

Signatures: _____
**SATCC Commission Board
Chair**

SATCC Commission Board Vice Chair

Board Category Governance – G13
and Policy Name: Trade Board Vacancies

Approved: February 4, 2026

Supersedes: April 18, 2016, September 30, 2020 and June 21, 2023

**Next scheduled
review:** November 2028

Policy Subject to the recruitment of suitable candidates and the timing of resignations, the SATCC Board will appoint new members, on the recommendation of the Trade Board Appointments Committee, as required to fill vacancies on Trade Boards, Curriculum and Examination Development Boards (CEDB), or Trade Examination Boards (TEB) in order to complete the term of the departing member.

Procedures

- At the discretion of the SATCC Board, when the next regular process of Trade Board appointments is scheduled to take place less than six months from the date on which the vacancy occurs, the vacancy need not be filled.
- The SATCC will identify the constituency represented by the resigning Trade Board member.
- If possible, the constituency will be requested to name a replacement candidate. The candidate's name will be submitted to the Trade Board Appointments Committee for review and then the SATCC Board for consideration for appointment.
- If no constituency can be identified, or if no candidate is nominated by the appropriate constituency, the SATCC will refer to the nominations on file from the most recent round of regular Trade Board appointments. If a suitable candidate is available from the nominations on file, the candidate's name will be submitted to the Trade Board Appointments Committee for review and then the SATCC Board for consideration.
- If no suitable candidate is on file, the SATCC staff will recruit a nominee from the appropriate constituency after consultation with the chair of the specific Trade Board and other relevant industry organizations. The candidate's name will be submitted to the Trade Board Appointments Committee for review and then the SATCC Board for consideration.

Background

During the normal term of Trade Board/CEDB/TEB appointments, members may from time to time resign, creating vacancies on such boards or committees. The SATCC has the authority to appoint members to Trade Boards/ CEDBs/TEBs to complete the terms of members who resign during the regular term.

