

**U.S. Masters Swimming Elections Committee
2021 Elections Procedures
For a Virtual USMS Annual Meeting**

1. **Floor Nominations** - Floor Nominations will open at 11:59pm EDT on Friday, Sept 3, 2021, and will close at 11:59pm EDT on Sunday, Sept 5, 2021. All completed packets must be submitted to the [Elections Chair](#) no later than 2:00pm EDT on Monday, Sept 6, 2021. The Floor nominees will be responsible for [contacting the National Office](#) to schedule a Meet-the Candidate video recording.

All new packets will be posted on the U.S. Masters website on Tuesday, Sept 7, 2021.

2. **Zone Endorsements** – In the years when the At-Large Directors are elected, zone endorsement of candidates will take place during the zone meetings scheduled for TBD. Refer to the [Election Operating Guidelines](#) Part Two, Section VII for zone endorsement procedures. Because the meetings will be held virtually, it is the responsibility of the Zone member running the endorsement procedures to learn how to use Zoom polling to vote for or against endorsing the candidates.

The Zone member responsible for running the endorsement proceedings shall submit the results reported in the Zone meeting minutes to the elections chair by Friday, TBD. Zone endorsements will be posted on the website on Monday, TBD.

3. **Meet-the-Candidates** – The Meet-the-Candidates will be via video. Each candidate will be required to [contact Jessica Reilly](#) to schedule a zoom recording session for the video. All candidates, unopposed or not, will submit a video. Video length will be approximately 5-8 minutes. Tips will be provided to the candidates for achieving a good setting for the video.

All videos for slated candidates will be posted on Monday, Sept 20, 2021 (the Monday preceding the first day of the USMS Annual Meeting). The National Office will announce in one of the annual meeting emails that Meet the Candidate videos will be posted on the website and will be available for viewing until 12:00pm EDT, Saturday, Sept. 25, 2021.

- a. The candidate will begin the video by introducing themselves and stating the office for which they are running and providing some background information about themselves. The introduction is limited to 3 minutes.
 - b. The candidate will be given 5 questions from the Elections Committee. They will choose 2 of the questions and answer those on the video. Answers for each question are limited to 2 minutes.
4. **Acclamation** – There will be no acclamation for the unopposed candidates. All candidates who have been slated for the election will appear on the ballot.
 5. **Election** – We have already converted to electronic voting. Zoom Polling will be the primary method for conducting the elections. The National Office will provide each of the designated delegates with the election ballot during the Saturday, Sept 25, 2021, meeting of the House of Delegates as noted in the meeting schedule. The election will be open for 30 minutes. In the event of a run-off election, the elections committee will be prepared to immediately send a new ballot. The Run-Off election will begin at TBD EDT and will be open for 30 minutes. Election results will be immediately available. Election Runner, which we have used for the past two meetings, will be our back-up election application.

Meet the Candidates Questions

Each candidate will choose 2 of the following questions to answer for the video. All delegates to the USMS Annual Meeting will be provided with the list of questions in their annual meeting packets.

1. What strengths do you bring to this position? What will you improve to make yourself a better BOD member?
2. What qualities do you think make USMS a unique membership? What are our strengths as an organization and what are our weaknesses?
3. We are all facing unique obstacles since the start of the the COVID pandemic. What do you think USMS can do to balance its financial needs with the needs of the members? What suggestions do you have to keep membership retention while keeping costs low to stem any further losses?
4. What is motivating you to run for the BOD and what skills will you bring to your position?
5. What are two things about our program that have kept you an active member and motivated you to run for a national leadership position?

Six tips for looking great in a Zoom meeting or for any video (from USA Today)

1. **Appearance**
Avoid busy clothing patterns. A plain, solid color works best. Do not wear a bright white or a dark black shirt.
2. **Lighting**
Avoid shading; have one steady lamp directly by your face for an even, steady light. Do not use a sidelight or a backlight. Do not sit with your back to a window.
3. **Background**
Keep your background plain and simple so the viewer focuses on you, not what is sitting on the shelves behind you.
4. **Perspective**
Get rid of wide-angle. Step back from the camera so you will not be distorted.
5. **Eye Level**
Do not have the webcam/camera looking up at you. Eye to eye contact is the best connection.
6. **Sound**
Even though you are going to step away for a better perspective, do not be so far away that the microphone does not hear you. Remove the kids, the dogs, and all other sound distractions from the room.

Brevity (Tip from the Elections Committee) – keep your answers short and to the point.