



ACA Board Meeting [Video Meeting]

Wednesday, July 9, 2025
[Approved 9/16/25]

WELCOME AND APPROVAL OF THE MINUTES

Suzanne opened the meeting at 8:00 p.m. ET. The agenda is presented in Appendix A. A motion was made to approve the April minutes. It was seconded. The motion passed, and the minutes were approved.

Attendance. Attendance was taken from the video logins. **BOD Present:** Suzanne Britt, Bill Caruso, Bev Cosslett, Jonas Ecker, Blake Haxton, Robert Kauffman, David Lumian, Ryan Rushton, Risa Shimoda, Aaron Small

BOD Members Not Present: Brenda Jin, Zach (Bud) Lokken

Staff Present: Beth Spilman

Other Attendees: na

Quorum was obtained.

EXECUTIVE DIRECTOR UPDATE (Appendix B)

Membership Survey. Beth provided an update on the membership survey. She indicated that so far; she has received over 1,100 responses. She shared three results with the BOD.

Fundraising Plan. In addition to the fundraising plans noted in her report, Beth indicated that the ACA Member Stories raise considerable funds.

Sport 80 Update. The implementation of Sport 80 is progressing. We have slowed progress due to other priority items. Krista will take the lead in developing the implementation plan.

Smart Start. Beth indicated that Smart Start was a program and acknowledged the contribution of Brett, Robin and Kelsey in completing the materials. She indicated that it is available on Amazon and that it is an important revenue stream, and that it is a gateway program. You can get it as a hard copy or on Kindle. It is designed to wet peoples' appetites as a "gateway" program into our other programs.

Paddlefest and 145th Anniversary Celebration. The celebration is coming together. It will include the Swiftwater Rescue Conference and the Paddlesport Trade Coalition. Activities will occur at the Whitewater Center.

Financial Results through Q3 2025 FY. The financial situation is good. Revenues were slightly higher than budgeted. Expenses were under budget. Funds were moved to the USOPC Reserve Fund.

BUSINESS OVERVIEWS

SEIC. (Report: Appendix C & F). Ryan presented two motions. They were seconded, and the motions passed. The materials are presented in Appendix D and E.

MOTION: Instructor Trainer Candidate Evaluation (see Appendix D). [Disposition: passed unanimously]

MOTION: Update to Raft Guide Examiner (see Appendix E). [Disposition: motion passed unanimously]

Ryan provided an update with an emphasis on the leader program. Beth acknowledged the contribution that Ryan made in creating the leader certification program.

Competition Council. (Appendix G) The first order of business was to approve the operating procedures for the Competition Council (see Appendix H). A motion was made and seconded to approve the Competition Council Operating Procedures. The motion passed.

MOTION: To approve the Competition Council Operating Procedures. [Disposition: passed unanimously]

Risa provided a brief update of the Competition Council's activities.

Regional Activity Council. Bill discussed the following initiatives: 1) Updated the BOD on Kayaking 101. 2) Collaborative communications including pushing out the Smart Start and other materials. 3) Talked about insurance and operating procedures. 4) They are developing a checklist or outline to assist state directors in carrying out their duties.

Athletic Advisory Committee. Jonas gave the report. 1) They had two athlete nominations for the athlete representative. No at-large athletes applied. They now have a quorum with seven members. They are seeking ten athletes on their council.

Nomination Committee. (Appendix I). 1) They took the guidelines from last year and are developing operating procedures for the committee. 2) Bev provided an update on this year's elections. The committee is short one athlete. 3) A request for the two at-large nominations will be sent out shortly. 4) Two council chairs (i.e. RAC and Competition Council) need to be elected. 5) ElectionBuddy.

The committee has reviewed three vendors to provide a third-party election process. The committee recommends the purchase of a service contract with ElectionBuddy (Appendix I). The service would provide a third-party objective process that would collect and tally the votes. Also,

we would have a file that could be kept on file. Rowing and weightlifting use ElectionBuddy. The committee motion was seconded.

MOTION: The ACA Nomination Committee requests authorization to spend \$2,500 to purchase ElectionBuddy services for the 2025 board elections. [Disposition: Tabled]

There was considerable discussion. Some of the discussion items included: 1) Who and how it would be used, 2) the need, 3) third part objectivity, 4) reaching all members (i.e. the opting-out problem), and 5) last year's election problems. The consensus of the BOD was that the BOD was interested in pursuing ElectionBuddy. Suggestions included: 1) a possible demonstration by ElectionBuddy, 2) checking with other organizations who have used it. [*See Appendix J at the end of the minutes for the text of Jonas' email.*]

Finance Committee. (See Appendix E) Beth gave the report. We are having a good year, including a windfall. The funds have been moved to the USOPF Reserve Fund. Also, Beth is getting ready to discuss budget requests at the September meeting.

Grievance Committee. Robert gave the report for the Grievance Committee. He was asked to ask Hunter on the status of the grievances. There are no "active" grievances at this time.

NEW BUSINESS

Athlete Waiver. At the request of Bill, there is a USOPC waiver. The waiver waives athlete representation on committees. There is a need for RAC to ask for this waiver. When the waivers were put in place, RAC was not organized. Beth will handle it.

Beth announced that Brett had gone to Sugar Island and made a video.

Suz indicated that there is USOPC training for athletes who are sitting on boards or wish to sit on a board.

ADJOURNMENT

A motion was made and seconded to adjourn at 9:53 p.m. The motion passed. The next meeting is scheduled for Wednesday, September 16th at 8:00 p.m. ET.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Robert B. Kauffman".

Robert B. Kauffman
Secretary

Tentative 2025 BOD Meeting Schedule:	
Tuesday, January 14 th Tuesday, February 11 th Tuesday, March 11 th Tuesday, April 8 th Tuesday, May 6 th June (skipped) Wednesday, July 9 th	August (skipped) Tuesday, September 16 th Thursday-Saturday, October 16 th , 17 th & 18 th & Annual Meeting Wednesday, November 12 th Wednesday, December 10 th

Appendix J

Secretary's Note: The following is an email text from Jonas regarding other NGBs using ElectionBuddy.

TEXT: Overall Election Buddy is an excellent platform and service. The ability to set up different types of elections with unique rules is great. The downside is cost for certain features and how the voter credits work. We run multiple elections every year, ranging from a few hundred to 20,000+ ballots. We get whacked with big elections every two years, so we sometimes buy additional credits. Our annual costs range between \$3,000 and \$5,000 depending on what we need to do.



**American Canoe Association
Board of Directors Meeting Agenda
[Video Meeting]**

**Wednesday, July 9, 2025
[Draft]**

WELCOME AND APPROVAL OF MINUTES

- May 2025 minutes

Approximate Time
8:00 p.m.

EXECUTIVE DIRECTOR UPDATE¹

8:05

Continuation of Previous Updates:

- Membership Survey
- Fund Raising Plan
- Sport 80
- Smart Start

New Items:

- 145th Celebration and Meeting
- Summer Solstice

COUNCIL & COMMITTEE REPORTS

- **SEIC:** Ryan: Leader Pathways Launch 8:20
Motion 2025-06-01 - Instructor Trainer Candidate Evaluation - Phase 1
Motion 2025-06-04 - Updated Raft Guide Examiner Endorsement
[Note: See APP04 and APP05 by the same name on the Google drive.]
- **Competition Council** - Risa 8:30
MOTION: **To approve the Competition Council Operating Procedures**
[Note: See APP06 on the Google drive]
- **Regional Activity Council (RAC)** - Bill 8:40
- **Athlete Advisory Council (AAC):** TBD 8:50
Elections and membership
- **Nomination Committee:** Bev 9:00
MOTION: **The ACA Nominating Committee requests authorization to spend \$2500 to purchase ElectionBuddy services for the 2025 board election.** [See APP07 for additional information]
- **Finance Committee:** Beth 9:15
- **Grievance Committee:** Hunter reported that there were no active grievances (rbk).

NEW BUSINESS

- Business from the floor 9:25

ADJOURNMENT

9:30

¹ Discontinued Executive Director Updates: COO position

Tentative 2025 BOD Meeting Schedule:	
Tuesday, January 14 th Tuesday, February 11 th Tuesday, March 11 th Tuesday, April 8 th Tuesday, May 6 th June (skipped) Wednesday, July 9 th	August (skipped) Tuesday, September 16 th Thursday-Saturday, October 16 th , 17 th & 18 th & Annual Meeting Wednesday, November 12 th Wednesday, December 10 th

APP07: Nominating Committee Request

MOTION: The ACA Nominating Committee requests authorization to spend \$2500 to purchase ElectionBuddy services for the 2025 board election. ElectionBuddy is a professional online voting solution offering customizable ballots, electronic notices, secure voting encryption, detailed audit trails, support for online voting, reporting, SMS reminders, voting groups, and two-factor authentication.

Supporting information:

- The nominating Committee reviewed 3 providers, including: Survey & Balloting Systems (SBS), Simply Voting, and ElectionBuddy.
- ElectionBuddy is used by USA Weightlifting, USA Climbing, USA Judo
- ElectionBuddy is the most affordable of the 3 reviewed
- ElectionBuddy is highly rated 4.8/5.0 on Capterra & GoodFirms, and highly rated by Reddit users
- Features & proposal from ElectionBuddy:
https://drive.google.com/file/d/1umIbaBTI1U-TF7_7JLum6xEuTsJbp_nM/view?usp=drive_link
- \$ 2,500 will support a single election; if we combine the RAC and Competition Council elections, the price remains the same.



Appendix A

American Canoe Association Board of Directors Meeting Agenda [Video Meeting]

Wednesday, July 9, 2025
[Draft]

WELCOME AND APPROVAL OF MINUTES

- May 2025 minutes

Approximate Time
8:00 p.m.

EXECUTIVE DIRECTOR UPDATE¹

8:05

Continuation of Previous Updates:

- Membership Survey
- Fund Raising Plan
- Sport 80
- Smart Start

New Items:

- 145th Celebration and Meeting
- Summer Solstice

COUNCIL & COMMITTEE REPORTS

- **SEIC:** Ryan: Leader Pathways Launch 8:20
Motion 2025-06-01 - Instructor Trainer Candidate Evaluation - Phase 1
Motion 2025-06-04 - Updated Raft Guide Examiner Endorsement
[Note: See APP04 and APP05 by the same name on the Google drive.]
- **Competition Council** - Risa 8:30
MOTION: **To approve the Competition Council Operating Procedures**
[Note: See APP06 on the Google drive]
- **Regional Activity Council (RAC)** - Bill 8:40
- **Athlete Advisory Council (AAC):** TBD 8:50
Elections and membership
- **Nomination Committee:** Bev 9:00
MOTION: **The ACA Nominating Committee requests authorization to spend \$2500 to purchase ElectionBuddy services for the 2025 board election.** [See APP07 for additional information]
- **Finance Committee:** Beth 9:15
- **Grievance Committee:** Hunter reported that there were no active grievances (rbk).

NEW BUSINESS

- Business from the floor 9:25

ADJOURNMENT

9:30

¹ Discontinued Executive Director Updates: COO position

Tentative 2025 BOD Meeting Schedule:	
Tuesday, January 14 th Tuesday, February 11 th Tuesday, March 11 th Tuesday, April 8 th Tuesday, May 6 th June (skipped) Wednesday, July 9 th	August (skipped) Tuesday, September 16 th Thursday-Saturday, October 16 th , 17 th & 18 th & Annual Meeting Wednesday, November 12 th Wednesday, December 10 th

APP07: Nominating Committee Request

MOTION: The ACA Nominating Committee requests authorization to spend \$2500 to purchase ElectionBuddy services for the 2025 board election. ElectionBuddy is a professional online voting solution offering customizable ballots, electronic notices, secure voting encryption, detailed audit trails, support for online voting, reporting, SMS reminders, voting groups, and two-factor authentication.

Supporting information:

- The nominating Committee reviewed 3 providers, including: Survey & Balloting Systems (SBS), Simply Voting, and ElectionBuddy.
- ElectionBuddy is used by USA Weightlifting, USA Climbing, USA Judo
- ElectionBuddy is the most affordable of the 3 reviewed
- ElectionBuddy is highly rated 4.8/5.0 on Capterra & GoodFirms, and highly rated by Reddit users
- Features & proposal from ElectionBuddy:
https://drive.google.com/file/d/1umIbaBTI1U-TF7_7JLum6xEuTsJbp_nM/view?usp=drive_link
- \$ 2,500 will support a single election; if we combine the RAC and Competition Council elections, the price remains the same.



ACA Board of Directors Meeting

July 9, 2025



Executive Director Update

- Membership survey
- Fundraising plan
- Sport 80
- Smart Start
- Paddlefest – 145th Anniversary Celebration
- Summer Solstice recap
- Competition

Member Survey

- Received over 1100 responses (slightly more than 2019)
- However, age demographic skewed much older than membership

Ages	Membership	Survey
< 29	25%	6%
> 50	41%	70%

- Interesting insights
 - Members are not aware of many of our member benefits
 - Clear that stewardship and public policy is important to members
 - Survey respondents high likelihood of renewing

©2020 ACA. All Rights Reserved. ACA Confidential.

Fundraising Plan

- ACA Story Campaign launched on July 1
- Working with US Olympic & Paralympic Foundation on athlete appearances and Sport Ambassador program
- Planned Giving Program
- 145th



All Rights Reserved. ACA Confidential.

- Launch postponed until November
 - Registration for 145th is in YM
 - November is lowest revenue month of the year which reduces risk
 - Sport 80 implementation conflicts
 - Staff is focused on more time sensitive efforts such as Leader/Guide Pathways launch, fundraising efforts, and 145th
- Krista will take the lead on developing the implementation plan

©2020 ACA. All Rights Reserved. ACA Confidential.

Smart Start

- Textbook, Facilitator's Guide, Student Workbook selling on Amazon and our Shopify store.
- Two zoom presentations reached over 300 people at
- Publicity via our social channels, newsletters, 350+ NASBLA contacts, articles in paddling media and national organizations such BSA, GSA, USCG AUXPAD, NSBC...
- Presented at NASBLA, IBWSS, paddling forums in NY and NC.
- Complementary copies sent to >35 state boating contacts, ACA State Director, and other orgs.



Smart Start for Safe Paddling Book

©2020 ACA. All Rights Reserved. ACA Confidential.

Paddlefest and 145th Anniversary Celebration



**October
15-17
Charlotte,
NC**

©2020 ACA. All Rights Reserved. ACA Confidential.

Third Annual Summer Solstice Celebration

- 37+ events across 20 U.S. states, Hong Kong, and China
 - 16 instructional events
 - 12 community paddles
 - 5 community waterway cleanups supported by ACA-supplied kits
 - 4 competition events/races
- 1,355 stickers promoting ACA's 145th Anniversary
- Event organizers received trifold invitation with details about ACA PaddleFest



©2020 ACA. All Rights Reserved. ACA Confidential.

Competition



- Momentum is building with great results in Sprint and Slalom
 - WC-2 made A Finals in first 2 World Cups
 - Evy Leibfarth won WK-1 and placed third in Kayak Cross at World Cup 3
 - U23 Women's Kayak Team won bronze at the Jr/U23 WCH
 - Nevin Harrison is returning to training in prep for LA28
- Michele submitted an interim technology grant request in June
- High Performance Plan and 2026 grant requests submitted July 3:
 - [REDACTED] in Olympic High Performance
 - [REDACTED] in Para High Performance
 - [REDACTED] for International Relations
 - [REDACTED] for Administrative support

©2020 ACA. All Rights Reserved. ACA Confidential.

Financial Results through Q3 2025 FY

- Membership revenue (dues + insurance income) comparable to 2024 and slightly higher than budget
- Expenses under budget by [REDACTED]
- "Windfall" of [REDACTED] due to 2023 ERTC filing
- Additional **incremental** revenue:
 - USOPC funding for Nevin
 - Fundraising revenue from Story Project
 - Shopify/Amazon net income
- Moved [REDACTED] to the USOPE Reserve Fund

Estimated net variance = [REDACTED]

©2020 ACA. All Rights Reserved. ACA Confidential.

Appendix C

Summer SEIC Board Meeting Highlights



Two Motions Passed by the SEIC Board

Instructor Trainer Candidate Evaluation Draft

Product of multi-disciplinary ITE workgroup was passed unanimously by the SEIC board. Discipline committees are to add their content by end of the year. We now have uniform expectations for Instructor Trainer candidates as they enter the IT Track.

Updates to Raft Guide Examiner

Raft committee submitted updates to their commercial guide certification that were passed unanimously by the SEIC Board

Leadership Pathway Rollout Update



Rollout Highlights

- 60+ ITs/ITEs became Leader Trainers and Leader Trainer Educators through Wave 1 of the onboarding process. More will come onboard through the end of the year as more LTEs have been equipped to deliver onboarding sessions.
- 20+ Instructors have registered to become Leader Trainer Candidates and have started the training process.
- Updates to the ACA website and Course Management System (CMS) are live.
- Course Workbooks now a ACA revenue stream on Kindle and Print-on-Demand. Curriculum support documents available to LT/LTEs



In Progress

- Working on subjects for E-Learning Content to submit to the ACA Board
- Turning focus to foundational/entry-level educational programs
- SEIC Involvement in Paddlefest
- Fall SEIC Board Meeting - September 29, 2025

Instructor Trainer Candidate Evaluation Guide

Guide for Educators

Performance criteria for each standard element from the CMS Instructor Trainer Candidate evaluation are expanded below. Instructor Trainer Educators shall use the content below when evaluating Instructor Trainer Candidate performance for each standard element.

1. Interpersonal Skills
2. Personal Knowledge, Skills, and Abilities
3. Course Management
4. Teaching, Learning, and Assessment
5. Course Structure and Planning
6. Instructor Candidate Development
7. Discipline and Level-Specific Criteria

Note on Instructor Trainer Candidate Competency

The standard for an Instructor Trainer Candidate (ITC) is to be unconsciously competent in their environment. “I can easily do what I know”. ITCs will have a high level of awareness of their skills, knowledge, and behaviors for the task and/or situation at hand. They can provide explanations with possible alternative options for the details and points required. In summary, **the ITC’s knowledge, skills, and abilities in each evaluation criteria are expected to be advanced relative to the Instructor standard, at the desired level of Instructor Trainer certification.**

1. Interpersonal Skills

- a. **Demonstrates integrity.** The ITC demonstrates integrity by respecting boundaries, treating all participants respectfully regardless of background, and conducting class-related activity promptly, while behaving with humility, empathy, and compassion.
- b. **Demonstrates humility in knowledge and skills.** Receptive to new approaches, demonstrates an open mind, and can incorporate feedback into behaviors.
- c. **Demonstrates professional behavior.** Solution-oriented, listens actively, demonstrates self-awareness through accurate self-assessment, behaves collaboratively, is punctual, manages time well, highly organized, shows both adaptability and flexibility, encourages and enables creativity.
- d. **Abides by the ACA Code of Conduct.**

2. Personal Knowledge, Skills, and Abilities

- a. **Meets IT applicant qualifications.** Has completed the Instructor Trainer registration and application forms, and has satisfied the requirements outlined in Chapter 3 of the SEIC Policy Manual, "Instructor Trainer Certification Process."
- b. **Knowledge of the ACA.** Demonstrates an accurate and in-depth knowledge of ACA's history, structure, and leadership, focusing on the Safety Education and Instruction Council, at a level beyond the Instructor standard.
- c. **Demonstrates breadth of knowledge and ability.** Confidently performs all course-related skills effectively and appropriately.
- d. **Demonstrates depth of knowledge and ability.** While performing skills, they can break the skills into their teachable components while explaining what they are doing and why they have chosen to perform the skill in a particular fashion.
- e. **General paddlesport knowledge.** Demonstrates familiarity with the attributes of other types of paddlecraft by holding a skills award or instructor certification in another discipline.
- f. **Course content knowledge and abilities.** Demonstrates all course-related skills and knowledge generally above the Instructor's standard for all course content.

3. Course Management

- a. **Course communication.** Demonstrates effective pre-course and post-course communication.
- b. **Course flow.** Demonstrates effective course flow, covering all content with effective time and energy management.
- c. **Course administration.** Demonstrates effective course organization and administration, including but not limited to course registration, reporting, insurance, and waiver collection.
- d. **ACA content coverage.** Demonstrates effective coverage, completion, and compliance with knowledge criteria, including "About the ACA", Essential Eligibility Criteria, Code of Conduct, Equity and Access, Legal, and Risk Management.

- e. **Problem management.** Demonstrates effective management methods to address problems that may arise with candidates, equipment, venue, and conditions.
- f. **Candidate evaluation expectations.** ITC's expectations of Instructor Candidate performance align with the criteria and are communicated clearly to candidates. Accurately evaluates candidates to course-level standards, making sound decisions on their success or continuation.
- g. **Conducts effective feedback sessions.** Incorporates "check-in" opportunities with candidates and delivers effective exit interviews. Feedback provided during these opportunities is accurate and useful.
- h. **CMS use.** Demonstrates timely and effective use of the Course Management System (CMS), including course registration, reporting, and submission of candidate evaluations.

4. Teaching, Learning, and Assessment

- a. **Prioritizes Instructor development over skills acquisition.** Keeps the course on track and focused on teaching, learning, assessment, course planning, and delivery even when students' abilities are below the level's standard.
- b. **Translates knowledge into usable content.** Demonstrates a high level of teaching and learning expertise and incorporates knowledge as usable content with practical application for Instructors.
- c. **Able to demonstrate all course content.** Delivers effective "exemplar sessions." Capable of providing high-quality demonstrations of all course content, emphasizing key performance points in a way that can be transferred to learners.
- d. **Effective teaching.** Promotes "active learning", demonstrates various teaching methods, and facilitates effective candidate teaching experiences (for example, peer-to-peer, practice student).
- e. **Critical eye.** Demonstrates a high level of observation to discern more vs. less effective techniques. Demonstrates the ability to offer effective coaching based on these observations.

5. Course Structure and Planning

- a. **Course outlines and lesson plans.** Creates course outlines and lesson plans that incorporate required content in such a way that enhances candidate development.
- b. **Use of effective teaching strategies.** Demonstrates effective teaching approaches for Instructors (for example, skills progressions, scaffolding, bridging).
- c. **Venue selection and use.** Selects venues for desired learning outcomes and uses appropriate teaching techniques.
- d. **Venue management for learning and safety.** Demonstrates effective risk mitigation and provides learning and evaluation opportunities for candidates to manage the course venue.
- e. **Scenario-based learning.** Designs scenarios with well-defined student learning objectives. Organizes and manages the scenario for safety, and effectively utilizes debriefing techniques.

6. Instructor Candidate Development

- a. **Instructor candidate course delivery.** Demonstrates the ability to develop their candidates' course planning, administration, and delivery of skills and skills assessment courses.
- b. **Instructor candidate teaching performance.** Demonstrates the ability to develop their candidates' performance of all course-related skills, ranging from venue selection to all teaching and paddling-related skills, focusing on core principles over specific techniques.
- c. **Instructor candidate evaluation skills and feedback.** Demonstrates the ability to develop their candidates' evaluation of students, crafting assessment course experiences, and effectively guides candidates to deliver appropriate feedback to others.

7. Discipline and Level-Specific Criteria

Each discipline is to add additional discipline-specific and level-specific criteria. These criteria should consider clear, progressive, and differentiated expectations from L2 ITC to L5 ITC. IPC should consider expectations for L1 ITCs. The suggested number of criteria is between 4-8.



Raft Guide Certification Examiner Endorsement

Endorsement Overview: This endorsement is designed to be delivered by L4 Instructor Trainers or higher who have completed the Guide Certification Examiner Endorsement. The course can be delivered as a separate course or in conjunction with another IDW/ICE or ICW. This course is intended to provide the minimum training necessary for an ACA certified Raft Instructor to effectively run a Raft Guide Certification Examination.

(Note for IT/E's: When offering the endorsement during an ICW/IDW/ICE, be aware that your Endorsement roster will not be able to be submitted until all Instructor Candidates certifications are active, post course.)

Course Prerequisites:

- All participants must acknowledge personal compliance with the [ACA Essential Eligibility Criteria \(EEC\)](#)
- All participants must be an ACA L4 Raft Instructor or higher. This endorsement applies to paddle & oar independently. (ie: An instructor with L4 Paddle certification and L3 Oar certification, only qualifies for the endorsement in Paddle and is not able to give out Oar Guide Certifications.)

Course Duration: 1 hour minimum

Course Location / Venue: Classroom or video conference.

Examiner: Level 4: Raft Guide Certification Examiner Endorsed Instructor Trainer (or higher)

Course Ratio: Unlimited students: 1 Raft Guide Certification Examiner Endorsed Instructor

The sequence of endorsement criteria should be adjusted to best fit the participant's needs, class location and time allowance.



Raft Guide Certification Examiner Endorsement

Course Outline:

This classroom module is designed to:

1. Introduce the Raft Guide Certification Examination Criteria (RGEC) and Raft Guide Certification Examiners Guide (RGCEG)
2. Refresh Instructors on giving and reporting assessments, specifically the Guide Certification
3. Impart the weight of signing one's name to another's certification

Introduction and Logistics

- Welcome
 - Introduction of instructors and participants
- Workshop objectives
- Introduce the Examination Criteria document
- Introduce the Examiners Guide document
- Understanding the difference between Raft Guide Certification Examination & L4 Assessment

Guide Certification Administration

- How to administer a RGCE
- Venue considerations
- Explanation of the Examiners Guide
- Tips for running a RGCE
 - Provide Examination Criteria document to candidates
 - Understanding “Critical Skills”
 - Explain exam scoring system
 - Review each skill within Examination Criteria document
 - Using the Examiners Guide to define performance at a given skill level

CMS

- Reporting Guide Certifications
- Coaching certified guides on using the CMS to see the status of their certification.

Giving a Certification

- Ethics: The weight of signing your name to “certify” another person’s skills
- Requirements
 - Verifying credentials (FA/ CPR & SWR)
 - Maintaining membership
- Conflict resolution (Tips on handling an upset candidate that didn’t receive a certification or level of certification they wanted.)
- Candidate exam stress
 - Subjective factors affecting exam performance
 - When to add additional exam stress
 - When to make allowances for inherent exam stress affecting candidate performance

Appendix F

June 17, 2025 SEIC Meeting Minutes

Meeting Recording: <https://youtu.be/I3I-Aee2VvM>

Please use the time stamps outlined below to navigate the video recording and find the item/discussions you need.

Voting Members in Attendance: Ryan Rushton, Alan Cammack, Lance Elzie, Anne Sontheimer, David Hughes, Jeff Atkins, Ashley Brown, John Browning, Patrick Higgins, Rachel Nagle, Tom Burroughs, Jeff Oxenford (for RJ Forth), Ge Wu, Stacey Leagh Wildes, Robert Kauffman, Joe Moore, Anthea Raymond, Elisha McArthur, Mike Aronoff

Guests in Attendance: John MacDonald, Krista Lenzmeier, Robin Pope, Suzanne Britt, Bev Cosslet, Nancy Uschold, Wayne Douchkoff, Kelsey Bracewell, Beth Spilman, Kyle Thomas, Debbie Shepherd, Julie Carey

0:00 - Meeting Called To Order

1:00 - Quorum Established

16:20 - Leader Pathway Roll Out Update (Ryan Rushton)

2025 Accomplishments

- ★ **Wave 1 Onboarding.** # ITs & ITEs were onboarded through (4) initial Trainer Orientation Sessions. Those who participated in the sessions have active LT and LTE certifications.
- ★ **Curriculum / Workbooks.** Candidate and Trainer Workbooks completed for Community Paddlesports Leader, Paddlesports Leader, and Advanced Paddlesports Leader courses. Workbooks available in Print-On-Demand and Kindle formats from Amazon.
- ★ **Curriculum / Supporting Resources.** Pre-Course Packet Templates, Written Exams, Case Studies, and other materials are available to LTs and LTEs with password protection.
- ★ **CMS Integration.** Certifications, courses, and candidate evaluations are active in CMS.
- ★ **Wave 2 Onboarding.** LTEs are able to host onboarding sessions for other ITs and ITEs.
- ★ **Next Phase of Onboarding.** Instructors have been invited to submit registration forms and begin process of becoming LTs.

Resource collection for current LTs and LTEs:

<https://americancanoe.org/leader-pathway-resources/>

Leader Track: Past CPL and Trip Leader Assessment Providers

Wave 3: May 2025 & Onward Audience: Instructors who have reported CPL and/or existing trip leader trainings and assessments. Trainers: LTEs performing admin oversight (remotely)	Current Offering	Current Provider Cert	Activities to Gain New Certification	Certified to
	Community Paddlesport Leader	L2 Instructors (any discipline) who have conducted existing CPL.	<ul style="list-style-type: none"> Secondary skill assessment (L2) Virtual training Co-lead First Course (can be with peer or LT/LTE) Submit a mentor (LT/LTE) review course prior and afterwards. 	Train & Certify CPL Will have CPLT Certification
	L2 and L3 Coastal Kayak Trip Leader (107 coastal kayak instructors)	L3 and L4 Coastal Kayak Instructors who have the L3 or L4 trip leader endorsement, have conducted and reported L2 or L3 CK Trip Leader Trainings and Assessments	<ul style="list-style-type: none"> Secondary skill assessment or instructor cert (L3) Virtual training Co-lead First Course (can be with peer or LT/LTE) Submit a mentor (LT/LTE) review course prior and afterwards. 	Train & Certify Coastal Leaders and CPL Will have Coastal Leader Trainer Certification
	L4 Open Water Coastal Kayak Trip Leader (107 coastal kayak instructors)	L4+L5 Instructors who have L4 trip leader endorsement, have conducted and reported L4 CK Trip Leader Trainings and Assessments	<ul style="list-style-type: none"> Secondary skill assessment or instructor cert (L3) Virtual training Co-lead First Course (can be with peer or LT/LTE) Submit a mentor (LT/LTE) review course prior and afterwards. 	Train & Certify Advanced Coastal Leaders and lower. Will have Advanced Coastal Leader Trainer Certification
	River Kayak Day Trip Leader (9 river kayak instructors)	River Kayak Instructors who have the trip leader endorsement and have conducted and reported River Kayak Day Trip Leader Courses.	<ul style="list-style-type: none"> L3 SWR Skills Award or Instructor Certification Virtual training Co-lead First Course (can be with peer or LT/LTE) Submit a mentor (LT/LTE) review course prior and afterwards. 	Train & Certify River Leaders and CPL Will have River Leader Trainer Certification
	River Canoe Day Trip Leader (9 river canoe instructors)	River Canoe Instructors who have the trip leader endorsement and have conducted and reported River Canoe Day Trip Leader Courses.	<ul style="list-style-type: none"> L4 SWR Skills Award or Instructor Certification Virtual training Co-lead First Course (can be with peer or LT/LTE) Submit a mentor (LT/LTE) review course prior and afterwards. 	Train & Certify River Paddlesport Leaders and CPL Will have River Leader Trainer Certification

Leader Track: Certified Instructor to Leader Trainer

Wave 4: June 2025 & Onward Audience: Instructors that want to become Trip Leader trainers. Trainers: LTs or LTEs working with Leader Trainer Candidates (in person).	Current Offering	Existing Qualification	Process	Trainer onboarding	Certified to
	CPL Trainers	L2 Instructor - Any Discipline	LTC Registration Complete Onboarding LTC Application	<ul style="list-style-type: none"> Secondary Skills Award (L2 or higher) or Instructor Certification Virtual Course Co-Lead CP LCW with LT or LTE 	Train & Certify CPL
	River Leader Trainers	L3 Instructor - Any river discipline Safety-Rescue requirement.	LTC Registration Complete Onboarding LTC Application	<ul style="list-style-type: none"> Safety & Rescue L3 (or higher) Skills Award or Instructor Certification Virtual Course Co-Lead River LCW with LT or LTE 	Train & Certify River Leaders and CPL
	Coastal Leader Trainers	L3 Instructor - Any coastal discipline Secondary skill assessment or take multi-craft rescue teaching video	LTC Registration Complete Onboarding LTC Application	<ul style="list-style-type: none"> Secondary Skills Award (L3 or higher) or Instructor Certification Virtual Course Co-Lead Coastal LCW with LT or LTE 	Train & Certify Coastal Leaders and CPL
	Advanced River Leader Trainers	L4 Instructor - River Kayak, River Canoe, or River SUP Safety-Rescue requirement.	LTC Registration Complete Onboarding LTC Application	<ul style="list-style-type: none"> Safety & Rescue L4 (or higher) Skills Award or Instructor Certification Virtual Course Co-Lead Advanced River LCW with LT or LTE 	Train & Certify Advanced River Leaders and lower.
	Advanced Coastal Leader Trainer	L4 or L5 IT or ITE - Coastal Kayak Secondary skill assessment or take multi-craft rescue teaching video	LTC Registration Complete Onboarding LTC Application	<ul style="list-style-type: none"> Secondary Skills Award (L3 or higher) or Instructor Certification Virtual Course Co-Lead Advanced Coastal LCW with LT or LTE 	Train & Certify Advanced Coastal Leaders and lower.

**2025
Work in Progress**

- ★ **LTC Registrations & Action Plans.**
- ★ **Monthly LTC Virtual Trainings.**
- ★ **Guide Trainer / Educator Applications.**
- ★ **Guide Curriculum - Workbooks & Materials**
- ★ **SEIC Board Issues:**
 - Existing Program(s) End Date
 - Updates to SEIC Policy Manual

35:05 - Leader Pathway Questions

- John Browning - How are we collecting FAQs?
- Nancy Uschold - I look forward to learning more and seeing how UPC's suggestions have been integrated into the workbooks
- Jeff Atkins - What's an update look like?
- Suzanne Britt - What type of contractor/service provider do we need to keep momentum?
- Ryan Rushton - We are considering phasing the existing program out by the end of 2026
- Joe Moore - How many LP courses have been taught so far? What is the response from the community - about the courses and about the workbooks/resources?

51:45 - E-Learning Update & Action Items (Ryan Rushton)



1:06:16 - E-Learning Content Development Workgroup Formation

1:07:30 - Foundational Programs Discussion: Smart Start, PSF, Level 1, Level 2- These need to be areas of bigger focus in the coming months/year

- Joe Moore: Need goal / purpose statement
- Suz Britt: Identify saturation points / needy areas for these entry level programs
- Jeff Atkins: Reaching true entry level people and understanding our responsibility for serving them is tough
- Ryan Rushton: Let's come back for the next SEIC meeting with information at hand
- Robin Pope: I'd like to be involved in the review/revision process for this project

1:19:00 - Motion 2025-06-00: Approval of Past Meeting Minutes - Passes 19-0-0

1:20:45 - Motion 2025-06-01 - [Instructor Trainer Candidate Evaluation - Phase 1](#)

- Friendly amendment by Rachel Nagle: Move timeframe outside of busy season.
- Amendment accepted by Ryan Rushton. Propose October 15th.
- Rachel accepts the proposed date of October 15th.
- Secondary friendly amendment by Alan Cammack: vote on the motion as presented - the universal application of the draft, and then set a deadline for each discipline to add their specific content by December. The universal draft can be adopted and initiated by disciplines as soon as approved, and they may use “as-is” and add their specific content by the deadline later.
- Ryan accepts Alan’s friendly amendment.
- Passes 19-0-0

1:41:38 - Motion 2025-06-02 - [Replace L2-L5 Skills Assessment Documents with Skills Assessment Guide](#)

- Comment from Kelsey: the end user is not served well by removing the existing assessment course outlines
- Comment from Alan Cammack: Add this guide to the existing sample assessment course outlines so both users have clear guidance
- Anne Sontheimer: Let’s take this back to committee and move on
- Motion withdrawn

1:48:00 - Motion 2025-06-03 - [Rename L3-L5 River Kayak Program to be Consistent](#)

- Motion withdrawn pre-meeting (in Slack)
- Anne Sontheimer confirms motion withdrawal

1:48:04 - Motion 2025-06-04 - [Updated Raft Guide Examiner Endorsement](#)

- Passes 19-0-0

1:52:46 - Upcoming SEIC Meetings:

September 29, 2025 from 7:00PM-9:00PM

December 1, 2025 from 10:00AM-4:00PM

1:53: 35 - Motion to Adjourn



Robert Kauffman <kauffman.rbk@gmail.com>

Competition Committee

Risa Shimoda <risa@theshimodagroup.com>
To: Robert Kauffman <kauffman.rbk@gmail.com>

Wed, Jul 2, 2025 at 6:52 PM

Hi Robert,

Apologies for being so slow.

1. The Ops Procedure is still in process. We have a meeting with you and Beth to review the status and your comments on Monday. Please let me know if you need the link!
2. Brief report:
 - a. The CC met in late May and heard from a few presenters:
 - i. Kathy Holcomb, the US Freestyle Committee Fundraising Chair shared her success supporting the team, which usually numbers 25 or so, through a combination of gofundme campaigns and a focused collaboration with retailers and professionals in the local community.
 - ii. Grant Cooper shared an audacious data collection model of SUP / Sprint/ Ocean Racing competitors and events that showed how we might be able to harness a few networks to achieve the quantification of paddlesports competition-related 'participation' to support sponsorship program, since we are not able to call on Sport80 for this data mashup. This is what we hope to path together in 2026 to pitch 2028 sponsorship.
 - iii. Canoe Poling's Scott Stepenuk shared the process for hosting a canoe poling event, a great gateway activity.
 - iv. Rafting's Trevor Frederickson pitched participation in their event on the Trinity River September 12-14.
 - b. Risa, Matt and Anthea Raymond have met with Surf ski organizer seeking approval to become a new approved discipline. Their application and interest will be brought up at the July 24th CC Meeting. We have asked Staff for the implications on overhead as an important component to approval or non-approval.
 - c. Met with Bill Caruso to begin a process for crosswalking competition and club programs, and will be meeting with Blake 7/7 to discuss the same from his perspective.
 - d. Continue to encourage infrastructure for the smaller disciplines (e.g., helping Kayak Polo with the establishment of Bylaws and officers)
 - e. Next meeting - July 24, 2025
3. Business Items: we hope to submit the finalized Ops Program for approval at the next meeting and approve the addition of a new discipline unless staff input indicates we need to hold off.

Thank

From: Robert Kauffman <kauffman.rbk@gmail.com>

Sent: Tuesday, July 1, 2025 7:30 PM

To: Risa Shimoda <risa@theshimodagroup.com>

Cc: canoejudge <canoejudge@aol.com>; Beth Spilman <bspilman@americancanoe.org>

Subject: Competition Committee

[Quoted text hidden]

ACA Competition Council Operating Procedures v.2025-07-08

Last Updated: 2025-07-08

[Link to Original Version](#)

ARTICLE I. NAME

This National Activity Council shall be known as the Competition Council (CC) of the American Canoe Association (ACA). In these operating procedures, whenever the acronym CC appears, it shall be taken to mean the ACA's Competition Council.

ARTICLE II. CC MISSION

The Competition Council (CC) supports the mission of the ACA by developing and promoting athletic competition in paddlesports at the local, regional, national, continental, and international levels.

The role of the Competition Council is to:

- Enable United States athletes to achieve sustained competitive excellence in international competitions, including, but not limited to Olympic, Paralympic, Pan American, Parapan American, ICF World Championships, and World Cups
- Enable United States athletes in all paddlesports disciplines to pursue and enhance their skills, and experiences as members of the paddlesports community at U.S. National Championships
- Promote and grow community participation in “recreational” through high-performance paddlesports competitions in the United States
- Promote competition for its benefits beyond on-water benefits among recreational paddlesports
- Serve as a resource for paddlesports competitors in a variety of ways including, but not limited to, governance, competition production, athlete development, coach development, official development, team development, fundraising, and inclusion
- Facilitate CC Committees’ process definition and compliance
- Implement relevant ACA Board of Directors policies and directives, when applicable.

The role of the CC Board is to:

- Facilitate cooperation among CC Committees
- Represent the interests of CC Committees, athletes, coaches, and officials to the ACA Board of Directors.

ARTICLE III. CC AFFILIATION

All ACA competition members in good standing comprise the constituency of the Competition Council. Any ACA member in good standing is eligible to join the CC constituency by holding a competition membership.

ARTICLE IV. CC GOVERNANCE

A. The Competition Council (CC) supports the ACA Board of Directors by coordinating programs and activities in the area of paddlesports competition at the local, regional, national, continental, and international levels.

1. The CC operates under the authority of the ACA Bylaws and the ACA Board of Directors.
2. Applicable programs, plans, and policies developed by the Competition Council shall be subject to approval by the ACA Board of Directors.
3. The CC and its corresponding committees are composed of active ACA competition membership holders, in good standing.
4. In the case of conflict, the ACA Bylaws supersede any policy or procedure defined in these operating procedures.

B. The CC Board is the coordination and promotion point for paddlesports competition within the ACA, across all disciplines

1. The CC Board is composed of voting and non-voting members and must be composed of at least 33% 10 Year and 10 Year+ Athletes (which terms are defined in ACA Board Policy ATH-001, and who may be collectively referred to as "Elite Athletes").
2. The CC Board has voting authority, is composed of elected and appointed individuals and represents the Competition Council constituency.
3. The Executive Committee of the CC Board is composed of the Chair, Vice Chair, Secretary, Treasurer, and three (3) Elite Athletes - see Article VI.E.2

C. Voting members of the CC Board must be ACA Competition members in good standing.

D. Non-voting members of the CC Board may include up to two (2) CC Chair appointments, and liaison members from other appropriate organizations. Non-voting members are encouraged to collaborate with the CC Committees to implement the ACA's missions. Examples of non-voting CC board members include:

- Liaison member of RAC
- Liaison member of SEIC
- Others as approved by the CC Board

E. The voting members of the CC Board may consist of:

- Discipline Committee Chairs
- A minimum number of qualifying “Elite Athlete” representatives from Competition Discipline Committees represent 33% of the total number of voting CC members. Elite Athlete representatives must be elected by their respective Discipline Committees.
- One(1) ACA Board of Directors member appointed by the ACA Board President
- Two(2) At-Large members, as elected by the CC constituency

F. Elections and Appointments for the CC Board

1. All elected CC Board terms of membership or office shall begin on January 1 after the election, and end on December 31
2. Officers
 - a. The Officers of the CC Board shall be a Chair, Vice-Chair, Secretary, and Treasurer
 - b. Officers of the CC Board shall be selected from among current CC Board members in good standing by ballot of the CC distributed and tabulated in time for the new officers to be in place at the beginning of the new year.
 1. The CC should make every effort to stagger officer terms to avoid a complete turnover.
 2. Officer terms shall be limited in length to two years.
 3. An individual should not serve for more than two consecutive terms in a specific officer position.
 - c. The CC Chair must be elected by the CC Board before the first ACA Board of Directors meeting for the calendar year in which their term begins to be placed on the ACA Board of Directors as noted in the ACA Bylaws.
 - d. CC Board members vote for officers at the first CC Board meeting of the year.
 - e. Vacancies in CC Board Officer positions that may occur between scheduled elections shall be filled at the next possible CC Board meeting.
 - f. Upon election to a CC Board office, the officer’s prior position on the CC Board shall be vacant and open for re-election. If re-election is not practical, the CC Chair may appoint a replacement to finish out the remainder of the current term.
3. Appointments by the ACA Board President
 - a. See ACA Bylaws
 - b. One CC Board position is appointed by the current ACA Board President
 - c. Appointments begin on January 1st
 - d. Appointment terms are two(2) years, ending on December 31
 - e. Individuals may be re-appointed for two(2) consecutive terms
 - f. Upon a change in the ACA Board President, the current appointee may finish out their term
4. Appointments by the CC Chair
 - a. Two CC Board positions are appointed by the current CC Chair
 - b. Appointments begin on January 1st
 - c. Appointment terms are two(2) years, ending on December 31

- d. Individuals may be re-appointed for two consecutive terms
 - e. Upon a change in the CC Chair, the current appointees may finish out their terms
- 5. Competition Discipline Committee Chairs – see Article VI.E.2 and 3
- 6. At-Large Members
 - a. The ACA National Office will facilitate the elections of At-Large CC Board Members by
 - 1. Issuing a call for nominations in the Fall of odd-numbered years,
 - 2. Hosting the election through the ACA's preferred service for current competition membership holders.
 - b. Nominees will be required to provide: name, phone, email, and a biography
 - c. Terms begin on January 1st
 - d. Terms are two(2) years, ending on December 31st
 - e. Individuals may serve a maximum of two consecutive terms
 - f. In the event the At-Large positions are unable to be filled, the CC Chair may appoint them
- 7. Elite Athletes
 - a. Elite Athletes, as defined in ACA Board Policy: ATH-001: Athlete Representative Classifications, who have been elected to their respective Discipline Committees as Athlete Representatives, are eligible to be selected by their Committee to serve on the CC Board.
 - b. If the minimum required number of Elite Athletes is not able to be met by Discipline Committees, the ACA Board of Directors may appoint the unfilled Elite Athlete positions, but only upon the approval of the ACA Athlete Advisory Council (AAC).
 - c. The term of service begins on January 1st and shall last for two(2) years, ending on December 31st
 - d. Individuals may serve a maximum of two(2) consecutive terms.
- 8. Non-voting Liaison Members
 - a. A non-voting liaison member can be approved to serve on the CC Board by a majority vote of the CC
 - b. Terms of service for non-voting liaison members begin on January 1st and shall last for two(2) years, ending on December 31st
 - c. Non-voting liaison members will include, but are not limited to:
 - 1. One (1) RAC representative
 - 2. One (1) SEIC representative
 - 3. Other representatives, as approved by the CC

G. If a CC Discipline Committee Chair is unable to attend a CC Board meeting, the CC Discipline Committee Chair must send an approved proxy, after declaring their identity in writing to the CC Chair or CC Secretary before the meeting. If a Discipline Committee makes a provision in their Bylaws or appoints an official alternate who can represent and vote on behalf of the Discipline, that person may attend on behalf of their discipline at a CC Board meeting without prior notice to the CC Chair.

H. Beginning January 2025, if a Discipline Committee Chair, or their designated representative, is absent from two consecutive CC Board meetings, the Discipline Committee will change from Active status to non-voting Advisory status and shall not be considered part of the quorum count. Additionally,

if an Elite Athlete representative is absent from two consecutive CC Board meetings, the Elite Athlete representative will change from voting Active status to non-voting Advisory status and shall not be considered part of the quorum count. Non-voting Advisory status Discipline Committees and Elite Athlete representatives automatically convert back to Active status upon attending their next CC Board meeting.

I. All voting members of the CC Board who are not CC Discipline Committee Chairs must attend at least 50% of scheduled CC Board meetings. Voting members who do not attend at least 50% of scheduled CC Board meetings may be eligible for removal for cause.

J. If a CC Discipline Committee Chair position is vacant, the CC Chair will request the affected CC Discipline Committee to select a replacement. For other voting members, the CC Chair will appoint one.

K. Members of the CC Board, including Discipline Committee representatives and Elite Athlete representatives, may be removed for cause. In such cases, the CC Board Chairperson shall issue written notice to: (1) the member, (2) the member's sponsoring entity (e.g., ACA Board, CC Board, Discipline Committee, Athletes Advisory Council), (3) the ACA National Office, and (4) the CC Board. The notice must include the reason for the proposed removal and a formal request to the ACA National Office recommending that the member be removed from good standing. The matter must also be included on the agenda of the next scheduled CC Board meeting. The member in question shall be given the opportunity to provide a rebuttal during that meeting before any final action is taken. The ACA National Office retains sole authority to act on the recommendation in accordance with ACA membership policies.

L. In the event of a tie in any CC Board or CC Committee election, the CC Chair will cast the deciding vote. If the CC Chair has already voted on the matter or is unable to cast the deciding vote, the President of the ACA Board of Directors will cast the deciding vote. If the CC Chair is also the President of the ACA Board of Directors, then the Vice President of the ACA Board of Directors will cast the deciding vote, followed by the Secretary, and then the Treasurer.

M. Any potential or existing conflict of interest between an ACA or CC interest and an individual CC Board member must be disclosed at the first CC Board meeting of each year, or when such conflict arises. Where duality exists, the individual may state an opinion but may not vote.

ARTICLE V. CC OFFICERS

A. CHAIR. The CC Chair, or their designee, will be placed on the ACA Board of Directors as noted in the ACA Bylaws. The Chair's duties shall be to preside over meetings of the CC, to appoint special committees and workgroups, and to represent and act on behalf of the CC between the CC Executive Committee and full CC meetings. The Chair is responsible for achieving the CC goals. Resignation of the Chair requires resignation as the CC representative to the ACA Board of Directors.

B. VICE CHAIR. The Vice-Chair shall perform the duties of the Chair when absent. In the event of death, resignation, or removal of the Chair, the Vice-Chair shall assume the unexpired term of the Chair.

C. SECRETARY. The duties of the Secretary shall be to provide notice and a written agenda to CC members fourteen(14) days before meetings, keep and distribute minutes of meetings, and keep all appropriate CC records. If the Secretary is not present at a CC meeting, a "Secretary pro tem" shall be appointed by the Chair to keep minutes and deliver them to the Secretary on time.

D. TREASURER. The duties of the Treasurer shall be to serve as a liaison with the ACA BOD Finance Committee; serve as a liaison with the ACA staff, Finance Director, and Executive Director; receive agreed-upon financial reports and/or information; and identify and facilitate funding and fundraising opportunities relevant to the CC.

ARTICLE VI. CC COMMITTEES

The CC shall employ committees for areas of special interest. Committee membership may vary, with additional appointments by the CC Chair or the committee itself. Applicable committee work will be brought before the CC Board or the CC Executive Committee for authorizing action.

There shall be the following standing committees, but the CC may create others on a permanent or temporary basis, by CC Board action., All committees, including the Executive Committee, shall include at least 33.3% Actively Engaged Athletes, as defined in ACA Board Policy ATH-001: Athlete Representative Classifications unless otherwise specified.

A. CC EXECUTIVE COMMITTEE shall be composed of the Chair, Vice Chair, Secretary, Treasurer, and three (3) Elite Athletes. It shall act for the CC when immediate issues arise and a CC meeting is not imminent or practical.

B. CC NOMINATIONS COMMITTEE shall be responsible for facilitating the selection of candidates to fill available seats across all Competition Council committees. The Committee shall be composed of one member from each of the Competition Committees and shall choose a Chair and Vice Chair from among current Nominations Committee members.

C. CC ADVISORY COMMITTEES represent specific competition-oriented disciplines, communities, or organizations. CC Advisory Committees are comprised of at least three representatives and do not have CC voting privileges. Current CC Advisory Committees include:

1. Outrigger (IVF)
2. Rafting (IRF/WRF)
3. Freestyle - Flatwater (ACA)
4. National Collegiate Paddling

D. CC DISCIPLINE COMMITTEES shall be responsible for the development and maintenance of competition rules that comply with all relevant ACA, USOPC, and/or International Federation (IF) sanctioning body rules and/or guidance, and include the following paddlesports disciplines:

1. Canoe Poling
2. Canoe Polo (ICF)
3. Canoe Sailing (ICF)
4. Dragon Boat (ICF)
5. Freestyle - Whitewater (ICF)
6. Marathon (ICF)
7. Ocean Racing / Surfski (ICF)
8. Open Canoe Slalom
9. Paracanoe (ICF, Paralympic)
10. Slalom (ICF, Olympic)
11. Sprint (ICF, Olympic)
12. Stand Up Paddling (ICF)
13. Wildwater (ICF)
14. Whitewater Open Canoe Downriver
15. Whitewater Open Canoe Slalom
16. Additional, as approved by the CC Board and ACA Board of Directors

E. All CC COMMITTEES are responsible for developing and promoting athletic competition in paddlesports at the local, regional, national, and, where appropriate, continental and international levels; enable United States athletes to achieve sustained competitive excellence in Olympic, Paralympic, Pan American, Parapan American Games, World Championships, and other international competitions; promote and grow recreational paddlesports competition; and represent the interests of athletes, coaches, and officials to the CC.

1. Governance

a. Voting Members

- i. All voting members must be current ACA competition members in good standing.
- ii. Each CC Committee will choose the number of voting members, between a minimum of 6 voting members (four officers and two EA/AEA representatives), and a maximum of 15 voting members, that will constitute its committee
- iii. The ACA National Office will keep the official roster
- iv. The term for voting members will be two years, beginning on January 1, and ending on December 31 of the following calendar year.

b. Non-Voting Members

- i. Each CC Committee can have up to 10 non-voting members
- ii. Non-voting members do not have to be ACA competition members but they must be current ACA members.
- iii. The ACA National Office will keep the official roster
- iv. The term for non-voting members will be two years, beginning on the first day of January, and ending on the 31st of December of the following calendar year.

- c. OPTIONAL: The Executive Committee of each CC Committee consists of the Chair, Vice Chair, Secretary, Treasurer, and two(2) Elite Athletes/Actively Engaged Athletes as appropriate for the committee and as defined by ACA Board Policy ATH-001: Athlete Representative Classifications.
- d. Resignations: any CC Committee member may resign at any time by giving written notification to the CC Committee Chair and Secretary. When the CC Committee Chair resigns, they must submit a written notice to the CC Chair that they will discontinue serving as the CC Committee representative to the CC, and include the contact information for their replacement representative.
- e. How to Remove Members
 - i. A voting member or non-voting member may be removed for cause by a 2/3 vote of a quorum of the voting members of the CC Committee. In such an event, written notice for the intended action shall be included in the meeting agenda and the committee member in question shall be given the opportunity for rebuttal.
 - ii. If the CC Committee Chair is removed for cause, they are no longer on the Executive Committee and are no longer the CC Committee representative to the CC Board.
- f. How to Fill Vacancies
 - i. The Chair of the CC Committee may temporarily appoint an individual to fill the remaining term of any vacancy for an officer, a voting member, or a non-voting member
 - ii. If the CC Committee Chair is vacant, a new Chair may be elected, facilitated by the CC Nominations Committee (if necessary), by current voting members to fill the remaining term.
 - 1. If the above method is not successful, the CC Chair will appoint a new CC Committee Chair to fill the remaining term.

2. Officers

a. Descriptions

- i. Chair: The CC Committee Chairperson shall be elected from among the voting members of the CC Committee for a two-year term starting on January 1 and ending on December 31 of the following calendar year.
 - 1. The duties of the CC Committee Chair shall be to prepare agendas for, to call and preside over meetings of the CC Committee and (optional) Executive Committee of the CC Committee; to appoint subcommittees or workgroups and to represent and act on behalf of the Competition Committee between meetings.
 - 2. The CC Committee Chair, supported by the ACA National Office staff, bears the overall responsibility of achieving the CC Committees' goals, as approved by the CC.
 - 3. Represent the CC Committee on the CC
 - 4. An individual can only hold the position of CC Committee Chair for one CC Committee at a time

- ii. Vice Chair: The Vice Chair shall be elected from among the voting members of the committee for a two-year term starting on January 1 and ending December 31 of the following calendar year.
 - 1. The duties of the Vice Chair shall be to assist the Chair with meetings and work projects of the CC Committee.
 - 2. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair and when so acting shall exercise all powers of the Chair
 - iii. Secretary: The Secretary shall be elected from among the voting members of the CC Committee for a two-year term starting on January 1 and ending on December 31 of the following calendar year.
 - 1. The duties of the Secretary shall be to:
 - a. Distribute the meeting notice at least 7 days before each meeting
 - b. Keep and distribute meeting minutes
 - c. Coordinate all ballots and elections with the ACA National Office
 - d. If the Secretary is not present at a meeting, the Vice Chair will become the “secretary pro tem”. If the Vice Chair is not able, then a “secretary pro tem” will be appointed by the Chair. The “secretary pro tem” will record the minutes and forward them to the Secretary and ACA National Office on time
 - iv. Treasurer: The Treasurer shall be elected from among the voting members of the CC Committee for a two-year term beginning January 1 and ending December 31 of the following calendar year.
 - v. Immediate Past Chair: The Past Chair will serve as a voting member of the CC Committee for a minimum period of one year after the end of their most recent elected term.
 - b. Term Limits
 - i. Standard CC Committee officer terms are 2 years, starting on January 1 and ending on December 31 of the following calendar year.
 - ii. An officer of a CC Committee may only be reelected once to the same position in successive elections.
 - iii. An individual can only hold one(1) officer position within a single CC Committee at any point in time.
 - iv. There is no limit to the number of CC Committees on which an individual can hold an office. However, an individual can only hold the office of CC Committee Chair for one CC Committee at a time.
- 3. Election Procedures
 - a. Voting Members
 - i. Each CC Committee will choose its number of voting members between a minimum of six(6) voting members and a maximum of fifteen(15) voting members
 - 1. The ACA National Office will keep the official roster for each CC Committee
 - ii. A call for CC Committee voting member nominations will occur in the Fall of each year, facilitated by the CC Committee Chair, the CC Nominations Committee, and the ACA National Office

1. Nominees will be required to provide: their name, phone, email, and biography to the ACA National Office
- iii. Elections will be conducted by electronic ballot of current CC Committee members after the close of nominations and before the end of the calendar year, facilitated by the ACA National Office or through the ACA's preferred elections service provider.
- iv. The individuals with the greatest number of votes coinciding with the CC Committee's pre-set number of voting members, will be elected to the CC Committee and will begin their term on January 1 of the following calendar year.
- v. Actively Engaged Athletes shall either be directly elected by the total pool of Actively Engaged Athletes as identified by the ACA National Office or appointed by Actively Engaged Athletes on the CC.
- b. Officers
 - i. Elections for the Chair, Vice Chair, Secretary, and Treasurer will take place by vote at the first CC Committee meeting of the new year.
 - ii. In the event a CC Committee is unable to elect a Vice Chair, Secretary, and/or Treasurer, the CC Committee Chair shall appoint one.
- c. Non-Voting Members
 - i. Each CC Committee will choose its number of non-voting members up to a maximum of 10.
 1. The ACA National Office will keep the official roster
 - ii. Following the Officer elections, the voting members of the CC Committee will elect the non-voting members
 - iii. If the preset positions for non-voting CC Committee members are not filled through an election by the voting members, the CC Committee Chair may appoint the remainder of the open positions
4. Meetings
 - a. Each CC Committee will meet in real-time at least four(4) times per year
 - b. The CC Committee Chair or Secretary will provide notice and a written agenda to committee members fourteen(14) days before the meeting, with a copy sent to the CC Secretary. Items of business not on the agenda will be added to New Business and will be addressed if time permits.
 - c. If the CC Committee Chair is unable to attend a meeting, the Vice Chair or a designee appointed by the CC Committee Chair may chair the meeting.
 - d. Committee meetings will operate according to Robert's Rules of Order, tempered by common sense and good manners.
 - e. A Quorum shall be at least 40% of the voting members of the CC Committee
 - i. with 6 voting members, the quorum would be 3
 - ii. with 5 voting members, the quorum would be 2
 - iii. The Quorum number is determined by the entire number of voting members of the CC Committee, not the CC Committee voting members present at one specific meeting
 - f. Executive Committee meetings of the CC Committee may be held as needed between CC Committee meetings. The agenda for these meetings will be developed and sent out

before the meeting by the CC Committee Chair or Secretary. A report of all actions taken by the Executive Committee between CC Committee meetings shall be included in the written Executive Committee meeting minutes and presented at the next CC Committee meeting

- i. A Quorum of the Executive Committee meeting shall be at least 40% of the voting members of the Executive Committee of the CC Committee.
 - ii. The Quorum number is determined by the entire number of voting members of the Executive Committee of the CC Committee, not just the Executive Committee members present at one specific meeting.
 - g. Cross-member proxy voting is prohibited
 - h. Recommended Agenda Items for CC Committee meetings include:
 - i. Call to Order
 - 1. Establish Quorum
 - ii. CC Committee Secretary's Report
 - 1. Review and Approval of prior Meeting Minutes
 - iii. CC Committee Chair Report
 - iv. CC Committee Treasurer Report
 - v. ACA National Office Staff Report (if appropriate)
 - vi. Sub-committee / Workgroup reports
 - vii. Election matters as required
 - viii. Old Business
 - ix. New Business
 - x. Upcoming Meeting(s)
5. Sub-Committees or Workgroups:
- a. May be formed by a majority vote of the CC Committee
 - b. Must have a defined purpose or task
 - c. May be temporary or permanent
 - d. Will present its work product created or policy recommendations to the CC Committee for disposition
 - e. May include outside members, not affiliated with the ACA with approval of the CC Committee Chair
 - f. Are acknowledged via a roster by the CC Committee Secretary, communicated to the CC Secretary, and the ACA National Office.
6. New CC Committees
- a. Provisional Period
 - i. To form a new CC Committee, a motion must be brought forth by a member of the CC for introduction of the committee in Provisional Status, and it must be approved by the CC.
 - ii. Minimum documentation required:
 - 1. CC Motion Recommendation Form
 - 2. A list of volunteers willing to serve on the Provisional CC Committee
 - 3. First Draft of an Implementation Plan, including, but not limited to:
 - a. A statement describing how the Provisional CC Committee will enhance paddlesports competition in the U.S. at the local,

- regional, national, and, where appropriate, continental and international levels
- b. The potential number of individuals affected
- c. Initial work projects the committee plans to initiate
- 4. Timeline for moving towards presenting a motion to become an official CC Committee
 - iii. The Chair of the Provisional CC Committee will serve as a non-voting Liaison member to the CC
- b. To approve a Provisional CC Committee as an official CC Committee, a motion must be brought forth by a voting member of the CC and a successful approval by the CC must be reported to the ACA Board of Directors.
- c. Minimum documentation required:
 - i. CC Motion Recommendation Form
 - ii. Relevant materials, artifacts, and reports generated during the Provisional Period
 - iii. A list of volunteers willing to serve as voting members of the new CC Committee, including pre-selected officers

ARTICLE VII. CC MEETINGS

The CC shall meet at least once per quarter, at dates and times agreed to by the majority of the council, any of which can be shifted with an approving quorum vote of the CC. Additional communication, including face-to-face meetings and electronic discussions, are encouraged. The business of the CC may be conducted through virtual meetings, email, or other electronic methods.

A. The CC Chair must collaborate with the Secretary to create and distribute a meeting notice to all CC members seven(7) days before CC meetings. CC members must submit agenda items and reports to the CC Chair and Secretary at least ten(10) days before scheduled meetings. Additional agenda items may be included through a motion of the CC.

B. If the CC Chair is unable to attend, the CC Vice Chair, or other designee, may be appointed by the CC Chair to chair the meeting.

C. CC meetings will operate according to the current edition of Robert's Rules of Order, tempered by common sense and good manners.

⌘

D. A Quorum shall be 40% of the voting members of the Competition Council.

E. The recommended Competition Council Meeting Agenda includes:

- a. Call to Order
 - 1. Establish Quorum
- b. CC Secretary Report
 - 1. Review and approval of minutes

- c. CC Chair Report
- d. CC Treasurer Report
- e. ACA National Office Staff Report
- f. Nominations Committee Report
- g. Liaison Reports
- h. Competition Committee Reports
- i. Old Business
- j. New Business
- k. Upcoming CC Meeting(s)

F. Cross-discipline proxy voting is prohibited. Each CC Committee represented on the CC will have one vote cast by that committee's attendant representative. No individual, including those representing dual entities, may cast more than one vote.

ARTICLE VIII. CC COMPLAINT PROCEDURES

Any complaints or grievances directed toward the CC and/or its committees shall be heard through the procedures outlined in ACA Board Policy GOV-13: Grievance

ARTICLE IX. AMENDMENTS TO CC OPERATING PROCEDURES

A. Amendments to any CC Operating Procedures shall be approved by a 2/3 majority vote of the voting members of the CC. The vote may be conducted during meetings or by other means as determined by the CC. Approved CC Operating Procedure amendments will be submitted to the ACA Board of Directors for final approval.

B. Proposed Amendments must be presented to the CC Chair and Secretary in precise written form, including rationale.

C. Written notice of proposed amendments shall be provided to all CC voting members by the CC Chair or Secretary. The written notice shall include the exact wording of both the original language and the proposed amendment, and the rationale for the change.

ARTICLE X. COMPETITION COUNCIL POLICIES

The CC may adopt and print operational policies, such as a policy manual, that may be approved and altered by a majority vote of a quorum of the CC.

Items not covered by the CC Operating Procedures shall revert to the ACA Bylaws for guidance.

ADDENDA

A. Approved Changes to the CC Operating Procedures

Approved and adopted by the National Activity Council for Competition and endorsed by the American Canoe Association (ACA) Board of Directors.

Date of Change	CC Operating Procedures Change	Approved By
January 5, 2009	Updated	ACA Board of Directors
October 22, 2017	Updated for NGB Status	ACA Board of Directors
December 2017	Revised with feedback from the inaugural CC meeting	ACA Board of Directors
February 7, 2018	Revisions Approved	ACA Board of Directors
October 9, 2024	Major revision to reflect the current state of the Competition Council	

B. Glossary

- ACA - American Canoe Association
- AAC - Athlete Advisory Council
- CC - ACA Competition Council
- CC Board - ACA Competition Council Board
- CC Committees - ACA Competition Council Committees
- ICF - International Canoe Federation
- IF - International Federation
- IVF - International Va'a Federation
- NF - National Federation
- NGB - National Governing Body
- OAC - Outrigger Advisory Committee
- USOPC - United States Olympic & Paralympic Committee
- Elite Athlete
- Active / Advisory Status
- Duality of interest
- Conflict of interest
- Competition membership
- Competition license



Proposal for
American Canoe Association

Prepared by Lewis Asiama
lewisa@electionbuddy.com

PROPOSAL TERMS AND CONDITIONS

This proposal response, in whole or in part, contains confidential and proprietary information and is solely for the purpose of providing American Canoe Association ("Recipient") with an opportunity to evaluate the business opportunity described herein and is valid for 30 days. By accepting this confidential document, the Recipient agrees not to reproduce it or to distribute it to any other person or entity, in whole or in part, at any time, without the prior written consent of ElectionBuddy Inc. The Recipient further agrees to keep permanently confidential all information contained in this document or made available in connection with additional due diligence. This document is the property of ElectionBuddy Inc. and upon request, the recipient will return all materials received, including this document, without retaining any copies. By accepting this document, in the event the proposal is not accepted, the Recipient agrees to do a reasonable debrief to outline the reasons for rejection within 30 days of the award.

This proposal includes data that shall not be disclosed outside of the Recipient and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this Offeror because of, or in connection with, the submission of this data, American Canoe Association shall have the right to duplicate, use or disclose the data to the extent provided in the resulting contract.

ElectionBuddy for the American Canoe Association

At ElectionBuddy, we're passionate about creating excellent election software for associations, and we're even more passionate about offering amazing service to our election administrators. Election administrators with little experience can easily run an anonymous, secure, high-integrity election using our cloud-based voting platform along with our experienced, election-savvy staff.

ElectionBuddy enables the American Canoe Association, to better manage elections for your members, by allowing you to:

- Exceed the requirements for your board of directors, by-law amendments, budget approvals and award voting for both remote elections, virtual meetings, and in person meetings with a level of excellence that mirrors the American Canoe Association staff.
- Save time and effort with next generation voting technologies including weighted ballots, voting subgroups and reporting groups.
- Easily implement a voter friendly solution for everyone, including 55+ members and mobile users.
- Allow quick, easy and question-free voting with voter-friendly methods: iPhone voting, Android phone voting, tablet voting, computer voting, onsite kiosks, automated postal ballots, and printed ballots.
- Export results to Excel and PowerPoint, so you can customize the style to match your brand.
- Run fast, automated tabulation with sharing of secure, observable and verifiable results and winners.
- Maintain stringent security with 256-bit encryption that banks use and meeting PCI standards.
- Conduct elections with excellence by surpassing US Department of Labor electronic voting guidelines.
- Achieve a completely impartial, independent vote and result by using ElectionBuddy Expert Services.
- Work with a vendor that services notable professional associations like your own, including: USA Weightlifting, USA Climbing, and USA Judo.

At an estimated price of \$2,378.00, ElectionBuddy will save you time and money:

- **Experience** – we have run 250,000+ elections for member-based organizations like yours.
- **Reasonable cost** – extensive features and superior service within a budget-conscious price.
- **Fast setup** – we gather needs, configure in days, and next year, copy and do it yourself!
- **Meet your unique requirements** – with customized ballots, voting processes and expert help.

The following pages outline our vision to address the American Canoe Association, voting needs, including features, security, implementation, and more. If you have questions, contact us!

Regards,



Dave Bodnarchuk
President, ElectionBuddy Inc.

EXECUTIVE SUMMARY

ElectionBuddy was born out of years of frustration running elections for the organizations we volunteered with, using kludgy spreadsheets and computer tools. And the tools were really expensive and hard to use.

We knew we could do better!



Electionbuddy is the easiest way to election excellence

The result is a cloud-based election platform allowing non-technical election administrators to run a secure, certifiable election with integrity and anonymity. ElectionBuddy's many features have been developed based on years of administrator and voter feedback combined with our team's thousands of hours of election technology experience. Our customers, including USA Weightlifting, USA Climbing, and USA Judo, are our biggest fans. We will happily arrange reference calls so you can learn how ElectionBuddy improved our customers' elections.

Many organizations still run their elections using paper-based processes and require significant staff and volunteer time to create ballots, cast votes, tally results and share the results with voters. Your election team can use ElectionBuddy.com to automate your election using our mobile-friendly software potentially saving your organization hundreds of hours and thousands of dollars.

We built our SaaS election platform to provide easy, secure, anonymous voting and elections. As a broad voting platform with election, polling and surveying, ElectionBuddy will ensure that you not only meet your voting needs of today, but your voting needs of tomorrow too!

Our association customers note that ElectionBuddy meets their priorities for elections such as:

- Reducing administrator effort for election setup, vote capture and results calculation and sharing.
- Boosting voter turnout to increase voter engagement and ensure quorum.
- An easy voting process, resulting in fewer voter questions.
- Convenience with a 24x7 voting capability from anywhere for geographically-disbursed organizations.
- Inclusivity for both non-technical elderly voters and mobile-savvy 25-35 year-olds.
- Security to safeguard ballot choices and prevent tampering from voters, administrators, or anyone.
- Integrity to ensure anonymous ballot choices that cannot be linked with specific voters.

- Fast implementation with administrator friendly live voting management
- Affordability so you can keep your hard earned dollars for your organization's mandate.

Win-Win

With our experience with tens of thousands of elections for **professional associations**, homeowners' associations, unions, national organizations, universities, chamber & trade associations, charities and NGOs, we offer autonomy, control, and familiarity. ElectionBuddy allows for standardization of process and ease of setup and voting. Additionally, the voting process is fully auditable, verifiable, and observable, ensuring that your results are valid and true.

Competitive Advantage

With ElectionBuddy, you're not just buying software; you are investing in an election platform and beginning an exciting new, ongoing relationship. We are very proud to serve our customers and our goal is to establish raving fans across the election community. Our positive relationships with our administrators and voters have led to growth in each of the last 5 years





























Board members and community managers rave about ElectionBuddy—they are keen to chat with you!

We strive for election perfection, and have recently re-architected our platform based on our voter and administrator requests. While our functionality continues to expand, we maintain our focus on ensuring that elections are easy to set up for the non-technical election administrator and that voters can easily vote in the way they want to vote.

Other advantages include:

- **Shared risk** — we meet deadlines. If we don't, there is no long-term commitment.
- **Easy Implementation** — fast setup allows you to launch with minimal staff time, effort and training.
- **Low Cost** — the lowest prices in the election market with a high level of election integrity.
- **Expert assistance** — our election experts monitor your election from the setup to results.

Feature summary

Anonymous, secure voting		Weighted voting	
Multiple languages		Customizable buttons and prompts	
Multiple voting methods		Voter reminders	
Random ordering		Printed ballots	
Candidate bios and photos		SMS voting	
Mobile-friendly		Voting groups and Reporting groups	
Write-ins and abstentions		Two-factor authentication and sign-in	
Customizable notices		Advanced notice editing	
Email voting		Mailed ballots and notices	
Fraud prevention		Onsite voting kiosks	
User-friendly		Multiple election administrators	
Results, reports, and graphs		Voter audit	
Verifiable and observable results		IP voter logging	

**99% of our organizations that we serve
are willing to act as a reference
and hire us on a repeat basis.**

Pricing and Service Overview - ElectionVote

Pricing is In USD is based on your voter list size and notice quantity and is subject to change if quantities are different from those noted below. Optional items are included if selected.

Organization: American Canoe Association

Billing Contact: Beverly A Cosslett bevcosslett4@gmail.com 9142990919

Administrator Contact: Beverly A Cosslett bevcosslett4@gmail.com 9142990919

ElectionBuddy Account: bevcosslett4@gmail.com

Term: One (1) license effective Jun 13, 2025 ending one (1) month after election end date

Pricing in USD

	Price	Qty	Subtotal
ElectionBuddy ElectionVote Per Election License - Professional 5,000 Voters <i>Includes up to 5,000 eligible voters</i> Use of electionbuddy.com to set up your election, manage the vote and share results. This is the complete price for all electronic notice and voting methods, except for mailed ballots.			\$599
ElectionBuddy ElectionVote Per Election License - Professional 5,000+ - 10,000 Additional Voters <i>\$59 per 500 eligible voters</i> Additional voter credits needed to notify all eligible voters. One eligible voter notified of the vote is the equivalent to one voter credit.	\$59	20	\$1,180
Services - ElectionVote - Expert Setup and Dedicated Assistance - Election Opens 2025-09-15 <i>Fixed Price</i> You provide your election details and voter list, and your election expert creates your election. Voting opens and you answer voter questions. Results are automatically tabulated. Includes an online meeting and phone support. A total of 4 hours will be available to use for setup, election management, and processes associated with the election. If the setup and live election management exceed 4 hours, additional fees may apply.			\$599

Upgrade Your Election - Optional Items

Check any optional items required, add your quantities, and they will be added to your total price.

<input type="checkbox"/> Services - ElectionVote - Voter Inquiry Management Election Date 2025-09-15 <i>Fixed Price per election based on 15,000 voters - additional voters at \$100 per 1,000</i> In addition to dedicated assistance, ElectionBuddy staff answers all voter inquiries on your behalf after consulting with your team using a customized dedicated email address. It's the ultimate in election integrity! This is required for postal ballot tallying. Extra charges apply to ship paper ballots for tallying, and to return ballots.	\$1,900
--	---------



Pricing Options

	Price	Qty	Subtotal
<input type="checkbox"/> ElectionBuddy Annual License - Storage Subscription			\$27
Use of electionbuddy.com to store and access your results' from your elections. Annual fee payable upfront and automatically renews and is due and payable on the anniversary date, either the 15th or the last day of the month 1 year following the agreement date until the customer notifies ElectionBuddy of agreement cancellation. Results are available for the duration of the agreement. If Annual Storage is not purchased when the agreement is accepted, it can be purchased for \$54 throughout the term of this agreement.			
Total Due On Acceptance			\$2,378

Next Steps

If you're ready to get started, review the pricing assumptions, accept the proposal, provide payment, and we will email you with your service details.

Terms and Conditions

1. The agreement will be renewed at the end of the current term unless the American Canoe Association notifies ElectionBuddy seven (7) days prior to the end of the term.
2. A \$99 fee is charged if incorrect account information is provided and needs updating. Fees for additional Expert Service hours, Mailed Notices, Ballot shipping to and from tallying offices, are billed at the time of service delivery, and charged automatically to the Customer Credit card if on file.
3. Rescheduling or Cancellation of the license or services may be subject to a fee. A credit may be given in lieu of a refund on a future vote that occurs within 1 year of the agreement date.
4. If required, Runoffs are charged at a 50% license fee, may be subject to additional Services fees and will be scheduled subject to availability.
5. Service delivery is scheduled from 8 AM to 4 PM MT, Monday to Friday. Off-hour service delivery must be confirmed. 24x7 support exists for system outages; extra fees may apply for 24x7 voter support. Optional services require advance notice of 30 days to ensure availability.
6. Annual subscriptions access support at electionbuddy.com, or email support@electionbuddy.com.
7. Administrators and Voters agree to the ElectionBuddy [Terms of Service at electionbuddy.com](https://electionbuddy.com/terms-of-service).
8. All Information is confidential per the Privacy Policy <https://electionbuddy.com/privacy-policy>
9. Features not specifically noted in this agreement are priced as per <https://electionbuddy.com/pricing>
10. ElectionBuddy reserves the right to assign this agreement.
11. Payment is due within 15 days, or before the opening date of the vote, whichever comes first. Unpaid fees over 60 days are assessed at 10% per month finance charge. If this agreement is not paid in full when Service delivery starts, additional fees may be charged and results may not be released until the agreement is paid in full.
12. Customer Administrators and Voters will use their own phone, tablet or computer to vote electronically. Pricing does not include mobile voting device rental or purchase.
13. Testing Service is included for up to 5 voters at no charge.
14. Email and SMS delivery are dependent upon carrier and location. ElectionBuddy does not guarantee notice delivery. SMS notices delivered outside of North America may be subject to additional fees.
15. ElectionBuddy.com uses a secure socket layer for voting and URLs are preceded by "https:"
16. External website page links will be updated by the customer or their designate. ElectionBuddy assumes no responsibility for external websites or external website links.
17. Customer will identify a staff member, or designate, as the administrator. Multiple administrators requiring Dedicated Setup Assistance or support may result in additional fees.
18. If onsite services are required, travel expenses will be paid by the customer, including meals, travel from and to the staff members' city, and hotel accommodations with the hotel chosen at the Customer's discretion in line with the Customer's travel reimbursement policies. Flights, hotels and staff are booked upon agreement acceptance, and are subject to cancellation fees payable by the Customer.
19. Customer is responsible for compliance with laws, statutes and organization bylaws. Customer is encouraged to obtain independent legal counsel to ensure ElectionBuddy Service compliance.

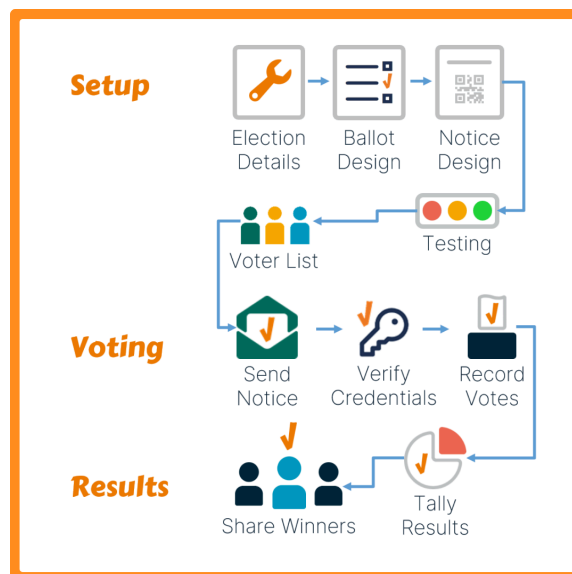
20. Customer agrees to provide reference information and a quote upon the successful completion of the first election and or vote.

The ElectionBuddy ElectionVote Process

ElectionBuddy transforms the time-consuming process of paper-based voting to a streamlined, easy-to-use electronic voting system.

Running a vote comprises 3 simple steps. Results are immediately accessible and can be published automatically to voters. While the process is simple, ElectionBuddy is a flexible and robust platform that has been used for over 265,000 elections by more than 39,000,000 voters. To view how easy it is for voters to vote with ElectionBuddy, view the process below and watch the videos. **Feel free to share the videos with your board and staff too!**

ElectionVote Setup and Flow



ElectionVote Video



We encourage you to explore the details about our features and integrity on the following pages.

Easy as 1-2-3

1. Easy Setup

In minutes, add election details and design the notice and ballot. Test, and have others test, too. Add your voter list and launch!

James Wilson

[EDIT PHOTO](#)

James may not know how to crunch his way to great abs, but he sure knows how to crunch his way to a balanced ledger.

[SAVE](#)[FULLSCREEN](#)[Remove profile](#)

President

Candidates are randomly presented - Select exactly 1 of 2 candidates or choose abstain to vote for none of the candidates.

Candidate



Susan Johnson
[Information](#)



Andrew James
[Information](#)



Abstain



2. Easy Voting

With one click, voters cast ballots on their computer, iPhone or Android phone. Onsite kiosks and mail-in ballots are supported, too.

3. Easy Results

Winners and results are tallied automatically. View and export reports and graphs or share results with voters directly from ElectionBuddy.

Executive Board

PLURALITY - 2 VACANCIES

[DOWNLOAD](#)

Mary King

James Wilson

Margaret Evans



James Wilson and Margaret Evans win with 50.0% and 33.3% of the vote each.

6 votes tallied and 0 abstentions

KEY FEATURES

Voter Notice and Voting Methods

Notify voters by email, cellphone and mail. Or, link to your website and e-newsletter. DomainKeys and Sender Policy Framework are used, so notices reach voters and are not marked as spam.

Voting methods allow voters to vote electronically using their phone, tablet, computer, or onsite at a kiosk. Or, paper ballots and return postal ballots work great too!



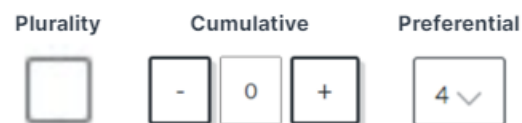
Nominations

Nomination forms are fully customizable and can capture pictures, biographies, statements along with questions specific to your vote. Questions can be shown or hidden depending on previous answers. And multiple languages are supported too!



Multiple Voting Systems

Collect choices and calculate winners using [plurality](#), [preferential](#), [cumulative](#), or [approval](#) voting systems, or calculate yourself. Surveying is supported with comments, questions and scored voting that facilitates a Likert scale from 1 to 5 or NA, to ensure questions are appropriate.

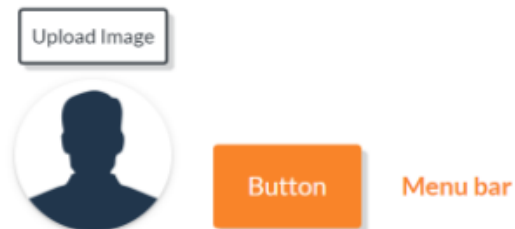


Fully Customizable

Voting Process - add your logo, edit notices, ballot, ballot review and voter confirmation screen. Add multiple languages, too!

Candidate Profiles - customize a biography and candidate contact information, and upload a candidate photo to help voters decide.

Write ins - to allow voters to vote for a choice not on the ballot – they can add their own choice!



Advanced Tallying

Weighted Votes - some voters get more votes than others — great for homeowners' associations, or condo boards or voting proxies.

Voting Groups - a portion of voters vote on certain positions - ex. Seniors vote for class rep, everyone votes for school president.



Security

Anonymous voting all votes are confidential and cannot be seen by others. We use 256-bit encryption — the same as major banks.

Authentication personal voting keys are created and can be used once. Add a second password or confirm identity by phone, or tie into your own authentication mechanisms.

Election Audit voters and ballots are logged to ensure that votes are correctly tallied and to eliminate fraud. Results are observable and verifiable.



Voter List Management

Voter Verification receive automatic bounce notifications for invalid or changed emails, and view if voters haven't voted.

Automatic Reminders schedule emails or text messages to voters who haven't voted to increase voter turnout without extra work.

Fully auditable voter lists, ballots, and keys are tracked to secure results from tampering or editing.

	ID	STATUS	EMAIL
<input type="checkbox"/>	6	Not Voted <small>Sent Aug 3 2023 3:27pm Added on Aug 3 2023 3:27pm</small>	support@electionbuddy.com
<input type="checkbox"/>	7	Key Surfaced <small>Added on Aug 3 2023 3:27pm</small>	support@electionbuddy.com
<input type="checkbox"/>	1	Voted <small>Valid on Aug 3 2023 3:24pm</small>	support@electionbuddy.com
<input type="checkbox"/>	2	Voted Spoiled <small>Spoiled on Aug 3 2023 3:24pm Reason</small>	support@electionbuddy.com
<input type="checkbox"/>	3	Not Voted <small>Sent Aug 3 2023 3:23pm</small>	support@electionbuddy.com
<input type="checkbox"/>	4	Not Voted <small>Sent Aug 3 2023 3:53pm</small>	support@electionbuddy.com

Results and Reports

Share Results winners are shared with voters by email, text message, or on your website. Or, keep results private — it's up to you!

Multiple Reports results summaries and winners are provided with graphical charts, too. Additional reports include voter IP location, vote-by-vote reports, and voter audit reports. All reports, including graphs, can be downloaded.

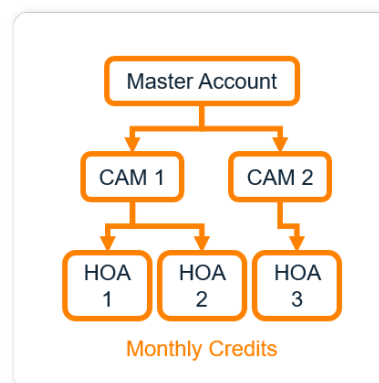


Managed Setup and Administration

Election creation add election details, design your ballot, design and schedule notice methods, and add your voter list.

Test until you're ready to share test ballots with your supervisor, sample voters, and key stakeholders to ensure process buy-in and election perfection.

Multiple Administrators your departments, chapters or local branches can manage their own elections under your account. You can even grant election access to external stakeholders for observation and review.



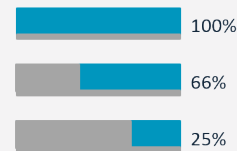
Multi Channel Notices and Reminders

Send notices your way, electronically by email or text message, print, or mail postcards or letters too!

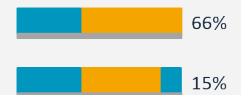
1. All Electronic

Construct an email with a few clicks or completely customize the content including personalizing using your voter list details. Boost turnout by sending email reminders; we'll only send them to voters who haven't voted. Or reach voters on their phones using SMS text messages. Using both email and SMS is another great turnout booster too at an easy to manage price!

Email



SMS Text



2. Mailed Paper Ballots

Do your bylaws or government statutes require paper ballots? No problem. Create a great looking ballot and ElectionBuddy will mail them for you. And save questions and boost response rates by sending email reminders to instruct voters to watch for the ballot, or ask voters to visit your office to cast their ballot in person.

Letter



Email



3. Mix and Match with Ease

Save money and boost turnout by combining notice methods. Email voters when the vote opens, remind them with a text message (we'll only send it to those who haven't voted), send a postcard to voters who haven't voted electronically with instructions as to how to request a paper ballot or vote onsite. Combine

Email



SMS Text



Postcard



Letter



Printed



Voting is as Easy as 1-2-3 TOO!

1. Easy Notice

Involve voters in your election with custom emails, text messages, postcards, or mailed ballots. Or, integrate with your existing systems for a seamless experience.



Vote in the Anytown Elections

We are using an online election system. You have been assigned a unique voter key. You can only vote once and your vote will be anonymous.

To vote, use the following link:

secure.electionbuddy.com/ABCD-1234-ASEG-9876

President

Candidates are randomly presented - Select exactly 1 of 2 candidates or choose abstain to vote for none of the candidates.

Candidate



Susan Johnson
[Information](#)



Andrew James
[Information](#)



Abstain



2. Easy Voting

With one click, voters cast ballots on their computer, iPhone or Android phone. Onsite kiosks and mail-in ballots are supported, too. You can even vote on multiple issues on a single ballot.

3. Easy Confirmation

Each voter receives confirmation that their vote was registered. They can optionally receive an email and a confirmation key to verify that their ballot was properly included and tallied without being tampered.

Ballot > Review > **Confirmation**

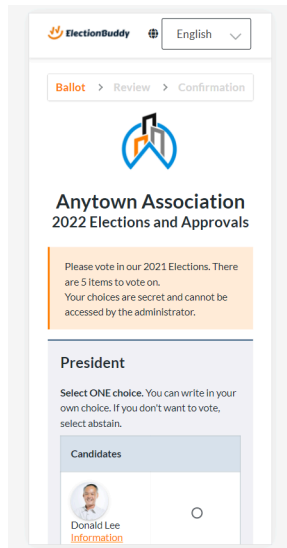


Thank you!

Voter Friendly for Every Voter!

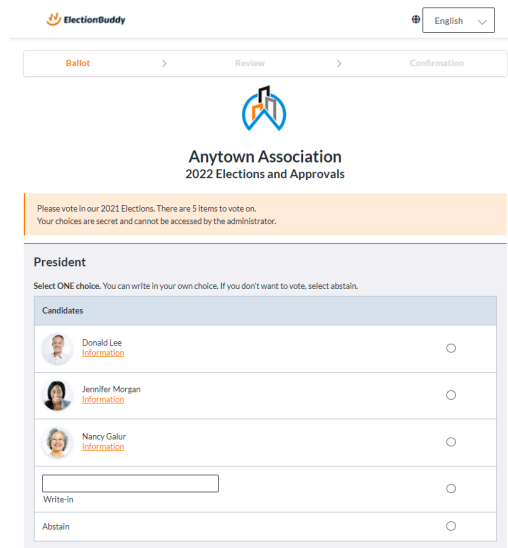
ElectionBuddy supports iPhones, Android, Computer Web Browsers, Polling Station kiosk, or voting at a table during a meeting. Send notice by email, text message, postcard, letter or create your own too! Email notices are fully CANSPAM compliant, ensuring deliverability and regulatory compliance.

MOBILE VOTING



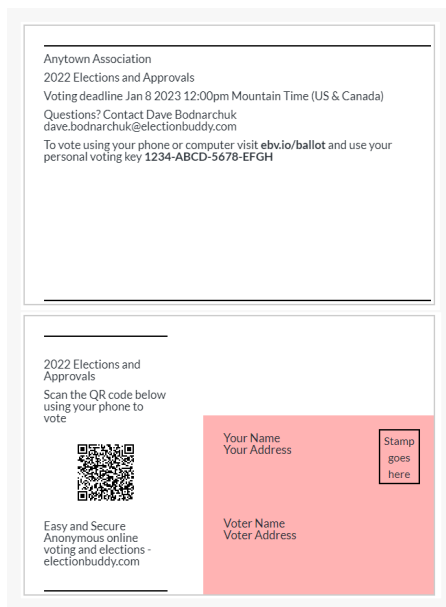
The mobile interface shows the ElectionBuddy logo and a language dropdown set to English. Below is a progress bar with 'Ballot', 'Review', and 'Confirmation' steps. The main heading is 'Anytown Association 2022 Elections and Approvals'. A message states: 'Please vote in our 2021 Elections. There are 5 items to vote on. Your choices are secret and cannot be accessed by the administrator.' The 'President' section instructs the user to 'Select ONE choice. You can write in your own choice. If you don't want to vote, select abstain.' It lists candidates: Donald Lee (with an 'Information' link) and Jennifer Morgan (with an 'Information' link). A 'Write-in' field and an 'Abstain' option are also present.

COMPUTER VOTING



The computer interface shows the ElectionBuddy logo and a language dropdown set to English. Below is a progress bar with 'Ballot', 'Review', and 'Confirmation' steps. The main heading is 'Anytown Association 2022 Elections and Approvals'. A message states: 'Please vote in our 2021 Elections. There are 5 items to vote on. Your choices are secret and cannot be accessed by the administrator.' The 'President' section instructs the user to 'Select ONE choice. You can write in your own choice. If you don't want to vote, select abstain.' It lists candidates: Donald Lee (with an 'Information' link), Jennifer Morgan (with an 'Information' link), and Nancy Galur (with an 'Information' link). A 'Write-in' field and an 'Abstain' option are also present.

PAPER POSTCARD NOTICE



The paper postcard notice is divided into two sections. The top section contains the following text: 'Anytown Association 2022 Elections and Approvals', 'Voting deadline Jan 8 2023 12:00pm Mountain Time (US & Canada)', 'Questions? Contact Dave Bodnarchuk dave.bodnarchuk@electionbuddy.com', and 'To vote using your phone or computer visit ebv.io/ballot and use your personal voting key 1234-ABCD-5678-EFGH'. The bottom section contains a QR code with the text '2022 Elections and Approvals Scan the QR code below using your phone to vote'. To the right of the QR code is a red box with the text 'Your Name Your Address' and a smaller box labeled 'Stamp goes here'. Below the QR code is the text 'Easy and Secure Anonymous online voting and elections - electionbuddy.com'.

EMAIL NOTICE

Vote in the Anytown Annual Elections

The Anytown Association is inviting you to vote in the 2022 Elections and Approvals.

The voting deadline is Jan 8 2023 12:00pm Mountain Time (US & Canada).

We are using an online election system to tabulate our votes. You have been assigned a unique voter key which can only be used to vote once, and your voting choices will remain anonymous. Do not forward this email. Do not reply to this email to vote, as your vote will not be registered.

If you have election questions, feedback or want to be removed from future ballot lists, please email Sam Smith at demo@electionbuddy.com.

To vote, please click on the following link:

secure.electionbuddy.com/NL7Y-ZYLR-628X-HMDT

You can also copy and paste the link into your web browser.

[Unsubscribe](#) from any further emails about this election.

 ElectionBuddy
Powered by [ElectionBuddy Inc.](https://electionbuddy.com)

Fast and Reputable Results

Instantaneous Tallying

Results are immediately available after voting ends. Results include the winners, votes and percentages for each choice and vote by vote details. And summarize results by attributes such as gender, age range or location or attributes you define too!



Anytown Election Results



Anytown Election Results



Effortless Sharing

Customize and format the results that are shared with voters to include graphs, text vote by vote details, and audit reports based on your own requirements. Print results. And schedule when results are shared, share them onscreen or or email or print and share them yourself, it's up to you.

Certifiable and Auditable

Voters view their confirmation code to show that their vote was included in the results, while ensuring anonymity. The confirmation code is generated each time results are presented, to ensure results are true and tamper free. For extra assurance, an ElectionBuddy Expert can issue a certification report, ensuring that you have the attestation you need.



Anytown Election Results



Setup as Easy as A-B-C

A. Easy Ballots

Use an intuitive and flexible interface to add issues and candidates to your ballot. Customize your election with a comprehensive set of features, including plurality, voting by preference, write-ins, and randomization.

James Wilson

[EDIT PHOTO](#)


James may not know how to crunch his way to great abs, but he sure knows how to crunch his way to a balanced ledger.

[SAVE](#)
[FULLSCREEN](#)
[Remove profile](#)

Email Notice

Subject **Vote Now! Anytown HOA Fall Election**

organization_name user_full_name user_email
election_start_date election_end_date ...

You are invited to vote in the {{organization_name}}
{{election_name}}.

The voting deadline is {{election_end_date | date: "%b %d %Y %l:%M %P"}} {{election_time_zone}}.

To vote, please click on the following link:
{{ballot_link}}

[« BACK TO BALLOT DESIGN »](#)
[CONTINUE TO VOTER LIST »](#)

B. Easy Notice

Involve voters in your election with custom emails, text messages, postcards, or mailed ballots. Or, integrate with your existing systems for a seamless experience.

C. Easy Voter Lists

Effortlessly add your voter list, group voters by type, and track who's turned in their ballot so you're always on top of your election.

Voters

Status [ALL](#) [QUEUED](#) [\(NOT VOTED\)](#) [VOTED](#)

Type [ALL](#) [EMAIL](#)

5 of 5 voters shown — The status of the most recent 3 voters is hidden until election is completed. [Learn more](#)

<input type="checkbox"/>	ID	GROUP	STATUS
<input type="checkbox"/>	1	Chartered	Voted Oct 1 2017 2:20pm
<input type="checkbox"/>	2	Business	Not Voted Sent Oct 2 2017 9:00am
<input type="checkbox"/>	3	Personal	Not Voted Sent Oct 2 2017 9:00am
<input type="checkbox"/>	4	Personal	Not Voted Sent Oct 2 2017 9:00am
<input type="checkbox"/>	5	Business	Not Voted Sent Oct 2 2017 9:00am

The ElectionBuddy ETeam

The ElectionBuddy Experts known as the "ETeam" are what our customers say make the difference. Within a guided engagement, whether it be dedicated assistance where you are interacting with your ElectionBuddy expert by phone and online, along with Voter Inquiry Management where both your members are interacting with ElectionBuddy Experts during the vote, we are confident that you will join our list of referenceable customers.

As a team, we have worked with thousands of votes, and bring that experience to you. Our goal is to give you pragmatic guidance, while ensuring that your vote can pass the most intense scrutiny.

ElectionBuddy is overseen by **Dave Bodnarchuk, FCPA, FCA**. As a Chartered Professional Accountant, he ensures that integrity and auditability are at the core of every ElectionBuddy vote and brings a level audit certification only available to those with a professional accounting designation. This includes a quality assurance review of the processes and setup of your vote, along with assurances that you have a personal, direct interaction when things go well and when things need to be improved.

Dave's goal has always been to ensure that both large and small member based organizations can easily access processes that further democracy at a reasonable cost. He has been working with the ElectionBuddy platform since 2011 every step of the way. Prior to ElectionBuddy, Dave implemented member based event solutions, and worked with ERP and technology solutions with industry leaders Oracle and Apple and started his career as computer audit specialist with KPMG. He has also volunteered thousands of hours in both non profits and community boards, including CrimeStoppers and the Chartered Professional Education Foundation. It is within these board experiences and learnings that resulted in ElectionBuddy, and the product and processes are the result of personal frustrations running elections for student groups, associations and not for profit organizations, while spending many hours tallying paper ballots and kludgy spreadsheets or scripts to tally and share results.

The Services team is lead by **Chelsea Mazur**. As a member of the National Association of Parliamentarians, Chelsea has worked with member based groups overseeing their voting setup. She has answered thousands of questions from inquisitive voting administrators. She has witnessed over 20,000 elections. Whether it be her, or the Eteam members, our customers use words like "fantastic", "amazingly helpful", "super knowledgeable" and "took our success personally" when describing their election assistance. And most importantly, when there is an issue, she works tirelessly to ensure things are made right.

The Engineering team is led by **Henrique Lavezzo**. He is a seasoned developer and engineering leader who has "help first" at his core to ensure he readily assists customers. He oversees the architecture, development operations, customer edit requests, technology implementations, bug fixes and of course new feature development based on customer requests. A customer recently noted that the design of the ElectionBuddy Single Sign On feature "made for the easiest implementation of SSO I have ever seen, and we have integrated with 20 other vendors" And 100% uptime is core to all his development processes.

Security

ElectionBuddy is designed at the core to maintain election integrity. This includes:

- **Establishing a secure link using 256KB SSL** between the voter computer and the ElectionBuddy servers. This is the same security that banks use.
- **Keeping the voter choices anonymous** and are not linking the choices to the voters themselves. Through obfuscation, we ensure that the voter list can't be watched and compared to summary election results, and the results can be hidden until the election is completed.
- **Allowing only eligible voters to vote** using anonymous access keys and offering 2 factor authentication even higher security, either by asking for a password or sending a code to the voter's cellphone.
- **Ensuring certifiable results** by preventing and monitoring tampering. For each vote, a hash code is created from the voter choices and voter information, shared with voters and stored in a separate log file. The hash code is recreated when the results are tallied, and the code is published to voters and compared to the log file. As long as the hash matches the one received by the voter at the time they voter, the results are valid. This also creates a voting mechanism that is verifiable and observable.

Security Protocols

ElectionBuddy has implemented strong security protocols using PCI standards as our benchmark. A PCI audit is performed annually with internal security processes performed quarterly. This ensures that our risk profile is low while our security profile is strong. We are happy to provide details of our PCI audits upon request.

Election data is managed and treated with the same level of security and sensitivity as credit card information. This ensures ballot submission is secure and encompasses all third-party requirements:

- Secure integration with your voter database, membership management system or website. Using our published API, you can authenticate voters using your own credentials, programmatically create a key that allows only eligible voters to vote, and sent back voter status. This allows integration and authentication of voters using identity provider protocols and systems such as LDAP, OAuth, or SAML from membership databases, student information systems, and single sign-on systems.
- Compliant with Standards on Accessible Information (AODA), with information access and protection of personal privacy principles and practices, and with all bylaw, legal, audit, and government requirements and standards.
- Ability to produce confirmations onscreen, via paper and email for votes and fee receipts.

Security that meets stringent guidelines

ElectionBuddy can be set up for elections that require the highest certification. We have worked with the US Department of Labor to ensure that our voting process meets their stringent guidelines:

- 256KB encryption for the communication channel between the browser and our server (direct, secure link).
- Compliance with multi-national legislation based on PIPA, POPEDA, GDPR and CANSPAM.
- Credentials do not include identifying mechanisms (Access key nor the password is known by voter)
- Voter credentials are not shown in the web browser URL.
- Voter choices are not shown on confirmation, which prevents secrecy violations, voter coercion from the results, and or vote buying/selling.

- Storage of a separate ID during the vote to facilitate ballot spoilage:
 - Vote-by-vote results can be set to not be surfaced during the election.
 - ElectionBuddy staff cannot link the voters to voter choices, nor access the development environment. SSH Keys are issued to developers only.
 - All access by ElectionBuddy developers is logged.
- Removal of the ID after the completion of the vote to provide summation and tallies but not allow linkage of the voter choices:
 - After the vote is completed, the voter's choice is completely obscured.
 - Each voter receives an ID of the vote, which maps to the "hash" of the vote. This hash is recreated at the time of the results, and can be compared to by the voter in the voter audit report.
 - The voter audit report can be made public for certification.
- Post-election review includes examination of key metrics to see if voter choices or unusual activity has a material impact on the election outcome. If the winning margin is greater than the total number of spoiled votes + surfaced keys + additional voters, then the vote is fully certifiable, as it is not materially impacted.

Two-factor authentication process (2FA)

To ensure that the voter is properly identified and that the correct voter is accessing the ballot, two-factor authentication can be employed in one of **two** ways:

- A voter uses a secure log-on, using an access key issued as part of the voter notice, along with a password for login credentials based on inherently-known authenticators. An example of inherently-known authenticators would be an organization membership ID.
- Alternatively, if cellphone numbers are registered, the voter can be text-messaged with an authentication code to ensure that the voter eligible to vote is the one actually voting.

Data backup and release schedule

ElectionBuddy uses state-of-the-art data centres as part of our commitment to PCI compliance, with redundancy built into our distributed delivery architecture. Data is backed up on a daily basis and can be recovered for any failovers that are outside of our hosting provider's control. We also have the ability to transfer and clone to fail-over data centres in the event of natural disaster at a primary location. It's the essence of SaaS – we use it ourselves!

Our release cycle is every 30 days for minor changes along with bi-monthly releases. Code refactors and user experience changes are reviewed to ensure that the application is infused with the latest and greatest standards. This results in a repeatable, demonstrable release cycle to give a predictable roadmap. When we release the new features, they are instantaneously available for all our customers.

Restrictions on actions performed

As a SaaS offering processing within the service is performed within the ElectionBuddy secured cloud and outside your facilities. Content captured from the use of the ElectionBuddy services — both metadata (i.e. details, ballots, notices, voter lists) and transactional information (submitted ballots with voter choices and the related reports) — are stored in the ElectionBuddy database within the secured cloud. Such data is encrypted and only accessible to the authorized administrator(s) or voter(s).

Restrictions are in place on the ability to modify the original submission, i.e. editing or annotating after a ballot is submitted) are not possible. Ballots must be spoiled and new ballots issued (if this is permitted within the election type.)

Elections and the associated elements (branding, ballots, notices, settings) are managed and modifiable only by the authorized administrators. Once an election is launched, edits cannot be performed by the election administrator to ensure election integrity and prevent the manipulation of the vote.

Destruction of records

Administrators can delete elections on demand which deletes the related data. Data is initially encrypted and re-scrambled upon deletion so as to be irretrievable.

Time-out feature for workstation inactivity

Administrators are automatically logged out of the administration area. After submitting their vote, voters cannot access their ballot again; the key is destroyed. When using ElectionBuddy in kiosk mode for onsite poll station voting, the kiosk automatically refreshes at an administrator-determined interval to ensure voter choice anonymity.

American Canoe Association Implementation PLAN

Please see the steps below, which are tentative and subject to your agreement.

Timeline	Details
Checklist Up to 30 days prior to election	After acceptance and payment are finalized, a checklist will be sent to you by your ElectionBuddy Expert. Include your election details (title and open and close date), ballot information (positions and candidates; questions and responses), most up-to-date voter list and any critical requirements. The completed checklist and additional details must be received at least 7 to 14 days prior to your opening date.
Test Setup 2 to 5 days after receipt of vote details	We create your test ballot and review it with you or your administrator. You provide feedback and we edit the ballot design. We need the emails of people that you want to test the ballot (typically five members of your organization that are key stakeholders in the election process).
Testing After test setup is completed	You and your members review the ballots and settings and provide feedback. We fix issues based on your feedback. The ballot is finalized!
Voter List Review At least 2 business days before opening	We format and validate your voter list (emails, phone numbers or mailing addresses). You fix errors and duplicates.
Finalization At least 1 business day prior to opening	We duplicate the test, add dates and the voter list, and set the vote into a "ready" state. The countdown to opening begins.
Election Opens On designated start date	Voter notices are sent via email and/or text message to the voter list. Postal notices or letter with ballots are mailed as scheduled if required. Reminders are created.
Monitoring During voting period	We oversee the election on your behalf, assisting with administration, and you manage your voter questions. With Voter Inquiry Management, your ElectionBuddy Expert(s) will manage voter questions and review any voter issues with your staff while ensuring voter anonymity.
Results Certification 2 to 3 business days after election closes	After voting closes, view the winners and results on electionbuddy.com or by using our certification service, we email you an election certification report. You access reports and audit details as needed. Certification service included as part of Voter Inquiry Management.
Voter Challenges Up to 30 days after results are issued	Individual voter questions and the election overall is scrutinized and monitored. Any voter concerns are addressed with the voter and you, the administrator, to ensure an impartial opinion. Included as part of Voter Inquiry Management.

References

These references have been selected, though they are not exhaustive. If you are looking for others, we would be happy to work with you. Though, keep in mind, some of our organizations like to keep their use private, in order to keep their elections private too!

National Association of Women's Gymnastics Judges- Ann Heppner Vice President (503) 369-3945 nawgjvpann@gmail.co

"I am very satisfied with Election Buddy and have recommended it to USA Gymnastics as well. Election Buddy experts are professional and always respond immediately!"

Sporting News - Jason Foster Sports Editor jfoster@sportingnews.com

"Election Buddy took what had traditionally been a tedious and time-consuming process for us and made it simple and quick. The communication was frequent and thorough and the whole process was smooth. I'm very pleased with the results."

USA Weightlifting – Brad Suchorski Membership Manager 719-866-3227 brad.suchorski@usaweightlifting.org

ElectionBuddy is used to run both their 65 chapter and National elections as the organization standard, due to the ability for non-technical users to be able to setup their own elections. Brad will comment on the "support excellence" for both him and front line support.

Common Questions

How are photos, bios, and videos of candidates included as part of the online ballot?

ElectionBuddy offers you an option to upload candidate pictures and information, and this information will appear beside each choice for the voter to review while voting. You can add text, links, or other candidate details, along with a photo. Videos can be referred to using links as well.

Do online ballot and paper ballots appear the same or similar?

Yes, the online and paper ballot would appear similar if paper ballots are used.

How is election integrity maintained?

ElectionBuddy keeps your ballot secured to ensure the election's integrity. We use the following measures for ballot security & election integrity:

- Ballots are encrypted using SSL encryption, the same security and encryption banks use.
- Ballots are anonymous. Each ballot is tied to a unique access key, rather than a voter's name or ID, ensuring the voter and their details cannot be associated with their ballot or choices.
- Administrators can view winners but not individual voting choices. Votes are tallied to calculate winners and to show votes received for each choice on each position or question.
- Ballots can only be cast once. The unique access key is tracked, and is marked as completed to ensure that each ballot is submitted only once.
- Voter information is tracked (IP address, voter details) to allow for voting audits.
- Voters cannot cast votes after the pre-determined deadline (election end date).

What are the postal specifications?

ElectionBuddy sends notices on 4"x6" postcards and paper ballots on 8.5"x11" white paper stock. Postage is included in the pricing for both postcard notices and paper ballots.

What is ElectionBuddy's voting capacity?

We have handled elections as large as 100,000 voters.

For election services, what is ElectionBuddy's schedule adherence?

You set the dates of your election, including voting start date, voting end date, and reminder dates. We will meet those dates. Setup times are dependent on your ability to gather the information and test/review the setup. We would suggest that you plan for other staff and a subset of voters to review your ballot as well - this ensures a smooth election!

Can ElectionBuddy be used to stage voting periods?

ElectionBuddy gives you a considerable cost-saving opportunity by offering you the ability to start your electronic votes ahead of time to try and get electronic votes before sending a paper ballot to those that haven't yet voted. This ensures that:

- Voters do not have to opt-in to a process that they don't understand (electronic voting).
- Voters don't have to learn the system or test it prior to the vote. While you may have (and we strongly encourage you to) practiced voting, our experience has been that people don't like to test — they just expect it to work.
- Voter notices reach everyone in the manner they prefer, and they can vote in the same manner that they were reached.

How does ElectionBuddy authenticate voter identity?

We can bind the voter's data with their membership ID, which is already identified and verified. To increase security, ElectionBuddy offers two-factor authentication, which ensures voters enter a passcode that is unique to them. This can be an inherently-known credential, like a membership ID, or voters can receive a text message on their mobile phone to confirm that the right voter votes.

How does ElectionBuddy validate and protect voter ballots?

To ensure the validity of the ballot being cast, ElectionBuddy ensures that the vote is not altered during electronic transmission by encrypting the connection between the voters' web browser and the ElectionBuddy server using SSL encryption. This is the same security that banks use. Ballots can only be submitted once, and the access key is spoiled after use. The vote process is logged and compared to the results to protect against results-tampering, and to detect and audit intrusions.

Are multiple ballot formats available?

ElectionBuddy is tablet and smartphone-compliant, and is cross-browser and cross-device compatible. Your voters can vote using any type of tablet device/smartphone/computer and laptop. ElectionBuddy also supports a paper ballot process.

What occurs when an email address is shared between voters?

ElectionBuddy requires that a ballot ID be identified for each individual voter so that a unique key is created to properly track the voters.

How are write-in ballots supported?

Election setup can be configured for each position or question to allow voters to cast their own choices that are not on the pre-defined slate.

How are comments and feedback tracked?

Comments can be added to referendum questions to allow voters to add free form textual answers.

How can elections be run with both paper ballots and electronic ballots?

When a combination of paper ballots and electronic voting is used, ElectionBuddy provides an easy mechanism for entering paper ballots so that the results can be added to the electronic votes. Because each voter has a unique key, if a paper ballot is issued to a voter, and the voter votes electronically, the paper ballot will be disqualified automatically and will not be able to be submitted.

Does ElectionBuddy offer results certification?

Our brand promise is to provide an election result that has integrity, ensures anonymity, and can be verified by external parties.

Does ElectionBuddy store electronic votes for recount, inspection, and review purposes?

ElectionBuddy maintains voting records for up to 7 years, unless deleted by the election administrator.

Thanks for your time.

We hope to earn your trust as we have done with our administrators who have used us for over 300,000 elections.

See what some of our previous customers have to say at www.electionbuddy.com

