

**UNITED STATES BRIDGE FEDERATION
REGULATIONS FOR CONDUCT OF
ELECTIONS FOR BOARD OF DIRECTORS**

*Adopted by the [Board of Directors](#)
[of the United States Bridge Federation](#)*

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I. GENERAL

A. Voting

The Board of Directors shall be elected by a plurality of the votes cast by Active Members of the USBF. In the event that an election involves both full terms and partial terms of office (i.e, a current Board member has resigned mid-term and the President has not appointed a replacement), the candidates shall be ranked according to the number of votes received. The highest ranked candidates shall be elected to full terms, and the next highest-ranking candidates in corresponding order shall fill the partial terms, in order of length of term.

B. Lengths of Terms

From the 2004 election onward, each of seven board members shall be elected in November for a term of 3 calendar years. In 2008, one director shall be elected from each category (Active members, Athlete members). In 2009, three directors shall be elected, with the "Active" and "Athlete" categories eliminated. In 2010, two directors shall be elected. This pattern of electing directors (two, three, two) shall repeat in three year cycles.

II. CONDUCT OF ELECTIONS

A. Director of Elections

The Elections Committee, subject to the approval of the Board of Directors, shall appoint a Director of Elections. The Director of Elections shall mail ballots to Active Members, receive ballots, tabulate them, present the results and act otherwise as directed by the Elections Committee. In the absence of the Director of Elections, the President of the USBF (or the President's designee) shall act as Director of Elections.

III. NOMINATING PROCEDURES

A. Nominating Subcommittee

The USBF President shall appoint a Nominating Subcommittee (comprised of five (5) members of the ACBL who may or may not be active USBF Members) to hold two (2) year terms staggered so that three (3) members shall commence their terms in each even numbered year and two (2) members shall commence their terms in each odd numbered year. No more than two members of the nominating committee shall be current members of the Board of Directors.

B. Nomination Procedures

1. Number of Nominees

The Nominating Subcommittee, by majority vote, shall select nominees for the seats coming vacant for the election year and shall certify such nominees to the Elections Committee at least thirty-one (31) days prior to the ballot mailing date.

2. Nomination Closing Date

Nominations will be closed thirty (30) days prior to the ballot mailing date.

3. Selecting Nominees

The Nominating Committee shall select nominees who have been recommended by USBF members, including USBF Board Members, or who have expressed an interest in serving on the USBF Board.

4. Petition Candidates

Active Members may be added to ballots by petition. A valid petition application requires twenty five (25) Active Member signatures. Petitions must be received by the USBF Director of Elections no later than twenty (20) days prior to the ballot mailing date.

5. Additional Procedures

All candidates shall receive and review the document entitled "Board Member Expectations," which is Appendix A to this document.

The Nominating Subcommittee may not nominate any subcommittee member, their parents, siblings, children or spouses.

C. Conduct of Nominating Subcommittee Members

All discussions and documents of the Nominating Subcommittee shall be held in strict confidence and may be shared with Subcommittee Members and Election Committee Members only on official business of the Committee.

IV. CONDUCT OF ELECTION

A. No Ballot Required

If the Nominating Committee chooses to nominate one candidate for each open position on the USBF Board, and there are no petition candidates, the nominees shall be declared by the Director of Elections as having been elected without balloting. The remaining sections of this Article IV deal only with elections in which there are more nominees than open positions on the USBF Board.

B. Campaigning

The Elections Committee shall assure that information on certified nominees is placed on the USBF website.

C. Voting Membership

Only Active Members of the USBF are eligible to vote in elections for Board members. An Active Member, as defined in the Bylaws of the United States Bridge Federation, Article II.B, is a person who is a Regular Member as set forth in Article II.A and is current in payment of Active Member dues as set by the Board of Directors. The Director of Elections shall establish the eligible voter list. The list shall be posted on the USBF website fifteen (15) days prior to the ballot mailing date. Objections to the eligible voter list must be filed with the Director of Elections within seven (7) days after the eligible voter list is posted on the USBF website. Such objections shall be forwarded to the ad hoc Election Protest Committee (three members of the USBF Board of Directors appointed by the USBF President). If no such protest is filed, the eligible voter list shall be considered final and no protest to it may subsequently be filed.

D. Voting Period

The voting period shall run for thirty (30) days from the Ballot Mailing Date and shall expire at 5:00 p.m. EST on the date listed on the ballot. ANY BALLOTS RECEIVED AFTER THIS SHALL NOT BE COUNTED.

E. Voting Procedures**1. Mail Ballots**

Each election shall be by direct and/or email ballot and overseen by the Director of Elections and the Elections Committee. The expectation is that Active Members with known email addresses will vote electronically.

2. Ballots and Election Package

All votes for election to the Board of Directors shall be cast on official ballots, which shall describe the vacancies to be filled. All names shall be listed alphabetically. Ballots shall be marked to identify incumbents, nominating Committee recommendations and petition candidates. The voting period shall be stated on each ballot. Such ballots shall be prepared and mailed / e-mailed by the Director of Elections to the Active Members on the Ballot Mailing Date. The Director of Elections shall maintain a confidential voting member ballot list.

The Election Package shall consist of: instruction letter, candidate biographies, ballots and, for USPS ballots, a return envelope addressed to the Director of Elections. All email ballots should likewise be returned to the Director of Elections.

3. Return of Ballots

Each Active Member may vote for up to the number of candidates that is to be elected. Facsimiles of ballots shall be accepted. Lost and/or destroyed ballots shall be replaced by the USBF upon signed, written request of the Active Member.

Write-in candidates are not allowed and shall not be counted. However, an invalid write-in shall not disqualify other proper votes on the ballot.

Active Members shall return the ballots directly to the Director of Elections in the envelope provided or by facsimile, or via email response.

4. Receipt of Ballots

As ballots are received, the Director of Elections, on behalf of the Elections committee, shall:

- i. establish the number of votes cast;
- ii. establish that each person casting a ballot is entitled to vote; and
- iii. verify the validity of the ballots.

The Director of Elections shall make reasonable efforts to contact electors to correct deficient ballots. The decision of the Director of Elections regarding deficient ballots shall be final.

The Director of Elections and the President of the USBF (or his/her designee) shall independently tabulate the ballots. Ballots shall be kept confidential and shall not be subject to inspection by anyone other than the Director of Elections and the President of the USBF (or his/her designee). The Director of Elections shall announce the results of the election to the Election Committee at the end of the election period. The Elections Committee shall certify the results of the election.

F. Breaking a Tie in Election Ballot

Ties shall be broken by vote of the Board of Directors sitting at the time of election, excluding any members running for election. If a tie remains, the USBF President shall determine the winner.

G. Replacement Of A Candidate

If a candidate dies or withdraws after the nominations have been closed but before the voting period begins, the nominating committee may, at its discretion, replace the withdrawn candidate.

H. Nullification Of Election For Director

The death or withdrawal of a candidate for the Board of Directors, opposed or unopposed, DURING THE VOTING PERIOD, shall nullify the election in progress and a new set of nominees shall be established.

I. Protests

Only candidates may protest the election. A protest to an election must be filed with the Director of Elections in writing (e-mail permitted), and must specify in detail the nature of the protest and be postmarked no later than ten (10) days and received no later than fourteen (14) days after the Director of Elections announces the election results. If the tenth day is a postal holiday, the tenth day shall be deemed to be the next day that is not a postal holiday. If the fourteenth day is a postal holiday, the fourteenth day shall be deemed to be the next business day.

1. Protest Procedures

The USBF Board of Directors has the ultimate authority to decide election protests, and its decision shall be final and binding on all parties; but at one or more stages of the process, the Board may delegate authority to some other body to hold hearings, to make recommendations to the Board, and/or to undertake related tasks. Initially, the Election Protest Committee shall hear the protest. The Election Protest Committee:

- a. Shall forward a copy of the protest to each candidate in said election.
- b. Shall review the protest as soon as possible.
- c. May, at its discretion, hold hearings, interrogate witnesses, examine all pertinent documents and do any and all things necessary to decide such protest in an equitable manner.
- d. Shall decide the protest and mail a copy of the decision, along with an explanation of such decision, to all interested parties.

2. Appeal from Decision of Election Protest Committee

An appeal of the Election Protest Committee's decision to the USBF Board of Directors must be received within ten (10) days after the announcement of the Committee's decision; otherwise, such decision may be finalized by the Board. The USBF Board may hear the appeal or assign a committee to make a recommendation to the Board. Such review shall be in the nature of an appellate review based on the record of the hearing. New evidence shall be allowed only at the discretion of the Board or its Committee. All parties to the appeal shall be entitled to submit oral arguments or written briefs to the Board or its designated committee. The Board will uphold the Election Protest Committee's decision, unless it determines such decision was unreasonable, based on the evidence considered and any new evidence allowed by the Board or its designated sub-committee.

V. ELECTION TIMELINE

At least 45 days prior to Ballot Mailing Date: Notice posted on USBF website.

Thirty-one days prior to the Ballot Mailing Date: Nominating committee certifies its nominees to Election Committee.

Thirty days prior to Ballot Mailing Date: Nominations close.

Twenty days prior to Ballot Mailing Date: Last day for petition candidates to submit petition.

Fifteen days prior to Ballot Mailing Date: Director of Elections establishes eligible voter list, and list is posted on USBF website.

Seven days after eligible voter list is posted on USBF website: Last day for protest to eligible voter list.

Thirty days after Ballot Mailing Date: End of voting period. Ballots received after this date will not be counted.

Ten days after results are announced: Last day for protest to election