



**2021 Call for Applications: Region Committee Members**  
**Skate Canada: Alberta – NWT/Nunavut**  
**Calgary, Central, Northeast, Peace Regions**

**To:** All Skate Canada: Alberta/NWT-Nunavut Skate Canada Members, Parents and Volunteers  
**Date:** February 23, 2021  
**From:** Jennifer Boone, Section Nominating Sub Committee Chair

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The Nominating Sub-Committee is seeking prospective candidates for the Skate Canada: Alberta-NWT/Nunavut (Section) **Region Committee Members**. Region Committee Members are members of their respective Local Region Committee.

All Region Committee Members are Region Members in good standing who are registered as a resident within the Section and who have been elected by simple majority by the Members of the Region. Elected Region Committee Members are eligible to serve two (2) consecutive 2-year terms.

**Available Local Region Committee Positions for 2021-2023 Term:**

- Calgary Region Representative (2-year term)
- Calgary Region Assessment Coordinator (2-year term)
- Calgary Region Member at Large (1) (2-year term)
  
- Central Region Representative (2-year term)
- Central Region Assessment Coordinator (2-year term)
- Central Region Member at Large (1) (2-year term)
  
- Northeast Region Representative (2-year term)
- Northeast Region Assessment Coordinator (2-year term)
- Northeast Region Member at Large (1) (2-year term)
  
- Peace Region Representative (2-year term)
- Peace Region Assessment Coordinator (2-year term)
- Peace Region Member at Large (1) (2-year term)



## Eligibility of Local Region Committee Members:

To be eligible to be elected to serve as a Local Region Committee Member, a person must:

- a) be a registrant\* in good standing of Skate Canada and the Section; or become a registrant of Skate Canada upon being elected;
- b) not have served two consecutive terms in the current position of the Local Region Committee within the designated Region;
- c) reside within the Region in which they wish to represent and;
- d) be 18 years of age or older.

All Members of the Local Regions Committee shall serve without remuneration.

\*A Skate Canada Coach is not a registrant. Coaches are eligible for the Region Coaching Representative position on the Local Region Committees.

## Composition of the Skate Canada: Alberta-NWT/Nunavut Local Region Committees

Local Regions Committee Members represent the members of each respective Region and represent the Region in which they reside.

There are nine (9) Regions within Skate Canada: Alberta-NWT/Nunavut and each Region is represented by a Local Region Committee (currently excluding Nunavut). These Committees are comprised of a minimum of five (5) Committee Members, to a maximum of nine (9) Committee Members: Region Representative, Assistant Region Representative, Secretary, Treasurer, Assessment Coordinator, Coaching Representative, Members at Large (2), Past Region Representative.

The Region Coaching Representative for each Region is also a member of the Section's Coaching Committee and the Region Representative is also a member of the Section's Regions Committee.

## Application Process

Interested applicants are required to submit their application using the online form. Online nomination form and information is available on the Skate Canada: Alberta-NWT/Nunavut website at [www.skateabnwtun.ca](http://www.skateabnwtun.ca) under Events/2021 Elections.

### Local Region Committee Member Applications will be accepted until:

Calgary Region Deadline:	March 28, 2021 at 12:00 pm (noon) MT. (Calgary Region AGM: April 7, 2021)
Peace Region Deadline:	March 31, 2021 at 12:00 pm (noon) MT. (Peace Region AGM: April 10, 2021)
Central Region Deadline:	April 14, 2021 at 12:00 pm (noon) MT. (Central Region AGM: April 24, 2021)
Northeast Region Deadline:	April 15, 2021 at 12:00 pm (noon) MT. (NE Region AGM: April 25, 2021)



When submitting your application, please have the following available to complete your submission:

- Head shot photo
- Skate Canada number, if applicable
- The name and email of a Skate Canada registrant who would endorse your application.

## Election Process

The election rotation for the Local Region Committee Members, listed above, is as follows:

**Even Years:** Edmonton, South, Northwest, NWT and Nunavut (if applicable)

**Odd Years:** Calgary, Central, Northeast and Peace

The **Call for Applications for Local Region Committee Members** will be distributed to each respective Region five (5) weeks prior to the Local Region Committee Annual General Meeting date. All communications will also be available on the Section website under Events / 2021 Elections once distributed.

Elections for the Local Region Committee Members will take place electronically, by and amongst the eligible Region Members, by electronic ballot as determined by the Chair of the Nominating Sub Committee at each Region Annual General Meetings.

Local Committee Members are elected by a simple majority.

*Elections for the Local Region Committee positions will take place electronically prior to each 2021 Region Annual General Meetings and will be announced Regionally at each respective 2021 Region Annual General Meeting (scheduled per each respective Region) and at the 2021 Section Annual General Meeting, to be held remotely on Saturday May 15, 2021.*

## 2021 Local Region Annual General Meetings

All 2021 Local Region Annual General Meetings will be held virtually using technology facilitated by the Section. Meeting Policies and Procedures will remain the same however a virtual election will impact the existing election process. The following election procedures will be in effect for the 2021 elections and will be evaluated as to the success of the changes for upcoming years by the Regions Committee.

In order to facilitate an electronic election, Club and Skating School Delegates, Local Region Committee Members, Observers and Nominees must be pre-registered for the meeting ten (10) days prior to the scheduled Region Annual General Meeting. This technology requirement has implications on the tradition of accepting nominations from the floor at the Local Regions AGMs. **For the 2021 Local Region Elections Nominations will not be accepted from the floor** however in an attempt to make this change as seamless as possible the Section will allow Nominations up to ten (10) days prior to the Local Region Annual General Meeting. In addition, the Section will support the Regions with a targeted communication to aid in recruiting potential members and to help ensure a full slate of candidates.

The Local Region Committee Annual General Meeting and Elections Policy and Procedures will be available on the Section website.



## Election Procedures

- The Call for Applications for Local Region Committee Members will be distributed from the Section Office to all Member Clubs and Skating Schools in the Region via the last known email on file, and will also be posted on the Section's website and social media channels.
- Applications to fill a vacancy of a Region Committee Member may be submitted by the nominee and accompanied by a Member's endorsement. All submissions must be submitted electronically, pursuant to the Section policies ten (10) days prior to the respective Region Annual General Meeting date at 12:00 PM (noon) MT, to the Region Nominating Chair or designate. Late applications will not be accepted.
- Applications are accepted only through the online application form. Nominations will no longer be accepted from the floor.
- Electronic ballots, along with detailed candidate descriptions, will be distributed to pre-registered Delegates for each Region (as applicable), eight (8) days prior to the scheduled Region Annual General Meeting. The election ballot(s) will be open for voting for a period of three (3) days. If a second vote is required to break a tie, the second electronic ballot will be distributed four (4) days prior to the scheduled Region Annual General Meeting and available for the duration of three (3) days to cast votes.
- Eligible voting members: Each registered Member Club or Skating School Delegate in good standing and each Local Region Committee member shall be entitled to one vote. There is no proxy voting.
  - Employees or coaches who receive compensation through activities related to the club are not eligible to be a Club or Skating School Delegate.
- The elected Committee Members and nominees will be advised of the election results within five (5) days of the close of election.
- The elected Committee Members will be announced Regionally at the respective Local Region Annual General Meetings (as determined by each Region) and at the 2021 Section Annual General Meeting, to be held remotely on Saturday May 15, 2021.
- Local Region Committee Member Election Tie Breaker Policy: In the event of a tie, a second ballot would be cast with the tied candidates (electronically). If a tie remains after the second vote, the two remaining names will be drawn from a box by the Region Nominating Chair during the Region Annual General Meeting and announced immediately.
- In the event any changes are required to the voting process, once it has commenced, communication will be provided to all Region Member Clubs and Skating Schools both electronically and via the election platform if applicable.

## Questions

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

Questions regarding the elections may be directed to the Section Nominating Sub Committee Chair, Jennifer Boone Email: [jennboone@icloud.com](mailto:jennboone@icloud.com)