

# BASKETBALL MANAWATŪ

## BOARD ROTATION POLICY



### INTRODUCTION

The Executive Committees structure should always be looked at from a best practice perspective and ensuring that the Association has appropriate Governance structures in place to attract new Executive Committee members.

This will also withstand scrutiny from external parties such as Incorporated Societies but also funders who are now more and more looking at the Governance structures of Associations that they choose to fund.

It is often more attractive to members who may be shoulder tapped or who are seeking an Executive Committee role to come onto a board knowing that there are terms of tenure in place.

Often people find it more attractive and easier to commit to a two- or three-year term rather than it being never ending.

### PURPOSE

This policy applies to the Board of Basketball Manawātū. The General membership of the association appoints members of the Board at its Annual General Meeting. The association's Constitution sets out the size of the Executive Committee which will consist of not less than four (4) and three (3) co-opted members.

### ROTATION POLICY

Basketball Manawātū Board sets the maximum term of appointment at nine (9) years and requires the Board to establish a rotation roster pursuant to which certain members' terms will expire each year. At every AGM, two (2) board members will be required to stand down but will be eligible for re-election provided they have not served more than the maximum nine (9) year term that is allowed under the current Constitution.

### The PROCESS

The process for deciding which two Board Members should stand down should be followed in this order:

- a) Any Board Member who has served the maximum time on the Board.
- b) Any Board Member that wishes to stand down from the Board.
- c) The two longest serving members of the Board, providing they were not one of the Board members that stood down and were re-elected at the previous year's AGM. If there are two or more Board Members who became Board Members on the same day those to stand down shall be determined by ballot.

Through the expiration of members' terms and resignations, vacancies may arise. The Board adopts this policy to provide a process by which the Board reviews whether and, if so, how to fill such vacancies, including whether to re-elect board members whose terms expire under the rotation roster each year, but who are willing to stand for re-election.

The review process will occur at least once annually. It provides an opportunity for the Board to reassess not only the contributions of retiring board members, but also the diversity of qualifications, experience and knowledge represented on the Board, and to plan Board succession accordingly.

Nominations for the vacant positions must be in writing and the nomination must be signed by a current member and seconder and endorsed with the consent of the nominee. The nominations must be received at least seven (7) days before the day fixed for the Annual General Meeting. If there are insufficient nominations to fill the vacant positions on the Board, oral nominations may be received at the Annual General Meeting, provided that no member will be elected who has not consented to being nominated.

At the AGM the current Chairperson will conduct a vote and the candidates with the highest number of votes will be deemed to be elected to the Board. If two or more candidates obtain an equal number of votes, their position will be decided by a further vote.

The Board will have the power at any time to co-opt any person to fill a vacancy, particularly if it is deemed that a representative balance has not been achieved following the AGM.

The Board of Basketball Manawātū should ensure that it has secured a representative balance of stakeholder interest in the mission and objects of the association. The Board will strive over time to secure appropriate diversity in its membership in terms of experience, background, gender, geography and culture.

The Board will seek to maintain a balance of all of the above among the membership of the Executive.

### **Board Member Criteria.**

The Board will ensure that any individual elected to the Board demonstrates the following essential characteristics:

- a. An understanding of and commitment to Basketball Manawātū's Mission and Vision;
- b. Passionate about our goals;
- c. Available time to devote to Basketball Manawātū and a commitment in this respect;
- d. A good understanding of the role of a Board member within the organization including the requirement to make decisions in the best interest of Basketball Manawātū, independent of other (external) allegiances;
- e. The capability and preparedness to show support for Basketball Manawātū publicly, whether through a donation or public appearances;
- f. Absence of personal or business interests that could potentially cause a conflict or an appearance of a conflict with the interests of Basketball Manawātū;
- g. Trustworthy, dependable, of the highest integrity and able to work with the other members of the Board and the organization's leadership.

## **Selection Process.**

Potential board members to fill any vacant “Elected Member” positions must be nominated at an Annual General Meeting and the nomination should be accompanied by a detailed resume of the nominee.

The General Manager will annually provide to the Chairperson of the Board an updated Rotation List indicating when the current term of office of each member of the Board is due to expire. This list will then be circulated to the Board.

Each member of the Board due to retire by rotation will be requested two months prior to rotation date to indicate to the General Manager whether he or she is willing to be re-elected to the Board or would prefer to take the opportunity of the rotation date to stand down from the board. If the member in question indicates a willingness to be re-elected, he or she will be considered nominated. Any other member of the Board shall also be entitled to nominate other candidates by writing to the General Manager to that effect. A Board member-elect should be identified or nominated to ensure a smooth succession at least six (6) weeks prior to the relevant rotation date and will be copied to the Board.

The Board will not automatically support for re-election a board member who is required to retire by rotation and who is prepared to stand for re-election. In considering whether to re-elect a member whose term is expiring, or to elect any other candidate for a vacancy, the voting members will consider the following:

- ❖ The existing member’s performance as a member of the Board and qualifications, experience and knowledge, including practical contributions to the Board. Board members who have been unable to participate in three consecutive Board meetings during the preceding 12-month period are not expected to offer to stand for re-election;
- ❖ The qualifications, experience and knowledge required on the Board and the extent to which those qualifications and that experience and knowledge are represented on the Board; and/or
- ❖ Any other matters the voting members consider appropriate.

## **Other Vacancy Policy**

In the event that the Board wishes to expand its size, a member resigns, or a vacancy otherwise arises within the Board, the Board shall follow the same procedure as set forth in Points 8 and 9 to obtain nominations and conduct a ballot.

## **Succession Policy**

The Board will consider bi-annually the succession of the Chairperson, Deputy Chairperson and whether these positions should change in the near future. In principle these officers shall be appointed for two (2)-year terms. In the case of the Chairperson, the Board will consider some time before the expiration of the current term whether a Chairperson-elect should be identified or nominated to ensure a smoother eventual succession.

### **Communication Protocol**

All communications concerning the matters referred to in this Policy will be conveyed to existing and prospective Board members via the General Manager, through the Chairperson or, in case of absence and/or conflict the Deputy Chairperson. Unless otherwise agreed with the concerned Board member, interim communications shall remain confidential within the Board membership only.

### **ASSOCIATED DOCUMENTS**

- Basketball Manawatu Constitution (Aug 2019)

### **POLICY REVIEW**

Basketball Manawatu will monitor and review this policy on a bi-annual basis.