

## LSA ELECTIONS PROCEDURE

### Guidelines

In accordance with the bylaws revision accepted by vote at the

LSA Special Membership Meeting on Nov. 20, 2013

Elections must be within one month before the start of the fiscal year, April 1.

#### Elections Chair

- shall be selected by the LSA Board of Directors
- shall set date, time, and location of Annual Elections
- shall ensure that election is conducted fairly and in accordance with LSA bylaws

#### Nominating Committee

- shall be appointed by the LSA Board of Directors or the president of the board
- shall consist of 3 members of the board, none of which will be on the ballot
- shall be formed at least 60 days prior to elections- Preferably much earlier
- Purpose: To determine a slate of candidates for all open positions on the board of directors. The committee will make a good faith effort to represent different ages, disciplines, coaches, and interests of the membership.

#### Elections Procedure

##### Duties of the Nominating Committee

- 1) Determine position to be filled.
- 2) Request nominations via email from LSA club members. Request should state qualifications and should inform that these are two year terms. This step is not required by the bylaws but has been the practice of LSA.
- 3) Receive recommendations and input from the board of directors, the President and committee chairs.
- 4) Close nominations no later than the 1<sup>st</sup> week of February.
- 5) As nominations come in:
  - A. Confirm that each nominee meets the following qualifications:
    - Is a member of US Figure Skating with LSA as his/her home club
    - Is in good standing with USFSA and LSA
    - Is at least 18 years of age to serve as a Director
    - Is at least 25 years of age to serve as an Officer
    - Is suitable to filling an open positions
    - Coaches may not constitute a majority of the voting members of the Board
  - B. Verify interest of each submitted nominee as to the position s/he may be willing to fill.
- 6) Determine the slate of candidates for the Annual Elections. There may or may not be more nominees on the slate than the number of open positions.
- 7) Request a bio and digital photo from each slated nominee. Committee should provide a sample bio that includes suggested information.

- 8) Develop a ballot with bios and pictures. Ballots should fulfill the following guidelines:
  - List all candidates approved by the Nominating Committee
  - Instruct the voting membership to vote according to the number of openings. Ex. If there are 6 openings each voter may select 6 candidates
  - NOTE: The general membership will be electing the members to the Board of Directors. The Board will then appoint their officers to a one year term.
- 9) The slate of nominees selected by the Nominating Committee shall be publically posted at the Club's premises in the form of a ballot at least four (4) weeks prior to the date designated for the annual election.
- 10) This completes the Nominating Committee's job, and the Elections Chair will take over the elections process.

#### **Duties of the Elections Chair**

- 11) At least two (2) weeks prior to the date set to count votes, Chair should distribute ballots to all Members eligible to vote. LSA Membership Chair should have this list. Voting members of the general membership are:
  - At least 16 years of age
  - USFSA Members with LSA as their Home Club
  - In good standing with USFSA and LSA
- 12) Eligible voters may cast their ballot in one the following ways:
  - By Email
  - By U.S. Mail addressed to the Secretary or to another person designated by the board, such as the Elections Chair, to receive ballots
  - In person at a time and location designated beforehand by the Elections Chair
- 13) Ballots not received by the time designated for the counting of the votes will be invalid
- 14) The Board of Directors has the option of limiting which methods of ballot submission will be used in an election.
- 15) The counting of ballots shall be conducted under the supervision of the Secretary or other such person as the board may designate for that purpose
- 16) Ballots cast must be verified against the voting membership list
- 17) Elections Chair shall post elections results at the rink and via email to the membership
- 18) Prior to April 1, the new board must meet to appoint their officers and each member sign their Board Member Agreement.

#### **Election Records** (under supervision of the Elections Chair)

- The Secretary shall preserve the ballots and other records of each Annual Election for at least one year.
- The new Board of Directors will appoint their officers soon after election but no later than March 31.
- The Secretary shall report the results of any election of officers and /or directors as specified in MR 6.05 (USFS rule book) in writing to U.S. Figure Skating Headquarters within 10 days after such election.