



MEMORANDUM

Date: Monday May 16, 2011
To: BTAC Retail and Supplier Members
From: Janet O'Connell, Executive Director
Subject: BTAC Board Nominations

The BTAC Nominating Committee is responsible for presenting a slate of directors to BTAC members to ensure the association is governed with excellence and vision. The Nominating Committee has begun the process of seeking nominations via this notice.

Members are advised that the following Directors will be leaving the Board of Directors; Mr. Pete Lilly, Sweet Pete's Bike Shop, Mr. David Gooch, Gooch Bicycle and Hobby Shop. The Board thanks Pete and David for their contributions and wish them continued success.

Members are advised that the following Directors will be renewing for a two year term: Mr. Charles Russell, Rocky Mountain Bicycles, Mr. Lutz Brode, Mica Sports and Mr. Kevin Senior, Bow Cycle.

The BTAC by-laws are available to members and they describe the Nominating Procedure under *Article V11, Section two APPOINTMENTS AND COMPOSITION OF NOMINATING COMMITTEE* as follows:

SECTION 2 APPOINTMENTS AND COMPOSITION OF NOMINATING COMMITTEE

- a. The Board of Directors shall annually appoint a Nominating Committee, chaired by the Immediate Past President of the Board of Directors which shall include the President of the Board, one other Past President of the Board of Directors, and two additional voting Members of the Association who shall be ineligible for nomination.

Duties of Nominating Committee:

- b. The duties of the Nominating Committee shall be set forth in terms of reference which shall be established from time to time by the Board of Directors, such duties to include: nomination of a full slate of candidates for election to the Board of Directors in accordance with the Terms of Reference defined by the Board of Directors.

Nominating Procedure:

- c. No fewer than 120 days prior to the Association's annual general meeting, the Nominating Committee shall seek in writing to Members, the names of eligible Members to consider for possible nomination as Directors for the available positions. The call will provide an application process for potential Directors.
- d. Applications to the Board of Directors must be signed by the nominee and be received at least 90 days prior to the Association's annual general meeting.
- e. The proposed slate of Directors is circulated to all voting Members, at least 60 days prior to the Association's annual general meeting.
- f. Additional nominations, signed by at least five voting Members, may be submitted to the Nominating Committee at least 45 days prior to the Association's annual general meeting.

Election of Directors:

- g. In the event additional nominations are received by the Association, the Vice-President /Secretary-Treasurer shall circulate, no less than 30 days prior to the Association's annual general meeting, mail, fax and or email ballots to those Members who are eligible to vote. The ballot shall clearly identify, in alphabetical order, the names of candidates for the available positions, and the number of Directors to be elected for the available positions in accordance.
- h. The President of the Board shall, no fewer than 10 days prior to the Association's annual general meeting, appoint three (3) scrutinizers from amongst the voting Members of the Association who shall be neither members of the Board of Directors nor candidates for election to the Board of Directors.
- i. Each Member who is eligible to vote shall have one vote for each of the available Board of Directors positions. Directors will be declared elected on the basis of a plurality of votes cast by mail, as verified by the scrutinizers. Ballots must be returned to the Association no less than 10 days prior to the Association's annual general meeting.
- j. At the Association's annual general meeting, the Vice-President/Secretary-Treasurer will announce the results of the election, or acclamation if no additional nominations were received, in accordance.

**BOARD OF DIRECTORS DIRECTOR CRITERIA
AND APPLICATION FORM**

The Nominating Committee will review the following factors when it is considering applicants for possible nomination as member representatives on the BTAC Board of Directors.

BTAC is seeking applicants who:

- Are experienced in the field of business management at a senior level.
- Have the ability to serve for a minimum of one two-year term and a maximum of three, two-year terms.
- Have the ability to eventually be considered for the role of BTAC President.
- Are experienced with operating in an environment that defines the role of a Board as being focused on setting policy and establishing strategic direction.
- Have the ability to take on BTAC committee responsibilities.
- Work well as part of a team, contribute reasoned opinion and accept and support decisions reached by the Board.
- Are experienced working with a diverse membership and understand cycling issues.
- Are able to commit the time and resources to serve on the Board, committees, attend the annual general meeting, trade show and represent BTAC as requested.

APPLICANT NAME : _____

POSITION : _____

COMPANY : _____

YEARS OF EXPERIENCE IN CYCLING INDUSTRY : _____

PHONE : _____

FAX : _____

EMAIL

SIGNATURE _____

Applicants are requested to attach a typed 200-250 word outline that provides the Nominating Committee with an overview of experience and qualifications in relation to the above criteria.

Completed applications and the outline should be received at BTAC By **June 15, 2011** to the attention of:

*Janet O'Connell, Executive Director
Bicycle Trade Association of Canada
202 Church Street PO Box 72, Keswick, Ontario L4P 3E1
Facsimile 866.898.3320
Email: joconnell@btac.org*

2011/2012 Nominating Committee Members

Nominating Committee Chair:

Mr. Pete Lilly, BTAC Past President, Secretary & Treasurer
Sweet Pete's Bike Shop, Toronto, ON

Members:

Mr. Jean Cloutier, BTAC President, BTAC Board of Directors
Outdoor Gear Canada, St-Laurent, QC

Rick Snyder, Past BTAC Board Member
Mikes Bike Shop, Dieppe, NB

Garry Norkum, BTAC Board of Director
Cyclepath, Kelowna, BC

2010-2011 BTAC BOARD OF DIRECTORS

President

Jean Cloutier
Outdoor Gear Canada
St-Laurent, QC

[Completed second year of a two-year term]
(Supplier Member)

Vice-Presidents

Kevin Senior
Bow Cycle
Calgary, AB

[Completed second year of a two-year term]
(Retail Member)

Lutz Brode
Mica Sports Canada Ltd
Bracebridge, ON

[Completed second year of a two year term]
(Supplier Member)

Secretary & Treasurer

Pete Lilly
Sweet Pete's Bike Shop
Toronto, ON

[Completed second year of a two-year term]
(Retail Member)

Directors

David Gooch
Gooch Bicycle and Hobby Shop
Winnipeg, MB

[Completed second year of a two-year term]
(Retailer Member)

Garry Norkum
Cyclepath Kelowna
Kelowna, BC

[Completed one year of a two-year term]
(Retailer Member)

Charles Russell
Rocky Mountain Bicycles
Delta, BC

[Completed second year of a two-year term]
(Supplier Member)

John Williams
Norco Performance Bikes
Port Coquitlam, BC

[Completed one-year of a two year term]
(Supplier Member)