
ELECTION OPERATING GUIDELINES

ELECTION GUIDELINES

I. Purpose

The purpose of the Election Operating Guidelines ("EOG") is to list and maintain in one place all of the election policies and procedures currently in existence in United States Masters Swimming, Inc. ("USMS"). EOG will be updated by the Election Committee at the convention prior to an election. Copies will be made available to any USMS member through the National Office upon request. (E1)

II. General Information

A. Anyone 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.

B. 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.

C. Exchange of documents between the Election Committee and other participants in the process shall be done by electronic media. (E2)

D. These guidelines may be modified during an election to allow for variations caused by uncontested elections, changes in expected convention schedules, and any other circumstance that may interfere with adherence to all the guidelines set forth. (E3)

III. Publications

A. A request for nominations shall be announced at the Convention, printed in the January/February SWIM magazine, posted on the USMS Web Site, and posted in the National Office Newsletter. The announcement will include the candidate qualification criteria. (E4)

B. Information on the election shall be posted and regularly updated on the Election Section of the USMS Web Site. Notification of web site changes shall be posted on the "What's New" discussion forum. Candidate information to be published on the web site shall be limited to the candidate questionnaire and a digital picture. (E4)

C. Information on the election shall be delivered to the national office by August 1 to be published in the convention packet. Published information shall be limited to the candidate questionnaire, resume, and picture. Candidates may be permitted to attach an addendum to their questionnaire if issues crucial to USMS have surfaced since the questionnaire was first written. (E4)

D. Candidate letters of nomination, letters of reference, and endorsements by LMSCs may be published with the permission of the author. Evaluation forms shall remain confidential and shall be for Election Committee use only. (E5)

IV. Nominations for the Pre-convention Slate (E6)

A. Nomination of Candidates

1. The nomination period shall be from January 1 through March 31 of the election year.

2. Any USMS member may nominate a candidate for office.

~~2. Nominations shall be sent to the Nominating Committee Chair no later than the last day of February in the election year.~~

~~3. 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 by March 31. The resume shall be a one page (one side, 8 1/2 X 11 inches) summary of the nominee's qualifications.~~

3. The Election Committee shall develop a nomination packet which shall be posted on the election web site by December 1 of the year preceding the election. The packet may also be distributed by e-mail upon request. Contents of the packet shall be as follows:

a. Instruction sheet for nominees (including nominee qualification criteria)

ELECTION OPERATING GUIDELINES

b. Candidate questionnaire/consent-to-run form

c. Sample Evaluation Form

d. Copy of the Election Operating Guidelines

4. The completed packet shall be returned to the Election Chair by March 31 along with:

a. A letter of nomination from a USMS member

b. A one page resume

c. Two personal letters of reference

d. A letter of endorsement from the nominee's LMSC

e. Digital picture

45. Evaluation forms ~~will~~ shall be sent to at least one ~~Committee Chairs~~ of a ~~committees~~ that each nominee has served on. It is recommended that the nominees should have been on these committees no longer than five years previously. These are to be returned by ~~the end of~~ April 30.

5. ~~Personal letters of reference will be the responsibility of the nominee and are also due back by the end of April.~~

6. ~~Successful candidates will be asked to submit a picture by July 1.~~

B. Nomination of Current Officers (E6)

1. Current officers eligible for a second term are automatically nominated. The Zone Committee Chair will contact each officer and verify that they wish to continue.

2. When current officers are running for re-election and no other nominations are received, no other activity is required of the committee other than preparing information for the convention packet and updating the election web site.

3. Current officers must submit Section One of the Candidate Questionnaire/Consent-to-Run Form, a one-page a-resume, and photo ~~for the convention packet.~~ Candidates may submit a full questionnaire if they choose.

E.C. Floor Nominations (E12)

1. Nominations will be accepted from the floor of the House of Delegates at the same time as the nominations for the candidates on the slate~~before the end of the first session.~~

2. Immediately following the nomination, Sections One and Two of the Candidate Questionnaire/Consent-to-Run Form must be submitted to the Election Chair. The candidate may also submit a fully completed questionnaire, a one-page resume and/or a picture (4 x 6 maximum size).~~Prior to nomination, the written consent of the nominee must be submitted to the Zone Chair.~~

3. ~~Any candidate nominated from the floor will be required to submit a one-page (one side, 8 1/2 X 11 inches) resume and two letters of recommendation which~~The candidate questionnaire and resume will be duplicated and distributed to the House of Delegates to allow time for review prior to the election. The picture will be placed on the display board with the other candidates.

4. Candidates nominated from the floor of the House of Delegates shall be registered members of USMS prior to their nomination. (E8)

F.D. A candidate may be nominated for more than one position, but may not be slated for more than one. (E12)

Note: C & D were moved from Section VII

V. Candidate Qualification

A. All completed questionnaires and endorsements will be ~~copied and sent~~ transmitted to each Nominating Committee member by May 1. (E7)

B. The Zone Committee will evaluate nominees and prepare a slate of candidates by June 15.

ELECTION OPERATING GUIDELINES

C. Qualification Criteria

1. Candidates shall be registered members of United States Masters Swimming, Inc. (USMS) for the year when the election is held.
2. Candidates shall have attended more than one USMS National Convention.
3. Nominees should attend the current convention and should plan to attend all conventions during their tenure.
4. 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.
5. Nominees should have the endorsement of their LMSC.

D. Procedures for Candidate Qualification

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 an Election Committee member is unable to reach a conclusion as to ~~in doubt about~~ the qualifications of a candidate, they should vote to put that candidate on the slate and let the House of Delegates decide whether to elect that person. (E9)
5. All candidates who meet the stated qualifications shall be placed on the slate. (E10)

VI. Campaign Policy (E11)

~~A. 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.~~

BA. Publicity will be provided for the candidates on the election web site and in the convention packet. In addition, A a display chart with the information about pictures of the candidates printed in the convention packet should be created for display and will be posted on-site in a visible area before and during the Convention.

B. The Election Committee shall open an election thread on the USMS Discussion Forum to allow for an exchange of ideas between candidates, delegates, and other members of USMS.

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

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

VII. Convention Nominations for the Election Ballot (E19)

A. The report of the Nominating Committee, floor nominations, nominating ~~Nomination~~ speeches, and acceptance speeches should be made at the first meeting of the House of Delegates.

B. The Chair of the Nominating Committee will present the slate of nominees.

C. The Chair will then call for nominations from the floor for each office.

BD. Each nomination requires a delegate nominator.

~~C. Each nomination requires a seconder who will not speak on behalf of the candidate.~~

DE. 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.

Note: E & F have been amended & moved to Section IV and are now numbered IV-C & IV-D

~~E. Floor Nominations~~

1. ~~Nominations will be accepted from the floor of the House of Delegates before the end of the first session.~~

ELECTION OPERATING GUIDELINES

~~2. Prior to nomination, the written consent of the nominee must be submitted to the Zone Chair.~~

~~3. Any candidate nominated from the floor will be required to submit a one-page (one side, 8 1/2 X 11 inches) resume and two letters of recommendation which will be duplicated and distributed to the House of Delegates to allow time for review prior to the election.~~

~~F. A candidate may be nominated for more than one position, but may not be slated for more than one.~~

VIII. Meet the Candidates Forum

- A. There ~~will~~ **shall** be a Meet the Candidates Forum in order for the voting delegates to familiarize themselves with the candidates unless current officers are running for re-election and no other nominations are received. **(E13)**
- B. The Zone Committee will host the forum to be held Thursday evening of the Convention.
- C. It is recommended that the room be set up informally with the audience in a semi-circle and the candidates in front, but not on a podium and some type of refreshments be served.
- D. Candidates must be in attendance and make themselves available to answer questions. At the beginning of the forum, each candidate will be introduced by the moderator.
- E. A moderator will ask the questions and control the length of answers. Follow-up questions may be allowed from the floor.
- F. Questions may be submitted by email beginning August 1. Acceptance of email submissions will terminate two weeks prior to convention. 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 following candidate nominations. Questions should be directed to an office, not a specific candidate, and there should be questions for all positions up for election.
- G. The Zone Committee will analyze and filter the questions. They will prepare a list of questions for the Meet the Candidates Forum.
- H. Following the formal Meet the Candidates Forum, each candidate will be asked to remain for a half-hour to mingle and to be available for informal questioning from the delegates.

IX. Voting

- A. The election of the officers shall be conducted during the House of Delegates session.
- B. If the current officers are standing for re-election and there have been no new nominations (either prior to convention or from the floor), then the current officers shall be retained by acclamation immediately following the nomination process.
- C. If voting is to proceed, the Nominating Committee will prepare ballots, conduct the election process, and clarify and announce the results.
- D. The initial vote will be taken for all offices simultaneously.
- E. Votes will be collected by roll-call of voting delegates and placed in the collection box.
- F. 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.

~~X. Nomination Guidelines for Zone Representative~~

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

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

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

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

ELECTION OPERATING GUIDELINES

~~E. In a Zone meeting, each legally appointed delegate to the House of Delegates has one vote. (E14a)~~

X. Nomination Guidelines for Zone Representative

A. Zone Representatives shall be subject to the same election guidelines as the Executive Committee Officers with the following exceptions:

1. Zone Representative candidates shall provide the Candidate Questionnaire/Consent-to-Run form, letter of nomination, resume, and picture. Other requirements from the nomination packet shall be at the discretion of the zone.
2. Candidate qualifying shall be done by the Zone.
3. Zone Representatives will not participate in the Meet the Candidates Forum.
4. The report of the Nominating Committee, floor nominations, nominating speeches, and acceptance speeches, and voting shall be done at the annual zone meeting during convention.
5. The zone meeting shall follow the same nomination and voting process as the House of Delegates.
6. The Zone Representative shall appoint a delegate to accept nominations from the floor and run the election if the incumbent is running again.
7. In a Zone meeting, each legally appointed delegate to the House of Delegates has one vote.

B. This section shall only be in effect if Zone Representatives become members of an elected Board of Directors of USMS.

ELECTION OPERATING GUIDELINES

Appendix A: Schedule

Pre-Convention Process	Deadline
Announce request for nominations at the Annual Meeting	Sep/Oct
Submit call for nominations to National Office Newsletter	Oct 1
Submit call for nominations to Jan/Feb issue of Swim Magazine	Oct 15
Post election information on the Election Web Site (part of USMS Web Site)	Dec 1
Contact current officers eligible for a second term to determine if they wish to continue in office	Jan 1
Accept nominations for office	Feb 28
Mail questionnaires & instructions to nominees	Mar 1
Receive questionnaires from nominees	Mar 31
Mail evaluation forms to Committee Chairs nominees have served under and send requests for personal letters of reference	Apr 1
Receive evaluation forms from Committee Chairs and 2 personal references for each nominee	Apr 30
Send candidate documents to members of the Nominating Committee for review	May 1
Zone Committee reviews nominee information and chooses slate for election	Jun 15
Notify candidates they have been selected for the slate and post candidate information on Election Web Site	Jun 15
Obtain digital pictures of all successful candidates	Jul 1
Submit questionnaires, resumes, and pictures of candidate to National Office for convention packet	Aug 1
Begin email collection of questions for Meet the Candidates Forum	Aug 1
Terminate email collection of questions for Meet the Candidates Forum 2 weeks prior to convention	TBD
Convention Process	
Post election bulletin board and question box for Meet the Candidates Forum on-site at convention in visible location(s)	Wed
Nominations and speeches for candidates on the slate as well as nominations from the floor of the House of Delegates	Thu a.m.
Question box for Meet the Candidates Forum closed	Thu 12 noon
Nominating Committee organizes questions for Meet the Candidates forum	ASAP
Meet the Candidates Forum	Thu 8 p.m.
Elections	Fri 6:45 p.m.