

**Washington, DC Chapter of Concerns of Police Survivors  
P.O. Box 31549  
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**Standard Operating Procedure #2012-05**

**Review/Revision Date: January 23, 2024**

***Elections and Appointments of Chapter Officers***

**1.1 Scope:** This Standard Operating Procedure (SOP) establishes guidelines and policies for the election and appointment of officers for serving the Washington, DC Chapter of Concerns of Police Survivors, hereinafter referred to as DC-COPS.

**1.2 Objective:** To provide sufficient information and guidance to DC-COPS survivors in the conduct of elections and/or appointment of individuals to serve as Chapter officers.

**1.3 Purpose:** Establish clear direction for the conduct of elections and/or appointment of Chapter officers.

**1.4 Background:**

**A.** The term for elected officers shall be two years in the same office.

**B.** Elected Board officers may hold the same office for no more than two full consecutive terms. The officer may run for a different elected office immediately or may wait a term before running again for the same office. No member shall hold more than one office, whether elected or appointed, at the same time.

**C.** The elected officers shall be as follows: President, Vice President, Secretary and Treasurer.

**D.** Other offices may be created by the Board through an amendment to the Chapter's Bylaws.

**E.** At the present time, the elected Board consists of the President, Vice President, Secretary and Treasurer. These officers are voting members of the Board. Currently,

other appointed, non-voting Board officers, are the Immediate Past President, Parliamentarian, Police Liaison, and Chaplain.

F. Affiliate membership is available to local law enforcement personnel, business leaders, and citizens who are interested in the work of C.O.P.S., even though they are not a survivor of a line of duty fallen officer. Affiliate members shall not be eligible to vote or hold office.

G. Any deviation from the requirements and/or procedures of this SOP must be addressed, discussed, approved and resolved on a case by case basis by the Board.

H. In the absence or inability of the President, the Vice President shall preside and he/she shall execute all of the duties of the President. In the absence of the President and Vice President the duty of presiding shall devolve on the other elected officers of the Chapter in the following order: the Secretary and then the Treasurer.

**1.5 Approved:** This SOP was approved and adopted by the DC-COPS Executive Board on August 14, 2013 and was reviewed and revised by the Board on February 6, 2016. It was reviewed and revised by the Chapter Board on January 23, 2024.

**1.6 Chapter Board:** Chapter Board in this SOP refers to its voting members.

**1.7 SURVIVORS:** Survivors include spouses, children (natural, adopted and step), adult children, parents, siblings, fiancé, significant others, extended family (e.g., aunts, uncles, nieces, nephews, cousins, grandchildren, grandparents, and in-laws), co-workers affected by the loss of any law enforcement officer, and suicide survivors, as determined by the Public Safety Officer Support Act of 2022. C.O.P.S. serves survivors of officers whose death has been determined as line of duty by PSOB, FBI, FOP, or NLEOMF or those in the process of applying for benefits through the Public Safety Officers' Benefits Program.

**1.8 MEMBERS:** To be registered as a DC-COPS member (as defined in the Bylaws, Article III Membership) of Concerns of Police Survivors, the survivor must be registered in the C.O.P.S. National Office database. The survivor must make it known to National with which chapter they desire membership.

**1.9 Application:**

A. Before running for President, a candidate must have served as an officer, whether elected or appointed, in another position first.

B. Anyone wishing to be nominated for any of the Chapter's elected office positions must have followed the procedure and meet the criteria necessary to hold said offices as set forth in the Chapter Bylaws.

- C. The President, Vice President, Secretary and Treasurer and any other officers of the Chapter shall be law enforcement officer survivors of a line of duty death.
- D. Anyone wishing to be nominated for any of the elected officer positions must be present at the Business meeting prior to the Annual Meeting to be nominated, unless pre-approved absence by the C.O.P.S. National President or C.O.P.S. Executive Director.
- E. Members must be on National C.O.P.S.' database thirty days prior to the Chapter election to be eligible to run for a Chapter office.
- F. The President, Vice President, Secretary, and Treasurer shall be elected by a majority of votes cast by eligible present members at the Annual Meeting.
- G. All candidates for any office must be an advocate for and supporter of the C.O.P.S. organization and dedicated to work in the best interest of the C.O.P.S. organization.
- H. Individuals may be appointed by the President with the approval of the Board for other *non-elected* officer positions designated by the Chapter Bylaws.
- I. When necessary to fill a vacancy for an *elected* officer position, an individual may be appointed by the President with the approval of the Board. The appointed officer will serve the unexpired term of his/her predecessor in office.
- J. Survivors shall not be eligible to serve as an officer of the Chapter until at least one year has elapsed since the loss of their officer.
- K. Officers, whether elected or appointed, shall be members in good standing of the Chapter. A member in good standing is defined as a survivor who has taken an active role in the conduct of business of the Chapter by serving as a Chapter officer (elected or appointed) and/or attending a minimum of one Chapter meeting within the past twelve months from the date of the Annual Meeting and/or has attended a minimum of one Chapter and/or C.O.P.S.' *Hands-On Program* event within the past twelve months from the date of the Annual Meeting.
- L. A Chapter member can self-nominate for a particular office by submitting a Letter of Intent to the Chapter's Election Committee Chair. The Letter must be received not later than 75 days prior to the date of the election. The Letter must reflect the member's qualifications for the intended office that the individual is seeking.
- M. The most current National *C.O.P.S. Confidentiality & Nominee Pledge Information Policy* form must be completed by any individual seeking or being nominated for an office not later than 30 days prior to the election.
- N. Sample of timeline for the conduct of elections:

Assumed Date of Election: March 15

Appointment of Election Committee – December 15 (90 days prior to election)

Letter of Intent by an interested member – January 1 (75 days prior to election)

Announcement of candidates nominated – January 15 (60 days prior to election)

Election Committee ensures that a most current National *C.O.P.S. Confidentiality & Nominee Pledge Information Policy* form is properly executed and returned to the Election Committee – February 15 (30 days prior to election)

Election conducted at Annual Meeting – March 15

## **2.0 Eligibility to Vote:**

- A. A survivor can have voting privileges at only one chapter at any one time.
- B. Only a member of the Chapter can vote for a candidate in the Chapter.
- C. Only a survivor of a line of duty fallen officer can vote. Affiliate members shall not be eligible to vote or hold an office, whether elected or appointed.
- D. To be eligible to vote, a survivor must have attended a minimum of one event or meeting within the past 12 months.

## **2.1 Election Committee:**

- A. The President, with the approval of the Board, shall appoint an Election Committee not later than 90 days prior to the date of the election.
- B. The Committee shall consist of a minimum of two members. All members of the Election Committee shall be appointed by the President with the approval of the Board (in addition, one of those appointed will be designated as the Committee Chair).
- C. The Committee shall prepare a slate of candidates for the elected positions and shall recommend individuals to serve in the other appointed officer positions as the need is determined by the President, with the approval of the Board.
- D. Any member of the Chapter wishing to be considered for an elected or appointed office is encouraged to so advise any member of the Election Committee. A Letter of Intent from an interested Chapter member must be received not later than 75 days of the election and must be reviewed by the Election Committee to determine eligibility and qualifications for running for office. The Committee's slate selection deliberations shall not be influenced by an expectancy of ascension from one officer position to another officer position. While elected Board officers may be re-nominated for election to their

current position, the Committee is encouraged to ensure as much diversity and inclusion as is consistent with the best interest of the Chapter. The Committee will welcome and solicit input from members regarding officer candidates for the slate. The Committee must ensure that a most current National *C.O.P.S. Confidentiality & Nominee Pledge Information Policy* form has been properly executed and returned to the Election Committee not later than 30 days prior to the election.

E. The announcement of the slate of officers nominated by the Committee shall be given the widest distribution as possible, a minimum of 60 days prior to the election.

F. The Election Committee conducts the election at the Annual Meeting and reports the results to the members at the conclusion of the Annual Meeting.

G. If the Board determines that there are no volunteers to serve on the Election Committee, the Board shall assume the responsibilities and duties of the Election Committee.

H. The Election Committee and/or Board shall determine if nominations from the floor at the Annual Meeting will be appropriate.

I. The election of officers shall be by ballot and a majority of all votes cast shall be necessary to elect. When only one candidate is proposed for a particular office, and no further nominations have been made from the floor, the presiding President shall declare the individual elected by Acclamation. The President shall appoint two members to act as Tellers. After all who are entitled to do so have voted, the ballot shall be declared closed and the Tellers shall then proceed to count the votes in full view of the Chapter members. One of the Tellers shall examine each ballot singly and pass the same to his associate, who shall read aloud the name or names written or printed on all legal ballots. The Secretary shall tally the same and the result thereof shall be announced by the President.

### **3.0 Campaigning for any Chapter Elected Position:**

A. Nominees may campaign to introduce themselves and allow the general membership to get to know them provided they follow these guidelines:

1. Nominees may not refer to their opponents in any way. Negativity and mudslinging will not be tolerated.
2. All campaigning must be centered on educating their general membership on who the nominee is.
3. No physical items will be permitted, including but not limited to buttons, posters, giveaways, etc. This also includes posting such items on social media (e.g., Facebook, Instagram, X {formerly Twitter}, Snapchat, etc.).
4. No candidate/nominee may raise funds to campaign.

5. Nominees shall not approach new families at/during a chapter meeting/event, during/at NPW, and/or on an individual level for the purpose of discussing their intent to run for the Chapter Board or any other elected office/position within the chapter.

**B.** Approved campaigning will include:

1. Introducing oneself as a nominee.
2. Attending various chapter events throughout the year with the ability of introducing yourself as a nominee, at the nominee's own expense. Nominees shall decline to make any remarks or speeches.

**C.** Failure to follow any of the above guidelines will result in the expulsion of the nominee from the election process.

#### **4.0 Report of Election:**

**A.** After the results of the election are announced at the Annual Meeting, the results will be properly documented in the Minutes of the Annual Meeting.

**B.** Immediately following chapter elections, the Board will submit the following:

1. Financial Ethics and Accountability form (National Addendum #4);
2. Signed and notarized *C.O.P.S. Confidentiality & Nominee Pledge Information Policy* form (National Addendum # 5);
3. *C.O.P.S. Chapter Officer Roster Form* (National Addendum #6); and
4. Meeting Minutes including the election results.

**C.** Additionally, the President will ensure that a *C.O.P.S. Chapter Officer Roster Form* is completed and forwarded to the National Office and to other individuals designated by the National Office within 30 days of the election and every time an officer position changes hands.

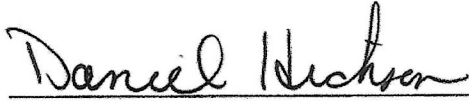
#### **5.0 Installation of Officers:**

**A.** Newly elected Board officers will be installed following the election at the Annual Meeting.

**B.** The Swearing-In Ceremony script that can be used for the Installation of Officers is attached as Attachment 1.

**C.** Terms for elected Board Members shall begin on April 1st following the elections, or if elected at a special election, shall be effective immediately following the special election.

D. Terms for appointed Board members shall begin immediately upon appointment. Appointed Board members have no voting privileges and may not make any motions, but have the right to voice opinions. This only applies to a non-voting appointed position. If the President, with the approval of the Board, makes an appointment to a voting position, the appointed individual is qualified to vote.



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Daniel Hickson  
President  
Washington, DC Chapter of C.O.P.S.  
January 23, 2024





# ***Washington, DC Chapter of Concerns of Police Survivors***

## **SWEARING-IN CEREMONY**

*Participants in the ceremony*

Presiding President  
Election Committee Chair  
Immediate Past President (\*)  
Newly elected officers  
Newly appointed officers (if applicable)

Ceremony begins with the introduction of the Election Committee Chair by the Chapter's Presiding President.

As election results are announced, newly elected officers come to the podium, standing in a semi-circle facing the podium.

After the newly elected officers are in place, the Election Committee Chair introduces the Immediate Past President.

*Election Committee Chair*

**"It is my pleasure to introduce (name), Immediate Past President of the Washington, DC Chapter of Concerns of Police Survivors, who will administer the oath of office to the newly elected officers."**

*Immediate Past President*

**"Newly elected officers, do you accept the office to which you have been elected? If so, respond by saying, 'I do'".**

*Newly elected officers in unison*

**"I do."**

*Immediate Past President*

**"Do you, in the presence of these members of the Washington, DC**

**Chapter of Concerns of Police Survivors, solemnly promise to faithfully and impartially discharge the duties of the office to which you have been elected? If so, answer 'I will'".**

*Newly elected officers in unison*

**"I will."**

*Immediate Past President*

**"By virtue of the power vested in me as Immediate Past President of the Washington, DC Chapter of Concerns of Police Survivors, I now declare these officers duly installed."**

Newly inducted officers turn to face the audience and the Immediate Past President introduces the newly inducted officers.

*Immediate Past President*

**"It is my pleasure to introduce the elected officers of the Washington, DC Chapter of Concerns of Police Survivors."**

(Pause for applause.)

**"President (name), you may assume your proper position as President of the Washington, DC Chapter of Concerns of Police Survivors effective April 1st. Let me be the first to wish you and your officers much success for your ensuing term."**

All newly elected officers return to their seats.

NOTE: (\*) If the Immediate Past President is not in attendance, another Past President (or other individual designated by the President) may act as the swearing-in officer.