

Procedure for Appointment

Excerpt from the OSSTF/FEESO Provincial Council Handbook 2022-2023, Pages 22-25

5.2.3 PROCEDURE FOR APPOINTMENT

- 5.2.3.1 By December 1 each year, each Provincial Standing Committee or Council shall be invited by the Chairperson of Provincial Council to submit their **Statement of Needs** for their Provincial Standing Committee or Council to the Administrative Assistant to Provincial Council. Such written statement shall provide accurate and precise job descriptions for the vacancies to be filled, where appropriate.
- 5.2.3.1.1 The Chairperson of Nominations will convene a meeting of the Chairs of Provincial Standing Committees and Councils during AMPA to review the selection criteria, and to clarify the needs of the committees and councils.
- 5.2.3.2 In early January, the Secretariat Advisor to Provincial Council shall ensure appropriate distribution of:
- 5.2.3.2.1 a description of the responsibilities and expectations of each Provincial Standing Committee and Council to which appointments are to be made at the April meeting of Provincial Council;
- 5.2.3.2.2 a list of the members serving, with the length of term remaining;
- 5.2.3.2.3 the number of appointees to be made to each Provincial Standing Committee and Council with the length of term;
- 5.2.3.2.4 a form explaining the procedure for applying, and the procedure for selection;
- 5.2.3.2.5 the electronic link to the Application Form.
- 5.2.3.3 The Bargaining Unit president or Branch president/OSSTF/FEESO representative shall inform the members at a regular meeting of the vacancies, and the procedure for applying.
- 5.2.3.4 Applicants should submit a separate and distinct copy of the Application Form for **each** Provincial Standing Committee or Council applied for.

- 5.2.3.5 Members who are appointed to the Protective Services Committee, either by the Provincial Executive to fulfill a designated position, or by the Nominations Committee to fulfill a term appointment, are considered to be a member of the committee and need to check the box indicating they are a member of a committee when completing an application to other committees or councils.
- 5.2.3.6 Any member in good standing is responsible for the completion of the Confidential Recommendation portion of each application.
- 5.2.3.6.1 A copy of the recommendation must be provided to the applicant immediately after completion. The applicant must be informed of the right to respond in a negative recommendation, in writing, to the Chairperson of Provincial Council.
- 5.2.3.6.2 Complete application forms, including the Confidential Recommendation Form, shall be forwarded to the Provincial Office by March 1. Any complete applications received after that time will be considered late, and will be considered for appointment only if there are not enough on time applications for that Provincial Standing Committee or Council.
- 5.2.3.7 Applications received by the Administrative Assistant to Provincial Council after March 1, but before May 1, will be forwarded to the Chairpersons of Provincial Standing Committees and Councils for consideration of co-option.
- 5.2.3.7.1 All applicants shall receive an automated reply that the Application Forms have been received.
- 5.2.3.8 Application and Confidential Recommendation Forms are forwarded in confidence to the Nominations Committee members.
- 5.2.3.9 The deliberations of the Nominations Committee will be governed by the OSSTF/FEESO Constitution, Bylaws, Policies, and Procedures. The terms of reference for the Standing Committees of OSSTF/ FEESO and the ability of applicants to contribute to the accomplishment of said terms will be the primary consideration of all appointments. Notwithstanding this, OSSTF/FEESO recognizes that equal opportunity to participate in the Federation does not mean treating all members the same. With a democratic framework, promoting the engagement of members of First Nations, Métis and Inuit and equity-seeking groups is a valid and necessary approach to reaching equal outcomes. As such, the Nominations Committee will solicit the voluntary self-identification of all applicants who belong to a First Nations, Métis and Inuit and an equity-seeking group, and will take action to promote engagement by those members.
- 5.2.3.10 Prior to the April Provincial Council meeting, the Nominations Committee shall meet to make selections using the following criteria:

- i. committee/council membership requirements
- ii. geographical distribution;
- iii. gender equity;
- iv. new/experienced;
- v. Bargaining Unit;
- vi. on-time applications; (late applications will be considered for appointment only if there are not enough on-time applications for that Provincial Standing Committee or Council);
- vii. applications without a Confidential Recommendation Form recommendation will not be considered;
- viii. to comply with the constitution, the Nominations Committee will ensure that recommendations for appointments to Provincial Standing Committees representing equity-seeking groups shall be comprised, where possible, of a majority of members who self-identify as belonging to the equity-seeking group(s) represented by the committee.
- ix. priority will be given to applicants who will not be sitting on a Provincial Standing Committee or Council in the upcoming Federation year.

5.2.3.10.1 Applicants must be Active Members as defined in OSSTF/FEESO Bylaw 2 and be in good standing in order to be considered for appointment to a Provincial Standing Committee or Council.

5.2.3.10.2 Provincial Standing Committee or Council members completing a full term on a Provincial Standing Committee or Council will not be considered for immediate re-appointment.

5.2.3.10.2.1 Any member who has been co-opted to a Provincial Standing Committee or Council and who was not appointed to that Committee or Council before the co-option term will be considered for a full term appointment after the co-option.

5.2.3.10.2.2 Any member who has served on a committee continuously for the equivalent of one full term plus three years shall not be considered for re-appointment to that committee unless a break of one full year from that committee has been taken.

5.2.3.11 The appointments shall be made at the April Provincial Council meeting.

5.2.3.11.1 The report of the Nominations Committee, including a list of all applicants, identified by Bargaining Unit and Provincial Standing Committee or Council applied for, shall be forwarded to Provincial Councillors prior to the April Provincial Council meeting. The

report shall remain **confidential to Provincial Councillors** until the appointments have been made.

- 5.2.3.12 Following the April meeting of Provincial Council, applicants shall be notified in writing of the disposition of their application(s).

5.2.4 PROCEDURE FOR APPOINTMENT TO AN UNEXPIRED TERM ON A STANDING COMMITTEE/COUNCIL

- 5.2.4.1 Any vacancy in an unexpired term shall be filled from applications on file at the Provincial Office.
- 5.2.4.1.1 Members currently serving as co-options on a committee or council where a vacancy in an unexpired term occurs may be considered to fill the unexpired term, in accordance with 5.2.3.10.2.
- 5.2.4.1.2 Where a Member currently serving as a co-option is nominated to an unexpired term, the vacancy in the co-option position shall be filled by co-option as selected by the committee, as per OSSTF/FEESO Procedure 9.1.2.4.2.
- 5.2.4.2 The selection shall be made using the criteria as outlined in 5.2.3.10.
- 5.2.4.3 If there are not enough applications on file at the Provincial Office, a Provincial Standing Committee or Council may seek additional applications, using the standard Application Form. Confidential Recommendation Form must be included.
- 5.2.4.4 Vacancies which occur in positions for which the unexpired term does not extend beyond the end of the current year of office shall be filled by co-option, subject to the approval of Provincial Council.

5.2.5 PROCEDURE FOR CO-OPTIONS TO PROVINCIAL STANDING COMMITTEES AND COUNCILS

- 5.2.5.1 Application Forms received by May 1 from members seeking co-option and not appointed to a Provincial Standing Committee or Council shall be forwarded to the appropriate Provincial Standing Committee or Council chairperson to be considered for co-option.
- 5.2.5.1.1 No applicant shall be considered for more than three co-options to the same Provincial Standing Committee or Council.
- 5.2.5.2 If a Provincial Standing Committee or Council requires new information, for purposes of co-option, a request shall be sent to every applicant who has indicated a willingness to be co-opted.

- 5.2.5.3 Co-options must be made from applications received at Provincial Office by May 1. Should there be no applications received by May 1 remaining on file, late applications on file at Provincial Office will be considered.
- 5.2.5.3.1 If there are no applications on file at the Provincial Office, a Provincial Standing Committee or Council may seek additional applications, using the standard Application Form. The Confidential Recommendation Form must be included when seeking applicants for co-option.
- 5.2.5.4 Each Provincial Standing Committee or Council shall determine the procedure to be used to fill co-options to the Committee/Council. The Provincial Council Liaison will bring the proposed procedure and any subsequent proposed changes to Provincial Council for approval.
- 5.2.5.4.1 The co-option procedure must allow sufficient time for the recommended co-options to be presented to the June meeting of Provincial Council for approval.
- 5.2.5.5 After co-options have been made, all copies of the Application Forms in the hands of the committee/ council members shall be destroyed.
- 5.2.5.6 When resolutions for co-option are presented to Provincial Council for approval, the Provincial Council liaison member will ensure:
 - 5.2.5.6.1 that a complete application form for the candidate is on file;
 - 5.2.5.6.2 that Provincial Council is informed of the specific personnel need addressed by the co-option;
 - 5.2.5.6.3 that Provincial Council is informed of the previous experience on any Provincial Standing Committee or Council and expertise of each member named in a co-option motion.
- 5.2.5.7 All applications shall be kept on file until March 1 of the following year.