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

## **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).



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

- 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 1<sup>st</sup> 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 31<sup>st</sup>.

*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 <sup>3</sup>	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

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



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

Activity	Responsibility	Election Timeline <sup>3</sup>	Example Dates
Newly Elected Representatives take Office	Elected Representatives	T+ 47 days	January 1 <sup>4</sup>

**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.

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<sup>4</sup> This date is required.



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

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.



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

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

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 1<sup>st</sup>.

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



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

- 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 1<sup>st</sup>
- List of new Board members provided to national USA Dance by December 31<sup>st</sup>

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

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

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.



National Governing Body of DanceSport, Member Organization of the US Olympic Committee,  
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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*