

1631 Mesa Avenue, Suite A1
Colorado Springs, CO 80906



**USA National Karate-do Federation Board of Directors
Meeting
Teleconference
June 21, 2018 7:00 pm**

Call to Order:

John DiPasquale
Roger Jarrett
Tokey Hill
Alex Miladi
Brian Ramrup
Doug Jepperson
Matthew Ralph

Also Present:

Phil Hampel
Elizabeth Sottile

Approval of Feb 3, 2018 minutes

Motion to approve – Doug Jepperson

Second – Matthew Ralph

In Favor – 8, Dissenting – 0

Bylaw Conversation

We have been working with the USOC to make sure that our Bylaws are consistent with the best practices of other NGBs and the USOC. We also want to make sure that the necessary changes are in place to further support the move to more independence on the Board of Directors.

Mr. Hampel reviewed the proposed changes with the Board members. This meeting starts the 30-day review period for the board members.

Members were encouraged to raise specific questions with Mr. Hampel and Mr. DiPasquale.

The Board discussed the proposed changes and will review and reach out with feedback. Additional discussion will occur during the Nationals when the Board is back together.

In the draft changes circulated there is an error on the AAC Rep sections 11.2 and 11.3 they should only reference 14.4 not 8.8.2 and 8.8.3 to align with USOC bylaws.

We had to clarify that only Op Gold events with selection criteria are considered per the USOC bylaws in the athlete selections. We had included the German Open as an Op Gold funding opportunity for our athletes but there is no selection process and this event would not be included in the athlete criteria.

Motion to start the 30-day bylaw review process – Matthew Ralph
Second - Alex Miladi
In Favor – 7, Dissenting – 1 (Roger Jarrett)

New business

Roger Jarrett raised that there is confusion around a “Junior Premier League” introduced at an event in Pittsburgh and that some athletes believe if they win the league they will be on the Jr National Team. Mr. Hampel explained that he had just recently seen this launched on Facebook but had no specific information. Mr. Hampel will reach out to the promoters of the league to see what can be done to resolve the confusion. We had previously defined a sanction process that could apply to a league but had not implemented this sanction. Currently we are waiting for US Center for SafeSport to finalize the policies and procedures relating to the changes required by the 2017 Youth Protection Act to see how that impacts our sanctioning program.

Junior National Team Changes

Everyone must travel with a parent or legal guardian as a chaperone. We are the only sport with over 18-year-old athletes on the Junior Team. This presents a potential SafeSport issue since we are not covered under any existing policies to address the potential of inappropriate behaviors between an 18-20 year old athlete and a minor. Putting the responsibility on the responsibility on an athlete's parent or guardian will help alleviate any potential issues.

All athletes and their chaperones must stay in the team hotel. Solves the issues we have had with the off-site athletes not arriving on time, skipping practices, etc. This is also important for building Team Spirit.

Mr DiPasquale asked the Board to retain the existing Committees.

Motion to retain current committee members – John DiPasquale

Second – Doug Jepperson

In Favor – 8, Dissenting – 0

Motion to go to Executive Session – John DiPasquale

Second - Alex Miladi

In Favor – 8, Dissenting – 0

Board went to Executive Session and asked Mr. Hampel and Ms. Sottile to drop off the call

Adjournment 8:15 pm

June 2018 Bylaw Modifications

The change to 6.6 is designed to provide the board the ability to select the independent and at-large directors to ensure that members will be able to carry out the vision of the board. This is consistent with the way most boards including the USOC manage its board members, Nominating and Governance will be integral in vetting potential board members.

Section 6.6. Election/Selection.

The Board of Directors shall be elected/selected as follows:

a. Independent Directors. The Board of Directors shall select Independent Directors, using procedures the Board deems appropriate and considering the recommendation of the Nominating and Governance Committee, from among individuals considered to be independent, as that term is defined in Section 6.7. The number of independent directors will increase to two (2) on 12/31/2018 and then to four (4) on 12/31/2020.

b. Athlete Directors. The two (2) Athlete Board directors shall be elected by athletes. The Athletes' Advisory Council shall elect from among its members, by majority vote, pursuant to Section 10.4 of these Bylaws, an individual who shall be an Athlete director. The other Athlete director shall be USA-NKF's representative to the USOC Athletes' Advisory Council, elected pursuant to Section 11.3 of these Bylaws. If for some reason USA-NKF's representative to the USOC Athlete's Advisory Council is unable or unwilling to serve, then USA-NKF's alternate representative to the USOC Athletes' Advisory Council, also elected pursuant to Section 11.3 of these Bylaws, shall serve as an Athlete director.

c. Coach Director. The Nominating and Governance Committee shall solicit nominations of coaches who have obtained at least ten (10) signatures of support each from current USA-NKF Coach members. The nominees will be considered by the Nominating and Governance Committee. The Nominating and Governance Committee shall select at least two (2) individuals from those nominated who shall then stand for election. All current USA-NKF Coach members shall then vote for the Board director. Each USA-NKF Coach member who has a designated voting class of coach or any Referee or Life member who has a designated voting class of coach shall have one (1) vote. The individual with the highest vote total is elected. This Director position will be transitioned 12/31/2020 to an Independent Director.

d. Referee Director. The Nominating and Governance Committee shall solicit nominations of certified referees who have obtained at least ten (10) signatures of support each from current USA-NKF Referee members. The nominees will be considered by the Nominating and Governance Committee. The Nominating and Governance Committee shall select at least two (2) individuals from those nominated who shall then stand for election. All current USA-NKF Referee members shall then vote for the Board director. Each USA-NKF Referee member who has a designated voting class of referee or any Coach or Life member who has a designated voting

Deleted: The Nominating and Governance Committee shall select, using whatever process the Nominating and Governance Committee determines to be appropriate, one (1) Board director from among individuals considered to be independent, as that term is defined in Section 6.7.

class of referee shall have one (1) vote. The individual with the highest vote total is elected. This Director position will be transitioned 12/31/2018 to an Independent Director.

e. Approved Sports Organization Director. The Nominating and Governance Committee shall solicit nominations of individuals from the Approved Sports Organization members who have obtained at least five (5) signatures of support each from current USA-NKF members within an Approved Sports Organization. The nominees will be considered by the Nominating and Governance Committee. The Nominating and Governance Committee shall select at least two (2) individuals from those nominated who shall then stand for election. All current USA-NKF Approved Sports Organizations shall then vote for the Board director. Each USA-NKF Approved Sports Organization shall have one (1) vote. The individual with the highest vote total is elected.

f. At-Large Directors. The Board of Directors shall select At-Large Directors, using procedures the Board deems appropriate and considering the recommendation of the Nominating and Governance Committee, from among individuals who are familiar with and have knowledge of the sport of Karate. One of these Director positions will be transitioned 12/31/2020 to an Independent Director.

g. Affiliated Organization Director. If there is no Affiliated Organization member, then the Affiliated Organization Board director seat shall be vacant. If there is one (1) Affiliated Organization member, then that organization shall select a qualified individual to serve as the Affiliated Organization director. If there is more than one (1) Affiliated Organization member, then the Affiliated Organizations as a group shall nominate qualified individuals to be voted upon with each affiliated member entitled to one (1) vote. The individual with the most votes will serve as the Affiliated Organization director.

h. Single nominations. In the event that only one person is nominated to serve as a Coach Director, Referee Director, or Approved Sports Organization Director, the Nominating and Governance Committee shall submit that individual's name for election by the respective class, who shall have the right to approve or reject the nomination by a majority of votes cast by the eligible voters. In the event that the nomination is rejected, the Nominating and Governance Committee shall wait not fewer than three months before soliciting new nominations to fill the vacant seat.

The change to 6.7 is intended to correct an error that was included where independence required that an individual had never accompanied a team in international travel which could have excluded board members or committee members that assisted with the travel of the team or were a member of the delegation during their tenure on the board of directors. It also clarifies that the USOC bylaws Section 8.8.3 should be included in athlete representation restrictions to independence.

Section 6.7. Independence.

Deleted: The Nominating and Governance Committee shall select, using whatever process the Nominating and Governance Committee determines to be appropriate, two (2) Board directors from among individuals who are familiar with and have knowledge of the sport of Karate.

An "independent director" must be determined to have no material relationship with USA-NKF, either directly or through an organization that has a material relationship with USA-NKF or is a competitor of the USA-NKF. A relationship is "material" if it would interfere with the director's independent judgment. A relationship is "competing" if it involves any organization that is national or international in scope that conducts competitions and events involving the same talent pool of athletes, coaches, and/or referees, as does USA-NKF. The Nominating and Governance Committee shall determine the independence of a director after considering all relevant information concerning that director.

An individual may not be considered independent if, within the preceding two (2) years:

- a. the individual was employed by or held any governance position (whether a paid or volunteer position) with the USA-NKF, the international sports federation for the sport of Karate recognized by the International Olympic Committee (currently the WKF), a Pan American Karate organization, or a competing national or international karate organization;
- b. the individual is an immediate family member of a director and was employed by or held any governance position (whether a paid or volunteer position) with USA-NKF, the international sports federation for the sport of Karate recognized by the International Olympic Committee (currently the WKF), a Pan American Karate organization, or a competing or international karate organization;
- c. the individual was affiliated with or employed by the USA-NKF's outside auditor or outside counsel;
- d. the individual is an immediate family member of a director and was affiliated with or employed by the USA-NKF's outside auditor or outside counsel as a partner, principal or manager;
- e. the individual was a USA-NKF coach, referee, developmental, or affiliated organization member, or a member of USA-NKF or the USOC Athletes' Advisory Council;
- f. the individual receives any compensation from the USA-NKF, directly or indirectly;
- g. the individual is an executive officer, controlling shareholder, or partner of a corporation or partnership or other business entity that does business with the USA-NKF;
- h. the individual has ever been an employee of a national or international Karate organization. "Employee" is defined as a hired position for pay, whether as a consultant, coach, or any other paid position;
- i. the individual has ever owned (in whole or in part) any karate school, dojo or studio;
- j. the individual has ever received compensation as a karate instructor; or

- k. ~~the individual has ever been qualified to serve as an “athlete representative” under Section 8.8.2 or 8.8.3 (or any successor provision) of the USOC Bylaws in the sport of Karate.~~

Deleted: <#>the individual has ever accompanied a competition team involving international travel in an appointed position on the team; or ¶

The change to 6.13 is to align with the change to 6.6 for the Board of Directors to appoint the Directors for the independent and at-large categories.

Section 6.13. Resignation, Removal and Vacancies.

A director’s position on the Board may be declared vacant upon the director’s resignation, removal, incapacity, disability or death. Any director may resign at any time by giving written notice to the President, except the President’s resignation shall be given to the Board. Such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

a) Appointed Directors

Directors appointed by the Board of Directors may be removed by the Board, and all other Board members may be removed by the class by whom they were elected if they fail to attend more than one-half (1/2) of the regular meetings of the Board during any twelve-month (12) period, unless they are able to demonstrate to the other directors of the Board that the presence of exigent circumstances caused and excused the absences. In such circumstances, the absent director can be removed upon the affirmative vote of a majority of the voting power of the Board (not including the voting power of the absent director) or a majority of the members voting in the removal election, provided at least as many votes are cast in the original election in which the director was elected, with respect to member-elected Board members.

Deleted: Nominating and Governance Committee

Directors appointed by the Board of Directors may also be removed without cause upon the affirmative vote of at least three-fourths (3/4) of the total voting power of the Board (excluding the voting power of the director in question).

Deleted: Nominating and Governance Committee

b) Elected Directors

A director voted onto the Board by a particular membership category may only be removed by that particular membership category. A director who is being removed for failing to attend in person more than one-half (1/2) of the regular meeting of the Board during any twelve-month period shall be removed upon the affirmative vote of a majority of the membership category.

A director who is being removed without cause may be removed upon the affirmative vote of at least three-fourths (3/4) of the total voting power of the membership category for categories with 50 members or less. A director who is being removed without cause may be removed upon the affirmative vote of at least three-fourths (3/4) of the votes cast by the eligible voters in the removal election, provided at least as many votes are cast as the original election in which the director was elected, for categories with 51 members or more.

Any action for removal of a director must first be initiated by a petition signed by forty (40) per cent of the membership category for categories with 50 members or less and twenty (20) per cent of the membership category for categories with 51 members or more.

Any vacancy occurring in the Board shall be filled as set forth for the election of that director. A director elected to fill a vacancy shall be elected for the unexpired term of such director's predecessor in office.

The change to 7.2 is intended to avoid organizational conflicts of interests – typically a board would not consider having an individual who represents another organization chair the board and influence the direction of the NGB. As the board transitions to more independent directors it becomes more important to ensure the direction of the federation is not influenced by affiliated and sometimes competing organizations. After discussing with the USOC legal staff they were supportive of adding wording to explicitly exclude the affiliate from the chair position.

Section 7.2. Election/Selection.

The Board of Directors shall elect from among the directors of the Board, by majority vote, a presiding officer or Chair, to be known as President. ~~The Affiliate Member Director shall not be eligible to be the Chair the Board of Directors.~~ The election shall be held at the first meeting of the Board on odd numbered years. The newly elected President shall take office immediately.

The Chief Executive Officer shall select a Secretary, and an Assistant Secretary, if needed. The Secretary, and Assistant Secretary, if any, shall be an employee of USA-NKF. The Board shall approve any Secretary or Assistant Secretary. The Secretary and Assistant Secretary, if any, shall not be a director of the Board and shall not have a vote on the Board.

Effective 1/1/2021 the election of the Board Chairman shall be separate from the position of President the first paragraph of Section 7.2 will be replaced with:

The Board of Directors shall elect from among the directors of the Board, by majority vote, a presiding officer or Chair. ~~The Affiliate Member Director shall not be eligible to be the Chair the Board of Directors.~~ The election shall be held at the first meeting of the Board on election years. The newly elected Chair shall take office immediately.

The change to 8.4 and 8.5 is designed to extend the committee terms to 4 years and to allow a maximum of 8 years on a committee. This aligns the length of committee service to that of the board of directors.

Section 8.4. Tenure.

The term for all standing and other committee members shall be ~~four~~ (4) years. A committee member shall remain on the committee until the committee member's successor is appointed, or until the committee member's earlier resignation, removal, incapacity, disability or death.

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The term for all task force members shall be until their assignment is concluded, but in any event shall not exceed a period of two (2) years.

Section 8.5. Term Limits.

No committee member of the Ethics, Judicial or Nominating and Governance shall serve for more than ~~four (4)~~ consecutive ~~two (2)~~ year terms. ~~Effective with the terms that began January 1, 2015, terms will be extended to four (4) year terms and no committee member shall serve more than eight (8) consecutive years through a combination of the two (2) and four (4) year terms. Effective January 1, 2019 the terms will remain four (4) year terms and no committee member shall serve more than two (2) consecutive terms.~~

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The change to 8.17 is designed to remove the section related to transition board and to align the committee to recommend candidates for board approval.

Section 8.17. Nominating and Governance Committee.

The Nominating and Governance Committee shall be elected/selected and have the responsibilities as follows:

- a. ~~Nominating and Governance Committees shall be selected as follows–~~
 - 1. one (1) individual elected by the previous Nominating and Governance Committee from that Committee, who shall be the chair;
 - 2. one (1) individual who is independent as that term is defined in these Bylaws and who is selected by the previous Nominating and Governance Committee;
 - 3. one (1) athlete as elected by the Athlete members (athletes who are members and who satisfy the requirements of Sections 8.8.2 et seq. of the Bylaws of the United States Olympic Committee);
 - 4. one (1) coach or referee as elected by the Coach and Referee members; and
 - 5. one (1) representative as elected by Approved Sports Organization members.

Deleted: <#>The initial Nominating and Governance Committee shall consist of the Transition Board appointed pursuant to the Restructure Plan adopted by USA-NKF; provided, that if any member of the Transition Board desires to seek election to the new Board, that individual shall be precluded from serving on the Nomination and Governance Committee. In such a case, the remaining members of the Nominating and Governance Committee by unanimous vote shall select/elect an individual to serve on the Nominating and Governance Committee to replace the Transition Board Member who is seeking election. The individual who is elected/selected as replacement shall come from the same class as the individual who they are replacing.¶<#>Subsequent

No director of the Board or Chief Executive Officer shall be elected/selected to the Nominating and Governance Committee. Members of the Nominating and Governance Committee are precluded from serving as a Board director, Chief Executive Officer, or as a member of the Ethics or Judicial Committee for a period of two (2) years after their service on the Nominating and Governance Committee ends.

- c. The Nominating and Governance Committee shall –
 - 1. identify and evaluate prospective candidates for the Board;
 - 2. ~~recommend~~ individuals to serve on the Board as provided in these Bylaws;
 - 3. recommend as requested by the Board individuals to serve on various committees;
 - 4. consult as needed with the Ethics Committee with respect to vetting all nominations for potential conflict of interest or other problematic background issues;

Deleted: select

5. develop and recommend to the Board for its consideration an annual self-evaluation process of the Board and its committees;
 6. oversee the election for the Board, including supervising preparation of a list of members eligible to vote , supervising the issuance of ballots and supervising the counting of ballots to determine the election vote;
- d. perform such other duties as assigned by the Board of Directors In considering a candidate for nomination to the Board, the Nominating and Governance Committee takes into consideration:
1. the candidate’s contribution to the effective functioning of the USA-NKF;
 2. any potential or impending change in the candidate's principal area of responsibility with his or her company or in his or her employment;
 3. whether the candidate continues to bring relevant experience to the Board;
 4. whether the candidate has the ability to attend meetings and fully participate in the activities of the Board;
 5. the candidate’s reputation for personal integrity and commitment to ethical conduct;
 6. whether the candidate has developed any relationships with another organization, or other circumstances have arisen, that might make it inappropriate for the director to continue serving on the Board; and
 7. any other qualification the Nominating and Governance Committee deems appropriate to select a qualified and capable director.

The change to 10.2, 10.3, 11.2 and 11.3 are designed to align the athlete representation requirements to the USOC bylaws.

Section 10.2. Qualifications.

Only those individuals who satisfy the definition of an “athlete representative” as set out in Sections 8.8.2 or 8.8.3 of the USOC Bylaws (or any successor provision), who will be at least eighteen years of age on December 31 of the year of election, and who has been a member of USA-NKF for not fewer than the 60 days immediately preceding the election shall be eligible to run for election to the Athletes’ Advisory Council. Athletes who participated in Operation Gold events that do not have a selection procedure are excluded from eligibility under USOC Bylaws Sections 8.8.2 (c) and 8.8.3 (c).

Section 10.3. Election/Selection.

Seven (7) individuals shall constitute the Athletes Advisory Council. Five members shall be elected after the conclusion of the Summer Olympic Games, but prior to January 1 of the year following the Summer Olympic Games in an election separate from (and after)

Deleted: Those individuals: (i) who have represented the United States as athletes in the Olympic Games,[¶] the Pan American Games, World Championships or other Operation Gold event in the sport of[¶] Karate within the ten (10) year period preceding the election, or (ii) who have competed in and[¶] finished in the top half at the USA-NKF’s National Championships as an athlete within the two[¶] (2) year period preceding the election shall be eligible to run for election to the Athletes’[¶] Advisory Council. Additionally, in order to be eligible to run for election, an individual shall be[¶] a citizen of the United States and eighteen (18) years of age or older prior to the election. The[¶] athletes shall make reasonable efforts to insure that there is adequate representation on the[¶] Athletes’ Advisory Council of male and female athletes and of Kata and Kumite disciplines.[¶]

the USOC AAC representative election. In order to be eligible to vote for these candidates, an individual must be a USA-NKF member and must satisfy the definition of "athlete representative" as set out in Sections 8.8.2 or 8.8.3 of the USOC Bylaws (or any successor provision). In order to be eligible to vote in the election, an individual shall be a citizen of the United States and eighteen (18) years of age or older by December 31 of the year in which the election is held. Further, an individual shall be a member of USA-NKF sixty (60) days prior to the date of the election in order to be eligible to vote in the election. The sixth and seventh positions on the Athletes' Advisory Council shall be filled by USA-NKF's representative and alternate to the USOC Athletes' Advisory Council.

Section 11.2. Qualifications.

In order to serve as a USA-NKF representative to the USOC AAC, an individual must satisfy the requirements of 14.4 of the USOC Bylaws (or any successor section) and must be eighteen years by December 31 of the year in which the election is conducted. Athletes who participated in Operation Gold events that do not have a selection procedure are excluded from eligibility under USOC Bylaws Sections 8.8.2 (c) and 8.8.3 (c).

Section 11.3. Election/Selection.

The election for USOC AAC representatives shall be held immediately before the election for USA-NKF AAC representatives. An individual who is not elected as the USOC AAC representative or alternate may run for election to the USA-NKF AAC. The individual with the highest vote total is elected as athlete representative to the USOC Athletes' Advisory Council. The individual of the opposite gender with the next highest vote total (as is required by the USOC Athletes' Advisory Council), is elected as the alternate representative to the USOC Athletes' Advisory Council.

In order to vote for USOC AAC representative, an individual must satisfy the requirements of Section 14.4 of the USOC Bylaws. Should no alternate gender candidate exist the second highest vote total is elected as the alternate representative to the USOC Athletes' Advisory Council.

1)

Deleted: Five (5) individuals shall be elected to the Athletes' Advisory Council as follows. An individual[¶] who wishes to run for election to the Athletes' Advisory Council and to be placed on the ballot[¶] shall self nominate him/herself for election. Those individuals: (i) who have represented the[¶] United States as athletes in the Olympic Games, the Pan American Games, World[¶] Championships or other Operation Gold event in the sport of Karate within the ten (10) year[¶] period preceding the election, or (ii) who have competed in and finished in the top half at the[¶] USA-NKF's National Championships as an athlete within the two (2) year period preceding the[¶] election is held shall be eligible to vote in the election. Additionally, in order to be eligible to[¶] vote in the election, an individual shall be a citizen of the United States and eighteen (18) years[¶] of age or older prior to the election. Further, an individual shall be a member of USA-NKF sixty[¶] (60) days prior to the date of the election (record date) in order to be eligible to vote in the[¶] election. The election shall take place after conclusion of the Summer Olympic Games, but prior[¶] to January 1 of the year following the Summer Olympic Games. The five (5) individuals with[¶] the highest vote totals are elected to the Athletes Advisory Council. The sixth (6th) and seventh[¶] ... [1]

Deleted: Those individuals who have represented the United States as athletes in the Olympic Games, the[¶] Pan American Games, World Championships or other Operation Gold event in the sport of[¶] Karate within the ten (10) year period preceding the election shall be eligible to run for election[¶] to the USOC Athletes' Advisory Council. Additionally, in order to be eligible to run for[¶] election, an individual shall be a citizen of the United States and eighteen (18) years of age or[¶] older by December 31 of the year in which the election is held.[¶]

Deleted: An individual who wishes to run for election to the USOC Athletes' Advisory Council and to be[¶] placed on the ballot shall self nominate him/herself for election. Those individuals who have[¶] represented the United States as athletes from a discipline on the PanAm/Olympic program in the[¶] Olympic Games, the Pan American Games, World Championships or other major international[¶] competitions in the sport of Karate within the ten (10) year period preceding the election shall be[¶] eligible to vote in the election. Additionally, in order to be eligible to vote in the election, an[¶] individual shall be a citizen of the United States and eighteen (18) years of age or older prior to[¶] the election. The election shall take place after conclusion of the Summer Olympic Games, but[¶] prior to January 1 of the year following the Summer Olympic Games. The individual with the[¶] highest vote total is elected as athlete representative to the USOC Athletes' Advisory Council.[¶] ... [2]

Five (5) individuals shall be elected to the Athletes' Advisory Council as follows. An individual who wishes to run for election to the Athletes' Advisory Council and to be placed on the ballot shall self nominate him/herself for election. Those individuals: (i) who have represented the United States as athletes in the Olympic Games, the Pan American Games, World Championships or other Operation Gold event in the sport of Karate within the ten (10) year period preceding the election, or (ii) who have competed in and finished in the top half at the USA-NKF's National Championships as an athlete within the two (2) year period preceding the election is held shall be eligible to vote in the election. Additionally, in order to be eligible to vote in the election, an individual shall be a citizen of the United States and eighteen (18) years of age or older prior to the election. Further, an individual shall be a member of USA-NKF sixty (60) days prior to the date of the election (record date) in order to be eligible to vote in the election. The election shall take place after conclusion of the Summer Olympic Games, but prior to January 1 of the year following the Summer Olympic Games. The five (5) individuals with the highest vote totals are elected to the Athletes Advisory Council. The sixth (6th) and seventh (7th) position on the Athletes' Advisory Council shall be filled by USA-NKF's representative to the USOC Athletes' Advisory Council and by the USA-NKF's alternate representative to the USOC's Athlete Advisory Council.

An individual who wishes to run for election to the USOC Athletes' Advisory Council and to be placed on the ballot shall self nominate him/herself for election. Those individuals who have represented the United States as athletes from a discipline on the PanAm/Olympic program in the Olympic Games, the Pan American Games, World Championships or other major international competitions in the sport of Karate within the ten (10) year period preceding the election shall be eligible to vote in the election. Additionally, in order to be eligible to vote in the election, an individual shall be a citizen of the United States and eighteen (18) years of age or older prior to the election. The election shall take place after conclusion of the Summer Olympic Games, but prior to January 1 of the year following the Summer Olympic Games. The individual with the highest vote total is elected as athlete representative to the USOC Athletes' Advisory Council. The individual with the second highest vote total of the opposite gender (as is required by the USOC Athletes' Advisory Council), is elected as the alternate representative to the USOC Athletes' Advisory Council. Should no alternate gender candidate exist the second highest vote total is elected as the alternate representative to the USOC Athletes' Advisory Council.