

CVYH Board Candidate Selection and Nomination Policy

Purpose

This policy describes how Central Vermont Youth Hockey (CVYH) identifies, evaluates, and nominates candidates for the Board of Directors in alignment with the bylaws and mission of the organization.

This policy is intended to ensure a fair, consistent, and transparent process that results in an active, working board where every director contributes to decisions and organizational work.

Board Composition, Qualifications, and Expectations

CVYH seeks board members who collectively provide various skills, perspectives, and commitment needed to govern the organization and support day-to-day hockey operations.

Priority will be given to applicants who demonstrate:

- Demonstrated involvement with CVYH or youth sports beyond standard parent responsibilities (e.g., coaching, team staff, regular volunteer roles, committee member, or other documented service to the organization).
- Relevant experience in areas such as youth sports, nonprofit governance, finance, fundraising, legal, marketing/communications, risk management, or community engagement.
- Board members are expected to model positive, constructive behavior at all times, to communicate in a way that represents the Board once decisions are made, and to represent CVYH and/or Black Bear Hockey in a consistently supportive, solutions-oriented manner in all public and parent interactions.
- Ability to work collaboratively, communicate respectfully, and maintain confidentiality when appropriate.

All Directors must meet eligibility requirements specified in the bylaws, including residency in Vermont and membership in the corporation.

Service on the CVYH Board of Directors includes more than attending meetings and requires active participation in the work and decision-making of the organization.

Standard expectations for each Director include:

- Regular, reliable attendance at board meetings (except for occasional excused absences).
- Active participation in at least one standing committee, working group, or major project area each season.
- Timely engagement in board communications, including:
 - Reading board materials in advance of meetings.
 - Responding to board or organizational emails within 5-7 business days, unless a shorter timeframe is specified.
 - Responding to urgent phone calls, voicemails, and electronic/digital messages related to time-sensitive or emergency issues as soon as reasonably possible.
- Supporting key events (e.g., tryouts, tournaments, fundraisers, or outreach activities) as reasonably assigned.
- Becoming familiar with all Black Bear / CVYH policies (including codes of conduct, communications expectations, and program rules) and consistently following and upholding those policies in all board and public roles.

Application and Required Information

All board candidates will be asked to submit an application in the format determined by the Board (e.g., electronic form).

Each application will include, at a minimum:

- Contact information and confirmation of eligibility (Vermont residency and CVYH membership).
- A short bio and description of relevant professional, volunteer, and hockey-related experience.
- A brief statement of interest describing why the candidate wishes to serve and how they believe they can contribute.
- Disclosure of any known or potential conflicts of interest related to CVYH.
- An acknowledgment of board expectations, such as:

"I understand that board service includes regular meeting attendance, timely response to board communications, and active participation in at least one committee or major work area, and I am willing to meet these expectations."

Candidates will be informed that a summary profile (bio, relevant experience, and statement of interest) will be shared with voting members and may be posted on the CVYH website prior to the annual meeting.

Review of Applications and Selection Criteria

The Board of Directors will review all applications received by the stated deadline.

The Board may designate a subset of directors to perform initial review, but final decisions on nominations rest with the entire Board of Directors.

In evaluating candidates, the Board of Directors will consider:

- Eligibility under the bylaws.
- Alignment with CVYH's mission, values, and codes of conduct.
- Board and organizational needs (skills mix, diversity of perspectives, representation across programs and risks, succession planning).
- Demonstrated reliability, respectful conduct, and ability to collaborate with others.
- Known history or reputation within CVYH that suggests poor fit for collaborative board service (e.g., repeated complaints, public criticism of leadership, refusal to support group decisions).
- Stated willingness and realistic capacity to:
 - Attend meetings regularly.
 - Respond to board emails and decision requests within the requested timeframes.
 - Serve on or lead at least one committee or major work area.
 - Contribute to events and projects.

The Board of Directors may contact candidates to clarify information or hold brief conversations to confirm their understanding of board responsibilities and expectations.

Nomination, Slate, and Reasons to Decline

After review, the Board will determine which applicants to nominate for election at the Annual Meeting.

Adopted on: 02/11/2026

Approved By: Black Bear Board of Directors

The Board of Directors may choose to recommend a slate of candidates for election by the members rather than placing every applicant on the election ballot.

Standard language:

- "The Board of Directors will review all board applications and verify eligibility under Article IV, Section 2 of the bylaws. The Board of Directors 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, or basic expectations for board service as adopted in board policy."

The Board may decline to nominate an applicant when, for example:

- The applicant does not meet the eligibility requirements in the bylaws.
- The applicant has a significant conflict of interest that cannot reasonably be managed.
- The applicant is unwilling or unable to commit to regular meeting attendance.
- The applicant is unwilling or unable to serve on or actively contribute to at least one committee, workgroup, or major project area.
- The applicant's interactions with CVYH board, volunteers, or families show a pattern of negativity, non-collaboration, or dissatisfaction with organizational decisions or leadership.
- The applicant's stated reasons for joining (e.g., accumulating volunteer hours without a genuine interest in governance) do not align with CVYH's need for committed directors.
- The Board of Directors has credible, documented observations of the applicant's communication style, reliability, or working relationships that indicate they are unlikely to contribute constructively.
- The applicant's past conduct with CVYH or other organizations reflects a pattern inconsistent with CVYH's mission, codes of conduct, or expectations for respectful, constructive participation.

Any such decisions must be applied consistently and without discrimination based on legally protected characteristics.

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Communication with Membership and Standard Notice Language

Prior to the Annual Meeting, CVYH will share candidate profiles with voting members through the website and/or email.

Notices in reference to vacancies intended to be filled on the Board of Directors will clearly state that applications are subject to review and that not all applicants may be nominated.

Standard notice language for public communications:

"CVYH is accepting applications for open Board of Directors positions. The Board will review all applications and may recommend a slate of candidates for election at the Annual Meeting. Board service includes regular meeting attendance, timely response to board communications, and active participation in committee or project work. Submission of an application does not guarantee nomination or placement on the ballot."

This language may be used in newsletters, emails, social media posts, and on the CVYH website.

Review and Amendments

This policy will be reviewed periodically by the Board of Directors and may be amended by board vote to remain aligned with the bylaws and the needs of the organization.

In the event of any conflict between this policy and the bylaws, the bylaws will control.