



Nominating and Elections Committee Charter

Revision Date: December 19, 2021

1. Roster

Title	Name	End of Term	Term
Chair	Sarah Morrison	12/31/2028	1
Member	Michael Wantuck	12/31/2026	1
Member	Susan Bromberg	12/31/2028	1
Athlete	Alison Gibson	12/31/2028	1
Athlete	Dylan Reed	12/31/2026	1

2. Introduction

The USA Diving Nominating and Elections Committee (the “Committee”), a standing committee reporting to the Board of Directors of USA Diving (the “Board” or “Board of Directors”), is established by USA Diving’s Bylaws. The Committee develops the processes and procedures for elections, solicits and vets nominations, and conducts the elections in partnership with the staff of USA Diving.

3. Composition

The Committee consists of no more than five (5) members:

- 3.1.** One (1) individual selected by the previous Nominating and Elections Committee from that Committee, who shall be the Chair
- 3.2.** One (1) individual who is unaffiliated, as that term is defined in the Bylaws, and who is selected by the previous Nominating and Elections Committee
- 3.3.** One (1) individual who shall be selected by the Board from the members of the Corporation
- 3.4.** Two (2) athletes selected according to Section 8.2 of the Bylaws

4. Term

Committee members will have staggered terms. All Committee members will serve four-year terms, unless the Committee or the Board determines that a shorter term is necessary to achieve staggered terms.

5. Term Limits

Committee members may not serve more than two (2) consecutive terms. For purposes of this rule, service of at least two (2) years constitutes one term.

6. Eligibility

A current Board director may not be a member of the Nominating and Elections Committee. No individual who serves on the Nominating and Elections Committee may serve or be eligible to serve on the Board of Directors. Members of the Nominating and Elections Committee are precluded from serving as a Board director or in any other Corporation capacity, whether governance or on staff, for a period of one (1) year after their service on the Nominating and Elections Committee ends.

7. Duties of the Committee

7.1. Process and Procedures: The Committee, in consultation with the USA Diving staff, will recommend to the Board the process and procedures for the upcoming election three (3) months prior to the election. Upon approval by the Board, the Committee will facilitate implementation of the process and procedures. The procedures will include, but are not limited to, the process for holding the election and the determination and certification of those eligible to vote.

7.2. Solicit Nominations: Identify and evaluate prospective candidates for the Board. In considering a candidate for nomination to the Board, the Nominating and Elections Committee takes into consideration all relevant factors, including without limitation:

7.2.1. The candidate's contribution to the effective functioning of the Corporation

7.2.2. Any potential or impending change in the candidate's principal area of responsibility with his or her company or in his or her employment

7.2.3. Whether the candidate brings relevant experience to the Board

7.2.4. Whether the candidate has the ability to attend meetings and fully participate in the activities of the Board

7.2.5. The candidate's reputation for personal integrity and commitment to ethical conduct

7.2.6. Whether the candidate has passed a mandatory background check and SafeSport training, if required

7.2.7. Whether the candidate has developed any relationships with another organization, or other circumstances have arisen that might make it inappropriate for the candidate to serve on the Board

7.3. Vet Candidates: Work with the Ethics Committee to vet all nominations for potential conflicts of interest or other issues

7.4. Recommend: Unaffiliated directors for Board approval

7.5. Recommend: As requested by the Board, individuals to serve on various committees

7.6. Conduct Elections: The Committee will work with USA Diving staff to conduct the election as per the process and procedures approved by the Board per Section 7.1 above and in accordance with the current USA Diving Bylaws

7.7. Board of Directors Self-Evaluation: The Committee will develop and recommend to the Board for its consideration an annual self-evaluation process of the Board and its committees.

7.8. Report to Board of Directors: The Committee will report regularly to the Board with feedback or recommendations from the Committee on matters of policy related to USA Diving. The Committee will produce minutes at the conclusion of each meeting, which will include an attendance record, a copy of the agenda, and a full report of Committee discussions with documented recommendations and decisions. These reports will be completed no more than three weeks following the meeting and forwarded to the Committee membership and the Board of Directors. All Committee reports, to the extent not confidential, will be posted on the USA Diving website and in the Board Portal so all Board members have access to the reports.

7.9. Other duties: Perform such other duties as assigned by the Board of Directors.

8. Duties of the Chair

8.1. Preside over all meetings of the Committee

8.2. Determine all questions of order at any meeting of the Committee

8.3. Communicate regularly with the USA Diving national office

8.4. Act as the Committee's liaison to regularly communicate with the Board

9. Attendance at Meetings

The Committee members are expected to attend in person, or participate by telephone or videoconference in, all regularly scheduled Committee meetings. Committee members must attend in person, or participate by telephone or videoconference in, at least one half (1/2) of all regularly scheduled Committee meetings.

10. Removal and Vacancies

A member's position on the Committee becomes vacant upon the member's resignation, removal, incapacity, disability or death, or upon the expiration of the member's term. Any member may resign at any time by giving written notice to the Chair of the Committee, except the Chair's resignation shall be given to the Vice Chair of the Committee, or in the absence of a Vice Chair, another officer of the Committee. The resignation takes effect at the time specified in the written notice. The acceptance of the resignation by the Committee is not necessary to make it effective. Committee members will be removed by the Committee if they fail to attend in person, or participate by telephone or videoconference in, at least one half (1/2) of the regular meetings of the Committee during any twelve (12) month period, unless they are able to demonstrate to the other members of the Committee that the presence of exigent circumstances caused and excused the absences. In such circumstances, the absent member shall be removed by the affirmative vote of a majority of the voting power of the Committee (not including the voting power of the absent member). A member may also be removed for cause at any duly noticed meeting of the Committee, and after being provided an opportunity for the member to be heard by the Committee, upon the affirmative vote of at least two-thirds (2/3) of the total voting power of the Committee (excluding the voting power of the member in question). Any vacancy occurring in the Committee shall be filled in the manner specified in this charter or USA Diving's bylaws for filling the position. A Committee member elected to fill a vacancy shall be elected for the unexpired term of such member's predecessor in office.

11. Compensation

No salary or other compensation shall be paid to a Committee member for serving as a member of the Committee. However, a Committee member may receive a salary or other compensation for serving USA Diving in another role, such as a judge or coach. All Committee members must comply with USA Diving's conflict of interest policy. The Ethics Committee will decide whether a particular form of compensation complies with this policy, subject to oversight by the Board of Directors.