



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

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### **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 on the Section website elections page and is best understood referencing the Skate Canada: Alberta / NWT-Nunavut Association Bylaws.

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 Annual General Meeting / 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 Elections page.

### **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 no later than sixty (60) days prior to the next scheduled Annual General Meeting.
- Nominations to fill a Board position must be submitted via the Section website. Completion in its entirety includes the consent of the candidate and endorsement pursuant to the Section policies and must be received by the Section no later than twenty-eight (28) days prior to the 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 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 Skate Canada Coaches within the designated area of the Skate Canada: Alberta – NWT/Nunavut Section. To be elected by and amongst the Section's Skate Canada Coaches 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 Skate Canada 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 Skate Canada Coaches 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 on the Section website.

### **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 Skate Canada 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@skateabnwnun.ca](mailto:info@skateabnwnun.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.

## **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 the 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 or 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 Annual General Meeting with the voting code to vote at designated voting times.

A Skating School Owner who is a Skate Canada Coach has the authority to be the Delegate of that Skating School or may choose to assign a 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.

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:* 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 the designated voting times.



**Proxy Holder:**

A change to the Skate Canada: Alberta – NWT/Nunavut Bylaws, to remove proxy voting was approved at the 2020 Annual General Meeting. No member may vote by proxy.

**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 Delegates *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 Delegate / observer
  - c. A User Guide and contact information for online support # should the Delegate or observer have difficulties accessing the meeting
2. Information on the Board of Directors Elections. This will be sent to pre-registered Delegates 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

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 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/Section Board Director) responsibility to inform their assigned Delegate of the rules and responsibilities pertaining to voting procedures.

Each eligible voting Member is entitled to one vote by a pre-registered Delegate.

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



## **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.

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

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

After each election, the appointed Scrutineers shall tabulate the ballots.

The particulars of the election ballot(s) are not distributed beyond the Nominating Sub Committee and Scrutineers.

## **Election Procedures**

Official confirmation of the slate of nominees is disclosed after the deadline date.

**Candidate Biographies (bio):** the Section's Nominating Sub-Committee Chair or designate will create each candidate's bio with the information which was provided from the candidate's nomination submission. Each candidate will have the opportunity to provide feedback and approve their bio prior to being distributed to the membership.

**Social media:** each candidate will be advertised on the Section social media platforms (example: Facebook, Instagram). The advertisement will include the photo of each candidate along with a link to their respective bio. The candidates and other members/stakeholders are welcome to share the candidate bio's/advertisement, provided it is conducted in a respectful and ethical manner.

**Meet the Candidates:** a minimum of a 30-minute session will be held on the day of the AGM to provide an opportunity for the Delegates to meet the candidates. This will be an informal setting to allow for socializing and conversations to take place. A handout will be created with each candidate's photo/name/elected position detailed. In the event there is no election required, a session may still be offered to "Meet the Board of Directors."



**Scrutineers:** A minimum of two Scrutineers and one 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.

**Campaign Speeches:** Each candidate, or an assignee of their choice, will be allowed a maximum of five minutes to deliver a campaign speech before the elections commence on the day of the AGM. Only candidates who are not acclaimed will have the opportunity to deliver a campaign speech. The candidates will meet with the Nominating Sub Committee Chair or designate and one scrutineer prior to the start of the AGM to draw names for the order of the speeches.

During each speech, the candidate/assignee will be provided with a one-minute warning and a 30 second warning to conclude their campaign speech. This will be provided by a determined method (example: a sign or timer clock) and will be explained to the candidate/assignee prior to the start of the AGM.

Submission of questions to candidates: 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, which will be forwarded to the Candidates prior to the Annual General Meeting. These questions may be addressed by the candidates during their campaign speech.





### **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. Each candidate who receives a simple majority of the votes cast for an available vacancy shall be declared elected.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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**

### **2024 Addendum**

- 1. Date for the Skate Canada: Alberta / NWT – Nunavut Annual General Meeting** shall be held virtually and in-person on Saturday, June 8, 2024.
- 2. Delegate Pre-Registration for the 2024 Skate Canada: Alberta / NWT-Nunavut Annual General Meeting** shall be no later than June 3, 2024, five (5) days prior to the meeting date of June 8, 2024. This applies to all Delegates in-person and virtually.
- 3. Virtual/In-Person Voting Format:** The voting platform for the Board of Directors elections will be available simultaneously to all voting members and Delegates through Skate Canada’s online election system.



**4. 2024 Skate Canada: Alberta / NWT-Nunavut Annual General Meeting & Board of Director Elections Summary of Milestone Dates:**

<b>Milestone Date</b>	<b># Days prior to AGM</b>	<b>Effective Time</b>	<b>Milestone</b>
April 9, 2024	On or Before 60 Days		Call for Board of Director Nominations
May 9, 2024	30 Days	End of Business Day	Pre-Registration details for AGM/Election emailed to members
May 11, 2024	28 Days	12:00pm MT	Deadline for electronic submission of Director Applications
May 18, 2024	21 Days	12:00am MT	Confirmation of "In Good Standing" for Professional Coaches *
		12:00pm MT	AGM Notice of Meeting, Candidate Summaries for all Director positions and relevant meeting information posted to Section website
June 3, 2024	5 Days	12:00pm MT	Delegate Assignment Pre-Registration closes
			Deadline for Members to electronically submit questions for Board Candidates to be addressed during Election
June 5, 2024	3 Days	End of Business Day	Unique Link & Password for Meeting & Election emailed to each Pre-Registered Delegate and Observer
June 7, 2024	1 day	12:00pm MT	Observer Pre-Registration closes

\*In connection with the Director Coaching election which is conducted in even-numbered years.