



College of  
**Midwives**  
of Ontario

Ordre des  
**sages-femmes**  
de l'Ontario

# Elections Guide

## Table of Contents

<b>Composition of Council</b> .....	<b>3</b>
Professional Members .....	3
Public Member Appointments.....	3
Non-Council Committee Members .....	3
<b>Terms</b> .....	<b>3</b>
Professional Members .....	3
Public Member Appointments.....	3
Non-Council Committee Member (NCCM) Appointments.....	3
<b>Election Process</b> .....	<b>4</b>
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

## 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. 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 as of 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 can be found on the College website under 'Resources'.

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 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](mailto: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.