



Policy Title	Officer Election Policy
Responsible Subcommittee	Nominations
Date of Approval	April 20, 2021
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Table of Contents

Policy Statement	2
Definitions	2
Application	2
Election Procedure	2
Languages	4
References	4
Review and Approval	4

Policy Statement

1. The purpose of this Policy is to prescribe the procedures for electing the President, Vice-President and any other Officers of Water Polo Canada in accordance with Section 10.3 of the Bylaws.

Definitions

2. The following terms have these meanings in this policy:

“Annual General Meeting” means the Annual General Meeting of WPC held from time to time.

“Individuals” – refers to all categories of members and/or registrants defined in the Bylaws of Water Polo Canada and in the Bylaws of a Provincial/Territorial Association, as applicable, as well as all people employed by, contracted by, or engaged in activities with or on behalf of, Water Polo Canada or a Provincial/Territorial Association including, but not limited to, employees, contractors, athletes, clubs, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers.

“Officer” means President, Vice-President or such other officers as may be appointed by the Board of Directors of WPC from time to time, but does not include the Executive Director of WPC

“Policy” means this Officer Election Policy.

“President” and **“Vice-President”** have the meaning prescribed by the Bylaws of WPC

“WPC” means Water Polo Canada

Application

3. This Policy applies to all Individuals.

Election Procedure

4. The following procedure shall apply whenever the term of an Officer will end at an upcoming Annual General Meeting of WPC in accordance with section 10.5 of the Bylaws or there is a vacancy in any Officer position more than two months before an Annual General Meeting:

- i. Not less than thirty (30) days before the AGM or within fifteen (15) days of the existence of a vacancy in any Officer position (if more than two months before an AGM), the Nominations Committee shall send a notification to all Directors in Good Standing advising that an election of the relevant Officer exists or shall take place and requesting applications for said position.
- ii. Candidates wishing to be considered for the vacant Officer position shall submit their motivation letter and curriculum vitae to the Nominations Committee within fifteen (15) days of the date of the notification sent by the Nominations Committee. Candidates must hold or successfully obtain a position as a Director in order to be eligible for election as an Officer.
- iii. At the end of the period for submission of applications, the Nominations Committee shall forthwith provide a summary of all applications together with copies of all motivation letters and curriculum vitae to Directors in Good Standing.
- iv. At the first Board Meeting after the AGM, which shall be held no later than thirty (30) days after the AGM or at the first Board Meeting after the deadline for submission of applications for a vacancy occurring other than at an AGM, the Board of Directors shall select the successful candidate for the vacant Officer position from among the applicants for the position.
- v. If there is only one candidate for the vacant Officer position, the Board of Directors, by ordinary resolution, shall appoint such Individual to the vacant Officer position.
- vi. If there are two or more candidates for the vacant Officer position:
 1. The Nominations Committee shall appoint two members of the Board of Directors who have not applied to fill the vacant Officer position, to conduct an election by secret ballot.
 2. Each Director in Good Standing shall have one vote.
 3. If no candidate receives a majority of votes in any round of voting, the candidate with the lowest number of votes shall be dropped from the ballot and the Directors shall vote on the remaining candidates.
 4. If a vote is tied, the Officer not then up for election shall cast the deciding vote.

5. At the conclusion of the election, the Board of Directors shall, by ordinary resolution, appoint the successful candidate to the vacant Officer position.

Languages

This Policy will be provided by WPC in both official languages of Canada.

In this Policy words denoting any gender include all genders and the rest of the sentence is to be construed as if the necessary grammatical changes have been made.

References

WPC Bylaws 10.3 and 10.5

Review and Approval

This Policy will be effective as of the Date of Approval and will be reviewed by the Responsible Subcommittee every two years.