

Board of Directors Nomination Policy

2026–2027

Purpose

The purpose of this policy is to establish a fair, transparent, and consistent process for the nomination of candidates for election to the Board of Directors of Mississauga Skating Club (MSC).

Eligibility of Nominees

1. Nominees must meet all eligibility requirements outlined in the Club's By-law and any applicable governing legislation.
2. Nominees must be members in good standing of MSC at the time of nomination and election.
3. Community Members are exempt from the requirement to be members in good standing of MSC until elected as Directors at the AGM.
4. Nominees must agree to allow their name to stand for election and be willing to fulfill the duties and responsibilities of a Director if elected.
5. The Board of Directors shall consider the overall skills, experience, diversity of perspective, and organizational needs of the Board. While all eligible members may seek election, the objective of the nomination process is to support a Board capable of governing in the best interests of the Club as a whole rather than representing specific programs, disciplines, or membership groups.

Nomination Requirements

1. Nominations must be submitted using the official MSC Board of Directors' Nomination Form.
2. The nomination form must be completed in full and be received by the published nomination deadline.
3. Each nomination form must be individually signed by the required number of current MSC members in good standing, as specified in the Club's By-law.

4. Signatures must be provided directly by the individual members named as a nominator, seconder and nominee. Proxy signatures, copied signatures, or signatures provided on behalf of another member are not permitted.
5. Handwritten or electronic signatures are acceptable.
6. Nomination forms that are incomplete, unsigned, contain ineligible nominators or nominees, or otherwise fail to meet the requirements of this policy shall be deemed invalid.

Membership Verification

1. The membership status of all nominees and nominators will be verified by the Board.
2. Nominees and nominators must be members in good standing as of the nomination deadline date.
3. Nominees falling under the Community Member category must become Skate Canada members within 10 days of being elected onto the Board of Directors at the AGM before taking office.
4. All nominees must provide a current official Enhanced Police Information Check Certificate (E-PIC), in keeping with Skate Canada's screening expectations for persons in positions of trust. Proof that an E-PIC has been applied for must be submitted with the nomination form, and the completed E-PIC must be received within 10 calendar days after the nomination deadline. An E-PIC completed within the previous three (3) years may be accepted.
5. The cost of obtaining an E-PIC is the sole responsibility of the nominee and will not be reimbursed. While serving as a Director on the Board, MSC will cover the expense of the renewal of the E-PIC.
6. As per MSC's Guidelines for the Screening Administrator, E-PICs will be collected and reviewed by a single designated custodian (the Secretary, or another non-candidate Director designated by the Board, preferably an Officer). The Board will be advised only whether each nominee's check has been received and that it discloses no disqualifying matter; the check itself will not be circulated to the Board.
7. E-PICs will be stored securely and retained only as long as necessary to confirm ongoing eligibility.
8. MSC memberships that are renewed, reinstated, corrected, or otherwise brought into good standing after the nomination deadline shall not be considered for the purpose of validating a nomination.
9. The determination of membership status by the Board as of the nomination deadline shall be final.

Form Integrity

1. The official nomination form issued by MSC must not be altered, modified, edited, reformatted, or supplemented in any way. Completing the answer fields provided on the form, or attaching the required E-PIC, does not constitute altering or supplementing the form.
2. Any nomination form that has been altered from its original published format shall be considered invalid and will not be accepted.
3. The Board reserves the right to verify the authenticity and validity of all submitted nomination forms and signatures.

Submission Deadline

1. All nomination forms must be received by the Board no later than the published nomination deadline. Completed nomination forms and supporting documents must be submitted to the Club's nominations email address (president@mississaugafsc.com), which will then be forwarded to the designated non-candidate Board representative administering the process. An email confirming the nomination form receipt will be sent to the nominee.
2. Nomination forms received after the deadline, regardless of the reason for the delay, will not be accepted.
3. No exceptions or extensions will be granted unless required by law or MSC's By-law.
4. It is the responsibility of the nominee to ensure that all required documentation is submitted and received by the deadline.

Verification Process

1. Following the close of nominations, the designated Board representative shall review all submissions to confirm compliance with this policy and the MSC's By-law.
2. The designated Board representative who administers the nomination process shall not be a candidate standing for election in the same year. Where the President or another reviewer is a candidate, the Board shall designate a non-candidate Director (preferably an Officer) to administer the process.
3. The Board representative may contact nominees or nominators to clarify information where appropriate; however, missing signatures, incomplete forms, altered forms, membership deficiencies, or late submissions cannot be corrected after the nomination deadline. Clarification may confirm or explain information already provided, but may not be used to supply missing signatures, documents, or eligibility after the deadline.

4. The Board shall receive and consider the applicants' submissions and then prepare a slate of qualified, eligible candidates for presentation to and election by the Members at the annual meeting in accordance with MSC's By-law within the election timeline established by the Club.
5. The Board shall receive and consider the applicants' submissions. When preparing the slate, the Board shall assess candidates against the Club's 'Board Competency Matrix' and the Club's current skills gap, alongside the eligibility requirements. The matrix guides recruitment and the slate; it does not replace the Members' election of Directors.
6. A current Director who is standing for re-election must declare that interest, step out of the discussion and not vote when the Board decides whether to place their name on the slate. They may take part in decisions about all other candidates.

Authority

The Board of Directors retains the authority to interpret and administer this policy in a manner consistent with MSC's By-Law, applicable legislation, and principles of procedural fairness.

Reconsideration

A nominee whose nomination is determined to be invalid may, within the timeline established by the Board, request a single reconsideration by a Director who was not involved in the original determination. Reconsideration does not extend the nomination deadline or permit correction of deficiencies, and the Board's decision following reconsideration is final.