

## **2012 - USHJA Zone Election Timeline & Procedures**

### **January 2012**

- Each hunter and jumper zone shall appoint a Zone Nominating Committee (ZNC).
- Each of the Zone Committees shall hold a meeting to recommend three individuals for appointment to the ZNC and the USHJA President shall appoint a minimum of three additional members to the ZNC.
  - These appointments must be Senior Active or Associate members in good standing of the USHJA, reside within the zone per USHJA Bylaws and may or may not be members of the Zone Committee.
- The President shall appoint the Chairman of the ZNC.
- The ZNC will be responsible for insuring the minimum number of required nominees has been met per the USHJA Bylaws, that the maximum number of nominees does not exceed the amount allowed and that the nominees have met all other requirements.

<b>Elected Members</b>	<b>Minimum Nominees</b>	<b>Maximum Nominees</b>
<b>3</b>	<b>3</b>	<b>6</b>
<b>5</b>	<b>5</b>	<b>8</b>
<b>7</b>	<b>7</b>	<b>10</b>

### **February 2012**

- Nominations for Zone Committee members will open February 1, 2012.
- Nomination forms will be available on the USHJA website home page and also on each individual Zone's page.
- Recommendations for nominations may be submitted to the USHJA office by Senior Active or Senior Associate Members in good standing of the USHJA. Recommendations must be accompanied by the name and USHJA membership number of the individual making the recommendation, a short biography of the individual being recommended including their equestrian participation and governance experience.
- As nominations are received, each Nominee will be sent a Nominee Packet which will include the USHJA Code of Conduct and Conflict of Interest Policy, Zone committee member job description, and a Nominee Response Form to be returned indicating the Nominee's understanding and acceptance of the conditions of service and indicating their willingness to serve if elected.

### **April 2012**

- Nominations Close on April 1, 2012. Incomplete or late nominations will not be eligible for inclusion on the ballot.
- The names of all nominees meeting eligibility requirements will be forwarded to the Nominating Committee for their consideration.
- Zone Nominating Committees will review all nominations to make certain that the minimum number of required nominees has been achieved and that the maximum number of nominees has not been exceeded.
- Zone Nominating Committees may add nominees to the ballot should the minimum required number of nominees not be met.

- If additional nominees must be added, the Zone Nominating Committee must analyze the nominees with regard to: geographic balance, technical expertise, governance expertise, constituency representation.
- All additional nominees put forward for the ballot by a Zone Nominating Committee must meet the eligibility requirements and will be sent the Nominee packet and only those who return the completed Nominee Response Form by May 30, 2012 will be added to the Zone Ballot.
- If the number of nominees exceeds the maximum allowed, the Zone Nominating Committee shall analyze the nominees with regard to: geographic balance, technical expertise, governance expertise, constituency representation and shall select the candidates who are best qualified to represent these interests and the interests of the zone members.

### **June 2012**

On June 15, 2012, the ballots and biographies will be posted on each USHJA Zone webpage. **Members will be required to log in on a secure site and through log-in their eligibility to vote will be verified.** The election materials will consist of the following:

- A ballot containing the names of candidates determined by the Zone Nominating Committee.
- A biographical statement provided by each candidate.
- The attendance record for zone committee meetings of each incumbent.

### **August – October 2012**

- On August 1, 2012, Zone Elections close and sign-in on the secure voting site will no longer be possible.
- *On or about August 15, 2012, the USHJA office will notify each newly elected zone committee member of his or her election by email following the finalization of the election results.*
- *Three largest USHJA Affiliated Associations in each zone will be contacted by the CEO to recommend a candidate for appointment by the President to the zone committee. Notification shall include the names of the elected individuals.*
- *Newly elected and appointed Zone committee members shall meet to give their recommendation on the appointment of up to four additional committee members with the CEO as acting Chair until such time as a Chairman has been appointed. Notification of the meeting will include names and contact information of all committee members.*
- *The Executive Committee shall meet and perform its duties with regards to the appointment of additional members to the zone committees. In the event that the EC chooses to recommend to the Board individuals other than those recommended by the zone committees, the CEO shall communicate their decision and alternate recommendations to the zone committee members by conference call and provide the Board of Directors with any additional feedback.*
- *Once the seating of each zone committee is completed, the CEO will conduct a call with each zone committee to receive their recommendations on Chair and Vice-Chair.*

- *The Executive Committee shall meet and perform their duties with regards to the appointment of the Chair and Vice-Chair of the zone committees. In the event that the EC chooses to recommend to the Board individuals other than those recommended by the zone committees, the CEO shall communicate their decision to the zone committee members by conference call.*
- *EC recommendations will go forward to the Board for their review.*
  - *Chairs and Vice-Chairs will be seated following BOD approval.*

**November 2012**

- Newly elected zone committees shall be seated.
- Following seating the zone committees shall elect a treasurer.