

 <b>CURLING ONTARIO</b>	<p><b>Policy Name: Elections</b></p> <p><b>Policy Number: BD-GP-004</b></p> <p><b>Date Approved: April 9, 2025</b></p> <p><b>Next Review Date: March 2026</b></p>
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## **PURPOSE**

This policy outlines the general rules and procedures for elections and provides guidelines to those tasked with the oversight of Curling Ontario elections.

The policy applies to the Executive Director, the Board of Directors and any candidate running in a Curling Ontario election.

## **DEFINITIONS**

*“Board”* refers to the Curling Ontario Board of Directors.

*“Candidate”* refers to any individual who meets the eligibility requirements of the Curling Ontario elections and intends to run for a position on the Board.

*“Campaigning”* refers to any activity or message that serves to promote the candidate.

*“ED”* refers to the Curling Ontario Executive Director.

*“Members”* refers to the current members of Curling Ontario who are member curling clubs of Curling Ontario.

## **EXECUTIVE DIRECTOR**

The electoral process is managed by the ED under the direction of the Board Chair and the Nominations and Awards Committee Chair.

The ED is responsible for securing an online voting platform to host the elections process.

## **COMPLIANCE**

- Elections shall be conducted in accordance with the Bylaws, policies and resolutions of Curling Ontario.
- Candidates and their representatives are responsible for reading and being familiar with the Elections Policy. Candidates should seek clarification if needed from the ED or the Chair of the Nominations and Awards Committee.
- Any person with concerns regarding the organization, operation, or outcome of the election shall register complaints in writing, to the ED.

## **PASSAGE**

A ranked online voting system will be used for the election of Directors.

## **ELECTORAL OFFICERS**

- The ED shall oversee the general conduct and execution of elections and act as an oversight body to the elections process on behalf of the Nominations and Awards Committee and the Board of Directors and shall fulfill these duties with all due diligence and impartiality.
- The ED may hire further employees or solicit current employees to aid in ensuring an effective and proper electoral process.

## **1. NOMINATIONS PROCESS, PACKAGE AND REQUIREMENTS**

### **1.1 Nominations Process**

The opening and closing of nominations must be advertised for at least thirty (30) days

## **1.2 Nominations Package**

**1.2.1** Before nominations are scheduled to open, the Nomination and Awards Committee and the ED shall create a 'Nominations Package' for distribution on the Curling Ontario website.

**1.2.1.1** The 'Nominations Package' will identify the skills, areas of expertise and experience that will be the focus of a skill-based assessment of candidates.

**1.2.1.2** The 'Nominations Package' will be available for the time period determined by the Nomination and Awards Committee.

**1.2.2** The package shall include the following:

**1.2.2.1** The date on which the nomination period ends; the date will be a minimum of 90 days in advance of the Annual Meeting

**1.2.2.2** The 'Nomination Form', and

**1.2.2.3** Instructions for submission of the 'Nominations Package'

**1.2.3** All relevant forms within the 'Nominations Package', must be completed and submitted to [nominations@curlingontario.ca](mailto:nominations@curlingontario.ca) before the close of nominations in order for the nominee to become an official candidate for election.

**1.2.4** To be a candidate for the Board, all applicants are to be nominated by a Member Club facility, signed off by a member of the Club's Board/Council or of the Club's management, and seconded by a participant (member) of a Member Club.

**1.2.5** During the nominations process, potential candidates may communicate their platform on a one-to-one basis with potential nominators.

## **1.3 Withdrawal of Nomination**

All applicants and/or candidates may withdraw their nominations by giving signed written notice to the ED or Nomination and Awards Committee Chair.

## **1.4 Selection of slate of candidates qualified for election**

**1.4.1** Prior to the elections opening, the Nominations and Awards Committee will interview eligible candidates and provide a slate of qualified candidates who best match the identified qualifications to the Board for their approval, as per the Bylaws of Curling Ontario.

**1.4.2** The Nominations Packages of the slate of best qualified candidates approved by the Board will be included in the communications to Club Voting Representatives. All other eligible candidates' packages will be posted in addition to the recommended slate of candidates.

## **2. CAMPAIGNING**

A candidate's 'Nominations Package' is considered to be the entirety of their campaign material and platform. No additional solicitation of support and no additional campaigning activities or communications will be permitted once the Nominations Package has been submitted.

## **3. VOTING & BALLOTS**

### **3.1. Means of Voting**

- The ED shall determine the type of ballot most suitable for each election.
- A ranked online voting system will be used.

### **3.2. Voting Ballot**

- The ballot shall specify how Voting Representatives must complete the ballot to elect the Director(s) of the Board.
- A ballot shall be considered spoiled if the member has not selected any candidates.

### **3.3. Counting**

**3.3.1** Only the ED and members of the Nominations and Awards Committee, and those designated by the ED shall be permitted to have access to view the final voting results.

**3.3.2** Should votes be cast for any candidate that has withdrawn, but whose name could not be removed from the ballot, then that ballot shall be discounted.

**3.3.2.1** Votes discounted as per this section shall only be discounted for the individual who has withdrawn; therefore, the ballot will still be counted for the remaining candidates.

**3.3.3** All decisions regarding candidates' demerits or disqualification must be made prior to the counting of ballots.

**3.3.4** Votes shall be counted for each candidate, and the candidate(s) with the most votes shall be declared duly elected.

3.3.4.1 The ED may request a recount at their discretion.

**3.3.5** If there is a tie vote, a special tie-breaking election shall be held following the regular election.

**3.3.5.1** The ED with the approval from the Board of Directors, will choose the date of any tie-breaking election.

**3.3.5.2** Any tie-breaking election will only involve those candidates in the tie.

**3.3.5.3** In a tie-breaking election, each candidate will be allowed to campaign up until the day of the tie-breaking vote.

### **3.4. Election Results**

**3.4.1** Prior to the release of the official results, the ED and the Nominations and Awards Committee Chair will be responsible for reviewing the results of the election. Within a 24-hour period, they must address any issues that have arisen.

**3.4.2** Within seven (7) days of the election, the Nominations and Awards Committee will notify all candidates of the results of the election.

### **3.5. Destruction of Ballots**

**3.5.1** Relevant balloting data shall not be destroyed until one hundred-and-twenty (120) hours after the Annual Meeting and the ratification of the election results.