

Elections 2021 Guidelines and Nomination Instructions

Candidates must submit their nomination package to elections@collegeofopticians.ca before the deadline of:

September 10, 2021, at 12:00 p.m.

Incomplete or late submissions will not be accepted. If you have any questions about the nomination procedures, please contact us at (416) 368-3616 ext. 201 or at elections@collegeofopticians.ca

Requirements for the Pre-Election Training Module

- In order to be eligible to run for election, all candidates must successfully complete the following Pre-Election Training Module:

[Jurisprudence Tool, Chapter 4: The Regulated Health Professions Act](#)

- All candidates must submit a certificate of completion together with their Candidate Consent and Nomination Form. The certificate must indicate a completion date that is within six months from the deadline to submit the nomination package.

Requirements for the Candidate Consent and Nomination Form and nomination procedures:

- Nomination forms must be signed by the candidate and by at least 3 registered opticians who are not suspended and who are eligible to vote in the electoral district of the candidate. The College may request the original signed nomination forms and/or may contact nominators for verification purposes.
- The candidate must be eligible to run for election as set out in the College's By-laws, below.
- Forms must be accompanied by a recent passport-size photograph of the candidate.
- Candidates may choose to submit a biography that complies with the technical and substantial requirements, below. The photograph and biography will be posted in the voting section of the member portal. If the biography is not submitted by the deadline, it will not be posted.
- Candidates must be available on September 29, to participate in an interview with the College's Screening Committee

We encourage you to highlight any of the following competencies and attributes in your biography:

- Passion –public service oriented
- Exemplified integrity
- Unbiased and open minded
- Critical judgement and decision making

- Collaboration and inclusion
- Demonstrated commitment to the College's public protection mandate

The biography and photo must meet the following technical and substantial requirements:

- The biography:
 - Must be in **MS Word format only**.
 - Must not exceed 200 words. It is recommended that you perform a word count.
 - **Must not contain messages that reference an election platform or are otherwise inconsistent with the obligation of board members to act in the public interest.** The College may refuse to publish statements that do not meet these criteria or require the candidate to make necessary edits prior to posting.
- The photo should be a professional head shot on a neutral background. Digital photo dimensions should be approximately 600px wide and 800px in height in .jpeg, .jpg, or .png format.

Eligibility for Election

Below is an excerpt from the COO by-law, article 6 (Elected Board Members):

- 6.3 A Registrant is eligible for election to the Board in an electoral district if, on the deadline for the receipt of nominations and up to and including the date of the election:
- (a) the Registrant is a registered optician who resides in the electoral district for which they have been nominated or the Registrant resides outside the Province of Ontario and is engaged in the practice of opticianry in the electoral district for which they have been nominated;
 - (b) the Registrant is not in default of payment of any required fees to the College;
 - (c) the Registrant has not been found to have committed an act of professional misconduct or to be incompetent in any discipline proceeding in the six years preceding the date of the election;
 - (d) the Registrant's certificate of registration has not been revoked or suspended in the six years preceding the date of the election for any reason other than non-payment of fees;
 - (e) the Registrant is not the subject of any disciplinary or incapacity proceedings;
 - (f) the Registrant's certificate of registration is not subject to a term, condition, or limitation other than one prescribed by regulation;
 - (g) the Registrant is not in default of the requirements of the College's quality assurance

program;

- (h) the Registrant has resigned, at least three years prior to being nominated for election, any position such as director, owner, board member, officer or employee that the Registrant holds with any organization of or for opticians that has as its primary mandate the promotion of the opticianry profession;
- (i) the Registrant has resigned, at least three months before being nominated for election, any employment with the College;
- (j) the Registrant is not a member of the council of any other RHPA College;
- (k) the Registrant has complied with the Election Guidelines of the College;
- (l) the Registrant is not a candidate for election in, or already a member of the Board for, another electoral district;
- (m) in the case of electoral district 6, the Registrant is currently recognized by the College as a Contact Lens Mentor in accordance with the College's contact lens mentor policy as approved by the Board;
- (n) the Registrant has not been disqualified from the Board in the six years preceding the deadline for the receipt of nominations;
- (o) the Registrant has not initiated, joined, continued or materially contributed to a legal proceeding against the College or any Committee or representative of the College within one year from the deadline for the receipt of nominations;
- (p) the Registrant does not have a conflict of interest to serve as a member of the Board or has agreed to remove any such conflict of interest before taking office;
- (q) the Registrant is not in any default of returning any required form or information to the College;
- (r) the Registrant has successfully completed any pre-election training module(s) approved by the Board in accordance with the Pre-Election Training Module Policy. The Registrant must submit a certificate of completion to the College on or before the deadline for the receipt of nominations, and the certificate must indicate a completion date that is within the six months preceding the deadline for the receipt of nominations; and
- (s) the Registrant has been determined by the Governance Committee, or a sub-committee of the Governance Committee, to meet the pre-election competencies as may be established by the Board from time to time.

- (t) the Registrant has not been an Elected Director for more than nine consecutive years, or if the Registrant has been an Elected Director for nine consecutive years, has not been an Elected Director in the previous three years immediately preceding the election.
- (u) An Elected Director may serve more than one term. However, no person may be an Elected Director for more than nine consecutive years.