



COLLEGE OF DENTURISTS OF ONTARIO

March 3, 2016

Dear Members:

Re: Election Notice for Districts 1 & 2

The College of Denturists of Ontario is conducting a regular election on Wednesday, June 1, 2016 for members of the Council for **Districts 1 & 2** for a term of three years.

If you are interested in running for office, or in nominating someone to run, please complete the nomination form (listed below) for your District and return it to the College by **Monday, April 18, 2016**. Completed forms submitted by mail must be post marked no later than Monday, April 18, 2016. Forms can be submitted by fax: 416-925-6332, by email at info@denturists-cdo.com or by mail to:

**Registrar
Attn: District Election
College of Denturists of Ontario
Postmedia Place
365 Bloor Street East, Suite 1606
Toronto, ON M4W 3L4**

Please note that nominations received after Monday, April 18, 2016 cannot be accepted.

To be a candidate, a member must be eligible for election to the Council for their electoral district and **nominated by three members** who are eligible to vote for the **District** election. The nominated member must consent to the nomination on the nomination form.

Should you have any questions, please contact myself or Ms. Fiona Harvey, Office of the Registrar at 416-925-6331 or 1-888-236-4326, at extension 227.

Best regards,

Dr. Glenn Pettifer
Registrar and CEO

COLLEGE OF DENTURISTS OF ONTARIO

COUNCIL NOMINATION FORM DISTRICT 1

We, the undersigned members of the College of Denturists of Ontario, nominate:

_____, as a candidate for election to the Council of the
PRINT NAME

College as a Professional Member of **District 1**.

Candidate's Registration #: _____

Candidate's Business Phone: _____

NOMINATOR'S NAME	REGISTRATION #	SIGNATURE	DATE

CANDIDATE'S CONSENT & DECLARATION

I consent to allow my name to stand for election as a Council member for the election in **District 1** to be held on June 1, 2016. By accepting my candidacy to run, I declare that I understand the public protection mandate of the College and agree to campaign only in accordance with the public interest objects of the College as set out in the *Code*.

Candidate's Name

Signature

Date

Completed forms must be returned by Monday, April 18, 2016.

Forms can be submitted by fax: 416-925-6332, by email at info@denturists-cdo.com or by mail to:

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COLLEGE OF DENTURISTS OF ONTARIO

COUNCIL NOMINATION FORM DISTRICT 2

We, the undersigned members of the College of Denturists of Ontario, nominate:

_____, as a candidate for election to the Council of the
PRINT NAME

College as a Professional Member of **District 2**.

Candidate's Registration #: _____

Candidate's Business Phone: _____

NOMINATOR'S NAME	REGISTRATION #	SIGNATURE	DATE

CANDIDATE'S CONSENT & DECLARATION

I consent to allow my name to stand for election as a Council member for the election in **District 2** to be held on June 1, 2016. By accepting my candidacy to run, I declare that I understand the public protection mandate of the College and agree to campaign only in accordance with the public interest objects of the College as set out in the *Code*.

Candidate's Name

Signature

Date

Completed forms must be returned by Monday, April 18, 2016.

Forms can be submitted by fax: 416-925-6332, by email at info@denturists-cdo.com or by mail to:

**Registrar
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ELIGIBILITY INFORMATION

12.01 Eligibility to Vote

A Member is entitled to vote in an election if,

- (i) on election day, the Member is a registered Member of the College;
- (ii) on the one hundred and twentieth day immediately preceding the election, (a) the Member practices or resides in Ontario, and (b) the Member's registered address is in the electoral district for which the election is being held; and
- (iii) no fees are owing by the Member to the College on the day that the ballots (or equivalent if voting is done electronically) are distributed.

12.02 Disputes

Disputes as to whether a Member is entitled to vote in an election shall be determined by the Registrar.

13.01 Eligibility to Run for Election

A Member is eligible to run for election to the Council for an electoral district if,

- (i) the Member is entitled to vote in the election;
- (ii) at all times between the one hundred and twentieth day immediately preceding the election and the election;
 - (a) the Member's registered address continues to be in the electoral district, for which the election is being held,
 - (b) the Member is not in default of any obligation to the College under a regulation or the by-Laws,
 - (c) the Member is not the subject of proceedings for incompetence, professional misconduct or incapacity,
 - (d) the Member's certificate of registration is not subject to a term, condition or limitation other than one prescribed by regulation,
 - (e) the Member is not bankrupt or a subject of a consumer proposal, and has not declared bankruptcy or made a consumer proposal over the past five (5) years,
 - (f) the Member is not, and has not for a period of at least one (1) year been, a director, officer or employee of any Professional Association relating to denturism,
 - (g) where the Member has not been disqualified from sitting on the council under article 21.01 during the previous six (6) years;
- (iii) the Member's certificate of registration has not been revoked or suspended at any time in the six (6) years immediately preceding the election; and
- (iv) if the Member has previously served as an elected Council member for nine (9) consecutive years, at least three (3) years have passed.

13.02 Disputes

Disputes as to whether a Member is eligible to run for election shall be determined by the Elections Committee. If an Elections Committee has not been appointed, the Registrar shall determine disputes.

13.03 Notice of Election and Nominations

At least ninety (90) days before the date of an election, the Registrar shall notify every Member of the date of the election and of the nomination procedure, including the deadline for submitting nominations to the College.

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13.04 Nomination Deadline

The nomination of a candidate for election as a member of Council shall be in writing and shall be received by the Registrar at least forty-five (45) days before the date of the election.

13.05 Signed Nominations

The nomination shall be signed by at least three (3) Members who are entitled to vote in the election and who support the nomination, and shall also be signed by the nominee as a signal of his or her consent to the nomination.

13.06 Candidate Must Advise if Becomes Ineligible to Run for Election

A candidate for election to the Council shall advise the Registrar immediately in the event that he or she becomes ineligible to run for election.

13.07 Completing Declaration

The Registrar shall request every nominee to complete and return a declaration form which, among other things, sets out that the nominee:

- (a) understands the public protection mandate of the College, (b) is not aware of any potential conflict of interest, and
- (c) agrees to campaign only in accordance with the public interest objects of the College as set out in the Code.

Any nominee who fails to complete and return the declaration by the deadline set by the Registrar and in a form acceptable to the Elections Committee shall not be eligible for election.

13.08 Personal Statement

The Registrar shall invite every nominee to provide a biography and personal statement by the deadline established by the Registrar, and any biography and personal statement that is not submitted by the deadline set by the Registrar and in the form acceptable to the Elections Committee, shall not be included with the materials sent to Members under article 16.01.

13.09 Withdrawal of Candidacy

A candidate in an election may withdraw his or her candidacy by notifying the Registrar of the withdrawal in writing. If the notice in writing is received at least thirty-five (35) days before the date of the election, the candidate's name shall not be placed on the ballot (or equivalent if voting is done electronically). In all other cases, the Registrar shall make reasonable efforts to notify Members eligible to vote that the candidate has withdrawn from the election.

13.10 Conduct

Each candidate shall conduct themselves during the election with honour and dignity. No candidate shall engage in conduct during the electoral process that would tend to bring the profession into disrepute or would tend to taint the electoral process. No candidate shall make verbal or written election statements that are inappropriate or unprofessional.

DUTIES OF COUNCIL MEMBERS

In order to assist the registrants in making their decision to run or nominate a member to run in this year's Election, the following is a list of the duties for each Council member:

26.01 Expectations and Duties

Every member of Council and every Committee member shall, in the performance of his or her duties:

- (i) familiarize himself or herself with the Act, the RHPA, the by-laws and any policies of the College;
- (ii) familiarize himself or herself with any other records, documents and guidelines that may be necessary for the performance of his or her duties;
- (iii) comply with the provisions of the Act, the RHPA, the by-laws, any policies of the College and rules that are adopted by Council, from time to time;
- (iv) regularly attend meetings on time and participate constructively in discussions; (v) ensure that confidential matters coming to his or her attention as a member of Council or as a member of a Committee or working group are not disclosed by him or her, except as required for the performance of his or her duties or as permitted by the RHPA;
- (vi) conduct himself or herself in an appropriate manner with College staff, other members of Council or members of the Committees, Members and members of the public;
- (vii) comply with the College's Code of Conduct, as set out in the College's governance policies established by Council;
- (viii) avoid, or where that is not possible, declare all conflicts of interest in the manner set out in the by-law;
- (ix) step down from his or her position as Council and / or Committee member and / or working group member in the event that allegations regarding his or her conduct, competence or capacity are referred to the Discipline Committee or Fitness to Practise Committee until such time as the matter has been finally disposed of; and
- (x) perform the duties associated with his or her position conscientiously and with integrity and diligence in a manner that serves and protects the public interest.