AzQHYA Youth Board Election Procedures

Purpose

The AzQHYA Youth Board election process is intended to identify youth members who are prepared and committed to serving the Arizona Quarter Horse Youth Association while also providing candidates with meaningful leadership-development experience.
The process is designed to develop skills youth may encounter when pursuing future AQHYA and other leadership opportunities, including application preparation, resume development, interviewing, public speaking, platform development, and peer elections.

The election process should balance demonstrated leadership preparation and readiness with the voice of the active youth membership.

Election Components

All candidates will complete four weighted components:

Component	Weight
Candidate Application & Resume	35%
Candidate Interview	25%
Candidate Speech	25%
Active Youth Membership Vote	15%
Total	**100%**

All candidates will complete the full election process, including candidates running unopposed.

1. Candidate Application & Resume — 35%

Candidates will submit a standardized application identifying the specific Youth Board position or positions for which they wish to be considered.

The application should include:

- Name, age, and contact information
- Position(s) sought
- Years of AzQHYA membership
- Current and previous AzQHYA involvement
- Previous Youth Board positions or committee involvement
- Volunteer and service activities
- Leadership experience
- Goals for the position
- Candidate platform or areas of focus
- Understanding of the responsibilities associated with the position
- Additional relevant accomplishments or experience

Candidates will also submit a current Resume as part of the application.

Resume development is an intentional component of the election process. Candidates should be encouraged to maintain and develop their Resume from year to year as their education, leadership experience, service, accomplishments, and involvement grow. AzQHYA may provide candidates with a basic Resume guide or template. Resumes should be evaluated with reasonable consideration for each candidate's age and experience.

The application and Resume will be evaluated using a standardized scoring rubric.

2. Candidate Interview — 25%

Each candidate will participate in a structured interview. When practical, interviews should be conducted by members of the AzQHA Executive Committee and/or Youth Committee. Every reasonable effort should be made to include at least three evaluators.

Candidates should receive a consistent set of core questions, with evaluators permitted to ask reasonable follow-up questions for clarification or additional depth.

The interview should evaluate areas including:

- Understanding of the position
- Motivation for serving
- Leadership and decision-making
- Commitment and accountability
- Knowledge of and involvement in AzQHYA
- Ability to work with others
- Goals for the organization
- Communication and professionalism

Interviews will be evaluated using a standardized scoring rubric.

3. Candidate Speech — 25%

Candidates will deliver a live **3–5 minute speech** during the Youth Meeting held in conjunction with the AzQHA Fall Championship Show.

The speech should provide candidates an opportunity to introduce themselves to the membership and address:

- The position they are seeking
- Why they want to serve
- Relevant experience or involvement
- Their goals for the position
- Their platform, priorities, or ideas for AzQHYA
- What they hope to contribute during their term

Speeches should be evaluated by available members of the AzQHA Executive Committee and/or Youth Committee, with every reasonable effort made to include at least three evaluators.

Candidates who are unable to attend the Fall Championship due to an unavoidable circumstance may be permitted to submit a recorded speech or participate through another approved format.
Candidate speeches will be evaluated using a standardized scoring rubric.

4. Active Youth Membership Vote — 15%

Following the candidate speeches at the Fall Championship Youth Meeting, voting will open to eligible Active AzQHYA Members.

Voting will remain available electronically for a defined period following the meeting so eligible youth who are unable to attend the Fall Championship have an opportunity to participate.

Each eligible youth member may cast one vote for each contested position, subject to the limitation that an individual candidate may be selected for only one position on a voter's ballot.

Membership voting will be calculated separately for each position. Each candidate's membership-vote score will be based on the **percentage of total valid votes cast for that position that the candidate receives**.

The membership-vote score will be calculated as follows:

> **Candidate's Valid Votes ÷ Total Valid Votes Cast for the Position × 15 = Membership Vote Score**

Membership-vote scores will be calculated to **two decimal places**.

This method allows the membership-vote component to reflect each candidate's actual share of support among eligible youth voting in that race. For example, a candidate receiving 60% of the valid votes cast for a position will receive 60% of the 15 points available for the membership-vote component, or **9 points**.

Candidate Evaluation

Candidate applications, Resumes, interviews, and speeches will be evaluated by pre-selected external evaluators or available members of the AzQHA Executive Committee and/or Youth Committee.

Every reasonable effort should be made to use at least three evaluators for each scored component. The same individuals are not required to evaluate every component.
Evaluators will use standardized scoring rubrics to promote consistent assessment among candidates.

Evaluators should consider the candidate's age and experience when assessing leadership development and presentation while maintaining consistent expectations for preparation, commitment, character, and willingness to serve.

Evaluators should disclose any significant relationship or conflict of interest involving a candidate. When appropriate, an evaluator shall recuse themselves from scoring that candidate.

The Youth Advisor will coordinate and administer the election process but will not participate in candidate scoring. When relevant, the Youth Advisor may provide evaluators with factual information or written commentary regarding a candidate's AzQHYA involvement, participation, service, or fulfillment of current or previous Youth Board responsibilities. Any information provided should be limited to matters relevant to the established evaluation criteria and made available to all evaluators responsible for scoring the applicable component.

Final Election Score

Each election component will contribute to the candidate's final election score according to the approved election structure:

- **Candidate Application & Resume — 35%**
- **Candidate Interview — 25%**
- **Candidate Speech — 25%**
- **Active Youth Membership Vote — 15%**

The Application & Resume, Candidate Interview, and Candidate Speech rubrics are scored directly according to their respective weights in the final election score.

The Active Youth Membership Vote will be calculated separately for each position. Each candidate will receive a maximum of 15 points based on the percentage of total valid votes cast for that position that the candidate receives.

The four weighted component scores will then be combined to determine each candidate's final election score.

The candidate receiving the highest final score for each position will be elected, subject to all eligibility requirements.

Candidates Seeking Multiple Positions

Candidates may campaign for and be considered for more than one Youth Board position but must designate each specific position for which they wish to be considered as part of their application.

Candidates seeking multiple positions will complete one Application & Resume, one Candidate Interview, and one Candidate Speech. Scores earned for these components will apply to each position for which the candidate is seeking election.

The **Active Youth Membership Vote will be calculated separately for each position.** Votes received for a candidate in one race will apply only to that candidate's membership-vote score for that specific position. As a result, a candidate seeking multiple positions may have a different final election score for each position.

Each eligible voter may vote for an individual candidate for **only one position** on their ballot. For example, a voter who selects a candidate for President may not also vote for that same candidate for Treasurer.

A candidate may receive the highest final election score for more than one position; however, no candidate may be elected to more than one Youth Board office. If a candidate receives the highest final score for multiple positions, the candidate will be elected to the **highest-ranking position** for which they received the highest score. The candidate with the next-highest final election score will then be elected to the remaining position. For purposes of this provision, Youth Board offices will be ranked according to the established order of offices in the AzQHYA Bylaws.

Unopposed Candidates

Candidates running unopposed will still complete the Candidate Application & Resume, Candidate Interview, and Candidate Speech components. An unopposed candidacy should not eliminate the leadership-development value or expectations of the election process.

To be elected, an unopposed candidate must achieve an **overall average evaluator rating of at least 3.0 across all scored rubric categories** of the Candidate Application & Resume, Candidate Interview, and Candidate Speech components. A 3.0 represents the established **"Meets Expectations"** standard within the election scoring rubrics.

An unopposed candidate who meets or exceeds the required 3.0 average and satisfies all other eligibility requirements will be elected to the position.

Ties

In the event of a tie in the final weighted score, the tied candidates will participate in a runoff vote of the Active Youth Membership. If the runoff vote also results in a tie, the Youth Committee will determine an additional tie-breaking procedure consistent with the approved election rules.

Proposed Election Calendar (to be instituted for 2027 elections)

The election calendar should provide candidates adequate time to prepare while allowing the incoming Youth Board a defined transition period before taking office.

July 15

Candidate application period opens.
Candidate materials, position descriptions, election procedures, Resume guidance, deadlines, and scoring information are distributed to the membership.

August 15

Candidate Application & Resume due.

Beginning August 16

Candidate applications are reviewed and candidate interviews are conducted. *All application & interview scoring must be completed at least one week prior to the start of the Fall Championship Show.*

Fall Championship Youth Meeting

Candidates deliver their live 3–5 minute speeches.

Active Youth Membership voting opens following the candidate speeches.

Following the Fall Championship

Electronic voting remains open for a predetermined period.
Evaluator scores and membership voting results are compiled and final election scores are calculated.

Prior to October 1

Election results are announced.
Incoming and outgoing Youth Board members complete an appropriate transition and transfer of responsibilities.

October 1

The newly elected AzQHYA Youth Board officially takes office.

Term of Office

The term of the AzQHYA Youth Board should be amended to begin **October 1** and continue through **September 30** of the following year.
Current Youth Board members will remain in office until their successors take office to maintain continuity of leadership.

Election Administration

The Youth Advisor will be responsible for coordinating the administrative components of the election, including:

- Distributing candidate information and deadlines
- Collecting applications and Resumes
- Coordinating evaluator materials and interviews
- Coordinating candidate speeches
- Administering the Active Youth Membership vote
- Compiling component scores
- Maintaining election records
- Communicating certified election results
- Coordinating the transition between outgoing and incoming Youth Board members

The Youth Committee and AzQHA leadership will provide oversight of the election process, assist in securing evaluators, and address questions or circumstances not otherwise covered by the approved election procedures.

Annual Review

The Youth Committee should review the election process following each election cycle and recommend procedural adjustments when necessary.

The fundamental purpose of the process should remain consistent: to provide a fair and transparent method of selecting Youth Board leadership while creating meaningful opportunities

for AzQHYA members to develop skills that prepare them for future leadership within AQHYA, the equine industry, and their communities.

Prepared by Reilly Dhaliwal | October 1, 2026
Revised October 5, 2026
AzQHA Board Approved | October 14th, 2026