



# Board of Directors Election Procedures Policy



## Constitutional Requirements

In accordance with the Innisfil Skating Club Constitution, the Club's Board of Directors (board) will ensure a full slate of candidates is nominated for election to the Club Board of Directors at the Annual General Meeting (AGM) each year. The board may do this through either establishing a nominating committee, or seeking input from the club members.

## Committee Nominations

If the Board of Directors chooses to establish a nominating committee, the committee is to present a full slate of candidates to the board at least 21 days before the AGM. The nominating committee is to consist of a minimum of two members, one from the board and one from the membership. Other nominations may be made by any member in good standing by a written submission to the nominating committee at least three days before the commencement of elections. Nominations from the floor at the AGM will not be accepted.

## Member Nominations

If the Board of Directors does not choose to establish a nominating committee, the board itself must ensure that a full slate of candidates will be presented to the members at the AGM. The procedures are as follows:

1. The President or designate shall:
  - a. Commence the process in January of each calendar year.
  - b. Confirm positions that will be vacant. With members in a two year term position, confirm they will be able to fulfil their full commitment. With members whose term is complete, confirm if they are interested in returning to their current position, or another vacant position.
  - c. Consult with board members regarding open positions, terms, and potential candidates. Key criteria are ability and willingness to do the work required for the nominated position; as a commitment to all children and all coaches, versus their own child; and the ability to work in a team environment.
  - d. Speak with potential candidates to discuss position responsibilities and confirm interest.
  - e. Provide board members with updates on an on-going basis.
  
2. The Secretary shall:
  - a. Commence the formal nomination process six weeks before the AGM (on or about May 1<sup>st</sup>).
  - b. Notify members that nominations for board positions are being sought and provide nomination forms. Any member in good standing may nominate a candidate. The Club President or designate shall ensure nomination forms are completed for candidates approached as per #1, above.
  - c. Receive all nomination forms on or before the last day of the skating season (on or about March 31<sup>st</sup>).
  - d. Contact all nominated members to confirm their interest in standing for a position.
  - e. Provide a full slate of candidates to the club membership at least 21 days before an AGM. Advise members that the nomination process is open until three days before the AGM. Nominations must be received in writing. Nominations from the floor at the AGM are not accepted.
  - f. If a position becomes vacant through the nomination process, ensure the membership is advised and a new candidate selected.
  - g. Advise members of additional nominations no less than three days before the AGM.