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| **A close up of a sign  Description automatically generated** | Policies and Procedures | |
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# POLICY OVERVIEW

* 1. Sections two (2) and three (3) give general information applicable to the entire policy.
  2. Sections four (4) and five (5) contain the body of the policy
  3. Section six (6) lists documents and forms applicable to this policy.
  4. Sections seven (7) and eight (8) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.
  5. Section nine (9) is the Appendix. It contains sample documentation which may be helpful to carry out policy requirements.
  6. **Bylaw requirements are noted *in italics.***

# PURPOSE OF POLICY

* 1. To ensure a fair and equitable nomination process and a quality slate of candidates for House of Delegate elections according to bylaw requirements.

# DEFINITIONS

* 1. **Appendix:** Supplementary material located at the end of some Utah Swimming Policies and/or Procedure documents. Appendix material is not mandated policy and therefore does not require board approval to change.
  2. **Athlete (or Athlete Member)**: Currently registered Athlete Member in good standing with USA Swimming and Utah Swimming.
  3. **Athlete Representative:** Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.
  4. **Board Member:** A member of the [Utah Swimming] Board of Directors, including the At-Large Board Members.
  5. **Board of Directors:** The Board of Directors of UTSI.
  6. **Bylaws:** The bylaws as adopted and amended from time to time by, and in effect for, UTSI.
  7. **Coach or Coach Member:** Currently registered Coach Member of USA Swimming in good standing with no requirements missing, expired or “Not Met.”
  8. **Coach Representative:** Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
  9. **Group Member Representative:** An individual appointed to represent a Group Member in the House of Delegates.
  10. **House of Delegates (HOD):** The House of Delegates of UTSI as established by the Bylaws.
  11. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.
  12. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
  13. **Member:** A Group Member or an Individual Member.
  14. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

# PURPOSE OF NOMINATING FUNCTION OF GOVERNANCE COMMITTEE

* 1. To identify, screen, and present names on a ballot for election, as directed in the bylaws.
  2. To ensure that nominees understand expectations of the job they are nominated for and accept the nomination.
  3. To ensure all nominees are current members of UTSI in good standing and, as needed, otherwise qualified to hold nominated position. For example, the Coach Representative must be a coach member of Utah Swimming in good standing.



# PREPARING A SLATE OF CANDIDATES FOR A HOUSE OF DELEGATES (HOD) ELECTION

* 1. Adult board members and members of the Administrative Board of Review are elected at the Utah Swimming House of Delegates (HOD) meeting.
  2. Those preparing the slate of candidates note the positions up for election. They also note the *matrix of skills, demographics, and talents needed* for both the position and the body they will be elected to. As appropriate, this information should be included when issuing a call for nominations.
  3. First, issue a Call for Nominations to members of the UTSI Board and other interested members of Utah Swimming. Additionally, a notification of the upcoming election and open call for nominations should be sent to coaches, officials, and club contacts. The Governance Committee will gather the names of those who might be qualified and interested in serving in an electable position in Utah Swimming. This should happen two to three months before the House of Delegates (HOD.)
  4. After collecting names, the Governance Committee will notify potential candidates, let them know about the responsibilities of the position, including the need to be USA Swimming registered and ask whether they are interested in serving. They will also ascertain if the potential candidate has the needed skills or other qualifications for the position.
     1. If the candidate is not currently USA Swimming registered, ascertain if they are willing to become USA Swimming registered if elected. The LSC will pay any associated fees.
  5. From the pool of names who reply with interest, the Governance Committee will review *the matrix of skills, demographics, and talents needed* and finalize the slate of candidates from among those who meet these needs. It is not requisite to have more than one name per position.
  6. The Governance Committee will seek to get a short “bio” from each candidate, including incumbents and those running unopposed. These “bios” will be shared with the delegates and may also be shared with the membership.
     1. The purpose of the “bio” is to help the delegates and membership become better acquainted with their LSC leadership and the current candidates.
  7. The Governance Committee will present to the UTSI Administrative Assistant to the Board who will *publish the slate of candidates to the UTSI membership at least twenty (20) days prior to the election.*
  8. According to the bylaws, *Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates.*
  9. Bylaws note: *QUORUM - When making nominations, a quorum for any meeting of the Governance Committee shall consist of a majority of its voting members. For all other meetings, a quorum shall consist of those members present and voting.*

# PREPARING A SLATE OF ATHLETE CANDIDATES FOR AN AT-LARGE BOARD OF DIRECTOR POSITION ELECTION

* 1. Athlete At-Large Board of Director elections are usually held at the Senior State Championships. Only athletes vote.
  2. Candidates must meet bylaw requirements for athlete board members.
  3. The Athlete Committee solicits nominations from the membership and runs the election.
     1. 2. The Senior Athlete Representative should send out the call for nominations at least three weeks prior to the election.
     2. The election method should strive to include as many high school age athletes as is reasonably possible.

# RELATED DOCUMENTS AND FORMS

* 1. See Appendix for sample letters

1. NOTIFICATION AND ACKNOWLEDGEMENT
   1. Four months before the House of Delegates meeting, the Governance Committee will review this policy and create a game plan to follow the policy in preparation for the upcoming election.
2. DISSEMINATION OF POLICY AND UPDATING
   1. Policy will be posted on the UTSI website
   2. A member of the Governance Committee will review annually and recommend updates as needed.

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| CHANGE LOG | | | | |
| **Version** | **Date** | **Description of Change/Section(s)** | **Author or Editor** | **Authority** |
| 1 | 9/8/2020 | New policy | Stan Crump and Cathy Vaughan | BOD |
| 2 | 11/10/2020 | Added section about preparing slate of athlete candidates for Board of Director Position Election, USA Swimming registration information and other minor changes | McKay Larson, Stan Crump, and Cathy Vaughan | BOD |
| 3 | 5/11/2021 | Changed policy number from 90 to 110 to remove it from the *Board Manual* section of the Policies and Procedures. No other changes. | Cathy Vaughan | BOD |
| 4 | 8/10/2021 | Updated Sample Letter to Potential Board Member Candidate and added Sample Nomination Questionnaire. | Governance Committee (Editor: Cathy Vaughan) | Appendix only—no need for BOD approval |
| 5 | 10/12/2021 | Inserted information about requesting and publishing candidate “bios.” | Cathy Vaughan | BOD |
| 6 | 10/18/2021 | Updated wording | Serena Werner | BOD |
| 7 | 11/19/2021 | Added ideas from USA Swimming “Mighty-Mid” LSC meeting on *How to Recruit New Board Members* to Appendix. | Cathy Vaughan | Appendix only—no need for BOD approval |

# APPENDIX

* Sample Letter to Potential Administrative Board of Review Candidate
* Sample Letter to Potential Board Member Candidate
* Example of Matrix Table to Visualize Some Demographics
* Notes on the Vetting Process
* Sample Nomination Questionnaire
* Ideas on *How to Recruit New Board Members* from USA Swimming “Mighty-Mid” LSC Meeting 10/30/2021

## Sample Letter to Potential Administrative Board of Review Candidate

Dear \_\_\_\_\_\_\_\_\_\_\_\_,

Your name has been given to me as a potential candidate for the Utah Swimming Administrative Board of Review. Its purpose is to meet from time to time to review and act upon any LSC complaint, conflict, or other matter not directly addressed by the Utah Swimming Bylaws, Rules and Regulations, or Policies and Procedures.

Historically, the Utah LSC has had very few of these cases, but they do happen on occasion. These matters can be generally handled by zoom meetings and interviews of the parties involved. We don't anticipate this to be a huge time consumer.

Members of this committee will be elected at the Utah House of Delegates \_\_\_[give date]\_\_\_\_ and serve for at least two years. The purpose of this email is to ascertain your potential interest and ability to serve on this committee. If you are interested in serving, would you ***kindly reply to this email as soon as possible***.

If interested, your name will be placed in a pool of names and could be selected by the UTSI Governance Committee to be on the ballot. Candidates for the ballot will be selected based on:

1. Interest
2. Area of swimming experience or expertise. For example, we would like to have a broad representation of all facets of swimming: officiating, club building and administrating, coaching, parenting, and athlete.
3. Geographic location. We are interested in having many areas of the LSC represented on the Board of Review.

There will be 5-10 names on the ballot, and the top 5-6 vote getters will form the committee. The UTSI Board will provide training and direction. If you have any questions, feel free to contact me.

Regards,

Stan Crump, Member

UTSI Governance Committee

## Sample Letter to Potential Board Member Candidate

Date

Dear […],

Your name has been submitted as a potential nomination for the Utah Swimming Board of Directors in the role of […]. A member of the Utah Swimming community submitted it and thinks you would be a great addition to the UTSI Board because of your expertise and experience.

This position is vital to the proper functioning of Utah Swimming. The main responsibilities of the position are:

1. attendance and participation in the monthly UTSI Board meeting, whether virtually or in person. This is critical to your success and the success of the Board.
2. Forming and leading a committee of interested swimmers, coaches, and parents that can help you provide meaningful feedback to the Board is also one of the primary tasks.

The position has a two-year term, with a second two-year term available upon re-election by the House of Delegates. Training for this position is available and will be provided.

Please contact […..] for any other details you have questions about. The Nominations Committee requests that you let us know if you will accept the nomination and run for this position by [……].

You can learn more about the job description of the [….] in policy #20 (Board Member), and about your committee in #50 (Committee Handbook). Both policies are located on the Policies and Procedures page on the Utah Swimming website. (www.swimutah.com) There you can also find other useful information.

Congratulations on your nomination.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_, Member Utah Swimming Governance Committee]

## Example of Matrix Table to Visualize Some Demographics

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Home/Team Location** | **Parent** | **Coach** | **Official** | **Athlete** |
| North (anything North of Davis County) and/or Wasatch Back |  |  |  |  |
| Utah-Davis Co. (Wasatch Front) |  |  |  |  |
| South (anything South of Utah County) |  |  |  |  |
|  | (insert name and team affiliation in appropriate box above) | | | |

## Notes on the Vetting Process from USA Swimming Leaders

(Notes from emails exchanged in August 2020)

A diverse group will make the best decisions as many different viewpoints will provide input that reflects your members. Example- coach/ non coach, male/female, large club/small club, geographic location, ethnicity, expertise needed (financial, business, etc). Always a good idea to seek individuals that will check several boxes and result in a group that reflects the population of your members.  The ideal situation identifies the profile needed and the nominating committee proactively seeks candidates that fit. Then, they are contacted to see if they’re willing to serve. It is a much better way to get the right people on the bus versus crossing your fingers that the right people will apply- although some very good people can step up on their own as well.

It is often difficult to find willing people.  Vetting should look beyond willingness and membership – has the person demonstrated competence, reliability, etc.?  Does the person have a background/experience that supports the position (particularly Finance VC)?  As the Gov Com puts together a slate of nominations, hopefully they will try to address diversity on the Board and Admin Review Board so that you have both male and female, veteran and new blood, minority representation, different clubs, parents, coaches, officials, etc.  No Board is likely to be totally representative of all factions, but it is always something the Gov Com should keep in mind, making an effort to go out and recruit minority members and the best person for the job, etc.  It is always a good practice to ask for volunteers who would be willing to run for the Board, but do not let that be the only people you look at.  The Gov Committee should talk about the position and think about who would be good in that position – then go and encourage the person to run.  A lot of people have learned to stop volunteering when there is a general cattle call – but those same people have a hard time saying no when approached personally.  Make them feel needed and wanted.

There is nothing wrong with having only one vetted candidate for each position.  If your LSC is lucky enough to have multiple qualified people volunteer to run for a position, the Gov. Com. could always choose to put them all on the ballot.  Most LSCs are thankful for one!

## Sample Nomination Questionnaire

(Online Questionnaire made by Administrative Assistant to the Board with Google Forms August 2021)

HOD NOMINATION QUESTIONNAIRE

Thank you for your interest in serving on the UTSI Board or Committee. Please fill out the following questionnaire.

\* Required

Email \*

Your email

Name \*



Your answer

Team Affiliation \*



Your answer

Position Nominated For \*



Your answer

Swimming Experience \*

Your answer



Other Experience or qualifications \*

## Ideas on How to Recruit New Board Members from USA Swimming “Mighty-Mid” LSC Meeting 10/30/2021

* WHY ARE THEY BEING ASKED? Let them know. Have a reason.
* START EARLY
* GO TO PEOPLE THAT ARE ALREADY VOLUNTEERING
  + Educate people at meets of the need for LSC volunteers—Timers Meetings and Officials Briefings are good places to start. (Also consider Coach Meetings). Raise awareness of the needs and opportunities.
* USE BIOS when introducing candidates to membership
* DEFINE THE ROLE they will be filling on the board.
  + UTSI NOTE: Policies #20 (Board of Directors) and #50 (Committees Handbook) are great places to get information about specific roles. Both are located on the [*UTSI Policies and Procedures*](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures) webpage.
* ASK OUTGOING BOARD MEMBER FOR RECOMMENDATIONS
  + Do they have any suggestions for their replacement?