



**2023 Call for Applications: Local Region Committee Members**  
**Skate Canada AB | NT | NU**  
**Edmonton, Northwest, NWT, and South Regions**

**To:** All Skate Canada AB | NT | NU Members, Parents and Volunteers

**Date:** March 1, 2023

**From:** Jennifer Keliher, Section Nominating Sub Committee Chair

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The Nominating Sub-Committee is seeking prospective candidates to serve as **Region Committee Members** for the Skate Canada AB | NT | NU (Section). Region Committee Members are members of their respective Local Region Committee.

All Region Committee Members must reside in their local Region, be a registrant of Skate Canada in good standing and be elected by simple majority by the Members of the Region. Elected Region Committee Members are eligible to serve three (3) consecutive 2-year terms.

**Available Local Region Committee Positions for 2023-2025 Term:**

- Edmonton Assistant Region Representative (2-year term)
- Edmonton Region Secretary (2-year term) *\*Edmonton does not require a Treasurer position*
- Edmonton Region Member at Large (1) (2-year term)
  
- Northwest Assistant Region Representative (2-year term)
- Northwest Region Secretary/Treasurer (2-year term)
- Northwest Region Member at Large (1) (2-year term)
  
- NWT Assistant Region Representative (2-year term)
- NWT Region Secretary (2-year term)
- NWT Region Member at Large (1) (2-year term)
  
- South Assistant Region Representative (2-year term)
- South Region Secretary/Treasurer (2-year term)
- South 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 three (3) consecutive terms in the current position on their 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 AB | NT | NU Local Region Committees**

Local Region 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 AB | NT | NU 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), and 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 available on the Skate Canada AB | NT | NU website at [www.skateabnwnun.ca](http://www.skateabnwnun.ca) under About/AGM and Elections/Elections.

**Local Region AGM dates and application deadline dates will be posted on the Section website as dates are confirmed.**

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 three (3) weeks prior to the Local Region Committee Annual General Meeting date. All communications will also be available on the Section website under About/AGM and Elections/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 2023 Region Annual General Meetings and will be announced at each respective 2023 Region Annual General Meeting (scheduled per each respective Region) and at the 2023 Section Annual General Meeting, to be held on Saturday June 10, 2023.*

## 2023 Local Region Annual General Meetings

The 2023 Local Region Annual General Meetings will be open to assigned Club / Skating School Delegates as well as Local Region Committee Members, Nominees, and Observers. All voting members (Region Club / Skating School Delegates and Local Region Committee Members) are to pre-register online a minimum of seven (7) days prior to the scheduled Region Annual General Meeting.

All additional Nominees and Observers may attend the meeting, without pre-registration, whether held in person, virtually or both.

Applications may be received up to seven (7) days prior to the Local Region Annual General Meeting. 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. **Local Region Committee Elections Nominations will not be accepted from the floor.**



## 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 seven (7) 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 not be accepted from the floor.
- Electronic ballots, along with detailed candidate descriptions, will be distributed to pre-registered Delegates for each Region (as applicable), six (6) 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 three (3) days prior to the scheduled Region Annual General Meeting and available for the duration of two (2) 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 the election.
- The elected Committee Members will be announced at each respective Local Region Annual General Meeting (as determined by each Region) and at the 2023 Section Annual General Meeting, to be held on Saturday June 10, 2023.
- Local Region Committee Member Election Tie Breaker Policy: In the event of a tie, a second ballot will 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 Stanislawski, Events & Safe Sport Manager  
Email: [kelly@skateabnwnun.ca](mailto:kelly@skateabnwnun.ca)

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