



<b>CATEGORY: 1.0 Governance and Strategic Direction Policies</b>			
<b>SECTION: 1.4 Annual General Meetings</b>			
<b>POLICY: 1.4.1 CPC Board Nominations and Election</b>	<b>APPROVED:</b> June 25, 2024	<b>REVISED:</b> May 22, 2015 Feb. 21, 2020 June 25, 2024	<b>PAGES:</b> 5

### GENERAL PROVISION

The CPC Paralympic Sport Members will elect the CPC President and Directors in accordance with the CPC By-laws and this Policy.

### 1. NOMINATIONS PROCESS

- 1.1 At least one (1) year prior to the first day of the Quadrennial Annual meeting and any other annual meeting where there will be CPC Board elections, the CPC Board will appoint a Nominations Committee composed of not less than five (5) and no more than eight (8) members and (1) ex-officio member as follows:
  - 1.1.1 One (1) member acting as Chair who is a past Board of Directors member, a current Board of Directors member who is not seeking re-election or an independent member (being an expert member or additional independent member as determined by CPC Board of Directors).
  - 1.1.2 One (1) member who is a CPC summer sport representative,
  - 1.1.3 One (1) member who is a CPC winter sport representative,
  - 1.1.4 One (1) member who is a Paralympian chosen by the Athlete Council,
  - 1.1.5 One (1) member who is a past Board of Directors member or a current Board of Directors member who is not seeking re-election,
  - 1.1.6 Expert (s) external to the sport community,
  - 1.1.7 Additional members as required to meet diversity and skills objectives,
  - 1.1.8 An individual appointed by the CEO shall be the ex-officio member (with no voting right) who's role is to provide logistical and administrative support to the Committee as needed by the Committee.
  - 1.1.9 As per CPC Bylaws, the CEO is an ex-officio member of all CPC Committees including this one.
  - 1.1.10 The Committee may seek advice and assistance from external advisors
- 1.2 The Nominations Committee will work with CPC staff to ensure that the nominations process is conducted according to the By-laws and this Policy and that it abides by its terms of reference; collect the nominations information for all applicants including the individuals interested in the President's role and provide a report to the CPC Members recommending the nominees for the Director's positions (other than the President and the Athlete Directors) up for election pursuant to CPC Bylaws. The Athlete Council will manage its



nominations process for the Athlete Directors independently from the Nominations Committee but shall include its nominees in the Nominations Committee's report. The Nominations Committee shall confirm that all nominees, including the Athlete Director nominees and the President candidates meet the eligibility requirements stipulated in CPC Bylaws. If an Athlete Director nominee does not meet the eligibility criteria the Athlete Council will then be asked to put forward an alternate candidate.

- 1.3 At least sixty (60) days prior to the first day of the Quadrennial Annual meeting and any other annual meeting where there will be CPC Board elections, the CPC will circulate to Sport Members a Call for Nominations. This Call for Nominations will include at least the following:
- I. Nominations Form requiring at least the following information with respect to each nominee: (a) name, and (b) background, including, if applicable but not mandatory, involvement in the Paralympic Movement and any relevant experience which could contribute to the CPC Board of Directors (can be by way of resume and/or motivation letter). In addition, the nomination Committee may elect to have the applicants complete an accessible template as part of the Nominations process.
  - II. a commitment, including ethical guidelines to be signed by the nominee;
  - III. a requirement to sign an agreement to follow campaign guidelines;
  - IV. the deadline for submissions of nominations;
  - V. information with respect to the meeting at which elections will be held;
  - VI. a copy of the CPC By-laws, and
  - VII. a copy of this Policy and the Nominations Committee's terms of reference.

The Nominations Committee shall determine the rules around campaigning and member engagement taking equity considerations into account for all candidates.

- 1.4 The same nominee may not be nominated for more than one (1) position. Nominees not nominated for multiple positions pursuant to this Policy will not be permitted to stand for multiple positions at the time of elections.

At least twenty-one (21) days prior to the first day of the Quadrennial Annual meeting and any other annual meeting where there will be CPC Board elections, the CPC will circulate to all CPC Members the Nominations Committee report with the recommended nominees

## **2. ELECTION PROCESS**

- 2.1 Elections for the available Board positions will be held in the following order:
- (1) one (1) President
  - (2) up to eleven (11) additional Directors but not less than four (4)



- 2.2 In the event that the current President is standing for election, they will not serve as Chair of the annual meeting for the election portion of the meeting. The Chair of the Nominations Committee or their designate will serve as Chair for the elections portion of the Annual General Meeting. If the current President is not standing for election, they may nevertheless opt to delegate the election portion of the meeting to the Chair of the Nominations Committee.
- 2.3 In order to be elected to any position, a nominee must receive a majority of the votes cast. For the purpose of clarity, a majority of votes cast is equal to 50% of the votes cast plus one.
- 2.4 Following each election round, the number of votes obtained by each nominee will be disclosed to the membership.
- 2.5 A nominee with no votes cast in their favour in any voting round will not proceed to subsequent voting rounds.
- 2.6 If after the deadline for submissions of nominations a position up for election of President or Athlete Director, does not receive any nominations, or open positions for additional Directors receives less than three (3) nominations, the CPC Board will within five (5) days nominate a candidate for each open position for which no candidate was nominated by board resolution.

### **3. ELECTION OF PRESIDENT**

- 3.1 Each Paralympic Sport Member in good standing as of the date of the Call for Nominations is entitled to one (1) vote for the position of President.
- 3.2 If one (1) valid nomination is received, the nominee will be acclaimed.
- 3.3 If two (2) valid nominations are received, the nominee with the majority of votes cast will be deemed elected.
- 3.4 If three (3) or more valid nominations are received, and no one nominee receives a majority of the votes cast in the first round, the individual receiving the least number of votes cast will not proceed to the next round of voting. Subsequent voting rounds will occur with the nominee receiving the least number of votes not proceeding until one (1) nominee receives a majority of votes cast. Nominees tied for the final place in any voting round will not proceed to the next round, except where removing the individuals would result in only one nominee proceeding to the next round (without a majority), in which case a re-vote will occur between those individuals tied. In the event of a re-vote, the individual receiving the most votes will proceed to the next round.



- 3.5 If more than five (5) valid nominations are received, and no one nominee receives a majority of the votes cast in the first round, the five (5) individuals with the most votes cast in their favour will proceed to the next round of votes. Subsequent voting rounds will occur per section 3.4.
- 3.6 At any time where there are two (2) nominees remaining and there is a tie, a re-vote will occur, with the individual receiving a majority of votes being deemed elected. If after two (2) tie voting rounds there is no individual with a majority of votes a coin toss will determine the individual deemed elected.

#### **4. ELECTION OF DIRECTORS**

- 4.1 The Nominations Committee shall prior to the Members' meeting at which directors are to be elected deliver to the Members (i) a recommended list of qualified and nominated Directors other than the President and Athlete Directors; and (ii) a list of any qualified individuals who have the skills, attributes and experience and satisfy other criteria the Nominating Committee is seeking of potential Directors but who are not being recommended.
- 4.2 The members will be presented with one ballot containing the names of both the recommended list and the names of the qualified but not recommended list.
- 4.2.1 Each voting member may cast in each ballot only one (1) vote each for any of the nominees up to a maximum number of votes corresponding to the number of available positions.
- 4.2.2 If vacancies occur as a result of an insufficient number of positions receiving a simple majority of votes, the by-laws permit appointments to be made up to a percentage of the elected positions. The Nominations Committee will recommend names for appointments to the Board. Appointments will be presented at the next members' meeting for ratification.

#### **5. RATIFICATION OF ATHLETE DIRECTORS**

- 5.1 The two Athlete Directors, who are elected by the athletes and proposed by the Athlete Council, will be ratified by the members following the election of all other Director positions.