



## Board of Directors Election Process Policy

### Rationale

The OSGA 55+ (Ontario Senior Games Association) strives to promote an active living lifestyle for older adults (55+) in Ontario. The desire is to meet the ever changing needs of our membership, in which the OSGA 55+ programs are designed to offer events and activities to enhance participation at all levels. It is the view of the OSGA that older adults will become involved when friendly levels of competition are maintained.

The following Election Process outlines the procedure by which individuals become nominees for election to the Board of Directors.

### Appointment of Nominating Committee

1. At least ninety (90) days prior to an Annual Meeting at which Directors will be elected, the Board will appoint a Nominating Committee consisting of three (3) individuals.
2. The Nominating Committee may not consist of any individuals who will stand for election at the next Annual Meeting. The Nominating Committee may consist of current Directors whose terms do not expire at the next Annual Meeting, current Directors who are retiring or who are not standing for election, and/or other individuals from inside or outside the organization.
3. The Nominating Committee is responsible for ensuring that there are an equal or greater number of nominees for each of the Director positions that will be vacant at the Annual Meeting. The Nominating Committee should also ensure that the nominees are qualified, skilled, and capable of providing effective governance leadership to the OSGA.

### Nominees

4. Individuals may submit their interest in standing as a nominee to the Nominating Committee. The Nominating Committee may also approach individuals who the Committee believes would be interested in standing as a nominee. A second individual (or 'seconder') is not required to support a nomination.
5. All individuals who would stand as a nominee for a Director position must:
  - a. Be eligible to serve as a Director (per section 4.2 of the OSGA Bylaws);
  - b. Submit a signed Nomination Form (Appendix A); and
  - c. Per the Nomination Form, submit a letter outlining the individual's experience and qualifications as well as three (3) letters of reference.

### Review by Nominating Committee

6. The Nominating Committee will review the submissions from each nominee. At least seven (7) days prior to the Annual Meeting, the Nominating Committee will inform each nominee whether they are eligible for election as a Director (and therefore placed on the ballot at the Annual Meeting) and whether or not they received the Endorsement of the Nominating Committee.

### Nominations from the Floor

7. Nominations for a Director position may be accepted from the floor of the Annual Meeting. Nominees who are nominated from the floor must be present at the Annual Meeting, must complete a Nomination Form (but are not required to submit a letter or references), and must agree that they are eligible to serve as a Director per section 4.2 of the OSGA Bylaws.

### Elections at the Annual Meeting

8. The Nominating Committee is responsible for conducting the elections in a fair and unbiased manner in accordance with the OSGA Bylaws and Robert's Rules of Order.
9. Nominees, other than nominees who are nominated from the floor, are not required to be present.
10. At the discretion of the Nominating Committee, each nominee may be permitted up to five (5) minutes to speak at the Annual Meeting. Nominees may decline to speak.

Approval Date: June 25, 2018



# Board of Directors Election Process Policy

## APPENDIX A – NOMINATION FORM

Nominee's Full Name (print): \_\_\_\_\_

Nominee's Address\*: \_\_\_\_\_  
Street Address                      City                      Prov                      Postal Code

\*Address cannot be a P.O. Box

Nominee's Contact: \_\_\_\_\_  
Cell Phone                      Home Phone                      Email Address

Nominee's Member District: \_\_\_\_\_

Nominee's Skills/Experience: \_\_\_\_\_

By checking each of the following boxes, I confirm that I am eligible to serve as a Director:

- I am a Member or Registrant in Good Standing with an OSGA Member District
- I am 18 years old or older
- I am a resident of Canada, as defined in the Income Tax Act
- I have the power under law to contract
- I have not been declared incapable by a court in Canada or in another country
- I do not have the status of a bankrupt

Attached to this Nomination Form I have included:

- A letter outlining my experience and qualifications
- Three (3) letters of reference

By my signature, I formally declare that I am standing as a nominee for a Director position with the OSGA:

-----  
Name (print)

-----  
Name (signed)

-----  
Date