



Elections Manual

Elections are important to USA Canoe/Kayak, so the following material has been prepared to help members understand how USA Canoe/Kayak is governed and how elections work. This document can be divided into four sections: Organizational Function, Election Process, Important Definitions and Description of Positions.

Organizational Function

What is USA Canoe/Kayak?

USA Canoe/Kayak (USACK) is the National Governing Body for all canoe/kayak racing in the United States for the following disciplines: sprint, slalom, marathon, wildwater, outrigger, canoe/kayak polo, rodeo and canoe sailing.

USACK provides a wide array of programs and services for athletes, coaches, officials and event organizers. Additionally USACK produces 10-15 major national and international events annually; provides information and services and works with the national media to promote the sport, athletes, events and programs; develops and maintains relationships with corporate partners and works closely with the U.S. Olympic Committee to maximize funding and support for USACK programs.

Headquartered in Charlotte, North Carolina, USACK maintains a professional staff and utilizes the services of hundreds

of volunteers across the country to promote Olympic and non-Olympic canoe and kayak competition.

How is USA Canoe/Kayak governed?

USA Canoe/Kayak is governed by a set of By Laws that outline the procedures for the National Governing Body. The organization is also held accountable to act in accordance with the Ted Stevens Olympic and Amateur Sports Act and with the US Olympic Committee By Laws as regards requirements of a National Governing Body.

USA Canoe/Kayak's By Laws provide for a Board of Directors that is responsible for the business and affairs of the corporation and makes decisions that are in the best interest of the sport and the organization. The By Laws, which were revised on May 21, 2004, can be found at the USACK website (www.usack.org).

Election Process

Who can run for election?

In order to run for a position, you must be at least 18 years of age and be a member in good standing at the time of your nomination.

Members may not hold, nor run for, more than one USACK Board position at the same time. Members who hold a non-expiring USACK Board position may not

run for another. Nothing, however, shall preclude holding, or running for, a USACK Board position and a position on a Committee which is not also a USACK Board position.

It is the candidate's responsibility to provide a short biography and suitable photo to be posted to the website for elections.

Members running for positions that are designated by athlete status or geography must meet those qualifications to run for that position.

Who can nominate?

In order to nominate a candidate, you must be at least 18 years of age and be a member in good standing at the time you make the nomination. Nominators may nominate themselves.

It is the responsibility of the nominator to verify that the candidate is willing to accept that position if elected.

Nominators nominating for positions that are designated by athlete status or geography must meet those qualifications to nominate for that position. For example, only a Sprint Olympic/Pan Am/Worlds Athlete can nominate a candidate for a Sprint Athlete Director position which must be filled by a Sprint/Pan Am/Worlds Athlete; but a Sprint Nationally Distinguished Athlete can nominate either



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a Sprint Olympic/Pan Am/Worlds Athlete or a Sprint Nationally Distinguished Athlete for a Sprint Athlete Director position which can be filled by either a Sprint Olympic/Pan Am/Worlds Athlete or a Sprint Nationally Distinguished Athlete.

A USACK Nominations Committee will also propose a slate of candidates based on interviews and a search process to help ensure the quality of our Board Members.

Who can vote?

In order to vote, you must be at least 18 years of age and be a member in good standing as of October 1 of the election year. Members who join or renew their membership after this date will not be considered as part of the current year's election.

Voters voting for positions that are designated by athlete status or geography must meet those qualifications to vote for that position.

Members may vote only once and may vote only on an official ballot. Official ballot must be by mail or, for USACK Board elections only, by electronic ballot. Copies and or e-mails will not be accepted. It is the member's responsibility to keep the National Office apprised of new address information. In order to receive an official ballot, you must update your address with the National Office or using the on-line membership database.

What are USACK's responsibilities during the election?

The USACK Elections Committee (EC) will identify which positions are available and call for nominations. The EC will direct the Membership Coordinator to distribute the call for nominations and give the membership 30 days to return the nominations to the office. The EC will determine the validity of all nominations. The EC will distribute to each nominated candidate a list of responsibilities and a description of each position. The EC will cause any candidate biographies and pictures received from candidates to be posted on the website. The EC will prepare a ballot for elections. Election ballots for Board positions will be returned to and certified by a U.S. Olympic Committee auditor, who will report the results to the EC. The EC will declare the candidate receiving the most votes the winner, even if no candidate receives a majority. The EC will announce the results of the election on the website at www.usack.org.

What is the time-line of the elections?

In order to accommodate both Committees and the Board elections, a combined time-line has been established by the Election Committee as follows:

September 25 Call for Nominations will be emailed to all current

October 16

October 19

November 1

November 5

members who are eligible to vote and renewal notices will be mailed to all members who have expired in the last year. Cut off for nominations to be received and for memberships to be accepted or renewed for purposes of voting. All nominations must be received in the office, in writing, by this date. All applications for memberships and renewals as well as payments must be received by the office, by this date.

Ballots will be emailed to all current members who are eligible to vote.

Cut off for voting to occur online. All official ballots must be received at the designated U.S. Olympic Committee address (for Board positions) or in the office (for other positions) by this date.

Elections results will announced via the website at www.usack.org or www.canoeKayak.teamusa.org

Questions? E-mail info@usack.org



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Important Definitions

What are the classifications of Sports Divisions governed by USA Canoe/Kayak?

Current Olympic Sports Divisions. A sports division will be classified as Current Olympic if competition in this discipline will be contested at the next summer Olympic games. ***Current Olympic Sports Divisions are Sprint and Slalom.***

Near Olympic Sports Divisions. A sports division will be classified as Near Olympic if it will not be contested at the next Olympic summer games, but any of the following are true:

- Competition was contested in this discipline at the most recent Olympic summer games.
- USACK has been notified in writing by the USOC that competition will likely be contested in this discipline at an Olympic games during the next eight (8) years.
- Competition will be contested in this discipline at the next Pan American games.

There are currently no Near Olympic disciplines governed by USA Canoe/Kayak.

Non-Olympic Sports Divisions. Any organized sports division which is not Current Olympic or Near Olympic will be classified as Non Olympic. ***Current Non-Olympic Sports Divisions are Wildwater,***

Marathon, Canoe/Kayak Polo, Canoe Sailing, Outrigger and Rodeo.

Can a USACK member be a member of more than one Sports Division?

USACK members may vote in only one Sports Division's Committee elections. Members designate their Sports Division for elections purposes when they submit their membership and membership renewal applications. Sports Division Committees are committees of the Board of Directors and must abide by the same athlete requirements as all other Board Committees.

How do members qualify to be considered "athletes" for governance purposes?

There are two kinds of athletes that can serve (in "athlete" positions) on the Board of Directors, according to the US Olympic Committee criteria and reflected in the USA Canoe/Kayak By Laws Section 1.05 (g).

Olympic/Pan Am/Worlds Athlete. These athletes have represented the U.S. in an Olympics, Pan American Games, World Championships or Operation Gold Event (in the relevant discipline) in the 10 years preceding the year of the nomination. So, for a 2005 election, the relevant period is 1995 through 2004.

Nationally Distinguished Athlete. These athletes have, in the past 24 months and in

the relevant Olympic or Pan Am Games discipline, either been named to the National Team or finished in the top half at either a National Championships or a Senior Team Trials. Top half for an odd number of participants is the truncated number (e.g., the top half of 15 is 7). For Non-Olympic Divisions, these athletes have, in the past 24 months and in the relevant Non-Olympic Sports Division, either been named to a National Team, represented the United States in an international competition sanctioned by the International Canoe Federation or finished in the top half of either a National Championships or a Senior Team Trials.

At least half the athletes serving in "athlete" positions on the Board and on all Board Committees must be Olympic/Pan Am/Worlds Athletes.

Athletes must comprise at least 20% of the Board of Directors as well as many Board Committees.

How is a member's "primary residence" determined for purposes of elections to regional representative positions on Sports Division Committees?

Primary residence is as indicated on the individual's most recent USACK membership application or, if not indicated, as shown by the individual's mailing address in USACK's records. For purposes of elections, a member can have only one primary residence.



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Description of Positions

What are the current Board Positions?

Under the By Laws, the USACK Board consists of thirteen (13) Directors who are elected for two (2) year terms on a staggered election cycle. To be elected, all Directors must be at least eighteen years old and members in good standing of USACK at the time of their nomination. All Directors must attend 2 in-person Board meetings each year and be available for up to 10 additional conference call Board meetings each year.

Directors are elected in the following categories, with the following additional requirements applicable to each category:

Two (2) At-Large Directors. These Directors may be elected without regard to membership in a particular Sports Division or residence in a particular geographic region.

Two (2) At-Large Sprint Directors. These Directors must be members of the Sprint Sports Division. They also serve on the Sprint Racing Committee and so additionally must be available for up to 12 Sprint Racing Committee conference call meetings each year.

Two (2) At-Large Slalom Directors. These Directors must be members of the Slalom Sports Division. They do not also serve on the USA Whitewater Slalom

Committee (Slalom Committee or USAWS Committee) unless separately elected to the Slalom Committee.

Two (2) Sprint Athlete Directors. These Directors must be members of the Sprint Sports Division. In addition, one of these Directors must be an Olympic/Pan Am/Worlds Athlete. The other Director can be either an Olympic/Pan Am/Worlds Athlete or a Nationally Distinguished Athlete. These Directors also serve on the Sprint Racing Committee and so additionally must be available for up to 12 Sprint Racing Committee conference call meetings each year. Travel for these Directors to attend Board and Sprint Racing Committee meetings is paid out of the General Budget for USA Canoe/Kayak to help ensure that athletes may participate in USACK's governance no matter their economic situation.

Two (2) Slalom Athlete Directors. These Directors must be members of the Slalom Sports Division. In addition, one of these Directors must be an Olympic/Pan Am/Worlds Athlete. The other Director can be either an Olympic/Pan Am/Worlds Athlete or a Nationally Distinguished Athlete. These Directors also serve on the Slalom Committee and so additionally must be available for up to 12 Slalom Committee conference call meetings each year. Travel for these Directors to attend Board and Slalom Committee meetings is paid out of the General Budget for USA Canoe/Kayak to help ensure that athletes

may participate in USACK's governance no matter their economic situation.

Three (3) Non-Olympic Sports Division Directors. These Directors must be members of a Non-Olympic Sports Division, but cannot be members of the same Non-Olympic Sports Division.

Directors represent to the Board the views of the constituency from which they are elected and report back to that constituency the Board's actions. However, regardless of the constituency from which elected, all Directors are expected to serve the broad interests of the sport and all sports divisions.

Approximately half of the positions on the Board of Directors are up for election in any given election year and will be announced during the call for nominations.

Why are the Olympic Sports Divisions Committees elections being held in conjunction with Board of Directors elections?

Because the Olympic Sports Division Committees have several positions that are dually voted onto the Committee and the Board by virtue of one election, it is less confusing to hold the elections together.



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The **Sprint Racing Committee** is designed to help govern the sport, promote development of sprint athletes, coaches, officials, clubs and volunteer bases, select venues for National and International sprint competition, recognize deserving athletes, coaches, officials, clubs and volunteers and generally help to grow the sprint discipline in the United States.

The Sprint Racing Committee (SRC) is composed of twelve (12) members who are elected for two (2) year terms on staggered election cycles. To be elected, all committee members must be at least eighteen years old and members in good standing of the Sprint Sports Division of USACK at the time of their nomination. All committee members are expected to attend and to participate in Sprint Racing Committee meetings, of which there are generally one or two in-person meetings and 12 conference call meetings held in the second week of each month. No member of the Sprint Racing Committee may run for more than one position or may run for a different position than the one that they currently hold without first resigning their current position.

Sprint Racing Committee Representatives are elected into the following categories, with the following additional requirements applicable to each category:

Two (2) At-Large Board Representatives. These Representatives serve on the Sprint Racing Committee ex officio, by virtue of

their election to the USACK Board as At-Large Sprint Directors.

Two (2) Board Athlete Representatives. These Representatives serve on the Sprint Racing Committee ex officio, by virtue of their election to the USACK Board as Sprint Athlete Directors.

Two (2) Athlete Representatives. One of these representatives must be an Olympic/Pan Am/Worlds athlete. The other representative can be either an Olympic/Pan Am/Worlds athlete or a Nationally Distinguished Athlete. Travel for these Representatives to attend Sprint Racing Committee meetings is paid out of the General Budget for USACK to help ensure that athletes may participate in USACK's governance no matter their economic situation.

One (1) Region 1 Representative. This representative must be a primary resident of either Guam, Hawaii, California, Arizona, Nevada, Utah, Colorado, or New Mexico.

One (1) Region 2 Representative. This representative must be a primary resident of either Alaska, Washington, Oregon, Idaho, Montana, Wyoming, North Dakota or South Dakota.

One (1) Region 3 Representative. This representative must be a primary resident of either Texas, Nebraska, Kansas, Oklahoma, Arkansas, Louisiana, Minnesota, Wisconsin, Iowa, Missouri, Illinois, Indiana or Michigan

One (1) Region 4 Representative. This representative must be a primary resident of either Ohio, Kentucky, Virginia, West Virginia, Pennsylvania, Washington, D.C. Delaware, Maryland or other U.S. Territories.

One (1) Region 5 Representative. This representative must be a primary resident of either New Jersey, New York, Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire or Maine.

One (1) Region 6 Representative. This representative must be a primary resident of either North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia or Florida.

Representatives represent to the Sprint Racing Committee the views of the constituency from which they are elected and report back to that constituency the Committee's actions. However, regardless of the constituency from which elected, all Representatives are expected to serve the broad interests of the sport and all regions

The **USA Whitewater Slalom Committee** (Slalom Committee or USAWS Committee) is designed to help govern the sport, promote development of slalom athletes, coaches, officials, clubs and volunteer bases, select venues for National and International slalom competition, recognize deserving athletes, coaches, officials, clubs and volunteers and generally help to grow the slalom discipline in the United States.



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The Slalom Committee is composed of sixteen (16) members who are elected for two (2) year terms on staggered election cycles. To be elected, all Directors must be at least eighteen years old and members in good standing of the Slalom Sports Division of USACK at the time of their nomination. All Directors are expected to attend and to participate in Slalom Committee meetings, of which there generally are 2 or 3 in-person meetings and several conference call meetings each year.

The 16 members of the Slalom Committee consist of 12 Representatives and 4 Officers, and no member may serve in more than one capacity. The Officers are elected by the Slalom Committee, and in the event a Representative is elected as an Officer the Representative position becomes vacant, to be refilled.

Slalom Committee Officers are elected to one of the 4 following positions:

Chairperson. The Chairperson presides at Slalom Committee meetings and represents, coordinates the activities of, and speaks for the Slalom Committee.

Vice Chairperson. The Vice Chairperson presides at Slalom Committee meetings in the Chairman's absence.

Secretary. The Secretary keeps a record of Slalom Committee proceedings and provides notices.

Treasurer. The Treasurer oversees control of Slalom Committee moneys.

Slalom Committee Representatives are elected in the following categories, with the following additional requirements applicable to each category:

Two (2) At-Large Representatives. These Representatives may be elected without regard to athlete status or residence in a particular geographic region.

Two (2) Director Athlete Representatives. These Representatives serve on the Slalom Committee ex officio, by virtue of their election to the USACK Board as Slalom Athlete Directors.

Two (2) (non-Director) Athlete Representatives. One of these Representatives must be an Olympic/Pan Am/Worlds Athlete. The other Representative can be either an Olympic/Pan Am/Worlds Athlete or a Nationally Distinguished Athlete. Travel for these Representatives to attend Slalom Committee meetings is paid out of the General Budget for USA Canoe/Kayak to help ensure that athletes may participate in USACK's governance no matter their economic situation.

One (1) Northeast Regional Representative. This Representative must be a primary resident of either Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, New York or Connecticut.

One (1) Mid-Atlantic Regional Representative. This Representative must be a primary resident of either New Jersey, Pennsylvania, Maryland, District of

Columbia, West Virginia, Virginia or Delaware.

One (1) South-Atlantic Regional Representative. This Representative must be a primary resident of either North Carolina, Tennessee, South Carolina, Georgia, Alabama or Florida.

One (1) Mid-Continent Regional Representative. This Representative must be a primary resident of either Ohio, Kentucky, Michigan, Indiana, Wisconsin, Illinois, Minnesota, Iowa, Missouri, Arkansas, Mississippi, Louisiana, Texas, Oklahoma, Kansas, Nebraska, South Dakota or North Dakota.

One (1) Northwest Regional Representative. This Representative must be a primary resident of either Washington, Oregon, Montana, Idaho, Wyoming or Alaska.

One (1) Southwest Regional Representative. This Representative must be a primary resident of either California, Nevada, Utah, Colorado, Arizona, New Mexico or Hawaii.

Representatives represent to the Slalom Committee the views of the constituency from which they are elected and report back to that constituency the Committee's actions. However, regardless of the constituency from which elected, all Representatives are expected to serve the broad interests of the sport and all regions.