Saskatchewan Apprenticeship and Trade Certification Commission

Signatures:	Bryan Leier Digitally signed by Bryan Leier Date: 2025.02.26 10:21:28 -06'00'	Jeff Sweet Digitally signed by Jeff Sweet Date: 2025.02.26 10:21:56 -06'00'
	SATCC Commission Board Chair	**SATCC Commission Board Vice Chair**

Board Category and Policy Name:	Governance – G5 Election of Board Chairperson and Vice-Chairperson
Approved:	January 29, 2025
Supersedes:	October 25, 2002; April 6, 2011; February 10, 2016; January 23, 2019; and April 6, 2022
Next scheduled review:	November 2026

Policy

The members of the SATCC Board will elect a Chairperson and Vice-Chairperson of the Board at the annual general meeting of the Board in September of each year.

Procedures

The Chairperson and Vice-Chairperson will be elected from among the members of the Commission Board at the annual general meeting in September.

For the purpose of soliciting nominations and electing the Chairperson and Vice-Chairperson of the Commission Board, the Chief Executive Officer (CEO) of the Commission, or the CEO's designate if the CEO is not in attendance, will temporarily assume the role of Chairperson at the annual general meeting.

The CEO will call for nominations for each position at the annual general meeting. All members of the Board will be entitled to nominate a member or self-nominate for the position of Chairperson and Vice-Chairperson of the Board.

When there is only one nominee for any position, that nominee will be declared elected by acclamation.

If there are two or more nominees for any position, an election will be held by secret ballot. Votes will be cast either through in-person or electronic ballots.

The CEO and one member of the Senior Management Team will count the ballots immediately and declare the winners. Immediately following the election, all ballots will be destroyed to maintain secrecy of the vote.

Background

The Apprenticeship and Trade Certification Act, 2019, Section 47 requires that SATCC Board members elect a Chairperson and Vice-Chairperson annually.

Related documents in Aprio:

The Apprenticeship and Trade Certification Act, 2019 – Section 47

SATCC Board of Directors Board Charter – Section 5: Board Member Roles and Responsibilities

SATCC Board of Directors Terms of Reference – document includes a section on Board composition.

Board Chair and Vice Chair Job Description