

# 2018 Calgary Region Committee Nomination Package

Deadline for online nominations:  
March 13, 2018

Calgary Region Annual General Meeting:  
March 20, 2018

Questions regarding the submission of nominations may be directed to  
Kelly Havixbeck, Member Services Manager by email: [kelly@skateabnwtun.ca](mailto:kelly@skateabnwtun.ca)



**SKATE**CANADA  
ALBERTA-NWT/NUNAVUT

# 2018 Calgary Region Committee

## *Meeting and Election Procedures*

### ***Calgary Region Committee Composition***

The composition shall consist of a minimum of five persons: Region Representative, Assistant Region Representative, Secretary/Treasurer, Region Coaching Representative and the High-Test Coordinator. (Optional: Two additional Members at Large) All committee members shall be members of Skate Canada Clubs/skating schools in good standing within the Region.

Any member of the Local Region Committee who has completed their two-year term shall be eligible for re-election with the exception of the Region Representative who shall be elected for a 2-year term with a maximum of 2 consecutive terms.

### ***Calgary Region Committee Annual General Meeting & Nomination Procedures***

The Local Region Committee Annual General Meetings and elections must be completed no later than 14 days prior to the Sections ACGM each year. The notice of the meeting for the Local Region Annual General Meeting shall be electronically distributed to all member clubs/skating schools within the Region, three weeks (21 days) prior to the meeting date. The notice shall specify the place, date and hour of the meeting. The notice shall be accompanied by the meeting agenda, the Local Region Nomination Package and any supporting materials.

Nominations for all Local Region Committee positions to be elected shall be submitted through the online nomination form 1 week prior to the date of the Region AGM. Nominations may be made by any member of a club/skating school in good standing within the respective Region. Nominations may also be taken from the floor, provided the nominee has agreed to such nomination. All nominations shall be recorded in the Local Region AGM minutes.

### ***Calgary Region Annual General Meeting Processes***

Each Skate Canada: Alberta-NWT/Nunavut club/skating school in good standing in the Region, shall be entitled to have one delegate to carry their vote. The delegate shall be an associate member of the club of legal age at the time of the AGM. This delegate shall be an associate member of the club/skating school, of legal age at the time of the AGM and shall be in addition to any member of a club/skating school serving on the Local Region Committee. Members of the Local Region Committee shall be entitled to one vote in their own right. The Local Region Representative shall cast the deciding vote in case of a tie.

A quorum shall be a representation by at least 25% of the member clubs/skating schools within that Region. Should a quorum not be achieved, the meeting may proceed with a motion by the member clubs/skating schools in attendance. The motion shall state that the member clubs/skating schools in attendance agree to hold the AGM and that the member clubs/skating schools in attendance shall, for this meeting only, form the quorum. This motion must be passed by a majority vote.

The Local Region Nominating Chair shall conduct the elections. Voting shall be by ballot.

The Local Region Nominating Chair shall provide the names of the elected positions to the Member Services Manager of the Section Office, the day after the elections take place.

The election of the Local Region Representative shall be approved at the Section Annual General Meeting.

Newly elected Local Region Committee members will take effect in their new roles after the Section Annual General Meeting.

# 2018 Calgary Region Committee

## *Meeting and Election Procedures*

### ***Nomination Timelines and Submission Guidelines***

The following positions up for election in 2018 for the Calgary Region Committee are:

Assistant Region Representative (2-year term)

Region Secretary/Treasurer (2-year term)

Member at Large (2-year term)

The online nomination form is located on the Section website under Events>ACGM & Awards Banquet  
[www.skateabnwnun.ca](http://www.skateabnwnun.ca)

When submitting your nomination, please have the following available to include:

- Head Shot Photo to upload
- Skate Canada number
- The name and email of a Skate Canada registrant that would endorse your nomination

Questions regarding the Calgary Region Committee nominations may be directed to the Calgary Region Nominating Chair: Susan Bennett [bennettse@shaw.ca](mailto:bennettse@shaw.ca)

A general overview of the election timelines for the Calgary Region Committee are:

Even Years (2016, 2018, etc.): Assistant Region Representative, Region Secretary/Treasurer, Member at Large

Odd Years (2017, 2019, etc.): Region Representative, Region High Test Coordinator, Member at Large

### ***Section Regions Committee***

The elected Region Representatives from each region form the Skate Canada: Alberta-NWT/Nunavut Regions Committee. For more information on the Section Regions Committee, please review the Regions Committee Terms of Reference and Region Representatives Role Description on the Section website, located under Events>ACGM & Awards Banquet.