



UNITED STATES DRESSAGE FEDERATION™

USDF

GMO Delegate/Proxy Authorization Form

2024 Adequan®/USDF Annual Convention – Houston, TX

The Adequan®/USDF Annual Convention will be held December 4-7, 2024 in Houston, TX. Attendance at the Board of Governors (BOG) meeting during the convention is **REQUIRED** for GMO delegates/proxies. While the exact dates and times of the BOG meeting have not yet been determined, they will be announced once known. (In recent years the BOG has met on Friday and Saturday of convention week.)

This form must be completed by an Officer of your GMO.

If an Officer does not complete this form, it will be returned to the sender.

SECTION 1: GMO NAME (do **NOT** abbreviate):

SECTION 2:

Completion of this section is **REQUIRED**. If a delegate is not named in this section, this form will be returned to the sender for completion. **Please read the following points below BEFORE completing the form.**

- If the GMO delegate named here in Section 2 **will be attending** the BOG meeting during convention, once Section 2 is complete, proceed to Section 5.
- If the GMO delegate named here in Section 2 **cannot attend** the BOG meeting during convention:
 - 1) Your GMO can designate a proxy in Section 3 of this form.
IMPORTANT NOTE: A Participating Member (PM) delegate can be a designated proxy, but **CANNOT** be a GMO delegate. A GMO delegate for another GMO in the same region can be a designated proxy, but cannot be a delegate for two GMOs.
OR
 - 2) Your GMO can authorize your USDF Regional Director, in consultation with the USDF Secretary, to find a proxy to vote on your delegate's behalf in Section 4 of this form.
- A GMO delegate serves a **one-year term**, from the time they are appointed until a delegate appointment is made the following year.
- A GMO delegate represents their GMO not only at the BOG meeting during convention, but also throughout the year if any governance matters requiring action by the BOG arise.

NAME OF DELEGATE: _____

USDF Member Number: _____ Address: _____

Phone: _____ E-mail: _____

(You can determine the number of delegates your GMO can appoint using the GMO Voting Strength/Delegate Tool at <https://usdf.org/about/about-usdf/governance/gmovotingtool.asp>. If your GMO is eligible to have more than one delegate, please attach an additional sheet.)

SECTION 3:

If you have not completed SECTION 2, go back. A delegate must be named in Section 2 before a proxy can be designated in this section.

Complete this section if the GMO delegate named in Section 2 will not be attending the BOG meeting and your GMO wants to DESIGNATE A PROXY to carry votes on their behalf. If you don't have a proxy to designate in this section, proceed to Section 4.

NAME OF DESIGNATED PROXY: _____

USDF Member Number: _____

Address: _____

Phone: _____ E-mail: _____

(If your GMO is eligible to send more than one delegate, one proxy may be designated for each delegate that is unable to attend. Attach additional sheet if needed.)

SECTION 4:

If you have not completed SECTION 2, go back. A delegate must be named in Section 2. Check the box below if the GMO delegate named in Section 2 will not be attending the BOG meeting and your GMO wants to authorize your Regional Director, in consultation with the USDF Secretary, to assign a proxy on their behalf. This option is known as an **UNDESIGNATED PROXY**.

- Our GMO authorizes our USDF Regional Director, in consultation with the USDF Secretary, to find someone to vote on behalf of our GMO delegate who will not be in attendance at the BOG meeting.

SECTION 5:

AN **OFFICER** OF YOUR GMO MUST SIGN BELOW **(REQUIRED)**

Signature of GMO Officer

Printed Name

Date

Title

You can return the completed form to the USDF office as follows:

1. Print and complete the form, then scan and send as an e-mail attachment to sgarn@usdf.org .
2. If you prefer, the form can be printed, completed, and sent to the USDF office as a fax. Please send to the attention of Sarah Garn, Nominating Committee liaison, 859-971-7722. **Please follow up with Sarah Garn to confirm your fax is received.**

3. The form may also be printed, completed, and sent via the US Postal Service to the attention of Sarah Garn, Nominating Committee liaison, to the address below. **Please follow up with Sarah Garn to confirm your form is received.**

United States Dressage Federation
Attn: Sarah Garn
4051 Iron Works Parkway
Lexington, KY 40511

If you have any questions or need additional clarification, please contact your region's Nominating Committee Representative or the Nominating Committee Chair. Contact information can be found at <http://www.usdf.org/about/about-usdf/councilscommittees/nominating.asp> . The Nominating Committee liaison can be reached at sgarn@usdf.org .

Please refer to the *GMO Delegate/Proxy FAQ* on the following pages for answers to frequently asked questions regarding GMO delegate and proxy appointments.



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GMO Delegate/Proxy FAQ

1. What criteria must a GMO meet to be eligible to appoint a GMO delegate, or delegate and proxy, and have voting rights?

A GMO must be in good standing with USDF and have a minimum of 25 members to have voting rights and appoint representation.

2. What is a GMO delegate, what does a delegate do, and what criteria must be met to serve as a delegate?

- A GMO delegate is the person designated to represent a GMO on the USDF Board of Governors (BOG) for a term of one year.
- A GMO delegate must attend and participate in the BOG meeting at the Adequan®/USDF Annual Convention and any special BOG meetings that may be called during the year.
- A GMO delegate must be a current member of a Group Member Organization.

3. Is there anyone that cannot be a GMO delegate?

- Officers, Regional Directors, and At-Large Directors of the USDF Executive Board are not permitted to be a GMO delegate.
- No one can serve as a delegate for more than one GMO or serve as both a GMO delegate and Participating Member (PM) delegate.

4. Does our GMO need to notify the USDF office of our GMO delegate appointment?

- Yes, an Officer of your GMO must submit the **GMO Delegate/Proxy Authorization Form** to the USDF office to assign a delegate to represent your GMO and vote at the BOG.

5. What if our delegate is unable attend the BOG meeting at the convention?

- The delegate of a GMO may be represented on the BOG by proxy (substitute). Your GMO delegate can assign either a **designated** proxy or an **undesignated** proxy.
- Any delegate proxy shall be valid only during the meeting specified. In other words, the proxy will only be permitted to vote on behalf of your GMO delegate during the BOG meeting, not the rest of the year.

6. What is a designated proxy, and who can be appointed as a designated proxy?

- A designated proxy can be:
 - A member of your GMO or another GMO in your region that your GMO appoints to vote on their behalf if your GMO delegate is unable to attend the BOG meeting.
 - An elected PM delegate. If the person your GMO wants to represent them is an elected PM delegate, your group can appoint a GMO delegate who will not attend the BOG meeting, which can then appoint a PM delegate as their designated proxy to carry votes on their behalf. A PM delegate cannot serve as a GMO delegate, but can serve as a GMOs designated proxy.
 - A delegate for another GMO. A GMO delegate is not permitted to serve as a delegate for more than one GMO. However, if the person that a GMO would like to represent them has already been appointed as a delegate for another GMO, a GMOs delegate that will not attend the BOG meeting can appoint that person as a designated proxy to carry votes on their behalf.
 - Elected Officers, Regional Directors, and At-Large Directors of the USDF Executive Board are not permitted to serve as a GMOs designated proxy.

7. What is an **undesigned proxy** and how is an undesigned proxy appointed?

- An undesigned proxy is when your GMO does **not** identify a designated proxy who will vote on their behalf.
- To choose the undesigned proxy option, your GMO submits the ***GMO Delegate/Proxy Authorization Form*** with their GMO delegate's name (who will not be in attendance), and then chooses the undesigned proxy option (Section 4).
- When a GMO chooses the undesigned proxy option, the Regional Director, in consultation with the USDF Secretary, will work together at the BOG meeting to find someone to vote on behalf of your GMO delegate who is unable to attend.
 - Undesignated proxies shall be assigned first to a USDF member of your GMO, according to the instructions of your GMO, who agrees to be present at the meeting. No member shall hold more than two proxies.
 - An undesigned proxy is assigned secondly to those delegates present from the respective region that don't already hold the proxy of another GMO. No delegate shall hold more than one proxy, unless there is no other eligible person present at the meeting from the given region, in which case the delegate may hold two proxies.
 - Elected Officers, Regional Directors, and At-Large Directors of the USDF Executive Board are not permitted to serve as a GMO's undesigned proxy.

8. When do I submit the ***GMO Delegate/Proxy Authorization Form*** to the USDF office?

- The USDF office will accept the ***GMO Delegate/Proxy Authorization Form*** as soon as the office starts sending out requests to GMOs to submit their delegate/ proxy appointment(s) (usually around August).
- Requests for GMOs to submit their delegate/proxy appointment(s) are sent to the GMO President on file with USDF – **please make sure the GMO President on file with the USDF office is up to date!**
- If the USDF office has not received the ***GMO Delegate/Proxy Authorization Form*** by October 31 of the current year, by virtue of the USDF Bylaws, your GMO President will be listed as your GMO's delegate.
- The USDF office will continue to accept the ***GMO Delegate/Proxy Authorization Form*** after October 31, but we **STRONGLY** encourage GMOs to submit the form prior to that. Once your GMO's delegate/proxy appointment(s) is known by the USDF office, your delegate/proxy will be included on important governance communications in preparation for the upcoming BOG meeting. Additionally, they will be invited to join the **USDF Board of Governors – Delegates Facebook Group** to participate in discussion with fellow BOG delegates.
- **Keep in mind that if the *GMO Delegate/Proxy Authorization Form* is not submitted to the USDF office by October 31, thus the GMO President is listed as your delegate by default, if they are not in attendance at the BOG your GMO will lose their votes! To avoid this, a GMO can submit a *GMO Delegate/Proxy Authorization Form* to USDF with a different delegate/proxy appointment, but it must be received no later than 6:00 PM (in the time zone the convention is taking place) the day before the BOG meeting.**

9. How is the number of delegates my GMO is allowed and my GMO's voting strength determined?

- A GMO's member count as of September 1 of the current year is used to determine the number of delegates and votes your GMO is permitted at the BOG. A GMO is allotted 1 delegate per 200 members, and 1 vote per 25 members.
- However, the actual number of members on the roster (dues submitted) is not necessarily the number of members counted for voting strength. If a group member has joined more than one GMO, they must declare which GMO they want as their primary affiliation, which is where their membership is counted for voting strength. For the other GMO(s) that they are a member of, they are dropped from the member count for voting strength purposes.
- The GMO Voting Strength Determination Tool can be found at <http://www.usdf.org/about/about-usdf/governance/gmovotingtool.asp>.