



COMMITTEE NOMINATION AND ENDORSEMENT POLICY

CANBERRA CITY STALLIONS BASKETBALL CLUB

VERSION 1.0

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CONTENTS

01	Purpose	04
02	Scope	04
03	Policy Authority	05
04	Guiding Principles	05
05	Committee Governance Philosophy	07
06	Eligibility For Nomination	08
07	Calling For Nominations	09
08	Nomination Requirements	10
09	Eligibility of Nominators	11
10	Review Panel	11
11	Procedural Fairness	12
12	Assessment Criteria	13
13	Committee Endorsement Process	14
14	Candidate Conduct	15
15	Election Procedures	16
16	Casual Vacancies	17
17	Confidentiality	17

18	Roles & Responsibilities	18
19	Records Management	19
20	Review	20
21	Related Documents	20
	Closing Statement	21

01 PURPOSE

The Canberra City Stallions Basketball Club recognises that strong governance begins with capable, ethical and committed leadership.

The purpose of this Policy is to establish a fair, transparent and consistent process for nominating, assessing and endorsing candidates for election to the Club's Committee.

The Policy seeks to ensure Committee Members elected to govern the Club demonstrate the integrity, judgement, commitment and leadership required to act in the best interests of the Club and its members.

This Policy supports the Committee election provisions contained in the Club Constitution and should be read in conjunction with the Club Constitution and The Stallion Standard (Code of Conduct).

02 SCOPE

This Policy applies to every nomination for election or appointment to the Committee of Canberra City Stallions Basketball Club. It applies to:

- President;
- Vice President;
- Secretary;
- Treasurer;
- Ordinary Committee Members;
- members seeking appointment to fill a casual vacancy;
- members involved in reviewing nominations;
- members appointed to the Review Panel; and
- any person responsible for administering Committee elections.

This Policy does not override the Club Constitution. Where any inconsistency exists, the Constitution prevails.

03 POLICY AUTHORITY

This Policy is adopted by the Committee under the powers conferred by the Canberra City Stallions Constitution.

The Committee may make, amend and administer governance policies that are consistent with the Constitution and necessary for the effective management of the Club.

Nothing in this Policy limits or overrides the operation of the Constitution.

04 GUIDING PRINCIPLES

The Committee nomination and endorsement process shall be administered in accordance with the following principles.

Transparency - Members are entitled to understand how Committee nominations are received, assessed and endorsed. The nomination process will be administered openly, consistently and in accordance with this Policy and the Club Constitution.

Fairness - Every eligible member must be afforded an equal opportunity to nominate for Committee. No nominee will receive preferential treatment, nor be disadvantaged by reason of personal relationships, playing ability, coaching position, committee experience, or any other irrelevant consideration.

Merit - Committee positions are positions of trust. Nominees should demonstrate the skills, judgement, character and commitment necessary to effectively govern the Club. While previous Committee experience may be beneficial, it is not a prerequisite for election

Integrity - Committee Members are expected to demonstrate honesty, professionalism, accountability and ethical leadership. The nomination process should encourage members who consistently demonstrate these qualities and discourage conduct inconsistent with the values of the Club.

Respect - Every nominee must be treated with dignity and respect throughout the nomination process. Disagreement regarding the suitability of a nominee must never become personal, abusive or defamatory.

Independence - Assessment of nominations should be undertaken objectively and without improper influence. Members involved in assessing nominations should avoid actual, perceived or potential conflicts of interest wherever reasonably possible.

Confidentiality - Information provided during the nomination and assessment process must only be used for legitimate governance purposes. Confidential information obtained during the review process must not be disclosed except where authorised by this Policy or required by law.

Acting in the Best Interests of the Club - Every decision made under this Policy must prioritise the long-term interests of Canberra City Stallions Basketball Club ahead of personal interests, friendships, individual teams or sectional interests. Committee service is a responsibility owed to the entire Club.

05 COMMITTEE GOVERNANCE PHILOSOPHY

The Committee exists to govern the Club as a whole, rather than manage individual basketball teams, advocate for particular groups or represent sectional interests.

Committee Members are entrusted by the membership to make decisions that promote the Objects of the Club, protect its reputation, ensure responsible stewardship of Club resources and provide strategic direction for future growth.

Committee Members are expected to:

- act honestly and in good faith;
- exercise reasonable care and diligence;
- uphold the Constitution and Club Policies;
- support decisions properly made by the Committee;
- respect confidentiality;
- declare conflicts of interest;
- encourage respectful debate while maintaining collective responsibility;
- foster an inclusive, welcoming and safe basketball environment; and
- place the interests of the Club ahead of personal, family or team interests.

Election to the Committee is not recognition of popularity or basketball achievement.

It is an appointment to a position of governance requiring integrity, sound judgement and a willingness to make decisions in the best interests of the entire organisation.

06 ELIGIBILITY FOR NOMINATION

Eligibility for election to the Committee is determined by the Club Constitution. A person is ineligible to nominate for, be elected to, or remain on the Committee where they fail to satisfy the eligibility requirements prescribed by the Constitution.

In addition to meeting the constitutional eligibility requirements, nominees should demonstrate:

- commitment to the Objects of the Club;
- support for the Club's values and culture;
- a willingness to contribute positively to governance;
- the ability to work collaboratively with others;
- sound judgement and professionalism;
- respect for Club policies;
- the ability to communicate respectfully;
- a willingness to dedicate time to Committee responsibilities; and
- a genuine desire to improve the Club for the benefit of all members.

These qualities are intended to assist in assessing governance suitability and do not create additional eligibility requirements beyond those contained in the Constitution.

07 CALLING FOR NOMINATIONS

The Committee shall determine the opening and closing dates for Committee nominations before each Annual General Meeting.

Unless exceptional circumstances exist, nominations should open no later than twenty-one (21) days before the Annual General Meeting.

Notice calling for nominations may be provided through one or more of the following methods:

- email to members;
- publication on the Club website;
- official Club social media platforms;
- electronic newsletters;
- any other method considered appropriate by the Committee.

The notice should include:

- the positions available for election;
- nomination opening and closing dates;
- eligibility requirements;
- nomination procedures;
- the date of the Annual General Meeting; and
- where nomination forms may be obtained.

The Committee may extend nomination periods where it considers doing so to be in the best interests of the Club.

08 NOMINATION REQUIREMENTS

Every nomination shall:

- be submitted on the approved nomination form (where one has been prescribed);
- identify the Committee position sought;
- include the nominee's full legal name;
- include the nominee's contact details;
- include a declaration confirming the nominee's willingness to serve if elected;
- include a declaration acknowledging the nominee has read and agrees to comply with the Constitution, The Stallion Standard and all applicable Club Policies;
- include any additional information reasonably requested by the Committee for governance purposes.

Nominees may also be invited to provide a short candidate statement outlining:

- relevant professional, governance or volunteer experience;
- previous involvement with the Club;
- skills that would benefit the Committee;
- reasons for seeking election; and
- aspirations for the future of Canberra City Stallions.

Candidate statements should be factual, respectful and consistent with the values of the Club.

Candidate statements, where distributed by the Club, must only be distributed for election purposes and must not be altered by the Club without the nominee's consent, except to remove material that is unlawful, defamatory or inconsistent with this Policy.

09 ELIGIBILITY OF NOMINATORS

Each nomination should be supported by two members eligible to vote at a General Meeting. Nominators should:

- be current financial members entitled to vote under the Constitution;
- not be serving a disciplinary suspension imposed by the Club;
- honestly believe the nominee possesses the qualities necessary to serve on the Committee; and
- provide their endorsement freely and without inducement.

Supporting a nomination does not imply ongoing support for the nominee during the election. Members remain free to vote for any eligible candidate at the Annual General Meeting.

10 REVIEW PANEL

Consistent with the Constitution, the Committee shall appoint an independent Review Panel consisting of three individuals who are not standing for election in the upcoming election cycle.

The purpose of the Review Panel is to ensure that nominations are assessed objectively against the eligibility requirements established by the Constitution before candidates proceed to election.

Review Panel members must collectively demonstrate:

- independence;
- sound judgement;
- integrity;
- knowledge of the Club's governance framework; and
- the ability to assess nominations fairly and impartially.

Review Panel members must:

- maintain confidentiality;
- avoid conflicts of interest;
- assess every nominee consistently;
- act without bias or favouritism; and
- provide written reasons where a nomination is rejected in accordance with the Constitution.

The Review Panel is not responsible for determining who should be elected by members. Its role is limited to determining eligibility and ensuring the integrity of the nomination process.

If a member of the Review Panel resigns, becomes unavailable or develops a conflict of interest, the Committee may appoint another eligible person to complete the Panel.

11 PROCEDURAL FAIRNESS

Where the Review Panel proposes to reject a nomination based on information that may reasonably be disputed, the nominee should, where practicable, be provided an opportunity to respond before a final decision is made. The Review Panel must consider any response before making its final determination.

Nothing in this clause limits the operation of the Constitution.

12 ASSESSMENT CRITERIA

Where the Constitution authorises the Review Panel or Committee to assess nominations or determine eligibility, those functions should be undertaken objectively and consistently in accordance with this Policy. Nothing in this Policy creates additional powers or limits any powers conferred by the Constitution.

Without limiting the discretion conferred by the Constitution, relevant considerations may include:

- demonstrated commitment to the Club;
- previous volunteer contribution;
- understanding of governance responsibilities;
- ability to work respectfully with others;
- communication skills;
- leadership capability;
- strategic thinking;
- professionalism;
- willingness to comply with Club policies;
- history of acting in the best interests of the Club;
- ability to exercise sound judgement under pressure;
- respect for confidentiality;
- ability to contribute constructively to Committee deliberations; and
- any other matter reasonably relevant to the governance of the Club.

The assessment process should focus on governance capability rather than basketball ability, coaching success, popularity or personal relationships.

Committee Members should remain mindful that members ultimately determine the outcome of Committee elections through the democratic voting process provided by the Constitution.

13 COMMITTEE ENDORSEMENT PROCESS

Following the Review Panel's assessment, the Committee may endorse nominees in accordance with the Constitution. Endorsement assists members by identifying candidates who, in the Committee's opinion, possess the qualities required to govern the Club effectively.

In determining whether to endorse a nominee, the Committee should have regard to:

- the assessment undertaken by the Review Panel;
- the nominee's demonstrated commitment to the Objects of the Club;
- previous contributions to the Club;
- the nominee's capacity to work collaboratively and respectfully with others;
- governance experience, where relevant;
- leadership qualities;
- compliance with the Constitution and Club Policies;
- conduct consistent with The Stallion Standard; and
- any other matter reasonably relevant to the effective governance of the Club.

Committee endorsement is an opinion regarding governance suitability only. Endorsement:

- does not guarantee election;
- does not prevent another eligible candidate from standing for election;
- does not oblige members to vote for an endorsed candidate; and
- should not be interpreted as criticism of candidates who are not endorsed.

The right of members to elect their Committee remains paramount.

14 CANDIDATE CONDUCT

The Committee election process should reflect the values of Canberra City Stallions and promote respectful engagement among members. Candidates are expected to act with honesty, professionalism and integrity throughout the nomination and election process.

Candidates must:

- act respectfully towards all members;
- provide truthful information;
- comply with the Constitution and Club Policies;
- respect the decisions of the Review Panel;
- conduct themselves in a manner consistent with The Stallion Standard; and
- accept the outcome of the election respectfully.

Candidates must not:

- knowingly provide false or misleading information;
- engage in bullying, intimidation, harassment or discrimination;
- make personal attacks against another candidate;
- intentionally damage another candidate's reputation;
- misuse confidential Club information;
- improperly pressure members to vote in a particular way;
- offer gifts, incentives or inducements in exchange for votes;
- publish material likely to bring the Club into disrepute; or
- engage in any conduct inconsistent with the values of the Club.

Candidates are encouraged to campaign positively by focusing on ideas, leadership and the future direction of the Club rather than criticism of individuals.

Alleged misconduct may be managed in accordance with the Complaints, Discipline & Dispute Resolution Policy

15 ELECTION PROCEDURES

Committee elections shall be conducted in accordance with the Constitution.

Where only one eligible nomination is received for a position, the Chair may declare that nominee elected unopposed.

Where more than one eligible nomination is received, an election shall be conducted.

Where an election is required, voting will ordinarily be conducted by secret ballot unless the members present unanimously resolve otherwise.

The Chair of the meeting should appoint one or more impartial persons to act as Returning Officer(s) to:

- distribute ballot papers;
- supervise voting;
- count votes;
- determine the result; and
- declare the successful candidate.

Any candidate standing for election should not act as Returning Officer.

Only members entitled to vote under the Constitution may participate in Committee elections. Proxy voting is not permitted.

In the event of an equality of votes, the matter shall be determined in accordance with the Constitution.

Election results take effect immediately upon declaration, unless otherwise provided for by the Constitution

16 CASUAL VACANCIES

Where a Committee position becomes vacant before the expiry of its term, the vacancy shall be managed in accordance with the Constitution. In considering an appointment to fill a casual vacancy, the Committee should consider:

- the governance needs of the Club;
- the skills required on the Committee;
- the eligibility of the proposed appointee;
- the person's willingness to serve; and
- the best interests of the Club.

The Committee should seek a balance of skills and experience when filling casual vacancies. A person appointed to a casual vacancy holds office only for the remainder of the original constitutional term.

17 CONFIDENTIALITY

The Committee nomination process involves confidential information. All nomination forms, declarations, assessments, correspondence and Review Panel deliberations are confidential unless disclosure is:

- authorised by the nominee;
- authorised by the Committee;
- required by law;
- required under the Constitution; or
- necessary for the proper administration of this Policy.

Committee Members, Review Panel members and Club officials must not disclose confidential information obtained through the nomination process for personal benefit or to disadvantage another member. Breaches of confidentiality may constitute misconduct under the Club's governance framework.

18 ROLES & RESPONSIBILITIES

Committee

The Committee is responsible for:

- administering this Policy;
- appointing the Review Panel;
- ensuring elections are conducted fairly;
- determining nomination timeframes;
- considering endorsements;
- managing conflicts of interest; and
- ensuring compliance with the Constitution.

Review Panel

The Review Panel is responsible for:

- assessing nominations against the eligibility requirements of the Constitution;
- acting independently and impartially;
- maintaining confidentiality;
- identifying conflicts of interest;
- providing written reasons where nominations are rejected; and
- protecting the integrity of the nomination process.

Secretary

The Secretary is responsible for:

- receiving nominations;
- maintaining nomination records;
- communicating nomination deadlines;
- coordinating election documentation;
- retaining governance records; and
- providing administrative support throughout the election process.

President

The President is responsible for:

- providing leadership throughout the election process;
- ensuring elections are conducted fairly;
- supporting procedural fairness;
- promoting respectful conduct; and
- presiding at the Annual General Meeting in accordance with the Constitution unless another chair is appointed.

Members

Members are responsible for:

- participating respectfully in Committee elections;
- providing truthful information;
- complying with this Policy;
- respecting election outcomes; and
- acting in the best interests of the Club.

19 RECORDS MANAGEMENT

The Secretary shall maintain appropriate records relating to each Committee election. Records should include, where applicable:

- nomination forms;
- candidate declarations;
- eligibility assessments;
- Review Panel decisions;
- Committee endorsement decisions;
- ballot records (where appropriate);
- election results; and
- Committee minutes relating to the election.

Election records shall be retained in accordance with the Club's document retention practices and applicable legislation. Confidential records shall only be accessible to persons authorised by the Committee.

20 REVIEW

This Policy will be reviewed by the Committee every two years, or earlier where required by legislative changes, amendments to the Constitution, operational requirements, or a resolution of the Committee.

Members are encouraged to provide feedback to assist the Committee in maintaining a fair, transparent and effective Committee nomination and endorsement process.

21 RELATED DOCUMENTS

This Policy should be read in conjunction with:

- Canberra City Stallions Constitution;
- The Stallion Standard (Code of Conduct);
- Child Safety Policy;
- Communications, Social Media & Digital Conduct Policy;
- any future governance policies adopted by the Committee.

CLOSING STATEMENT

Strong governance is fundamental to the continued success of Canberra City Stallions Basketball Club.

Committee Members are entrusted with more than the administration of a basketball club, they are entrusted with protecting its culture, stewarding its resources and shaping its future.

The Committee nomination and endorsement process exists not to favour individuals, but to preserve the confidence of members that those seeking elected office possess the integrity, judgement, capability and commitment expected of leaders of Canberra City Stallions.

By promoting transparency, fairness, accountability and respect, this Policy supports a governance framework that reflects the values of Canberra City Stallions and strengthens the Club for current and future generations.



For more information visit
www.canberracystallions.com
