

Board Member and Regional Representative Election Policy

Version 9.0 / Last Amended 6/14/23

- I. Purpose
 - A. This procedure is used to elect a group to represent the NAIGC as a Board and to elect a Regional Representative for each region.

- II. Election Organizer
 - A. Appointment
 - 1. Board Member Elections will be organized by the President or their appointed representative.
 - 2. Regional Representative Elections:
 - a) If the elections coincide with the Board Member Elections, then they will use the same Election Organizer.
 - b) Otherwise, they will be organized by the Regional Coordinator for the region.
 - B. Responsibilities
 - 1. Set the nomination period.
 - 2. Determine the order of the ballot.
 - 3. Appoint a Moderator to lead the election meeting and oversee the calculations. This person may not be running in the election. The Election Organizer may appoint themselves as moderator.

- III. Eligible Voting Clubs
 - A. Board Member Elections: Each voting member club as defined in the Club Membership Policy receives one vote.
 - B. Regional Representative Elections: Each voting member club as defined in the Club Membership Policy in the region receives one vote.

- IV. Terms
 - A. Board Member Elections
 - 1. Unless otherwise specified in this policy, new Board Members will be elected to three year terms.
 - 2. There will be a total of 12 Board Members on the Board, in the absence of ties (see VII D.3.b.), with staggered terms. Barring any unexpected vacancies, four Board Member positions will be available every year.
 - B. Regional Representative Elections
 - 1. Regional Representatives will be elected to a one-year term with no limit to the number of terms (provided they remain eligible).

- V. Application and Candidacy
 - A. Board Member Elections
 - 1. Anyone may apply for the NAIGC Board through an online application.
 - 2. The Development Committee will work year-round to identify skill gaps in the Board and recruit potential applicants.
 - 3. The Board-appointed Nomination Committee will endorse a set of applicants on the ballot as stated in Section VII.

- B. Regional Representative Elections
 - 1. All Primary candidates that apply by the deadline will be included on the ballot while secondary candidates will only appear on the ballot in the event there are no primary candidates for that region.
 - a) Primary: Undergraduate student or coach for an active college club within the last two competition seasons.
 - b) Secondary: Any other candidate.
 - 2. The content of the application form will be determined by the Nomination Committee.
- C. Recommended information in the application:
 - 1. Past leadership experience
 - 2. Skillsets or networks that would be beneficial for the organization
 - 3. Goals for serving

VI. Timeline

- A. The Nomination Committee will set a timeline for an application period and election period subject to the rules outlined below.
- B. All election procedures and timelines will be announced to the NAIGC membership at the opening of the application period.
- C. The application form will be available for at least 2 months until applications close.
 - 1. If it is deemed beneficial, the Election Organizer or President may extend the application period. If this is done, the new election timeline must be communicated to the membership within 48 hours of the previous application deadline.
- D. The Nomination Committee will be seated before January 1st.
- E. The Nomination Committee will present the candidate endorsements to the membership prior to the election opening.

VII. Nomination (Board Member Elections Only)

- A. Overview of the Nomination Committee
 - 1. The Nomination Committee is a temporary committee whose members are appointed by the Board
 - 2. The Nomination Committee is made up of some combination of Board Members who are not running in the following election, NAIGC student members, NAIGC coaches, other stakeholders in the NAIGC community, greater gymnastics community, or nonprofit management community.
 - 3. During the time between the Nomination Committee formation and the presentation of the endorsed candidates to the Board (approx. 2-3 months), the Nomination Committee will vet - through a series of meetings and interviews - potential candidates to be endorsed for the NAIGC Board.
- B. Convening of the Nomination Committee
 - 1. Anyone may apply to the Nomination Committee through a form determined by the Development Committee.
 - 2. Members of the Nomination Committee will be appointed by the Board.
 - a) The Nomination Committee may not include any Board Members running in the upcoming election, or the Executive Director.
 - b) It may contain Board Members who are not running in the following election, but they must be a minority on the committee (less than half).

- c) The Nomination Committee will have no more than 10 and no fewer than 6 members.
- d) It is recommended that the Nomination Committee include at least one:
 - (1) Member of the Development Committee (who is not running in the following election)
 - (2) A current student member of an NAIGC club
 - (3) A current community member of an NAIGC club
 - (4) Current NAIGC coach
 - (5) An operations leader such as a Team Lead or Department Head

C. Nomination Committee Procedure

- 1. The Nomination Committee will be led by a Chair who will be elected by the committee.
- 2. The Nomination Committee will receive a report of desired skill sets, and upcoming Board goals from the Development Committee.
- 3. The Nomination Committee will conduct meetings and interviews at its discretion and conclude by endorsing a subset of candidates for specific skill sets, qualifications, availability, diversity, or other criteria proposed at the Nomination Committee's discretion.
- 4. The Nomination Committee will include justifications of each candidate endorsement which will be made public to the membership.
- 5. Endorsed candidates will be indicated by a marking next to their names on the official ballot, with further details on the Nomination Committee's endorsements made available on the ballot.

D. Endorsements

- 1. Candidate endorsements should be fact-based and reference materials readily available to the membership including application information, resumes, and previous NAIGC volunteer experience.
- 2. Personal anecdotes and generalized statements should be avoided.
- 3. It is recommended that endorsements are made for candidates who provide skills and experiences detailed in the Development Committee's initial report.
- 4. There is no limit to the number of endorsements the Nomination Committee provides or the specificity of those endorsements. It is recommended that the Nomination Committee consider the need for membership to distinguish between candidates and evaluate their individual merits when constructing endorsements.
- 5. The Nomination Committee will provide a recommendation to non-endorsed candidates on how they can improve their application in the future or why they were not endorsed at this time.

VIII. Election Procedure

A. A representative from each Eligible Voting Club will be given a ballot.

B. Election Results:

- 1. Voting members will rank *all* candidates in order of preference with "1" being most preferred, "2" being second-most preferred and so forth.
- 2. Election results will be tallied and announced shortly after the conclusion of the election.
- 3. Ranked Choice Results
 - a) Election results are calculated through a standard multi-seat instant runoff model as described below:

- b) The process begins by generating a quota, the total number of submitted votes divided by the number of positions available plus one.
 - c) During the first round of tallying, the first preferences on each ballot count as a vote for a particular candidate and one of the following occurs.
 - (1) Any candidate who reaches the quota wins a position. Any votes for a candidate exceeding a quota are considered surplus votes.
 - (2) If no candidate reaches the quota, the candidate with the lowest number of first-preference votes is eliminated. If candidates are tied for the last place, then a candidate is randomly selected for elimination.
 - d) Votes are transferred from either a candidate's surplus or eliminated candidates.
 - (1) Surplus Candidate Votes: Only a fraction of surplus votes are transferred to latter-preference candidates. This number transferred is equal to the number of surplus votes divided by the total number of votes for that candidate.
 - (2) Eliminated Candidate Votes: All votes for an eliminated candidate are transferred to the voter's next highest-ranked candidate.
 - e) Exhausted Votes can change the quota.
 - (1) A vote is exhausted if the voter has not indicated a different candidate to transfer their vote to, or their indicated candidates have already been eliminated or have won a seat.
 - (2) When a vote is exhausted, the total number of votes cast is reduced and the quota is recalculated for the following round of tallying.
 - f) The tallying process is continued until enough candidates are declared winners or there are only as many candidates not-eliminated as there are unfilled seats, at which point the remaining candidates are declared elected.
4. Board Member Election
- a) In the case of a tie for the final seat available during the tallying process, all tied Candidates will be elected as Board Members except in cases that would produce a number of Board Members greater than that allowed in the Bylaws.
 - b) In the case that there are additional vacancies being filled by the election, additional open seats will be used during the Ranked Choice process to select the correct number of Board Members, and the last selected Candidates will fill the vacancies and serve the remainder of those terms.
 - (1) Mid term vacancies due to the resignation of a board member may be filled based upon the next highest scoring candidate in the most recent election.
 - c) A quorum of 50% of eligible clubs must vote in the election. If fewer than 50% vote the deadline will be extended to encourage more turnout.
5. Regional Representative Election
- a) Ties will be broken by the Regional Coordinator for the region unless the Regional Coordinator is running, in which case the current Regions Team

Lead will break the tie. In the event the current Regions Team Lead was also the tying party, the ED will break the tie.

- b) A quorum of 40% of eligible clubs must vote in the election. If fewer than 40% vote the deadline will be extended to encourage more turnout.

IX. Ballot

- A. Ballots will be distributed at or before the annual meeting. Ballots (paper or electronic) shall include:
- B. Instructions:
 - 1. “Please rank your preferred candidates with “1” being your first-preference (i.e. Most Preferred), 2 being your second-preference and so on”
- C. Voter worksheet including for each Candidate:
 - 1. Name
 - 2. Club affiliation (optional)
 - 3. Regional affiliation (optional)
 - 4. Rank (1 through number of Candidates)

X. Special Elections (Board Member Elections Only)

- A. In the event that a Board Member position is made vacant before their term expires, the President may call a special election to fill the position instead of waiting for the next election.
- B. Application
 - 1. Anyone may be allowed to apply to the open position during an application period that must be at least two weeks long and must end before the special election begins.
 - 2. If the vacancy being filled is one year or less then, at the President’s discretion, the Nomination Committee may be bypassed for special elections if the President deems there is not sufficient time to convene and implement a Nomination Committee. In this case, all applicants will appear on the ballot without endorsements from the Nomination Committee.
- C. Special Election Procedure
 - 1. The procedure and ballot will occur in the same manner for a standard election unless specified otherwise.
- D. Special Election Results:
 - 1. The Candidate(s) selected by the Ranked Choice procedure will be awarded the open term(s).
 - a) The term(s) of these new Board Member(s) will expire whenever the vacant Board Member position would have originally expired.
 - b) If there are multiple Board Member vacancies being filled with different terms, the first-selected candidates will be awarded the longest terms in descending order.

XI. Records

- A. The NAIGC shall keep on file a record of all voting data from the election – to be used in reviewing the relevance and effectiveness of the election procedure.
- B. The voting procedure will be anonymous; at no point shall the NAIGC keep records of how individual clubs voted.

XII. Amendments

- A. This document may be amended by the NAIGC Board.