

ELECTORAL DISTRICT 6 (WHOLE PROVINCE OF ONTARIO)

July 2010

Dear Registered Optician Member, District 6:

Please find enclosed a comprehensive Election Package, developed to assist members who are interested in running for a Council position in the upcoming election for *electoral district 6 (CCLF)*. The election date for *district 6* has been set for **Thursday November 25, 2010**. The successful candidate will begin serving a three (3) year term on January 1, 2011.

Attachments include:

Election Information Package

- General Information and Frequently Asked Questions
- Election By-law
- Remuneration Policy

Nomination Booklet

- Notice of Election
- Nomination Instructions
- Nomination Form

Please read all information carefully and follow instructions for nomination procedures. Nomination forms must be completed and returned to the College office no later than **4:30 pm, Tuesday, September 21, 2010**. **Please note you may not run for election until you have received written notification from the College that your nomination meets the eligibility criteria.** If you are interested in running for a Council position please submit your completed Nomination form to the College as soon as possible so we can verify your eligibility to begin your election campaign.

I urge you to read the enclosed information and consider running for a position on Council. If successful, you will accept responsibility for the strategic direction of the College of Opticians, maintenance of standards of practice and ensuring that the public continues to be served by qualified, competent and professional Opticians.

For more information on the election process, eligibility and Council and Committee roles visit the College website at www.coptont.org or contact Belinda Forrest, Manager of Professional Conduct at 1-800-990-9793 ext. 213.

Yours sincerely,



Caroline MacIsaac-Power, RO
Registrar

COLLEGE OF OPTICIANS OF ONTARIO ELECTION AND COUNCIL INVOLVEMENT

WHAT EVERY MEMBER NEEDS TO KNOW

The Council of the College of Opticians (COO) is the governing body of the College. It is currently composed of eight Opticians elected by the Membership and between five and seven non-Optician representatives of the public appointed by the Lieutenant-Governor of Ontario. Every Optician in Ontario is an important contributor to self-regulation. By adhering to standards of practice and conduct in daily practice, and by participating in the Quality Assurance Program, Opticians support self-regulation. *Members of the Council make decisions that are in the public interest and further the COO's mandate of public protection.*

Why does the College need Members to be involved?

The COO's Council and statutory committees make decisions that are important to Opticians. Members of the COO have an important stake in the key areas for which the COO Council has responsibility – to ensure the people of Ontario receive safe, effective and ethical Opticianry services according to accepted standards of practice. Council Members oversee the affairs of the COO and through the committees of the COO, register COO Members, maintain high standards of professional ethics, monitor standards of practice, manage quality assurance, continuing education and sexual abuse prevention programs for our profession and administer, fair, open and honest complaint and discipline procedures. The work of the Council helps to shape the future of self-regulation.

What kind of work is involved?

The duties of self-regulation are very broad. They include establishing, maintaining and developing standards of knowledge and skill among Opticians in the province, and developing standards of qualification for the practice of Opticianry and registration-related issues.

The Council has a vital responsibility in ensuring the financial well-being of the College.

The Council is responsible for investigating complaints against Opticians and disciplining Opticians found guilty of professional misconduct.

The Council is also responsible for developing quality assurance programs to assure the continuing competence of Opticians and ensuring that Members' knowledge, skill and clinical ability remain current throughout their careers.

The Council is actively involved in the development and review of statutes, regulations and legislation that directly impact the practice of Opticianry and the delivery of eye care.

What do I need to know to serve on Council or a Committee?

Many Opticians mistakenly believe that they must have an extensive knowledge of Opticianry legislation, healthcare regulation and all the rules of the profession in order to serve on Council. This is not the case. While its true that individuals serving on Council must be familiar with all the relevant legislation, policies and standards of the profession, this knowledge can and will be learned “on-the-job” as it were. Most Opticians will already have some familiarity with our rules, regulations and by-laws – probably more than they realize. That said, the in-depth knowledge that will be required of Council and Committee Members is the type of knowledge that all Members learn as they go. The professional Members of Council and Committees are not lawyers, nor are they expected to be – the purpose of professional Members is to bring the skills and knowledge of Opticians to all Council and Committee decisions.

Having a cross-section of the Opticianry profession among Council Members is crucial. Any Optician who meets the eligibility criteria can serve. As Member of the College, they are expected to have an understanding of what an Optician does. There are however, specific expectations that potential candidates should be prepared to fulfill, which include:

- Making decisions in accordance with the COO’s mandate of *public* protection;
- Arranging schedules to meet time commitments;
- Reviewing preparatory materials in advance of meetings;
- Participating in discussion and decision making;
- Maintain confidentiality where required; and
- Implementing and Supporting Council and Committee directives.

What’s in it for me?

By standing for election, Members have the opportunity to directly foster the continued growth of the profession.

Running for an elected office is a difficult decision to make when considered in the context of a busy professional and personal life. It is difficult to determine what is actually involved and whether one can make a difference. However, consider this: the COO needs strong representation by Members. The views, knowledge, skills and judgment of practicing Opticians are very important to the COO and by extension, to peers and patients alike.

There are many benefits associated with involvement with the College. Sitting as an elected representative broadens one’s professional scope by offering:

- An opportunity to network with professional colleagues from across the province
- An insight into the trends that influence practice
- An opportunity to influence policy and decisions made by the COO
- A greater understanding of governance
- The opportunity to be actually involved in self-regulation

Compensation

Even though the COO is a non-profit organization, the significant commitment of Council and Committee Members is recognized with an honorarium. Council and Committee Members are paid a per diem and certain expenses are covered. Included in this election package is the COO's policy on remuneration.

What is the time Commitment?

Council Members can expect 15 to 20 meeting days per year.

As a Council Member you would attend the one-day Council meetings held four times a year to debate and establish College policy. Preparation time associated with Council meetings averages four to eight hours for each Council meeting. This generally involves reviewing material to be discussed at the meeting. Council Members are also assigned to one or more Committees of College.

The time involved varies widely depending on the committee(s) on which you serve. Some Committees may meet only quarterly for one day while others meet on a more frequent basis. The most time consuming committees are Complaints and Executive. Both committees require considerable preparation time for meetings, and meet about once a month.

Terms of Office

Members of Council hold their positions for a three-year term. Each professional Member of Council may serve a maximum of three terms.

How do I know if I'm eligible to run for Council?

You are eligible to run for Council if:

- If you currently reside in the electoral district for which you are nominated, or if you reside outside of Ontario but are engaged in the practice of Opticianry in Ontario;
- If your certificate of registration has not been revoked or suspended in the six years preceding the date of the election and has no terms, conditions or limitations;
- If you are not currently the subject of a disciplinary or incapacity proceeding;
- If you are not in default of payment of any fees prescribed by the regulations;

While in office you may not be director, executive officer, employee or advisor of an Opticians Association.

If elected how long after the election would I take office?

You would take office on January 1st of the year following the election. In the case of a by-election you would take office immediately after being elected.

Nominations

For elections the COO has divided the province into eight electoral districts, a map of which can be found in this package along with the dates of elections.

Included in this package is a nomination form. To run in the election you must get your nomination form signed by five other Opticians in your electoral district. The nomination form must reach the COO on or before the deadline for the close of nominations. Once your nomination is confirmed, you will be eligible to receive, upon request and payment of a \$35.00 fee, one set of mailing labels for all the Members in your electoral district to assist in your election campaign. If you supply the COO with a brief biography the COO will circulate it to all Members of the College in your district along with the ballot for voting.

Eligibility to Vote

Every currently registered Member or Life Member is eligible to vote in Electoral District 6 and in the Electoral District in which they reside. If the member does not reside in Ontario but is engaged in the practice of Opticianry in Ontario they can vote in the district where they practice. Members elect candidates for the electoral district in which they reside.

Included in this package:

- Nomination Booklet
- Remuneration Policy
- The Election Bylaw

For more information on the election process, eligibility and Council and Committee roles visit the College website at www.coptont.org or contact Belinda Forrest, Manager of Professional Conduct: 1-800-990-9793 ext. 213

ELECTION BY- LAW, UNDER THE OPTICIANRY ACT, 1991 PASSED BY THE COUNCIL ON SEPTEMBER 20, 2006

ARTICLE 6: COUNCIL MEMBERS

6.1 *Electoral Districts*

- a) The following electoral districts are established for the purpose of the election of members to the Council:
- i) electoral district 1 (Southern) composed of the county of Brant, the city of Hamilton, the regional municipalities of Halton and Niagara and the counties of Haldimand and Norfolk, or the equivalent geographical areas and names, as substituted by statute from time to time;
 - ii) electoral district 2 (Eastern), composed of City of Kawartha Lakes, the counties of Peterborough, Northumberland, Haliburton, Hastings, Lennox and Addington, Prince Edward, Frontenac, Lanark, Leeds and Grenville, Renfrew, Prescott and Russell, Stormount, Dundas and Glengarry, the regional municipality of Durham and the City of Ottawa, or the equivalent geographical areas and names, as substituted by statute from time to time;
 - iii) electoral district 3 (Northern), composed of the territorial districts of Kenora, Rainy River, Thunder Bay, Cochrane, Temiskaming, Nipissing, Parry Sound, Algoma, Manitoulin, and Muskoka, and the District of Sudbury, or the equivalent geographical areas and names, as substituted by statute from time to time;
 - iv) electoral district 4 (Western), composed of the counties of Bruce, Grey, Huron, Perth, Lambton, Middlesex, Oxford, Elgin, Kent and Essex, or the equivalent geographical areas and names, as substituted by statute from time to time;
 - v) electoral district 5 (Toronto) composed of the city of Toronto, or the equivalent geographical area and name, as substituted by statute from time to time;
 - vi) electoral district 6 (Ontario), shall be composed of individuals who hold a Certificate of Proficiency in the Fitting of Contact Lenses, issued by the Board of Ophthalmic Dispensers under the Ophthalmic Dispensers Act;
 - vii) electoral district 7 (central western) composed of the counties of Dufferin and Wellington and the regional municipalities of Peel and Waterloo, or the equivalent geographical areas and names, as substituted by statute from time to time; and

- viii) electoral district 8 (Central) composed of the county of Simcoe and the Regional Municipality of York, or the equivalent geographical areas and names, as substituted by statute from time to time.

6.2 Election and Term

- a) One member shall be elected to the Council from each of the electoral districts.
- b) An election of a member(s) to the Council for an electoral district shall be held in the year in which the term of office of that district's Council member(s) expires.
- c) The term of office of a Council member shall be three years.
- d) A person may be a Council member for more than one term but no person who is elected may be a Council member for more than nine consecutive years.
- e) The Registrar shall set the date for each election of members to the Council in accordance with guidelines established by Council.

6.3 Eligibility for Election

A member is eligible for election to the Council in an electoral district if, on the date of the election:

- a) the member is a registered optician who resides in the electoral district for which he or she has been nominated or the member resides outside the Province of Ontario and is engaged in the practice of opticianry in the electoral district for which he or she has been nominated;
- b) the member is not in default of payment of any required fees;
- c) the member has not been found to have committed an act of professional misconduct or to be incompetent in any discipline proceeding in the six years preceding the date of the election;
- d) the member's certificate of registration has not been revoked or suspended in the six years preceding the date of the election by an order of the Discipline Committee or failure to comply with the QA program;
- e) the member's certificate of registration is not subject to a term, condition, or limitation other than one prescribed by regulation;
- f) the member is not in default of the requirements of the College's quality assurance program;
- g) the member is not a candidate for election in, or already a member of the Council for, another electoral district; and
- h) in the case of electoral district 6, the member is currently a holder of a Certificate of Proficiency in the Fitting of Contact Lenses, issued by the Board of Ophthalmic Dispensers under the *Ophthalmic Dispensers Act*.

6.4 Registrar's Electoral Duties

- a) The Registrar shall supervise and administer the nomination and election of candidates to the Council and, for the purpose of carrying out such duties the Registrar may, subject to this By-law and the guidelines established by the Council:
 - i) appoint returning officers and scrutineers;
 - ii) establish the deadline for the receipt of ballots;
 - iii) establish procedures for the opening and counting of ballots;
 - iv) provide for the notification of all members of the results of the election; and
 - v) provide for the destruction of the ballots following the election after any recounts.

6.5 Nomination Procedure

- a) Not less than 90 days prior to the day of the election, the Registrar shall notify each eligible member of the date, time and procedure for nomination, and of the deadline for the receipt of such nominations.
- b) The nomination of a candidate for election as a member of the Council shall be in writing, on a form provided by the Registrar and shall be submitted along with a photograph of the candidate, and a biographical statement (if desired). The nomination must be received by the Registrar not less than 60 days before the day of the election.
- c) The nomination shall be signed by the candidate and by not less than five members who support the nomination and who, on the deadline for receipt of such nomination, are eligible to vote in the electoral district in which the election is to be held.
- d) Not less than 30 days before the day of the election, the Registrar shall send to every member eligible to vote in the electoral district in which an election is to be held, a list of the candidates, a ballot and an explanation of the procedure for voting.
- e) A candidate may withdraw his or her nomination for election to the Council by written notice to the Registrar not less than 45 days before the day of the election.

6.6 Eligibility to Vote

- a) Only members who are registered opticians or Life Members on the close of the business day preceding the day on which the election will take place shall be eligible to vote in an election of members to the Council.
- b) Each member who is eligible to vote shall be eligible to vote in:
 - i) electoral district 6; and
 - ii) the electoral district in which on the close of the business day preceding the day on which the election will take place, the member principally resides or, if the member does not reside in Ontario, the electoral district in which the member principally practices opticianry.

6.7 Number of Votes

- a) A member may cast one vote on a ballot in an election of members to the Council for each electoral district in which the member is eligible to vote.
- b) Voting for election of members to the Council shall be by mail using the ballot supplied by the Registrar.

6.8 Acclamation

If only one eligible candidate is nominated for an electoral district, the Registrar shall declare such candidate to be elected by acclamation.

6.9 Tie Votes

If there is a tie in an election of members to the Council, the Registrar shall break the tie by lot.

6.10 Recounts

- a) A candidate may request a recount by applying in writing to the Registrar within seven business days of receiving the notification of the results of the election, and by paying the recount fee as specified in Article 5.
- b) The Registrar shall hold the recount within seven business days of receiving such a request.

6.11 Interruption of Mail Service

Where there is an interruption of mail service during the process of nomination or election, the Registrar shall extend the deadline for receipt of nominations or the date of the election or both for such period of time as the Registrar considers necessary to compensate for the interruption.

6.12 Supplementary Nomination and Election Procedures

- a) If, 60 days before the day of the election, a candidate has not been nominated, a supplementary nomination and election process shall be held, and the Registrar shall again notify each eligible member of the new date and time, and of the procedure for nomination, and of the deadline for receipt of such nominations.
- b) The nomination of a candidate for election as a member of the Council shall be in writing on a form provided by the Registrar and shall be submitted along with a photograph of the candidate, and a biographical statement (if desired). The nomination must be received by the Registrar not less than 40 days before the day of the election.
- c) The nomination shall be signed by the candidate and by not less than five members who support the nomination and who, on the deadline for receipt of such nominations, are eligible to vote in the electoral district in which the election is to be held.

- d) Not less than 20 days before the day of the election, the Registrar shall send to every member eligible to vote in the electoral district in which an election is to be held, a list of the candidates, a ballot and an explanation of the procedure for voting.
- e) A candidate may withdraw his or her nomination for election to the Council by written notice to the Registrar not less than 30 days before the day of the election.

6.13 Disqualification

- a) An elected member of Council shall be disqualified from sitting on Council if he or she:
 - i) is found by a panel of the Discipline Committee to be incompetent or to have committed an act of professional misconduct;
 - ii) is found by a panel of the Fitness to Practise Committee to be an incapacitated member;
 - iii) fails, without justifiable cause, to attend two consecutive meetings of the Council;
 - iv) fails, without justifiable cause, to attend two consecutive meetings of a committee of which he or she is a member;
 - v) does not practice or reside in Ontario ; or
 - vi) holds a certificate of registration that becomes subject to a term, condition or limitation, other than a term, condition or limitation that is prescribed by regulation.
- b) An elected member of the Council who has been removed from sitting on the Council ceases to be a member of the Council and ceases to be a member of any committees to which he or she had been appointed.

6.14 Vacancies

Where a vacancy on the Council is created as a result of the death, resignation or disqualification of an elected Council member, the vacancy shall be filled in the following manner:

- a) if the seat of an elected Council member becomes vacant not more than 12 months before the expiry of a member of Council's term of office, the Council may:
 - i) appoint as an elected member of the Council the candidate, if any, who had the most votes of all the unsuccessful candidates in the last election of Council members for that electoral district; or
 - ii) leave the seat vacant provided that there are at least seven elected members remaining on the Council.

- b) if the seat of an elected Council member becomes vacant more than 12 months before the expiry of such Council member's term of office, the Registrar shall hold an election in accordance with this By-law.
- c) The term of a member appointed under Section 6.15(a)(i) or elected in an election under Section 6.15(b) shall continue until the time that the term of the former Council member would have expired.

6.15 Emergency Nomination and Election Procedures

- a) Where a vacancy in the seat of an elected Council member results or will result in the number of Council members falling below the minimum number required by the *Opticianry Act* and the vacancy cannot be filled in accordance with Section 0, the Registrar, in consultation with the Executive Committee, shall conduct an abbreviated nomination and election procedure in accordance with the provisions of this Section 0 as follows:
 - i) a date for the election shall be scheduled not less than 40 days from the day that the seat becomes or will become vacant;
 - ii) not less than 35 days prior to the day of the election, the Registrar shall notify every eligible member of the date, time and procedure for nomination, and of the deadline for the receipt of such nominations;
 - iii) the nomination of a candidate for election as a member of Council shall be in writing, in a form provided by the Registrar, and shall be submitted along with a photograph of the candidate, and a biographical statement (if desired). The nomination must be received by the Registrar, not less than 20 days before the day of the election;
 - iv) the nomination shall be signed by the candidate and not less than five members who support the nomination and who, on the deadline for receipt of such nomination, are eligible to vote in the electoral district in which the election is to be held; and
 - v) not less than 15 days before the date of the election, the Registrar shall send to every member eligible to vote in the electoral district in which the election is to take place a list of the candidates, a ballot and an explanation of the procedure for voting.
- b) A candidate may withdraw his or her nomination for election to the Council by written notice to the Registrar not less than 20 days before the day of the election.
- c) In the event that 20 days before the day of the election a candidate has not been nominated, a supplementary nomination and election process shall be held, and the Registrar shall notify every member who is eligible to vote of a new date, time, place and of the procedure for nomination.
- d) The process for the supplementary nomination and election procedures shall be the same as those set above in this Section 6.16.
- e) The term of a Council member who has been elected under this Section 6.16 to fill a vacancy shall continue until the time that the term of the former Council member would have expired.

College of Opticians of Ontario Policy on Payment of Honoraria and Expenses for Council and Committee Members¹

1. Introduction

This policy sets out the honoraria and remuneration payable by the College to Council and committee members for attending meetings or otherwise conducting the business of the College.

2. Honoraria

2.1 Attendance at Meetings

An honorarium shall be paid on a per diem basis to Council and committee members for attendance at meetings as follows:

Position	Criteria	Per Diem Rate:
President/Chair of the Executive Committee	<ul style="list-style-type: none"> Presiding at meetings of the Council and the Executive Committee Representing the College at external meetings No honorarium shall be provided for participation in committee meetings other than meetings of the Executive Committee 	Day: \$350.00 ½ Day: \$175.00 ¼ Day: \$87.50
Vice-President/ Vice-Chair of the Executive Committee	<ul style="list-style-type: none"> Attending meetings of the Council and the Executive Committee Representing the College at external meetings No honorarium shall be provided for participation in committee meetings other than meetings of the Executive Committee When acting in the capacity of President/Chair the per diem rates for that position shall apply 	Day: \$300.00 ½ Day: \$150.00 ¼ Day: \$75.00
Committee Chair	<ul style="list-style-type: none"> Presiding at meetings of the committee for which he or she has been designated as Chair No honorarium shall be provided for participation in committee meetings other than the committee for which he or she is Chair 	Day: \$300.00 ½ Day: \$150.00 ¼ Day: \$75.00
Committee Vice-Chair	<ul style="list-style-type: none"> Attending committee meetings for which he or she has been designated as Vice Chair When acting in the capacity of committee Chair the per diem rates for that position shall apply No honorarium shall be provided for participation in committee meetings other than the committee for 	Day: \$275.00 ½ Day: \$137.50 ¼ Day: \$68.75

¹ This policy does not apply to persons appointed by the Lieutenant Governor in Council
 Policy on Payment of Honoraria and Expenses for Council & Committee Members
 Amended by Council – September 20, 2006

	which he or she is Vice-Chair	
Council and Committee Members	<ul style="list-style-type: none"> • Attending at Council or committee meetings • Attending ad hoc or working group meetings training sessions, workshops or conferences • Writing decisions, in the case of members of the complaints and the discipline committees will be based on the rates set out in the next column 	Day: \$250.00 ½ Day: \$125.00 ¼ Day: \$62.50

- Notes:
1. Day = meetings in excess of 3 hours
 ½ Day = meetings from 2 to 3 hours
 ¼ Day = meetings up to 2 hours
 2. Council or committee members acting as registration examination examiners will be paid as per the Examinations Examiner Policy.
 3. Only one per diem will be paid to a member for each calendar day.

2.2 Preparation Time

Remuneration for the time required to prepare for meetings of the Council or committees of the Council shall be calculated in accordance with the table set out under section 2.1.

2.3 Cancellation of Meetings

Where a Council or committee member is scheduled to attend a meeting of the College for which a per diem is normally paid and the meeting is cancelled by the College, remuneration may be claimed as follows:

Meeting	Conditions	Allowable Claim
Council	Meetings cancelled three business days or less prior to the published date of the meeting	50 % of the per diem for a full day meeting No remuneration will be provided if meetings are cancelled more than three days before the published date of the meeting.
Committee or Working Group Meetings	Meetings cancelled two business days or less prior to the published date of the meeting	50% of the per diem for a full day meeting No remuneration will be provided if meetings are cancelled more than two days before the published date of the meeting.
Discipline Hearings	Hearing cancelled three business days or less prior to the scheduled hearing date	100% of the per diem for a full day meeting. No remuneration will be provided if meetings are cancelled more than three days before the published date of the meeting.

2.4 *Travel Time*

Where travel exceeds a distance of 150 km an honorarium equal to 50% of the per diem for one day will be provided.

3. **Expenses**

3.1 *Meal Allowance*

Meal expenses incurred for attending meetings or conducting the business of the college will be reimbursed to a maximum of \$50.00 per day², with receipts.

Where meals are provided, no reimbursement will be offered.

3.2 *Accommodation*

Council and committee members should make all reasonable efforts to obtain hotel accommodations at the lowest corporate rate available. Council and committee members who stay in a private accommodation will be reimbursed at a rate of \$50.00 per night provided that an explanation for the cost is included in the expense claims form.

3.3 *Travel Expense*

Personal vehicle use will be compensated at \$0.42 per kilometer. The cost of parking for attending a meeting or otherwise conducting the business of the College may also be claimed. The College will reimburse claims for air, train, bus, rental cars and taxis where circumstances warrant.

3.4 *Expense Claims Forms*

To be reimbursed, all expense claims forms must include a receipt for each expense that is being claimed. Expense claims forms must be submitted to the College within 30 days from the date that the cost was incurred. In the event that a receipt is lost or misplaced, the member shall attach a signed explanation for the expense to the claims form.

² Amounts exceeding the maximum will not be reimbursed. Members will not be reimbursed for the cost of alcoholic beverages.

DO NOT RETURN TO THE COLLEGE – KEEP FOR YOUR RECORDS

NOTICE OF ELECTION FOR DISTRICT 6 (ONTARIO)

As required by the **Regulated Health Professions Act**, and the **Opticianry Act, 1991** this is to advise all Registered Opticians that the election of one member to the Council of the College of Opticians from **Electoral District 6 (All Ontario)** will take place on **Thursday November 25, 2010**. The election will be conducted by mailed secret ballot. The candidate elected will take office and begin serving a three year term on January 1, 2011.

The first step in the election process is a call for nominations. **Nominations will only be accepted from Opticians in Electoral District 6 (All Ontario). Only Registered Opticians in District 6 (All Ontario) may vote in District 6 (All Ontario), while only those who currently hold of a certificate of proficiency in the fitting of Contact Lenses, issued by the Board of Ophthalmic Dispensers under the *Ophthalmic Dispensers Act* may stand in District 6 (All Ontario) Only one member shall be elected to the council from the electoral district.**

Electoral District 6 (Whole Province of Ontario): Composed of the whole province of Ontario. The electoral district in which you vote or stand for election is determined by the information on the Register as of the election date. Please refer to the chart below for details:

<u>RESIDE IN ONTARIO</u>	PRACTISE	STAND FOR ELECTION IN	VOTE IN
	IN ONTARIO	RESIDENCE DISTRICT	RESIDENCE DISTRICT
	OUT OF PROVINCE	RESIDENCE DISTRICT	RESIDENCE DISTRICT
	NOT PRACTISING	RESIDENCE DISTRICT	RESIDENCE DISTRICT
<u>RESIDE OUTSIDE OF ONTARIO</u>	PRACITSE	STAND FOR ELECTION IN	VOTE IN
	IN ONTARIO	PRACTICE DISTRICT	PRACTICE DISTRICT
	OUT OF PROVINCE	NOT ELIGIBLE TO STAND	NOT ELIGIBLE TO VOTE
	NOT PRACTISING	NOT ELIGIBLE TO STAND	NOT ELIGIBLE TO VOTE

*** IMPORTANT REMINDERS***

Nomination instructions: Please read the nomination instructions carefully prior to completing the nomination form. If you wish to be nominated for election to Council, or if you wish to nominate another member, please complete and return the nomination form provided to the Registrar no later than **4:30 pm TUESDAY, SEPTEMBER 21, 2010**.

Mailing labels: On request, each eligible member whose nomination is accepted will be entitled to receive one alphabetical set of mailing labels of all eligible voting members in the district (business address only) **for a fee of \$35.00**, to be used for election purposes only.

Requests for these mailing labels can be made, in writing, to: *College of Opticians of Ontario, Elections Department: 85 Richmond Street West, Suite 902, Toronto, ON M5H 2C9*. Payment must be included with the request. Accepted forms of payment include: VISA, MasterCard, personal cheque, certified cheque or money order (payable to: The College of Opticians Ontario). For more information, please call 416-368-3616, Ext. 213.

NOMINATION INSTRUCTIONS

Original copies of nomination forms must be returned complete with all the required information; otherwise they will not be accepted.

Please note the following regarding the nomination form:

1. Must be signed by five (5) nominators who are Registered Opticians currently in good standing with the College of Opticians, and who are eligible to vote in the Electoral District indicated;
2. Must be signed by the nominee who must be in good standing and eligible under the By-laws ;
3. Must be accompanied by two recent passport-size photographs (black & white) of the nominee, signed on the reverse, and a typed biographical statement summary, no more than one-half page;
4. Must be received no later than 4:30pm Tuesday, September 21, 2010 in the College office.
Do not photocopy. Do not fax. Originals only accepted.

NB: Only registered opticians in district 6 (Ontario) may stand or vote in district 6 (Ontario). One member shall be elected to the council from electoral district 6 (Ontario).

ELECTION ELIGIBILITY

Excerpt from the Elections Bylaw:

- 6.3** A member is eligible for election to the Council in an electoral district if, on the date of the election:
- a) the member is a registered optician who resides in the electoral district for which he or she has been nominated or the member resides outside the Province of Ontario and is engaged in the practice of opticianry in the electoral district for which he or she has been nominated;
 - b) the member is not in default of payment of any required fees;
 - c) the member has not been found to have committed an act of professional misconduct or to be incompetent in any discipline proceeding in the six years preceding the date of the election;
 - d) the member's certificate of registration has not been revoked or suspended in the six years preceding the date of the election by an order of the Discipline Committee or failure to comply with the QA program;
 - e) the member's certificate of registration is not subject to a term, condition, or limitation other than one prescribed by regulation;
 - f) the member is not in default of the requirements of the College's quality assurance program;
 - g) the member is not a candidate for election in, or already a member of the Council for, another electoral district; and
 - h) **in the case of electoral district 6, the member is currently a holder of a Certificate of Proficiency in the Fitting of Contact Lenses, issued by the Board of Ophthalmic Dispensers under the *Ophthalmic Dispensers Act*.**

NOMINATION FORM – DISTRICT 6 (ONTARIO)

PLEASE TYPE OR PRINT NEATLY (SEE NOMINATION INSTRUCTIONS)

We, the undersigned Registered Optician members of the College of Opticians of Ontario in **Electoral District [6] (Ontario)**, nominate _____ as a candidate for Election.
(Nominee's name)

NOMINEE'S INFORMATION (FOR PRIVACY PURPOSES PLEASE COMPLETE AFTER FILLING OUT NOMINATORS INFORMATION BELOW)

Nominee's Name:	Nominee's Registration No.: C-
Business Name:	
Business Address:	Business City:
Business PO./ Prov.:	Business Telephone No.:
Home Address:	Home City:
Home PO./ Prov.:	Home Telephone No.:

NOMINATORS INFORMATION

1. NOMINATOR'S NAME:	
City/Town/Village:	Registration Number: C -
Telephone No.:	Signature:
2. NOMINATOR'S NAME:	
City/Town/Village:	Registration Number: C -
Telephone No.:	Signature:
3. NOMINATOR'S NAME:	
City/Town/Village:	Registration Number: C -
Telephone No.:	Signature:
4. NOMINATOR'S NAME:	
City/Town/Village:	Registration Number: C -
Telephone No.:	Signature:
5. NOMINATOR'S NAME:	
City/Town/Village:	Registration Number: C -
Telephone No.:	Signature:

NOMINEE'S DECLARATION – DISTRICT 6

PLEASE TYPE OR PRINT NEATLY (SEE NOMINATION INSTRUCTIONS)

I, _____, am willing to stand for election, and if elected, to assume all duties as a Council Member for **Electoral District [6] (Ontario)** to be held on **November 25, 2010**. I certify that I fulfil all of the eligibility requirements under the College of Opticians of Ontario Election By-law. I understand that if, between the date of this nomination and Election Day (*Thursday November 25, 2010*), I cease to reside in the Electoral District for which I am nominated, I shall automatically be disqualified as a candidate in this election, unless I reside outside of Ontario and I am engaged in the practice of Opticianry in Ontario.

SIGNATURE: _____ DATE: _____

* IMPORTANT REMINDERS *

- The nominee for this district **MUST** be a Certified Contact Lens Fitter
- The nominee and nominators must be in good standing.
- The signatures of five nominators are required.
- Nominations must be received at the college office, no later than 4:30 pm Tuesday September 21, 2010.