



CANDIDATE QUESTIONNAIRE – 2025 ELECTIONS

This will be used by the Nominating Committee and the Board of Directors

Instructions for potential candidates for the 2025 RMHA Elections: This questionnaire must be complete in full. "Save As" with your name attached and send by e-mail to admin@rmhorse.com by **December 31, 2024.** You must review the RMHA Position Descriptions and Expectations (attached) and sign this application signifying you understand the required expectations and verify that you meet them, and review and be willing to sign and maintain the RMHA Board Member Code of Conduct Form & Non-Disclosure Agreement (examples attached).

This application must include a signature and references located at page 2.

Board positions available in the 2025 Elections:

1. Treasurer 2. Secretary 3. Hearing Panel 4. Director of Examiners 5. Member at Large (4 positions)

1. What RMHA Office are you seeking in this Election?

2. Have you reviewed the requirements of the position you are currently seeking?
 Yes No

3. Do you feel that you meet all the requirements of the position you are currently seeking?
 Yes No

4. Have you ever served or currently serving on any RMHA positions? (mark all that apply)
 - Board Member position? _____
 - Committee Member
 - What capacity? Chair Secretary MAL
 - Other Volunteer _____

5. If you have completed either a RMHA judging or examiners clinics? (mark all that apply)
 - Currently serving as a Judge
 - Currently serving as an Examiner
 - Attend a clinic but not currently servicing as a Judge or Examiner

6. Have you ever attended a RMHA Board meeting or any other organizations Board meeting?
 Yes No

7. Are you a currently serving on the board of any registry, breed association or other horse organization?
 Yes No
If YES, please provide name.

8. Are you currently serving a term of suspension under provisions of the Horse Protection Act or under any RMHA suspension?
 Yes No
9. Do you have the means to attend Board meetings, via computer, phone and in person and have the ability to communicate via email?
 Yes No

Please list the names and contact information of two RMHA members you wish to use as references.

Name	Address	Phone	Email

Your signature confirms you acknowledge your statements/answers can and may be used by the RMHA. Additionally, your signature confirms that you have read and understand the "RMHA Position Descriptions and Expectations" and have read and will sign the "RMHA Code of Conduct Form" & "Non-Disclosure Form" (attached below as Appendix A). Incomplete applications/questionnaires are justification for rejection of application and candidacy.

Please review this form before submission to the following email mail address: admin@rmhorse.com

Typing your name on the signature line also qualifies as an "e-signature." You may also print, sign, scan & email.

Signature:

Position Sought:

Application must be received by December 31, 2024 by the RMHA office via email: admin@rmhorse.com



RMHA Board Position Descriptions and Expectations

The purpose of this document is to clearly define the role and responsibilities of positions of the Rocky Mountain Horse Association (RMHA) Board as laid out in the *Bylaws of the Rocky Mountain Horse Association* and the Rules of the Rocky Mountain Horse Association. All Board Members must:

- Have a clear understanding of the RMHA, The RMHA Bylaws and Rules, and the 5-year Strategic Plan priority issues and goals.
- Working knowledge of Roberts Rules of Order
- Access to a computer and ability to receive and send email communications
- Commitment of time and resources to travel to meetings and/or be present via conference call/video conferencing technology. Only one unexcused absence per year is allowed.
- Have the time and ability to lead and/or play a key role in committees (must be on at least one standing or ad-hoc committee as nominated by president and approved by Board) and ensure strategic objectives are accomplished.
- Make progress or complete assignments in a timely and fiscally sound manner.
- Behave in a respectable and polite manner when communication with each other and the public.
- Encourage and actively recruit new members.
- Treat all with equality and agree to not use their office to secure favors or misuse their position.
- Understand confidentiality issues and agree not to disseminate any such information.
- Sign and maintain an updated *Code of Conduct and Non-Disclosure Agreement*.

In addition to the above requirements, the following skills are desirable:

- Good oral and written communication skills
- Ability to connect with people
- A track record of building functional and successful teams
- Ability to handle sensitive issues
- Effective time management skills
- Passionate about the RMHA and motivated to help the association and the horse succeed

President - The President shall have the full responsibility and authority as chief executive officer of the RMHA and shall have all powers and duties specified in the Bylaws and the Rules. The President and Vice President will be elected for two-year terms, in even numbered years, as a team ticket. Candidates for President must meet the following criteria:

- RMHA Members for at least a full and continuous four years (48 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Prior association committee work not required but encouraged.

The President shall:

- Prepare or cause to be prepared the agenda for meetings of the Board and shall preside at all meetings of the Board
- See that the Bylaws and Rules of the RMHA are followed and enforced
- Ensure that meetings of the Board are conducted in an orderly and effective manner
- Subject to approval by the Board, appoint all Committee members.

Vice President - the Vice President shall assist and advise the President, shall serve as a member of the Rules Committee, and shall act as a resource and advisor to the Board with respect to the Rules of the RMHA. The President and Vice President will be elected for two-year terms, in even numbered years, as a team ticket with a term limit of 3 consecutive terms. Candidates for Vice President must meet the following criteria:

- RMHA Members for at least a full and continuous four years (48 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Be familiar with the responsibilities of this position and can verify that they are qualified to serve.

The Vice President shall:

- Preside at meetings of the Board in the absence of the President or at the request of the President
- Immediately assume the office and duties of President, in the event of the removal, resignation or vacancy in the office of the President
- Serve as presiding officer of the Hearing Panel
- Carry out such other duties as are assigned by the Board.

Secretary - The Secretary shall be responsible for maintaining, or causing to be maintained, the business records of the RMHA and the minutes of all meetings of the membership and the Board. The term is two years. Candidates for Secretary must meet the following criteria:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.

The Secretary shall:

- Preside at meetings of the Board in the absence of the President and Vice President.
- Copy and distribute to the members of the Board, in a timely manner, the agenda of meetings and all submissions to the Board for its consideration (unless these duties are assigned by the Secretary to a specific Association employee)
- Maintain, or cause to be maintained, complete records of the RMHA at its principal office and keep them updated in a timely fashion
- Prepare a report of the proceedings of the Board (other than matters considered/discussed in closed session and other disciplinary matters) and distribute timely to the membership
- Be responsible for maintaining, or causing to be maintained, the Registry and its records, and supervising the Registrar, if one is appointed by the Board
- Serve as chair of the Registration Advisory Committee.

In the event of a vacancy in both the offices of President and Vice-President, the Secretary shall immediately assume the office and duties of President.

Treasurer - The Treasurer shall maintain, or cause to be maintained, accurate and detailed financial records for the RMHA. The term is for two years. Candidates for Treasurer must meet the following criteria:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.

The Treasurer shall:

- Receive and document all moneys collected by or for the RMHA
- Make disbursements and deposits as approved by the Board in a timely fashion
- Maintain, or cause to be maintained, the RMHA's bank accounts
- Prepare, or cause to be prepared, all tax and audit information for the RMHA, including assembling of cancelled checks
- Prepare a proposed budget for the RMHA and present it to the Board for approval no later than thirty days prior to the beginning of the RMHA's fiscal year
- Prepare and provide a verbal report and written financial statement to the Board for every regular Board meeting, and as otherwise requested by the Board
- Prepare and provide a statement to the Board for every regular Board meeting setting forth the names of all members who are delinquent in dues or any other financial responsibilities
- Serve as a member of the Finance Committee
- Participate fully in all audits, agreed upon procedures reviews, or other financial reviews performed by a qualified independent accountant as required in the Rules.

Members At Large (MAL) – Duties are to act as representative of the membership, or specific geographic or other defined segment of the membership as they may be assigned, and any other duties as defined by the President or the Board. Term is two years. Experience with other Boards and/or political or business experience is a plus. They must also meet the following:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Time and resources to make monthly contact with each assigned RMHA Affiliated club.
- Ability to connect to members of assigned Affiliated Clubs/region critical.

Hearing Panel Members – Duties are to hear complaints and requests for resolution. Experience with other Boards and/or political or business experience is a plus. Term is 3 years. They must also meet the following:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing
- General knowledge of the concept of “due process”
- Familiarity with the rules and procedures of the Hearing Panel
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.

Director of Examiners – Duties are to establish methods and means for the training and certification of Examiners and they shall establish and publish rules for the timely, efficient, and equitable certification of such Examiners. Term is three years. Experience with other Boards and/or political or business experience is a plus. They must also meet the following:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing.
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension.
- Not currently serving on the Board of another Equine breed or registry.
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Thorough familiarity with the Rules of Registry
- Commitment of time and resources to help conduct clinics and review certification videos sent in by members
- Previous attendance at Examiner’s Clinic and current status as an examiner.



RMHA Board Member Code of Conduct

As a member of the RMHA Board of Directors, I will accept responsibility to improve the RMHA by:

- Abiding by the RMHA Bylaws, Mission Statement, Vision, Values, Rules and Regulations, Policies and Procedures and the Horse Protection Act.
- Respecting the confidentiality of privileged information.
- Recognizing that as an individual board member I have no authority to speak or act for the board.
- Working with other members to establish effective board operating procedures.
- Rendering all decisions based on the available facts and my independent judgment rather than succumb to influence of individuals or special interest groups.
- Making every effort to attend all board meetings.
- Becoming informed concerning the issues to be considered at each meeting.
- Avoiding conflicts of interest or the appearance thereof.
- Refraining from using my board position for benefit of myself, family members or business associates to advocate any personal agenda.
- Expressing my personal opinions in a board meeting, but once the board has acted, I will accept the will of the majority and will not express opinions that are in opposition to the Board's decision.
- Realizing that my statements and/or actions can be interpreted as a direct reflection of Board Policies and taking this into account PRIOR to making any statements/actions including being involved in chat lines and/or discussion groups, attending horse shows or other horse related events.
- I have read and understood the requirements set forth in this document and the Rules of the Rocky Mountain Horse Association concerning my duties and responsibilities as a Board Member of the Rocky Mountain Horse Association.

Board Member Signature and Date

Printed Name of Board Member



non-disclosure agreement

THIS AGREEMENT (the "Agreement") is entered into on this _____ day of _____ by and between the RMHA Located in Lexington, Kentucky (the "Disclosing Party"), and ("the Receiving Party") _____ with and addressed at _____ (the "Recipient").

The Recipient hereto desires to participate in discussions regarding

RMHA Registry and business (the "Transaction"). During these discussions, Disclosing Party may share certain proprietary information with the Recipient Therefore, in consideration of the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Definition of Confidential information.

(a) For purposes of this Agreement, "Confidential Information" means any data or information that is proprietary to the Disclosing Party and not generally known to the public, whether in tangible or intangible form, whenever and however disclosed, including, but not limited to: (i) any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated companies; (ii) plans for products or services, and customer or supplier lists; (iii) any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method; (iv) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; and (v) any other information that should reasonably be recognized as confidential information of the Disclosing Party. Confidential Information need not be novel, unique, patentable, copyrightable or constitute a trade secret in order to be designated Confidential Information. The Receiving Party acknowledges that the Confidential Information is proprietary to the Disclosing Party, has been developed and obtained through great efforts by the Disclosing Party and that Disclosing Party regards all of its Confidential Information as trade secrets.

(b) Notwithstanding anything in the foregoing to the contrary, Confidential Information shall not include information which: (i) was known by the Receiving Party prior to receiving the Confidential Information from the Disclosing Party; (b) becomes rightfully known to the Receiving Party from a third-party source not known (after diligent inquiry) by the Receiving Party to be under an obligation to Disclosing Party to maintain confidentiality; (c) is or becomes publicly available through no fault of or failure to act by the Receiving Party in breach of this Agreement; (d) is required to be disclosed in a judicial or administrative proceeding, or is otherwise requested or required to be disclosed by law or regulation, although the requirements of paragraph 4 hereof shall apply prior to any disclosure being made; and (e) is or has been independently developed by employees, consultants or agents of the Receiving Party without violation of the terms of this Agreement or reference or access to any Confidential Information.

2. Disclosure of Confidential Information.

From time to time, the Disclosing Party may disclose Confidential Information to the Receiving Party. The Receiving Party will : (a) limit disclosure of any Confidential Information to its directors, officers, employees, agents or representatives (collectively "Representatives") who have a need to know such Confidential Information in connection with the current or contemplated business relationship between the parties to which this Agreement relates, and only for that purpose; (b) advise its Representatives of the proprietary nature of the Confidential Information and of the obligations set forth in this Agreement and require such Representatives to keep the Confidential Information confidential; (c) shall keep all Confidential Information strictly confidential by using a reasonable degree of care, but not less than the degree of care

used by it in safeguarding its own confidential information; and (d) not disclose any Confidential Information received by it to any third parties (except as otherwise provided for herein).

Each party shall be responsible for any breach of this Agreement by any of their respective Representatives.

3. Use of Confidential Information.

The Receiving Party agrees to use the Confidential Information solely in connection with the current or contemplated business relationship between the parties and not for any purpose other than as authorized by this Agreement without the prior written consent of an authorized representative of the Disclosing Party. No other right or license, whether expressed or implied, in the Confidential Information is granted to the Receiving Party hereunder. Title to the Confidential Information will remain solely in the Disclosing Party. All use of Confidential Information by the Receiving Party shall be for the benefit of the Disclosing Party and any modifications and improvements thereof by the Receiving Party shall be the sole property of the Disclosing Party. Nothing contained herein is intended to modify the parties' existing agreement that their discussions in furtherance of a potential business relationship are governed by Federal Rule of Evidence 408.

4. Compelled Disclosure of Confidential Information.

Notwithstanding anything in the foregoing to the contrary, the Receiving Party may disclose Confidential Information pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method, provided that the Receiving Party promptly notifies, to the extent practicable, the Disclosing Party in writing of such demand for disclosure so that the Disclosing Party, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information; provided in the case of a broad regulatory request with respect to the Receiving Party's business (not targeted at Disclosing Party), the Receiving Party may promptly comply with such request provided the Receiving Party give (if permitted by such regulator) the Disclosing Party prompt notice of such disclosure. The Receiving Party agrees that it shall not oppose and shall cooperate with efforts by, to the extent practicable, the Disclosing Party with respect to any such request for a protective order or other relief. Notwithstanding the foregoing, if the Disclosing Party is unable to obtain or does not seek a protective order and the Receiving Party is legally requested or required to disclose such Confidential Information, disclosure of such Confidential Information may be made without liability.

5. Term.

This Agreement shall remain in effect for a two-year term (subject to a one-year extension if the parties are still discussing and considering the Transaction at the end of the second year). Notwithstanding the foregoing, the parties' duty to hold in confidence Confidential Information that was disclosed during term shall remain in effect indefinitely.

6. Remedies.

Both parties acknowledge that the Confidential Information to be disclosed hereunder is of a unique and valuable character, and that the unauthorized dissemination of the Confidential Information would destroy or diminish the value of such information. The damages to Disclosing Party that would result from the unauthorized dissemination of the Confidential Information would be impossible to calculate. Therefore, both parties hereby agree that the Disclosing Party shall be entitled to injunctive relief preventing the dissemination of any Confidential Information in violation of the terms hereof. Such injunctive relief shall be in addition to any other remedies available hereunder, whether at law or in equity. Disclosing Party shall be entitled to recover its costs and fees, including reasonable attorneys' fees, incurred in obtaining any such relief. Further, in the event of litigation relating to this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and expenses.

7. Return of Confidential Information.

Receiving Party shall immediately return and redeliver to the other all tangible material embodying the Confidential Information provided hereunder and all notes, summaries, memoranda, drawings, manuals, records, excerpts or derivative information deriving there from and all other documents or materials ("Notes") (and all copies of any of the foregoing, including "copies" that have been converted to computerized media in the form of image, data or word processing files either manually or by image capture) based on or including any Confidential Information, in

whatever form of storage or retrieval, upon the earlier of (i) the completion or termination of the dealings between the parties contemplated hereunder; (ii) the termination of this Agreement; or (iii) at such time as the Disclosing Party may so request; provided however that the Receiving Party may retain such of its documents as is necessary to enable it to comply with its document retention policies. Alternatively, the Receiving Party, with the written consent of the Disclosing Party may (or in the case of Notes, at the Receiving Party's option) immediately destroy any of the foregoing embodying Confidential Information (or the reasonably nonrecoverable data erasure of computerized data) and, upon request, certify in writing such destruction by an authorized officer of the Receiving Party supervising the destruction).

8. Notice of Breach.

Receiving Party shall notify the Disclosing Party immediately upon discovery of any unauthorized use or disclosure of Confidential Information by Receiving Party or its Representatives, or any other breach of this Agreement by Receiving Party or its Representatives, and will cooperate with efforts by the Disclosing Party to help the Disclosing Party regain possession of Confidential Information and prevent its further unauthorized use.

9. No Binding Agreement for Transaction.

The parties agree that neither party will be under any legal obligation of any kind whatsoever with respect to a Transaction by virtue of this Agreement, except for the matters specifically agreed to herein. The parties further acknowledge and agree that they each reserve the right, in their sole and absolute discretion, to reject any and all proposals and to terminate discussions and negotiations with respect to a Transaction at any time. This Agreement does not create a joint venture or partnership between the parties. If a Transaction goes forward, the non-disclosure provisions of any applicable transaction documents entered into between the parties (or their respective affiliates) for the Transaction shall supersede this Agreement. In the event such provision is not provided for in said transaction documents, this Agreement shall control.

10. Warranty.

Each party warrants that it has the right to make the disclosures under this Agreement. **NO WARRANTIES ARE MADE BY EITHER PARTY UNDER THIS AGREEMENT WHATSOEVER.** The parties acknowledge that although they shall each endeavor to include in the Confidential Information all information that they each believe relevant for the purpose of the evaluation of a Transaction, the parties understand that no representation or warranty as to the accuracy or completeness of the Confidential Information is being made by either party as the Disclosing Party. Further, neither party is under any obligation under this Agreement to disclose any Confidential Information it chooses not to disclose. Neither Party hereto shall have any liability to the other party or to the other party's Representatives resulting from any use of the Confidential Information except with respect to disclosure of such Confidential Information in violation of this Agreement.

11. Miscellaneous.

(a) This Agreement constitutes the entire understanding between the parties and supersedes any and all prior or contemporaneous understandings and agreements, whether oral or written, between the parties, with respect to the subject matter hereof. This Agreement can only be modified by a written amendment signed by the party against whom enforcement of such modification is sought.

(b) The validity, construction and performance of this Agreement shall be governed and construed in accordance with the laws of Kentucky (state) applicable to contracts made and to be wholly performed within such state, without giving effect to any conflict of law's provisions thereof. The Federal and state courts located in Kentucky (state) shall have sole and exclusive jurisdiction over any disputes arising under the terms of this Agreement.

(c) Any failure by either party to enforce the other party's strict performance of any provision of this Agreement will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this Agreement.

(d) Although the restrictions contained in this Agreement are considered by the parties to be reasonable for the purpose of protecting the Confidential Information, if any such restriction is found by a court of competent jurisdiction to be unenforceable, such provision will be modified, rewritten or interpreted to include as much of its nature and scope as will render it enforceable. If it cannot be so modified, rewritten or interpreted to be enforceable in any respect, it will not be given effect, and the remainder of the Agreement will be enforced as if such provision was not included.

(e) Any notices or communications required or permitted to be given hereunder may be delivered by hand, deposited with a nationally recognized overnight carrier, electronic-mail, or mailed by certified mail, return receipt requested, postage prepaid, in each case, to the address of the other party first indicated above (or such other addressee as may be furnished by a party in accordance with this paragraph) . All such notices or communications shall be deemed to have been given and received (a) in the case of personal delivery or electronic-mail, on the date of such delivery, (b) in the case of delivery by a nationally recognized overnight carrier, on the third business day following dispatch and (c) in the case of mailing, on the seventh business day following such mailing.

(f) This Agreement is personal in nature, and neither party may directly or indirectly assign or transfer it by operation of law or otherwise without the prior written consent of the other party, which consent will not be unreasonably withheld. All obligations contained in this Agreement shall extend to and be binding upon the parties to this Agreement and their respective successors, assigns and designees.

(g) The receipt of Confidential Information pursuant to this Agreement will not prevent or in any way limit either party from: (i) developing, making or marketing products or services that are or may be competitive with the products or services of the other; or (ii) providing products or services to others who compete with the other.

(h) Paragraph headings used in this Agreement are for reference only and shall not be used or relied upon in the interpretation of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Disclosing Party

Receiving Party

RMHA

Name _____

Name _____

Title _____

Title _____