



Skate Canada: Alberta / NWT-Nunavut  
Annual General Meeting /Board of Directors Election Policies & Procedures

**Purpose of Document**

The Purpose of the **Annual General Meeting /Board of Directors Election Policies & Procedures** document is to provide the Members and Registrants of Skate Canada: Alberta / NWT-Nunavut Section with detailed policies and procedures supporting the Section's Annual General Meeting and corresponding Board of Director Elections, held annually. This document shall be available publicly via the Section Website <elections> page and is best understood using the Skate Canada: Alberta / NWT-Nunavut Association Bylaws as an addendum.

The **Skate Canada: Alberta / NWT-Nunavut Annual General Meeting Addendum** shall be communicated (and posted on the Section Website) each year. It shall contain information relevant to the current AGM / Election year.

It is the intention of the Nominating Sub Committee that these policies & procedures provide transparency and guidance for the Annual General Meeting and Board of Directors Elections.

All election declaration and submission forms referred to in this document may be found on the Section website under <events /elections>

**Board of Directors: Nomination Procedures (All Directors)**

- A call for Board Nominations shall be distributed by the Chair, Nominating Sub-Committee or designate to all Registrants and voting Members sixty (60) days prior to the next scheduled Annual General Meeting.
- Nominations to fill a Board position must be submitted via the Section website <elections> page. Completion in its entirety includes the consent of the candidate and the members' endorsement pursuant to the Section policies received by the Section no later than twenty-eight (28) days prior to the next scheduled Annual General Meeting. Late applications will not be accepted.
- The Nominating Sub Committee will review and confirm all election policies and procedures with each Candidate prior to the Candidate names being circulated.
- Names / Nomination packages of candidates who are supported by the Nominating Sub-Committee will be circulated to all Registrants and voting Members twenty-one (21) days prior to the next scheduled Annual General Meeting.
- A Candidate may withdraw in writing to the Nominating Sub Committee Chair at any time throughout the process.



## **Board of Directors: Election Policies and Procedures (Director, Coaching / Directors 1-6, Chair & Director, Regions)**

The election of the Board of Directors shall take place in two (2) parts:

### **1. Director Coaching**

Elected in even numbered years by the Registered Professional Coaches in Good Standing within the designated area of the Skate Canada: Alberta – NWT/Nunavut Section. To be elected by and amongst the Section's coaching members in Good Standing by electronic ballot as determined by the Chair of the Nominating Sub Committee, prior to the Annual General Meeting. The elected Director Coaching will be announced at the Annual General Meeting.

The online election process for Director Coaching will become available for all Registered Professional Coaches twenty-one (21) days prior to the next scheduled Annual General Meeting and will close twelve (12) days prior to the Annual General Meeting. Registered Professional Coaches in Good Standing as of twenty-one (21) days prior to the Annual General Meeting are eligible to vote.

For each of the Director Coaching candidates a Candidate summary will be available from the time the online election process opens and will remain available until the close of the Director Coaching online election twelve (12) days prior to the Annual General Meeting. This information will be available within the election software and via the Section Website <elections> page.

### **2. Directors 1 – 6, Chair of the Board & Director Regions**

Elections shall be held at the Annual General Meeting in the following order: Chair, Director Regions, Directors. The Chair of the Board shall be elected in odd numbered years, as will 50% or three (3) of the Directors. The remaining Directors and the Director Regions shall be elected in even numbered years.

For each of the Director candidates a Candidate summary will be available twenty-one (21) days prior to the next scheduled Annual General Meeting and will remain available until after the elections.



## **Policies for Director Coaching Election**

- **Voter:** a Registered Professional Coach, in Good Standing shall be designated a Voter.
- **Simple Majority:** a voting requirement of more than 50% of all ballots cast.

The Section Staff Resource and the Nominating Sub Committee Chair shall oversee the online Director Coaching election process. Any concerns must be submitted to the Section Office at [info@skateabnwtun.ca](mailto:info@skateabnwtun.ca) twenty-eight (28) days prior to the Annual General Meeting.

To ensure that the Director Coaching is elected by a Simple Majority, a voting procedure as approved by the Board shall be conducted.

The detailed voting process shall be communicated publicly via the Section Website <elections> page.

## **Voting Procedures**

### **Voter Ballot Process and Tabulations**

The procedure described below ensures that the Director Coaching is elected by a simple majority of votes cast.

1. Each Voter will receive one vote for the Director Coaching position. Each voter will proceed to cast their vote electronically.
2. A candidate shall be declared elected by receiving the highest number of votes, while receiving a simple majority.
3. If as a result of the ballot there is no simple majority of votes cast, and there are more than two candidates, the candidate with the fewest number of votes shall be removed and another ballot will be taken among the remaining candidates.
  - a. The timeframe for each re-vote shall be as follows: New ballot available by 9:00am the day following the incomplete election, with voting deadline occurring at noon on the third day.
4. If on any ballot two (or more) candidates both (or all) receive an equal majority of the votes cast, an additional ballot will be conducted between (or among) the tied candidates only in accordance with the above process for two additional rounds of voting.
  - a. The timeframe for each re-vote shall be as follows: New ballot available by 9:00am the day following the noon deadline, with voting deadline occurring at noon on the third day. This timeline will be repeated, if required, for the second additional round of voting.
5. If after two additional rounds of voting neither tied candidate reaches a simple majority, the tie breaking policy would be in effect.

**Tie Breaker Policy:** Candidates who have tied, or have not reached a simple majority, after two additional rounds of voting shall have their respective names entered into a draw box and one name shall be drawn by the Scrutineer at the Annual General Meeting. The name drawn is the elected individual.



## **Annual General Meeting: Pre-Registration Procedures**

### **Appointment of Delegates (as per Association Bylaws)**

Each Club and Skating School Member may appoint an eligible Person as its delegate to attend the Annual General Meeting and exercise the rights of membership on behalf of the Club or Skating School Member.

To be eligible to be appointed as Delegate for a Club or Skating School Member, a Person must:

- a) Be 18 years of age or older,
- b) Be a registrant in good standing of Skate Canada and the Section, excluding employees of the Section, and
- c) Be affiliated with a club/skating school.

### **Delegates:**

Section Members (Clubs, Skating Schools, Region Coaching Representatives and Directors of the Section Board) must declare their intention to attend, and if applicable vote, by pre-registering electronically prior to the Annual General Meeting.

*Club/Skating School Delegate:* Once a voting declaration is submitted, a confirmation email will be sent to the Club/Skating School and shall constitute pre-registration. A voting code will be emailed to the assigned Delegate who will be required to sign into the meeting with the voting code to vote at designated voting times. A Skating School Owner who is a Registered Professional Coach in Good Standing has the authority to be the Delegate of that Skating School at the Skate Canada: Alberta-NWT/Nunavut Annual General Meeting and corresponding Section Board Elections. The Skating School will understand that a Delegate's vote represents the Skating School's sole vote.

*NOTE: Information pertaining to Section Club Registered Professional Coaches (who do not have ownership in a Skating School) may be found in the **Annual Skate Canada: Alberta / NWT-Nunavut Annual General Meeting Annual Addendum***

Section Skating Clubs / Schools who select this voting method are responsible for advising the Delegate of their position on all matters requiring a vote.

*Region Coaching Representatives/Section Board Directors:* Must declare their intention to attend, and if applicable vote, by pre-registering electronically prior to the Annual General Meeting. Once a voting declaration is submitted, a confirmation email will be sent and shall constitute pre-registration. A voting code will be emailed to the Region Coaching Representative / Section Board Director who will be required to sign into the meeting with the voting code to vote at designated voting times.

**Proxy Holder:**

A proxy holder is the appointed Delegate in attendance at an Annual General Meeting who exercises voting rights on behalf of a voting Member not in attendance. In order to ensure the Club/Skating School's vote is represented the Club/Skating School must pre-register by completing the online proxy form prior to the Annual General Meeting. Once the proxy declaration is submitted, a confirmation email will be sent to the identified proxy holder and shall constitute pre-registration. A voting code will be emailed to the assigned proxy holder who will be required to sign into the meeting and to vote at designated voting times.

Section Clubs / Skating Schools who select this voting method are responsible for advising the Delegate of their position on all matters requiring a vote.

Region Coaching Representatives/Section Board Directors: Should a Region Coaching Representative or Section Board Director not be attending the Skate Canada: Alberta-NWT/Nunavut Annual General Meeting, that individual must complete the online proxy form prior to the Annual General Meeting. Once the proxy declaration is submitted, a confirmation email will be sent to the identified proxy holder and shall constitute pre-registration. A voting code will be emailed to the assigned proxy holder who will be required to sign into the meeting and to vote at designated voting times.

**Observers:**

The Section encourages all Section Registrants to attend the Skate Canada: Alberta-NWT/Nunavut Annual General Meeting. While not eligible to vote, observers must complete the Observer form prior to the Annual General Meeting. Completion of the form in its entirety and receipt of a confirmation email with Observer Code shall constitute a pre-registration of your intent to attend. The Observer Code will be required to sign into the meeting.

The time frame for pre-registration shall be determined by the Nominating Sub Committee and shall be communicated a minimum of thirty (30) days prior to the Annual General Meeting.



### **Electronic Distribution of AGM Materials to Pre-registered voting Members and Observers:**

Prior to the Skate Canada: Alberta-NWT/Nunavut Annual General Meeting all Pre-Registered voting members and observers will receive an email to the email address confirmed through the online pre-registration process. This email will provide details on two fronts:

1. Information on the meeting. This will be sent to Pre-registered voting Members *as well as Observers*:
  - a. The date and time of the Skate Canada: Alberta-NWT/Nunavut Annual General Meeting
  - b. A link with unique access code, specific to the member / observer
  - c. A User Guide and contact information for online support # should the Member or Observer have difficulties accessing the meeting
2. Information on the Board of Directors Elections. This will be sent to Pre-registered voting Members and does *NOT include Observers*:
  - a. A unique link with unique VoterID, specific to the member / delegate
  - b. A User Overview and contact information for online support should the Member have difficulties accessing the Election software

Important: All information relevant to the Annual General Meeting and Board of Directors Elections is posted on the Section website on the elections page. It is the responsibility of each Delegate and Observer and those who have assigned their proxies to ensure that the voting codes have been received.



## **Annual General Meeting: Voting Policies**

It is the voting Members' (Club/Skating School/Region Coaching Representative/Director on the Section Board) responsibility to inform their assigned Delegate of the rules and responsibilities pertaining to voting procedures.

1. Each eligible voting Member (Club/Skating School/Region Coaching Representative/Director on the Section Board) is entitled to one vote by either:
  - A pre-registered Delegate if the voting member is attending, OR;
  - A Proxy if the voting member is not attending.

Clubs/Skating Schools may have an unlimited number of pre-registered observers attend the Annual General Meeting

2. Delegates can hold five (5) proxies plus their delegate vote (maximum six (6) votes).
3. Directors of the Skate Canada: Alberta-NWT/Nunavut Board can hold five (5) proxies plus their Director vote (maximum six (6) votes).
4. Each Region Coaching Representative can hold five (5) proxies plus their one Region Coaching Representative vote (maximum six (6) votes).



## **Annual General Meeting: Policies for Elected Directors**

- **Voter:** Pre-Registered, qualifying Members / Delegates shall be designated a Voter.
- **Simple Majority:** a voting requirement of more than 50% of all ballots cast.

A Scrutineer and alternate Scrutineer will be selected by the Nominating Sub-Committee and posted on the Section's Website <elections> page in advance of the Annual General Meeting. Any concerns must be submitted to the Section Office five (5) days in advance of the Annual General Meeting.

To ensure that the Chair and Elected Directors are elected by a Simple Majority, a voting procedure as approved by the Board shall be conducted.

The detailed voting process shall be communicated publicly via the Section Website <elections> page.

Elections shall take place in the following order: Chair, Director Regions, Directors as detailed in the Association Bylaws.

Each candidate, or an assignee of their choice, will be allowed three to five minutes to deliver a campaign speech before the elections commence. Only candidates not acclaimed will have the opportunity to deliver a campaign speech.

*All Members will be provided with the opportunity to ask questions of the candidates once the Candidate Summaries are circulated to the Membership. The Section will be open to receiving questions up to five (5) days prior to the Annual General Meeting and will be forwarded to the Candidates prior to the Annual General Meeting. These questions may be addressed by the candidates during their five (5) minute campaign speech.*

Prior to each election ballot being cast, the Nominating Sub-Committee Chair or designate will provide electronic voting instructions.

After each election, Section Office staff members, along with the appointed Scrutineer shall tabulate the ballots.





### **Voter Ballot Process and Tabulations**

The procedure described below ensures that all candidates elected to any position are elected by a simple majority of votes cast.

1. Each Voter will receive a number of votes corresponding to the number of vacant positions up for election. For example, if three Director positions are vacant, each Voter will be entitled to vote for three candidates. Each voter will proceed to cast their votes.
2. After entering their own Delegate votes, a proxy holder shall repeat this process for each of their assigned proxies (which will require logging in and out of the Voting Platform for each vacancy.) Time will be allowed to conduct this process.
3. Each candidate who receives a simple majority of the votes cast for an available vacancy shall be declared elected.
4. If one or more positions remain vacant after the initial round of voting, a subsequent ballot will be conducted amongst those remaining candidates who did not receive a majority of votes cast on the previous ballot.
5. On the next ballot the Voters will receive a number of votes corresponding to the number of remaining vacancies. For example, if there are only two vacancies for the position of director remaining then each voter will be entitled to two votes.
6. If as a result of any ballot there is no majority of votes cast for any of the candidates, the candidate with the lowest number of votes shall be removed and another ballot will be taken among the remaining candidates.
7. If as a result of any ballot the number of candidates receiving a majority of votes cast is greater than the number of vacancies available for that position, only those candidates receiving the largest majority of votes cast shall be declared elected, so that the number of candidates declared elected for any position will not exceed the number of vacancies available for that position.
8. If on any ballot two (or more) candidates both (or all) receive an equal majority of the votes cast such that if both (or all) of those candidates were declared elected in addition to candidates otherwise declared elected the number of candidates declared elected for that position would exceed the number of vacancies available for that position, a tie-breaking ballot will be conducted between (or among) the tied candidates only in accordance with the above process for two additional rounds of voting.
9. If after two additional rounds of voting neither tied candidate reaches a simple majority, the tie breaking policy would be in effect.

**Tie Breaker Policy:** Candidates who have tied, or have not reached a simple majority, after two additional rounds of voting shall have their respective names entered into a draw box and one name shall be drawn by the Scrutineer. The name drawn is the elected individual.



## **Skate Canada: Alberta / NWT-Nunavut Annual General Meeting 2020 Addendum**

- 1. Change of Date for the Skate Canada: Alberta / NWT – Nunavut Annual General Meeting** was announced on April 7, 2020 in accordance with Social Distancing regulations mandated by the Alberta Government. The rescheduled date is Saturday June 6, 2020 and shall be held virtually.
- 2. 2020 Extension to In Good Standing status for Registered Professional Coaches**  
Clarification for the 2020 elections due to the COVID 19 environment: Due to first aid courses not being available at this time, coaches whose first aid has expired will remain in Good Standing. Once sanctioned skating activities resume, a three-month period to acquire this recertification will be granted.
- 3. Pre-Registration for the 2020 Skate Canada: Alberta / NWT-Nunavut Annual General Meeting** shall be no later than June 1, 2020, five (5) days prior to the meeting date of June 6, 2020.

This extension of registration deadline has been requested of, and approved by, the Board of Directors due to the extenuating circumstances of new technology requirements including: individual member set up, unique links & passwords and Pre-Registration electronically of Club / Skating School Delegates and Proxies.

- 4. Clarification of voting rights for Registered Professional Coaches in Good Standing**  
For the 2020 Annual General Meeting only Registered Professional Coaches in Good Standing who have ownership in a Section Skating School may be registered as a Delegate. This option is under review for the 2021 Annual General Meeting as it pertains to all Registered Professional Coaches in Good Standing being assigned as the Delegate to a Section Skating Club. An update on this analysis will be forthcoming in the 2020-2021 season and prior to the 2021 Skate Canada: Alberta / NWT – Nunavut Annual General Meeting.



**5. 2020 Skate Canada: Alberta / NWT-Nunavut Annual General Meeting & Board of Director Elections Summary of Milestone Dates:**

Milestone Date	# Days prior to AGM	Effective Time	Milestone
April 7, 2020 *	On or Before 60 Days		Call for Board of Director Nominations
May 7, 2020	30 Days	End of Business Day	Pre-Registration details for AGM/Election emailed to members
May 9, 2020	28 Days	12:00pm MT	Deadline for electronic submission of Director Applications
May 16, 2020	21 Days	12:00am MT	Confirmation of "In Good Standing" for Professional Coaches **
		12:00pm MT	Director, Coaching Candidate Summary Packages communicated to all Coaches in Good Standing
			Online Voting for Director, Coaching opens to all Registered Professional Coaches in Good Standing
			AGM Notice of Meeting, Candidate Summaries for all Director positions and relevant meeting information posted to Section website
May 25, 2020	12 Days	12:00pm MT	Online Election for Director, Coaching closes
June 1, 2020	5 Days	12:00pm MT	Delegate Assignment Pre-Registration closes
			Proxy Assignment Pre-Registration closes
			Observer Pre-Registration closes
			Deadline for Members to electronically submit questions for Board Candidates to be addressed during Election
June 3, 2020	3 Days	End of Business Day	Unique Link & Password for Meeting & Election emailed to each Pre-Registered Delegate and Observer

\*Call for Board Nominations circulated prior to April 7, 2020 due to original AGM date of May 2, 2020

\*\*Exception for 2020, First Aid Certificate