

Shooting Federation of Canada



Policy for Vacant SFC Board and Executive Positions

Approved by:

Board of Directors / Executive Committee _____ 2017-03-06 _____
Date

Posted to the SFC Website _____
Date

Scheduled Year of Review: 2019

Note Policies will be reviewed on an as needed basis or every two year cycle whichever comes first.

The Shooting Federation of Canada at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice. Any conflict between policies or conflict between French and English versions of the policy should be brought to the immediate attention of SFC - Executive committee (EC). EC will either review and revise the conflicting policies or assign a committee or individual to do so.

Once approved, this version of the policy supersedes all previous policies.

1 Vacant Board Positions

This document has been developed by the Shooting Federation of Canada as one of many policy documents to guide the decision making process of the Federation

1.1 Purpose

This policy can be used when positions on the board or executive are vacant. These vacancies can be due to, but are not limited to death, early resignation or lack of nomination at the Annual Membership Meeting (AMM).

1.2 Operating Procedures for vacant Board Positions

The SFC Executive (Executive) should advertise any vacant position on their website. Any vacant position should maintain its term to ensure the board member cycle is maintained (see Bylaws and terms of positions)

The Executive can accept qualified SFC members to fill vacant SFC Board positions during the year. Willing SFC members qualified to for vacant Board positions can make themselves known through a letter to any executive member, or to the SFC office. An additional letter of support for the volunteer by a Provincial Sport Organization or prominent member of the SFC not currently serving on the executive should accompany any potential board member volunteer.

The SFC Board will hold a vote to accept or reject the volunteer at a normal meeting of the SFC Board and the newly appointed Board member can immediately take their position as a full and active Board member until the next Annual Membership Meeting at which time the appointed Board member must go through normal nomination procedures to become a Board member voted by the SFC Membership.

1.3 Operating Procedures for vacant Executive Positions

Should any Executive position become vacant during the year, the SFC President will provide one month's notice to all Board members asking for volunteers for the positions. The Board will then hold a vote to ratify the volunteer as an interim Executive member with full authority until the next Annual Membership Meeting and subsequent board elections. The Executive position that was filled as an interim will subject to normal election procedures and cycles.

1.4 Reporting requirements

The new board or executive member will be added to the list of board members on the SFC website.