized and font size 12. The Executive Officer consolidates all of the action plans into a single document and sends it to the President for approval and distribution.

Committee Chairs are also responsible for preparing midterm and final reports on the progress made on the resolutions assigned to them. Midterm reports are due around the mid-point between the Annual Meetings. (Between January and June depending on when the Annual Meetings are held.) Final reports are due approximately two months prior to the next Annual Meeting. (Between June and September depending on when the Annual Meetings are held.) Both reports should be submitted to the Executive Officer. The Executive Officer will compile the reports into a single document and forward to the President for approval and distribution. The Final Report is provided to the Host Committee of the Annual Meeting for inclusion in the Annual Meeting binders.

NCSSMA POLICY ON RESOLUTIONS

The President, with the consent of the Executive Committee, shall appoint a Resolutions Committee, consisting of a Chairperson and at least two members. No regional association shall be represented on the committee by more than one member. The committee shall be appointed and announced to the Regional Associations no later than ninety days before the beginning of the annual meeting. Members of the committee shall be expected to attend the annual meeting.

It shall be the duty of the Resolutions Committee to study, review, analyze and research resolutions offered. The committee will work closely with the proponents of the resolutions to clarify intent, strengthen language or style where necessary, and otherwise assure that each resolution to be presented for consideration by the delegates at the annual meeting or by the members of the Executive Committee, if applicable, shall meet standards appropriate to the National Council and be possible of fulfillment. The committee shall also draft substantive resolutions to be presented to the voting body which are consistent with the objectives of the National Council.

Resolutions may be submitted by the National Council Executive Committee, by a National Council Committee or workshop chairperson, by a regional association, or by a delegate at the annual meeting. The resolutions should be directed to the chairperson of the Resolutions Committee.

Resolutions for annual meeting action should be submitted to the Resolutions Committee Chairperson not later than thirty (30) days before the annual meeting. A copy of the proposed resolution, properly titled, typed and electronically signed, should be submitted via email. Copies of all resolutions, except courtesy resolutions, to be reported at the annual meeting by the Resolutions Committee shall be provided in writing to delegates prior to the day on which the resolutions are to be reported. Copies of resolutions resulting from annual meeting or workshop action may be provided to the delegates on the same day they are to be reported, if the Resolutions Committee has completed action on such resolutions. The Resolutions Committee shall report at the annual meeting all resolutions referred to it with a recommendation to adopt, not adopt or to consider unless the committee unanimously votes not to report a Resolution. At the annual meeting, the Resolutions Committee Chairperson in his/her report shall state the number of resolutions received by the committee and the number reported for action.

Following the report of the Resolutions Committee Chairperson, time will be allotted for resolutions not reported and any emergency resolutions to be given to the National Council Secretary, who will note their receipt in the minutes and forward them to the Resolutions Committee Chairperson for action. The Resolutions Committee will provide copies of the unreported and emergency resolutions to all delegates prior to the business session at which they will be reported and acted upon. Approval by two-thirds (2/3) of the delegates present and voting shall be necessary for the adoption of emergency resolutions.

Resolutions may be brought before the National Council Executive Committee between annual meetings with the appropriate approval of 60 percent of the members of the Executive Committee. Such resolutions should be presented in writing and read in their entirety for this meeting, subject to such special rules as have been or may be adopted.

EXHIBIT L

National Resolution

Submitted By: (Region)		Resolution # ____
Condition:		
Resolved:		

Save as Region Name, Resolution number. Example: Dalres01, NYres03, etc.

EXHIBIT M

Resolution Amendment

Submitted By: (Region)		Resolution # ____
Condition:	Original resolution language.	
Resolved:	Original resolution language.	
Proposed Amendment to Condition:		
Proposed Amendment to Resolved:		
Submitted by: (Region)		
Seconded by: (Region)		

Emergency Resolution

Submitted By: (Region)		Resolution # ____
Seconded by: (Region)		
Condition:		
Resolved:		

Save as emergency Region Name, Resolution number. Example: emerDalres24, emerNYres21, etc.

SAMPLE RESOLUTION

RESOLUTION # 8

Submitted by the New York Region

CONDITION:

Managers and Supervisors continue to be paid less than employees that they supervise when working overtime. This is inherently unfair and demoralizing especially when these management employees are developing claims, clearing RZs, working CDRs, etc. The overtime cap of GS-10, Step 1 has been in effect for many years and must be adjusted higher. Although legislation has been introduced in the past few years, a resolution still has not been achieved.

RESOLVED:

That NCSSMA and its lobbyist will continue to press for enactment of legislation that will eliminate the overtime cap for management personnel. Supervisors and Managers must receive equitable compensation for work performed on overtime.

**NATIONAL COUNCIL PROCEDURES FOR NOMINATIONS FOR
NATIONAL OFFICE**

In order for a name to appear on the preprinted ballot, a regional association should forward its nomination for a National Council office, using the attached format, to the President of the National Council within 30 days of the annual meeting by e-mail. The nomination should be accompanied by a standardized resume of the candidate's background, experience, views, etc. Should surface mail be used rather than e-mail, 50 copies of both the letter of nomination and the resume should be sent to the NC President.

The National Council President will be responsible for notifying the regions of the receipt of nominations and will distribute copies to each association for distribution to the delegates to the annual meeting.

Based on the nominations received by 30 days prior to the annual meeting, a printed ballot will be prepared.

Additional nominations may be made at the time of the first business session of the annual meeting. A candidate nominated from the floor must have the endorsement of his/her regional association. A standardized resume form will be completed for any candidate nominated from the floor. At least one copy of the resume will be distributed to the delegation of each regional association.

As part of the agenda for each annual meeting, a candidate's forum will be held on a day prior to the date for the election of the officers. Each candidate will speak for up to three minutes on what goals he/she would set for the National Council and what he/she would bring to the office he/she seeks to accomplish these goals. Following this presentation, twenty minutes will be permitted for the National Council delegates to question the candidates for President. The forum will be moderated by someone who is not a candidate, and, if possible, from a region without a candidate for office. The moderator shall be from a region without a candidate for President.

In the event that as a result of an election, there should be no candidate for an office, nominations for that office may at that time be reopened so that an election may be held before the conclusion of the annual meeting. Candidates so nominated will be requested to present an oral summary of their qualifications for the position to which they are nominated.



NATIONAL COUNCIL OF SOCIAL SECURITY
MANAGEMENT ASSOCIATIONS, INC.

To: President, National Council of Social Security Management
Associations

From:

Subject: Nomination of National Council Officer

On behalf of the _____ regional association, I am honored to place in nomination the name of _____ as a worthy candidate for the office of _____ of the National Council of Social Security Management Associations.

The resume of this candidate is attached.

Sincerely,

SPONSORSHIP POLICY

The National Council has adopted a Corporate Sponsorship Policy which applies to sponsors of the NCSSMA Annual Meeting as well as to sponsors of our web site and our FrontLine newsletter. The proceeds of the revenue received from our sponsors are an income stream in the overall NCSSMA budget.

Our national Annual Meeting sponsors pay a monetary fee. These national sponsors may also be sponsoring other NCSSMA activities such as the web site or FrontLine. In return for a cash fee, they will be allowed to exhibit their product/service at the annual meeting.

To maintain the professional image and reputation of NCSSMA, and to avoid potential disagreement over the use of sponsorship fees, the following guidelines are established:

Standards of Acceptability

Inappropriate exhibitors could be offensive to our membership or lead to controversy that would detract from the purpose of our annual meeting. To avoid such problems, an organization or industry which the membership may find offensive will not be accepted as sponsors. A good approach would be to use common sense when obtaining sponsors.

The solicitation and approval of sponsors for the annual meeting will be handled by the NCSSMA Finance Committee, following the NCSSMA Corporate Sponsorship policy. The Corporate Sponsorship Officer will inform the host committee of our approved national sponsors, and work with that committee to ensure those sponsors have adequate exhibit space and presentation time at the annual meeting as discussed below. If doubt arises about the appropriateness of a proposed sponsor, the Finance Committee will be available for consultation.

Sponsor Limits

No formal limit will be placed on the number of national sponsors for annual meetings. But based on the ability of the hotel to handle exhibitors or to provide the required space and services, the number of sponsors who have exhibits at the meeting may need to be limited. The number of exhibitors will be self-regulating by hotel policy. Exhibits will preferably be limited to the hallway outside the annual meeting room. If necessary, exhibits may be allowed in the main meeting room but any such exhibits must be unmanned while the meeting is in session. No exhibits will be permitted in the hospitality suite or breakout conference rooms. Should the number of sponsors need to be limited due to space considerations, the sponsorship fee for those

sponsors who cannot exhibit at the meeting will be adjusted accordingly. Any adjustment in fees will be determined by the Finance Committee in consultation with the host committee and the NCSSMA Executive Committee.

A total of up to one hour of presentation time will be set aside for all the exhibitors to speak at the Annual Meeting. The total length of time to address the delegation by each exhibitor that wishes to speak will be determined by the Host Region, in consultation with the NCSSMA President, subject to the one hour time limitation.

Use of Funds

When determining the National budget for the annual meeting a realistic budget by category will be prepared on the assumption that the meeting will be funded using NCSSMA funds approved as a part of the annual budget process. While an itemized budget will be submitted to the Council for approval, it is the total amount of the budget that must not be exceeded. (i.e. you may overspend in one category and under spend your budgeted amount in another category as long as all expenditures do not exceed the total budgeted amount.) In other words, it is permissible to shift funds from one category to another as long as you stay within the total budget.