



## Nomination Policy and Procedures

**Policy Section:** Board of Directors  
**Policy Subsection:** Policy and Governance  
**Policy Title:** Nomination Policy and Procedures

### Policy Statement

Swimming Canada is dependent upon a skilled and effective Board of Directors. The role of the Nominations Committee is to ensure that the Board has the desired skills and diversity to fulfil its duties.

### Purpose

This policy sets out the nomination procedures for election to the Swimming Canada Board of Directors. These policies and procedures are subject to the provisions of the Swimming Canada General Bylaws and Appendix A of this document.

### Application

The Nominations Committee shall publish a call for nominees at least 120 days prior to the next Annual General Meeting of members. This call will state the number of positions up for election, the term associated with each position and the required skills, as determined by the Board.

In addition to the nominations received through this call, the Nominations Committee may additionally solicit candidates through professional service organizations, member groups, and from individual knowledge. Nominations will be received by the committee until no later than 45 days prior to the next Annual General Meeting.

During the nomination period, the Nominations Committee will review candidates for eligibility and may meet with any nominee at its discretion. After review, candidates having the required skills will be added to the list of eligible candidates. Candidates who do not have the required skills will be notified that they did not meet the requirements for nomination.

As soon as possible after nominations close, the Nominations Committee will declare, and present to the Board for ratification, a slate of qualified candidates, using the names of the individuals from their list of candidates. This list shall contain both a list of designated preferred candidates, equal to the number of positions up for election plus at least one (where possible). The committee shall ensure that the approved list of candidates is published at least 15 days prior to the next Annual General Meeting.

The approved list of candidates will be listed on a ballot at the Annual General Meeting, in alphabetical order by last name.



## Responsibilities

### Body

### Action

Nominations Committee

Annual review of this policy.

Swimming Canada Staff

Publish notifications on Swimming Canada website

## Limitations

## References

Swimming Canada General By-laws

## Review and Approval

Approval: April 5, 2019

Reviewed: February 16, 2022

Approval: February 22, 2022

Reviewed: April 20, 2022

Approved: April 28, 2022



## Appendix A

Board Directors shall fulfill all requirements of the Canada Not-for-Profit Corporations Act, Swimming Canada General Bylaws and be of legal age. Candidates shall be independent, meaning that once elected they may not hold any elected or employment position with a Category a or b member of Swimming Canada, or with a National Swim Centre.

In recruiting candidates, the Nominations Committee will have regard to the regional, linguistic and diversity in competency, expertise, skills of the membership of Swimming Canada, and will strive to achieve gender equity.

Candidates will be recruited based upon their demonstrated ability to contribute significantly to the leadership of Swimming Canada.

Experience in the field of competitive swimming is not required, but an asset. Candidates should have competencies in one or more of the following areas:

- Strategic/business planning;
- Human resource management;
- Finance;
- Accounting;
- Business/corporate management;
- Governance; and
- Marketing/communications.