



National Governing Body of DanceSport, Member Organization of the US Olympic Committee, and the World DanceSport Federation

USA Dance Policy Governing Elections

National Elections

USA Dance conducts national elections bi-annually to ensure that qualified Officers are selected to represent the interests of USA Dance's social, competitive and professional members and maintain organizational continuity. Each Officer serves a four year term.

GENERAL ELECTION PROCESS

The provisions set forth in this policy are intended to provide a timely, orderly, fair and transparent nominations and elections process that will facilitate the active involvement of USA Dance members in guiding the future of USA Dance.

The general timetable for the nomination and election process is depicted in Table 1. An overview of the process is as follows:

1. If any or all of the Nominations and Elections Committee (N&EC) positions are vacant the Executive Committee (EC) selects and appoints replacement members. These individuals must be ratified by the Governing Council (GC). The N&EC members are announced to the membership by the GC.
2. The N&EC prepares and publishes notification of position description and nominee requirements to membership.
3. The N&EC issues a solicitation to members for nominations with submission deadlines. The N&EC conducts searches for qualified candidates for each position. No nominations can be accepted after the submission deadline.
4. The N&EC reviews nominee applications and interviews all nominees. The N&EC makes the final candidate selection and informs the nominees.
5. The N&EC announces the candidates along with the election process and publishes the candidate's resume and written statements.
6. A special election web site will be set up that will contain the candidate's resume and personal statements and any endorsements that meet the endorsement requirements.
7. Electronic ballots with an alphabetical arrangement of names will be made available to all Voting Members entitled to vote during the election.
8. The National Election Director will receive the election results from the election service.
9. As soon as available after the Date of the Election, the results will be sent to all Voting Members.
10. The Outgoing officers will work with newly elected officials to effectuate a smooth transition.



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11. Newly elected representatives are seated on the Governing Council effective January 1st following the election year.

| Activity | Responsibility | Election Timeline ¹ | Example Dates |
|---|-----------------------------------|--------------------------------|---------------------------|
| Select N&EC Director & Members (if needed) | Executive Committee | <=T- 450 days | August 1 |
| N&EC Ratified | Governing Council | <=T- 450 days | August 1 |
| Announce N&EC | Governing Council | <=T- 450 days | August 1 |
| Election Requirements Notification | N&EC | <=T- 360 days | November 1 |
| Solicitation of Nominees | N&EC | <=T- 210 days | April 1 |
| Solicitation Cut-off Date | N&EC | <=T- 150 days | June 1 |
| Select Election Service | N&EC | <=T- 120 days | July 1 |
| Selection of Candidates | N&EC | <=T- 90 days | August 1 |
| Publish Candidate Resumes, Statements, & Photographs on Election Web Site | N&EC | <=T- 90 days | August 1 |
| Notify Election Service of Ballot | N&EC | <=T- 90 days | August 1 |
| Obtain Eligible Voters | Director of Membership | <=T- 30 days | October 1 |
| Notify Election Service of Voters | N&EC | <=T- 25 days | October 5 |
| Availability of Ballots | N&EC | T 0 days | November 1 |
| Election | N&EC | T 0 | November 1 to November 10 |
| Announce Election Results | N&EC | <=T+ 10 days | November 20 |
| Transition Meeting | Board and Elected Representatives | <=T+ 40 days | Before December 20 |
| Newly Elected Representatives take Office | Elected Representatives | T+ 52 days | January 1 ² |

Table 1 - National Election Timeline

¹ <= means that the event may occur before the specified date but not before the prior activities.

² This date is required.



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NOMINATIONS & ELECTIONS COMMITTEE (N&EC)

The Nominations & Election Committee shall:

1. Consist of a chairperson, who shall be known as the National Elections Director, plus four members drawn from different areas of the country. At least twenty percent (20%) of the N&EC must be Elite Championship Athletes.
2. Refrain from active campaigning or electioneering for any candidate and maintain a non-partisan role throughout the election.
3. Adhere to the USOC requirements regarding competitor representation on the Governing Council.
4. Keep committee discussions regarding nominations and election issues confidential unless otherwise authorized to disclose.
5. Perform the following duties:
 - a. Seek qualified and willing candidates for elected Governing Council positions, taking into consideration relevant prior or current service to USA Dance, experience, and the qualifications for the position being sought.
 - b. Compile "Nominations by Petition" and assure the eligibility of nominees.
 - c. Submit for placement on the ballot all eligible "Nominees by Petition" and such other qualified candidates as the N&EC may approve.
 - d. Prepare and make available ballots and resumes of each candidate to all Voting Members entitled to vote.
 - e. Recommend to the EC the names of three Election Tellers in the same geographic area as the National Elections Director to confirm votes.
6. The N&EC shall obtain materials as needed from and interview each nominee to ascertain their qualifications and willingness to serve.

During the election year the National Elections Director shall:

1. Establish a date for nominee submissions. One established this date may only be changed with the approval of the EC.
2. Prepare resumes and qualifications to place on the National Elections web site by August 1st.
3. Prepare election ballots for transmission to the election service by October 1st.
4. Complete electronic instructions with the election service for voting members that provides information on the proper marking of ballots by October 1st.
5. Secure a list from the Director of Membership Services of USA Dance voting members in good standing as of October 1st and send to the election service by October 5th.

NOMINATION PROCESS

Nominations by Committee:

1. The N&EC will notify all Voting Members of USA Dance's call for nominations.

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2. The N&EC may directly solicit candidates for each office.
3. Any Voting Member wishing to suggest a nominee to the N&EC may do so and should have made such suggestion(s) prior to the nominations due date set by the National Elections Director.
4. Each nominee nominated by the N&EC must meet the qualifications to be a Voting Delegate on the GC as outlined in the USA Dance Bylaws, substantially meet the qualifications specified by the USA Dance Position Descriptions, and be willing and able to assume the specific duties described in the USA Dance Bylaws.
5. The Nominating Committee shall obtain verification in writing of each nominee's qualification and their willingness to serve, a signed confidentiality agreement, a signed conflict of interest statement, a resume of their qualifications and a photograph for publication. Each nominee may also provide a personal statement of no more than 500 words describing their reasons for running for election.

Nomination by Petition:

1. Any voting member may nominate by Petition any eligible and willing voting member for any national office.
2. Petitions may only be submitted on the official "Nomination by Petition" form.
3. Petitions sent to the National Elections Director must be the original petition form (copies will not be accepted). There is no limit to the number of petition forms that may be used for each nominee.
4. Petitions must be signed by no fewer than one hundred (100) voting members in good standing who have not also signed any other petition for the same office in the same year.
5. In addition to their signatures, all signatories to a petition must also print their names and enter their USA Dance membership number on the petition (Incomplete petitions or petitions that are submitted on other than the official "Nomination by Petition" form will not be considered).
6. Petitions along with a resume of qualifications, photograph, a signed confidentiality agreement, a signed conflict of interest statement and written confirmation of willingness to serve must be received by the National Elections Director by the submissions date established by the Director. Each nominee may also provide a personal statement of no more than 500 words describing their reasons for running for election. Nominees who fail to submit all requisite information by the due date shall not have their names placed on the ballot.

CANDIDATE ENDORSEMENTS

1. All candidates who run for office are valued members of the organization who must be treated with respect.



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2. Any member of the GC, as well as Regional and Chapter officials, may campaign for the candidate of their choice. However, in doing so, the official must make it clear that he or she is voicing a personal opinion.
3. Candidates and candidate supporters may have differences of opinion on matters of fact and policy, and they may express those differences. However, during the course of a campaign, candidates and supporters are urged to stress the positive qualifications of the candidate and to avoid negative comments regarding others.
4. Publication of candidate resumes/statements in USA Dance publications is encouraged but care must be exercised to ensure equal treatment of all candidates for the office being publicized. No candidate endorsement statement shall be printed in a USA Dance National, Regional or Chapter publication unless the Editor has first verified that all endorsers agree to have their names appear on the endorsement. Further, all opposing candidates must be offered equal space for supporting endorsements.
5. Paid advertising, including candidate endorsements, are permitted.
6. Letters to the Editor, in the form of paid advertisement are permitted, but must be clearly labeled as paid advertisements and by whom.

ELECTION PROCEDURE

Resumes, qualifications, photos, and candidate statements (if submitted) will be made available to the membership on the USA Dance Election web site and may be published in American Dancer magazine. In addition, a member's only candidate forum will be associated with each candidate's information page. Use of other USA Dance owned social media sites will be disallowed. Use of social media sites external to USA Dance will be discouraged.

The Voting Members shall be notified of the election period including instructions on the process for casting their votes.

The Director of Membership Services shall provide the list of eligible Voting Members effective October 1st of the election year to the Nominations & Elections Committee.

Ballots will be available electronically through the election service to all Voting Members during the election period. If positions are contested, the names will appear alphabetically. If a candidate is the incumbent this shall be noted on the ballot. Ballots available to Voting Members will be differentiated based on their voting eligibility. Only valid ballots will be counted.

The EC shall appoint an Election Service to receive, count and record the ballots.



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- The selected Election Service may not have Chapter, District or National Officers as employees in the department processing the USA Dance election results.
- The Election Service shall not engage in campaigning or electioneering for candidates seeking election.

The National Elections Director shall maintain custody of the certified election report and deliver the report to the Election Tellers at the designated time and place.

The certified election report shall be kept by the Director of Elections for a period of six months following the Date of Election for inspection by any Voting Member in good standing. If errors are found during this six-month period that would alter the reported results of the election the correct results shall prevail.

The person elected shall be the person receiving the plurality of votes.

VALIDITY OF ELECTIONS

In the event questions are raised regarding fairness of elections or correctness of the results reported by the N&EC the Ethics Committee shall review the matter and make appropriate recommendations to the GC. The GC's decision shall be final.



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Chapter Elections (Effective January 1, 2018)

It is intended that chapters conduct elections annually to ensure that qualified Officers and Directors-at-Large are selected to represent the interests of the Chapter's social, competitive and professional members and to maintain organizational continuity. Each elected representative serves a two year term.

GENERAL ELECTION PROCESS

Each Chapter may choose between the following alternatives to select its Officers:

1. Election of Officers by the chapter membership
2. Election of Officers by the chapter Board

The decision on the method of electing Officers is to be decided by a vote of the Chapter Membership not the Chapter Board. Such a vote may be conducted by the Chapter at any time but no more than once per calendar year. If the Chapter chooses to change its election process the change will take effect at the beginning of the next election cycle.

If the chapter chooses to have their membership elect its Officers then the following process should be followed:

1. The President and Secretary are elected in even numbered years.
2. The Vice President and Treasurer are elected in odd numbered years.
3. An even number of Directors-at-Large are elected in even numbered years (one half of the authorized number of Directors-at-Large rounded to the nearest even integer).
4. An odd number of Directors-at-Large are elected in odd numbered years (one half of the authorized number of Directors-at-Large rounded to the nearest odd integer).

If the chapter chooses to have their Board elect its Officers then the following process should be followed:

1. An even number of Directors-at-Large are elected in even numbered years (one half of the authorized number of Directors-at-Large rounded to the nearest even integer).
2. An odd number of Directors-at-Large are elected in odd numbered years (one half of the authorized number of Directors-at-Large rounded to the nearest odd integer).



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3. The elected Board shall meet immediately following the election to elect the Officers (President, Vice President, Treasurer, & Secretary) for the upcoming year.

The election should be conducted in a timely, orderly, fair, and unbiased manner.

Newly elected representatives are seated on the Board effective January 1st following the election year. After an election the chapter Secretary is to complete and submit the USA Dance Chapter Officers Form to the Central Office by December 31st.

Note that if a Chapter is certified mid-year that the dates specified above should be adjusted to be within two months of the election. Also, if a Chapter is certified mid-year or changing processes to follow these guidelines the term of office may be abbreviated as to not exceed the two year maximum.

| Activity | Responsibility | Election Timeline ³ | Example Dates |
|--|-----------------------------------|---------------------------------|---------------------------|
| Announce N&EC & Chair | Board | <=T- 120 days | July 15 |
| Announce Election Date | Board | <=T- 120 days | July 15 |
| Ascertain Requisite Number of Signatures for Petitions | N&EC | <=T- 120 days | July 15 |
| Solicitation of Candidates | N&EC | <=T- 90 days | August 15 |
| Solicitation Cut-off Date | N&EC | Between T- 60 days & T- 40 days | September 15 to October 6 |
| Transmission of Ballots | N&EC | <=T- 30 days | October 15 |
| Election | | T 0 | November 15 |
| Announce Election Results to Board & Candidates | N&EC | <=T+ 10 days | November 25 |
| Board Elects Officers (optional – see above) | Elected Representatives | <=T+ 14 days | December 1 |
| Announce Election Results to Chapter | Board | <=T+ 32 days | December 17 |
| Transition Meeting | Board and Elected Representatives | <=T+ 35 days | Before December 20 |
| Submit Chapter Officers Form to Central Office | Secretary | <=T+ 46 days | December 31 |

³ <= means that the event may occur before the specified date but not before the prior activities.



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| Activity | Responsibility | Election Timeline ³ | Example Dates |
|---|-------------------------|--------------------------------|------------------------|
| Newly Elected Representatives take Office | Elected Representatives | T+ 47 days | January 1 ⁴ |

Table 2 - Chapter Election Timeline

Table 2 depicts the timeline for the Chapter election process and should be referenced in conjunction with the election procedures described below.

NOMINATING & ELECTIONS COMMITTEE (N&EC)

Each Chapter should form a Nominating and Elections Committee to recommend/nominate qualified chapter members for election to the Board and accept petitions from chapter members to serve on the Board. The N&EC and its Chair are appointed by the current Board. The N&EC should consist of a minimum of three, but five chapter members in good standing are recommended. The N&EC must be established before each election to solicit volunteers so that all chapter members have an opportunity to serve if elected. The election date must be announced by the Board when appointing the N&EC.

The N&EC must refrain from active campaigning and electioneering for any candidate and must maintain a non-partisan role throughout the election. No members of the N&EC may be a current Board member or a candidate for election.

Ideally, Board members should have experience working within the USA Dance organization and have familiarity with its mission, policies, and rules. Thus, demonstrated past service to the Chapter is an important consideration in selecting Board members. However, appropriate consideration also should be given to selecting as candidates other members who possess business or other experience in leadership positions.

NOMINATIONS

The N&EC must make a request to the membership for volunteers to be candidates for election to the Board using as many options as time and funds allow. In addition, the Board and the N&EC must make one-on-one contact to solicit members and incumbents to volunteer as candidates.

⁴ This date is required.



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At least one chapter event must occur between the projected delivery date of the solicitation to members and the receipt of names of potential candidates before the N&EC determines the names to be placed on the ballot. The solicitation cut-off date must be clearly stated in the solicitation.

The N&EC may make its nominations based on appropriate criteria, such as length of volunteer service to the chapter as well as experience and qualifications for the Board. Candidates nominated by the N&EC must be members in good standing (from the date of nomination through the end of term if elected) and have signed a statement that they will serve if elected. The N&EC should diligently strive to solicit candidates to fill all open Board positions. The N&EC should nominate a slate that includes at least one or more persons for all open Board positions. The N&EC is not obligated to place the names of all volunteers for candidates on the ballot.

NOMINATION BY PETITION

In addition to the nominating process described above, any voting member in good standing of a Chapter shall have a right to be placed on the ballot for election to the Board by presenting a petition signed by 10% of the chapter voting members or 10 members (whichever is more) by the deadline date established by the N&EC for receipt of volunteers. The Petitions must include the USA Dance Member Number and expiration date of each signer.

It is the responsibility of the N&EC to inform the members of this alternate means of being placed on the ballot at the same time that the solicitation is issued requesting volunteers to be candidates for the Board. The number of signatures required by petitioning members shall be based on the number of chapter members in good standing four (4) months prior to the election date and that number shall be stated in the solicitation issued to members. The deadline for receipt of petitions should be the same as for candidates that volunteer.

The N&EC must place on the ballot, the names of members supported by petition of the chapter membership. This should be made clear to the chapter members, plus the deadline for receipt of a petition.

UNCONTESTED ELECTION

In the case of an un-contested election, ballots are not required to be sent to chapter members. The election can be by hand vote at a general membership meeting or monthly dance.



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CONTESTED ELECTION

If all or any part of a contested election is conducted with ballots submitted by mail, procedures must be put in place to insure that the mail ballots are not duplicative of voice votes, that the ballots themselves are not duplicated, and that non-members do not cast ballots.

If during a contested election, an elected candidate resigns prior to the newly elected Board taking office, the candidate with the next plurality of votes should be moved up to fill the open position.

In the event of a tie between two or more candidates for one or more open positions the newly elected Board will vote to decide which of the tied candidate(s) fill the position(s) at the first Board meeting following the general election. This process will also be followed in the event of resignation by a newly elected Board member prior to their taking office.

BALLOTS

The N&EC must formulate a ballot. It should be provided to the adult USA Dance Chapter members in good standing. The ballot must be provided to the members electronically or through publication in the Chapter Newsletter or by a special mailing directly to members. Ballots returned as undeliverable as addressed should be forwarded or promptly resent to a valid email or mailing address. Ballots must clearly indicate the return address and the deadline for receipt of ballots.

Each ballot must uniquely identify the voting member and at a minimum require the USA Dance number and name of the voting member as well as a signature if it is a printed ballot.

The N&EC shall either receive all ballots by mail or hand delivery. It may also conduct the election at a general membership meeting, in which case it must also accept ballots by mail or hand delivery from those that are unable to attend the general membership meeting.

TALLYING VOTES

The N&EC Chair should keep all printed ballots sealed until counted in the presence of at least two (2) N&EC members, after the deadline for receiving ballots. Board members are assigned using a plurality-at-large voting method.



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Total votes for each candidate should be signed by the N&EC Chair and Committee members present, verifying the final tally for each candidate.

If the election is conducted at a meeting by a combination of voice votes and mail ballots, the written ballots should remain unopened and be counted at the meeting. The N&EC Chair should announce the election results to the Board and all candidates as soon as all votes have been counted. Notification to the Chapter membership must be made prior to the new Board taking office on January 1st.

The ballots should be retained by the newly elected Board secretary, for six months in the event that anyone should call the election into question.

BOARD TRANSITION

The current Board will hold a transition meeting of both current and newly elected Board members. The new Board should meet prior to this transition meeting. The current Board will brief the new Board on contracting for facilities, scheduling commitments for dances, instructors, etc. and the status of finances. The current Board will also inform the new Board of any issues that remain unresolved. The current Board is to transfer to their successors or new chapter president as determined by the newly elected president the following: Chapter records both electronic files and original hardcopy records; contracts; non-member contact lists/files and email addresses including those of advertisers and instructors, music providers; lists of passwords and access codes; keys; chapter property, etc.

The new Treasurer is to contact the National Treasurer regarding updating the bank signature card. The current Chapter Treasurer's responsibilities shall not end until the funds and financial records of the Chapter are delivered to the new Treasurer.

OVERVIEW OF KEY FACTORS

- Chapters operate on a calendar year
- Maximum term is two (2) years. A person may serve multiple terms but must be elected at least every two (2) years.
- Establish Nominating & Elections Committee and announce date of election
- Assure all members are notified of their right to nominate candidates or run for office and are aware of the right of petition which guarantees a place on the ballot
- Allow sufficient notice to submit nominations



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- All candidates must be current members and only current adult members are allowed to vote.
- Ballot should be developed and all candidates have confirmed they will serve if elected
- Notice provided to members with details on how election will be handled – by mail, at a meeting, options for those that can't attend a meeting to cast their vote
- Ballots counted and new Board announced to take office January 1st
- List of new Board members provided to national USA Dance by December 31st

BOARD OPERATIONS

Officers or Directors-at-Large shall be elected by the Board from among the members of the Board when an Officer or Director-at-Large position is vacated for any reason. In the event that more than two candidates receive votes for a position, a runoff election will be held for the two nominees who receive the largest number of votes.

A no confidence (removal) vote for specified Board members must be held within four (4) months following the receipt of a petition identifying the Board members and signed by at least 20% or 10 voting members (whichever is more) of the chapter voting members in good standing. Such a petition may only be submitted once per election cycle (once every two years) for any specific Board member.

ELECTION PROCESS TRANSITIONS

If the chapter decides to continue with the Chapter Board electing its Officers the following process is recommended when a Chapter is transitioning from bi-annual elections to annual elections:

- 1) If the first annual election is occurring in a year where the Chapter would not have conducted an election then the Chapter Board should conduct an anonymous vote prior to the selection of the N&EC to select those Directors-at-Large that will be up for election. The number of Director-at-Large positions open for election must meet the appropriate odd or even year criteria specified in the Chapter General Election Process section.
- 2) If the first annual election is occurring in a year where the Chapter would have conducted an election then all Chapter Board positions will be up for reelection. The term for the positions will be divided between one year and two year terms in accordance with the odd and even year criteria specified in the Chapter General Election Process section for an election. The elected Board members receiving the most number of votes will be awarded two year terms.



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If the chapter decides to transition to having the membership choose its Officers the following process is recommended when a Chapter is transitioning from bi-annual elections to annual elections:

- 1) If the first annual election is occurring in a year where the Chapter would not have conducted an election then the Chapter Board should conduct an anonymous vote prior to the selection of the N&EC to select those Directors-at-Large that will be up for election. The Officer positions open for election must meet the Officer criteria specified in the Chapter General Election Process section. The number of Director-at-Large members selected for reelection must meet the appropriate odd or even year criteria specified in the Chapter General Election Process section.
- 2) If the first annual election is occurring in a year where the Chapter would have conducted an election then all Chapter Board positions will be up for reelection. The terms for the Officer and Director-at-Large positions will be divided between one year and two year terms in accordance with the odd and even year criteria specified in the Chapter General Election Process section for an election. The Directors-at-Large receiving the most number of votes will be awarded two year terms.

This process is recommended if a Chapter is transitioning from the Board electing the Officers to the Membership electing its Officers once it is conducting annual elections:

The Officer positions open for election must meet the Officer criteria specified in the Chapter General Election Process section. The number of Director-at-Large members selected for reelection must meet the appropriate odd or even year criteria specified in the Chapter General Election Process section. If this is the first transition year once the election occurs the newly elected Board will elect the two Officers not elected by the Membership from the Directors-at-Large. The two Officers positions elected by the Board will be open for election in the upcoming election.

This process is recommended if a Chapter is transitioning from the Membership electing its Officers to the Board electing its Officers once it is conducting annual elections:

The number of Director-at-Large members selected for reelection must meet the appropriate odd or even year criteria specified in the Chapter General Election Process section. The number of Director-at-Large positions open for election must also include the Officer positions that would have been open for election as specified in the Chapter General Election Process section. If this is the first



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transition year once the election occurs the newly elected Board will elect from the Directors-at-Large the two Officers that would have been elected by the Membership. If this is the second transition year once the election occurs the newly elected Board will elect from the Directors-at-Large all the Chapter Officers.



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CANDIDATE CONFIRMATION FORM

This confirms my willingness to be a candidate for the USA Dance position of:

Term of office is ? years – from January 1, 20?? through December 31, 20??.

(Print your name here)

(Sign your name here)

ADDRESS AND CONTACT INFORMATION BELOW

Address: _____

City, State, Zip _____

USA Dance membership #: _____

Expiration date: _____

E-mail: _____

Home Phone: _____

Cell Phone: _____

FAX: _____

I understand that the Nominations and Elections Committee will review my credentials to determine my eligibility.

Please return this completed form (originals only – applicant retains a copy) to:

Name
National Elections Director
Address
City, State Zip



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NOMINATION BY PETITION FORM

This confirms my willingness to be a candidate for the USA Dance position of:

I will serve a ? year term from January 1, 20?? to December 31, 20??.

In order to guarantee placement on the official ballot, a minimum of 100 signatures from USA Dance members in good standing must be collected and submitted on the Nomination by Petition Form (only original forms and signatures will be accepted).

| | USA Dance Member Number | Expiration Date | Print Name | Signature |
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| | USA Dance Member Number | Expiration Date | Print Name | Signature |
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| | USA Dance Member Number | Expiration Date | Print Name | Signature |
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| | USA Dance Member Number | Expiration Date | Print Name | Signature |
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| | USA Dance Member Number | Expiration Date | Print Name | Signature |
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National Governing Body of DanceSport, Member Organization of the US Olympic Committee,
and the World DanceSport Federation

| | USA Dance Member Number | Expiration Date | Print Name | Signature |
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National Governing Body of DanceSport, Member Organization of the US Olympic Committee,
and the World DanceSport Federation

| | USA Dance Member Number | Expiration Date | Print Name | Signature |
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