



College of
Midwives
of Ontario

Ordre des
sages-femmes
de l'Ontario

Elections Guide

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Composition of Council

In accordance with the *Midwifery Act, 1991* Council is composed of at least seven and no more than eight professional elected members and at least five and no more than seven 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-law](#) (s.5.08).

Public Member Appointments

Public members are appointed by the Lieutenant Governor in Council. These appointments are made by the [Public Appointments Secretariat](#) (PAS). 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, they can be members of the profession or public. The process and requirements for application can be found on the College [website](#). These non-council applicants must meet specific criteria, outlined in the College's General By-law (s.6.12) 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 years, as noted in the General By-law (s.5.04). The [Regulated Health Professions Act, 1991](#) states that elected council members may not serve for more than nine consecutive years.

Public Member Appointments

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

Non-Council Committee Member Appointments

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

Election Process

Each year, usually throughout the month of June, the College holds online elections for professional member vacancies on Council. However, this year, due to the COVID-19 pandemic, elections were postponed and instead will be held throughout the month of August.

The election process is outlined in the College's [General By-Law \(s.5\)](#). The by-law refers to an 'election day', but the College will provide members with the opportunity to vote online from August 1 to August 31, 2020. For the College's administrative procedures, August 31 is referred to as the 'election day'.

Call for Nominations

The College contacts all members by email to call for nominations at least ninety (90) days prior to 'election day', for the 2020 elections the call for nominations will occur May 29, 2020.

The number of vacancies on Council 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 60 days of the 'election date' and are due by 5:00 p.m. on June 30, 2020.

Eligibility for Election Criteria

In accordance with College by-laws, successful completion of the College's training program related to the duties, obligations and expectations of being a Council member is an eligibility requirement. The [Governance Education Modules \(GEM\)](#) is an online training program consisting of three education modules and three quizzes used for proof of completion. There is no scoring involved and should take

approximately one hour to complete. The [Governance Manual](#) is also available as a study aid and general reference document for detailing the governance work of the College.

The eligibility criteria for nominees is defined in the General By-law (s.5.08). All 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](#).

The College can refuse a nomination form if it does not meet acceptable guidelines.

Nomination Confirmation

Members who have met the criteria for nomination will receive a confirmation of nomination by email from the College in the days following the nomination deadline. At that time nominees will be requested to submit candidate platforms and a photo to provide for voter information during the elections. Nominees are also required to complete and submit a Conflict of Interest ([Appendix B](#)) form.

Acclamation

If, following the nomination confirmation and upon receipt of all nominee conflict of interest forms, 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 no more than 250 words in length
- 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
- Sent as electronic file by email to cmo@cmo.on.ca

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 (s.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 p.m. on or before August 31, 2020, 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 days after receiving the election results. A recount fee is applicable as per the College's Fees & Remuneration By-law (s.12.13).

By-elections & Vacancies

In accordance with the General By-law (s.5.31), if an elected member of Council vacates their seat less than 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 12 months before the end of their term, a by-election is held to fill the vacancy as per section 5.32 of the General By-law. 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 & Candidate Form

Appendix B – Conflict of Interest Form

Appendix C – Time Commitments document

Appendix A

2020 Annual Election Nomination Form

This nomination form is to be used to nominate a candidate for election to the Council of the College of Midwives of Ontario (College). Nominations must be supported by at least two 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 #:

2020 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 p.m. on June 30, 2020.**

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 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 years.

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 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 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:

The College makes regulatory decisions in the public interest and is committed to diversity, accessibility and reducing barriers to participation. If you require accommodation to participate in the election process or upon election to Council, please indicate here:

Please return the forms (4 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 p.m., June 30, 2020.**

Appendix B

Conflict of Interest Declaration Form

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 (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).

The following time commitment guidelines approved by the Council in 2017 sets out the following expectations for the College's Council and committee 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 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
Preparation time per meeting	5-7 hours
Attendance	4 full day meetings 3-4 full day training days

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	4-6
Preparation time per meeting	5-7 hours
Attendance	4 full day meetings by Video/teleconference 1-2 half-day meetings (if required)

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
Preparation time per meeting	2 hours
Attendance	2-hour Video/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 workshop
Number of hearing days per year	dependent on College's hearing caseload
Preparation time per meeting	0-4 hours for meetings 0 hours for hearings 2-6 hours (and as required) for motions
Hearing Related	Up to 1 day decision writing/review* Up to 1 day Deliberation time* *May exceed one day and is dependent on length of hearing
Attendance	1 half-day meeting (video/teleconference) 1/2 day of orientation (if required) Contested hearings typically range from 2 days to 5 days

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	1
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 (tele/videoconference) 1/2 day of orientation (if required) Contested hearings typically range from 3 days to 5 days

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	12-18
Preparation time per meeting	6-8 hours
Attendance	2-4 half-day meetings (tele/videoconference) 8-12 half-day panels (tele/videoconference)

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	4-6
Preparation time per meeting	3-5 hours
Attendance	2-3 half-day meetings (tele/video conference) 2-3 half-day panels (tele/video conference)

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	12-15
Preparation time per meeting	1-4 hours
Attendance	3 half-day meetings (tele/videoconference) 4-7 quarter-day panels (tele/videoconference)