

Definitions

1. Capitalized terms shall have the same meanings within the Board Nomination and Election Policy as defined in the AthletesCAN bylaws. Additionally, the following capitalized terms shall have the following meaning within the Board Nomination and Election Policy
 - “AGM” shall mean the Annual General Meeting of AthletesCAN;
 - “Forum” shall mean the annual AthletesCAN Forum scheduled and organized by AthletesCAN;
 - “Policy” shall refer to this *Board Nomination and Election Policy* unless otherwise stated.

Nomination Procedures

2. Nominations Prior to the AGM

The nomination form is available at <https://athletescan.com/en/about/board-directors/join-board-directors>. Nominations made twenty (20) days prior to the AGM will be posted on the AthletesCAN website and posted or distributed for viewing by the membership at Forum. Any printed material will also be made available digitally to all members.

3. Nominations during the Forum and AGM

A call for nominations from the floor will take place during the AGM. Nominations will be accepted at any time, up to the end of such call for nominations. Candidates can nominate themselves, or accept a nomination from one athlete that is on, or has been on, a Canadian national team within the past eight years. Individuals sitting at the head table of the AGM, such as President, Parliamentarian and Treasurer, will refrain from making nominations from the floor.

Director Eligibility Criteria

4. AthletesCAN operates with a board of nine (9) directors.
5. Directors:
 - must be a minimum of 18 years of age;
 - must have the capacity under law to contract;
 - must be competing on a Canadian senior national team or have competed on a Canadian senior national team; and
 - need not be a members of AthletesCAN.
6. The Board of Directors:
 - will consist of at least 5 athletes that are competing on a Canadian senior national team or have competed on a Canadian senior national team within the last eight (8) years as of the date they are elected; and
 - may consist of no more than two (2) athletes that have competed on a Canadian senior national team but have retired outside the last eight (8) years as of the date they are elected.

Election Procedures

7. Accessibility

Prior to the start of any election procedures, AthletesCAN will designate a third party, impartial accessibility officer (the “accessibility officer”). For greater clarity, the accessibility officer will not be an individual with voting rights at the AGM.

The identity of the accessibility officer and their location will be announced to the membership. The accessibility officer's role is to provide any required assistance to individuals with a disability or accessibility needs, including, but not limited to:

- Reading out any printed or displayed material;
- Assisting with accessing any digital material; and
- Assisting with voting procedures, such as reading out candidate names and marking of a ballot.

Individuals who wish to be assisted by the accessibility officer can inform a member of the Board of Directors, the Executive Director, or the accessibility officer themselves.

AthletesCAN reserves the right to appoint an additional accessibility officer or officers in the event that a sole officer is not enough to meet the needs of all requesting parties.

8. Lobbying

- **On-site (at Forum hotel or conference center)** - Each candidate is permitted to post 4 posters in areas designated by AthletesCAN. The maximum dimensions of each poster are 3 feet x 2 feet (standard bristol board size). All signs must be pre-approved by a member of the Board of Directors or the Executive Director of AthletesCAN and also submitted in digital form. Other campaign strategies on-site are encouraged, but must be pre-approved of a member of the Board of Directors. Any informal on-site campaign strategy such as word of mouth is encouraged, but any such lobbying must be respectful of other candidates and consistent with AthletesCAN *Code of Conduct and Ethics Policy*.
- **Off-site** - Any off-site campaign strategies such as the use of Facebook, Twitter or another social network is permissible, but any such strategies must be respectful of other candidates and consistent with AthletesCAN *Code of Conduct and Ethics Policy*.

9. The AthletesCAN Board of Directors reserves the right to ask any candidate to cease and desist with any and all campaign strategies at any Forum venue if the Board decides they are not in the spirit of a fair election process.

10. Language

All questions from the floor during the question period are to be translated to both official languages in accordance with the AthletesCAN *Official Languages Policy*.

11. Diversity

No spots on the Board will be allocated to a specific demographic. The current composition of the board will be provided in French and English both orally and on a PowerPoint slide to the Members at the AGM. In keeping with the AthletesCAN *Diversity and Equity Policy*, the spectrum of characteristics of a diverse board including those listed below will also be highlighted in French and English orally and on a PowerPoint slide.

- Active senior national team athletes;
- Retired senior national team athletes; retired within the past eight years and beyond
- Winter sport;
- Summer sport;
- Team sport;
- Individual sport;
- Gender;
- Canadian Geography;

- Disability;
- Aboriginal peoples;
- Visible minorities; and
- English / French.

12. Presentations and Questions

Nominees will have 1 minute to introduce themselves and lay out their platform to the members at the AGM. Questions will be asked from the floor and each nominee will have the opportunity to respond to questions for 30 seconds, with the first candidate to respond changing with each question.

13. Voting

At the AGM, an election to fill vacant board positions will be held by the members. Each voting member is eligible to place one vote. Proxy voting is not permitted.

- Ballots, Board Composition and Election
 - i) Voting will be by secret ballot.
 - ii) Each Member in attendance will receive one 1 ballot on which the names of all nominees will be listed in alphabetical order (last name first).
 - iii) Members will be asked to mark an X beside up to the number of names required by vacancies, and so announced on the ballot or at the AGM. More marks than names will spoil the ballot.
 - iv) The number of director positions up for election will be announced on the AthletesCAN website and through AthletesCAN social media channels, no later than two (2) weeks before the AGM;
 - v) The number of successful candidates in a given year will be determined by the current composition of the Board of Directors pursuant to the eight-year retirement rule in Section 6 (Director Eligibility Criteria) above. As soon as the number of directors having competed on a national team within more than eight (8) years exceeds two (2), no more such candidates will be elected.
 - a. For example, if in a given year, one position for an athlete having been retired for more than eight years is available, and three such candidates run, only the first such candidate will be successful, and the other successful candidates will have competed within eight years or less.
 - vi) A first voting round will occur to determine if any candidate(s) receive(s) a majority of votes cast.
 - a. Where only one candidate receives a majority of votes cast he or she will be given a position as director if a position remains available, in accordance with the eight-year rule in Section 6 as applicable;
 - b. Where more than one candidate receives a majority of votes cast, such nominees will be ranked according to total number of votes received in that ballot, and given positions as directors in a descending order to the maximum number of positions remaining available, in accordance with the eight-year rule in Section 6 as applicable; and
 - c. Where such candidates have the same number of votes in a particular voting round, and there are not enough remaining director positions available, there will be a round of voting to break the tie,



Board Nomination and Election Policy

where candidates will be ranked according to number of votes received in the tie-breaking voting round, and given director positions in a descending order to the maximum number of positions remaining available.

- vii) If (a) position(s) remain(s) available after the first voting round, subsequent voting rounds will occur to determine if any candidate(s) receive(s) a majority of votes cast in accordance with Section 12(vi)(a), (b) and (c).
- viii) Following the elections, the elected directors will be announced in the order of shortest term to longest, if applicable. Elected directors for the same term will be announced in alphabetical order.

Officer Elections

14. The Board of Directors will elect the Officers as soon as possible following the Forum pursuant to the bylaws of AthletesCAN.