

## 1. Definitions

This document inherits any and all definitions from the Calgary Killarney Artistic Swim Club ("**CKASC**") Bylaws.

- **Designated Person(s):** As defined in the Alberta Artistic Swimming ("**AAS**") and Canadian Artistic Swimming ("**CAS**") Screening Policy.
- **General Meeting:** The Spring General Meeting or Annual General Meeting.
- **Nomination(s):** A completed Nomination Form submitted from a Member of the CKASC.
- **Nomination Form:** As defined in Appendix A of this policy.
- **Nominating Member:** The Member of CKASC putting forth the Nomination Form on behalf of the Nominated Member.
- **Nominated Member:** The Member of CKASC running for a position within the Board of Directors.

## 2. Purpose

The purpose of this policy is to outline the process for Board Succession planning - i.e. for providing a slate for nominations at the club AGM.

## 3. Change History

This document is part of the Calgary Killarney Artistic Swim Club's policy documents. The change history below is updated to reflect the changes made to the document over time.

Version	Date	Updated By	Description
0.1	Feb 8, 2020	C Dilger	First draft
0.2	Feb 17, 2020	C Foster	Updates to include a Nomination Form & Board member prerequisites

## 4. Application of this Policy

This policy applies to the Board of Directors and/or any Member of the Club..

## 5. Process Description

The incumbent Board of Directors is accountable for putting together a nomination slate for the election in the General Meeting. While the Members will ultimately select the Board by a vote, it is the responsibility of the Board to ensure a complete and qualified slate is proposed.

### 5.1 General Recommendations

General advice on Board Development is provided by [Alberta's Board Development Program](#).

Assembling a slate of Nominations involves:

- Possibly setting up a nominations Committee
- Determining which of the incumbent Board members wish to be re-elected (though re-election or being included on the candidate slate is not guaranteed).
- Putting an article in the Wave canvassing for interested candidate or nominees
- Approaching potential candidates whom the incumbent members of the Board of Directors believe would be suitable to ascertain their interest
- Making a motion through the Board of Directors to approve the candidate slate

It is recommended that this activity be initiated at the February Board meeting and be concluded by the April Board meeting

### 5.2 Nominations

A minimum of 21 days before the General Meeting the Secretary will put out a call to Members requesting Nominations, where Nominations are due back to the Secretary no later than 10 days before before the Spring Meeting.

As part of the Nominations package, a description of all positions and associated responsibilities will be included. Additionally, contact information for all existing members of the Board of Directors will be included should Members have questions about the roles.

The “profile” section of the Nomination Form will be shared with all members no later than 5 days before the General Meeting. As a point of clarity, publication in any CKASC newsletter that is delivered to all Members qualifies as sharing the profile.

### **5.3 Nominations from the Floor**

In the event that there are no Nominations for a specific position within the Board of Directors, Members may self-nominate from the floor during the General Meeting. Where there is already one or more Nominations submitted in accordance with this Policy, no additional nominations from the floor will be accepted.

## **6. Board Member Prerequisites**

All Members of the CKASC Board of Directors are defined as Designated Persons. Therefore, before a Member can serve on the Board of Directors, they must fulfill the following prerequisites:

- Have a valid Canadian Artistic Swimming registration number (“CAS Number”). Available through the then current Registrar.
- In accordance with the Canadian Artistic Swimming’s and Alberta Artistic Swimming’s Screening Policies have completed:
  - A valid police background check provided by [Sterling Talent Solutions](#) where this background check is valid for no more than five years.  
  
**Note:** Board Members will require their CAS Number for the purpose of completing their background check using [Sterling Talent Solutions](#); there is a nominal fee associated with the background check.
  - Annually, and at the start of the CKASC Fiscal Year submit a [Screening Disclosure Form](#) and confirm the accuracy of the provided information annually as part of the registration process.
- Complete the **“Board Member Confidentiality and Acknowledgement Form”**; available from the outgoing Board of Directors.



## Appendix A: Nomination Form

Nominating Member		Nominated Member	
<b>Name</b>	<hr/>	<b>Name</b>	<hr/>
<b>Role</b> (select one)	<input type="checkbox"/> Member <input type="checkbox"/> Board Member	<b>Role</b> (select one)	<input type="checkbox"/> President <input type="checkbox"/> Vice President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Fundraising <input type="checkbox"/> Travel <input type="checkbox"/> Registrar <input type="checkbox"/> Volunteers & Events <input type="checkbox"/> Grants & Meets
<b>Signature</b>	<hr/>	<b>Signature</b>	<hr/>
<b>Date</b>	<hr/>	<b>Date</b>	<hr/>

**Profile** (To be filled in by the Nominated Member - please provide a brief description of why you would like this role)

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