## INSTRUCTIONS TO CANDIDATES

March 1, 2023

Dear Nominee,

Congratulations on your decision to run for an elected USMS Board of Directors position. In this packet you will find all the information you need to get through the nomination process. A copy of the USMS Election Operating Guidelines (“EOG”) has been included to inform you of how the process works from the time nominations open until the election at the USMS Annual Meeting. If you have any difficulty complying with the requirements of this packet, notify the Election Chair. Please note that the relevant submission dates can be found in the EOG schedule.

The nomination period occurs in the year when the election is held and applies to all elected Board of Director positions (Officers and Directors). To complete your nomination, fill out the Nominee Questionnaire/Consent-to-Run form with appropriate attachments and return them by email to the Chair of the Election Committee. Please review the qualification criteria in the EOG before submitting your nomination.

If you do not meet the deadline for the regular nomination process, you may still be nominated through the floor nomination process. There will be floor nominations during a to-be-determined meeting of the House of Delegates for. Immediately after your floor nomination, you must submit the Candidate Questionnaire/Consent-to-Run form with appropriate attachments to the Chair of the Election Committee. Your nomination packet will be available to Delegates to allow time for review prior to the election.

Thank you for considering running for an elected USMS Board of Directors position. The nomination process and enclosed guidelines are intended to make the election process fair and consistent for all nominees. If you have any problems, please don't hesitate to contact me.

Erin Sullivan
Chair of the Election Committee
Elections@usmastersswimming.org

## CANDIDATE QUESTIONNAIRE/CONSENT-TO-RUN FORM

**All nominees must complete the entire questionnaire.** You may use as much space as you choose in answering your questions. Candidates should return this form **by email** with your other attachments to the Chair of the Election Committee (Erin Sullivan Elections@usmastersswimming.org), by **April 30, 2023**. Candidates nominated from the floor must return this form with attachments immediately after nomination.

1. Section One: Consent-to-Run

Name: <Insert name here>

LMSC: <Insert LMSC here>

Consent-to-Run: I <insert name here>, am running for (**check one**):

Officer Positions Director Positions

\_\_\_\_\_ President \_\_\_\_\_BOD member from Breadbasket Zone

\_\_\_\_\_ Vice President of Administration \_\_\_\_\_BOD member from Colonies Zone

\_\_\_\_\_Vice President of Community Services \_\_\_\_\_BOD member from Great Lakes Zone

\_\_\_\_\_Vice President of Local Operations \_\_\_\_\_BOD member from Northwest Zone

\_\_\_\_\_Vice President of Programs \_\_\_\_\_BOD member from Oceana Zone

\_\_\_\_\_Secretary \_\_\_\_\_BOD member from South Central Zone

\_\_\_\_\_Treasurer \_\_\_\_\_BOD member from Southeast Zone

 \_\_\_\_\_BOD member from Southwest Zone

1. Section Two: Candidate Qualifications

***I am a member in good standing of USMS in this election year: \_\_\_\_\_Yes \_\_\_\_\_ No***

***I am planning to attend the HOD Meeting for this election year: \_\_\_\_\_Yes \_\_\_\_\_ No***

***I am planning to attend all HOD Meetings during my tenure in office: \_\_\_\_\_Yes \_\_\_\_\_ No***

***I have attended 1 or more HOD Meetings in the past five years? \_\_\_\_\_Yes \_\_\_\_\_No***

***Please list the USMS National HOD Meetings you have attended, including the dates of attendance:***

<insert answer here>

1. Section Three: Questions

***Why are you interested in this position and why do you believe you would be a good candidate?***

<Insert answer here>

***What do you consider to be the major issues facing USMS now and in the future? As a person holding an elected position within USMS, how would you address these issues?***

<Insert answer here>

***Please list USMS committees on which you have served. Include the dates you were on the committees and the names of the committee chairs under whom you served:***

<insert answer here>

***Please list any other experience that relates to your qualifications for the position.***

<Insert answer here>

***Please list any other information you would like included.***

<Insert answer here>

***Please write a short summary statement that will be posted on the display board with your photograph at the HOD Meeting***

<Insert answer here>

Attestation: I hereby attest to the best of my knowledge all information submitted is true. I realize that failure to answer truthfully may disqualify me as a candidate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Section Four: Attachments

**All** nominees, including those running for re-election must submit the following attachments. All documentation other than pictures should be in Word format.

* 1. A **photograph in jpg format**.
	2. A **Letter of Nomination.** For Officer Candidates the nomination letter shall befrom any USMS member, regardless of zone affiliation. For the Director Candidates, the nomination letter shall be from a USMS member registered in the Zone that the candidate is running. This should be a simple declarative nomination without elaboration unless the nominator is also writing a letter of reference (see point #2 below). The Letter of Nomination shall be published with the candidate packet.
	3. Two (2) one-page personal **Letters of Reference**. These letters may be from persons inside or outside of USMS. One of the Letters of Reference may be written by your nominator. In that case, include the nomination statement as the first sentence of the Letter of Reference. The Letters of Reference shall be published with the candidate packet. Please see the attached letter template.

**Template for Letter of**

Nomination \* \_\_\_\_\_\_\_

Recommendation\*\* \_\_\_\_\_\_\_

Both/Combo\*\*\* \_\_\_\_\_\_\_

From:

(You may disclose personal emails, addresses and phone numbers; however, only your name and position will be left on the publicized letter unless they are also used for a business.)

Date:

Subject Line: Optional

To: The Elections Committee

Contents of Letter: Please use the specific word nominate and either recommend, endorse, support or something similar for recommending a candidate.

Closing,

Your Name and Position

\*For officers, nominations must come from a USMS member. For At-Large Directors, nominations must come from a USMS member who resides in that specific zone.

\*\*For recommendation letters, anyone who has worked with the candidate from within or outside USMS may write the letter.

\*\*\*For combo letters, be sure to specifically meet the nomination criteria and then the nominator may add the recommendation to that letter. Also, if you use this type of letter, only submit one other reference letter.