

[Current USATF Niagara bylaws](#)

Article VI: Elections and Voting

The following guidelines shall apply to all elections of officers, sport committee and other chairs in the Association. All election procedures for officers and any other elected positions shall be defined in these bylaws and comply with Regulation 7 of the USATF by laws. The procedures shall include the notice of elections to be held, the process by which nominations are made, the voting constituency, the conduct of balloting and election protests.

The USATF Niagara elections shall follow the following common guidelines and procedures to ensure fairness and openness. All elections will be held at the Annual Meeting of members. Those elected shall assume their duties immediately following the adjournment of the Annual Meeting of members.

A. Election notice:

1. Distribution: Notice must be distributed by mail, e-mail, and/or the Niagara Association website.
2. Web site use: If a web site is to be used to inform members of the elections, members will be informed by e-mail with instructions for access to the website.
3. Prior arrival: The initial meeting notice must be sent by means under which it will arrive at least thirty (30) days prior to the beginning of the election process.
4. Changes: Any notice of a meeting change or a change in the election process must be at least fourteen (14) days prior to the meeting.

B. Nominating process:

1. Nominating committee: A nominating committee consisting of at least three (3) people appointed by the President shall present a slate of candidates for each office.
2. In-person meeting nominations: Nominations may be made from the floor at the elections meeting.
3. Membership and age criteria: A candidate must be a member of the Association who is at least 18 years of age (at the start of the term of office).
4. Nominations and seconds: A candidate needs one (1) nominator and one (1) seconder who are both members of the Association.

C. Voter Criteria:

1. One person-one ballot: One (1) person shall cast only one (1) ballot regardless of how many positions within the Association the person occupies.
2. Proxies: There shall be no proxy voting.
3. Minimum age: Voters must be a minimum of age (18) on the day of the election.

D. Voting membership deadline: Except for renewals from the previous year, individuals must be members in the month which ends more than one full month preceding the elections

E. Conduction of Voting: This Association shall use an open meeting ballot where all members of the Association are eligible to attend, virtually or in person, and vote.

1. Disputes: Credential disputes must be resolved before the election process is started with nominations and/or the report of the nominating committee.

2. Uncontested: Uncontested elections may be voted by acclamation.
3. Ballot Type: A secret ballot must be used for contested elections.

F. Counting Ballots:

1. Panel: A panel of at least three (3) individuals shall count the ballots and sign the tally. All panel members shall be voting age. The panel shall not include any individual who is a candidate for a contested office.

G. National delegates:

1. National delegates shall be appointed by the Executive Board
2. National Delegates must be members of Niagara USATF.

H. Majority requirement:

1. A plurality of the voting members must be achieved in order to be elected.
2. In run-off elections, candidates equal to twice the remaining positions shall be on the ballot.

Article VII: Officers and their duties

- A. Positions: The officers of the Association shall be: President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.
- B. Duties of the Officers: The officers shall perform the following duties as well as any other duties prescribed by these bylaws, the USATF by laws, Operating Regulations or the Board of the Association.
 1. President: The President shall:
 - a. Preside at all meeting of the USATF Niagara Executive Board;

- b. Be the ex officio non-voting member of all committees;
 - c. Shall manage and supervise the affairs of this Association;
 - d. Select committee chairs and other such members that he or she is entitled to appoint as well as other appointment authorized by these Bylaws after consultation with other other officers. He or she may likewise terminate such appointment for good cause upon written notice to such appointees and other officers.
2. First Vice President: 1st Vice-President shall
- a. The 1st Vice-President shall perform such duties as shall be assigned by the President.
 - b. The 1st Vice-President shall serve as the presiding officer at Executive Board absence of the President.
3. Second Vice-President: The 2nd Vice-President.
- a. The 2nd Vice-President shall perform such duties as shall be assigned by the President.
 - b. The 2nd Vice-President shall serve as the presiding officer at Executive Board absence of the President and the 1st Vice-President.
4. Secretary: The Secretary shall:
- a. keep and cause to be kept all records of this Association, and all minutes of meetings of the Association and the Executive Board, and,
 - b. Perform all duties normally pertaining to the office of secretary.
5. Treasurer: The Treasurer shall;
- a. Keep and cause to be kept a correct and complete record of account, showing accurately at all times the financial condition of this Association,
 - b. Perform all duties normally pertaining to the office of treasurer.
- C. Election: The President, Secretary and other committee chairs are to be elected for four (4) years at the Annual meeting of the Association during

the last year of each Olympiad. The Vice Presidents, Treasurer and Sports Chairs are to be elected during the Annual meeting held in the middle year of the Olympiad. No person may contest more than one (1) officer position during an election.

- D. A person may not hold the office of President and any other officer position; however, a person may be named in other dual capacities to fill a vacancy.
- E. There shall be no established order of succession into any office.
- F. All officers must be three step compliant.
- G. The President shall not serve consecutively for more than two (2) full terms.
- H. There are no term limits on other elected positions.
- I. Should the President of any officer become incapacitated, be removed or resign, the Executive Board shall choose a successor to serve until the next regular election.
- J. The Executive Board, for good cause shown, may remove any officer provided the procedures outlined in the Grievance Procedures are followed.
- K. The immediate past President shall be the ex-officio member of the Executive Board
- L. For procedure for removal of an office, see Article XVI.