

## **FHANA Election Process**

Per Paragraph 6.4 of the FHANA By-Laws the election process is described and defined by the following process steps relating to; election timelines, nominations, biographies, town hall, on-line and mail-in voting, and communication of results.

<b>Call for Board of Director Nominations</b>
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By November 1 of each calendar year the Executive Director shall prepare an official announcement that the organization is seeking nominations for the position of director on the FHANA Board of Directors. The number of anticipated/expiring board members shall be identified in the notification to membership. Paragraph 6.2.4 Identifies the criteria for nominations - requiring two nominations per qualified candidate (as per Paragraph 6.4 of the FHANA By-Laws). Nominations close 30 days after the opening of nominations. The below provides the complete list of timelines: (If a date falls on a weekend then revert to the previous business day)

- November 1 - Call for Nominations
- November 30 - Close Nominations
- December 7 – Email/Mail Campaign Questions
- December 15 - Return of Campaign Questions and Biographies
- December 29 -Mail Ballots to Those Who Do Not have an Email, Email Ballots, Campaign Question Responses & Bios to Communicated to Membership
- January 31 - Election Closes
- February 5 - Count Ballots and Announce Results

The Executive Director shall post on the FHANA website and via social media the time and date the nominations open and include the closing date and time (No less than 30 calendar days). Full members in good standing are eligible to run for the FHANA Board of Directors. Associate members are not eligible.

Each qualified candidate shall receive a letter from the President or Executive Director with a minimum of the following information:

The candidate received the two required nominations and is considered a valid candidate. The candidate must acknowledge the nomination and affirm that certain information is required and must be completed before continuing with the process. That information should include and is required within 15 calendar days of the notification (Attachment 1).

1. Submit their personal photograph (preferably a bust photograph).
2. Affirm they accept the board nomination.

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3. Sign an authorization allowing FHANA to conduct a background check for any felony criminal activity.
4. Submit a biography.

The photograph of the candidate and their biography will be posted on the FHANA website. Failure to complete the above process requirements within the specified timeframe will be interpreted as not accepting the nomination.

The Executive Director will provide an update to the FHANA Directors on who was nominated and successfully completed the process steps.

<b>Town Hall</b>
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The FHANA town hall is an opportunity for the members to be introduced to the board of director candidates. There is no requirement for the candidates to attend the town hall, participation is optional. The town hall will be available to the membership at no cost and be arranged by the FHANA Secretary approximately 20 days after the closing of the nominations. The platform for the town hall shall be an on-line meeting so candidates are visible and can be heard by the attendees. The town hall will be recorded and posted on the website for members to review up to the closing of the election. Following the closing of the election, the recording will be stored for one year for archiving purposes.

The candidates must have successfully completed the background investigation application and completed all paperwork within the prescribed timeline in order to participate in the town hall.

The Membership Committee shall prepare 5-10 questions to be used at the town hall. These questions should be related to the candidates desire to serve on the FHANA Board, their participation within the FHANA organization, any leadership role(s), and other related topics or experience within FHANA. These questions shall be submitted to the Board of Directors prior to the town hall for final approval.

The town hall session shall be led by the Secretary. If the Secretary is not available, then another BOD member shall be appointed by the President to lead the town hall. The Executive Director will monitor the town hall, take attendance, and manage the clock for responding to questions. Each candidate shall be introduced and be allowed a specified number of minutes to identify themselves and provide a biography of themselves.

After the last candidate identifies him/herself, the questions will be presented. Each question approved for the town hall will be read to the entire group. At random, one

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candidate will be selected and at random one question will be pulled from the list of questions. Each candidate will have a specified amount of time to render their answer to the random question selected. An example would be to have the names in a bag and the questions in a bag. Pull one candidate's name from the container and pull a question from the question container. Continue until each candidate has an opportunity to answer at least three questions from the group of questions.

Following the question session of the meeting, each candidate will be given another opportunity or for closing remarks within the time window specified.

At any time, any candidate that goes over the specified timeframe will be muted and the town hall will continue.

Any candidate that exhibits vulgar behavior, which uses foul language or is rude or disrespectful will be muted and asked to leave.

### **Election – Voting Electronically or by Mail-in Ballot**

Prior to January 1 of each year the Executive Director will select a third party electronic voting entity that securely processes elections. The vendor shall be a company that is reputable and specializes in managing electronic secured voting. One known source is <https://electionrunner.com/> The FHANA Secretary and the Executive Director shall have access to whatever that chosen platform is.

The Executive Director will format the ballot to include pertinent information regarding the candidate(s) and how the membership should render their decision on the ballot. An example is included in Exhibit B. The Executive Director shall ensure that the vendor chosen to manage the election utilizes the members' r number to ensure eligibility to vote.

Given a subset of our FHANA members do not have access to computers or they do not have email addresses, ballots will be mailed to them. The paper ballot will emulate the electronic version, contain the same information, and include the member's r-number. The counting of the ballots will be done by third-party volunteers, and the opening of the ballots will be visually recorded by FHANA. The ballots and the recordings of the opening of mail-in votes shall occur with the Executive Director and the Secretary or designee as witnesses to the third party counting process. The Executive Director and Secretary shall tally these votes and submit the results to the FHANA President.

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<b>Election – Notification and Final Process</b>
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Following the electronic counting of ballots, notification will be made to the FHANA secretary and to the president. The data collected from this platform will be presented. The FHANA president will make subsequent notification to the FHANA Board members caveated by the fact that the “mail-in” count is pending to allow for late arrivals of ballots thru the USPS. FHANA will allow 5 business days for mail-in votes to be counted. The counting of ballots by the third-party volunteers as described above, will be opened in the presence of the FHANA executive director and the secretary (this can be remotely accomplished). This counting will be recorded and retained for a minimum of 90 days. If there is a dispute, the recording shall be maintained until a minimum of 90 days following the closure of the dispute.

After all the votes are accounted for, the Executive Director and the Secretary will notify the President of the results. The President will notify the Board members and the candidates via telephone of the results of the election. Once notification is made to the BOD and the Candidates, there will be a posting on the FHANA website as well as on social media.

The new members will be seated to the BOD, preferably at a face-to-face meeting scheduled by the FHANA leadership at a location determined by the BOD.

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I \_\_\_\_\_ have received and understand that I have been nominated for a position on the Board of Directors for the Friesian Horse Association of North America. I have read the responsibilities of what a director is and accept \_\_\_/decline \_\_\_ the nomination for the position. (If you decline, please return this form without further information).

I understand that my biography and photo are due to the FHANA office no later than 14 calendar days following notification that I have been nominated. I also understand that if this form, the biography and photograph are not received within 14 days, I forfeit my nomination.

Signed: \_\_\_\_\_

\*In accordance with the requirement for FHANA to conduct a background investigation, I submit the following information:

Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Residence City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
\_\_\_\_\_

I authorize FHANA to conduct a background investigation that would identify any criminal activity in my past. Please note: Any felonious convictions will prohibit me from holding a position on the FHANA Board,

Signed: \_\_\_\_\_ . Date: \_\_\_\_\_

\*Any Canadian Members Nominated must visit their local CP office and request a background check. Once completed the RCP office will stamp the report and that report must be forwarded to the FHANA office.

## FHANA Election Process

January 20, 202x

Dear (Candidate Name),

This office has received two nominations from FHANA members recommending you for a seat on the Board of FHANA. Thank you for considering joining us. Please let me welcome you to the journey and I wish you the best in moving through the process.

There are a few more steps needed to start the process. These items are required before we can publish the announcement of your decision to support the Board of Directors.

Please send a short biography to the executive director. This biography will be used as a reference on the FHANA website to inform members about your background and why you might desire to represent the organization. This needs to be completed within 14 days following receipt of this memorandum.

Send us a bust photograph of you to be used on the FHANA website.

You will be asked to attend a "Town Hall" meeting where you will be asked a series of questions regarding leadership and your understanding about the position. I would encourage you to consider participating in this meeting.

You will be subjected to a background check. Any felony criminal activity identified during this background check will disqualify you from supporting a Board position within FHANA.

We certainly look forward to supporting your journey. Please let me know if there is anything I can do to support you through this process.

Respectfully,

*Marquis Laude*  
Marquis Laude  
President

# FHANA Election Process

January 1, 202x

Dear FHANA Members;

The Friesian Horse Association of North America is pleased to announce the candidates for Board of Directors. Candidates are listed in alphabetical order with their first names. You are receiving this ballot because FHANA does not have a working email address for you.

- Candidate 1
- Candidate 2
- Candidate 3
- Candidate 4

In keeping with tradition, we have asked each candidate to submit a biography and answer four (4) questions developed by the FHANA Election Committee. Please take the time to read each candidate's response and then make your selections. These questionnaires and biographies can be found on the FHANA website [www.fhana.com](http://www.fhana.com). All ballots must be returned in the envelope provided by Jan. 31, 202X, to:

Equestrian Land Conservation Resources

4037 Iron Works Parkway, Suite 120

Lexington, KY 40511

The results will be announced Feb. 5, 202x with the officers taking office at the AGM in Lexington, KY Feb. 23-25, 202x.

Sincerely,

Joshua Wenger  
Executive Director