



USATF South Carolina Association Electronic Election Overview

About ElectionBuddy

USATF-SC will be utilizing the ElectionBuddy electronic platform for the 2021 Officer Elections. [ElectionBuddy](https://electionbuddy.com) (<https://electionbuddy.com>) is a secure and private system which uses 256-bit encryption with single use personal voting keys to safeguard your vote and ensure only one vote per key. Voting is anonymous with confidential choices that cannot be seen by other voters or administrators. Voting is completed using a simple, user-friendly ballot that can be accessed via cellphone, computer, or tablet through an email invite. The platform also allows candidate pictures, profiles or written statements to be added to the ballot. Additionally, voter information will not be shared with third parties and ElectionBuddy guarantees email deliverability with DomainKeys and sender policy framework that ensures email notices reach each voter and are not marked as spam. **Each qualified voter will receive an election invite though email from ElectionBuddy Elections.**

If you plan to vote at the 2021 Annual Meeting Elections, please email your request to attend to secretary@southcarolina.usatf.org, before 11:59 pm on Friday, Sept. 11, 2021. Please title your email "USATF-SC 2021 Annual Meeting" and include the following voter information:

- NAME

- USATF membership # (*membership numbers will serve as your voter ID.*)

- EMAIL Address (*You must provide a unique email address for each voter.*)

- CONSTITUENCY you intend to vote in (*Voters must declare only one constituency.*)

(Providing this information in advance is necessary to receive your invite to the Zoom meeting, to allow time to verify members, and to set-up the election ballot.)

USATF-SC Voting with ElectionBuddy

USATF-SC election rules, as contained in the USATF-SC Bylaws will apply. USATF-SC uses a balanced meeting ballot with voting strength spread evenly between all constituencies - active athletes- 20%, coaches - 20%, officials - 20%, clubs - 20%, and other members - 20%. (Art.9A.2b)

Voting Criteria/Qualifications:

- 1) All members voting at the 2021 Officer Elections must be in attendance at the 2021 Annual Meeting to be held via Zoom on September 12, 2021. (Art.9A.1)
- 2) All voters must be a minimum of 18 years of age on the day of election. (Art.9A.3.c)
- 3) Clubs and other member organizations shall have a minimum of one vote and each vote must be cast by a different representative. (Art.9A.3.d)
- 4) All voters must be a current member of USATF-SC and must have been a member for at least 30 days prior to the election (8/13/21), except for renewals from 2020. (Art.9A.3.e & f)
- 5) All voting members must declare one (1) constituency that they will vote in even if they are eligible in several. Constituencies- active athletes, coaches, officials, clubs, or other members. (Art.9A.3.h)

Constituency Credentials: Voters must meet the following criteria to be qualified in their declared constituency:

Athletes: USATF-SC International Athletes; or USATF-SC Active Athletes who have competed in a USATF sanctioned event in the past 24 months (since September 2019). *Active athletes must provide the name of a verifiable event where they competed.*

Coaches: USATF-SC Coaches who currently appear on the USATF Coaches Registry List. Only coaches who have fulfilled the education standard, and have current SafeSport and Background Screenings are eligible for this list. *To be placed on this list, Coaches must upload their education Certificate of Completion to their USATFConnect profile under their "Coaches Certification" page.*

Officials: USATF-SC Officials who have Certified for the 2021-2024 Olympiad and have current SafeSport and Background Screenings, as verified on their USATFConnect profile.

Clubs: USATF-SC Club or other member organization may designate individuals to vote as a Club/Organizations representative. Club/Organizational representatives must be listed on the organization's USATFConnect profile or appear on a list of eligible representatives submitted by the Club/Organization President or Head Coach for this purpose. The USATFConnect profile for such representatives must confirm their club/organization affiliation.

Other Members: All current USATF-SC Members who appear in the South Carolina USATFConnect database. (If you are eligible to vote but fail to indicate a constituency for which you are qualified, you will automatically be included in to the "other members" category to protect your ability to vote. If multiple constituencies are provided, you will be placed in the 1st listed constituency for which you qualify.)

Conduct of Voting:

- 6) **Voter Verification:** The Credentials Committee will use the USATFConnect system to verify that each voting member complies with the voting criteria (items 1-5). Membership numbers and email addresses for each verified voter will be uploaded to the USATF-SC ElectionBuddy Election system to create personal and secure ballots. *Please make sure that your USATFConnect profile is up to date.*
- 7) **The Credentials Committee** will report to the membership before the start of nominations. Credential disputes must be resolved before the election process is started. (Art.9A.2.c)
NOTE: Prior to the Annual Meeting, the Credentials Committee will attempt to contact any member who has submitted their request to attend on or before 11:59pm, Sept. 10, 2021, and who's membership is in question. If a member is unable to correct the disputed issue before the Credential Committee report presentation, they will be disallowed from voting. In order to respect individual privacy, the Credentials Committee will not resolve credential issues from the floor during the Zoom Annual Meeting. It is the responsibility of each member to submit their voter information in a timely manner and to keep their USATFConnect profile up to date.
- 8) **Formal Nominations** will begin following the Credentials Committee report and will proceed from President, 1st VP, 2nd VP, Treasurer, and Secretary. No person may run for more than one officer position during an election. (Art.11A & B)
- 9) **Candidate Requirements:** A candidate must be a current member of USATF-SC, be at least 18 years of age, must be present at the meeting, and must be USATF 3-Step Compliant or capable of compliance within 30-days of the election. Each candidate must have one nominator and one seconder who are both USATF-SC members and present at the meeting. Nominations are allowed from the floor. (Art.9A.1)
- 10) **Candidate Ballot Information:** Anyone intending to run for office is encouraged to submit a headshot and short written statement, which will be posted on the ballot. Please send your statement and headshot before 9/11/21 to secretary@southcarolina.usatf.org. Failure to submit pictures and documents in a timely manner will result in these candidate details not being displayed on the ballot.
- 11) **Candidate Presentations:** Following nominations for all offices, each candidate will be invited to speak to the members present. Members who wish to ask questions of the candidate should use the Zoom "raise hand" function. Questions will be taken in order and should be limited to relevant topics. When all candidates have been given the opportunity to speak, voting will begin.
- 12) **Uncontested Elections:** The voting members will first address any elections that are uncontested, in the order of precedence. These positions may be voted by acclamation, by a voice vote from the floor, and do not require a ballot. (Art.9A.4b)
- 13) **Contested Elections:** All contested elections must be by secret ballot. Election ballots will be emailed through the ElectionBuddy system after the close of the meeting. (Art.9A.4c)
- 14) **Election Ballots:** The Credentials Committee will prepare ballots for contested elections and election invitations will be emailed to all verified voters from *ElectionBuddy Elections*. Ballots will be available Sept 12th and voters will be given until the end of the day, at 11:59pm, to complete their votes. Reminder emails will be sent at 7pm, 9pm and 11pm. Before the close of the meeting, the Credentials Committee will provide a best guess estimate on the time that the election invitations will be sent. *Note: Voting will not be permitted once the election window has closed. Please PAY attention to your emails that evening.*
- 15) **Voting Panel:** The tally for each constituency will be forwarded to the vote counting panel, who shall meet on 9/13 to compile the results and certify the vote. (Art.9A.4.d)
- 16) **Majority Requirement:** If there are more than two candidates for an office and no candidate receives more than 50% of the vote, a run-off election will be held between the top two candidates. In this case, a run-off election ballot will be sent to qualified voters as soon as possible and no later than 36 hours from the completion of the first vote. Notice of the run-off ballot will be emailed to all qualified voters. (Art.10C)
- 17) **Results** will be emailed to all voters within 24 hours of Voting Panel certification. Results will also be posted on the the USATF-SC website, and forwarded in a blast to all current members.

Questions about this process? Attn: Credentials Committee at secretary@southcarolina.usatf.org.