

# UNITED STATES MASTERS SWIMMING HISTORY OF ELECTION OPERATING GUIDELINES

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## **Election Guidelines - 1991**

The original version of the document will be posted shortly

Zone Committee Minutes - 9/24/92

*Note: This document was scanned and formatted for presentation as there was no soft copy available. It is an excerpt from the committee minutes of the 1992 Convention.*

After a break, the nominating process committee moved into discussion of the nominating process.

The possibility of having a "Meet the Candidates" meeting or social as a method for delegates to speak to candidates was discussed.

The General Nominating Guidelines which were presented and approved last year were discussed. It was decided to revise the document by adding "A candidate may be nominated for more than one position, but may not be slated to more than one." The consent to run form was revised to add space for the candidate to list references and to indicate which position he is interested in if he is nominated for more than one position.

The timeline for the nomination process was discussed. February 28 is the deadline for receiving nominations. Consent to run forms will then be sent to candidates and must be returned by March 21. Evaluation forms will then be sent to selected LMSC officers and committee members. The April 15 date for returning these evaluations and endorsements was changed to April 20. A target date of June 1 for zone representatives to return their evaluations report back to Betsy was added.

It was decided to consult the zone representatives concerning to whom to send candidate evaluation forms. The method for each zone representative to get input from their zone members was also discussed. Suggestions were made as to methods for polling members. Each zone representative will use his discretion as to how best to get the information.

It was decided that after the evaluation forms for each candidate are received, Betsy will send copies to the zone representatives for their evaluation and input from their zones. They will then report back their evaluation to Betsy. She will then compile the results and report the results of the zone representative evaluations to the committee for further discussion. After this, the committee will decide upon the slate to be presented. The target date for the presentation of the slate to the Executive Secretary is July 15, 1993.

# Election Operating Guidelines - 1992

*Note: This document was scanned and formatted for presentation as there was no soft copy available. The original guidelines were discussed and passed in the 1991 House of Delegates meeting. This version was amended in 1992 and was attached to the minutes of the Zone/Nominating Committee of 9/24/92 to be used in the 1993 election.*

## GENERAL NOMINATING GUIDELINES

Anyone currently serving on the Zone Committee who is nominated for a National office or is related to someone nominated for a National office shall not participate in any Nominating Committee activity. The affected Zone shall appoint a temporary replacement to fulfill the Nominating Committee duties.

## GUIDELINES FOR NOMINATION AND ELECTION OF NATIONAL OFFICERS

A request for nominations shall be announced at the Convention and printed in the USMS newsletter published immediately following the Convention.

Nominations shall be sent to the Nominating Committee Chairman no later than the last day of February in the election year. Upon receipt of a nomination, the Nominating Committee Chairman shall send a consent-to-run form and a questionnaire to the nominee. These are to be completed and returned with a resume by March 21. The resume shall be a one-page (8 1/2 X 11) summary of the nominee's qualifications.

For each nominee that consents to run, a request for evaluation and endorsement will be sent to the LMSC in which the nominee is registered as well as to the members of any committee on which the nominee has served. This is to be returned by April 15.

All completed questionnaires and endorsements will be copied and sent to each Nominating Committee member by May 1.

The Nominating Committee will gather input from all of their delegates and LMSCs.

The Nominating Committee Chairman shall send the list of selected nominees to the USMS Executive Secretary and to all nominees who consented to run by July 15.

Nominations will be accepted from the floor of the House of Delegates before the end of the first session (usually Friday night). Prior to nomination, the written consent of the nominee must be submitted to the Zone Chairman. Each nomination requires a delegate nominator (who will be allowed two minutes to speak) and a delegate seconder (who will be allowed one minute to speak). After nominations are closed, each nominee may speak to the House of Delegates for two minutes. A candidate may be nominated for more than one position, but may not be slated to more than one (1992 Amendment).

Any candidate nominated from the floor may submit a one-page (8 1/2 X 11) resume which will be duplicated and distributed to the House of Delegates to allow time for review prior to the election.

The election of the officers shall be conducted during the afternoon of the next day's session of the House of Delegates (usually Saturday). The nominating committee will prepare ballots, conduct the election process, and clarify the results.

Election shall be by majority vote of the delegates voting. If there is not a clear majority for any candidate, the top two candidates will be retained and a second vote will be taken.

## GUIDELINES FOR NOMINATION OF ZONE COMMITTEE CHAIRMAN

The current Zone Chairman shall appoint one of the current Zone Representatives to serve as Nominating Chairman if the current Chairman intends to run again.

A request for nominations for the Zone Committee Chairman shall be sent to the Zone Representatives by March 1 of the election year.

Nominations shall be sent to the Nominating Chairman of the Zone Committee by June 1 of an election year.

A consent-to-run form and a request for a resume will be sent to each nominee. Endorsement shall be obtained from their LMSC.

A list of candidates and their resumes shall be sent to all Zone Representatives by July 31.

Nominations from the floor will be accepted during the Zone Committee meeting. Each nominee may submit a one-page resume (8 1/2 X11) and will be allowed two minutes to speak.

Election of the Zone Committee Chairman shall take place at the meeting of the Zone Committee held after the separate Zone meetings.

The Nominating Chairman shall conduct the election by secret ballot, tally the results, and announce the new Zone Committee Chairman.

### **NOMINATION GUIDELINES FOR ZONE REPRESENTATIVE**

The Zone Representative shall request nominations from each LMSC in the Zone by June 1 each election year.

The Zone Representative shall send each nominee a consent-to-run form.

The Zone Representative shall send a list of candidates to the LMSCs and to the delegates from the Zone who attended the prior Convention.

The Zone Representative shall appoint a delegate to accept nominations from the floor and run the election if the incumbent is running again.

Note: In a Zone meeting, each legally appointed delegate to the House of Delegates has one vote.

### **GUIDELINES FOR QUALIFICATIONS FOR NOMINEES FOR ALL OFFICERS, ZONE CHAIRMAN, AND ZONE REPRESENTATIVES**

#### **GENERAL**

Nominees should have the endorsement of their LMSC.

Nominees should have experience attending at least one previous convention. They should attend the current convention and should plan to attend all conventions during their tenure.

#### **USMS OFFICERS**

Nominees should have additional experience attending conventions.

Nominees should have chaired or been extremely active on at least one National committee.

#### **CAMPAIGN POLICY FOR USMS OFFICER POSITIONS**

The one-page resume requested earlier from each nominee will be sent to each delegate in the pre-convention packet.

No mailings may be sent to the delegates on behalf of a nominee. No signs or stickers may be posted or distributed on behalf of a nominee.

## **Zone Committee Minutes - 9/12-13/96**

*Note: This document was scanned and formatted for presentation as there was no soft copy available. It is an excerpt from the committee minutes of the 1996 Convention.*

A discussion of the process of electing the 1997-1998 officers was opened. The schedule from the 1993 elections was discussed and no objections to using the same schedule were voiced. The goal of the nominating process will be to select 2 candidates for each office. A motion to hold a "Meet the Candidates" forum was made, seconded and carried. A motion to give the candidate and the nominator of that candidate a combined total of 5 minutes to address the House was made, seconded and carried. A discussion of the process of electing the chairman of the Zone Committee was initiated. The meeting was recessed at 2:30PM.

The meeting was reconvened at 5: 10 PM September 13. The committee discussed the nominating procedures for both the National Officers and the Zone Committee Chairman.

The committee recommends the following procedure be used for nominating candidates for National offices: nominations will be solicited through February 28, 1997. Consent-to-run and candidate questionnaires will be due March 21. Solicitation of comments will occur through April 20. The slate of candidates will be chosen by July 15. Information about the candidates will be included in delegate packages. The committee wishes to hold a "Meet the Candidate " session which will allow the delegates to meet the candidates and ask them questions. The format would include a "debate" portion followed by a social gathering.

The process for electing the Zone Committee Chairman will be as follows: each zone may nominate one candidate for the position. A letter of nomination, a consent-to-run letter and resumes will be solicited from the candidates by August 1. This information will be disseminated to the Zone Representatives by August 10 and included in the delegate convention packets. Nominations from the floor will be accepted by the first meeting of the Zone Committee at the 1997 convention. The meeting adjourned at 6:45 PM.

## **Election Operating Guidelines - 1996**

*Note: This document was scanned and formatted for presentation as there was no soft copy available. Some paragraphs were re-typed because the poor quality of the original prevented accurate scanning. It was attached to the minutes of the Zone/Nominating Committee of 9/12-13/92 to be used in the 1997 elections.*

General Anyone serving on the Zone Committee who is nominated for a National office or is related to someone nominated for a National office will not participate in any Nominating Committee activity. The affected Zone shall appoint a temporary replacement to fulfill the Nominating Committee duties.

Nomination and Election of National Officers A request for nominations shall be announced at the Convention and printed in January, 1997 SWIM magazine.

Nominations shall be sent to the Nominating Committee Chair no later than February 28, 1997. The deadline for Zone Chair nominations is August 1, 1997.

Upon receipt of a nomination, the Nominating Committee Chairman shall send a consent-to-run form/questionnaire to the nominee. These are to be completed and returned with a resume and a 5 X 7 black and white photograph by March 21, 1997. The resume shall be a one page (one side, 8 1/2 X 11 Inches) summary of the nominee's qualifications.

For each nominee that consents to run, a request for evaluation and endorsement will be sent to the LMSC in which the nominee is registered, to the members of any committee on which the nominee has served, and also to two others selected by the nominee.

Evaluations are to be returned by April 15, 1997.

All completed questionnaires and endorsements will be copied and sent to each Nominating Committee member by May 1, 1997.

The Nominating Committee will gather input from all of their delegates and LMSCs.

The Nominating Committee Chair shall send the slate of nominees to the USMS Executive Secretary and to all nominees who consented to run by July 15, 1997.

There will be a Candidates' Forum in order for the voting delegates to familiarize themselves with the candidates. The Zone Committee will host the forum to be held Thursday evening of the Convention. Candidates must be in attendance and make themselves available to answer questions. Details will be sent to the candidates when the slate is complete.

Each nomination requires a delegate nominator. After nominations are closed, each candidate will be given a total of five (5) minutes during which time the nominator and/or candidate may speak. Each nomination requires a seconder who will not speak on behalf of the candidate. A candidate may be nominated for more than one position, but may not be slated for more than one.

Any candidate nominated from the floor may submit a one-page (one side, 8 1/2 X 11 Inches) resume which will be duplicated and distributed to the House of Delegates to allow time for review prior to the election.

The election of the officers shall be conducted during the House of Delegates session. The Nominating Committee will prepare ballots, conduct the election process, and clarify and announce the results.

Election shall be by majority vote or the delegates voting. If there is not a clear majority for any candidate, the top two candidates will be retained and a second vote will be taken.

### Guidelines for Qualifications for Nominees for all Officers, Zone Committee Chairman and Zone Representatives

General Nominees should have the endorsement of their LMSC.

Nominees should have experience attending at least one previous convention. They should attend the current convention and should plan to attend all conventions during their tenure.

USMS Officers Nominees should have additional experience attending conventions.

Nominees should have chaired or been extremely active on at least one National Committee.

### Campaign Policy for USMS Elections

The one-page resume requested from each nominee will be sent to each delegate In the pre-convention packet.

The resume and photograph will be posted on-site in a visible area before and during the Convention.

No mailings may be sent on behalf of a nominee in order to encourage a delegate's vote.

Handouts, signs, stickers, pins or other promotional items may not be used or given at the convention on behalf of any nominee.

### 1997 Zone Committee Chairperson Election Guidelines

The current Zone Chair shall appoint one of the current Zone Representatives to serve as Nominating Chair if the current Zone Chair chooses to run again.

Each zone may nominate one candidate for the position of Zone Committee Chair. That nominee need not come from the nominating zone.

A letter of nomination, letter of consent-to-run/questionnaire, a one (1) page resume and a 5 X 7 black and white photo of the nominee must be received by the Nominating Chair no later than August 1,1997.

Nominating Chair will disseminate all resumes, letters of nomination to Zone Representatives by August 10,1997.

By August 15, 1997, all information to be included in the Delegates' Convention Packet will be forwarded to Gene Donner for inclusion.

At the Convention, Zone Representatives will hold elections in each of their zones. If he/she is running again, a replacement Zone Rep will run the election. The 1997 elected Zone Rep will participate in the voting for Zone Chair at the Zone Committee Meeting.

The elected Zone Chair becomes apart of the Executive Committee.

## Zone Committee Minutes - 10/2/98

*Note: This document is an excerpt from the committee minutes of the 1998 Convention.*

The following election guidelines were agreed to for 1999.

### Election Procedures for USMS Elections in 1999

- 1) Current Officers are automatically nominated. The Zone Committee Chair will contact each officer and verify that they wish to continue.
  - 2) A request for nominations will be printed in the January/February, 1999 SWIM Magazine. This will include the following guidelines
    - a) Any USMS member may nominate a candidate for office.
    - b) Nominees should have the endorsement of their LMSC.
    - c) Nominees should have experience attending at least one previous convention. They should plan on attending the 1999, 2000, and 2001 conventions.
    - d) Nominees should have chaired or been extremely active on at least one USMS committee.
  - 3) Nominations must be received by the Zone Committee Chair by February 28, 1999.
  - 4) If no other nominations are received, no other activity is required of the committee other than preparing information for the 1999 convention packet. There will not be a "Meet the Candidates" Forum at convention.
  - 5) If nominations other than the current officers are received, then candidates must submit a consent-to-run form and two letters of support. Questionnaires will be sent to supporters. The Zone Committee will evaluate the nominees.
  - 6) If any of the nominations are accepted by the committee, then
    - a) A "Meet the candidates forum" will be scheduled at convention.
    - b) All nominees, including the current officers, must submit a resume and photo. The resume will be included in the convention packet. The resume and photo must be received by the Zone Committee Chair by July 1, 1999.
  - 8) Nominations from the floor will be allowed during a House of Delegates meeting. That should take place on Thursday of the 1999 convention.
- There are three scenarios that will affect the election process.
- A) If there have been no new nominations (either prior to convention or from the floor), then the current officers shall be retained by acclamation.
  - B) If additional nominations were received and accepted prior to convention, then we will have a "Meet the Candidates Forum".
  - C) If nominations are received from the floor, the nominee will be required to submit a resume and two letters of recommendation. The Zone Committee will copy and distribute these documents.
- If either B) or C) occur, elections would need to be on either Friday or Saturday.

## **Zone Committee Minutes - 9/17/99**

*Note: This document is an excerpt from the committee minutes of the 1999 Convention.*

### **IV. Zone Committee Chairman election for 2000**

MSA – To use the guidelines and procedures that were used for this year's election of officers with the exception that there will be a candidates' forum at the House of Delegates meeting when championships are voted on. There will be a total of 3 minutes for presentation of each candidate.

## Zone Committee Minutes - 10/13/00

*Note: This document is an excerpt from the Zone Committee minutes of the 2000 Convention.*

- I. **Nomination Process** – The current system was discussed. The Zone Chair election process was examined and will be used as a basis for the 2001 Elections. A one-page letter of reference was suggested in place of the questionnaire for personal references. The use of pictures was excellent, but we need to work on the quality of reproducing the pictures in the packets of information sent to the delegates. After further discussion the following process was approved for 2001.
  1. The call for Nominations will be printed in the January/February Swim Magazine and the National Office Newsletter.
  2. Nominations are due to the Zone Committee Chair by Feb. 28.
  3. Questionnaires will be sent to each nominee. The Questionnaires and resumes from nominees are due back to the Zone Committee Chair by March 31.
  4. Evaluation forms will be sent to Committee Chairs of committees that each nominee has served on. These are to be returned by end of April. Personal letters of reference will be the responsibility of the nominee and are also due back by the end of April.
  5. The Zone Committee will evaluate nominees and prepare a slate of candidates by June 15<sup>th</sup>.
  6. Each candidate will be asked to submit a picture by July 10<sup>th</sup>.
  7. The Zone Committee Chair will submit candidate questionnaires, resumes, and pictures of candidates to the national office for inclusion in the convention packet by August 1<sup>st</sup>.
  
- II. **Election Process** – The Chair reminded everyone that nominations from the floor must be accepted. The election process was then discussed. The process from 1997 was analyzed. The discussion centered around the “Meet the Candidate Forum” night. The question period, the type of questions, the length of questions, the length of answers and the frequency of questions to each candidate were discussed in detail. The following recommendations were approved.
  1. A display chart with the information about the candidates printed in the convention packet should be created for display during the convention.
  2. Nomination speeches and acceptance speeches should be made at the House of Delegates meeting on Thursday.
  3. Questions from delegates to be used for the Meet the Candidates Forum should be accepted after the above speeches.
  4. The Zone Committee will analyze and filter the questions. They will prepare a list of questions for the Meet the Candidate Forum. A time limit should be set for answers.
  5. Some type of refreshments are recommended for the Meet the Candidates Forum.
  6. A moderator will ask the questions and control the length of answers. Questions will not be allowed from the floor.
  7. Following the formal Meet the Candidate Forum, each candidate will be asked to remain for a half-hour to mingle and to be available for informal questioning from the delegates.

## **Zone Committee Minutes - 2/4/01**

*Note: This document is an excerpt from the Zone Committee conference call held on 2/4/01.*

### Introductory Remarks

The Zone Chair reviewed the committee's authority for running the election. Authority and procedures are contained in Article 505.2.3 of the USMS Rule Book and the minutes of the Zone Committee 2000 USMS Convention meeting, Friday, October 13, 2000.

June Krauser requested that the committee observe Roberts Rules of Order for our proceedings. The committee agreed and June acted as the parliamentarian for the conference call.

The Zone Chair informed the committee that the results of the current deliberations will be posted on the Election Web Site. This will include the Qualification Criteria and the Evaluation Process. Later, candidate information will be posted in a way that is consistent with the USMS Privacy Policy. In the Convention Packet will be the candidate questionnaire, resume, and picture.

The committee asked that blank questionnaire and evaluation forms also be posted on the web site.

### Qualification Criteria

The committee changed the wording of the criteria concerning attendance at convention so that the requirement is that the candidate shall have attended "more than" one (1) USMS National Convention. See attachment for completed criteria.

### Procedures for Evaluation

The committee approved the procedures for evaluation as previously presented. See attachment for completed procedures.

### Evaluation of Nominee Form

The committee approved the nominee evaluation form as it has been used in previous elections. See attached form.

### Candidate Questionnaire

The committee made several changes to the candidate questionnaire that has been used in previous elections. The changes were made to reduce redundancy and to allow the candidates to express their views on the major issues facing USMS. See attached updated questionnaire.

### Election Procedures at Convention

The committee expressed the desire to resolve House of Delegates voting procedure issues before arriving at convention. The consensus was that, when there are three (3) or more candidates for any one office, and none receives a majority of the votes, there should be a run-off between the two (2) candidates receiving the highest number of votes.

### Candidates Forum at Convention

A subcommittee was formed to organize the Candidates Forum at convention. Melissa Rinker and Rob Whitters volunteered to work on the subcommittee. Additional members will be recruited from the Zone Reps not present.

### Qualification Criteria for Candidates for Office

When reviewing candidates' qualifications, the following criteria shall be used:

- 1) Candidates shall be registered members of United States Masters Swimming, Inc. (USMS) for the year 2001.
- 2) Candidates shall have attended more than one (1) USMS National Convention.
- 3) Candidates shall have demonstrated leadership in USMS by holding various positions in the corporation. None of the positions shall be given weight over any others. These positions include, but are not limited to: a) Executive

Committee Member, b) National Committee Chair (Standing or Ad-Hoc), d) Special Assignment, e) Project Leader in Committee, f) Zone Representative, or g) any other position which requires leadership abilities.

Procedures for Zone Reps for Evaluation of Candidate Qualifications

- 1) The Zone Chair shall not vote unless there is a tie vote on a candidate.
- 2) All candidates shall be evaluated by the described criteria regardless of what office they are running for.
- 3) The criteria for evaluation shall be applied to all candidates in an even-handed manner.
- 4) When in doubt about the qualifications of a candidate, vote to put that candidate on the slate and let the House of Delegates decide whether to elect that person.

## Zone Committee Minutes - 6/10/01

*Note: This document is an excerpt from the Zone Committee conference call held on 6/10/01.*

### Selection of the Slate of Candidates

The first order of business was selection of the slate of candidates for USMS Executive Committee. The six (6) Zone Reps present voted, with the Chair only voting in case of a tie. A formal vote was taken for each candidate. Votes for, against, and abstain were counted.

MSA that the committee vote on candidates for President. All nominees for President were voted onto the slate.

MSA that the committee vote on candidates for Vice President. All nominees for Vice President were voted onto the slate.

MSA that the committee vote on candidates for Secretary. All nominees for Secretary were voted onto the slate.

MSA that the committee vote on candidates for Treasurer. The single nominees for Treasurer were voted onto the slate.

The slate for USMS Executive Committee will be as follows:

President: Betsy Durrant, Jim Miller, Sandi Rousseau  
Vice President: Hugh Moore, Scott Rabalais  
Secretary: Joan Alexander, Sally Dillon, Julie Paque Heather, Skip Thompson  
Treasurer: Doug Church

### Candidates' Forum Discussion (led by Melissa Rinker, Forum Sub-Chair)

Forum policies agreed on were:

- 1) Richard Smith will be in charge of crowd control.
- 2) The room will be set up informally with the audience in a semi-circle and the candidates in front, but not on a podium.
- 3) The committee will accept the offer by the Michigan LMSC to arrange for refreshments at the forum.
- 4) The Zone Chair will be moderator for the forum with Melissa Rinker working the floor.
- 5) At the beginning of the forum, each candidate will be introduced by the moderator.
- 6) There will be a time limit (TBD) set for answering questions to insure all candidates get to speak.
- 7) The committee would like to see the nomination and acceptance speeches in the House of Delegates on Thursday morning provide the basis for the evening discussion. Therefore, the entire allocated 90 minute time period will be divided among the ten (10) candidates, affording approximately 7-8 minutes per candidate.
- 8) Formal questions will be prepared ahead of time with allowance for follow-up from the floor. Preparation and presentation of questions will proceed as follows:
  - a) Questions may be submitted prior to convention via a form on the election web site. They will be directed to Melissa Rinker.
  - b) There will be a question box placed at convention check-in on Wednesday which will be moved to the HOD on Thursday morning. Submissions will be terminated at 12 noon.
  - c) The Zone Committee will have a working lunch on Thursday to organize the questions for the forum. If it takes longer than the lunch hour, available Zone Reps will continue to work on them.
  - d) Questions should be directed to an office, not a specific candidate, and there should be questions for all positions up for election.

- e) Follow-up questions will be allowed from the floor with Melissa Rinker in charge of the organization of floor questions.
- 9) Candidates will be asked to stay for about half an hour afterward to talk informally with delegates.

### **Voting Process at Convention**

Voting policies agreed on were:

- 1) The initial vote will be taken for all offices simultaneously.
- 2) Color-coded ballots will be prepared for each office (*Note: In a subsequent email discussion, the committee decided to place all candidates on a single ballot. Craig Campesi, Colonies Zone Rep, will be in charge of organizing and counting the ballots to assure speed and accuracy.*).
- 3) Votes will be collected by roll-call of voting delegates and placed in the collection box.
- 4) The Zone Committee will divide up to count ballots for each office.
- 5) A successful candidate must be elected by majority vote.
- 6) In voting for offices with 3 or more candidates, if no-one receives a majority of the votes, then there will be a run-off between the 2 top vote getters.
- 7) For the run-off, blank ballots will be distributed to the voters. Voting Delegates will write the names of the 2 candidates on the ballot and vote for 1. Roll-Call and counting will proceed as above.