



Nominations Policy

PURPOSE

Swim PEI Inc. 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 fulfill its duties.

This policy sets out the nomination procedures for election to the Swim PEI Board of Directors. These policies and procedures are subject to the provisions of the Swim PEI Inc. Bylaws and appendix A of this document.

APPLICATION

The nominations Committee shall publish a call for nominees at least 60 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 services organizations, member groups, and from individual knowledge. Nominations will be received by the committee until 30 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, and any additional qualified candidates wishing to allow their names to stand. The committee shall ensure that the approved list of candidates is published at least 10 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.

Classification: Board Policy

Review Period: Bi-annually

Approved: June 23, 2021

Reviewed:

NOMINATIONS POLICY – APPENDIX A

Board of Directors shall fulfill all the requirements of the Prince Edward Island Companies Act, Swim PEI By-laws and be of legal age. Candidates shall be independent, meaning that once elected they may not hold an elected or employment position with a Club Member.

In recruiting candidates, the Nominating Committee will have regard to the regional and diversity in competency, expertise, skills of the membership of Swim PEI and will strive to achieve gender equity.

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

Attributes & Skills

Potential Directors will preferably exhibit multiple attributes and skills listed below:

Attributes

- a) Experience in the sport of swimming or other sports.
- b) Commitment and capacity (time, energy, expertise) to fulfill the commitment as a Director.
- c) Knowledge about roles and responsibilities of a Director, Board and Staff.
- d) Experience in formulating policy.
- e) Experience in thinking strategically.
- f) Ability to identify principal business risks and ensure implementation of appropriate systems to manage those risks.
- g) Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report.
- h) Strategic connectivity to key clients.
- i) Ethical and value-based behavior.
- j) Representative of client population (athlete & coach).
- k) Other attributes valued by the Board of Directors.

Skills

- l) Accounting designation (CPA, CA, CMA, CGA)
- m) Legal designation (LLB, JD);
- n) Professional qualifications (MD, PhD, MBA, Sport Science).
- o) Personnel Management (Human Resource Professional designation).
- p) Media/Marketing/Public Relations contacts/experience.
- q) Fundraising and funding source contacts.
- r) Administration/Management experience.
- s) Government relations/contacts.
- t) Organizational development/Strategic Planning experience.
- u) Other skills valued by the Board of Directors.

Applicable By-laws

Election of Directors at Large

- 4.1 Directors – The Board shall consist of no more than eight (8) Directors comprised as follows:
 - a) Seven (7) Directors at Large
 - b) Past Chair (Ex-officio, Non-voting)
- 4.2 Eligibility – Any individual who is eighteen (18) years of age or older, who has the power

under the law to contract, subject to article 4.3 is eligible to become a member of Swim PEI in Good Standing may be nominated for election as a Director at Large.

4.3 Restrictions – A person who is associated with a Club Member as an employee, coach or board member, or employed by Swim PEI is not eligible for a position as a Director at Large.

4.4 Nominating Committee – The Board may appoint a Nominating Committee, which shall be comprised of three individuals appointed by the Board of Directors.

4.5 Nomination – Any nomination of an individual for election as a Director at Large shall:
a) Include the written consent of the nominee by signed signature; and
b) Be submitted to the Head Office of Swim PEI within the timeframe defined in the Nominations Policy. Nominations will not be accepted from the floor. Swim PEI strives for gender parity and inclusiveness.

4.6 Incumbents – Individuals currently on the Board of Directors as a Director at Large wishing to be re- elected are not subject to nomination under 4.5 but must notify the Nominating Committee within the timeframe defined in the Nominations Policy of their interest in re-election.

4.7 Circulation of Nominations – Valid nominations will be circulated to voting Members at the Annual General Meeting prior to the elections.