



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 Timeline¹	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 nominees 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. Review all complaint decisions regarding nominees submitted to the Ethics Committee, Executive Committee, DanceSport Council, and Professional Dance Council along with any complaint decisions.
 - d. Assure the eligibility of all nominees (pursuant to the eligibility checklist).
 - e. Submit for placement on the ballot all eligible and qualified nominees as the N&EC may approve.
 - f. Prepare and make available ballots and resumes of each candidate to all Voting Members entitled to vote.
 - g. 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 eligibility (as determined by eligibility checklist), 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.



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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.
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 and Policies; substantially meet the qualifications specified by the USA Dance Position Descriptions; and be eligible, 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, pass a background check, 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 and are eligible to vote for the office under petition.
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, pass a background check, and written confirmation of willingness to serve must be



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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.
2. Any member of the GC, as well as District 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, District 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.



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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.

- 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 March 2, 2020)

Applies to: This policy applies to all USA Dance Chapters.

Purpose: To provide an orderly transition of Officers and Directors elected at the Chapter level.

Policy: It each Chapter's responsibility to have in place a policy and procedures for elections for ensuring an orderly transition of board members. Any contested chapter election will be resolved by the Social Dance Council.

Background and Recommended Considerations:

- Each chapter faces unique challenges within their respective dance communities.
- Chapter election policy and procedures to elect or re-elect board members should take these into consideration.
- It is recognized that most chapters have non-contested elections.
- Chapters should decide on the frequency of elections, but it is recommended elections occur no more frequent than bi-annually and not longer than every 4 years.
- It is ideal to have staggered director terms, but it is recognized that this may not be practical.
- Terms of director positions are decided by the chapter board and communicated to chapter members.
- Term limits are at the discretion of the chapter.
- Balloting may include paper ballots or a simply raise of hands at a chapter membership meeting.
- Announcing chapter elections should provide sufficient time for interested individuals to submit their interest.
- Chapters will decide on the process for election of officers. The chapter can elect the board and have the board elect the officers or, the officers can be elected directly by the chapter membership.

Approved By: Social Dance Council and the USA Dance Governing Council

Effective Date: March 2, 2020

Next Review Date: March 2022.

Contact Person or Position: Social Vice President



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National Nomination and Elections Committee Eligibility Checklist

- Must have been members in good standing for not less than one year preceding their taking office except for a break in membership, not to exceed 20 calendar days, to renew their membership.
- Has reviewed and agreed to uphold and support the USA Dance State of Virginia Articles of Organization
- Reviewed and agreed to uphold and enforce Bylaws, Policies, Procedures, Rules and Codes (as in Code of Ethics)
- Signed Confidentiality Agreement
- Signed Conflict of Interest Statement
- No Disciplinary Restrictions limiting their ability to hold office are in Effect
- No SafeSport or Abuse and Harassment Policy Violations
- No conviction of or pled no contest to a felony or crime of moral turpitude (as determined by the Board)
- Passed a USA Dance approved background check
- Assessment of Ethics, Integrity, and Experience:
 - a. Has the highest personal and professional integrity,
 - b. Has demonstrated exceptional ability and judgement,
 - c. Be effective, in conjunction with the other directors in collectively serving the long-term interests of USA Dance,
 - d. Possesses the highest personal values, judgement and integrity, understanding of athletic competition and the Olympic ideals,
 - e. Preferably has diverse experience in the key business, financial and other challenges that face USA Dance, and
 - f. Preferably has experience and capability in one or more of the following Board oversight responsibilities: finance, marketing, fundraising, audit, management, communications, or sport.
- Assessment of Qualifications



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NATIONAL 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 and qualifications.

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 _____ 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 be considered for placement on the official ballot, a minimum of 100
signatures from USA Dance members in good standing and eligible to vote for the
position under nomination must be collected and submitted on the Nomination by
Petition Form (only original forms and signatures will be accepted).

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RECOGNIZED SPORT ORGANIZATION

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