



# GUIDE TO NOMINATIONS & ELECTIONS

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## I. Introduction

This guide is intended to inform members regarding the College's election policies and procedures including council composition, time commitment, and other relevant information to educate and encourage members who are considering running for election for a seat on College Council.

## II. Composition of Council

In accordance with the *Psychotherapy Act, 2007*, the College of Registered Psychotherapists of Ontario's Council is composed of at least six (6) and no more than nine (9) elected professional members and at least five (5) and no more than eight (8) appointed public members.

### **Professional Members**

Professional members are elected by their peers in accordance with the procedures and criteria outlined in the CRPO by-laws.

### **Public Member Appointments**

Public members are appointed by the Lieutenant Governor in Council. These appointments are made by the Public Appointments Secretariat of the Ontario government. Members of the public who wish to sit on boards of Ontario agencies to assist in decision making of public services can apply to become a public appointee [via the PAS website](#). The PAS website also includes an extensive list of councils with current and upcoming vacancies.

### **Non-Council Member Appointments**

Non-Council Member Appointments are appointed by Council at its discretion, to any committee or working group based on their areas of interest and expertise. Members of the profession who are interested in serving as a non-council member appointment must meet the criteria outlined in the CRPO by-laws.

## III. Terms

### **Professional Members**

The CRPO by-laws (9.04) indicate that an elected professional member's term begins immediately after the election, and continues for approximately three (3) years. The [Regulated Health Professions Act, 1991](#), states that elected council members may not serve more than nine (9) consecutive years.

### **Public Member Appointments**

Public members are appointed by the PAS. The length of public member terms is typically three-years; however, this number varies, with some public members being appointed for six- or 12-month terms. The specific start and end dates of public member terms are noted on the

Order in Council and the date that the appointment was approved by the Minister's Office. Public members may not serve more than nine (9) consecutive years.

### **Non-Council Member Appointments**

Non-Council members are appointed for one-year terms (13.12).

## **IV. Committees**

The majority of Council's work is achieved through its committees. The committees required by legislation include:

- [Client Relations](#)
- [Discipline](#)
- [Executive](#)
- [Fitness to Practise](#)
- [Inquiries, Complaints & Reports](#)
- [Quality Assurance](#)
- [Registration](#)

The College also has the following non-statutory committees:

- [Examination](#)
- [Nominations and Elections](#)

Each committee works to fulfill specific functions of the College's mandate as defined in their terms of reference (linked above).

## **V. Time Commitment**

Council members are expected to attend all Council and committee meetings. Council and Committee meetings are scheduled in advance, taking members' availability into account. In-person attendance at Council meetings is required. Whenever possible, committee meetings are held via teleconference or videoconference. In addition to attending council and committee meetings, members of Council are required to prepare for those meetings in advance in order to participate and contribute fully to discussions and render decisions. Please see the [Time Commitment Guideline](#) for more detailed information on Council member time commitment.

## **VI. Electoral Districts**

The following electoral districts have been established for the purposes of the election of council members, as noted in the by-laws (10.01):

- **Electoral District 1 (West)** to be composed of the City of Brantford, the Municipality of Chatham-Kent, the Regional Municipality of Waterloo, and the counties of Bruce, Grey,

Huron, Perth, Wellington, Dufferin, Lambton, Middlesex, Oxford, Essex, Elgin, Norfolk and Haldimand.

- **Electoral District 2 (North)** to be composed of the districts of Kenora, Rainy River, Thunder Bay, Cochrane, Algoma, Timiskaming, Manitoulin, Nipissing, Parry Sound, and Sudbury, the counties of Simcoe, Peterborough and Haliburton, the cities of Greater Sudbury and Kawartha Lakes, and the District Municipality of Muskoka.
- **Electoral District 3 (East)** to be composed of the County of Lanark, County of Renfrew, County of Prince Edward, United Counties of Leeds and Grenville, United Counties of Prescott and Russell, United Counties of Stormont, Dundas and Glengarry, Hastings County, County of Lennox and Addington, County of Frontenac, the County of Northumberland, and the City of Ottawa.
- **Electoral District 4 (Central East)** to be composed of the regional municipalities of Durham and York.
- **Electoral District 5 (South West)** to be composed of the City of Hamilton and the regional municipalities of Halton and Niagara.
- **Electoral District 6 (Central West)** to be composed of the Regional Municipality of Peel,
- **Electoral District 7 (Central)** to be composed of the City of Toronto; and
- **Electoral District 8 (Ontario)** to be composed of the whole of the province of Ontario.

## Not sure which electoral district you are in?

 Log in to your CRPO user account and click on the 'elections' tab. Or, check out [detailed district maps](#) on our website.

 District elections take place in three-year cycles, so you will not be casting a vote every year. The schedule is noted under section VII (Election Process) and in the CRPO by-laws (10.02).

Each electoral district is represented by one elected member with the exception of District 7, which is represented by two elected members. Members can log in to the CRPO member portal to determine which district they are in by clicking on the 'elections' tab – electoral districts are determined by the location of a member's primary place of practice. Detailed maps of the electoral district boundaries can be found on the [CRPO website](#).

## VII. Election Process

An election is held annually in May or June in accordance with the College's by-laws and is based on rotating three-year cycles, as follows:

- In 2019, elections will be held in District 7 (Central) and District 8 (Ontario) and every third year thereafter (e.g. 2022, 2025)
- In 2020, elections will be held in District 2 (North), District 3 (East) and District 4 (Central East) and every third year thereafter (e.g. 2023, 2026)

- In 2021, elections will be held in District 1 (West), District 5 (South West) and District 6 (Central West) and every third year thereafter (e.g. 2024, 2027)

### **Election Date**

The by-laws refer to an 'election date' (10.02) that is determined by the Registrar and occurs in May or June each year. For administrative purposes, the 'election date' is the date that the online voting platform closes.

## **VIII. Call for Nominations**

All members in the electoral districts that are holding elections will receive an email notice ninety (90) days prior to 'election day'. The notice will include the date of the election, the voting period, nomination procedures and the deadline to submit nomination materials to the College.

### **Nomination Deadline**

A completed Candidate Information and Nomination package must be submitted sixty (60) days prior to the election date. The package includes:

- Candidate Statement template
- Declaration of Nomination (signed by five nominators)
- Eligibility to stand for election
- Conflict of interest questionnaire

### **Candidate Eligibility Criteria**

The eligibility criteria for candidates seeking election are defined in the College's by-laws (10.04). Criteria include not being in default of any fees or information owed to the College, not being subject of a discipline or fitness to practise hearing, etc.

All nomination forms and candidate statements are reviewed by College staff and the Nominations and Elections Committee to determine that the candidates and their nominators meet the eligibility criteria. The College can refuse a nomination form if it does not satisfy the criteria noted in the by-laws.

### **Responsibility of Nominators**

With the nomination package, candidates must include a Declaration of Nomination signed by five nominators. The nominators must be registered members of the profession who also meet the voter eligibility criteria noted in the by-laws (10.05):

- Hold certificate of registration other than Temporary
- Not in default of any fees owed to the College
- Not in default of required information

## Nomination Confirmation

Once the submitted nomination information packages are reviewed and approved by staff and the Nominations and Elections Committee, candidates will receive a nomination confirmation from the College.

## Acclamation

In the event that, following the nomination deadline, the Registrar determines that the number of eligible candidates nominated for a position or positions for an electoral district is less than or equal to the number of members of Council to be elected for a position or positions in that district, the Registrar shall declare those candidates who are eligible for election to the position or positions to be elected by acclamation and shall notify the candidates and the membership of this result in the manner the Registrar deems most expedient and practical (10.14).

## Candidate Statement

Candidate statements must adhere to fair and consistent guidelines and must meet the following criteria:

- Be typed and sent electronically using the Candidate Statement template
- Include the candidate's name and electoral district
- Include the candidate's reason for wanting to serve on Council
- Must not contain any negative criticism of other candidates
- Must not make libelous or slanderous comments
- Must be no more than 300 words

## WRITING AN EFFECTIVE CANDIDATE STATEMENT

Good candidate statements should inform and educate members about the candidate and give them a sense of why this candidate is the best person for the job. Here are a few tips to get you started:



**Familiarize yourself with the written provisions that define the role of the College** – you do not need to be an expert! Simply be aware of the framework that the College works under.

- *Regulated Health Professions Act*
- *Psychotherapy Act, 2007*
- College regulations, standards and policies
- College by-laws



**Remember that elected members of Council serve the public interest.** Elected professional members do not represent their peers. In your candidate statement, do not make grand statements and promises – Council speaks with one voice. Aside from the President and Registrar, Council members have no individual authority.



**Review the College's vision, mission and values.**

These statements will give you an idea of the key priorities of the College to move forward as an organization.



**Highlight your strengths.** Do you have competencies that could help the college move forward with its strategic goals? Make note of any knowledge and skills that you possess– whether it be mentorships, community outreach, healthcare systems knowledge, business skills – these are great skills to bring to the Council table.

## IX. Voting

After the nomination deadline has passed and it has been determined that a sufficient number of candidates are eligible to run for election, the College will officially launch the elections.

Members who are eligible to vote will be notified of the voting process, deadlines and candidate biographies. Candidate biographies are posted on the CRPO website and voting is done online through your CRPO user account.

Voter eligibility is outlined in the by-laws (10.05). Eligible voters must hold a certificate of registration other than a Temporary certificate. In addition, please ensure that all membership fees (and other amounts owed to the CRPO) are paid and that required forms or information is returned well before the date of the election.

### Vote verification

As noted in the by-laws (10.17), all votes must be received before the date and time specified in the 'Call for Nominations' notice in order to be counted in the final tally.

### Results

As soon as possible after the votes have been tabulated, the Registrar will advise each eligible candidate of the election results. The Registrar will then inform Council and the membership as a whole.

### By-elections & vacancies

If the seat of an elected member of Council becomes vacant less than twelve months before the expiration of the member's term of office, Council may choose to leave the seat vacant, appoint a member who meets the election eligibility criteria (10.04) or direct the Registrar to hold a by-election. (10.32)

The CRPO by-laws indicate that if the seat of an elected member of Council becomes vacant more than twelve months before the expiration of the member's term of office, Council will direct the Registrar to hold a by-election to fill the seat. (10.33)

The term of office of a person appointed or elected to fill a vacancy begins on the day of the appointment or election and continues until the date that the former Council member's term would have expired. (10.35)

## X. Remuneration & Expenses

Elected Council members will be reimbursed for travel expenses, including hotel accommodation (if required), and will receive per diem remuneration for attendance at Council and committee/panel meetings, as well as for preparation time. Preparation time is prorated in

**VOTING IN CRPO ELECTIONS**



**You are only eligible to vote if there is an election taking place to fill a Council position in your electoral district.**

Meaning, if you primarily practice in District 2 and meet the voter eligibility criteria, then you are able to cast a vote in District 2 elections. You cannot cast a vote in another electoral district – with the exception of District 8 (Ontario). All members who meet the voter eligibility criteria can vote for a candidate running in District 8, the all-Ontario district.

accordance with the duration of the meeting. For example, up to one day's preparation time can be claimed for attendance at a one-day meeting, etc. More details can be found in the College's policy regarding [Per Diem and Honoraria Remuneration of Council and Committee Members](#).

## XI. Conflicts of Interest

All Council members have a fiduciary duty to act in a manner that protects public interest, so as to inspire trust and confidence in the College's decision-making process. This fiduciary duty includes a member's duty to avoid real or perceived conflicts of interest that members of the profession or public may distinguish as a conflict of interest. The College by-laws (16.01) state:

*“All Council and Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Council and Committee members have a duty to uphold and further the intent of the Act to regulate the practice and profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups.”*

Upon appointment or election, and annually as requested, all Council members are required to complete and sign the *Acknowledgement and Undertaking Regarding Fiduciary Duties and Conduct (For Council and Committee Members)*.

## XII. Code of Conduct

Council and Committee members must, at all times, maintain high standards of integrity, honesty and loyalty when discharging their College duties. They must act in the best interest of the College, in accordance with the Code of Conduct (Schedule 2 of the by-laws).

## XIII. Resources

[Regulated Health Professions Act, 1991](#)

[Psychotherapy Act, 2007](#)

[Public Appointments Secretariat](#)

[CRPO By-laws](#)

[Code of Ethics](#)