The Water Polo West Nomination Policy

Approved: July 13, 2026 **Review Date**: July 2027

The Water Polo West Nomination Policy's focus is on creating a transparent, merit-based process for selecting board directors to ensure good governance, diversity, and alignment with the organization's mission. A formal policy is crucial for maintaining compliance with regulations like the Societies Act (BC) and aligned governance frameworks.

1. Key Components of the Nomination Policy

1.1 Nominating Committee

The Board shall establish a standing committee to manage the identification, recruitment, and vetting of candidates.

1.2 Eligibility Criteria & Director Qualifications

Candidates must meet all legal requirements and qualifications. In accordance with **Section 6.2(j) of the Water Polo West Bylaws**, an individual is not qualified to be a Water Polo West Director if the individual is:

- Less than 18 years of age;
- Found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs;
- Bankrupt (an undischarged bankrupt); or
- Convicted inside or outside of British Columbia, of an offence in connection with the promotion, formation, or management of a corporation, society or unincorporated entity, or of an offence involving fraud, unless:
    - The court orders otherwise;
    - 5 years have elapsed since the last to occur of: the expiration of the period set for suspension of the passing of sentence without a sentence having been passed, the imposition of a fine, the conclusion of the term of any imprisonment, or the conclusion of the term of any probation imposed; or
    - A pardon was granted or issued, or a record suspension was ordered, under the Criminal Records Act (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.

1.3 Board Composition & Diversity Goals

Water Polo West recognizes that diverse perspectives, experiences, and backgrounds provide for optimal board performance. To ensure varied perspectives and prevent stagnation:

- **Gender Diversity:** A balance of genders should be represented on the Board, committees, and council positions.
- **Perspective Diversity:** In accordance with **Bylaw 6.2(b)**, to the extent it is reasonably practical with available volunteers, Board composition will reflect diversity of personal and professional perspectives, including diversity in gender, age, region, ethnicity, expertise, game variants, and levels of Water Polo.
- **Board Expertise:** In accordance with **Bylaw 6.2(c)**, to the extent that it is reasonably practical, the Board of Directors will hold qualifications, expertise, and/or high-level experience in one or more of the following core competencies:
    - Organizational leadership / previous board experience;
    - Canadian and/or British Columbia law;
    - Education;
    - Sport administration;
    - Not-for-profit organizations;
    - Finance and accounting (Audit and Finance);
    - Risk management and/or insurance;
    - Marketing, public relations and/or communications; and
    - Sponsorship and/or fundraising.
- **Board Independence & Affiliation Limits:** In accordance with **Bylaw 6.2(d)-(g)**:
    - No more than one-third of the Board may be Affiliated with any one Member of Water Polo West. Affiliated Directors may declare Affiliation with more than one Member, each such Affiliation counting toward the one-third Board Affiliation threshold for each such Member.
    - Affiliated Directors must disclose their Affiliation to the Board prior to their appointment or election as a Director. Members must be reasonably notified of any Director Affiliation prior to the appointment and or election of an Affiliated Director.
    - No more than two-thirds of the Board may be Affiliated with any Members of Water Polo West.
    - Any Director found to have an undisclosed Affiliation with any Member of Water Polo West as defined in Section 6.2(a) of the Bylaws shall be disqualified as a Director and removed from the Board.

1.4 Recruitment Strategy

The committee will maintain an ongoing "pipeline" of potential candidates and a strategy to recruit a director when a seat is vacant.

1.5 Due Diligence

The screening process of Directors will include criminal record checks, interviews, and reference checks when possible.

1.6 Term Limits

In accordance with **Section 6.2(i) of the Water Polo West Bylaws**, a Director may serve no more than two consecutive two-year terms (up to 4 years total), unless otherwise approved by special resolution. Directors are not eligible to serve on the Board for 4 years after serving two consecutive two-year terms on the Board.

2. The Nomination and Election Process

2.1 Call for Nominations

The committee notifies members of vacancies, provides roles and responsibilities, and invites nominations, allowing a set period for submissions. In accordance with the timelines and rules of the association, the Board shall solicit a call for nominations from the Members not less than 56 days before the general meeting at which the election is to take place.

2.2 Submission Requirements

In accordance with Water Polo West nomination standards, any person may be nominated for election as President or Director provided they are nominated in writing signed by the nominating Voting Member that:

1. Contains the full name, address, and occupation of the nominee, a brief description of the qualifications and reason(s) of the nominee running for the position of Director, and a disclosure of any real or reasonably perceived direct or indirect material interests the nominee may have which could conflict with the interests of Water Polo West; and
2. Is received at the registered office of Water Polo West not less than 28 days before the general meeting at which the election is to take place.

Submissions must include a CV/Bio, a list of qualifications, and a signed conflict of interest disclosure.

2.3 Vetting

The nominations committee will meet, interview, and evaluate candidates based on the established skills matrix and criteria, and provide members an outline of each nominee's qualifications in advance of elections.

2.4 Member Voting & Board Size Framework

Directors are elected by members at the Annual General Meeting (AGM).

- **Voting Procedures:** Elections are conducted in accordance with Section 6.4 of the WPW Bylaws as Elected Directors, meaning individuals are elected to the Board by acclamation or by simple majority vote (ordinary resolution) of the Voting Members at an annual general meeting.
- **Number of Directors:** In accordance with **Section 6.2(h) of the Water Polo West Bylaws**, the Voting Members may, by ordinary resolution from time to time, determine the number of Directors, but there shall be no fewer than 3 and no greater than 7 Directors.

2.5 Vacancies Mid-Term

In accordance with **Section 6.5 of the Water Polo West Bylaws**, the Board may appoint an "Interim Director" to provide expertise or to fill a casual vacancy mid-term. The remaining Directors may act notwithstanding any vacancy on the Board, but if Water Polo West has fewer Directors in office than the minimum number required, the Directors may only act for the purpose of appointing Directors up to that number or of calling a general meeting for the purpose of filling vacancies.

3. Best Practices and Legal Compliance

3.1 Review Bylaws Regularly

Ensure nomination practices align with the latest legal updates under the Societies Act.

3.2 Transparency

Clearly communicate to members how to nominate individuals, including timelines.

3.3 Conflict of Interest

Ensure potential candidates disclose any conflicts, including potential financial gain or conflicts with other organizations, satisfying the disclosure rules of the society.

3.4 Orientation

Successful nominees will undergo a thorough orientation process and onboarding framework.

4. Board Annual Review Process

4.1 The Board will annually review this Policy and assess its effectiveness in connection with the composition of the Board and in satisfying the objective of establishing a balanced leadership team. The Organization shall introduce key performance indicators that measure achievement of diversity objectives and link part of advancement to the achievement of those objectives.

4.2 The Board shall annually report to the members as to its approach and initiatives taken to attract directors with the required skills and diversity (including with respect to gender representation), whether it considers its initiatives successful, and any additional steps the Board will be making towards this objective ensuring that not more than 60% (rounded up or down to the nearest whole number) of Board members, committee members, and council positions shall be of the same gender.