



Policies and Procedures

Subject: Election/Voting Protocols	Document Number: 204	Effective Date: June 23, 2023
	Version Number: 002	Last Revision: February 19, 2024

1. The following procedures and protocols have been established for all votes at the NJS HOD.
 - a. For each vote at a meeting of the HOD, ballots will be distributed only to those representatives registered with the NJS Administrative Office at least one week prior to the meeting.
 - b. The default representative will be the team contact person.
 - c. If a team wishes to change who will be voting at the HOD meeting, that change must be submitted in writing to the NJS Administrative Office at least one week prior to the meeting.
 - d. The person designated must be a member of USA Swimming as well as a member of the team for which they will be representing.

2. The NJSI HOD is constituted by the NJSI BOD and two votes for each member club.
 - a. A club vote can be carried by an athlete or non-athlete.
 - b. An athlete club vote must be carried by an athlete to ensure a 20% minimum representation.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	06/23/2023	Restructure of P&P / whole document	E. Harse	BOD	NJS-0001
02	02/19/2024	Addition of sect 2. Const of HOD	E. Harse	BOD	NJS-0003