

## INSTRUCTIONS TO CANDIDATES

January 1, 2005

Dear Candidate,

Congratulations on your decision to run for an elected USMS position. In this packet you will find all the information you need to get through the nomination process. A copy of the USMS Election Operating Guidelines ("EOG") has been included to inform you of how the process works from the time nominations open until the election at the USMS Annual House of Delegates Meeting. If you have any difficulty complying with the requirements of this packet, notify the Election Chair. Please note that the relevant submission dates can be found in the EOG schedule.

The nomination period occurs in the year when the election is held and applies to all elected Board of Director positions (Officers and Directors). To complete your nomination, fill out the Candidate Questionnaire/Consent-to-Run form with appropriate attachments and return them by email to the Chair of the Election Committee. Please review the qualification criteria in the EOG before submitting your nomination.

If you do not go through this nomination process, you may still be nominated through the floor nomination process during convention. There will be floor nominations during zone meetings for Directors and in the House of Delegates for all positions. Immediately after your floor nomination, you must submit the Candidate Questionnaire/Consent-to-Run form with appropriate attachments to the Chair of the Election Committee. Your documents will be duplicated and distributed to Delegates to allow time for review prior to the election. The photograph will be placed with the display board containing the other members of the slate.

Thank you for considering running for an elected USMS Board of Directors position. The nomination process and enclosed guidelines are intended to make the election process fair and consistent for all candidates. If you have any problems, please don't hesitate to contact me.

Lynn Hazlewood  
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Chair, USMS Election Committee