

Document Number:	001
Document Name:	Nominations to the LBC Executive
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## 1.0 Purpose

To document the process regarding nominations to the Executive of the BBC Lawn Bowling Club (LBC).

## 2.0 Policy Details

1. Notice of the Annual General Meeting (AGM) will be sent to all LBC members via email a minimum of three weeks prior to the meeting date.
2. The email will identify the board positions up for election and include role descriptions.
3. Nominations are submitted by a member of the LBC via email to the Immediate Past President (or another individual assigned by the board) and the Secretary, with a copy to the nominee, no later than one week prior to the AGM. The nomination must include the nominee's full name, identify the role being sought and a brief summary of nominee's background and strengths regarding the role.
4. Nominations will close one week prior to the AGM.
5. The names of candidates by role will be announced when the AGM agenda and financial statements are emailed, 5 days prior to the meeting. If only one candidate is nominated, the individual will be acclaimed.
6. If no candidates are nominated for a vacant role and the incumbent does not wish to extend his/her term, the Executive will identify a member to fill the position within one month of the AGM.

### 3.0 Supporting Information

#### Nominations From the Floor

Excerpts from BBC Bylaws:

9.2: Sections shall be subject to the bylaws, rules and regulations of the Club and be subject to such other conditions and restrictions as determined by the Board of Directors. No action taken by a section shall be binding upon the Club or its directors except as specifically authorized in writing by the Board of Directors.

9.10: Each section may adopt written bylaws, rules, and regulations at a meeting of the section members. Said bylaws, rules and regulations are to follow the bylaws, rules and regulations of the Balmy Beach Club.

6.7: Should there be no nomination for a vacancy in the Board of Directors received according to these requirements, the Board of Directors shall appoint a senior member in good standing or a student member who is 18 years of age or older in good standing and in membership for no less than 5 years as of the date of the AGM or Special Meetings, to such vacancy by the end of the month following that year's Annual General Meeting.

The Lawn Bowling section does not have bylaws although it is permitted to do so per Section 9.10. If it did those bylaws are required to follow those of the main club as per Section 9.2.

As a result, Section 6.7 applies to the LBC section: in the absence of a nomination, the section's board shall appoint a member within a month of the AGM to fill that position.

There is no provision in the BBC bylaws for nominations from the floor so there is none for the section.

Other Sources:

Robert's Rules of Order permit floor nominations when candidates are put forward by a search committee.

In the case where a fixed and open nomination process is in place there is no provision for floor nominations.