

Standard Practices and Procedures

Rev 1.0 September 14, 2021

Nominations / Election Policy - Cataraqui Canoe Club (CCC)

1 Scope

This policy will explain how the CLUB will develop a list of candidates who wish to be nominated to serve on the CCC Board of Directors. If more than one candidate is nominated for a particular position, this policy will also explain the process for an election.

2 Preamble

The CCC Board is composed of Members who volunteer their time to serve on the Board. This can be demanding at times, and it is essential that these volunteers work together as a well-functioning, supportive team.

Elections are held annually at the Annual General Meeting (AGM) for every Board position, usually in October. There are 9 elected positions and 1 non-elected position (Past Commodore).

3 Nominations

3.1 Search Committee

- a) The Board of Directors will appoint a Search Committee in August before the AGM
 - a. the Search Committee will consist of three Club members
 - b. the Search Committee will establish the slate

3.2 Search Process

- a) Candidates who wish to serve on the Board should be a current member and have been a member of the Club for at least one year
- b) Any member may ask to be put on the slate subject to (a) above
- c) The Search Committee, to establish the slate, will:
 - a. approach each current Board member to determine their willingness to stand for re-election.
 - b. survey the Membership, asking for members willing to stand for election.
 - c. meet with candidates as needed.
- d) The Search Committee is to complete the slate by about 5 weeks before the AGM
- e) This slate will be sent to the Membership by about 3 weeks prior to the AGM
- f) To ensure an orderly election process nominations at the AGM from the floor will not be allowed

4 Elections

- a) If there are 9 or fewer candidates on the slate, they will be declared elected by acclamation.
- b) If there are more than 9 candidates on the slate, there will be an election
- c) Elections will be held by secret ballot
- d) Results will be tabulated and announced at the AGM