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# ELECTION OPERATING GUIDELINES

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## PROPOSED AMENDMENTS TO ELECTION GUIDELINES

- E1 **I. Purpose** Zone Committee
- 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.
- Rationale: States the purpose of developing guidelines.*
- E2 **II. General Information** Zone Committee
- C. Exchange of documents between the Election Committee and other participants in the process shall be done by electronic media.
- Rationale: Using electronic media will assist in expediting the processing of documents, particularly during complicated elections with multiple candidates.*
- E3 **II. General Information** Zone Committee
- 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.
- Rationale: Allows for flexibility to account for the various conditions which may occur during elections.*
- E4 **III. Publications** Zone Committee
- 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.
- 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.
- 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.
- Rationale: Defines the location and content of the public information for the election.*
- E5 **III. Publications** Zone Committee
- 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.
- Rationale: With the permission of the author, endorsements and letters of reference should be publishable. Evaluation forms are similar to employee evaluations and should be accorded the confidentiality of same.*
- E6 **IV. Nominations for the Pre-Convention Slate** Zone Committee
- A. Nomination of Candidates
1. The nomination period shall be from January 1 through March 31 of the election year.
  2. Nominations shall be sent to the Nominating Committee Chair no later than the last day of February in the election year.

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- ~~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)
  - 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 Chair 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.~~

*Rationale: Developing a packet of information will inform candidates of exactly what to do, when, and how. It also reduces the number of steps in the process and makes it less complicated and cumbersome. The extended timeline allows the candidates, who have more responsibility in this scheme, time to get all the documents in order. It does not affect the overall schedule.*

## B. Nomination of Current Officers

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 a consent to run form Section One of the Candidate Questionnaire/Consent-to-Run Form, a one-page resume, and photo for the convention packet. Candidates may submit a full questionnaire if they choose.

*Rationale: Updates the language to include reference to the web site and formalizes the process of getting consent to run from current officers.*

## E7 V. Candidate Qualification Zone Committee

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

*Rationale: Correct wording since all documents will be exchanged electronically.*

## E8 IV. ~~Candidate Qualification~~ **Nominations** Zone Committee

- C. ~~Qualification Criteria~~ **Floor Nominations**

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~~64.~~ Candidates nominated from the floor of the House of Delegates shall be subject to the same qualification standards as candidates nominated through the early nomination process registered members of USMS prior to their nomination.

*Rationale: ~~This prevents people from circumventing the qualification process by only presenting themselves as floor candidates~~ Requires candidates to be members of the corporation before being nominated.*

E9 **V. Candidate Qualification** Zone Committee

D. Procedures for Candidate Qualification

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.

*Rationale: More elegant and clear wording.*

E10 **V. Candidate Qualification** Zone Committee

D. Procedures for Candidate Qualification

5. All candidates who meet the stated qualifications shall be placed on the slate.

*Rationale: The purpose of the qualification process is for the election committee to make sure all the candidates on the slate meet the qualification criteria set forth in these guidelines. The purpose is not to reduce the number of candidates to avoid an unwieldy election or to determine which candidates are more qualified than others.*

E11 **VI. Campaign Policy** Zone Committee

~~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.

*Rationale: Updates the definition of the publicity that will be provided for the candidates in lieu of the traditional campaigning prohibited in VI-C and VI-D.*

E12 **~~VII.~~IV. Nominations for the Election Ballot** Zone Committee

~~EC.~~ Floor Nominations

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

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

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*Rationale: Updates the requirements for floor nominees to make their processing consistent with other candidates and to reflect changes made in other parts of the guidelines. Also moves section E & F under IV Nominations section so all nomination information will appear in the same place in the guidelines.*

## E13 VIII. Meet the Candidates Forum Zone Committee

- 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.

*Rationale: Requires the candidates' forum. In the case of uncontested elections or those where a forum would not be of value, section IID will allow for not having the forum.*

## E14a ~~X. Nomination Guidelines for Zone Representative~~ Zone Committee

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

*Rationale: These are cumbersome regulations that the zones don't know exist. Zones should be allowed to handle their own elections as long as the Zone Representative is primarily an internal leader.*

## E14b X. Nomination Guidelines for Zone Representative Zone Committee

- 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.

*Rationale: E14b is a contingency amendment in case L8 passes in the House of Delegates. If Zone Representatives become members of an elected Board of Directors, they should go through the same election process that Executive Committee members do. It is important that our governing body be elected in a fair and equitable manner with all persons operating under the same rules. This will allow candidates to put themselves forward for election in the same manner as national officers do and without reference to the internal politics of the LMSC or Zone. It will also afford nominees an opportunity to have their candidacy publicized ahead of convention and give delegates in a zone a basis for evaluating candidates in contested elections.*

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- E15 **Committee Name** Zone Committee  
Throughout the document, replace "Zone Committee" and "Nominating Committee" with "Election Committee" except in **II-A** as follows:  
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 Election~~ Committee activity. The affected Zone shall appoint a temporary replacement to fulfill the ~~Nominating Election~~ Committee duties.  
*Rationale: Housekeeping which will be needed if L-22 is passed.*
- E16 **Appendix A: Schedule** Zone Committee  
Correct dates and jobs in the schedule to conform with the changes made when amendments are passed.  
*Rationale: Housekeeping*
- E17 **Appendix B: Nomination Packet** Zone Committee  
See attached proposed nomination packet. In the event L-8 passes, the convention packet should be amended so it will be applicable to Zone Representative elections.
- E18 **Appendix C: Suggested Procedures for Counting Votes in Multi-Candidate Elections** Zone Committee  
TBD after the votes are counted in the 2000 Election
- E19 VII. Convention Nominations for the Election Ballot** Zone Committee  
A. The report of the Nominating Committee, floor nominations, ~~Nomination-nominating~~ 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.  
~~B.D.~~ Each nomination requires a delegate nominator.  
~~C. Each nomination requires a seconder who will not speak on behalf of the candidate.~~  
~~D.E.~~ 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.  
*Rationale: Cleans up the procedure for the nomination session in the HOD. Seconding of nominations is allowed, but not necessary.*

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## APPENDIX B: NOMINATION PACKET INSTRUCTIONS TO NOMINEES

Congratulations on your decision to run for USMS Executive Committee. In this packet you will find all the information you need to get through the nomination process. A copy of the USMS Election Operating Guidelines has been included to inform you of how the process works from the time nominations open on January 1 until the election at the USMS Annual Meeting. If you have any difficulty complying with the requirements of this packet, notify (insert name of election Chair here), Election Chair, at (place address, phone number, and email address of Election Chair here). Please note that all exchange of documents must be by email or other electronic media.

If you are a current officer running for re-election, your instructions are in the section titled **Current Officers**. New candidates who intend to be nominated for the pre-convention slate should begin reading at the section titled **Nomination Period**. If you are a candidate who will be nominated from the floor in the House of Delegates, your instructions are in the section titled **Floor Nominations**.

### Nomination Period

The nomination period is from January 1 through March 31 in the year when the election is held. To complete your nomination packet, please compile the following documents and return them by email to the Election Chair no later than March 31:

1. Completed **Candidate Questionnaire/Consent-to-Run** form. The questionnaire will be published on the USMS web site as well as in the convention packet.
2. A one page **Resume**. The resume will be published only in the convention packet
3. A **Letter of Nomination** from a USMS member. This should be a simple declarative nomination without elaboration unless the nominator is also writing a letter of reference (see point #4 below).
4. Two (2) one page personal **Letters of Reference**. These letters may be from persons inside or outside of USMS. One of the Letters of Reference may be written by your nominator. In that case, include the nomination statement as the first sentence of the Letter of Reference. The Letters of Reference may be published with the consent of the authors. Please have the persons writing letters for you indicate at the bottom of the letter whether the letter may be published or not.
5. A **Letter of Endorsement** from your LMSC. The LMSC Letter of Endorsement may be published with the consent of the LMSC. Please have the person writing the letter for you indicate at the bottom of the letter whether the letter may be published or not.
6. Digital picture. The digital picture will be published on the USMS web site, in the convention packet, and posted on a board at convention.

### Evaluation Forms

Evaluation forms will be sent to at least one of the National Committee Chairs you have worked with as identified on your questionnaire. The Committee will endeavor to send forms to chairs you have worked with in the previous 5-year period. Evaluation forms will be due to the Election Chair no later than April 30. Evaluation forms shall remain confidential and shall be for Election Committee use only.

### Qualification of Candidates

The evaluation forms and documents submitted by nominees will be transmitted to the Election Committee who will evaluate the nominees and prepare a slate of candidates by June 15. The slate will be announced and the picture and questionnaire will be posted on the USMS web site.

Please review the following qualification criteria before submitting your nomination:

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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.

## Current Officers

Current officers eligible and running for a second term must submit the following information by email to the Election Chair no later than March 31:

1. ~~The candidate information and consent to run portion~~ Section One of the **Candidate Questionnaire/Consent-to-Run Form**. Current officers may submit a full questionnaire for publication if they choose.
2. One page resume.
3. Digital picture.

## Floor Nominations

If you do not go through the early nomination process, you may still be nominated from the floor of the House of Delegates during the nomination session. ~~Prior to~~ Immediately after your nomination, you must submit ~~a completed nomination packet~~ the following information to the Election Chair:

1. Sections One and Two of the Candidate Questionnaire/Consent-to-Run Form. You may submit a full questionnaire if you choose.
2. One page resume (optional).
3. A 3 x 5 or 4 x 6 picture (optional).

~~You may send it electronically until 2 weeks prior to convention or in hard copy prior to the beginning of the House of Delegates nomination session.~~ Your resume and questionnaire will be duplicated and distributed to delegates to allow time for review prior to the election. The picture will be placed with the display board containing the other members of the slate. ~~Please note that candidates nominated from the floor of the House of Delegates shall be subject to the same qualification standards as candidates nominated through the normal process.~~

## In Conclusion

Thank you for considering running for the USMS Executive Committee. The nomination process and enclosed guidelines are intended to make the election process fair and consistent for all candidates. If you have any problems, please don't hesitate to contact ~~the Election Chair~~ me.

(Insert name of Election Chair)  
Election Chair

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## APPENDIX B: NOMINATION PACKET CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN

Please fill out the following questionnaire/consent-to-run form ~~completely~~. You may use as much space as you choose in answering your questions. Please Slate candidates and current officers should return this form by email with your other documents to the Election Chair by March 31. Floor Candidates must return this form immediately after your nomination.

### **SECTION ONE: Consent-to-Run** (All candidates must fill out this section)

1. Name: (Insert answer here)

2. LMSC: (Insert answer here)

3. Consent-to-Run: I (insert name here) am interested in running for the office of USMS:

\_\_\_\_\_ President \_\_\_\_\_ Vice President \_\_\_\_\_ Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_ Zone Chair

### **SECTION TWO: Candidate Qualification** (Candidates for the slate and floor candidates must fill out this section)

1. Please list the USMS National Conventions you have attended as a delegate:

(Insert answer here)

2. Please list USMS committees that you have served on. Include the dates you were on the committees and the names of the committee chairs you served under.

(Insert answer here)

### **SECTION THREE: Issues** (Candidates for the slate must fill out this section)

1. Why are you interested in this position and why do you believe you would be a good candidate?

(Insert answer here)

2. What do you consider to be the major issues facing USMS now and in the future. As a member of the USMS Executive Committee, how would you address these issues.

(Insert answer here)

3. Please list any other experience that relates to your qualifications for office.

(Insert answer here)

4. Please write a short summary statement that will be posted on the display board with your picture at convention. If you choose, you may repeat (or point to) a paragraph from one of your other answers.

(Insert answer here)

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## APPENDIX B: NOMINATION PACKET EVALUATION FORM

*Please fill out the following Evaluation Form completely and return by email to the Election Chair by April 30.*

**Candidate's Name:**

**Name of Evaluator:**

**Committee:**

**In what way do you know this candidate?**

(Insert answer here)

**How long have you known this candidate?**

(Insert answer here)

**How have you worked together?**

(Insert answer here)

**For each attribute fill-in the level (1-5) that applies to the nominee, with 1 being low (least favorable) and 5 high (most favorable). If you feel that you do not have the knowledge of the nominee about an attribute, fill in NA.**

- \_\_\_ 1. Has been active at the national level.
- \_\_\_ 2. Has been active at the local level.
- \_\_\_ 3. Has demonstrated a working knowledge of USMS policies and practices.
- \_\_\_ 4. Takes initiative, independently originates or develops ideas.
- \_\_\_ 5. Interacts effectively with others.
- \_\_\_ 6. Understands and deals effectively with individual differences.
- \_\_\_ 7. Uses tact and diplomacy in getting agreement in difficult situations.
- \_\_\_ 8. Listens to others and accepts their expertise.
- \_\_\_ 9. Expresses self in an organized, understandable, and concise manner.
- \_\_\_ 10. Perceives communication from others appropriately.
- \_\_\_ 11. Communicates regularly and effectively with others in LMSC/Committees.
- \_\_\_ 12. Plans and organizes activities effectively.
- \_\_\_ 13. Completes assignments promptly.
- \_\_\_ 14. Sets and accomplishes objectives effectively.
- \_\_\_ 15. Delegates and shares duties.
- \_\_\_ 16. Is dependable.
- \_\_\_ 17. Retains composure during a crisis.
- \_\_\_ 18. Demonstrates enthusiasm, drive, and energy.
- \_\_\_ 19. Demonstrates flexibility.
- \_\_\_ 20. Demonstrates leadership ability.

**Other comments about this candidate:**

(Insert answer here)