



## **BOARD OF DIRECTORS SELECTION PROCEDURES (AT LARGE ELECTED, BOARD APPOINTED, EXECUTIVE APPOINTED, AND ATHLETE REPRESENTATIVES) AMENDED OCTOBER 2021**

### **SECTION ONE: Election Policies & Procedures for AT LARGE ELECTED POSITIONS**

**1.1 Election Committee:** This committee is responsible for applying election procedures to maintain the fairness of all elections and the freedom of opportunity for candidates and voters alike. This committee is charged with identifying candidates, verifying the resumes of those who apply to be candidates, and presenting a slate to the Board of Directors for approval. The USAR Board Election Committee will be comprised of an appointed Committee Chair who is a member of the Board of Directors plus at least three Board members (including appropriate athlete representation based on the current minimum percentage of USOPC-required\* athlete representatives), all of whom must not be eligible for re-election in the next election cycle. The makeup of the Committee may also include non-Board members in a number not to exceed the number of Board members serving on the Committee.

In conjunction with the Election Committee during each election cycle, a specialized task force may be assigned to aid in identifying and recommending candidates for the Board of Directors in the category of Board Appointed positions, as needed and as determined by Board composition parameters. The members of this task force will change from cycle to cycle to include only Board members who will not be candidates in the next election.

\*Refer to USA Racquetball Bylaws Article VI, Section 601.0.A.2.

### **1.2 Presentation & Acceptance of Slate**

- a. In support of its work, the Election Committee shall identify and review qualified\* USAR members who seek at-large (elected) Board seats (requesting resume qualifications and a statement of interest from all prospective candidates).

1. \*Qualifications: Members of the Board must be Citizens of the United States who are at least 18 years of age. A candidate must be a member of USAR in good standing as of the first of the year prior to an election year; must have capacity to enter contracts; must not have a felony or criminal background; must be willing to sign a release for a background check; must not have been employed by USAR as of the first of the year two years prior to the election year; must possess past and present demonstration of good character.

- b. The presented slate may include candidates in the number of elected positions being vacated OR up to two additional candidates for each open position. Example: when two board positions are open, an approved slate may contain up to six candidates.

- c. The Election Committee Chair presents the recommended slate at a Fall Board meeting. Upon review of this slate, the full Board may accept or reject the entire slate of candidates, but the board may not vote to accept candidates individually. If the Board rejects the presented slate, the Election Committee must resume its responsibility to identify candidates acceptable to the Board.
- d. Candidates who are not selected for an approved slate must be notified of such by the Election Committee and thanked for their interest.

**1.3 Ballot Procedure:** Once the slate is adopted, each individual is notified of his/her candidacy. He/she must have completed and signed the official USAR Conflict of Interest statement prior to official acceptance. The candidate also must have provided a color photo and platform statement of 200 words or less in response to the question, "Why I want to serve on the USAR Board of Directors" for publication with the ballot.

- a. Ballots will be distributed via the Corporation's magazine, or Internet source, or mailed ballots, or any other method or combination of methods deemed acceptable by the Board of Directors.

**1.4 Acclamation:** If only the required number of nominations for open Board seats is presented to and accepted by the Board of Directors, an election will not be mandated, and all candidates will be elected by acclamation prior to the May Board meeting.

## **SECTION TWO: General Election**

### **2.1 Platform & Ballot Preparation**

- a. The list of candidates will be ordered alphabetically, with all platform text and graphics presented in a uniform fashion.
- b. Eligibility. Only current, adult USAR members (over 18) may vote.

**2.2 Online voting** will be offered for a period to be determined by the Election Committee and approved by the Board of Directors. During this period, members may access their password-protected member record to obtain a single-use ballot that will be verified and transmitted as a "secure transaction."

### **2.3 Vote Counting & Announcement**

- a. All candidates will be notified within five business days of finalizing election results or in any case prior to the release of any public announcements. Newly elected Board members will be contacted by the Board President and invited to attend the next Annual Board meeting in a non-voting capacity in the year-end (first) meeting session, and in full voting capacity in the new year (second) meeting session. The President or the Election Committee will notify unsuccessful candidates.
- b. In the event of a tie, a runoff election will be conducted electronically.
- c. Tallies of election results will be made public within seven days of finalizing the results, via press release, social media, website, and/or published in RACQUETBALL magazine.

## **SECTION THREE: Campaign Procedures**

A separate document, outlining these campaign procedures, will be provided to all candidates upon publication of the ballot.

**3.1 Proxy voting** is expressly prohibited. Individual members are encouraged to submit their personal votes according to the stated guidelines, but they are not permitted to transfer their voting rights to other parties.

**3.2 Campaigning** is limited to the candidates themselves. It is inappropriate for seated board members and national staff to formally endorse or support specific candidates, beyond the initial selection of nominees approved by the Board for the ballot. Any such documented instances will be subject to Ethics Committee review. Individuals may not use the association's or tournament management system's database for their own personal USAR Board of Directors election campaigns. Violation could result in disqualification as a Board of Directors candidate.

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## **FOR REFERENCE -- BOARD OF DIRECTORS POSITION CATEGORIES – BYLAWS ARTICLE VII**

### **ARTICLE VII**

#### **701.0 Board of Directors Position Categories: Selection and Terms**

##### **INTRODUCTION**

The general rules (processes and timelines) governing selection and terms for the four categories of positions (i.e., seats) on the Board of Directors are described below and in further detail in USAR's Board of Directors Selection Procedures posted on the USA Racquetball website.

**Statutes of Term** All board terms begin, and end, with the Annual Board meeting, normally held in conjunction with the USAR National Singles Championships.

Total consecutive term of service for any Board member is a maximum of six years. Appointed member terms shall be three years; At Large Elected shall be two years. After six years of consecutive service, no members of the Board of Directors shall be elected or appointed again until at least two years after their departure.

##### **BOARD OF DIRECTORS POSITION CATEGORIES**

###### **A. Board of Directors – At Large Elected Positions**

1. Elected by the association's membership via the processes and timelines contained in the Board of Directors Selection Procedures for At Large Elected positions.

###### **B. Board of Directors – Board Appointed Positions**

1. Based on needed skill sets and experience, the Task Force attached to the Election Committee (see 902.0) serves to identify, research, and present candidates for Board Appointed positions for ratification by 2/3 majority vote of the entire Board of Directors.

2. One Board Appointed position may be filled after the conclusion of each annual Board election (At Large).

### **C. Board of Directors – Executive Appointed Positions**

1. Based on needed skill sets and experience, the president identifies, researches, and presents candidates for Executive Appointed positions for ratification by 2/3 majority vote of the entire Board of Directors.

2. One Executive Appointed position may be filled per election cycle.

### **D. Board of Directors – Athlete Representatives**

See Article VI, 601.0.A.2.b – Athlete Representatives

The term of athlete representatives will coincide with the end of the Annual meeting, every four years just prior to the Summer Olympic Games.

Immediately following an athlete representative election, the athletes who were elected must determine (i) who among them will serve on the Executive Committee and (ii) who among them will serve as the Athlete's Advisory Council representative. There is no requirement that these positions be filled by two different persons. However, the alternate representative for Athlete's Advisory Council will be one of the other athletes on the Board who is of opposite sex than the primary representative.

### **E. Board of Directors - Independent Perspective**

The current members on the Board of Directors must include at least one voting Board member who can provide an independent perspective under the following criteria.

A Board member cannot provide an independent perspective if, within the preceding two (2) years:

1. the individual was employed by or held any governance position (whether a paid or volunteer position) with USA Racquetball, the International Racquetball Federation, an international regional sport entity, or any sport family entity connected to USA Racquetball;
2. an immediate family member of the individual was employed by or held any governance position (whether a paid or volunteer position) with USA Racquetball, the International Racquetball Federation, an international regional sport entity, or any sport family entity connected to USA Racquetball;
3. the individual was affiliated with or employed by USA Racquetball's outside auditor or outside counsel;
4. an immediate family member of the individual was affiliated with or employed by USA Racquetball's outside auditor or outside counsel as a partner, principal, or manager;
5. the individual was a member of USA Racquetball's Athletes' Advisory Council;
6. the individual was a member of any constituent group with representation on the Board;
7. the individual receives any compensation from USA Racquetball, directly or indirectly;
8. the individual is an executive officer, controlling shareholder, or partner of a corporation or partnership or other business entity that does business with USA Racquetball.

The member must maintain an independent perspective by maintaining the requirements above for their entire term and any successive term with the exception of holding any governance

position with USA Racquetball or International Racquetball Federation and reimbursement of expenses related thereto.

#### **F. Board of Directors - Affiliated Member Position**

At least one Board position will be made available for affiliated member(s) as defined in the Ted Stevens Olympic and Amateur Sports Act of 1978. If there are no affiliated members that meet the definition, the Board position may remain vacant or otherwise filled (so long as a seat remains immediately available if affiliated member(s) are identified). (See 601.0.A.2.c)

#### **G. Appointments to Vacated Seats/Employees**

**1. Appointments to vacated seats** Mid-term open Board seats filled by Presidential appointment [per USAR By-Laws 804.0.B and 804.0.D] will be tracked on the basis of term length. If the vacated Board seat has 18 months or more remaining in its term, the replacement appointee will be considered to have completed a full term of service. Subsequent "second term" re-election bids will be processed on that basis [601.0.A.3]. If the vacated Board seat has fewer than 18 months remaining, the replacement appointee will be viewed as "interim" and a subsequent "first term" election bid may be sought.

**2. Board Service by Former Employees** In the event that any USAR employee wishes to run for the Board of Directors after his/her employment with the association ends, they may do so after a two-year period has elapsed (see 601.0.A.4).

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