



Internally Managed Sport Athlete Advisory Group ELECTION PROCEDURES Effective for 2025 – 2028 Quad

Overview

These procedures shall outline the election process for the Internally Managed Sport (“IMS”) Athlete Advisory Group (“AAG”) members as per sections 2.b. of the AAG Charter.

Eligibility

The eligible athlete pool to serve on the AAG and to vote in the election shall be comprised of those athletes who meet all of the following criteria:

- a) Athlete has been selected to represent the United States in a Delegation Event, International Qualifying Competition or at another event selected by the AAG that has been approved by the USOPC’s NGB Athlete Representation Review Working Group within the ten (10) years preceding election or appointment.
- b) Paralympic sports only - Athlete currently holds or retired from the sport holding a Paralympic eligible international sport class.
- c) Athlete was credentialed as Aa (‘Athlete’) or Ab (‘Guide’) at the event(s) above in which they participated.
- d) Athlete is at least 16 years of age.

Internally Managed Sport AAG – Election Administration

The IMS Sport Operations staff shall administer the election. Contact information for the election will be shared in the email communications.

Vetting, Nomination & Election Process – Members

The IMS Sport Operations staff will send an email to all eligible athletes requesting those interested in serving as a member on the Athletes’ Advisory Group (AAG) to fill out a Declaration of Candidacy and a Conflict of Interest “COI” Disclosure. The Declaration of Candidacy form must be completed via Qualtrics and the COI Disclosure must be completed through the USOPC’s designated system

The IMS Sport Operations staff will compile the list of eligible athletes who have self-nominated to serve as the AAG representative as per section 2.c. of the AAG Charter. The list of candidates will be emailed to all athletes in the eligible athlete pool.

Voting will be conducted via email and all athletes in the eligible athlete pool will receive a ballot.

Election Administration

- a) When casting a ballot, athletes may vote for one (1) candidate.
- b) The candidate who receives the most votes will be elected to the open position(s) on the Internally Managed Sport AAG as per section 2.b. of the AAG Charter.
- c) In the event of a tie, a 3-day run-off election will be held with only the tied

candidates on the ballot. The candidate with the most votes in the run-off election will be elected.

- If the run-off election ends in a tie, a second 3-day run-off election will be conducted. If a tie persists after the second run-off, the result will be determined by a coin flip conducted by a USOPC staff member and administered by a third party.
- If no votes are cast in a run-off election, the result will be determined by a coin flip conducted by a USOPC staff member and administered by a third party.

d) If only one candidate runs for election the candidate will be elected by a majority vote. If the candidate does not receive a majority, the Call for Nominations process will restart.

e) If zero (0) athletes apply for a position during the nomination period, the nomination deadline will be extended by one (1) week. If zero (0) applications are received after the extension, the position will remain vacant for six (6) months then the Call for Nomination process will restart.

Nomination & Election Process – Chair

The members of the AAG, both elected and appointed, will elect a chairperson from amongst the elected members of the AAG.

Nomination process:

1. The chairperson will be elected by the AAG at the second (2nd) meeting of the quad.
2. Once the election date is set by the AAG, at least two (2) weeks prior to the meeting the IMS Sport Operations staff or respective IMS director will circulate to the elected members of the AAG a ‘call for nominations’ for the open position. This call for nomination will include at least the following:
 - a. A requirement for each nominee to provide a duly completed application form
 - b. The deadline for submission of nomination

Election process:

1. The election session will be chaired by a team member on the USOPC staff, who does not participate in the vote.
2. Each voting member of the AAG, including candidates for election, has the right to one vote. Voting by proxy or by letter is not permitted.
3. Abstentions do not count as a vote for the purposes of calculating a majority.
4. Athletes who require assistance may select an assistant of their choice to complete their vote.
5. The voting method will be agreed upon by the AAG (e.g., raise of hand, electronic ballot).
6. If no nominations are received for the Chair position, the position will remain vacant until the next meeting of the AAG (during which elections will be held).
7. If only one nomination is received for a position, that person will be elected to the

position by a Simple Majority. If such majority vote is not obtained, the Chair Nomination Process will restart.

8. If two or more nominations are received for a position, the following will apply:
 - a. A nominee who receives a Simple Majority in any round of voting will be elected to the position.
 - b. A first round of voting will occur to determine if any nominee receives a Simple Majority.
 - c. Where no one nominee receives a Simple Majority, the individual receiving the least number of votes will not proceed to the next round. In the event of a tie, a re-vote will occur between the tied individuals and the individual receiving the most votes will proceed to the next round.
 - d. Where there are two remaining nominees, the nominee receiving a Simple Majority will be elected. In the event of a tie, a re-vote will occur with the individual receiving a majority of votes being elected.
 - e. Following each election round, the number of votes obtained by each candidate will be disclosed.

Vacancies

In the event that any of the elected positions, excluding those filled ex officio by the Team USA AC Representative and Alternate, on the AAG become vacant for any reason, the vacancy will be filled for the remainder of the term by inviting the non-elected candidate with the highest vote total from the results list from the most recent AAG elections. Invitations will be extended in order of vote total among the non-elected candidates until one accepts.

In the event that the position of Chair becomes vacant for any reason, the AAG members, both elected and appointed, will elect a chairperson to serve for the remainder of their elected term.

In the event that any of the appointed positions on the AAG become vacant for any reason, the vacancy may be filled by appointment by the AAG Nominating Committee, AAG Charter Section 4. Any such appointment shall terminate at the end of the current term.

Revision History

Publication Type	Policy Approver	Enabling Action	Publication Date	Next Scheduled Review	Revision Summary
Initial Publication	AC Reps & IMS Director	Email Approval	2021	2023	N/A
Policy Review	AC Reps & IMS Director	Email Approval	March 2023	2024	
Policy Review	AC Reps & IMS Director	Email Approval	May 2024	2025	Revised from individual charters and election procedures to
Policy Review	IMS Senior Director	Email Approval		2026	Adding “Vetting” to the section “ Vetting, Nomination & Election Process – Members ”; Added the conflict of interest disclosure requirement to the candidature nomination process; updated the chair of the AAG Chair election process to a USOPC staff member; clarified the AAG Member election administration process;