

POLICY MANUAL

SECTION	GOVERNANCE	POLICY #	C-001
SUBJECT	Determination of Eligible Director Candidates	EFFECTIVE	August 2019
AUTHORIZED BY	Board of Directors	REVISED	June 2024

Purpose

The purpose of this policy is to outline the process for and considerations relevant to determining eligible candidates for election to the Board of Directors, as outlined in Bylaw 4.02 and described further in this policy.

Policy Statement

Swim Ontario is governed by a skills-based Board of Directors comprised of nine (9) people. Successful candidates for positions on the Board of Swim Ontario are qualified and skilled people capable of, and committed to, providing effective leadership to Swim Ontario and are evaluated based on a skills matrix. Candidates are recruited and selected based on their demonstrated ability to fill needed competencies on the Board and ability to contribute to the leadership of Swim Ontario.

Application

The Nomination Committee has primary responsibility for the application of this policy, as set out below. There shall be no appeal from a decision of the Nominating Committee.

Body	Action
Board of Directors	Appoints a Chair to the Nominations Committee annually, following the Annual General Meeting.
	Approves members of the Nominations Committee, as recommended by the Committee Chair.
Nominations Committee	Oversee and administer this Board Nominations Policy to recruit, identify and recommend a slate of Board members.
	Inform the Board of Directors of the slate of candidates that satisfy the eligibility criteria set out in Bylaw 4.02 and the criteria identified in this Nominations Policy.
Staff	Provides support to the Nominations Committee in the preparation and distribution of notices, the receipt of nominations and in the recruitment of candidates.

Nomination Criteria

The Nomination Committee will evaluate potential Board members in accordance with the below criteria:

- Demonstrated commitment to the mission and values of Swim Ontario;
- Swimming background and knowledge as an athlete, coach, official, administrator or volunteer leader;
- Knowledge and experience in strategic and business planning and fundraising;
- Knowledge and experience in business and corporate administration, including expertise in financial management; and
- Knowledge and experience in human resources management and relationship development;
- Knowledge and experience in law and risk management;
- Knowledge and experience in communications and marketing strategy;

Previous board experience is considered an asset.

Swim Ontario is committed to diversity and inclusion in all aspects of the organization, including governance. Swim Ontario will strive to achieve gender balance in the composition of the Board. Swim Ontario will also strive to have diversity on the Board to ensure the presence and participation of a variety of individuals with different personal characteristics. Diversity can relate to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability, or analogous grounds. Diversity in this context places specific emphasis on groups who face systemic exclusion or barriers due to their personal characteristics.

Composition of the Board Nominations Committee

The Composition of the Board Nominations Committee and other details regarding the functioning of the committee are found in the Terms of Reference: Nominations Committee which the Nominations Committee must consult in fulfilling their duties.

Identifying Board Candidates

The Nomination Committee shall solicit nominations from within the current board, as well as from external stakeholders and community members by encouraging applications. Nomination submissions should include a nominee's resume or biography, an explanation of why they are interested in the role and how they will fill any identified skill competencies of the Board.

The Nominations Committee will exercise its discretion to determine how many of the available Board seats will be filled by recommended applicants and whether any seats will be instead filled from the floor.

The Nominations Committee shall review all nominations against the established criteria and Board skills matrix and shall conduct interviews or assessments as necessary to evaluate suitability.

Based on the assessment of nominees, the Nomination Committee shall develop a list of candidates (also referred to as a slate) to recommend for board membership. The slate should include individuals who collectively possess the diverse skills, experiences, and perspectives necessary to advance the organization's mission and objectives.

Board Recommendation

The Nomination Committee shall present the slate of recommended candidates to the full Board for review and approval. Board members may provide feedback or raise concerns about specific nominees before the final approval. The Board shall vote on the slate to present to the Membership, with majority approval required.

Communication and Transparency

The Board shall communicate the slate of recommended candidates to the organization's members and stakeholders in a transparent manner prior to the AGM in accordance with the by-laws. Information about the recommended nominees, including their backgrounds, qualifications, and reasons for selection will be provided to the membership along with the applications of individuals not recommended to ensure informed decision-making by the membership.

Election Process

The membership will be presented all of the candidates prior to the election. The slate of recommended candidates as identified by the Nominations Committee will be presented as a whole to the Membership who will be asked to vote in favour of the recommended slate, in one motion. The Nomination Committee chair, or delegate, will prepare materials to explain to the Membership the rationale for selecting the individuals on the recommended slate.

In addition, the Swim Ontario By-Laws also permit individuals to be nominated from the floor for the election as a Director at the meeting of the members. Such nomination requires a nominator and a seconder from the voting Members present and will also require attendance at the meeting and verbal or written acceptance of the nomination by the individual. In addition, individuals who will be nominated from the floor are required to provide, 48 hours prior to the annual general meeting, the nominee's resume or biography, an explanation of why they are interested in the role and how they will fill any identified skill competencies of the Board and such information will be distributed by staff to the Membership prior to the AGM.

The Membership will be instructed to vote either for or against the entire slate in one motion. Voting against the entire slate means that each individual nominee (whether or not selected by the Nomination Committee or the individuals were nominated from the floor) will be voted on independently by ballot.

Ongoing Evaluation

The Nomination Committee shall periodically review and evaluate the effectiveness of the board nominations process, making adjustments as necessary to enhance its fairness, inclusivity, and alignment with organizational goals.

Amendments

Any amendments to this policy shall be proposed by the Nominations Committee to the Board and require approval by a majority vote of the Board.