



# *Organizing Your Association Annual Meeting and Selecting Your A.M. Delegation*

*Dave Shrock, Associations Chair*

*2024 Annual Meeting Info Townhall*



# *Organize your Association's annual meeting*

***(must be done prior to 4 November)***



## ***If you are holding elections at your annual meeting:***

**1) ASAP:** Consult your Association's bylaws to determine your election process. (USATF: Reg 7, 3-12)  
Prepare an association-wide email plus social media postings of your annual meeting announcement to include: A call for nominations with nomination criteria, and a description of position responsibilities, with a nomination timeline (normally 30 days). All nominations are to be emailed to your nomination chair if included in your bylaws.

Is your meeting going to be in-person, hybrid, or only Zoom?

**2) Thirty days out:** Launch announcements, and also make sure that you reach out to all those who you know or think are interested and encourage them to be nominated. Be sure to post meeting and nomination notices on your association's website and social media sites. If a hybrid or Zoom meeting, determine the voting platform.

**3) 2 weeks out:** Monitor who has submitted nominations, following up with those who have not. Send reminder email to all membership of the meeting. Begin to collect all documents to be presented at the meeting: Previous meeting minutes, agenda, budget with committee funding requests, etc. Confirm meeting site, zoom details

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# *Organize your Association's annual meeting, (con't)*



## **Day of in-person or hybrid meetings:**

- ✓ Arrive early, set directional signage, layout paperwork, sign-in sheet, confirm internet connection, set-up hybrid device...refreshments?
  - ✓ Determination of voting process
  - ✓ Multiple ballot sheets if solely in-person
- ✓ Zoom polling; google forms; election buddy for hybrid. Nominations Chair to monitor
- ✓ Call for any final nominations with seconds at the beginning of the meeting
- ✓ Proceed with normal business allowing candidates to prepare 2-3 min statements if in person or hybrid and for nomination/election chair to confirm candidate and voter eligibility and prepare ballots
- ✓ At some point for meeting, provide time for candidate statements, and explain voting procedures, i.e. balanced voting if included in bylaws
- ✓ Conduct voting with the election panel counting ballots
- ✓ Announce results and hold ballots for 30 days to allow for any protests.



# Organize your Association's annual meeting, (con't)



## Day of Zoom only meetings:

- ✓ Assure Zoom details have been sent out and are correct (*we suggest not to post on your website, but rather invite members to confirm their attendance to avoid Zoom bombing*)
- ✓ Prior to opening the meeting have all docs shown open at the bottom of your page and prompt others who will share docs.
- ✓ At opening, remind everyone of chat function, raising of emoji hand, and begin recording.
- ✓ Similar to in-person meetings, follow the progression of call of final nominations, with time in between to check candidate/voter eligibility and prepare ballots.
- ✓ When preparing electronic ballots, include a field for membership number to confirm who is eligible to vote in general or committee elections.
- ✓ Depending on your bylaws, you may allow for a 30-day voting window for contested positions at the conclusion of the meeting. Ballots are received electronically, and not opened until entire election panel is present to count the ballots.
- ✓ Ideally, announce results at the end of the meeting, though if not able, attempt to do so within 48 hours. Hold ballots for 30 days to allow for protests.
- ✓ Good 'how to host association Zoom meetings' presentation in Zoom announcement.

# *Organize your Association's annual meeting, (con't)*



## **Key Take Aways:**

- ✓ Elections are one of the most 'grieved' activities Associations undergo
- ✓ Realize the importance of well-organized elections/ transitions for the health and future of your association
- ✓ Be organized and transparent in every step of your process
- ✓ Be sure to reach out to those whom you and your board feel would contribute to the Association's health...think of diverse voices as we all have differing skill sets and add to an association
- ✓ **The responsibility of a successful leadership is to plan and facilitate a successful transition**



## Selecting your A.M. Delegation



- ✓ Determine if your Association can assist with funding delegates to attend the A.M.
- ✓ Some Associations fully fund, others partially fund
- ✓ Best practice could be to:
  - ✓ Require itemized receipts before reimbursement
  - ✓ Require delegates to attend both opening/closing sessions, plus, committee meeting assigned....*This year it will be especially important they attend respective committee meetings to vote for committee officers!*
  - ✓ Provide a one-page summation of their activities
- ✓ Consider applying for the Associations Grant in Aid to attend the annual meeting
- ✓ Determine your delegation size by referring to Exhibit D in the Governance Manual  
Depending on membership, delegations can be 3 to 20+ delegates
- ✓ Be sure you meet the 33.3 percent requirement for athletes and 20 percent for coaches.  
*(Greg Mohl will discuss this in his presentation)*
- ✓ Plan on a delegation gathering early on to review key points for the A.M. ...perhaps after the Thursday opening session?



*Questions? Thank you!*



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