



NOMINATIONS POLICY

Purpose

1. The Board of Directors may appoint a Nominations Committee that has responsibilities as defined in the Nominations Committee Terms of Reference. The purpose of this Policy is to support the Nominations Committee in defining and implementing its responsibilities, as well as inform individuals about the process to be eligible and nominated for a position as a Director.

Application

2. This Policy applies to Gymnastics Newfoundland & Labrador, the Nominations Committee, and any individual wishing to be nominated for a position as a Director with Gymnastics Newfoundland & Labrador.

Board Assessment

3. At its discretion, the Nominations Committee may administer a **Board Assessment Tool** to determine the needs, wants and gaps of skills, attributes, education, and experience within the Board of Directors. This information will be used by the Nominations Committee to target specific individuals for nomination as a Director.

Solicitation of Nominations

4. The Nominations Committee will seek, identify, and recruit eligible individuals to stand for election as Directors by seeking candidates through:
 - a) The usual Gymnastics Newfoundland & Labrador networking channels;
 - b) The Sport Newfoundland & Labrador; and
 - c) An open call for nominations through promotional efforts, including, but not limited to, press releases, Gymnastics Newfoundland & Labrador website, other online services where suitable, and advertisements in newspapers or via social media.
5. The Nominations Committee may also approach eligible individuals to determine their interest in serving as a Director.
6. The Nominations Committee will also appoint a contact person from amongst its members who can answer questions about the nomination process and the role of a Director.

Eligibility

7. To be eligible for election as a Director, an individual must:
 - a) Be eighteen (18) years of age or older;
 - b) Have the power under law to contract;
 - c) Not have been removed from the Board of Directors of Gymnastics Newfoundland & Labrador within the previous two (2) calendar years;
 - d) Have not been declared incapable by a court in Newfoundland & Labrador, Canada or in another country; and



- e) Not have the status of bankrupt.

Nomination of Candidates

- 8. Individuals can submit nominations to the Nominations Committee so long as the **Candidate Application Form** and supporting materials are submitted before the final deadline and signed by the individual that is being nominated.
- 9. Incumbent Directors are not required to submit a Candidate Application Form but must inform the Nominations Committee in writing when they intend to stand for re-election.

Review of Nominees

- 10. The Nominations Committee will review each **Candidate Application Form** and supporting materials to ensure that the individual is eligible, to assess their skills, attributes, education and experience, and compare the assessment with the particular skills that are desired for a Director. The Nominations Committee may further engage in a personal interview of the applicant, in-person, electronically or via telephone.
- 11. The Nominations Committee will short-list the nominees by completing a **Nominee Evaluation Metric** for each nominee, will ensure eligibility, and may conduct reference checks and interviews. The Nominations Committee may also communicate directly with the short-listed candidates to discuss the roles, responsibilities, and expectations of a Director.
- 12. Nominees who the Nominations Committee believe are ineligible will be given the opportunity to demonstrate their eligibility. The Nominations Committee will decide the eligibility of any nominee whose eligibility is in question by majority vote.
- 13. The Nominations Committee will make a final written report to the Members before any meeting of the Members at which an election occurs that will identify their preferred slate of nominees. The Nominations Committee may not prevent a candidate from running unless the candidate is ineligible.

Timelines

- 14. The Nominations Committee will identify a deadline for the submissions of nominations and identify further deadlines indicating opportunities for candidates to submit campaign material. All timelines will be described in the **Candidate Application Form**.

Role of Candidates

Campaign Material

- 15. Once the Nominations Committee confirms the nominee's eligibility, the nominee may begin to inform individuals and organizations that they are running for election. Nominees should consider preparing campaign material for their candidacy that will be distributed to voting Members by the Nominations Committee prior to election. Nominees should consider preparing the following:



- A CV highlighting the nominee's education and experience in addition to work history
 - A **biography** of the nominee (maximum 300 words)
 - **Testimonials or references** from other organizations or other individuals
16. The Board will make the above material (if submitted) available to the Members prior to the election on a date determined by the Nominations Committee
17. Nominees may also be permitted to give a short speech at the Annual General Meeting in support of their platform and their candidacy either in person, via recording or via electronic communications if Gymnastics Newfoundland & Labrador makes such communication vehicle available. Speeches should be kept to a maximum of two minutes.