



## **CHAPTER 2 • ASSOCIATION ANNUAL MEETINGS & ELECTIONS**

### **2.1 – INTRODUCTION**

Each Association is required by Regulation 7 to hold an Annual Meeting. The Annual Meeting consists of all Association members, holds the election for officers and addresses any other matters that must be approved by the membership as a whole.

*NOTE: Employees working within the past 90 days may not participate in the election process. However, employees may, at the Association's discretion, vote if they are members of the Association and otherwise eligible.*

### **2.2 – DATE / NOTICE**

Each Association should reference its Bylaws to determine the notice (how many days prior to the date of the meeting that members must be informed of the date and location for the meeting) that is required for the Annual Meeting.

The Association's Bylaws must also minimally meet the provisions of USATF Regulation 7(G)(3):

- Notice of an election must be given to each member of an Association.
- Notice may be by mail, newsletter, the Association website, or the USATF website (If a website is to be used to inform members of the elections, then members must be informed as to where to find that information on the website through a mailing or newsletter).
- Notice must be given at least 30 days prior to the election. If there is a date for nominations, notice should also be given 30 days prior to this date. See <https://www.usatf.org/Mgmt/Assoc/Forms/Essentials-for-Officers/Sample-Annual-Meeting-Notice.aspx> for a sample meeting notice.
- If there is a change in the time or date of the election, 14 days' notice of the change must be given.

### **2.3 – AGENDA**

The proposed agenda for the Annual Meeting should be included in the Notice of the Meeting. Any matters that the Association must bring before all of the members of the Association should be included on the agenda.

A sample agenda might include the following:

- Review & approve minutes of prior annual meeting
- Accept nominations for office (if you hold an in-person election)
- Accept nominations for committee chair
- Balloting
- Announce results of election
- Make any appointments
- Approve any bylaw or other regulation changes
- Discuss any "Old Business" or topics for "New Business"

## ***2.4 – ELECTION PROCESS***

The process for each Association's elections should be set forth in their bylaws. All of the notice provisions set forth above should be reflected in the bylaws. The following is an abbreviated version of USATF Regulation 7(G). Additionally, these provisions are subject to change. You should reference the current copy of the USATF Governance Manual for all of the provisions of this regulation.

Visit <https://www.usatf.org/Mgmt/Assoc/Forms/Essentials-for-Officers/Association-Election-Process.aspx> for election assistance.