

## GEFSC Election Procedures - Guideline

In accordance with the bylaws adopted by the Board of Directors, on January 29, 2026, the following document is prepared as a guideline to the annual election procedures.

### General

Elections must be held annually and within one month before the start of the club's fiscal year, which is July 1.

An Elections Chair shall be appointed:

- appointed by the GEFSC Board of Directors
- sets the date, time, and location of GEFSC's Annual Elections
- ensures the election is conducted fairly and in accordance with GEFSC's bylaws

A Nominating Committee shall be formed:

- selected by the GEFSC Board of Directors or the president of the board
- works with the board to determine the board positions that need to be filled
- consists of 3 members of the board, none of whom will be on the ballot
- starts at least 60 days prior to the Annual Election date - preferably much earlier
- puts forth a slate of candidates for all open positions.

### Elections Procedure

1. As a general policy, the Nominating Committee shall open nominations via an email to GEFSC club members. A sample email is included at the end of this document.
2. A deadline to submit nominations will be set forth in the email and will be no later than May 1st.
3. At the same time, the Nominating Committee shall seek recommendations and input from the Board of Directors relating to potential candidates. The Nominating Committee shall make a good faith effort to represent different ages, disciplines, coaches, and interests of the membership.
4. As nominations come in, the Nominating Committee shall confirm that the candidate meets the following qualifications:
  - Is a registered member in good standing of GEFSC with eligibility to serve on the board of directors
  - Is at least 18 years of age
  - Is willing to serve on the board of directors in the capacity of the open positions
  - \*Coaches may not hold more than one seat on the Board of Directors at any time. At no time shall a coach who is employed in the capacity of a skating

director of GEFSC (such as the TOI Lead or LTS Lead) serve on the Board of Directors.

5. The Nominating Committee shall finalize the slate of candidates. There may or may not be more nominees on the slate than the number of open positions. The Board of Directors shall approve the slate as set forth, and only shall disapprove in the event that the criteria set forth in the GEFSC bylaws have not been met.
6. The Secretary shall request a brief biography and digital photograph from each nominee on the slate. Candidates should be provided with a sample biography that includes suggested information.
7. The Secretary shall compose a communication with the bios and photos of the nominees and a sample ballot. Candidates shall be listed in alphabetical order. Instructions on how voting will take place shall be included.
8. This communication, outlining the slate and ballot, shall be publicly posted at the rink and emailed to membership at least four (4) weeks prior to the date designated for the Annual Election.
9. At least two (2) weeks prior to the date set for the Annual Election, the Secretary shall send by email ballots for the purpose of counting votes to all Members who are at least 18 years of age and are of a membership class with eligibility to vote in the GEFSC Annual Elections. Voters will be directed to select a certain number of candidates from those listed on the ballot. For example, if there are 6 candidates and 5 open director positions, voters will be instructed to select 5 candidates from the 6 listed. If there are 5 openings and 5 candidates, voters will be instructed to select 5 candidates from the 5 listed. An example of such ballot is included at the end of this document.
  - \*Voters will elect board members. They will not elect officers. Officers are elected annually by the voting members of the board just prior to the start of the new fiscal year.
10. Eligible voters may cast their ballot in person at the date, time and location set by the Election Chair. Alternatively, ballots may be submitted by email to the Election Chair prior to the date and time selected for in-person voting. Both in-person and email votes must include the eligible voter's USFS membership number. Ballots sent by email after the date and time of in-person voting will be considered invalid. The Board of Directors has the option of limiting which methods of ballot submission will be used in each election.
11. The actual counting of the ballots shall be conducted under the supervision of the Election Chair or such other person as the Board of Directors may designate for

that purpose. The Secretary shall assist in the vote counting and shall verify ballots submitted against the membership list of eligible voters.

12. The Election Chair will communicate the final results of the Annual Election to the Board of Directors and the Secretary shall post the these results at the rink and via email to the membership. The Secretary shall preserve the ballots and other records of each Annual Election for at least three years after the date of such Annual Election.
13. Prior to July 1, and no later than June 30, the entire new board must meet to elect officers. At this meeting, new members will be required to sign the GEFSC Board Member Agreement.
14. The Secretary shall report the results of any election of officers and /or directors to USFS as required by USFS.

### Example of Letter to Membership Seeking Nominees

To: Membership

It's election time! GEFSC is looking for candidates who would like to share their time and talents and help lead our club into the future!

The GEFSC Board of Directors is requesting nominations from membership to fill open board positions for the next term. Our Annual Election take place in June and terms will begin on July 1.

GEFSC members are encouraged to submit names of members that would be qualified and willing to serve. You may nominate yourself. We are looking for individuals who will be capable of overseeing and managing club activities and who will make sound and impartial decisions. Nominees must be at least 18 years of age and must be of a GEFSC membership class that has eligibility to hold a board seat. A board term is two years, and officers will be selected annually by the elected voting members of the board. Board members must attend monthly board meetings, engage in board discussions and provide input with regard to issues, help recruit and serve as committee heads and volunteers, and serve as ambassadors of the club.

Please submit nominations via email to (CLUB President) at [grefsc@gmail.com](mailto:grefsc@gmail.com) no later than April 15,( YEAR). The nominating committee will review the candidates and will put forth the slate in accordance GEFSC bylaws.

If you have any questions, please reach out to any current board member or the club president at the email above. Thank you for your consideration and for being an important part of GEFSC.

Sincerely,  
XXXXXX, GEFSC President  
Email, phone

### Example of a Ballot

The Board of Directors strongly encourages all members of GEFSC who are eligible to vote to participate in this year's Annual Election!

Voting will take place in-person on June 14, 2026 from 2:00pm to 4:00 pm at Swonder Ice Arena. Alternatively, eligible voters may cast their vote by email up until June 14<sup>th</sup> at 4:00 pm. Votes sent by email after 4:00pm on June 14<sup>th</sup> will be considered invalid. Eligible voters may submit only one ballot in the election.

Members who are qualified to vote:

- Hold GEFSC memberships with voting rights (Full, Introductory, Coach, Official)
- Are in good standing with GEFSC
- Are 18 years of age and over

Biographies and photographs of the candidates are attached here, as well as posted at the rink.

Please complete the following and submit to:  
GEFSC Election Chair at [XYZEMAIL@gmail.com](mailto:XYZEMAIL@gmail.com)

Member Number: \_\_\_\_\_

Please vote for up to five (5) of the candidates listed below:

\_\_\_\_\_ Bill Anderson  
\_\_\_\_\_ Mary Green  
\_\_\_\_\_ Vikki Jones  
\_\_\_\_\_ Suzy Smith  
\_\_\_\_\_ Michelle White

Thank you for your support of GEFSC!