



**Freestyle Canada Election Procedures**  
**Approved by the CFSA Board of Directors on December 20, 2012**  
**Modified April, 2017**

**1.0 Purpose:**

The purpose of this document is to outline the procedures for conducting elections for the Board of Directors of the Freestyle Canada ("FC") (former Canadian Freestyle Ski Association (CFSA)). The "Election Procedures" is a companion policy to the FC's By-Laws.

**2.0 Role of Election:**

The FC membership is responsible for electing the FC Board of Directors on an annual basis in accordance with Section 5 of the FC By-laws. Section 5 of the FC By-laws outlines:

- The number of directors
- Director qualifications
- Composition of the board
- Role of the Nominating Committee
- Election of directors

The FC will elect at least 1/3 of the directors at each meeting of the members for the purpose of electing directors.

**3.0 Recruiting Candidates:**

The FC Nominating Committee is a standing committee of the FC Board of Directors. Section 5.04 of the FC By-laws details the composition of the Nominating Committee and its role and purpose.

The Nominating Committee is tasked with the responsibility of recruiting candidates who agree to run for election. The Nominating Committee will ensure candidates meet the qualifications and requirements for being a director and consist of persons who will ensure the composition of the board conforms to the FC By-Laws, Section 5.03.

Potential nominees may be identified:

- By individual directors.
- Through consultation with Provincial / Territorial Sport Organizations.
- Through a public call for nominees.



#### **4.0 Nominating Process**

Candidates being considered for election to the FC Board of Directors must submit the following documents to the Nominating Committee no later than 30 days before the date of the election of Directors:

- Completed Nomination Form;
- The names of two (2) FC members in good standing who are over the age of 16 years during the membership year in which the election is taking place and who are not employees, coaches, or contractors with the FC;
- The names of two (2) references that can be reached;
- Current Resume.

#### **5.0 Preparing the Slate of Nominees:**

The Nominating Committee is responsible for preparing a list of nominees (i.e. Slate of Nominees) for the available positions on the board of directors based on the result of its recruitment process.

The Nominating Committee will verify a candidate has agreed to run for election by:

- Contacting the prospective Candidate to verify her or his interest in becoming a director of the FC Board of Directors.
- Answering any questions and providing information to the prospective Candidate.
- Ensuring the prospective Candidate has completed and submitted on time the required and signed nomination documents to the FC.

The Slate of Nominees will be presented to the FC Board of Directors for their review and endorsement.

#### **6.0 Slate of Nominees**

The Slate of Nominees endorsed by the FC Board of Directors will be distributed to the membership via email and posted to the FC website no less than 14 days before the day of the meeting for the purpose of electing directors.

The Slate of Nominees will be accompanied with the completed nomination papers that:

- Provides a general and sport biography for each nominee.
- Outlines the nominees' skill, knowledge and experience.
- Outlines what contributions the nominees will bring to the board of directors.
- Outlines how nominees will complement the skills, knowledge, experience and



compositional requirements outlined in the FC By-Laws.

Individuals named on the Slate of Nominees must be present during the election in order to be elected.

### **7.0 Nominee Profiles**

A profile of each nominee will be prepared and sent to the Freestyle Canada Members, as defined by the By-Laws of the Canadian Freestyle Ski Association, and be posted to the Freestyle Canada website at least 7 days advance of the meeting where the voting will take place.

The nominee profile will include:

- Picture (head and shoulders)
- First Name and Last Name
- City and Province of residence
- Gender
- Age
- Current role on Board of Directors
- Date joined Board of Directors
- Number of terms remaining
- Professional and sport biography
- Statement of interest to join Board of Directors, including how the nominee will contribute to the Board of Directors
- Summary of skills and competencies
- Statement of conflict of interest

### **8.0 Nominations from the floor**

Nominations will be accepted from the floor during the meeting for purpose of electing directors provided the Nominees have submitted the required documents outlined in Section 4.0 herein. For clarity, the nomination will not be accepted from the floor if the Nominee has not submitted the completed Nomination Form and current resume by 30 days before the date of the election of Director with support from 2 FC members in good standing for the current year, who are over the age of 16 years and who are not employees, coaches, or contractors with the FC and two (2) references that can be



reached.

Nominees nominated from the floor during the meeting for the purpose of electing directors must be present during the election and be prepared to speak to their nomination.

### **9.0 Election Procedures**

- a. The Chair of the meeting will declare the election is to take place.
- b. The Elections Officer will be appointed by the members and chair the remainder of the election.
- c. The Elections Officer will continue to chair the election through to its completion.
- d. The Election Secretary will be appointed by the members.
  - i. Note: The Elections Officer and the Elections Secretary may be the same person.
- e. The Scrutineers are appointed by the members.
- f. The Elections Officer will outline the procedures for the election, citing the relevant by-laws and policies.
- g. The Elections Secretary will identify the voting members and the number of votes carried by each member.
- h. The Election Officer will call for the reading of the report of the Nominating Committee. The Chair of the Nominating Committee will read the Nominating Committee report.
- i. Nominations for the election to the FC Board of Directors will be sought.
  - i. The Election Officer will call for nominations.
  - ii. The Nominating Committee will nominate the Slate of Nominees.
  - iii. The Election officer will ask for nominations from the floor (the Election Officer will ask for nominations from the floor three (3) times).
  - iv. Nominations will be received from the floor must be moved and seconded by a member.
  - v. The Elections Officer will ask each person nominated from the floor if she or he accepts the nomination.
  - vi. The Elections Officer will declare nominations closed.
- j. Nominees nominated from the floor will be provided an opportunity to speak to



their nomination. The nominees' speech may be no more than 5 minutes in duration.

- k. Following the speeches, the Election Officer will re-state the names of the nominees in the order the nominations were received.
- l. Voting will be by secret ballot or through electronic means in accordance with the FC By-laws and the Canada Not For Profit Corporations Act (2009).
- m. The Scrutineers will distribute the ballots (if in person) or the on-line voting will be activated and voting declared open.
- n. Each member will cast their votes by choosing the appropriate number names on the ballot according to the number of positions available during the election.
  - i. Ballots will be considered spoiled if the member selects more nominees than the number of positions available.
- o. Results of the Vote:
  - i. The Scrutineers will report on the number of ballots received.
  - ii. The Scrutineers will report the number of spoiled ballots.
  - iii. The Elections Secretary will report the results by:
    - a. Identifying the nominees who received the greatest number of votes and each successive nominee in descending order of the number of votes received until all of the director positions available have been filled.
- p. The Elections Secretary will announce the names of the elected directors in the order of the number of votes received.
- q. The Elections Officer will call for motion to destroy the ballots.
- r. The ballots will be destroyed.
- s. The Elections Officer will return the meeting to the Chair of the meeting.