

DATE: June 30, 2023

RE: **2023 Nominations Committee Report**

Please find attached the 2022-2023 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) Board¹ candidate recruitment, selection, and nomination processes this spring. Nominees were acclaimed to Vice Chair and Board Member positions on March 2, 2023 and began their terms as of the Annual General Meeting on April 13, 2023. As noted in this report, the Committee's work on nominations began in the fall of 2022. 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 reasonable and best attempts to include at least one more nominee than the number required and attempts resulted in dozens of interactions. However, only two applications were received, meaning that there was no election and both Board vacancies were filled via acclamation.

Key to the Committee's success were Committee members Jason Emery, RBTech; Gina Layte Liston, RPBio; Elizabeth Ashby, RPBio; Thea Warren, BIT; and Lay Member Eric Shapiro. We were ably supported by consultant Judith Cullington and College staff. 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,



Brian Clark, RPBio
Nominations Committee chair
Past Chair, College of Applied Biologists

¹ As of the February 2023 revisions to the bylaws, the College now has a Board instead of a Council; a Chair and Vice Chair instead of a President and Vice President; and Board Members instead of Councillors

Nominations Committee 2023 Final Report

NB: During the 2022/23 nominations cycle, the terminology for the College’s governance body changed from “Council” to Board. This report makes use of the current terminology.

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 registrant members of the committee and the chair were appointed in June 2022 and a Lay Committee member was appointed in October 2022 to come into compliance with the PGA. 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, 2022-23


Year	Registrants Contacted	Applications Submitted	Nominees Qualified	Positions Filled
2022	26	7	7	4
2023	40	2	2	2

Key Deliverable:

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

The 2023 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 June 2022. 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 members 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 137 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 40 individuals as potential candidates. Two people applied for a position on the Board and two 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 contacted a variety of potential nominees, including: registrants who had previously applied for Board; registrants who had indicated interest in previous years but hadn't applied; all registrants who were eligible for the Vice President position; and registrants in their own personal contact networks who they felt met could meet the merit-based criteria. Attempts resulted in dozens of interactions; however, only two applications were received, and both Board vacancies were filled via 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 reviewed and screened two applicants. Applicants that met the criteria were then interviewed and vetted through reference checks. 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. Two applicants were qualified as candidates.

 Advise Board of its nominees – ✓

The Committee recommended that one candidate should stand for election for the Vice President position and that one candidate should stand for election for the available Board Member position. Only one candidate was recommended for each position, so no election was operated and both candidates were acclaimed.

 Implement recommended changes from 2022 report – ✓

The nominations process in 2022/23 adopted several key recommendations from the 2021/22 Nominations Committee report, including:

-  Add notation to Policy 3-100 that explicitly states that all applicants are handled equitably, regardless of previous experience with the College

- 🌐 Clarify on Prospective Nominee Form that the “Regulatory Understanding” merit refers to professional regulation, not just following laws and regulations
- 🌐 Add clarification to volunteer service section of Prospective Nominee Form that allows applicants to indicate current positions or service terms that are ending in the future
- 🌐 Maintain a “do not contact” list for registrants who have been contacted by past committees and have indicated that they are not interested in serving at any time
- 🌐 Add pronouns to the Prospective Nominee Form that applicants can provide voluntarily
- 🌐 For reference checking purposes, add area to Prospective Nominee Form for applicants to identify which of their competencies the reference is able to describe

In addition, one recommendation from the previous year’s report had been carried over and was implemented in the 2022/23 nominations process.

- 🌐 Write op/ed for *College Matters* on importance of voting in the Board election (appeared in December 2022 issue of *College Matters*)

Outcomes:

The Committee succeeded in its statutory mandate to operate a fair, transparent and impartial nominations process that was compliant with the Professional Governance Regulation. No election was triggered; however, the Committee contacted 40 potential nominees, interviewed two registrants, and qualified two registrants as candidates. It furthermore compiled the following recommendations for future elections, which may be added to Policy 3 – 100 with the approval of Board.

Recommendations for the next nomination and election processes are:

- 🌐 Revise eligibility requirements for Vice Chair position so that more registrants can meet the requirements (e.g., typically less than 20 individuals qualify in a given year, and almost half of those individuals would be incumbent Board members)
- 🌐 Start the application window earlier so that the application deadline doesn’t overlap with the December/January holiday season when registrants may be focused on other things
- 🌐 Provide a link on the Prospective Nominee form to the Office of the Registrar of Lobbyists of BC
- 🌐 Add declaration to Prospective Nominee form regarding any current or past disciplinary actions against the registrant by the College or any other regulator (this addition is to be in alignment with the nominations processes of other regulators under the Act)
- 🌐 Provide more specific information regarding the benefits to registrants of volunteering on the Board (i.e., Professional development, board governance experience, etc.)
- 🌐 Revise position profiles to include more detailed breakdown of how Board Members’ time is used.