



PADDLE CANADA

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PROCEDURE FOR ANNUAL BOARD ELECTIONS

Board approved version: October 27, 2007

1. Send notice six months prior to the Annual General Meeting (AGM) (usually April) to Board Members who's terms are due to expire on a specific date as per the requirement of the Paddle Canada (PC) Constitution (NL, NB, QC, MB, AB, YK, NU in odd-numbered years; NS, PEI, ON, SK, BC, NWT in even-numbered years). Inform him/her that calls for nominations for the next term will be issued ninety (90) days prior to the date of the AGM for that year.
2. All nominations for positions on the Board of Directors must be received no later than forty-five (45) days prior to the date of AGM.
3. The first call for nominations is 90 days prior to AGM, the second call is 2 weeks following first call and the third call is 4 weeks following first call. Included in the first call for nominations are:
 - a. Explanation of election process;
 - b. Nomination Form; and
 - c. Director Obligation form.

Included in the second and third call are the Nomination and Director Obligation forms only. The Chairperson of the Nomination Committee is to provide a listing of the vacancies to the Business Manager in order to prepare and set up PC's email/ mailing database, and/or website for on-line voting.

4. Confirm dates for e-mail and mailing to membership.
5. When all nominations are received, an e-mail or letter is sent (mailing to members who do not have e-mail access) with the following:
 - a. For e-mailing:
 - i. Letter of explanation for election
 - ii. Nomination Form
 - iii. Voting process
 - b. For mailing:
 - i. Letter of explanation for election
 - ii. Nominee Bios
 - iii. Voting process
 - iv. Voting Card(s)
 - v. A self-addressed stamped envelope
6. As per the PC Constitution, votes are counted 24 hours prior to the AGM by a non-voting scrutinizer appointed by the Past President. In the event of a tie, the current President shall cast the deciding vote.
7. Three notices of AGM are sent to membership, the first 90 days prior to AGM date, the second two weeks prior to AGM and the third one-week prior to AGM. Every available medium of communication should be utilized, where appropriate, including, but not limited to, notices of AGM by email, Kanawa, and the PC web site.