

**U.S. Masters Swimming Elections Committee**  
**2022 Elections Procedures**  
**For a Hybrid USMS Annual Meeting**

1. **Floor Nominations** - Floor Nominations will open during the first session of the Annual Meeting on Friday, September 16, 2022, and will close 30 minutes later after the nominations are opened. The floor Candidate(s) shall follow the procedures for Floor Nomination set forth in the Current Election Operating Guidelines (EOG) – Part Two, Section IV, part D. If approved by the Elections Committee, the floor Candidate(s) will participate in the scheduled Meet the Candidates on Saturday, September 17, 2022.
  
2. **Zone Endorsements** – Zone endorsement of candidates will take place during the zone meetings scheduled for Thursday, September 1. Refer to the EOG Part Two, Section VII for zone endorsement procedures.

Floor Candidate(s) will be responsible for seeking out an endorsement from their zone and submitting said endorsement to the Elections Committee. If a floor Candidate knows in advance of the Annual Meeting that they will be nominated, they can request the zone endorsement in advance of the meeting.

The Zone member responsible for the endorsement proceedings shall submit the results reported in the Zone meeting minutes to the elections chair no later than Friday, September 9, 2022. Zone endorsements will be posted on the USMS website on Tuesday, September 13, 2022. Results of zone endorsements will be announced by the Elections Chair prior to the elections.
  
3. **Meet the Candidates** – Delegates will have an opportunity to Meet the Candidates via video and in person. The in person Meet the Candidates Forum is scheduled for Saturday, September 17, 2022, 11:00am – 12:30pm EDT (note that this may change depending on whether the Annual Meeting is running ahead of or behind the agenda schedule). Refer to the current EOG, Appendix F for more information regarding the Meet the Candidates Forum.

The Candidates will also have an opportunity to record a video that will be posted on the USMS website prior to the annual meeting. Each candidate is responsible for contacting Jessica Reilly to schedule a zoom recording session for the video. All candidates, unopposed or not, should submit a video. Video length should be no longer than 5-8 minutes.

All videos for slated candidates will be posted on the elections page of the USMS website beginning Monday, Sept 12, 2022 (the Monday preceding the first day of the USMS Annual Meeting). The videos will be removed from the website after the conclusion of the elections.

  - a. The candidate will begin the video by introducing themselves and stating the office for which they are running. The candidate should then provide some background information about themselves. The introduction is limited to 3 minutes.
  - b. The candidate will be given 5 questions from the Elections Committee. The candidate will choose 2 of the questions and answer those on the video. Answers for each question are limited to 2 minutes.
  
4. **Acclamation** – All Candidates running unopposed shall be elected by acclamation immediately following the Meet the Candidates Forum.
  
5. **Election** – Elections will be held by electronic voting. The National Office will coordinate the voting process. The National Office will provide each of the designated delegates with the election ballot during the Saturday, September 17, 2022, meeting of the House of Delegates as noted in the meeting schedule. The election will be open for 30 minutes. In the event of a run-off election, the elections committee will be prepared to immediately send a new ballot. The Run-Off election will be open for 30 minutes. Election results will be immediately available.

## Meet the Candidates Questions for Video

Each candidate will choose 2 of the following questions to answer for the video.

1. What strengths do you bring to this position? What will you improve to make yourself a better BOD member?
2. What qualities do you think make USMS a unique membership? What are our strengths as an organization and what are our weaknesses?
3. We are all facing unique obstacles since the start of the COVID pandemic. What do you think USMS can do to balance its financial needs with the needs of the members? What suggestions do you have to keep membership retention while keeping costs low to stem any further losses?
4. What is motivating you to run for the BOD and what skills will you bring to your position?
5. What are two things about our program that have kept you an active member and motivated you to run for a national leadership position?

### Six tips for looking great in a Zoom meeting or for any video (from USA Today)

1. **Appearance**  
Avoid busy clothing patterns. A plain, solid color works best. Do not wear a bright white or a dark black shirt.
2. **Lighting**  
Avoid shading; have one steady lamp directly by your face for an even, steady light. Do not use a sidelight or a backlight. Do not sit with your back to a window.
3. **Background**  
Keep your background plain and simple so the viewer focuses on you, not what is sitting on the shelves behind you.
4. **Perspective**  
Get rid of wide-angle. Step back from the camera so you will not be distorted.
5. **Eye Level**  
Do not have the webcam/camera looking up at you. Eye to eye contact is the best connection.
6. **Sound**  
Even though you are going to step away for a better perspective, do not be so far away that the microphone does not hear you. Remove the kids, the dogs, and all other sound distractions from the room.

**Brevity (Tip from the Elections Committee)** – keep your answers short and to the point.