

Signatures: \_\_\_\_\_ SATCC Commission Board Chair \_\_\_\_\_ SATCC Commission Board Vice Chair

**Board Category** Governance – G15  
**and Policy Name:** Nomination of Board Chairperson and Vice-Chairperson

**Approved:** February 1, 2023

**Supersedes:** June 28, 2016; January 22, 2020

**Next scheduled review:** November 2025

**Policy** The following set of five Principles will guide the Governance Committee when it facilitates the nomination of individuals for the annual election of a Board Chairperson and Vice Chairperson. It is understood that the following Principles are guidelines, not rules.

**Principle #1: Best Qualified** – The starting principle is that the nominating committee should seek the best qualified candidates, with limitations on that driven only by Principles #2 through #5.

**Principle #2: Terms** – Candidates should ideally serve a term of three to four years in the Chair office, which is preceded by a term of three to four years in the Vice Chair office.

**Principle #3: Government Representatives** – Official representatives from the two Ministries should not serve as Chair or Vice Chair.

**Principle #4: Balance** – The nomination for Chair and Vice Chair positions should avoid the following combinations: two employer reps, two employee reps, or two Board members of which neither is an employer or employee rep.

**Principle #5: Succession Planning** – Service in the Chair position should be preceded by service in the Vice Chair position.

**Procedures** The Governance Committee will act on behalf of the Board of Directors in facilitating the nomination individuals for the annual election of a Board Chairperson and Vice Chairperson.

Each year, prior to the Annual General meeting of the Board, the Governance Committee will seek individuals to nominate for the Chair and

Vice-Chair nomination, using the principles as their guide.

The Governance Committee will bring forward names for nomination, indicating the process used and if not all principles are met, why not.

Nominations for either the Chair and Vice-Chair position will be accepted both from the Governance Committee and from the floor of the AGM.

**Background**

The SATCC Board of Directors identifies the need for a policy to guide the facilitation of nominations for the Board Chairperson and Vice-Chairperson. A facilitated planning session was held on June 27, 2016 to identify and reach consensus on the principles that form the policy.

**Related documents in Aprio:**

*SATCC Board Charter – Section 5* – highlights key responsibilities of the Board Chair

*G5 Election of Board Chairperson and Vice-Chairperson* – provides information on the annual election process of the Chairperson and Vice-Chairperson

*Board Chair and Vice-Chair Job Description*