



Election Procedures for Athlete Representatives to the USEF Board of Directors

These procedures detail the election procedures for Athlete Representative seats on the USEF Board of Directors.

1. Eligibility. The following eligibility requirements apply:
 - a. Candidates must be a 10-Year or 10-Year+ Athlete Representative as defined by the USOPC.
 - b. Sport Discipline Representatives. One of the seven dedicated Athlete Representative seats must be occupied by a 10-Year or 10-Year+ Athlete Representative whose qualifying event is in the ParaEquestrian discipline.
2. The USEF Athlete Nominating Committee shall select candidates from those nominated who will then stand for election. In making this selection, the Athlete Nominating Committee shall consider:
 - a. the skills, qualifications, and experiences, including leadership experiences, and current knowledge of international equestrian sport, of the candidate;
 - b. the personal and professional integrity of the candidate;
 - c. the demonstrated judgment of the candidate;
 - d. the demonstrated ability of the candidate to effectively and accurately represent the needs of equestrian athletes;
 - e. the commitment of the candidate to fulfill their USEF Board responsibilities, including having available time to attend Board meetings and perform required duties;
 - f. the need to enhance the diversity of the USEF Board;
 - g. the opportunity to provide for representation of the Paralympic or Olympic movement;
 - h. the candidate's attributes as measured against the USEF Athlete Nominating Committee's Board Member Service Criteria; and
 - i. other criteria, as determined by the Athlete Nominating Committee, indicating that the candidate has the capabilities needed to be a valuable USEF Board member.
3. The USEF Athlete Nominating Committee will explain to each selected candidate the responsibilities of USEF Board service. Additionally, the USEF Athlete Nominating Committee will explain to each selected candidate that they are to be a voice for the interests of athletes in serving the best interests of the USEF.
4. The USEF Athlete Nominating Committee may not nominate any candidate who is not eligible to serve on the USEF Board, according to USEF Bylaws or Policy.
5. Pursuant to USEF Bylaw 302, Section 4, Directors must be at least 18 years old and have the legal right to work in the United States without sponsorship, and should have the highest personal values, judgment, and integrity, as well as a commitment to the Federation and Olympic and Paralympic ideals. An individual is ineligible for a leadership role if they have:

- a. A felony conviction involving harm to animals or a member of a vulnerable population such as children, elderly, or individuals with a disability;
- b. A felony conviction for sexual abuse or assault of any kind;
- c. A felony conviction for a hate crime;
- d. Served a period of ineligibility for an Anti-Doping Rule Violation as determined by USADA, WADA, FEI, or the Federation, not subsequently overturned; or
- e. Served a period of ineligibility for an Equine Anti-Doping Violation for a Banned substance as determined by the FEI or a Category IV substance as determined by the Federation, not subsequently overturned.
- f. Served a period of ineligibility for a safe sport violation as defined by the U.S. Center for SafeSport or the Federation, not subsequently overturned.

Any other felony conviction must be disclosed in advance of consideration for service as a Director and may be considered in evaluations. Any misdemeanor, suspension, or ineligibility from a sport or sport organization for rules violations or otherwise must also be disclosed for similar consideration. Leaders have an ongoing duty to disclose. The Nominating Committee, along with the Legal Department, will receive these disclosures and resolve questions and disputes in eligibility and the application of these qualifications for service.

6. Prior to being placed on the election ballot, a candidate will undergo a background check and social media review conducted by USEF and will make certain disclosures pertaining to the candidate's personal history and conflicts of interest. Candidates will agree that results of the background check, social media review, and disclosures will be furnished to the USEF Athlete Nominating Committee and to the USEF. The USEF Athlete Nominating Committee will consider the results of a candidate's background check, social media review, and disclosure in selecting the candidate for election. Prior to the USEF Athlete Nominating Committee making a final selection of a candidate for election, the USEF will determine whether the results of the background check or candidate disclosure would disqualify the candidate from service as a USEF Board member in accordance with the aforementioned Bylaw. If so disqualified, the candidate is precluded from being placed on the ballot.
7. In advance of the election, the USEF Athlete Nominating Committee shall notify all eligible voters of the upcoming election for the athlete seat(s). The notification shall state the names and summary of qualifications of the candidates selected by the USEF Athlete Nominating Committee to run for the USEF Board seat. Additionally, a candidate may include, if so inclined, a description of not more than one page of the candidate's qualifications and of the candidate's position on issues of importance to the candidate.
8. The Athlete Nominating Committee will evaluate all candidates and shall choose two candidates for each seat open on the Board for voters to choose between. If the Athlete Nominating Committee does not have enough candidates to choose from then they must recruit a candidate(s) to ensure the voters have two candidates for each seat to choose from when they vote. The committee must keep in mind the following:
 - a. At least one (1) seat must be occupied by a ParaEquestrian;
 - b. At least five (5) seats must be occupied by 10-Year Athlete Representatives;
 - c. At least one-half (1/2) of the seats must be from the Olympic/Para disciplines;
 - d. No more than two seats can be occupied by the same discipline;

- e. Diversity is important (national origin, gender, discipline, geographical area, sexual orientation, military status, marital status, age, competitive success, etc.)
9. USEF shall determine the election period, including the time and date by which the vote for the athlete must take place.
 10. The vote for the athlete member to the USEF Board will be conducted via electronic voting. USEF shall send out the ballot to all athletes eligible to vote. The ballot shall include the name of the candidates and voting instructions, including the time and date by which the ballot must be received by USEF in order to be counted. USEF shall ensure that the ballot and voting process is secure and confidential.
 11. All athletes eligible to cast a vote are entitled to cast one vote for each open athlete seat. If an athlete votes for more than one candidate per seat or the voted ballot is indecipherable, then the ballot shall be declared invalid and not counted. If two USEF Board seats are to be filled in one election, voting will take place as set forth in the above paragraph. Except that if an athlete does not vote for at least two (2) candidates, then the ballot will be declared invalid and not counted.
 12. USEF shall audit all votes cast for each candidate. The candidate with the highest number of votes shall be elected. For the AAC athlete election, the eligible candidate with the highest number of votes will be declared the athlete member of the USOPC AAC and thereby the USEF Board. The eligible athlete with the second highest votes will be declared the Alternate athlete member of the USOPC AAC and thereby the USEF Board. USEF will announce the election results.
 13. If there is a tie, then there shall be a second ballot and the election shall be repeated. If a 2nd ballot and election between two candidates does not produce a winner, then a coin toss will be used to determine the successful candidate.
 14. All returned ballots will be kept for a period of thirty days after the announcement of the election results. A candidate who wishes to contest the election results may examine the ballots at the USEF office in KY. Any challenge to the election results shall be considered and determined by AAC Leadership. The determination of AAC Leadership shall be final. After a period of thirty days, or after the conclusion of any election challenge, whichever is later, USEF shall destroy the returned ballots. USEF shall not disclose how an athlete voted and shall keep such information confidential.
 15. Incumbency. The following procedures will apply for any athlete representative to seat on the USEF Board of Directors whose first term is expiring, but who is eligible to serve a second term. The USEF Nominating Committee will ask the athlete representative if they want to serve a second term. The USEF Nominating Committee will then inform the AAC Chair and the USEF Athlete Nominating Committee of the Athlete Representative's response.
 16. If the Athlete Representative to the USEF Board indicates that they do not want to serve a second term, the vacant USEF board seat will be filled pursuant to the process set out herein.
 17. If the Athlete Representative to the USEF Board indicates that they want to serve a second term, the USEF Athlete Nominating Committee will facilitate an evaluation of the Athlete Representative's service on the USEF Board. The AAC Members will participate in the evaluation and provide the results of the evaluation to the Athlete Nominating Committee. The Athlete Nominating Committee

will then make a recommendation to the AAC Members either supporting or not supporting the AAC Athlete Representative for a second term. The Athlete Representative will be allowed to provide information to the AAC Members regarding their service to the USEF Board and why they should be retained to fill a second term.

18. The AAC will then vote either to retain or not retain the Athlete Representative to the USEF Board for a second term.
19. If a majority of the votes cast are in favor of the Athlete Representative for serving a second term, then the Athlete Representative is elected to fill a second term. If a majority of the votes cast are not in favor of the Athlete Representative for serving a second term, then the Athlete Representative's service on the USEF Board will conclude at the end of their first term. If the votes cast are equally in favor and not in favor of a second term, then there will be a second vote. If there is a subsequent tie vote, the voting will continue until the tie is broken.
20. If the Athlete Representative does not receive a majority of the votes cast, then their service on the USEF Board is to conclude at the end of their first term, and the vacant USEF board seat will be filled pursuant to the process set out herein.