



UNITED STATES *Dressage* FEDERATION

GMO Delegate/Proxy FAQ

1. What criteria must a GMO meet to be eligible to appoint a GMO delegate or proxy, and have voting rights?
 - A GMO must have a minimum of 25 members to have voting rights and appoint representation. Also, a GMO must be in good standing with USDF.
2. What is a GMO delegate and what does he/she do?
 - A GMO Delegate is the person designated by the GMO to be its representative to the USDF Board of Governors for a term of one year.
 - A GMO delegate can attend the annual convention and participate in the Board of Governors business meeting and any special Board of Governors meetings that may be called during the year.
3. What criteria must an individual meet to be a GMO delegate?
 - To be a GMO delegate, an individual must be a current member of their Group Member Organization.
 - Elected officers and regional directors of the USDF Executive Board are not permitted to be a GMO delegate or hold proxies.
 - No one person shall act as a delegate for more than one GMO, or act as a delegate for a GMO and the USDF Participating Members.
4. What if our delegate is unable attend the annual convention and Board of Governor's meeting?
 - The delegate of a GMO may be represented on the BOG by proxy (substitute). Your GMO can assign either a "**designated**" proxy or an "**undesignated**" proxy.
 - Any delegate proxy shall be valid only during the meeting specified. In other words, the proxy will only be permitted to vote for your GMO's delegate during the BOG meeting, not the rest of the year.
5. What is a **designated proxy** and how is a **designated proxy** appointed?
 - A designated proxy is appointed if your GMO's delegate cannot attend the BOG meeting, or if the person that your GMO would like to represent them is an elected PM delegate.
 - To appoint a designated proxy, your GMO must first appoint a delegate. The delegate serves as the point of contact for the GMO regarding any governance issues that may arise throughout the year outside of the BOG meeting.
 - The appointed delegate then designates their proxy (substitute), who will carry their votes at the BOG meeting only.
 - A designated proxy cannot be submitted to USDF without the name of the GMO delegate that the designated proxy will be voting on behalf of.

6. What is an **undesigned proxy** and how is an **undesigned proxy** appointed?
- An undesigned proxy is appointed if your GMO's delegate cannot attend the BOG meeting, and your delegate does **not** identify the member who shall vote on their behalf at the BOG.
 - To appoint an undesigned proxy, your GMO must first appoint a delegate. The delegate serves as the point of contact for the GMO regarding any governance issues that may arise throughout the year outside of the BOG meeting.
 - The GMO then submits the attached form indicating their delegate's name, and choosing the undesigned proxy option.
 - When an undesigned proxy is appointed, the Regional Director, in consultation with the USDF Secretary, will work together at the BOG meeting to find someone to vote on behalf of your GMO's delegate which is not in attendance.
 - Undesigned proxies shall be assigned first to a USDF member of your GMO, according to the instructions of your GMO, who agrees to be present at the meeting. No member shall hold more than two proxies.
 - An undesigned proxy is assigned secondly to those delegates present from the respective Region who do not already hold the proxy of another GMO. No delegate shall hold more than one proxy, unless there is no other eligible persons present at the meeting from the given Region, in which case the delegate may hold two proxies.
7. When must I have my GMO delegate assignment to the USDF office?
- The USDF office must have your GMO's delegate assignment, in writing (which includes electronic means), **no later than August 31**.
 - If your GMO has not appointed a delegate by August 31, the President of your GMO shall be designated as the delegate by default.
 - Except for emergency reassignments, all proxies must be completed by 6:00 pm the day before the BOG meeting begins. The USDF Secretary, in consultation with the Regional Director, shall complete emergency reassignments prior to the commencement of roll call at the BOG.
8. How is the number of delegates my GMO is allowed and my GMOs voting strength determined?
- A GMOs member count as of September 1 of the current year is used to determine the number of delegates and votes your GMO is permitted at the BOG.
 - However, the actual number of members on the roster (dues submitted) is not necessarily the number of members counted for voting strength. If a group member has joined more than one GMO, they are eligible to receive a refund for any additional GMOs they are a member of. In doing so, they must declare which GMO they want their primary affiliation, which is where their membership is counted for voting strength. For the other GMO(s) that they are a member of, they are dropped from the member count for voting strength purposes.
 - A GMO is allotted 1 delegate per 200 members, and 1 vote per 25 members.
 - The GMO Voting Strength Determination Tool can be found at <http://www.usdf.org/about/about-usdf/governance/gmovotingtool.asp>.



UNITED STATES *Dressage* FEDERATION
GMO Delegate/Proxy Authorization Form

Board of Governors General Assembly at the
2011 Adequan/USDF Annual Convention, San Diego, CA

Please read the GMO Delegate/Proxy FAQ sheet above for clarification and instruction before completing this form.

This form is due to the USDF office by **August 31**.

GMO delegates will be included on a list of USDF delegates to receive e-mail communications containing pertinent information on issues that will come before the BOG meeting. The sooner the USDF office receives the name and email address of your delegate, the sooner your delegate will begin receiving this communication.

GMO NAME: _____

REQUIRED: *Appoint a Delegate* (see FAQ for criteria to be a GMO delegate)

If your GMO is eligible to send more than one delegate, attach an additional sheet.

Name of Delegate: _____

USDF Member Number: _____

Address: _____

Phone: _____ E-mail: _____

OPTION 1: Assign a Designated Proxy (see FAQ for definition)

Complete this section ONLY if the above named delegate will be unable to attend the convention. **Note: To assign a designated proxy, it is REQUIRED that a delegate appointment be provided in the section above.** If your GMO is eligible to send more than one delegate, one designated proxy may be assigned for each delegate that is unable to attend. (attach an additional sheet as needed)

Name of Designated Proxy voting on behalf of the above named delegate at the BOG:

USDF Member Number: _____

Address: _____

Phone: _____ E-mail: _____

OPTION 2: Assign an Undesignated Proxy (see FAQ for definition)

Complete this section if your delegate is unable to attend the convention and would like to assign an undesignated proxy. **Note: To assign an undesignated proxy, it is REQUIRED that a delegate appointment be provided on the previous page (see section above "OPTION 1")**

_____ Our GMO would like to assign an undesignated proxy to vote on behalf of our delegate at the BOG.

AN OFFICER OF YOUR GMO MUST SIGN BELOW.

Signature

Date

Printed Name

Position

Return completed form by **August 31**. See the directions below on how to complete and return your form to the USDF office.

1. Complete the form, and then save the document to your personal computer. Once you've done so, email the completed form as an attachment to nominations@usdf.org
2. If you prefer, the form can be printed off, completed, and sent to the USDF office as a fax. Please send to the attention of Sarah Jones, Nominating Committee liaison, 859-971-7722.
3. The form may also be printed off, completed, and sent via USPS to the attention of Sarah Jones, Nominating Committee liaison, to the address below.

United States Dressage Federation
4051 Iron Works Parkway
Lexington, KY 40511

If you have any questions or need additional clarification, please contact your region's Nominating Committee representative or the Nominating Committee Chair. Contact information can be found at <http://www.usdf.org/about/about-usdf/councilscommittees/nominating.asp> . The Nominating Committee liaison can be reached at nominations@usdf.org .