



DARTS ALBERTA POLICY

BOARD OF DIRECTORS NOMINATION PROCEDURES

POLICY NUMBER: 030

Policy Originally Established: 2017-01-07

Replaces Policy Dated: NEW

Policy Revised on: NEW

POLICY OBJECTIVES

The purpose of policy is to ensure potential candidates for election to the Darts Alberta Board of Directors have given the necessary consideration for the duties and responsibilities of their position(s) of interest and are aware of Darts Alberta's Coach and Volunteer Screening Process Policy 022.

DARTS ALBERTA POLICY

In accordance with the Darts Alberta Bylaws (Section 5):

- The [President](#), [Second Vice President](#), [Treasurer](#) and [Publicity Director](#) are elected in years ending with an odd number (1, 3, 5, 7 and 9)
- The [First Vice President](#), [Secretary](#), [Membership Director](#) and [Youth Director](#) are elected in years ending with an even number (2, 4, 6, 8 and 0)
- Elections take place during the Annual General Meeting
- Elected members take office effective July 1
- Any member, in good standing and over the age of 18, is eligible to hold a position

Anyone wishing to stand for nomination to serve on the Board of Directors must provide their intent to run **no later than 14 days prior to the Annual General Meeting**.

- Current Board Members must notify the Administrator of their intent to run no later than 14 days in advance of the Annual General Meeting, without the formal application process as they have already fulfilled both the mandatory application and screening processes.
- Any Darts Alberta member not already on the Board of Directors must notify the Administrator of their intent to run by submitting application to the Administrator no later than 14 days in advance of the Annual General Meeting.

During the election of each position at the Darts Alberta Annual General Meeting, the Chair will announce the candidates that have submitted their intent to run for the position. Each candidate will have the opportunity to reconfirm their intent to run and provide the membership with a verbal overview of their interest, skills and qualifications.

A candidate may withdraw their intent to run at any time, including during the election process.

Nominations will only be accepted from the floor if:

- No candidates have submitted their intent to run for that position, or
- There are no remaining candidates due to a withdrawal of intent to run, or
- A position becomes vacant during the election, that would not be up for election in that particularly year, where members would not have had the knowledge the position would be available for election

Each incumbent must fulfill all screening requirements, in accordance with [Darts Alberta Coach and Volunteer Screening Policy 022](#), prior to taking office on July 1. This includes completing the Board of Directors on-line orientation and submission of any Police Record Check required of their new position. Any incumbent that has not completed all requirements of the screening policy will be deemed ineligible to hold office.

As stated in Policy 022, the existence of a criminal record shall not automatically exclude eligibility as a Board Member. When a criminal record exists, the remaining Board of Directors will be responsible for reviewing the conviction based on the inherent risk associated with the elected position. The incumbent may be deemed ineligible for the position due to the type of conviction and the potential liability to the organization.

When an incumbent is deemed ineligible to hold office, the Board of Directors has the power to appoint a member to the position until it can be filled by election at the next Annual General Meeting (Bylaw 5.16). Any member appointed to a position must fulfill all requirements of the screening policy for that position before taking office.

RESOURCES

[Board of Directors Application Form](#) (PDF Fillable Form)

[Board of Directors Position Profiles](#) (a link is also included for each individual position with the above policy)

[Darts Alberta Coach and Volunteer Screening Policy 022](#)