

## APPENDIX M

### ELECTION PROCEDURES

Amendments to this Appendix M are the responsibility of the Governance Committee. The Governance Committee can modify this Appendix by recommending changes to the USAAS Board of Directors for approval.

#### ARTICLE 1

##### 1.01 General:

- A. Unless otherwise stated in the [Code of Regulations of United States Artistic Swimming](#) (“USAAS Code”), all election procedures shall follow *Robert’s Rules of Order*.
- B. The Nominating Committee report must be submitted, in writing, to the membership not less than 30 days prior to the date of the elections.
- C. The elections shall be conducted by the USAAS National Office (“National Office”) staff under the supervision of the USAAS Executive Director (“Executive Director”).
- D. Voting rights and privileges shall be recognized by a voting sticker signed by the delegate, issued at the Annual Meeting of the Corporation (“USAAS Convention”) Registration and attached to the delegate’s USAAS Registration badge.
- E. A time for the elections shall be stated in the USAAS Convention agenda; if not, the elections shall be held during the last session of the USAAS Board of Governors (“Board of Governors”).
- F. Elections for USAAS Officers, USAAS Foundation Representatives, USAAS Board of Governors At-Large delegates and other elected individuals may be conducted electronically.

##### 1.02 Conduct of the Election:

- A. The National Office staff shall validate the number of eligible votes.
- B. The National Office staff shall announce to the Board of Governors the number of eligible votes to be cast.
- C. A designated time shall be announced in which all eligible members attending the USAAS Convention will cast votes. Should an eligible member not have their own electronic device, one will be provided in the registration area or other announced designated area for members to access the ballot and vote.
- D. Candidates receiving the greatest number of votes cast shall be elected. If there is a tie, a run-off election shall be held between the tied candidates.
- E. The election shall be verified by the Executive Director and the USAAS President (“President”) (or their appointed representative).
- F. All election results shall be announced prior to the adjournment of the Board of Governors meeting. The President shall make the announcement at an appropriate time in the agenda. The announcement shall include the number of voting delegates and the number of votes cast for each candidate. (Exception: At-Large delegates to the Board of Governors.)

##### 1.03 Post Election Procedures:

- A. A challenge to any election result must be made in writing to the Executive Director within 30 minutes of the announcement of the final election results. When a challenge has been filed, the Executive Director shall notify the President (or their appointed representative). A

candidate (or their appointed representative) who challenges the results has the right to review the results in the company of the Executive Director and National Office staff who conducted the election.

- B. All ballots shall be held for 60 minutes after the announcement of the final election results. At that time, the ballots shall be destroyed. If contested, ballots shall be kept until the dispute is settled.