

January 1, 2002

Dear Candidate:

Congratulations on your decision to run for the USMS Executive Committee. In this packet you will find all the information you need to get through the nomination process. A copy of the USMS Election Operating Guidelines has been included to inform you of how the process works from the time nominations open on January 1 until the election at the USMS Annual Meeting. If you have any difficulty complying with the requirements of this packet, notify the Election Chair. Please note that all exchange of documents must be by email or other electronic media.

If you are a current officer running for re-election, your instructions are in the section titled **Current Officers**. New candidates who intend to be nominated for the pre-convention slate should begin reading at the section titled **Nomination Period**. If you are a candidate who will be nominated from the floor in the House of Delegates, your instructions are in the section titled **Floor Nominations**.

### **Nomination Period**

The nomination period is from January 1 through March 31 in the year when the election is held. To complete your nomination packet, please compile the following documents and return them by email to the Election Chair no later than March 31:

1. Completed **Candidate Questionnaire/Consent-to-Run** form. The questionnaire will be published on the USMS web site as well as in the convention packet.
2. A one page **Resume**. The resume will be published only in the convention packet.
3. A **Letter of Nomination** from a USMS member. This should be a simple declarative nomination without elaboration unless the nominator is also writing a letter of reference (see point #4 below).
4. Two (2) one page personal **Letters of Reference**. These letters may be from persons inside or outside of USMS. One of the Letters of Reference may be written by your nominator. In that case, include the nomination statement as the first sentence of the Letter of Reference. The Letters of Reference may be published with the consent of the authors. Please have the persons writing letters for you indicate at the bottom of the letter whether the letter may be published or not.
5. A **Letter of Endorsement** from your LMSC. The LMSC Letter of Endorsement may be published with the consent of the LMSC. Please have the person writing the letter for you indicate at the bottom of the letter whether the letter may be published or not.
6. Digital picture. The digital picture will be published on the USMS web site, in the convention packet, and posted on a board at convention.

### **Evaluation Forms**

Evaluation forms will be sent to at least one of the National Committee Chairs you have worked with as identified on your questionnaire. The Committee will endeavor to send forms to chairs you have worked with in the previous 5-year period. Evaluation forms will be due to the Election Chair no later than April 30. Evaluation forms shall remain confidential and shall be for Election Committee use only.

### **Qualification of Candidates**

The evaluation forms and documents submitted by nominees will be transmitted to the Election Committee who will evaluate the nominees and prepare a slate of candidates by June 15. The slate will be announced and the picture and questionnaire will be posted on the USMS web site.

Please review the following qualification criteria before submitting your nomination:

1. Candidates shall be registered members of United States Masters Swimming, Inc. (USMS) for the year when the election is held.

2. Candidates shall have attended more than one USMS National Convention.
3. Nominees should attend the current convention and should plan to attend all conventions during their tenure.
4. Candidates shall have demonstrated leadership in USMS by holding various positions in the corporation. None of the positions shall be given weight over any others. These positions include, but are not limited to: a) Executive Committee Member, b) National Committee Chair (Standing or Ad-Hoc), d) Special Assignment, e) Project Leader in Committee, f) Zone Representative, or g) any other position which requires leadership abilities.
5. Nominees should have the endorsement of their LMSC.

### **Current Officers**

Current officers eligible and running for a second term must submit the following information by email to the Election Chair no later than March 31:

1. Section One of the **Candidate Questionnaire/Consent-to-Run Form**. Current officers may submit a full questionnaire for publication if they choose.
2. One page resume.
3. Digital picture.

### **Floor Nominations**

If you do not go through the early nomination process, you may still be nominated from the floor of the House of Delegates during the nomination session. Immediately after your nomination, you must submit the following information to the Election Chair:

1. Sections One and Two of the **Candidate Questionnaire/Consent-to-Run Form**. You may submit a full questionnaire if you choose.
2. One page resume (optional).
3. A 3 x 5 or 4 x 6 picture (optional).

Your resume and questionnaire will be duplicated and distributed to delegates to allow time for review prior to the election. The picture will be placed with the display board containing the other members of the slate.

### **In Conclusion**

Thank you for considering running for the USMS Executive Committee. The nomination process and enclosed guidelines are intended to make the election process fair and consistent for all candidates. If you have any problems, please don't hesitate to contact me.

Melissa Rinker  
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