

USHJA POLICY STATEMENT

Subject: Zone Election Cycle

Policy Number: ZON100

Date of Board Adoption: May 18, 2020

Board Approved Effective Date: May 18, 2020

Zone Elections (Article 1301 and 1302)

Zone elections shall be conducted as follows:

- a) Each Zone will elect a maximum of six (6) representatives. Three (3) of the representatives will be designated hunter and three (3) will be designated jumper.
- b) The four (4) Affiliate Member Organizations with the highest number of Senior Active (or AMO equivalent category) members within the Zone and that are both a member in good standing with the USHJA as of March 1, 2020 and meet the criteria defined in the Bylaws (see Article 1401), may recommend a representative for appointment by the President to the respective Zone Committee. Membership totals will be calculated based on the AMO's membership as of November 30, 2019. These representatives must be a member of the Board of Directors of the Affiliate Member Organization. If a director of an Affiliate Member Organization has been elected as a member of the Zone Committee, that AMO will not appoint a representative. The President will invite the AMO with the next highest Senior Active membership (or AMO equivalent category) to recommend a representative.
- c) The President shall appoint a minimum of five (5) additional Senior Active Members to the Committee who have designated the applicable primary affiliation of hunter or jumper. In selecting these appointments, the President shall give consideration to the following factors: Zone level experience, geographic and constituency representation, technical expertise and governance experience.
- d) The President shall appoint the Chair and Vice Chair from members of the committee, first taking into consideration the recommendations from the Zone Committee. The President will consider previous performance in a leadership role of those recommended, including lack of past leadership, lack of fulfilling the duties required of Zone leadership or actions that did not serve the best interest of the Zone and the USHJA. The Zone Committee shall elect a Treasurer from its committee members. The Chair or Vice Chair cannot serve as Treasurer.
- e) Any vacancy on a Zone Committee shall be filled by the President.
- f) A vacancy in the position of Zone Chair shall be filled by the elevation of the Zone Vice Chair. A vacancy in the position of a Zone Vice Chair shall be filled by the appointment of a new Vice Chair by the President. A vacancy in the position of Zone Treasurer shall be filled by the committee with the election of a new Treasurer.

- g) A Zone Committee member who elects to change their primary designation during their term of service must resign from their seat, except representatives of Zones 11 Hawaii and 12 Alaska.

2020 USHJA Zone Election Timeline & Procedures

December 2019

Each hunter and jumper zone shall appoint a Zone Nominating Committee (ZNC).

- Each of the Zone Committees shall hold a meeting to recommend three individuals for appointment to the ZNC and the USHJA President shall appoint a minimum of three additional members to the ZNC.
 - These appointments must be Senior Active or Associate members in good standing of the USHJA, reside within the zone per USHJA Bylaws and may or may not be members of the Zone Committee.
- The President shall appoint the Chairman of the ZNC.
- The ZNC will be responsible for insuring a minimum of three (3) and a maximum of six (6) hunter designated nominees and a minimum of three (3) and a maximum of six (6) jumper designated nominees has been met and that the nominees have met all requirements.

January 2020

- Nominations for Zone Committee members will open January 1, **2020**.
- Nomination forms will be available on the USHJA website home page and also on each individual Zone's page.
- Recommendations for nominations may be submitted to the USHJA office by Senior Active or Senior Associate Members in good standing of the USHJA. Recommendations must be accompanied by the name and USHJA membership number of the individual making the recommendation, a short biography of the individual being recommended including their equestrian participation and governance experience.
- As nominations are received, each Nominee will be sent Nominee Packet which will include the USHJA Conflict of Interest Policy, Zone Committee member job description, and a Nominee Response Form to be returned indicating the Nominee's understanding and acceptance of the conditions of service and indicating their willingness to serve if elected.

March 2020

- Nominations Close on March 1, 2020. Incomplete recommendations or late nominations will not be eligible for inclusion on the ballot.
- On or before March 1, 2020. Affiliates must have provided association membership data (senior active members or the AMO's highest equivalent member category) based on November 30, 2019 information to substantiate eligibility to serve as one of the four largest AMOs.
- The names of all nominees meeting eligibility requirements will be forwarded to the Zone Nominating Committee for their consideration.

- Zone Nominating Committees may add nominees to the ballot should the minimum required number of nominees not be met.
 - If additional nominees must be added, the Zone Nominating Committee must analyze the nominees with regard to: Zone level experience, geographic balance, technical expertise, governance expertise, constituency representation.
 - All additional nominees put forward for the ballot by a Zone Nominating Committee must meet the eligibility requirements and will be sent the Nominee packet and only those who return the completed Nominee Response Form by April 30, 2020 will be added to the Zone Ballot.
- If the number of nominees exceeds the maximum allowed, the Zone Nominating Committee shall analyze the nominees with regard to: Zone level experience, geographic balance, technical expertise, governance expertise, constituency representation and shall select the candidates who are best qualified to represent these interests and the interests of the zone members.

May 2020

- On May 15, 2020, the ballots and biographies will be posted on each USHJA Zone webpage.
- Members will be required to log in on a secure site and through log-in their eligibility to vote will be verified. The election materials will consist of the following:
- A ballot containing the names of candidates determined by the Zone Nominating Committee.
- A biographical statement provided by each candidate.
- The attendance record for Zone Committee meetings of each incumbent.

July – September 2020

- On July 1, 2020, Zone Elections close and sign-in on the secure voting site will no longer be possible.
- On or about July 15, 2020, the USHJA office will notify each newly elected Zone Committee member of his or her election by email following the finalization of the election results.
- On or before July 31, 2020 the four (4) largest USHJA Affiliate Member Organizations in each zone, as determined by their number of members, will be contacted by the ED to recommend a candidate for appointment by the President to the Zone Committee. Notification shall include the names of the elected individuals.
- The Executive Committee shall meet and perform its duties with regards to the appointment of additional members to the Zone Committees.
- Once the seating of each Zone Committee is completed, the ED will conduct a call with each Zone Committee to receive their recommendations on Chair and Vice-Chair.
 - The President shall meet and perform their duties with regards to the appointment of the Chair and Vice-Chair of the Zone Committees. In the event that the ~~EC~~ President chooses to recommend to the Board individuals other than those recommended by the Zone Committees, the ED shall communicate their decision to the Zone Committee members by conference call.
- The President's recommendations will go forward to the Board or Executive Committee for their review.

- Zone Chairs and Vice-Chairs will be seated following BOD or Executive Committee approval.

October 2020

- Newly created Zone Committees will attend the October Zone Committee teleconference meeting.
- These meetings will serve to inform and educate the newly formed committees as to the progress of the Zone's work.

November 2020

- Newly created Zone Committees shall be seated.
- Following seating the Zone Committees shall elect a treasurer.