



DATE: April 24, 2020

PREPARED FOR: President Brian Clark and Executive Members, College of Applied Biology

RE: **2020 Nomination Committee Report**

Attached, please find the 2020 Nomination Committee Report, prepared and submitted on behalf of the Nomination Committee (the Committee). The Committee undertook the recent College of Applied Biology's (the College) candidate recruitment, selection and nomination processes leading up to the general election conducted this spring, with final tabulation of results occurring on March 23, 2020.

As noted in this report, the work of the Committee began in the fall of 2019 and concluded following the election. As this process was the first election conducted under new provincial rules and legislation that now govern British Columbia's professional bodies, it was a valuable learning experience for staff, consultant Judith Cullington and Committee members.

All of us who were involved looked for improvements to the process as it unfolded and worked hard to ensure that this election achieved transparency and fairness and reflected the provisions and prerequisites of the new legislation.

Key to the Committee's success was the professional excellence of volunteer Committee members, consultant Judith Cullington and College staff, without whom my responsibility as Chair would have been impossible to fulfill. This was a great team effort from everyone and the expertise, skills and enthusiasm they brought to the table were invaluable.

In closing, it was an honour for me to work with this dedicated group of people and thank you for the opportunity to serve the College in the Capacity of Chair. Should you have any questions, please do not hesitate to contact me.

Respectfully Submitted,

Cairine Green
Lay Council Member and Committee Chair

Nomination Committee 2020

Report to Council

The Nomination Committee has the stated purpose to nominate members for the office(s) of President, Vice President(s) and for elected members of the Council.

Committee work began in September 2019 with the appointment of the Nomination Committee and continued until candidates for the election had been identified (early February). This was the first year that the College has used this more rigorous approach for Council elections as prescribed by the Professional Governance Regulation.

Key Deliverable:

- 🌐 A fair, transparent and impartial Council election process in compliance with all regulations and Rules – **ACHIEVED**

The 2020 Council Elections process was compliant with the governing statute and produced a ballot of candidates who had been fairly and thoroughly evaluated against the Council's technical and representative needs. The process was free from influence from Council or other bodies and was operated by College members.

Duties and Responsibilities:

- 🌐 Conduct gap analysis of Council vacancies based on approved criteria for the evaluation of potential nominees – **ACHIEVED**

The gap analysis was conducted in early October by the Committee chair and senior staff and was used by the Nomination Committee to evaluate all applicants

- 🌐 Solicit potential nominees for election to Council – **ACHIEVED**

College members were made aware of the opportunity to apply through College Matters, emails and social media; they were informed about the Council positions that were available and the commitments required of potential Councillors

- 🌐 Identify and contact potential nominees to determine their willingness to be nominated for election to Council – **ACHIEVED**

The Nomination Committee reached out to more than 32 individuals as potential candidates. Of these, seven people applied for a position on Council (one Presidential candidate and six Councillor applicants); From the list of people contacted (but who did not apply), several identified that they might be willing to serve on other College committees

- 🌐 Develop Prospective Candidate Profile and Declaration Form for completion by potential nominees – **ACHIEVED**

Nomination Committee members developed the application form for prospective candidates, specifying response length and reference type; the Committee furthermore reviewed personal profiles of approved candidates for listing on the College website as a tool for electors

- 🌐 Evaluate potential nominees based on the previously identified criteria, the completed profile and declaration form, and the requirements in the Rules – **ACHIEVED**

All applicants were reviewed and screened by the Nomination Committee, and all were then interviewed and vetted through reference checks. Interviews and reference checks allowed the Committee to confirm stated competencies and to better understand any potential for conflict of interest; evaluation based on regional representation was not required as nominees already broadly represented the province's geographical regions

- 🌐 Advise Council of its nominees – **ACHIEVED**

The Committee recommended that the Presidential nominee be acclaimed, and that six Councillor applicants be approved for the ballot for the 2020 election (for four vacancies)

Outcome:

The Committee succeeded in its statutory mandate to operate a fair, transparent and impartial election that was compliant with the Professional Governance Regulation. It furthermore compiled the following recommendations for future elections that may be included in a standards document for the nominations and elections process.

Recommendations for the 2021 election process are:

- 🌐 Appoint the Nomination Committee at the June Council meeting. (This will allow more time for members to reach out to potential candidates.)
- 🌐 Conduct a gap analysis at the June Council meeting. (*This should identify competencies and regional gaps that will occur when Councillors complete their term.*)
- 🌐 Modify the application form to note that sitting Councillors cannot act as referees for applicants, and that there will be candidate interviews.
- 🌐 Address minor issues in the online application form (if applicable)
- 🌐 Provide a firm deadline for receiving applications (allowing the Committee to make exceptions under extenuating circumstances, e.g., technology and information management failure at the College end.) (*The application form will encourage people to submit well in advance of the deadline.*)
- 🌐 Eliminate the requirement for 'regional councillors' when College Rule is re-written as the Bylaw; instead, ensure that the Nomination Committee process includes regional diversity of applicants.

- 🌐 Task the Chair with communicating with incumbent Council members about running again, and ensure that the committee includes at least four professional biologists who can identify potential candidates. *(This helps to maintain neutrality in the interview process.)*
- 🌐 Ensure the voting platform is clear and easy to use
- 🌐 Reduce voting period from four weeks to one-two weeks

Next Steps:

The Bylaw governing nominations and elections will be amended to reflect the new nomination process. Policies and guidelines will be prepared as required to provide supporting detail. The process for the 2021 Council Election will begin with activation of the Nomination Committee at the June 2020 Council meeting.

Appendices

Task/Action	Materials	Lead(s)	Timeline
Constitute Nomination Committee	<ul style="list-style-type: none"> Terms of Reference 	Staff/Council	June <ul style="list-style-type: none"> To Council for approval
Conduct potential gap analysis	<ul style="list-style-type: none"> Competency template 	Nomination Committee	June <ul style="list-style-type: none"> To Nominations Committee for approval
Prepare election materials	<ul style="list-style-type: none"> Nomination Committee ToR Competencies Position Profiles Candidate Application form 	Staff	September <ul style="list-style-type: none"> To Council for final approval
Develop Candidate profile and declaration forms	<ul style="list-style-type: none"> N/A 	Staff	September <ul style="list-style-type: none"> To Council for final approval
Advertise candidate selection is open (College Notice, etc.)	<ul style="list-style-type: none"> Candidate declaration forms 	Staff	October
Approach potential candidates with identified competencies	<ul style="list-style-type: none"> Position Profiles Councillor expectations document 	Nominations Committee	October - November
Review of candidate submissions	<ul style="list-style-type: none"> Submission form 	Nominations Committee	December - January
Interview follow-ups with candidates	<ul style="list-style-type: none"> Interviews Reference checks 	Committee Chair, consultant	January
Final evaluation of candidates against competencies; develop list of nominees	<ul style="list-style-type: none"> Competency profile matrix and interview results 	Nominations Committee	January
Final report for Council	<ul style="list-style-type: none"> Prepare final report for Council 	Nominations Committee, consultant	February (April?) <ul style="list-style-type: none"> To Council for final approval
Nominee profiles posted and registrants notified that voting is open	<ul style="list-style-type: none"> Voting platform Nominee profile 	Registrar, Staff	February (elections open) (March?)