



SCA Board Nomination Process for Board Members

The Saskatchewan Cheerleading Association (SCA) election of Directors shall be held at a meeting of members called for that purpose and subject to the required notice for a Special Meeting of Members. This meeting is called the “Spring Membership Meeting” and is held annually on the third or fourth weekend of May as determined by the Board.

The Articles of the Corporation provide for a minimum of 3 and a maximum of 15 directors. As presently determined, the Board shall consist of eleven directors (The President; The Secretary Treasurer; Athlete Development Director; Dance Director; Coaching Development Director; Judging Development Director; Members at Large (5)) who are elected whose terms of office which shall be 2 years from the final adjournment or termination of the meeting at which they are elected until the second annual meeting next following; provided that a retiring Director shall retain office until the adjournment or termination of the meeting at which their successor is elected or until their successors are duly elected, unless a director vacates his office in accordance with the Articles of the Corporation or the law applicable to the Corporation.

The following document details the nomination and election process for board members.

Nominations

- 1) Call for nominations:
 - a. The call for nominations and the nomination form shall be sent out via email to all classes of SCA members
 - b. The nomination form shall be made available on the SCA website
 - c. The nomination form shall be made available a minimum of six weeks prior to the Spring Membership Meeting
- 2) The nomination form shall include:
 - a. The positions up for election for the current year
 - b. A deadline for submissions
 - c. A description of all board positions and duties
 - d. A list of the current board members
 - e. Nomination consent declaration for the candidate
 - f. Two references for the candidate, both references must be any class of members of the SCA in good standing
 - g. Candidate’s information
 - i. Name
 - ii. Contact information
 - iii. Confirmation of eligible age (over 18 yrs.)
 - iv. Confirmation that the candidate has never declared bankruptcy
 - v. Confirmation that the candidate has not been a director of a company that has been bankrupt or ceased traded

- vi. Declaration of the position(s) the candidate is running for
- vii. Inclusion of a CV for consideration
- h. The nomination form shall remain open for a minimum of two weeks
- i. Applications/nominations will not be accepted once the form is closed following the deadline

Elections

- 1) Candidate information shall be included in the Notice of the Spring Membership Meeting, sent out to voting members and posted on the SCA website no less than 15 days before the meeting
- 2) The president shall introduce the positions that are to be filled and present the candidates to the membership
- 3) Each candidate shall be given the opportunity to address the meeting attendees and speak on their own behalf prior to voting
- 4) Should a candidate be absent from the meeting, they may select a representative to speak on their behalf
- 5) The President shall explain the voting process to the members
- 6) The President shall Appoint the scrutineer and outline their role
- 7) Directors shall be elected by the voting members by ordinary resolution by ballot (paper or virtual)
- 8) If there is only one candidate for a director position, that candidate shall be acclimated to the position

Vacant Board Position(s) - Nominations from the Floor

- 1) Should a board position remain vacant following elections/acclimations, nominations from the floor shall only be accepted for the vacant position, nominees are not eligible for the positions already filled by election or acclimation
- 2) Board vacancies will be known ahead of time, therefore the information regarding nominations from the floor will be communicated to the members in the Notice of the Spring Membership Meeting, sent out to voting members and posted on the SCA website no less than 15 days before the meeting
- 3) The president shall call for nominations from the floor only to fill the vacancy following elections
- 4) Members may nominate candidates from the floor
- 5) Members may nominate themselves as candidates
- 6) Nominees have the right to refuse a nomination from the floor
- 7) The President shall request a motion to close nominations
- 8) To give people more time to consider nominations from the floor, the President shall invite nominees to say a few words on their nomination
- 9) The President shall explain the voting process to the members
- 10) The president shall appoint the scrutineer and outline their role
- 11) The vacant position shall be elected by the voting members by ordinary resolution by ballot (paper or virtual)
- 12) If there is only one candidate for the vacant position, that candidate shall be acclimated to the vacant position