

GUIDELINES FOR ELECTION PROCEDURE FOR REGIONAL BOARD MEMBERS AND ALTERNATES

JOB DESCRIPTION: REGIONAL BOARD MEMBER

1. Regional representatives will represent their region at USOF Board meetings and report results to their constituents.
2. Establish a regional structure to:
 - Promote and publicize orienteering
 - Support developing clubs
 - Sponsor regional competitions
 - Encourage and support the development of junior and elite athletes
3. Assist the Nominating Committee in identifying candidates for USOF committees and BOD positions within their region.
4. Acts as liaison between the USOF National Orienteering Day (NOD) Chairperson and the clubs in the region in organizing, promoting and disseminating information about all phases of NOD, including a report on the results of NOD.
5. Is encouraged, at least once a year, to prepare a report for the USOF Publication on the activities, goals and achievements, etc. in their region.

RESPONSIBILITY FOR CONDUCTING REGIONAL ELECTIONS AND ASSISTING WITH THE YEARLY USOF BOARD CANDIDATE IDENTIFICATION AND SELECTION PROCESS

Each region shall have a member on the USOF Nominating Committee. The Regional Nominating Committee Representative (RNCR) will be appointed by the Region's governing body or the Regional Board Representative, as applicable. The party making the appointment by postal or e-mail will advise:

- VP Administration
- Chairperson, USOF Nominating Committee

Submit appointee's name, club, mailing address, e-mail address, telephone/FAX numbers.

RNCRs will in the yearly USOF Board Candidate identification and selection process work with the Chairperson, Nominations & Elections in identifying and contacting potential USOF Board Candidates in the various regions.

Normally the RNCR will be responsible for conducting elections for Regional Representative and Alternate according to the schedule below, which is a projection of the schedule currently detailed in the Bylaws:

2002/2005/2008	Regions: N.E., Heartland, Pacific
2003/2006/2009	Regions: Mid-Atlantic, S.W., N.W.
2004/2007/2010	Regions: S.E., M.W.

A vacancy in the office of Regional Board member shall automatically be filled by the Alternate for the remainder of the term of office. A vacancy in the position of Alternate shall be filled by an election for the remaining term of office.

If a RCDD is not available, then the current Regional Board Representative/Alternate will

assume the duties. The RCDD or Regional Board Representative/Alternate may conduct the election even if they are going to stand for election. In this case they will handle all phases of the election except for the voting counting. They will contact the Chairperson, Nominating & Election Committee for naming the person to whom the ballots will be returned and who will assume the responsibility for tabulating the voting results and handling the results as detailed in items "5, 6 and 7" of the METHODS FOR CONDUCTING ELECTIONS SECTION.

CANDIDATE ELIGIBILITY

1. Any member of USOF, except Honorary Life Members.
2. A member of USOF for at least one (1) year.
3. Active in orienteering either in a local Club or in Federation work such as committee membership, publication work, etc.
4. Not have been an officer of any other amateur sports organization which is recognized as a national governing body.
5. All members shall be selected without respect to race, color, religion, national origin or sex, except for reasonable representation of both males and females.
6. The term of office is for three years and there are no limits on the number of consecutive terms.
7. Regional and Alternate Board Representatives are not required to reside in the region being represented.

VOTING ELIGIBILITY

1. All voting will be done by direct vote of the individual members of USOF.
2. On the Regional Voting List, USOF Memberships marked I (individual) or S (student) may cast one vote, and family memberships (marked F) may cast two votes (family memberships numbers begin with a "2"). Family membership votes may be split, but one person in a Family membership MAY NOT cast both votes.
3. As of 12/31 of the year immediately preceding the regional elections, USOF primary members of a chartered club in the region in which elections are being conducted may vote. Also eligible for voting are At-Large members of USOF living in the region. At-large members residing overseas will vote in the Northeast Region elections while those with an AP zip code will vote in the Pacific Region elections.
4. As soon as practical after 12/31 of each year, the Executive Director of USOF shall provide the appropriate regional people and the Chairperson, USOF Nominating Committee, with a voting list for Regional elections. These lists may not be used for any purpose except conducting elections. Every region will receive a copy since vacancies may force elections in any region.
5. For a valid election there must be a 10% quorum of the USOF club and At-Large members in the region voting, either in person or by proxy. For example, a region with 131 USOF club members and 18 At-Large members would need 15 people to vote in the election. Any tenth of a percent is rounded up. (In the example it was 14.9). Failure to achieve a 10% quorum will require additional elections being conducted until the 10% quorum requirement is met.

METHODS FOR CONDUCTING ELECTIONS

1. The USOF budget will provide a region conducting regular or special elections with funds for conducting the election. The specific amount for a region will be based on the total number of regional members as of 12/31 of the year preceding the election times a fixed rate cost per member as established by the VP administration.
2. Elections must be conducted so that those elected may be seated at the Board organizational meeting that follows the Annual General Meeting.

3. Starting approximately one year before the seating of a new regional representative/alternate the RNCR, through direct and indirect consultation with clubs in the region will be responsible for assembling a regional Nominating Committee assuring that nominees are obtained and biographical information regarding the nominees and the election is disseminated.
4. The region will determine:
Method for conducting their election:
 - * All mail balloting with proxy voting
 - or-
 - * Combination mail balloting/proxy voting in conjunction with a regional meeting.
 NOTE: The onus for achieving a quorum must be placed directly on the clubs in the region.
 Dates for voting and as applicable time/place.
 - * See Appendix A for Generic ballot in conducting elections.
 - * The notice of the elction and how it will be conducted may be placed in the USOF publication, club newsletters, club/regional websites. See Appendix B for suggested copy.
 Placement of names on ballot:
 - * Candidates must declare whether he/she is running for the Board Representative or Alternate position.
 - * Even if there is only one candidate for each position, an election must still be held in order to allow for "write in" candidates.
 - * When there are two or more candidates, a simple plurality is required.
 - * In case of tie votes, elections will be conducted until a plurality is achieved.
5. To tabulate election results
 - * The RNCR along with at least two other USOF members will constitute a vote counting committee.
 - * The committee will verify that those voting in the election are in fact eligible to vote and ballots/proxies were completed properly.
6. A report will be prepared for the USOF Nominating Committee Chairperson by the RNCR;
 - * Submitted immediately if vote counting takes place at the Convention.
 - or-
 - * Within five days for non-convention vote counting.
 - * Copies of the report will be prepared and sent to chairperson, USOF Nominating Committee.
7. The report will cover and include the forwarding of support materials as indicated below;
 - * Members of vote counting committee
 - * Number (by category) of club and At-Large members voting.
 - * Names of those elected for each position and their addresses (postal and e-mail), telephone contacts (home, business, FAX) as applicable.
 - * Certification that the election was conducted within the general USOF election procedures.
 - * As applicable, sign in sheets from the regional meeting and/or return envelopes of mailed in ballots and proxies, along with ballots/proxies shall be included with the report.

USOF NOMINATING CHAIRPERSON RESPONSIBILITIES IN REGIONAL ELECTIONS

1. In early January, remind the regions of preparing for their forthcoming elections.
2. Provide guidance and counsel, as requested, by those conducting the regional elections.
3. Resolve procedural questions with VP Administration.
4. Ascertain that the regional elections are conducted according to these Guidelines.

APPENDIX A

**GENERIC BALLOT FOR USOF BOARD REPRESENTATIVE AND
ALTERNATE REGIONAL ELECTIONS**

Please refer to your Region's Election Notice as to USOF eligibility, candidates, specific election details, and where the ballot/proxy is to be sent. Accurately complete this ballot/proxy or photocopy to vote. **IT IS IMPERATIVE ALL ELIGIBLE PERSONS VOTE IN ORDER TO ACHIEVE THE MANDATORY QUORUM.** A simple plurality will determine the person elected. To vote, from your region election notice, enter candidate name of your choice and check position.

Any write-in candidates must have agreed to stand for election.

FOR BOARD REPRESENTATIVE

WRITE IN CANDIDATES

.....()

.....()

FOR BOARD ALTERNATE REPRESENTATIVE

WRITE IN CANDIDATES

.....()

.....()

PROXY FOR () ELECTION OF USOF BOARD ALTERNATE

AND REPRESENTATIVE

I/We, being unable to attend () Regional Meeting and Election, hereby authorize _____, an individual orienteer who is eligible to vote at the meeting, or a duly authorized representative of the _____ Orienteering Club, a USOF chartered club located in my region, to cast my/our vote/s at the meeting.

_____ I/WE authorize my/our proxy to vote as he/she sees fit.

_____ I/WE instruct my/our proxy to cast votes as indicated in the regular voting section above.

print

name _____ signature _____

name _____ signature _____

PRIMARY CLUB AFFILIATION _____ REGION _____

USOF MEMBER NUMBER _____ Family numbers begin with "2" and may cast two votes. On the lower left hand corner of your mailing envelope sign your name and club. Send to the addressee listed in election notice.

APPENDIX B

ELECTION NOTICE FOR ALL _____ REGION CLUBS

The _____ Region will hold it's election for the USOF Board of Director and

Alternate on _____ (day/mo/da/yr)

-at-

_____ (location)

The time and meeting place will be posted at event registration. You are eligible to vote if you were a USOF member of a USOF Chartered Club in the _____ Region as of 12/31 of this past year, or an At-Large member of USOF residing in that region.

You may vote (family membership with USOF membership numbers beginning with "2" are entitled to two votes) in person or by absentee/proxy.

The following have indicated their willingness to stand for election for positions as indicated:

_____ for _____

_____ for _____

_____ for _____

Biographical information will be available in your club newsletter, or through _____

Regional Nominating Committee Representative at _____. Please complete the ballot/proxy and mail to:

REMEMBER YOR VOTE IS NEEDED TO ENSURE A VALID ELECTION !!!