

Loveland Ski Club (LSC) Board of Directors (BOD) Elections Policy & Process

1. Overview of the Board of Directors

The LSC Board of Directors (BOD) is composed of **9 elected members** and one appointed Loveland Ski Area Liaison. Each elected Board Member serves a **3-year term**. Board positions are staggered so that **three seats are up for election each year**. Board members may:

- Step down at the end of their term
- Run for re-election
- Be replaced mid-term if a member resigns early

In cases of mid-term vacancies, those positions will be added to the annual election ballot.

2. Annual Elections

Elections are held during the **Annual Meeting each April**.

Candidacy Requirements

Anyone is eligible to run for a BOD position, **except current LSC employees**. Membership in the club is **not required**.

To become a candidate, individuals must:

1. Submit a **Letter of Intent** and a **resume** to the BOD via email:
lscboardmembers@lovelandskiclub.com
2. Complete a **candidate questionnaire**, if requested, outlining their:
 - Interest in joining
 - Relevant skills
 - Reasons for seeking a position

Candidate profiles and responses will be shared with the membership before the vote.

Election Timeline

To ensure transparency and allow members time to consider candidacy, the following timeline will be followed each year leading up to the Annual Meeting in April:

- **2 Months Prior:** Open board seats and election procedures will be communicated to all members.

- **3 Weeks Prior:** Deadline for candidates to submit their **Letter of Intent** and **resume** to the BOD.
 - **2 Weeks Prior:** Candidates submit responses to the **questionnaire**, which will be shared with the membership ahead of voting.
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3. BOD Member Requirements and Responsibilities

Compliance Requirements

If elected, BOD members must:

- Register as a **volunteer with U.S. Ski & Snowboard (USSS)**
- Undergo a **background check completed through SafeSport**
- Complete **annual SafeSport training**

These requirements must be met for the club's USSS validation, by **July 31** annually.

Time Commitment and Responsibilities

- Attend **monthly board meetings** (90 minutes each)
- Participate in **ad hoc meetings** as needed
- Take an **active role on in at least one committee**

Board Committees

BOD committees support the club's operations and may include, but not limited to::

- Finance
- Fundraising
- Competition
- Events
- Membership Development

Committee assignments are made collaboratively, based on interest, skills, and club needs.

4. Voting Procedure

Voting takes place during the Annual Meeting:

- 1. Candidate Presentations**

Each candidate has **up to 5 minutes** to address the membership.

2. Deliberation Time

Members are given **5 minutes** to consider their choices after all candidates have spoken.

3. Voting Process

- A **Google Form voting link** is provided during the meeting.
- The voting form remains open for at least **one hour or until 8:00 PM MT**, whichever is later.
- Each **paid member (athlete 18+ or member representative)** receives **one vote per minor member** (e.g., three minor athletes = three votes).
- Members can vote for **up to the number of seats available**.
- All votes are **tallied electronically** by the Board Secretary.
 - If the Secretary is a candidate, another Executive BOD member will count the votes.

4. Notification

The BOD President will notify all elected candidates **within 24 hours** of the vote.

Tie-Breaking Procedure

In the event of a tie, the current Board of Directors will vote to break the tie. If still unresolved, the President or next ranking officer who is not part of the vote will cast the deciding vote.

Voting Contingencies

- Votes are time-stamped. Late submissions will not be counted.
- Members should confirm membership names as part of the vote
- If a link failure occurs, a backup method (e.g., emailed ballot or revised form) will be issued.

5. Assignment of Terms

All elected members serve **3-year terms** for standard vacancies.

If a seat was vacated mid-term, the **candidate with the fewest votes** among those elected will fill the **remainder of that term**.

6. Code of Ethics

Board members of Loveland Ski Club are expected to:

- Act in the **best interests of the club** and its mission
- Maintain **professional, respectful, and ethical conduct**
- Avoid any **conflict of interest**, and disclose any potential conflicts immediately

- Keep sensitive matters discussed in board meetings **confidential**
- Support collective decisions made by the board, even when individual views differ

Violations of this code may result in a formal review and potential removal from the board.

Confidentiality and Communications Policy

- Board members agree to keep sensitive internal discussions confidential.
 - Only designated representatives (e.g., the President or Secretary) may make formal statements on behalf of the board.
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7. Removal or Resignation Process

Resignation

Any board member may resign at any time by providing written notice to the Board President. The resignation is effective upon receipt or at a specified later date.

Removal

A board member may be removed from the Board for:

- Violating the Code of Ethics
- Repeated absences or lack of participation
- Conflict of interest violations
- Actions that harm the club's reputation or operations

Removal requires a **majority vote** of the remaining board members.

Board Vacancies Between Elections

If a position is vacated mid-term, the Board may appoint a temporary member by majority vote to serve until the next Annual Election.

Succession of Officers

If the President resigns or is unable to serve, the Vice President (or next ranking officer) shall assume the role temporarily until the Board elects a replacement from among its current members.

8. Frequently Asked Questions (FAQ)

Q: Do I need to be a current LSC member to run for the Board?

A: No. You do not need to be a member, but you must not be a current employee.

Q: Can parents of athletes run for the Board?

A: Yes. Parents are welcome to run, provided they are not paid staff.

Q: How many votes does my family get?

A: One vote per paid minor athlete. If you have three registered athletes, you may cast three votes.

Q: Do I need to attend the Annual Meeting to vote?

A: No. Voting is conducted online via a Google Form and is accessible to both in-person and remote attendees.

Q: If I'm elected, what's the time commitment?

A: Expect 90-minute monthly meetings, occasional ad hoc sessions, and participation in at least one committee.

Q: Can a board member be removed?

A: Yes. Members can be removed by majority vote for ethics violations or failure to fulfill duties.

9. Amendments

This Elections Policy & Process may be amended by a **two-thirds vote** of the full Board. All changes must be communicated to the membership within **30 days**.

10. Document Approval & Attribution

This document was created with the assistance of ChatGPT (GPT-5 Model), an AI language model by OpenAI, to ensure clarity, structure, and completeness.

The Loveland Ski Club Board of Directors formally approved this Elections Policy & Process on **August 4, 2025**.