

USHJA POLICY STATEMENT

Subject: Zone Committee Cycle

Policy Number: ZON100

Date of Board Adoption: November 21, 2023

Board Approved Effective Date: November 21, 2023

Zone Committee Composition (Article 1301 and 1302)

Zone Committees will be formed through the following process and timeline:

- a) Each Zone will elect four (4) representatives. Two (2) of the representatives will be designated Hunter and two (2) will be designated Jumper. Zones must achieve a minimum of ten percent (10%) voter participation to maintain the election process in that Zone. If voting falls short of this minimum percentage, the process will default to a system where the President makes appointments for the four seats in consultation with the Zone Chair, utilizing the slate of candidates put forward by the Zone Nominating Committee. This change to an appointment process is applicable for 2024 and future years, and is a permanent change if voting in any Zone falls short of the minimum requirement.
- b) The two (2) 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 of the election year and meet the criteria defined within the Bylaws (see Article 1401), may recommend a representative for appointment by the President to the respective Zone Committee. Membership totals for each of the AMOs will be calculated based on the AMO's membership as of November 30 of the prior year. These representatives put forward by the AMOs must be members of the Board of Directors of the AMO. 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 three (3) additional Senior Active Members to the Committee. 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, taking into consideration the recommendations from the Zone Committee, shall appoint the Chair and Vice Chair from members of the Zone Committee. The President will consider previous performance in a leadership role for those recommended, including lack of past leadership, failure to fulfill 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.

USHJA Zone Election/Appointment Timeline & Procedures

December

Each Zone shall appoint a Zone Nominating Committee (ZNC) as follows:

- 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 Chair of the ZNC.
- The ZNC will be responsible for ensuring 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

- Nominations for Zone Committee members will open January 2.
- Nomination forms will be available on the USHJA website and on each individual Zone page.
- Nominations may be submitted to the USHJA office by Senior Active or Senior Associate Members in good standing of the USHJA. Nominations must include a short biography of the individual being recommended including their equestrian participation and governance experience.
- As nominations are received, each Nominee will be sent a 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

- On or before March 1, USHJA Affiliate Member Organizations must provide association membership data (Senior Active members or the AMO's highest equivalent member category) based on November 30 of the prior year to substantiate eligibility to serve as one of the two largest AMOs.
- Zone Member Nominations for the Zone Committee close on March 1. Incomplete or late nominations will not be eligible for inclusion on the ballot.
- The names of all Zone nominees meeting eligibility requirements will be forwarded to the Zone Nominating Committee for their consideration. The Zone Nominating Committee shall analyze the nominees with regard to Zone level experience, geographic balance, technical expertise, governance expertise, and constituency representation. Additionally, for any nominees who are incumbent Zone Committee members, the ZNC will also consider attendance records.
- Zone Nominating Committees may add nominees to the slate should the minimum required number of qualified nominees not be met.

- If additional nominees must be added, the Zone Nominating Committee must consider Zone level experience, geographic balance, technical expertise, governance expertise, and 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 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, and constituency representation, and shall select the candidates who are best qualified to represent these interests and the interests of the Zone members.

May

- On May 15, the slate of candidates and biographies will be posted on each USHJA Zone webpage.
- Members will be required to log in on a secure site and vote. 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

- On July 1, Zone Elections close and the secure voting site will no longer be accessible.
- On or about July 15, the USHJA office will notify each newly elected Zone Committee member.
- On or before July 31, the two (2) largest USHJA Affiliate Member Organizations in each zone, as determined by their number of members, will be contacted to recommend a candidate for appointment by the President to the Zone Committee. Notifications 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, a meeting will be held with each Zone Committee to receive their recommendations on Chair and Vice Chair.
 - The President shall appoint the Chair and Vice Chair of the Zone Committees.
- 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

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

November

- Newly created Zone Committees will be seated.