



## APPOINTMENT RULES

### Purpose and Authority

Pursuant to the Bylaws, the Board has established these **Appointment Rules** to govern the process of appointments to the Board of the Regulator, and for the filling of vacancies. The Appointment Rules reflect the principles of transparency, fairness, consistency, and commitment to diversity in the appointment process.

### 1. APPOINTMENT OF REGISTRANT MEMBERS

- 1.1 Registrant members shall be appointed by the Board in accordance with the Bylaws and Appointment Rules approved by the Board.
- 1.2 Registrant members must hold a practicing license or a conditional license and be in good standing with the Regulator.
- 1.3 For the purposes of appointments to the Board "good standing" means a registrant who:
  - 1.3.1 holds a practicing license or conditional license, unless there is a condition on the license restricting the registrant's eligibility to serve on the Board;
  - 1.3.2 is current in their continuing competence requirements;
  - 1.3.3 is not in default of payment of any monies owing to the Regulator
  - 1.3.4 is not subject to a suspension, licensing sanction or ongoing regulatory process that in the opinion of the Board, impacts their ability to ethically and competently serve as a member of the Board, or would otherwise be contrary to the objects of the Regulator;
  - 1.3.5 is not employed or contracted by the Regulator;

1.3.6 if they have reached the term limits established in the bylaws, has not been a member of the Board for at least three (3) years

1.3.7 is not, or has not been for at least 2 years, a member of the Board or executive committee of any counselling-related association or other entity, which advocates on behalf of counselling therapy or individual counselling therapists;

1.3.8 is willing to sign and comply with the Oaths of Office.

1.4 Other than in the case of mid-term vacancies, appointment of registrant members must be completed prior to the end of outgoing board member terms.

## **2. ROLE OF THE BOARD**

The Board shall,

2.1 appoint an Appointments Committee in accordance with the Bylaws

2.2 establish a Terms of Reference for the Appointments Committee

2.3 develop and approve,

2.3.1 a Board Composition Matrix of desired knowledge, skills, and attributes

2.3.2 a Board Composition Matrix Summary Table; and

2.3.3 a Board Member Self-Assessment Tool

2.4 Determine upcoming Board member vacancies during the 1st Board meeting of the calendar year.

2.5 Ensure each Board member completes the Self-Assessment Tool, which is used to complete the Board Composition Matrix Summary Table

2.6 Identify the knowledge, skills, attributes and diversity needed to fill vacancies based on the completed Composition Matrix Summary Table

2.7 Provide the Appointments Committee with a position description to be used in the Call for Nominations.

- 2.8 Establish dates and timelines for the various steps in the appointment process.
- 2.9 Review the nominees referred by the Appointments Committee after the closing of the Call for Nominations.
- 2.10 Call an *in camera* Special Meeting of the Board to review each recommended nominee to select the required number of appointees
- 2.11 Appoint, through a majority vote of the Board conducted through a secret ballot, the candidate(s) that best meet(s) the desired knowledge, skills, attributes and diversity established in the Board Composition Matrix.
- 2.12 Appointment decisions by the Board are final.

### **3. ROLE OF THE APPOINTMENTS COMMITTEE**

- 3.1 Responsible directly to the Board, the Appointments Committee acts according to these Appointment Rules, the Bylaws and the Committee Terms of Reference to ensure a comprehensive, objective, competency-based process for identifying and recommending qualified individuals for appointment to the Board.
- 3.2 The Appointments Committee shall perform the following functions in accordance with the process and timelines approved by the Board that are not in conflict with the Bylaws:
  - 3.2.1 in consultation with the Board, perform a Gap Analysis by comparing the current Board Composition Summary Table to the desired Board Composition Matrix of knowledge, skills, attributes and diversity
  - 3.2.2 use the Gap Analysis to seek candidates to fill registrant member vacancies on the Board by providing notice to all eligible registrants of,
    - (a) the number of available Board openings
    - (b) Board requirements and selection criteria
    - (c) the details of the application process, including required forms, supporting documentation and timelines

- 3.2.3 assess the degree to which each applicant's knowledge, skills, and attributes align with the Board Composition Matrix and the Board Composition Summary Table;
  - 3.2.4 advance all candidates to the Board where the Appointments Committee is satisfied that a registrant is eligible and in good standing;
  - 3.2.5 make recommendations to the Board regarding candidates who in the Committee's opinion best align with the Board Composition Matrix and meet the currently identified needs of the Board; and
  - 3.2.6 perform such other functions related to the appointment of registrant Board members as identified by the Board.
- 3.3 In order for a nomination to be advanced to the Board a registrant must
- 3.3.1 have completed a form approved by the Appointments Committee signifying a willingness and ability to serve;
  - 3.3.2 provide such other information as required by the Committee to outline how the candidate's experience and qualifications align with the Board Composition Matrix;
  - 3.3.3 submit within the timelines advertised by the Committee, all required forms and supporting documents;
  - 3.3.4 if the Appointments Committee determines the candidate is not eligible for nomination, the name must not be advanced
- 3.4 If the number of nominees advanced to the Board is equal to or less than the number of vacant positions, the Board shall declare the nominee(s) appointed to the position effective the day following the date the incumbent's term expires;
- 3.5 If the number of nominees is greater than the number of vacancies on the Board, the Appointments Committee will advance the candidates to the Board for consideration;
- 3.6 If the number of nominees is less than the number of vacancies on the Board, the Board will provide the Appointments Committee with direction regarding the need for further Calls for Nominations to fill the remaining vacancies;
- 3.7 The slate of nominees advanced to the Board by the Appointments Committee is final.

#### **4. APPOINTMENT OF PUBLIC REPRESENTATIVES**

- 4.1 Where a vacancy occurs due to the resignation, removal, or otherwise of a public representative, the Board Chair will request a replacement through Governor in Council
- 4.2 The Chair will ensure that the NSCCT profile with Governor in Council is up-to-date and reflects anticipated needs as determined by the Board.

#### **5. ELECTION OF OFFICERS**

- 5.1 The Chair, Vice-Chair, Secretary and Treasurer shall be elected by the Board members serving on the Board immediately prior to the end of the term of the incumbent Chair or Vice-Chair, from among those Board members who are serving on the Board at that time and incoming appointed Board members.
- 5.2 The Chair, Vice-Chair, Secretary and Treasurer shall be elected in the following manner:
  - 5.2.1 prior to the completion of the term of the incumbent Officer, at such time as directed by the Board, the Appointments Committee must request and encourage expressions of interest from Board members seeking to serve as the next Chair, Vice-Chair, Secretary or Treasurer;
  - 5.2.2 the Appointments Committee shall:
    - (a) vet the candidates using such processes as approved by the Board;
    - (b) prepare a recommended slate for Chair, Vice-Chair, Secretary and Treasurer to the Board for approval;
  - 5.2.3 if the Board approves the recommended slate, the Chair, Vice-Chair, Secretary and Treasurer are deemed elected, effective the day incumbent's term expires;
  - 5.2.4 if the Board does not approve the recommended slate, the Appointments Committee must consult with all Board members individually prior to advancing the next slate for the Board's vote, and such process shall continue until a new Officer is elected;

- 5.2.5 if there are no members of the Board willing to serve as Chair or Vice-Chair, the Board must appoint individuals to fill these positions in such manner as the Board determines.
- 5.3 Notwithstanding any other provision of these by-laws, the Board may extend the term of a serving Chair or Vice-Chair if no other Board member is willing to serve in these roles, for such time and on such conditions as the Board may determine.
- 5.4 A decision of the Board is final.

## **6. REAPPOINTMENT OF INCUMBENT REGISTRANT MEMBERS**

- 6.1 For greater clarity, any incumbent who wishes to serve for a second term must apply to the Appointments Committee using the same rules and process as a new applicant.

## **7. UNANTICIPATED BOARD VACANCIES**

- 7.1 Board member vacancies, which occur prior to the scheduled end of a term, at the discretion of the Board, shall be:
  - 7.1.1 Left vacant if a regular appointment is within the next 6 months; or
  - 7.1.2 Replaced by a registrant member of the Regulator appointed by the Board to serve the remainder of the term; or
  - 7.1.3 Filled by a call for an Interim Appointment to replace the vacancy for the remainder of the term.
- 7.2 A decision of the Board is final.

## **8. NOTICE OF APPOINTMENT**

- 8.1 No later than 5 days following an appointment decision the Board Chair will notify successful candidates of their appointment to the Board
- 8.2 The Board Chair will ensure that each Board appointee signs the Oaths of Office prior to attendance at their first meeting

**END**

**Approved:** 2025-05-15

**Effective:** 2025-05-15