

ASSOCIATION ELECTION PROCESS

The process for each Association's elections should be set forth in their bylaws. All of the notice provisions set forth above should be reflected in the bylaws. The following is an abbreviated version of USATF Regulation 7(G). Additionally, these provisions are subject to change. You should reference the current copy of the USATF Governance Manual for all of the provisions of this regulation.

Nominations for Positions

- Use of a nominating committee is optional. The committee may be established and may consist of those individuals the Association determines appropriate.
- Floor nominations must be allowed during all in-person elections.
- In the event a particular state allows for mail ballots and said mail ballots are used, there must be a process for write-in nominations. A clear process must be provided to each member and the process must not be unduly rigorous.
- Candidates for office must be members of the Association and at least 18 years of age at the start of their term.
- Candidates must have one nominator and one seconder; both must be members of the Association.

Voter Criteria

- An individual may only vote once regardless of the number of positions he or she holds.
- Voting by proxy is not permitted in any USATF election or ballot issue at the national level, but may be permissible in the state in which your Association is registered.
- Individuals must be 18 years of age in order to vote (on day of election or when mail ballot is due).
- An individual must be a member of the Association at least one full month prior to the election. (For example, if elections are held on September 15 the individual must have been a member, paid in full, by August 16.)
- Individuals appointed to positions, such as a committee chair or board member, may not vote in that capacity. However, such individuals may vote as members.
- Organizational members (i.e. clubs) must have at least one vote but may be given additional votes based on size.
- If organizational members have more than one vote, a different member must cast each vote.
- Both organizations and individuals' casting votes must be members of the Association.

Method of Voting

There are three methods that an Association may choose to use for elections. Your Association's Bylaws must clearly state the method of voting to be used.

- **MAIL OR ELECTRONIC OR ELECTRONIC (FAX OR EMAIL) BALLOT:** All Association members are eligible to vote by mail or electronic ballot. Mail or electronic ballots must be returned to an Association within 30 days of distribution. Mail ballots must remain unopened until the voting panel is assembled and counted together. Any mail ballot opened outside the presence of the entire voting panel shall not be counted.
- **OPENING MEETING BALLOT:** All members are eligible to vote.
- **BALANCED BALLOT:** The Association is responsible for establishing a maximum number of votes and allocating that maximum number between active athletes, coaches, officials, organizational members, and other members. Each constituency must be entitled to at least 10 % of the maximum number of votes, except athletes, who must have 20%. For example, if an Association sets the number of maximum votes at 100, the above mentioned constituencies may be allocated the following number of votes: athletes - 30, officials - 10, coaches - 20, organizational members - 20, other members - 20.

Counting of Ballots

Regardless of the method selected for voting, the counting of the ballots must be in accordance with the following:

- Conducted by a three-person panel, at least one of which must be an athlete, which shall count the ballots and sign the vote tally. The panel may consult with the meeting's chair, secretary, or parliamentarian (as long as the individual consulted is not a candidate).
- Mail ballots must be opened in the presence of the entire panel.

Committee Chairs

- An individual must be 18 years of age and a member of the Association in order to serve as a committee chair.
- Association sport committee chairs may be appointed or elected. However, if an Association's Bylaws specify that committee chairs are to be appointed, the Bylaws must provide for the following exception: if two (2) or more organizational members of an Association request that a sport committee chair be an elected position, an election must take place. Elections must be held at a time and/or place different from the general election. Elections must be advertised to all member organizations active in the sport discipline. For example, 2 club teams in the long distance running division may request that the men's long distance running chair be elected. If this request is made, the election must be advertised to all organizational members of the LDR committee and may not be held at the same time or place as the general election.

National Delegates

- An Association's voting delegates to the USATF Annual Meeting may be appointed or elected. The process an Association selects must be reflected in your Association Bylaws.
- If delegates are elected, a plurality vote may be used.

Majority Requirement

- Officers of an Association must be elected by a majority of the votes cast, regardless of whether the voting is by mail or in person.
- Elections to fill other positions may be by plurality only if the balloting is by mail, unless it is a run-off vote to elect delegates to the USATF Annual Meeting.

Appeals

- Appeals (also called protests) may be made only after an election process is completed.
- All appeals are referred to an NABR panel in accordance with Regulation 21.
- An election will be invalidated only if it is found that one or more infractions occurred during an election and those infractions likely changed the outcome of the election.