



# UNITED STATES DRESSAGE FEDERATION™

USDF

## Executive Board: Nomination and Election Process FAQ

### **General Information**

The Executive Board consists of sixteen members – four Officers (President, Vice President, Secretary, and Treasurer), nine Regional Directors (one from each region), and three At-Large Directors (one from each Council – Administrative, Technical and Activities). Officers, Regional Directors, and At-Large Directors serve three-year terms, to begin the first day of every third year. Elections for Officers, Regional Directors and At-Large Directors are held every third year as follows:

- Regional Director in even numbered regions, President and Treasurer: 2009, 2012, 2015, 2018, 2021, etc.
- Regional Director in odd numbered regions, Vice President and Secretary: 2013, 2016, 2019, 2022, etc.
- At-Large Directors: 2011, 2014, 2017, 2020, etc.

### **Nomination Process**

#### ***Officers and Regional Directors:***

Nominations for Officers and Regional Directors can be sent to 1) the nominee's Regional Representative on the Nominating Committee 2) the Nominating Committee Chair or 3) the Nominating Committee liaison. The contact information for the Regional Representatives, Chair, and liaison to the Nominating Committee can be found at <http://www.usdf.org/about/about-usdf/councilscommittees/nominating.asp> . Per the USDF Policies and Procedures, consent of the potential nominee must be obtained prior to submission of his/her name to the Nominating Committee. Any USDF member can nominate an Officer or Regional Director candidate.

#### ***At-Large Director (ALD):***

Candidates for Administrative Council At-Large Director, Technical Council At-Large Director, and Activities Council At-Large Director are nominated by the USDF Committees within their respective Council. All committee members, including the chair, are eligible, but a committee may only nominate from within its own committee membership. Each committee **may** nominate no more than one ALD candidate, which must be supported by a majority of the committee. To determine this majority, a confidential e-mail vote is directed to the respective committee liaison that tallies the vote, and then reports the result back to the committee. Once a single committee nomination is established, the committee liaison will submit an official nomination form to the Nominating Committee liaison.

If one person serves on multiple committees within a council, they may not be nominated more than once. Each committee will determine if they will put forth an ALD nominee, although it is not required.

### **Deadline for Nominations**

The deadline for nominations of Officers and Regional Directors is June 1. Officer and Regional Director nominations can also be made from the floor of the Board of Governors (BOG) meeting. The deadline for nominations for ALDs is June 1. ALD nominations cannot be made from the floor of BOG.

### **Process Following Nomination**

Following receipt of a nomination for an Officer, Regional Director, or At-Large Director position, the Nominating Committee will verify eligibility of the nominee. The chair of the Nominating Committee will

contact the nominee to discuss in detail the expectations of being a USDF Executive Board member, the time required, and the specific responsibilities of the position that the nominee is running for. Once confirmation of their intention to run in the election and willingness to serve is established, the nominee is then considered “official”.

Once official, the nominee is listed on the USDF website at <http://www.usdf.org/about/about-usdf/governance/nominating/index.asp> . The Nominating Committee liaison will e-mail the nominee to request they answer some questions, provide a biography, and supply a photo, which will appear in the October issue of *USDF Connection* and on the USDF website for viewing by the membership.

Each nominee will be given the opportunity to give a short campaign speech to the membership, approximately five minutes in length, at the Adequan®/USDF Annual Convention.

### **Voting and Election Process**

- Voting for Officers, Regional Directors, and ALD’s takes place during the final day of the annual BOG meeting at the Adequan®/USDF Annual Convention by way of confidential online voting kiosks.
- All Executive Board positions are elected by the BOG (PM and GM Delegates).

### **Election Results**

If a nominee is running unopposed for a position, they will be elected by acclamation. Otherwise, election results for each position will be announced on the final day of the BOG meeting at the Adequan®/USDF Annual Convention shortly after voting concludes at the online voting kiosks.

Elected nominees officially start their term on January 1. At that time, the Executive Board listing on the USDF website at <http://www.usdf.org/about/about-usdf/executive-board/index.asp> will reflect the new Executive Board members.

### **Requirements and Responsibilities**

For more detailed information on the requirements and responsibilities of being elected to the USDF Executive Board, or the nomination and election process, please go to <http://www.usdf.org/about/about-usdf/governance/nominating/index.asp> to reference the below listed sections of the USDF Bylaws and USDF Policies & Procedures, or contact the Nominating Committee Chair, your Regional Representative on the Nominating Committee, or the Nominating Committee liaison (go to <http://www.usdf.org/about/about-usdf/councilscommittees/nominating.asp> for contact information).

#### **USDF Bylaws:**

- Article VII – Executive Board
- Article VIII – Officers
- Article IX – Regional Directors
- Article X – At-Large Directors
- Article XII – Nominating Committee
- Article XIII - Elections

#### **Policies and Procedures:**

- Section VII - Executive Board
- Section X – Nominations and Elections