



# UNITED STATES DRESSAGE FEDERATION™

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**USDF**

## **Participating Member (PM) Delegate: Nomination and Election Process FAQ**

### **1. What is a PM delegate?**

A PM delegate represents the interests of all USDF Participating Members within their respective region on the USDF Board of Governors (BOG). As a PM delegate, you will be asked to vote on governance issues at the BOG General Assembly held at the USDF Annual Convention, as well as issues that may arise throughout the year. Communication is key if elected as a PM delegate. PM delegates should communicate with their Regional Director to stay informed on important regional and national issues, as well as with the Participating Members within their region whom they will be representing on the BOG.

### **2. By accepting a PM delegate nomination, and if elected as a PM delegate, what is required?**

- You must be a current Participating Member of USDF.
- You must currently reside in the region for which you are a candidate or elected PM delegate.
- You shall not be an elected Officer, Regional Director or At-Large Director of USDF.
- You must agree to represent the Participating Members of your region for a one year term, from the time the current year election results become public (no later than the end of the first week of August), until the election results for the following year are public.
- You must agree to attend the USDF Annual Convention, specifically the BOG meeting.
- You must agree to attend the convention at your own expense, unless your local dressage organization or region provides financial assistance.
- If elected as a PM delegate, and if you are a member of a Group Member Organization (GMO), you will not be eligible to represent your GMO as a delegate on the BOG. If your GMO would like you to represent them, you may only do so as a proxy, and for only one GMO.

### **3. How do I nominate someone to run in the PM delegate election?**

- Nominations can be submitted to the USDF Nominating Committee liaison at [nominations@usdf.org](mailto:nominations@usdf.org) or [sgarn@usdf.org](mailto:sgarn@usdf.org), or by calling 859-271-7897. Receipt confirmation of the nomination will be provided. If confirmation of the nomination is not received within 48 hours, please follow-up or resend the nomination.
- Nominations can also be submitted to your region's Nominating Committee Representative. Contact information for each committee representative is located at <http://www.usdf.org/about/about-usdf/councilscommittees/nominating.asp> on the USDF website.

### **4. What happens after the nomination is sent?**

The Nominating Committee liaison will e-mail an **Acceptance Form** to the nominee for completion. Instructions regarding completion of the form, as well as how the form should be returned will be included in the e-mail. Return of the **Acceptance Form** is **REQUIRED** for a nominee to be included on the voting ballot. When the form is returned, an e-mail confirmation showing receipt of the form will be provided to

the nominee within 48 hours. If confirmation is not received within that time frame, a follow-up communication should be sent by the nominee to [nominations@usdf.org](mailto:nominations@usdf.org) or [sgarn@usdf.org](mailto:sgarn@usdf.org) .

**5. What is the deadline for PM delegate nominations?**

All nominations for the PM delegate election must be received no later than April 15. Nominations will not be accepted after the April 15 deadline per the USDF Policies and Procedures.

**6. When do the PM delegate elections take place?**

Voting begins June 1 and ends on June 30.

**7. How can I learn more about the PM delegate nominees in my region?**

- Bios for each PM delegate nominee will be available:
  - On the **Nominations & Elections** page of the USDF website at <https://www.usdf.org/about/about-usdf/governance/nominating/index.asp> .
  - Via region specific e-mail communications from the USDF office during the month of June (when voting takes place). These e-mail communications will include the names and bios of the nominees specific to your region.
  - On USDF's online publications website, [www.YourDressage.org](http://www.YourDressage.org) .
  - When you login to the USDF website to place your vote online.

**8. Who is eligible to vote in the PM delegate elections?**

- Only current USDF Participating Members are eligible to vote for the delegates in their region.
- USDF Group Members are not eligible to vote in the PM delegate election.

**9. When will the nominee be notified of the election results?**

The nominee will receive an e-mail notification from the USDF office no later than early August informing them of the election results.

**10. When will the election results be available to the USDF membership?**

The newly elected delegates will be listed at the **Current Year PM Delegates** link at <http://www.usdf.org/about/about-usdf/governance/nominating/Delegates.asp?Type=PM> on the USDF website in early August.