



## IBSF ELECTION PROCESS

**Process Owner:** Compliance and Membership Services Manager, USABS

**Effective Date:** July 25, 2025

### Introduction

This process establishes a clear and consistent procedure for selecting one individual to serve as USA Bobsled/Skeleton's (USABS) candidate for election to the International Bobsleigh & Skeleton Federation (IBSF) Executive Committee. The process ensures transparency, fairness, and alignment with USABS's values and international leadership goals.

### Oversight and Governance

The selection process will be administered by the **USABS Election Committee**, which will consist of seven members:

- **USABS Board Chair**
- **USABS Chief Executive Officer (CEO)**
- **Two (2) board members** appointed by the USABS Board Chair
- **Three (3) athlete representatives** selected by the USABS Athlete Advisory Council (AAC)

Led by the Board Chair, the Election Committee is responsible for managing all aspects of the candidate selection process, including issuing the call for interest, reviewing applications, conducting interviews, and selecting the final candidate.

### Candidate Application Process

The Election Committee will issue a **formal Call for Interest** to the USABS membership. This call will be communicated via email and other appropriate communication platforms.

The **application period will remain open for 14 calendar days**. Interested individuals must submit the following materials:

- A **resume** detailing relevant experience, particularly in governance, leadership, bobsled and skeleton, and international sport
- A **cover letter** describing their interest in serving on the IBSF Executive Committee, relevant qualifications, and how they will represent USABS

Only complete applications submitted within the designated time frame will be considered.

### Candidate Evaluation and Presentation

After the application deadline, the Election Committee will review all eligible submissions. Depending on the number of applications received, the Committee may choose to narrow the pool of candidates for further evaluation.

Evaluation criteria will include:

- Leadership and governance experience
- Familiarity with bobsled, skeleton and international sport structures and priorities
- Alignment with USABS's mission, values, and reputation
- Capacity to serve and represent the organization at the international level

Each candidate will be given up to 15 minutes to present their candidacy to the Election Committee. Candidates may also choose to have a designated advocate present on their behalf for all or a portion of their time. A designated advocate is an individual selected by the candidate to speak in support of their nomination and highlight their qualifications.

Following the presentation, the Election Committee will conduct up to 15 minutes of Q&A with either the candidate or their designated advocate. Presentations and Q&A sessions may be held either virtually or in person, depending on availability and scheduling.

### **Final Selection**

Following the conclusion of all candidate presentations, the Election Committee will deliberate and select **one (1) individual** to represent USABS in the IBSF Executive Committee election. The selected candidate will be notified in writing and supported by USABS in completing all nomination requirements and preparing for the election.

### **Withdrawal and Replacement**

If the selected candidate **withdraws at any point prior to the IBSF election**, the Election Committee will reconvene and initiate a new selection cycle. The same procedures outlined in this policy, including a new Call for Interest, which may be adjusted based on the available time, and evaluation process, will be followed.

### **Board Authority to Remove a Candidate**

The **USABS Board of Directors reserves the right** to remove a selected candidate from consideration at any time prior to the IBSF election. Removal may be based on failure to meet eligibility requirements, conduct inconsistent with USABS values, or other factors that could affect the organization's reputation or interests.

### **Conflicts of Interest**

All members of the Election Committee are required to disclose any actual or potential conflicts of interest involving any candidate by completing or updating the USABS Conflict of Interest Disclosure Form. Any committee member with such a conflict must recuse themselves from both discussion and voting related to that candidate