

## Minutes for the 2000 USMS Convention

**Committee Name: Zone**

**Committee Session: 1**

**Day and Date of Meeting:** Friday October 13th @ 9

### Action Items

\*\*\*Nomination / Election Process

### Attendance

Number of committee members present: 9 Number of committee members absent 0

Total number of delegates attending the meeting: 10

## Minutes

- I. Nomination Process** – The current system was discussed. The Zone Chair election process was examined and will be used as a basis for the 2001 Elections. A one-page letter of reference was suggested in place of the questionnaire for personal references. The use of pictures was excellent, but we need to work on the quality of reproducing the pictures in the packets of information sent to the delegates. After further discussion the following process was approved for 2001.
1. The call for Nominations will be printed in the January/February Swim Magazine and the National Office Newsletter.
  2. Nominations are due to the Zone Committee Chair by Feb. 28.
  3. Questionnaires will be sent to each nominee. The Questionnaires and resumes from nominees are due back to the Zone Committee Chair by March 31.
  4. Evaluation forms will be sent to Committee Chairs of committees that each nominee has served on. These are to be returned by end of April. Personal letters of reference will be the responsibility of the nominee and are also due back by the end of April.
  5. The Zone Committee will evaluate nominees and prepare a slate of candidates by June 15<sup>th</sup>.
  6. Each candidate will be asked to submit a picture by July 10<sup>th</sup>.
  7. The Zone Committee Chair will submit candidate questionnaires, resumes, and pictures of candidates to the national office for inclusion in the convention packet by August 1<sup>st</sup>.
- II. Election Process** – The Chair reminded everyone that nominations from the floor must be accepted. The election process was then discussed. The process from 1997 was analyzed. The discussion centered around the “Meet the Candidate Forum” night. The question period, the type of questions, the length of questions, the length of answers and the frequency of questions to each candidate were discussed in detail. The following recommendations were approved.

1. A display chart with the information about the candidates printed in the convention packet should be created for display during the convention.
2. Nomination speeches and acceptance speeches should be made at the House of Delegates meeting on Thursday.
3. Questions from delegates to be used for the Meet the Candidates Forum should be accepted after the above speeches.
4. The Zone Committee will analyze and filter the questions. They will prepare a list of questions for the Meet the Candidate Forum. A time limit should be set for answers.
5. Some type of refreshments are recommended for the Meet the Candidates Forum.
6. A moderator will ask the questions and control the length of answers. Questions will not be allowed from the floor.
7. Following the formal Meet the Candidate Forum, each candidate will be asked to remain for a half-hour to mingle and to be available for informal questioning from the delegates.

**III.** Upcoming deadlines – The new Zone Committee Chair will need to submit a call for nominations to the USMS Swim Magazine Editor by November 1. Zone Reps have until Oct. 22 to get their swim meets for January and February to the new Zone Committee Chair.

The Pilot Project on pool utilization was discussed. The committee decided to proceed with the concept and develop a questionnaire for use in 2 or 3 LMSC. Judy Gillies volunteered to develop some questions.

Zone Websites were discussed. Lynn indicated that USMS is changing providers and there will be more options for Zones in the new set up. Zones might be able to have their web site with this same provider at a very reasonable cost. Hugh suggested a generic Zone web site for those zones without a web site.

### **Adjournment at 10:24**

#### **Tasks for Upcoming Year:**

\*Nominations and Elections for 2001

\*Pilot Project for Pool Utilization

\*Upcoming event lists for SWIM Magazine