

## APPENDIX M

### ELECTION PROCEDURES (Housekeeping – January 30, 2022)

Amendments to this Appendix M are the responsibility of the Governance Committee. The Governance Committee can modify this Appendix by recommending changes to the Board of Directors for approval.

#### ARTICLE 1

##### 1.01 General:

- A. Unless otherwise stated in the Code of Regulations of United States Artistic Swimming (“USAAS Code”), all election procedures shall follow *Robert’s Rules of Order*.
- B. The Nominating Committee report must be submitted, in writing, to the membership not less than 30 days prior to the date of the elections.
- C. No candidate for office shall be involved in the conduct of the elections.
- D. A time for the elections shall be stated in the Convention agenda; if not, the elections shall be held during the last session of the Board of Governors.
- E. Voting rights and privileges shall be recognized by a voting sticker signed by the delegate, issued at the Annual Meeting of the Corporation (“USAAS Convention”) Registration and attached to the delegate’s USAAS Registration badge.

##### 1.02 Preparation:

- A. The President shall appoint an Election Committee, which shall consist of at least 3 members and not more than 5. The AEC President shall appoint that number of Athlete Representatives necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Election Committee are athletes.
- B. The responsibilities of the Election Committee shall be to assist in the conduct of the elections of the Corporation, including the following tasks:
  - 1. Oversee the conduct of the elections of the Corporation from the time the Nominating Committee’s report is accepted by the Board of Governors until the election results have been announced, the report accepted, and any questions resolved.
  - 2. Prepare the ballots.
  - 3. Validate the number of eligible voters.
  - 4. Announce to the Board of Governors the number of eligible votes to be cast.
  - 5. Select at least 4 Tellers to assist with the election balloting and provide written instructions to the Tellers.
    - a. The Tellers may be members of the Election Committee, provided that they are not running for office and are not eligible to vote.
    - b. The Tellers shall report to the Chair of the Election Committee.
  - 6. Establish a suitable polling place and secure a necessary place for the Tellers to perform their function.
  - 7. Supervise the collection and handling of the ballots for delivery to the Tellers.
  - 8. Report the results of each election to the President after verification by cross-checking the tally.

##### 1.03 Conduct of the Election:

- A. A vote counting machine (e.g., Scantron machine) may be used to count the votes.
- B. Illegible, inconclusive and multiple votes cast together for the same office shall not be

counted.

- C. Upon completion of a tally, if an election is not declared, all candidates shall remain eligible for the next vote unless there is a decided difference (20% or more of the total votes cast) between the vote tally for the lowest candidate and the candidate receiving the next higher number of votes. (Exception: Election for the At-Large delegates to the Board of Governors.)
- D. **Elections for the At-Large Delegates to the Board of Governors:** Candidates receiving the greatest number of votes cast shall be elected as At-Large delegates to the Board of Governors. If there is a tie, a run-off election shall be held between the tied candidates.
- E. All election results shall be announced prior to the adjournment of the Board of Governors meeting. The President shall make the announcement at an appropriate time in the agenda. The announcement shall include the number of voting delegates, the number of votes needed to elect, and the number of votes cast for each candidate. (Exception: At-Large delegates to the Board of Governors.)

#### **1.04 Post Election Procedures:**

- A. A challenge to any election result must be made in writing to the Chair of the Election Committee within 30 minutes of the announcement of the final election results. When a challenge has been filed, the Chair of the Election Committee shall notify the President of the Corporation. A candidate (or their appointed representative) who challenges the results has the right to review the ballots in the company of the Tellers and the Chair of the Election Committee.
- B. All ballots shall be held for 60 minutes after the announcement of the final election results. At that time, the ballots shall be destroyed. If contested, ballots shall be kept until the dispute is settled.