

CVYH Annual Meeting Process for Board Elections

Central Vermont Youth Hockey (CVYH) will follow a consistent annual process for recruiting, reviewing, and electing board members in alignment with the bylaws and non-profit governance best practices.

This process will be reviewed and approved by the Board of Directors and used each year for the Annual Meeting.

Application Process

- CVYH will announce the call for board member applications at least 30 days before the annual meeting to align with the notice requirements in the bylaws.
- The announcement will be shared through the newsletter, Facebook, and email from the President via Sports Engine, and will include clear instructions and deadlines.
- Applications will be submitted using an electronic form, with an alternate method provided if needed.
- A firm application deadline will be set 7–14 days before the annual meeting to allow adequate time for review.
- All applicants will be asked to provide basic contact information, a short bio, relevant experience, and a brief statement of interest in serving on the board.
- A brief candidate profile (including a short bio, relevant experience, and statement of interest) will be shared with eligible voting members and may be posted on the CVYH website before the Annual Meeting.

Review of Applications

- Applications will be reviewed by the Board of Directors, which may designate a small working group of directors to assist with initial review; however, final nomination decisions rest with the entire Board of Directors.
- The Board will verify eligibility under Article IV, Section 2 of the bylaws and evaluate applicants using the criteria in the Board Candidate Selection and Nomination Policy (skills, experience, commitment, conflicts of interest, and participation expectations).
- The Board of Directors will review all board applications and verify eligibility under Article IV, Section 2 of the bylaws. The Board may, in its discretion, recommend a slate of candidates for election by the members.
- Submission of an application does not guarantee nomination or placement on the ballot. The Board may decline to nominate an applicant who does not meet eligibility requirements, conflicts-of-interest standards, previous involvement within the organization, or basic expectations for board service as adopted in board policy.

Visibility and Candidate Information

- Voting members will have access to information about each candidate before the annual meeting so they can make informed decisions.
- Candidate information will generally include a short bio, statement of interest, and relevant experience, drawn from the application.
- Candidate profiles will be made available on the CVYH website at: <https://www.blackbearhockey.org/teambb>, when feasible
 - Website: <https://www.blackbearhockey.org/teambb>
 - By email request to info@blackbearhockey.org
- Full applications will remain internal to the board or nominating committee; only prepared summaries/profiles will be shared with voting members.
- All candidates will be informed during the application process that their profiles will be shared with voting members and may be posted on the website.

Voting Process

- Board member voting will take place at the Annual Meeting, either in person or using a secure remote method if permitted by the bylaws (e.g., online voting or email ballot).
- In-person voting will occur during the Annual Meeting; email votes will be accepted until 5:00 p.m. on the day of the meeting at info@blackbearhockey.org.
- Each eligible voting member will receive one vote per open board position, consistent with Article II, which provides one vote per member regardless of the number of programs in which they participate.
- Ballots will be anonymous to promote fairness and confidentiality for voters.
- Votes will be counted by a neutral party (or parties) designated by the Board who are not standing for election.
- Election results will be recorded in the meeting minutes and communicated to the membership after the annual meeting.

Number of Votes per Family

- Under the bylaws, each member is entitled to one vote on matters submitted to the membership, regardless of how many programs they participate in.
- For practical purposes, CVYH will continue to treat this as one vote per member household/registrant account, consistent with registration and communication systems, unless the Board of Directors adopts a different structure in the bylaws.

Example Timeline

- 30+ days before Annual Meeting:
 - Announce meeting date and open board applications to the membership.
 - Publish standard notice language about board openings and the review/nomination process.
- 7–14 days before the Annual Meeting:
 - Close applications and confirm that all required materials have been received.
 - The Board (or designated working group) begins reviewing applications.
- Approximately 7 days before the Annual Meeting:
 - Board of Directors completes review, confirms slate of candidates, and notifies all applicants of the outcome.
 - Post candidate profiles on the CVYH website and make them available by email request to voting members.
- Day of the Annual Meeting:
 - Conduct voting (in-person, with remote/emailed voting allowed as permitted).
 - Count ballots, confirm results, and record elections in the minutes.
- After the Annual Meeting:
 - Communicate with the membership about elected board members.
 - Update the website, internal records, and officer roles as needed in accordance with Article VI of the bylaws.