

# USA Fencing Election Operations Manual

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**June 2012**

**USA Fencing Election Committee**

Gerrie Baumgart	Chair
Dan Berke	
Gregory Chang	Athlete Rep
John Springgate	
Jeff Salmon	Board Liaison

## Introduction

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This document outlines the procedures adopted by the Election Committee for running the annual USA Fencing elections. This document is intended to compliment the general rules for running elections as specified in Article IX of the USA Fencing Bylaws.

These procedures should be followed in their entirety for all elections. Deviations from these procedures will be at the discretion of the Election Committee and only if a compelling need exists. If new or modified procedures are established, they should be documented in this Operations Manual to ensure they are followed in subsequent elections.

These procedures only apply to elections for Officers and members of the Board of Directors. The Hall of Fame elections may follow different procedures since the candidates are not directly involved in the election process.

## Election Announcements

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1. The election and candidate names (both nominated and petitioned) will be announced on the USFA website no later than one week after the petition deadline.
2. The election will be announced in the Spring issue of *American Fencing*. The announcement will direct members to the USA Fencing website for more information on the candidates and will include a list of relevant election dates.

## Petitions

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1. Petitions will be validated by the USA Fencing National Office staff. The validation process will verify that the signatures are from current USA Fencing members in good standing and that the minimum required member clubs are represented (as per Bylaws Article IX, Sections 3.b.iii and 4.b.iii.)
2. Electronic or online petitions will not be accepted. Physical signatures must be collected and submitted as per the Bylaws.

## Candidate Statements

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1. Within one week following the petition deadline, the list of candidates for each position will be posted on the USA Fencing website.
2. Candidates may submit a document to the Election Committee containing their biography, photo, and any other information they wish to share with the membership. The document may include links to websites containing additional materials, including photos, videos, etc.
3. Candidate documents must be submitted in PDF format and be a maximum of two megabytes in size. All other formats will be rejected. All documents will be reviewed by the Election Committee for inappropriate content as per Bylaws Article IX Section 9.
4. Candidates will only be allowed one document submission, so the document must be submitted in its final proofread state. Documents which fail the Election Committee review will be allowed additional submissions until it passes review.
5. The candidate's submitted document will be posted on the USA Fencing website adjacent to their name in the candidate list.

## *Campaigning*

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1. Candidates may place a reasonable number of fliers or other promotional materials on the tables provided at National Events for such materials (tournament and fencing camp fliers, etc.)
2. Candidates may purchase advertising space in *American Fencing* at the prevailing rate charged to all advertisers.
3. Candidates may purchase email mailings (“e-blasts”) and mailing labels from the National Office at the prevailing rate charged to all other parties.

## *Voting Procedures*

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1. Members that do not have a valid email address on file with USA Fencing will receive a mailed postcard instructing them to contact the online voting service for their username and password.
2. If more than two members share the same email address in the USA Fencing database, postcards will be sent to the mailing address on file for each member.
3. The online ballot will not require voters to vote for candidates in every category. For At-Large Directors, voters may vote for only one candidate if they choose.
4. No “write-in” candidates are allowed for any position.

## *Election Results*

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1. Upon conclusion of the election, the results will be sent directly from the contracted online voting service (currently VoteNet) to the chair of the Election Committee and one other committee member.
2. Results for all positions that do not need a runoff election will be announced to the membership via the USA Fencing website within 72 hours of receipt by the Election Committee.