## APPENDIX B: INSTRUCTIONS TO NOMINEES

March 1, 2016

Dear Nominee,

Congratulations on your decision to run for an elected USMS Board of Directors position. 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 (“EOG”) has been included to inform you of how the process works from the time nominations open until the election at the USMS Annual House of Delegates Meeting. If you have any difficulty complying with the requirements of this packet, notify the Election Chair. Please note that the relevant submission dates can be found in the EOG schedule.

The nomination period occurs in the year when the election is held and applies to all elected Board of Director positions (Officers and Directors). To complete your nomination, fill out the Nominee Questionnaire/Consent-to-Run form with appropriate attachments and return them by email to the Chair of the Election Committee. Please review the qualification criteria in the EOG before submitting your nomination.

If you do not go through this nomination process, you may still be nominated through the floor nomination process. There will be floor nominations during zone meetings for Directors and in the House of Delegates for all positions. Immediately after your floor nomination, you must submit the Candidate Questionnaire/Consent-to-Run form with appropriate attachments to the Chair of the Election Committee. Your documents will be duplicated and distributed to Delegates to allow time for review prior to the election. The photograph will be placed with the display board containing the other members of the slate.

Thank you for considering running for an elected USMS Board of Directors position. The nomination process and enclosed guidelines are intended to make the election process fair and consistent for all nominees. If you have any problems, please don't hesitate to contact me.

Cheryl Gettelfinger
Chair of the Election Committee

## APPENDIX C: NOMINEE QUESTIONNAIRE/CONSENT-TO-RUN FORM

**All nominees must complete the entire questionnaire.** You may use as much space as you choose in answering your questions. Candidates should return this form **by email** with your other attachments to the Chair of the Election Committee (Cheryl Gettelfinger, elections@USMS.org), by **April 30, 2016**. Candidates nominated from the floor must return this form with attachments immediately after nomination.

Section One: Consent-to-Run

Name: <Insert name here>

LMSC: <Insert LMSC here>

Consent-to-Run: I, <insert name here>, am interested in running for (**check one**):

|  |  |
| --- | --- |
| **Officer Positions** | **Director Positions** |
| \_\_\_\_\_ President | \_\_\_\_\_ BOD member from Breadbasket Zone |
| \_\_\_\_\_ Vice President of Administration | \_\_\_\_\_ BOD member from Colonies Zone |
| \_\_\_\_\_ Vice President of Community Services | \_\_\_\_\_ BOD member from Dixie Zone |
| \_\_\_\_\_ Vice President of Local Operations | \_\_\_\_\_ BOD member from Great Lakes Zone |
| \_\_\_\_\_ Vice President of Programs | \_\_\_\_\_ BOD member from Northwest Zone |
| \_\_\_\_\_ Secretary | \_\_\_\_\_ BOD member from Oceana Zone |
| \_\_\_\_\_ Treasurer | \_\_\_\_\_ BOD member from South Central Zone |
|  | \_\_\_\_\_ BOD member from Southwest Zone |

Section Two: Candidate Qualifications

***I am a member in good standing of USMS in this election year: \_\_\_\_\_Yes \_\_\_\_\_ No***

***I am planning to attend the HOD Meeting for this election year: \_\_\_\_\_Yes \_\_\_\_\_ No***

***I am Planning to attend all HOD Meetings during my tenure in office: \_\_\_\_\_Yes \_\_\_\_\_ No***

***I have attended more than 1 HOD Meeting in the past five years: \_\_\_\_\_Yes\_\_\_\_\_No***

***I am a resident and a member of the Zone from which I seek election (Director Candidates only): \_\_\_\_\_Yes \_\_\_\_\_ No \_\_\_\_\_N/A***

***Please list the USMS National HOD Meetings you have attended, including the dates of attendance:***

<Insert answer here>

Section Three: Questions

***Why are you interested in this position and why do you believe you would be a good candidate?***

<Insert answer here>

***What do you consider to be the major issues facing USMS now and in the future? As a person holding an elected position within USMS, how would you address these issues?***

<Insert answer here>

***Please list USMS committees on which you have served. Include the dates you were on the committees and the names of the committee chairs under whom you served:***

<Insert answer here>

***Please list any other experience that relates to your qualifications for the position.***

<Insert answer here>

***Please list any other information you would like included.***

<Insert answer here>

***Please write a short summary statement that will be posted on the display board with your photograph at the HOD Meeting***

<Insert answer here>

Attestation: I hereby attest to the best of my knowledge all information submitted is true. I realize that failure to answer truthfully may disqualify me as a candidate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section Four: Attachments

1. **All** nominees must submit the following attachment:
	1. A **photograph in jpg format**. For slated candidates, this must be in digital format and will be published on the USMS web site, in the HOD Packet, and posted on a board at the Annual Meeting. Floor Nominees must furnish a print. All documentation other than pictures should be in Word format.
	2. A completed Conflict of Interest form (see attached.)
2. New Candidates (i.e., those not running for re-election) must also submit the following attachments:
	1. A **Letter of Nomination** from any USMS member (for Officer Candidates) or any Zone Member (for Director Candidates). This should be a simple declarative nomination without elaboration unless the nominator is also writing a letter of reference (see point #2 below). The nomination statement shall be published in the HOD Packet.
	2. 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 will be published in the HOD Packet. Please see the attached letter template.