

## ELECTION GUIDE

Each year Council holds elections for one-third of the electoral districts on the first Wednesday in August.

### ELECTION DATE

Electoral Districts N and H – August 2018 and every 3<sup>rd</sup> year after that  
Electoral Districts K, L, T and TH – August 2019 and every 3<sup>rd</sup> year after that  
Electoral Districts M and P – August 2020 and every 3<sup>rd</sup> year after that

Noted below is information that will help answer questions if you are thinking of running for election in your Electoral District.

### THE ROLE OF A COUNCIL MEMBER

- The College operates under the leadership and stewardship of its Council. Council's primary role is to ensure that the interests of the public are protected and maintained.
- Members of Council include 15 elected pharmacists (2 from hospital), 2 elected pharmacy technicians (1 from hospital), 2 deans from the faculties of pharmacy at University of Toronto and University of Waterloo, and 9 to 16 members of the public who are appointed by government.
- Council is the policy-making group and board of directors for the College. The College's administrative staff is responsible for carrying out these policies and administering the *Regulated Health Professions Act*, the *Pharmacy Act* and the *Drug and Pharmacies Regulation Act* and associated regulations. The College is required to fulfil the role of a regulatory college established in this legislation. All Council decisions must be consistent with this legislation.
- **It is important to note that once elected to Council, Council members do not “represent” those who elected them. Rather, the Council member has a fiduciary duty of undivided loyalty and good faith to the mandate of the College, which is to regulate the pharmacy sector in the public interest.** To help you further understand your role as a Council Member, please review the [Governance Manual](#), as well as the College Objects (Appendix 4 of the Governance Manual), [By-laws](#), [Code of Ethics](#) and [Code of Conduct](#) for Council and Committee members.

### WHAT IS THE TIME COMMITMENT INVOLVED IN SERVING AS A COUNCIL MEMBER

Council meetings are held 4 times per year at the College – September, December, March and June. Each meeting is usually about 1 day in length (except September, which may be about 1½ days). The meetings are open to the public.

### COMMITTEE APPOINTMENTS AND MEETINGS

Council members may be appointed to serve on one or more committees. Council approves these appointments each September, which is the beginning of the Council year for this College. Committees meet anywhere from one day a year to once a month, depending on the committee. The table below gives an approximate overview of the function and time commitment of each committee.



Committee	Frequency of meetings
<b>Accreditation</b> - considers matters relating to the operation of community and hospital pharmacies in Ontario and also reviews issues relating to pharmacy assessments conducted by the College where the pharmacy has failed to comply with the requirements.	Approx. 6 times a year
<b>Drug Preparation Premises (DPP)</b> - considers all matters relating to the operation of DPPs in Ontario (DPP members also sit on the Accreditation Committee).	2-3 times a year (meetings tend to be coordinated with Accreditation Committee meetings)
<b>Discipline</b> – panels of the Committee hear allegations of professional or proprietary misconduct.	Approx. 25 hearings a year are heard by panels* of the Discipline committee; plus 3 meetings a year of the full committee
<b>Executive</b> – deals with matters requiring immediate attention between Council meetings, has significant co-ordination function, and receives and studies reports from committees before forwarding them to Council for action.	4 times a year
<b>Finance and Audit</b> - oversees the financial and physical assets of the College. It sets and recommends to Council the annual operating and capital budget.	3-4 times a year
<b>Fitness to Practise</b> – considers incapacity matters referred by the ICRC.	1-2 times a year
<b>Inquiries, Complaints and Reports (ICRC)</b> – oversees all investigations into a practitioner’s conduct, competence and capacity. Also oversees all complaint investigations, Registrar’s investigations and health inquiries.	3 panel* meetings a month; plus 2 meetings a year of the full committee
<b>Patient Relations</b> – advises Council regarding the patient relations program which enhances relations between practitioners and patients. It also deals with preventing and handling matters related to sexual abuse of patients by practitioners.	1-3 times a year
<b>Quality Assurance</b> – develops and maintains the Quality Assurance program which supports continued competence and encourages continuing professional development of practitioners.	4-6 panel* meetings a year; plus 2-3 meetings a year of the full committee
<b>Registration</b> - provides guidance to Council on matters concerning registration, examinations and in-service training required prior to registration.	Monthly panel* meetings; plus 2-3 meetings a year of the full committee

\* The Discipline, ICRC, Quality Assurance and Registration Committees all operate using panels comprised by interchanging committee members. **Note also that for the Discipline Committee, contested hearings may require multiple-day attendance i.e. between 3-5 days at a time.**

For most meetings, material will be made available online and prior to the meeting to allow time for review.

### TERM, EFFECTIVE DATE AND ORIENTATION ON COUNCIL

The College is undertaking changes to the Governance Framework for the Council and its Committees which may result in changes to the electoral districts and the terms of office. Any proposed changes will be implemented during the 2020/2021 Council year. Each new member is expected to participate in an orientation conducted by the President and the CEO & Registrar before they start their term. As well, all Council members will participate in an Annual Orientation at the first meeting of the Council year (i.e. at the September Council Meeting).

### REMUNERATION AND EXPENSES

The College recognizes that although the Council members' time is volunteered and is therefore unpaid, members choosing to serve on Council should not be out of pocket for costs incurred. Elected members are paid an expense allowance of \$300 for each day when out of the community in which they reside or \$165 for each day when in the community in which they reside when on College business. As well, reasonable expenses for travel will be reimbursed. For more details, refer to the [by-laws](#) (article 6).

### WHO MAY RUN FOR ELECTION

You can run for election provided:

- you are running for election in a district where the majority of your time in the practice of pharmacy is spent, or alternatively, is your permanent residence;
- you are not in default of payment of any fees prescribed in the By-Law;
- you are not the subject of any disciplinary or incapacity proceeding;
- your Certificate of Registration has not been revoked or suspended in the six (6) years preceding the date of the election;
- you are not a Registered Pharmacy Student or Intern;
- your Certificate of Registration is not subject to a term, condition or limitation other than one prescribed by regulation;
- you are not an employee, officer or director of a Professional Advocacy Association, or, if you are such an employee, officer or director of a Professional Advocacy Association, you will give an undertaking to resign from such position upon being elected or acclaimed to the Council;
- you have not been disqualified from serving on Council or a committee within the 6 years immediately preceding the election;
- you are not an adverse party in litigation against the College, the Council, a committee of the Council or a panel of a committee of the Council or any of its directors, officers, employees or agents;
- you have not, in the opinion of the Elections Committee, engaged in conduct unbecoming a Council member; and
- you are not the owner or designated manager of a pharmacy that, within the 6 years immediately preceding the election, has undergone a re-inspection, as a result of deficiencies noted in an initial inspection, for a third time or more after the initial inspection.

### Nominators\*:

- Candidates must be nominated by at least three members who are eligible to vote in the same electoral district for which the candidate is nominated. (Every active member of the College who is a resident of Ontario, and has paid their annual fee, qualifies to vote in Council elections).

\* Nominator eligibility must be confirmed prior to acceptance of the nomination. Do not wait until the deadline to submit your forms because you may not have enough time to find another eligible nominator if needed.

#### KEY DATES TO REMEMBER:

*(Exact dates will be established at the beginning of each year and will be posted on the website)*

#### Mid-May

The College will notify all members by email of the upcoming elections. The workplace recorded as *Declared Place of Practice (for Elections)* on the annual renewal will be used to determine districts for election purposes. Members will be invited to ensure that this information is up to date, including the provision of unique email addresses.

#### End of May

Members must notify the College of any changes to the information that is required for the nomination call and the voters' list.

#### No later than June 1

Nominations will open. The College will send an email to all eligible voters in the districts in which elections are to be held. It will include a link to the [Nomination and Eligibility Form](#).

Fill out the form and return it to the College, together with all the accompanying documents, before the deadline of 5:00 p.m. on the third Wednesday of June.

***During this time, as nominations are received, each candidate running for election will be contacted by a member of the Executive Committee to conduct a pre-orientation interview. The purpose of the interview is to emphasize the College's public interest mandate, explain the expected competencies of a Council member, and to answer any questions a candidate may have.***

#### Third Wednesday of June

The [Nomination and Eligibility Form](#) must be received by the College no later than 5:00 p.m., and be accompanied by the candidate's photograph and campaign material (if submitting).

- **Photograph** (optional)

Each ballot can include the candidate's photograph. The photo will also be attached to the candidate's campaign material on the website. If you wish to submit a photograph (taken against a neutral background), please email a digital file to [councilelections@ocpinfo.com](mailto:councilelections@ocpinfo.com) or mail a photo (addressed to Sarah MacDougall) to be scanned and returned to you.

- **Campaign material** (optional)

To aid in informing members on the individuals running for Council elections, candidates' campaign material will be posted on the College's website. This material can explain why you are running for election; however, in drafting your campaign material, please keep in mind that the **College Council is established to advocate for and represent the interests of the public**. Ideally, a statement that describes what you believe it means to serve and protect the public interest would be useful. Statements that indicate that you look forward to **representing the views of members** in your districts are acceptable, whereas statements that suggest you are **representing their interest** are not appropriate. Material that is considered inappropriate will be returned for revision.

It is required that **any** material shared with the voters is provided to the College prior to its release.

A link to all campaign material, as well as a link to the candidate's [public profile](#) on the College's website, will be accessible from the electronic ballot.

### **SUBMISSION OF NOMINATION FORM AND MATERIAL**

It is your responsibility to ensure that all the documents are **submitted altogether**, and received by the College on or before the established deadline. Late submissions will not be included on the ballots nor on the website and no reminders will be sent.

Send your submission by email to [councilelections@ocpinfo.com](mailto:councilelections@ocpinfo.com)

### **AFTER NOMINATIONS CLOSE**

Once the full slate of nominations is in, if the number of candidates nominated is equal to the number of members that are to be elected in your electoral district, the Registrar will declare the eligible candidate(s) to be elected by acclamation.

If there are more nominations than the positions for election in your electoral district, you will receive notification from the College advising you of all the nominees running for election. You will also receive a list of voters eligible to vote in your district. The list will include names and practice addresses of voters. Home addresses and email addresses will not be included due to privacy rules.

### **No later than July 1**

Should you decide not to pursue election, you must notify the College of your intention to withdraw no later than July 1.

### **21 days before the election**

Voting will commence. Through a service provider specializing in secure and protected e-voting, the College will send all voters notification on how to access the electronic ballot and enter their votes.

All candidates running for election will be advised of when the voting will commence.

Until voting closes, the electorate will receive regular reminders to vote.

### **First Wednesday in August**

Voting will close at 5:00 p.m.

### **First Thursday in August**

Ballots will be verified by Scrutineers approved by Council and all candidates will be notified of the election results.

### **WHO TO CALL IF YOU STILL HAVE QUESTIONS**

You may contact Ms. Sarah MacDougall, Council and Committee Liaison in the Registrar's Office. Her direct line is 416-847-8243 or you can reach her by email at [councilelections@ocpinfo.com](mailto:councilelections@ocpinfo.com)