



Nomination Policy

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1. GOAL

- 1.1. This CC Policy is intended to outline the nomination process for elected positions on the Cycling Canada (CC) Board of Directors.

2. PRINCIPLES

- 2.1. Elected volunteers contribute substantially to the execution of CC's mission and the achievement of its goals and CC recognizes that including diverse, relevant competencies within its governance structure will contribute to long-term organizational success.
- 2.2. The Nominations Committee is tasked with ensuring the nominations process is communicated clearly, nominees are appropriately vetted, and to present nominees in a clear, timely and informative way to the Members.
- 2.3. CC believes in Diversity and the potential for Diversity in the composition of the Board to advance the best interests of CC. The Board recognizes the importance of positions being filled by the most suitable and competent individuals and that bias and discrimination – whether conscious or unconscious – may inhibit, among other things, Diversity and the selection, retention and promotion of individuals based on merit. The Board also recognizes that 'the tone is set at the top' and the processes applicable to determining the composition of the Board will have significant impact on attracting and retaining individuals throughout CC.

3. FIELD OF APPLICATION

- 3.1. This CC Policy shall apply to the following elected Board positions in CC:

Director at Large

4. DEFINITIONS

- 4.1. Diversity: means the broad range of demographic characteristics that exists across Canadian society including, but not limited to, sex, gender, identity, race, ethnicity, sexual orientation, class, economic means, ability, age, official language of Canada spoken, religion and education.
- 4.2. Nominations Committee: A committee, with a composition determined by the CC By-Laws, but generally including but not limited to at least one Director of the Board (who will act as the committee chair), at least two Member representatives (selected by the Members), at least one Athlete representative, and the CEO of CC.
- 4.3. Nominee: Any individual seeking election for a position on the CC Board.

- 4.4. Member: The Members of CC are the provincial and territorial associations recognized by the Board which have met the prescribed financial and administrative obligations.

5. POLICY STATEMENT

- 5.1. CC and the Nominations Committee will conduct a fair and unbiased nomination process for any elected volunteer positions of the Board including but not limited to Directors at Large.
- 5.2. No member of the Nominations Committee is eligible to run for election in the year they serve on the Nominations Committee.

6. PROVISIONS

6.1. Call for Nominations

- 6.1.1. The Nominations Committee shall deliver a list of elected positions that are or will become vacant to the Members at least sixty (60) calendar days prior to the Annual Meeting date and include an overview of any desired skills or qualifications as determined by the Board.
- 6.1.2. 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, and encourage identified candidates to submit a nomination submission.

6.2. Nomination Submission

- 6.2.1. Each nomination submission for an elected position must:
- i. Be declared on the form provided by CC for such purpose,
 - ii. Be accompanied by a resume of the Nominee's relevant experience with confirmation that the Nominee has agreed to stand for election, and
 - iii. Be received by CC's Chief Executive Officer not less than forty five (45) calendar days prior to the Annual Meeting.
- 6.2.2. Nomination submissions close not less than forty five (45) calendar days prior to the Annual Meeting.

6.3. Qualification for Elected Position

- 6.3.1. The Chief Executive Officer will examine each nomination and determine whether the Nominee meets the minimum qualifications required to hold the elected volunteer position as outlined in 6.3.2 below.
- 6.3.2. Any individual seeking election for a Board position must:
- i. Possess a valid membership issued by a Member,
 - ii. Be a Canadian citizen or permanent resident and at least eighteen (18) years of age on the day of the Annual Meeting,
 - iii. Satisfy the requirements of CC's Code of Conduct; and
 - iv. Not be a staff member or paid consultant of CC or a Member.

6.4. Evaluation and Presentation of Nominees

- 6.4.1. The Nominations Committee will use reasonable efforts to review the nomination submissions and ensure that all qualified Nominees are interviewed and provided an opportunity to explain how their past experiences can help serve the Board and contribute to the success of the organization.
- 6.4.2. At least one (1) month prior to the Annual Meeting the committee chair will forward a nominations report to each Member.
- 6.4.3. The Nominations Committee will use reasonable efforts to ensure that all qualified nominations submissions are included in the nominations report distributed prior to the Annual Meeting.
- 6.4.4. The nominations report will include the Nominations Committee's assessment of and feedback on the Nominees. This will include an overview of which Nominees possess the desired qualifications and skills being sought by the Board and may include a listing of designated preferred Nominees for election.
- 6.4.5. The Nominations Committee chair will report on the implementation, status, and outcome of the nominations process on behalf of the Nominations Committee at the Annual Meeting.

7. REVIEW AND APPROVAL

- 7.1. Original Policy Leads: Kevin Baldwin, Bill Kinash and Greg Mathieu.
- 7.2. Current Policy Leads: Lara Check, Vanessa Desjardins, Denise Ramsden.