

Senior Club Rugby Council (SCC) Nomination & Ranked Voting Procedure

1. Purpose

This procedure applies whenever more than two (2) candidates are nominated for:

- an Executive Committee ("ExCo") Officer position (Chair, Vice Chair, Treasurer, Secretary),
- a USA Rugby ("USAR") Board or Committee position (e.g., USAR Board seat, Referees & Laws Committee), or
- an SCC Committee Chair position (e.g., Governance, DE&I, Eligibility, Discipline and Grievance, 7's Competitions, 15's Competitions).

It supplements the SCC Nomination & Election Process by defining how the candidate field is narrowed before the interview stage when more than two candidates are nominated for one of the above positions.

2. Candidate File

The candidate file — the resumes and position statements already collected from candidates via the nomination form (Google Forms) — must be compiled and provided to the SCC at least **ten (10) days** in advance of the SCC meeting at which the matter will be considered.

3. Threshold for Ranked Voting

If **more than two (2) candidates** are nominated, a weighted instant-runoff ranked vote (see Section 5) is used to narrow the field to the **top two candidates**, who then proceed to interview. **If there is a tie for 2nd place, all tied candidates advance to interview** (i.e., more than two candidates may be interviewed in a tie scenario), rather than applying a separate tie-break mechanism.

3a. Quorum for Ranked Ballot

The ranked ballot is valid only if Unions representing a majority (greater than 50%) of total weighted voting power submit a ranked ballot by the deadline, consistent with the quorum threshold in the Electronic Voting Policy. A Union that does not submit a ranked ballot by the deadline is recorded as "No Response" and does not count toward quorum, regardless of its individual voting weight.

If quorum is not reached by the original deadline, a second reminder must be sent to all non-responding Union representatives, extending the ranked-ballot window by an additional 72 hours, consistent with the extension procedure in the Electronic Voting Policy.

If quorum is still not reached after this extension, the ranked-choice narrowing round fails for lack of quorum. In that event, the Council must extend by a second 72 hour window, whose failure will restart the nomination window.

4. Ranked Ballot Timing

Ranked ballots are due **seven (7) days before** the SCC meeting at which the finalist interviews will take place. A reminder must be sent to all Union representatives **72 hours before the ranked-ballot deadline**, consistent with the reminder framework in the Electronic Voting Policy.

5. Ranking Method

This procedure uses a **weighted sequential elimination instant-runoff (ranked-choice) method**. Each Union representative ranks all nominated candidates in order of preference on a single ballot, submitted once. Ballots are then tallied in rounds:

1. **Weighted 1st-place votes** are totaled for each candidate (using each Union's voting weight, per the same TOR formula used elsewhere in this procedure and in the Electronic Voting Policy).
2. The candidate with the **lowest weighted total** is eliminated, and each of their ballots is redistributed to the next-ranked remaining candidate on that ballot.
3. This process repeats until only **two candidates remain**.

Elimination ties: if two or more candidates are tied for the lowest weighted total in a given round:

- If eliminating all tied candidates would still leave **two or more** candidates remaining, all tied candidates are eliminated simultaneously in that round, and their ballots are redistributed together.
- If eliminating all tied candidates would drop the field **below two**, elimination stops at that round, and all remaining candidates (including those tied for last) advance to interview — consistent with the tie-for-2nd-place rule in Section 3.

Note: this is instant-runoff voting, not a Borda count. Ballots are submitted once — there is no live re-vote and no second round of balloting. Elimination and redistribution are computed from the ballots already submitted.

5a. Ranking Requirements and Exhausted Ballots

Each Union representative must rank all nominated candidates on its ranked ballot, in order of preference, with no ties between candidates and no skipped ranks. A ballot that does not rank all nominated candidates is treated as follows: the ballot's weight is applied at full value to whichever ranked candidates remain in each round, and once every candidate ranked on that ballot has been eliminated, the ballot is deemed exhausted and its weight is removed from the total weighted pool for all subsequent rounds.

Because exhausted ballots reduce the total weighted pool, the "lowest weighted total" comparison in Section 5 is calculated against the weighted pool of ballots still active in that round, not against the original total. The Chair (or designated administrator) must record, for each round, the total active weighted pool and each candidate's weighted total, so the calculation is auditable.

If exhaustion reduces the field below two remaining candidates before two candidates have been reached through elimination, the elimination process stops at that round and all remaining candidates advance to interview, consistent with the tie-for-2nd-place handling in Section 3.

6. Interviews

The top two candidates (or more, if tied for 2nd place per Section 3) are interviewed at the SCC meeting, as follows:

- Candidates appear on the SCC call **one at a time**.
- Each candidate's total time — including candidate statement and questions from the SCC — is limited to **15 minutes**.
- Union representatives ask questions of each candidate.

- **The same questions** are asked of each candidate, preferably posed by the same person, to keep the comparison consistent.

7. Final Vote

Following the interviews, the Council votes to select among the finalists (normally two, or more if a tie for 2nd place sent additional candidates to interview per Section 3), consistent with the SCC Nomination & Election Process:

- The vote is **weighted based on Union size**, per the same TOR formula used elsewhere in this procedure and in the Electronic Voting Policy.
- The vote is conducted **electronically**, with a **seven (7) calendar day** response deadline — this replaces the 48-hour deadline previously used for these elections, aligning the final vote with the general default in the Electronic Voting Policy. A reminder is sent to all Union representatives **72 hours before the deadline**, consistent with the standard reminder framework.
- This vote is subject to the same **quorum threshold (>50% of total weighted voting power)** and **abstention handling** set out in the Electronic Voting Policy.
- **If the vote between the two finalists ties**, the Council votes again.
- This applies uniformly to Executive Committee Officer elections, USA Rugby Board/Committee elections, and SCC Committee Chair elections.

Note — pending approval: *This procedure proposes changing the final vote deadline from 48 hours to 7 days. The SCC Nomination & Election Process currently states a 48-hour deadline for the Executive Committee Officer and USA Rugby Board & Committees final vote. If this procedure is approved, that master document will need a corresponding edit so the two documents don't contradict each other. No changes have been made to the master document yet.*