



## NOMINATION AND ELECTION POLICY

### PURPOSE:

The purpose of this policy is to provide a guiding statement on how the Nominations and Elections shall be conducted. In general, the Nomination and Election policy is viewed as a comprehensive approach to ensuring the best possible individuals are looking out for the benefits of Commonwealth Sport Canada and the Commonwealth Sport Movement within Canada.

### NOMINATION & ELECTION OF BOARD OF DIRECTORS AND MEMBERS-AT-LARGE:

1. Candidates may or may not be Members of CSC (current or past). Interested individuals who are not currently Members may ask the Nominating Committee, or a current Member (Organization or Individual) to have their names considered.
2. The Nominating Committee shall recommend a minimum of one nominee for each position which includes no less than 40% representation from either gender.
3. All CSC Members (Organization & Individuals) are entitled to vote for their preferred candidate(s).
4. Uncontested positions shall be declared elected by acclamation.
5. President, Athlete Representative and four (4) Directors-at-Large will be elected by the CSC Members at the Annual Meeting immediately following the scheduled Commonwealth Games; while the Treasurer and remaining Directors-at-Large (# TBD) will be elected two (2) years later during the second Annual Meeting of the quadrennial.
6. Eight (8) Members-at-Large will be elected at the Annual Meeting following the scheduled Commonwealth Games; while the other remaining eight (8) Members-at-Large will be elected two years later during the second Annual Meeting of the quadrennial.
7. Commonwealth Sport Canada will not cover any expenses for a candidate to participate in the Annual General Meeting with the exception of all group meals. All candidates are welcome to attend the AGM weekend. If anyone is unable to attend, all candidates can submit videos or have a letter read to the voters.
8. Vacancies incurred during the four-year term shall be filled as per the By-Laws.

### NOMINATION & ELECTION OF ATHLETE REPRESENTATIVE:

9. Candidates for the position of Athlete Representative on the Board of Directors must be



Athletes, defined in CSC's Bylaws as:

*“Athletes means athletes who participated in either of the previous two scheduled Commonwealth Games.”*

11. Nominations may be received from any athlete who has competed at one of the past two Commonwealth Games
12. All “Athletes” are entitled to one vote. Athletes are those from the last two Games or registered with the Alumni Program.

**Policy History**

Originally Approved:	January 30, 1994
Revisions approved:	March 1995
Revisions approved:	October 2000
Revisions approved:	January 2003
Revisions approved:	January 16, 2014 (Email Vote)
Revisions approved:	May 2019 (Email Vote)



## NOMINATIONS AND ELECTIONS NOMINATION PROCEDURES

### Directors and Members-at-Large:

1. All current incumbents shall be requested to submit their intent in writing to the Nominating Committee not less than six (6) months prior to the Election.
2. The Nominating Committee shall actively recruit for positions where the incumbent has declined to run again or not indicated their intention in writing. The Committee will solicit potential candidates that have demonstrated the values and norms of behaviour of CSC and who possess the required qualities, skills and experience. The Committee will consider the need for diversity with specific reference to geography, gender, alumni affiliation, language, disability, and under-represented groups as from time to time may be identified.
3. The Committee Chair or designate shall discuss with all candidates the following:
  - 3.1 the position(s) for which the candidate is being considered
  - 3.2 minimum time commitment required
  - 3.3 candidate's expectations
  - 3.4 potential task(s) requirements associated with the position(s)
4. A formal Call for Nominations will be widely distributed not less than three (3) months prior to the Elections.
5. All candidates must confirm their intent in writing accompanied by a biography not less than 35 days prior to the Election. Nominees, in addition to those presented by the Nominating Committee, must be moved by a current member. Nominations shall not be permitted from the floor at the respective AGM.
6. The election package (biographies) of additional nominees shall be circulated as part of the AGM package at least 25 days prior to the Annual Meeting.

### Athlete Representative:

7. The call for nominations shall be as follows:
  - 7.1 Athletes at each Commonwealth Games shall be advised of the nominating procedure for the position of Athlete Representative
  - 7.2 The call for nominations shall be posted on the CSC Web Site and circulated to all CSC Members, National Organization Members and National Training Centres
  - 7.3 The call for nominations shall be circulated not less than three (3) months prior to the



close of nominations

8. The Nominating Committee Chair or designate together with the current Athlete Representative shall discuss with all candidates the following:
  - 8.1 the legal responsibilities of a Director
  - 8.2 the specific responsibilities of the Athlete Representative
  - 8.3 the minimum time commitment required
  - 8.4 the candidate's expectations
9. Candidates will be required to submit a maximum two-page biography and/or a video that includes a statement summarizing their interest in the position.

## **NOMINATIONS AND ELECTIONS ELECTION PROCEDURES**

### Directors and Members-at-Large:

1. The AGM Chair is turned over to the Chair of the Nominating Committee or designate.
2. The Chair shall review the election procedures. Positions shall be announced along with the defined qualities and skills desired for each position.
3. The Chair shall present the list of candidates by position.
4. Each nominee will be given the opportunity to speak. Speeches shall be scheduled for a pre-announced time during the AGM weekend and shall not exceed the duration set by the Nominating Committee which will under normal circumstances be one and one-half minutes for Individual Members and two minutes for Directors. Acclaimed nominees may also speak. Absentee candidates may submit a written statement or video to be read at this time such statements shall not exceed the time as stipulated above. Speech order shall be random and announced in advance prior to commencement of speeches. Nominees that appear in two categories may speak each time their name appears on a ballot.
5. The following election procedure shall take place:
  - 5.1 appointment of non-voting scrutineers
  - 5.2 pre-designed ballots distributed to voting delegates immediately at start of the election.  
Voters are to sign for ballots received
  - 5.3 voting delegates are requested to consider the qualities and skills required for each position - consideration to Board diversity is requested with specific reference to current under-represented groups on the Board of Directors e.g. geography, gender, language, and



ethnic background

5.4 positions will be elected in the following order: President, Directors (4), Athlete Representative and Individual Members (8) during the Annual Meeting following the scheduled Commonwealth Games. During the second year of the quadrennial the following order will take place: Treasurer, Directors (max. 5) and Individual Members (8)

6. Individuals with the highest number of votes received, shall be considered elected.

6.1 After each vote, delegates are informed of the elected individuals who received the highest number of votes. The actual number of votes received will not be announced.

6.2. In the event of a tie for the final available position, a second ballot will take place.

6.3. Ballots shall be considered spoiled if:

6.3.1 writing is not legible

6.3.2 wrong ballot is used

6.3.3 too many names appear on the ballot

6.3.4 where two candidates cannot be distinguished from each other (e.g., where the last name is the same and no first name or initial is used).

6.4 scrutineers shall collect each ballot

6.5. votes are tallied by the scrutineers and reported to the Chair who shall report to the Assembly

7 Chair shall report results by announcing who has been elected by achieving the highest number of votes and whether or not a tie has occurred and a second ballot is required.

8 The Nominating Committee Chair shall request a motion to destroy the ballots at the conclusion of voting for each position.

9 Chair is returned to Chair of the AGM.