



College of
Midwives
of Ontario

Ordre des
sages-femmes
de l'Ontario

Elections Guide

2019

Table of Contents

- Composition of Council 3
 - Professional Members 3
 - Public Member Appointments 3
 - Non-Council Committee Members 3
- Terms 3
 - Professional Members 3
 - Public Member Appointments 3
 - Non-Council Committee Member (NCCM) Appointments 3
- Election Process 4
 - Call for Nominations 4
 - Responsibility of Nominators 4
 - Eligibility for Election Criteria 4
 - Nomination Confirmation 5
 - Acclamation 5
 - Candidate Platforms 5
 - Voting 6
 - Vote Verification 6
 - Recounts 6
 - By-elections & Vacancies 7
- Appendix A 8
- Appendix B 11
- Appendix C 12

Composition of Council

In accordance with the *Midwifery Act*, Council is composed of at least seven (7) and no more than eight (8) professional elected members and at least five (5) and no more than seven (7) public member appointments.

Professional Members

Professional members are elected by their peers in accordance with the procedures and criteria outlined in the College's [General By-laws](#).

Public Member Appointments

Public members are appointed by the Lieutenant Governor in Council. These appointments are made by the [Public Appointments Secretariat](#). Members of the public who wish to contribute to public boards or councils can apply online. The PAS website also contains an extensive list of councils with current and upcoming public member vacancies.

Non-Council Committee Members

Non-Council Committee Members (NCCM) are appointed by Council at its discretion, to any committee or working group and are appointed to committees based on their areas of interest and competencies. If Council determines that there is a need for NCCM appointments, the College will notify members of the application process. These non-council applicants must meet specific criteria, outlined in the by-laws (6.13) and the College's [Governance Policies](#).

Terms

Professional Members

Terms of office of elected members commence on the day of the first Council meeting after the election and continue for approximately three (3) years, as noted in the by-laws (5.04). The [Regulated Health Professions Act](#), states that elected council members may not serve for more than nine (9) consecutive years.

Public Member Appointments

Terms of office for public members are appointed by the PAS for one-year and up to three-year terms. Public members may not serve for more than nine (9) consecutive years.

Non-Council Committee Member (NCCM) Appointments

NCCMs are appointed for one-year terms, as noted in the College's by-laws (6.10). The College's Governance Policies state that NCCMs may serve a maximum of six (6) consecutive terms.

Election Process

Each year, throughout the month of June, the College holds online elections to fill professional member vacancies on Council. The election process is stipulated in the College's General By-Laws. The by-laws refer to an 'election day', but the College provides members with the opportunity to vote online from June 1 to June 30. For the College's administrative procedures, June 30 is selected as the 'election day'.

Call for Nominations

The College contacts all members by email to call for nominations ninety (90) days prior to 'election day', which usually falls at the beginning of April.

The number of vacancies on Council will vary each year, and generally ranges from two to three vacancies. Members are informed of the number of vacancies in the Call for Nominations notice.

Responsibility of Nominators

Members interested in running for election are required to complete and submit the Annual Election Nomination Form ([Appendix A](#)). This form requires the nominee be supported by two nominators – keep in mind, these nominators must meet the nomination requirements noted in the by-laws.

Each nominator must confirm that:

- they hold a certificate of registration other than a certificate in the transitional class
- their principal place of practice (if applicable) and residence is in Ontario
- they are not in default of any fees or other amounts owed to the College
- they are not in default in returning any required form or information to the College

Nomination forms must be returned to the College by the nominee within sixty (60) days of the 'election date' – all information pertaining to deadlines will be publicly available.

Eligibility for Election Criteria

NEW ELIGIBILITY REQUIREMENT for 2019

In accordance with College by-laws approved by Council in the fall of 2018, successful completion of the College's training program related to the duties, obligations and expectations of being a Council member is now an eligibility requirement. The Governance Education Modules (GEM) is the training program delivered through online self-study and should take approximately 1-2 hours to complete.

The GEM program consists of a study aid the 'Governance Manual, three online modules and three completion quizzes after each module.

The detailed eligibility criteria for nominees is defined in the by-laws (5.08). The by-laws stipulate that the nominees must meet the eligibility criteria to run for election by the deadline of receipt of nominations and up to and including the date of the election. Criteria includes not being in default of any fees or information (e.g., Quality Assurance Program reports) owed to the College, not being subject of a discipline or fitness to practice hearing, etc. To review a full description of the eligibility criteria for nominees in the by-laws [click here](#).

College staff then reviews the nomination forms to determine that the nominee and nominators meet the criteria. The College can refuse a nomination form if it does not conform to acceptable guidelines.

Nomination Confirmation

Members who have met the criteria for nomination will receive a confirmation of nomination message from the College in the days following the deadline to submit nominations. The nominees are then provided with the opportunity to submit a photograph and a candidate platform. At this time, nominees are also required to complete and submit a Conflict of Interest ([Appendix B](#)) form.

Acclamation

If, following the deadline to return of the conflict of interest form and the written nomination confirmation, the Registrar determines that the number of eligible candidates is less than or equal to the number of members to be elected, the Registrar will declare those candidates who are eligible for election to be elected by acclamation and shall notify the candidates and the membership.

Candidate Platforms

Candidate platforms must adhere to fair and consistent parameters. They must meet the following criteria:

- be typed and sent as electronic file by email (cmo@cmo.on.ca)
- include the candidate's name and location
- include the candidate's reason for wanting to serve on Council
- not contain any negative criticism of other candidates
- not include libelous or slanderous comments
- not make any counter-regulatory or illegal recommendations

Tips on writing a Candidate Platform

- **Review the College's Strategic Framework.** The framework is a high-level statement of the College's vision, mission, outcomes and key priorities over the next three years, paving the way forward for the organization
- **Familiarize yourself with the written provisions** that prescribe the role and activities of the College. The *Regulated Health Professions Act*, the Health Professions Procedural Code, the *Midwifery Act*, College regulations, by-laws & Governance Policies. You don't need to be an expert – simply be aware of the framework that the College works under.
- **Elected members of Council serve the public interest – they do not represent their peers.** In your platform, don't make grandiose statements and promises to your peers. Council speaks with one voice and Council members have no individual authority. The Registrar and the President are the only spokespeople for Council.
- Above all, it is important to keep in mind that Council members have a fiduciary duty of undivided loyalty and good faith to the mandate of the College, which is to regulate the profession of midwifery in the **public interest**.

Voting

When the eligibility criteria are met, and the platforms have been received, the College will officially launch the election to the membership. Members will have access to the online ballots, where they can review the platforms for all candidates and cast their confidential vote.

Eligibility to vote is outlined in the College's General By-law (5.09) – all members who wish to cast a vote must meet the eligibility criteria on the day of the election. Important dates pertaining to the election, voting procedures and staff contact information will be published on the College website.

Vote Verification

All votes must be submitted by 11:59 PM on or before June 30 in order to be counted. The results are verified by the election platform provider and are sent to the Registrar to confirm the results, with legal counsel and an additional witness acting as scrutineers. The College then informs the candidates and current Council members of the results before informing the membership.

Recounts

Candidates can request recounts no more than seven (7) days after receiving the election results. A recount fee is applicable (see [Fees & Remuneration By-laws](#)).

By-elections & Vacancies

In accordance with the by-laws (5.31), if an elected member of Council vacates their seat less than twelve (12) months before the end of their term, Council may decide to:

- leave the seat vacant
- hold a by-election
- appoint the candidate who had the most votes of all the unsuccessful candidates

When an elected member of Council vacates their seat more than twelve (12) months before the end of their term, a by-election is held to fill the vacancy (5.32). Members that are appointed or elected to fill a vacancy will serve as a Council member for the duration of the former Council member's term.

Attachments:

Appendix A – Annual election nomination form & candidate form

Appendix B – Conflict of Interest form

Appendix C – Time Commitments document



This nomination form is to be used to nominate a candidate for election to the Council of the College of Midwives of Ontario ('The College'). Nominations must be supported by at least two (2) members of The College and who are eligible to vote.

All nominators must meet the following criteria

- Hold a certificate of registration other than a certificate in the Transitional class
- Principle place of practice or residence is in Ontario
- Is not in default of any fees or other amounts owed to the College
- Is not in default in returning any required form or information to the College

Nominee Information:

Name:

Registration #:

Nominator #1

Name:

Registration #:

Nominator #2

Name:

Registration #:

2019 Annual Election Candidate Form

Members, who are nominated as a candidate for election to the Council of the College of Midwives of Ontario, must complete and return this form along with the Nomination Form **no later than 5:00 pm on May 1, 2019.**

Nominee's Name:

Registration #:

Confirmation of Eligibility

I, hereby confirm the following (check all boxes that apply to you):

I hold a certificate of registration other than a certificate in the Transitional class.

I am not in default of payment of any fees prescribed in the College bylaws.

I am not the subject of any disciplinary or incapacity proceeding in any jurisdiction.

I have not been the subject of any professional misconduct, incompetence or incapacity finding, in any jurisdiction.

My certificate of registration has not been revoked or suspended in any jurisdiction for any reason other than non-payment of fees.

I do not have a notation on the register of a finding of professional negligence or malpractice against me.

I do not have a notation on the register of a criminal charge or finding of guilt or a charge or finding of guilt under the *Health Insurance Act* or the *Controlled Drugs and Substances Act*.

I do not have a notation on the register of a charge or finding of guilt to any provincial or federal offence.

I am not subject to any revocations, suspensions or restriction of privileges with a hospital, birth centre or health facility in Ontario reported to the College under section 85.5 of the Code.

My certificate of registration is not subject to a term, condition or limitation imposed by either the Discipline Committee or the Fitness to Practise Committee.

I do not have a notation on the register of an undertaking provided to the College in relation to a matter involving my professional conduct or incapacity.

I am not currently the subject of an interim order made by a panel of the Inquiries, Complaints and Reports Committee.

I do not have a notation on the register of having been ordered to appear before a panel of the Inquiries, Complaints and Reports Committee to be cautioned in the preceding three (3) years.

I do not have a notation on the register of having been ordered to complete a specified continuing education or remediation program required by a panel of the Inquiries, Complaints and Reports Committee in the preceding three (3) year.

I have not been a director, Board member, officer or an employee of a Professional Association related to midwifery in the preceding 12 months.

I have not been director, owner, or board member of an educational institution relating to midwifery in the preceding 12 months.

I have not been disqualified from a College Council in the preceding three (3) years.

I am not a member of a council of any other college regulated under the RHPA.

I have not been an employee of the College during the previous two (2) years.

I am not in default of returning any required form or information required under the Regulations or the by-laws of the College.

I principally practice or principally reside in Ontario.

I have successfully completed the College's Governance Education Modules training program related to the duties, obligations and expectations of Council and Committee members.

Signature:

Date:

Please return the forms (3 pages) to the Registrar of the College of Midwives of Ontario by mail: 21 St. Clair Avenue East, Suite 303, Toronto, Ontario, M4T 1L9 or by email: cmo@cmo.on.ca. **All forms must be received no later than 5:00 pm, May 1, 2019.**

APPENDIX B



Conflict of Interest Declaration Form Council Election Candidates

This form may be submitted with written platforms by **May 24, 2019 at 5:00pm.**

All Council members are expected to act impartially in carrying out their responsibilities. As a candidate to the Council of the College of Midwives of Ontario (the College), you are required to disclose your interests which conflict, could conflict or may reasonably be seen to conflict with your responsibilities as a member on the College's Council.

Pursuant to the College's General By-law (s. 8.02), a member of Council would be perceived to have a conflict of interest if a reasonable person, knowing the relevant facts, would believe that the Council member's position or relationship with another organization, or the Council member's personal interests, whether financial or otherwise, would be sufficient to influence the objective discharge of the Council member's official duties.

Name of Candidate: _____

Candidate Declaration

I have no conflicts of interest to declare at this time.

I have interests to declare which may actually, potentially or be perceived to conflict with my responsibilities as a Council member. If you are not sure, please explain. Attach additional sheets if you need more space:

I, _____, declare that the information provided on this Form is a complete and accurate statement of any actual, potential or reasonably perceived conflict(s) of interest affecting me as a candidate for the College's Council of which I am aware at this time.

Candidate's Signature: _____

Date: _____



Time Commitment Guidelines for Council and Committee meetings

In accordance with the College's by-laws and governance policies all Council and Committee members are required to attend Council and Committee meetings. All meetings are scheduled in advance taking into account the members' availability. Committee meetings are held as teleconferences, wherever possible.

In addition to attendance at meetings, Council and Committee members are required to prepare for each meeting by reviewing a meeting package and any other related materials that are provided in advance of the meeting. Adequate preparation is critical to allow members to participate and contribute fully to discussions and to develop informed opinions in rendering decisions.

In addition, Council members serve on panels for the Discipline, Fitness to Practise, Registration, Quality Assurance (QAC) and Inquiries Complaints and Reports (ICRC) Committees. These panels require preparation, attendance at a panel meeting or participation in a teleconference and, in some cases, writing or review of written decisions (Registration, ICRC and QAC).

On October 12, 2017, Council approved the following time commitment guidelines for the College's Council members:

- All Council members are required to attend Council meetings. Pursuant to the College's by-laws a Council member may be disqualified, if the member fails, without reasonable cause to attend two (2) meetings of the Council in any twelve-month period. All professional members are required to be off call.
- All Council members are required to attend training days organized by the College. All professional members are required to be off call.
- All Council members are encouraged to attend Member Education Day. All professional members are encouraged to be off call.
- All Committee members are expected to attend Committee meetings. All professional members are encouraged to be off call.
- All Committee Chairs are required to attend Committee meetings. Committee Chairs, who are professional members, are required to be off call.
- All panel members are required to attend panel meetings. All professional members are required to be off call.
- All panel Chairs are required to attend panel meetings. Panel Chairs, who are professional members, are required to be off call.

Below is a breakdown of meetings for Council and every statutory Committee.

Council

Number of Council meetings	4
Number of training days	3-4
Number of other meetings	1 (Member Education Day)
Preparation time per meeting	5-7 hours

Executive

The Executive Committee has all powers of the Council with respect to any matter that requires immediate attention between Council meetings, other than the power to make, amend or revoke a regulation or by-law. Council members must serve at least one year of their term before they are eligible for election to the Executive Committee.

Number of meeting days per year	4-5
Preparation time per meeting	5-7 hours
Attendance	4-5 full-day meetings

Client Relations

The Client Relations Committee is mandated to ensure protection of the public interest by developing the policies and procedures of the College to prevent sexual abuse of clients and to define appropriate professional relations between the members of the College and their clients.

Number of meeting days per year	2 two-hour meetings
Preparation time per meeting	2
Attendance	teleconference

Discipline

The Discipline Committee hears matters of professional misconduct or incompetence that are referred by a panel of the Inquiries, Complaints and Reports Committee.

NOTE: Committee members do not participate in all panels.

Number of meeting days per year	2
Number of training days	1 training workshops
Number of hearing days per year	dependent on hearing
Preparation time per meeting	0-4 hours for meetings 0 hours for hearings 2-6 hours for motions
Attendance	1 half-day meeting (teleconference) 1 days of orientation (if required) Contested hearings can range from 3 days to several weeks

Fitness to Practise

The Fitness to Practise Committee conducts hearings of allegations concerning a midwife's capacity to practise midwifery that are referred by a panel of the Inquiries, Complaints and Reports Committee.

NOTE: committee members do not participate in all panels.

Number of meeting days per year	2
Number of hearing days per year	dependent on hearing
Preparation time per meeting	0-4 hours for meetings 0 hours for hearings

Attendance	2 half-day meetings (teleconference) 1 day of orientation (if required) Contested hearings can range from 3 days to several weeks
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Inquiries, Complaints and Reports

The Inquiries, Complaints and Reports Committee (ICRC) oversees all investigations into midwives' care and conduct, including formal complaints, mandatory reports, Registrar's investigations, and inquiries into a midwife's capacity to practise.

NOTE: Committee members do not participate in all panels.

Number of meeting & panel days per year	12-14
Preparation time per meeting	6-8 hours
Attendance	4 half-day meetings (teleconference) 8-10 half-day panels (teleconference)

Quality Assurance

The Quality Assurance Committee develops, establishes and maintains programs to promote continuing competence among midwives.

NOTE: Committee members do not participate in all panels.

Number of meeting & panel days per year	7
Preparation time per meeting	3-5 hours
Attendance	2-3 half-day meetings (teleconference) 2-4 half-day panels (teleconference)

Registration

The Registration Committee ensures protection of the public interest by providing direction to the College with regards to the registration processes of the College.

NOTE: Committee members do not participate in all panels.

Number of meeting & panel days per year	13-14
Preparation time per meeting	1-4 hours
Attendance	3 half-day meetings (teleconference) 5 quarter-day panels (teleconference) 5 quarter-day active practice panels (email exchange or teleconference)