

Petitioner Checklist

All of the documents mentioned below are on the [Candidate Resources page](#) of our website.

It is advised but not required that you do the following before pursuing election to the US Chess Executive Board:

- Fill out the Nominating Committee's Executive Board Candidate Interest Form.
- Read the Executive Board Expectations document.
- Read the Executive Board Code of Conduct document.
- Read the US Chess Bylaws that specifically address the Executive Board and elections.

You start your campaign for the Executive Board as a "petitioner."

Though not required, it is best to start the petitioning process the July or August before the year of the election. This provides you with the most opportunities to get the necessary signatures (see below) to become a candidate.

As a petitioner:

- Submit a background check consent forms (required) to governance@uschess.org.
- Download the petition that is dated for the year in which the election will be held. If you don't see a petition for that year, request one from governance@uschess.org.
- Make several copies of the petition for circulating.
- Attend the annual meeting prior to the year of the election to gather the signatures of delegates. Attending the meeting is not required but it facilitates the gathering of signatures.
- Gather signatures at local tournaments. Again this is not required but is a common way to gather member signatures outside of the annual meeting.
- Mail petition forms to anyone who is willing to gather member signatures for you.
- Be sure to gather at least 60 US Chess member signatures total. The requirement in the Bylaws is 50 valid member signatures but there are usually some that are either duplicates or invalid (for example, it was signed when the person's membership was lapsed).
- Among your 60+ member signatures, be sure you have at least 15 Delegates (at the time of signing) from 5 different states.
- By December 31 of the year prior to the election, send the following items by e-mail to governance@uschess.org or by mail to US Chess, PO Box 775308, Saint Louis, MO 63177.
 - Your petition sheets.
 - Sign your own petition or include a document briefly stating that you intend to run for a board position and intend to serve if elected.
 - Pay US Chess a \$100 filing fee by check or credit card.

Once you have provided all of the information to our office, it will be verified by staff and then sent to the Election Committee for final approval. It is the Election Committee that approves you as a candidate.

Once you have been officially approved as “candidate” (usually in February of the election year), you begin the second phase of your campaign as a candidate. Please see the separate checklist on the [Candidate Resources page](#) for this stage of your campaign.