

DATE: June 17, 2025

RE: **2025 Nominations Committee Report**

Please find attached the 2024-2025 election cycle Nominations Committee Report, prepared and submitted on behalf of the Nominations Committee (the Committee). The Committee undertook the recent College of Applied Biologists (the College) Board candidate recruitment, selection and nomination processes. Nominees were elected for two Board Member positions and a nominee was acclaimed for the Vice-Chair position on May 2, 2025. Each began their terms as of the Annual General Meeting on May 14, 2024. As noted in this report, the Committee's work on nominations began in the fall of 2024. The Committee was stood down as of the completion of the election cycle.

All of those involved in the year's nominations process noted potential improvements we could recommend to the Board as the nominations process unfolded. These improvements are noted in the attached report. The Committee made numerous attempts to include at least one more nominee than the number required for elections and attempts resulted in dozens of interactions and discussions.

I want to acknowledge that the Committee's success was due to excellent efforts and support by Committee members Chelsea Regina, RPBio; Kat McGlynn, RBTech; Farshad Shafiei, RPBio; Miriam Marshall, RPBio; and Lay Member Len Owen. We were ably supported by consultant Judith Cullington and College staff Tory and Christine. Without this team my responsibility as chair would have been impossible to fulfill. This was a great team effort from everyone - the expertise, skills, and enthusiasm they brought to the table were invaluable.

It was an honour for me to complete my work as Past Chair of the College with these dedicated Committee and staff members.

Best,



Seán Sharpe, RPBio
Nominations Committee chair
Past Chair, College of Applied Biologists

Nominations Committee 2024/25 Final Report

Report to Board


Pursuant to the *Professional Governance Act* (PGA), the Nominations Committee is responsible for administering the nomination of registrants who are qualified to be nominated for election to the Board in accordance with the process and selection principles referred to in section 25 (1) of the Act, in the Regulations, and in the bylaws. The Nominations Committee is responsible for conducting a fair, impartial and transparent election process. It must make all reasonable efforts to ensure candidates on the ballot represent the diversity as articulated in [Policy 3-100](#).

Four members of the committee – three registrants and one Lay committee member -- and the chair were appointed in June 2024 and an additional registrant committee member was appointed in August 2024. The committee began its work in September 2024. Potential candidates were identified and contacted through individual solicitation by committee members, broadcast emails on the College’s communication platforms, and social media posts.

Table 1 – Potential nominees data, 2024-25


Year	Registrants Contacted	Applications Submitted	Nominees Qualified	Positions Filled
2024	23	7	6	3
2025	27	8	4	3

Key Deliverable:

-  A fair, transparent and impartial Board election process in compliance with all statutes, bylaws and policies – ✓

The 2024/25 Board Elections process was compliant with the *Professional Governance Act*, the Professional Governance Regulation, the College bylaws, and Policy 3 - 100 and produced a ballot of candidates that had been fairly evaluated by members of the Committee. The process was free from influence from Board or other bodies.

Duties and Responsibilities:

-  Use gap analysis of Board vacancies to identify needs and guide evaluation of potential nominees – ✓

The College Board conducted a self-assessment of competencies in September 2024. The Nominations Committee used the Board Member self-assessment to develop a gap analysis to identify potential candidates and qualify them for the ballot.

-  Solicit potential nominees for election to Board – ✓

College registrants were made aware of the opportunity to apply through *College Matters*, *College Connections*, emails and social media; they were informed about the Board positions

that were available and the commitments required of potential Board Members through posting of terms of reference and position profiles. In addition to the number of registrants contacted in the table above, the College also sent a notice on behalf of the RBTech member of the Committee to an additional 207 RBTech and ABT registrants.

- 🌐 Identify and contact potential nominees to determine their willingness to be nominated for election to Board – ✓

The Nominations Committee reached out directly to 27 individuals as potential candidates. Eight registrants applied for a position on the Board and four were qualified for the ballot.

- 🌐 Make a reasonable attempt to include in the list at least one more nominee than the number required to fill the current or expected vacancies on the Board – ✓

Nominations Committee members qualified sufficient applicants to ensure registrants were elected to both the Board member vacancies. Only one applicant was qualified to the Vice Chair position which resulted in an acclamation.

- 🌐 Evaluate potential nominees based on the previously identified criteria, the completed profile and declaration form, and the requirements in the governing statutes – ✓

The Nominations Committee received eight applications for the Board. The committee reviewed and screened five applicants. One applicant was determined to be ineligible because they had not been registered with the College for the requisite period. Two other applications were not reviewed because they were submitted with references that did not meet the eligibility requirements and the applicants did not resubmit eligible references prior to the deadline. Interviews and reference checks allowed the Committee to confirm stated competencies and ensure that candidates met the needs of the Board as identified in the gap analysis. Four applicants were qualified as candidates; one applicant was found to not adequately meet the competencies and was not qualified for the ballot.

- 🌐 Advise Board of its nominees – ✓

The Committee recommended that three candidates should stand for election for the two available Board Member positions. As there was only one qualified applicant for the Vice Chair position, the committee advised the Board that this candidate would be acclaimed to the position.

- 🌐 Implement recommended changes from 2024 report – ✓






The nominations process in 2024/25 adopted several key recommendations from the 2023/24 Nominations Committee report, including:

- 🌐 Clarify procedure in policy 3-100 for when a mid-term Board member applies to run for Vice Chair
- 🌐 Develop a brief document for prospective applicants that outlines the benefits of volunteering on the Board (eg. CPD, professional growth, influencing the profession, etc.)

Outcomes:

The Committee succeeded in its statutory mandate to operate a fair, transparent and impartial election that was compliant with the Professional Governance Regulation. The Committee contacted 27 potential nominees, interviewed five registrants, and qualified four registrants for the ballot. It furthermore compiled the following recommendations for future elections that may be added to Policy 3 – 100 with the approval of Board.

Recommendations for the next nomination and election processes are:

-  Add notation to Prospective Nominee Form references section that states eligibility requirements for references pursuant to the College bylaws, Policy 3-100 or any other applicable statutes.
-  Review eligibility requirements for applicant references
 - References must have been a registrant of a regulatory body under the PGA or the ASPB for at least three years
-  Review candidate eligibility requirement to have been registered with the College for three years
 - Applicants must be a registrant of the College and have three years of practice in good standing under a PGA regulatory body (or ASPB) or, in the opinion of the committee, demonstrated expertise in a competency identified by the gap analysis
-  Adjust timeline to avoid spring break by shortening nominations period and lengthening interview period
-  Explore alternative ways to determine Chair and Vice Chair positions that do not require specific applications