

SUCCESSION PLANNING FOR AAC BOARD OF DIRECTORS

Policy Number: BD-4	Approved: May 23, 2012 Revised: June 6, 2014	Scheduled Review: June of each fiscal year
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Introduction

Alberta Assessment Consortium provides service to the education community by

- advocating for sound classroom assessment practices by engaging in collaborative endeavors with AAC member jurisdictions and education partners;
- contributing to the building of assessment literacy in Alberta through action research and inquiry initiatives;
- developing a broad range of classroom assessment materials, directly aligned to Alberta curriculum, that address both formative and summative processes; and
- enhancing teacher/leader assessment capacity by providing opportunities for quality professional learning.

The AAC Board of Directors provides the governance structure to allow AAC to fulfil its vision, mission and mandate in service to its members. Planning for a smooth transition of membership on the Board of Directors is essential to ensure continuity in governance.

Purpose

This policy seeks to describe the desired process for succession of membership on the AAC Board of Directors.

Policy

The nomination and selection of members to serve on the AAC Board of Directors is the prerogative of AAC membership through the election process at the Annual General Meeting. Notwithstanding, policies and procedures must facilitate the election of members who possess knowledge, skills and experience to enable the Board of Directors to meet its fiduciary responsibilities.

The Board of Directors will attempt, using its network of contacts within AAC membership, to identify individuals with needed skills and interests as potential members of the Board of Directors. As vacancies arise among the elected Board positions, such individuals would be encouraged to run for election.

The terms of service of members of the Board of Directors expire on a rotating basis in order to provide a balance between experience and new perspectives. Section 3 of the *AAC Bylaws* provides further detail regarding the election and terms of service of members of the AAC Board of Directors.

Procedures

Determining Vacancies

- At the June meeting of the Board of Directors, Board members should declare their intentions regarding service on the Board for the upcoming year, based on the term of service parameters as stated in the Bylaws.
- Vacancies could occur under the following circumstances.
 - a Board member's first term is expiring and he/she is eligible to seek re-election for another term and expresses his/her intent to do so
 - a Board member's first term is expiring and he/she is eligible to seek re-election for another term, but does not wish to do so
 - an interim Board member's interim year is expiring and he/she is eligible to seek election for the remainder of the term and expresses his/her intent to do so
 - an interim Board member's interim year is expiring and he/she is eligible to seek election for the remainder of the term, but does not wish to do so
 - a Board member's second term is expiring and he/she is no longer eligible to seek re-election
 - a Board member's term is not expiring, but he/she is unable to complete the term of service
- If a Board member is unable to complete the term of service, and there is significant time before the AGM, the bylaws allow for the Board of Directors to approach and appoint a jurisdiction representative to serve on the Board of Directors on an interim basis until the position can be elected at the AGM.

Nominating Subcommittee

- A nominating subcommittee, consisting of the Chair and at least one other member of the Board of Directors will be convened at the last Board Meeting of the fiscal year. The Executive Director is an ex officio member of this committee. This ad hoc committee will serve until the completion of the AGM.
- At the last Board Meeting of the fiscal year, Board members may identify individuals to potentially serve on the Board of Directors. The Chair may contact these individuals and encourage them to run for election. The Chair may delegate this responsibility to another member of the Board of Directors in instances where the other member has a working relationship with this individual.
- The members of the nominating subcommittee will communicate with prospective nominees and their nominators to ensure proper procedures are followed.
- Members of the nominating subcommittee will keep the Chair and the Executive Director apprised as to the status of nominations.

Nomination Process

- A *Call for Nominations* will be distributed to jurisdiction representatives along with the Notice of Meeting for the AGM. An accompanying fact sheet could be made available for interested nominees that provides information on the governance role of the AAC Board of Directors.
- The ability to nominate or to be nominated is limited to jurisdiction representatives from regular members, i.e. those that pay the full membership fee.
- Jurisdiction representatives may self-nominate or they may nominate another jurisdiction representative.
- Nominations may occur in advance of the AGM. Nominations may also occur from the floor during the AGM.

- At the AGM, nominees will be asked to make a two-minute statement indicating their interest in serving and relative experience that qualifies them for service. If a nominee is unable to attend the AGM, he/she may submit a written statement in advance to the Chair to be read at the meeting, or the nominee may arrange for his/her designate to read the statement at the meeting.
- In the event that there are more nominees than positions available, an election by secret ballot will be held.

Responsibilities

It shall be the responsibility of the Chair of the Board of Directors to

- contact or delegate the responsibility to contact prospective Board of Directors' members and encourage them to stand for election.

It shall be the responsibility of the members of the Board of Directors to

- indicate by the June meeting if they are not able to continue in their current term or if they do not intend to seek re-election for another term when they are eligible to do so; and
- be aware of individuals who may be qualified to serve as members of the Board of Directors.

It shall be the responsibility of the chair of the nominating subcommittee to

- communicate with prospective nominees and their nominators to respond to questions and to ensure proper procedures are followed.

It shall be the responsibility of the Executive Director to

- ensure the *Call for Nominations* is communicated to jurisdiction reps;
- provide information to the Board of Directors and nominating subcommittee as requested; and
- designate AAC office staff to provide support for the logistics required during the nomination and election process, such as communication, preparation of required materials, arrangements for meetings, and so forth.

Related Documents

- *Policy BD-5: Orientation for AAC Board of Directors*
- *Policy BD-1: AAC Board of Directors' Yearly Planning Cycle*
- *Call for Nominations from previous year (inserted)*
- *AAC Bylaws (current)*

3.1 The Board of Directors shall consist of seven voting members. Six members shall be duly elected by the Members' Representative Council. One position shall be a yearly appointment by the Alberta Teachers' Association. Additional ex-officio members may sit at the invitation of the Board of Directors.

3.2 Members of the Board of Directors should be cognizant of the vision and objectives of the consortium and committed to bringing them to fruition in the interest of advancing student learning.

3.4 Vacancies on the Board of Directors shall be elected from the Members' Representative Council by ballot or by acclamation at the Annual General Meeting.

- 3.5 The term of membership on the Board of Directors by any elected individual shall be limited to a maximum of two three-year terms.

- 3.6 Should a vacancy on the Board of Directors occur outside of the regular rotation, the Board of Directors shall appoint a jurisdiction representative from the Members' Representative Council to serve as an interim member of the Board of Directors until elections at the next AGM.

Authorization

Signature of Vice-Chairperson

Bryan Szumlas _____
Name of Vice-Chairperson

June 6, 2014 _____
Date