

## NOTICE OF ELECTION FOR THE BOARD

### CALL FOR NOMINATIONS



This notice is provided to inform registrants that the term of office for three Board members expires on January 31, 2019 and the process for nominating registered occupational therapists.

Pursuant to the *Health Professions Act* and the College Bylaws, the COTBC Board is comprised of six elected members (full registrants elected by the registrants of the College) and three public members (non-occupational therapists that are appointed by the Provincial Government of British Columbia.) The College Bylaws outline our regulations for the nominations and voting procedures for electing Board members.

The first step in this process is to provide the opportunity for full and provisional registrants to nominate individuals for consideration to this important position. College Bylaws outline the nomination process as follows:

5. (1) *A registrant entitled to vote may nominate a maximum of two (2) candidates for each vacant board position by delivering a nomination Form 2 to the registrar at least one hundred and twenty (120) days before the expiry of the applicable term of office.*
- (2) *A candidate for election must consent to nomination in writing in Form 2 at least one hundred and twenty (120) days before the expiry of the applicable term of office.*
- (3) *A nominee must declare in writing in Form 2 that he or she will comply with the provisions of the Act, the regulations and these bylaws and the procedures related to the election and the conduct of the election.*

The term of office for the elected Board members is three years, effective February 1, 2019 to January 31, 2022. A current elected board member who is eligible for another term may be nominated for re-election. (Under Section 7(2) of the bylaws, an elected Board member may serve a maximum of two (2) consecutive elected terms.)

#### **What are the obligations of a Board member?**

Board members must govern the affairs of the College within the scope of authority designated under the *Health Professions Act (HPA)*, the *Occupational Therapists Regulation* and the *College Bylaws*.

Before taking office, a person elected as a member of the Board, must take and sign by oath or solemn affirmation, an oath of office prescribed by the Minister of Health [HPA s. 17.11(1)].

The Board, working as a whole is responsible for setting and guiding the strategic directions for the College, monitoring the results and ensuring the organization is meeting its legislated mandate.

- Board members are involved in a variety of duties and responsibilities including regular attendance at Board meetings and participating on a College Committee.
- Board members participate in a comprehensive orientation and Board development activities.
- Board members bring skills from formal or informal leadership experiences in occupational therapy related activities or other venues.
- Effective Board members have the ability to:
  - consider issues from a public protection perspective;
  - respect diverse viewpoints and actively debate policy issues;
  - grasp the big picture and see policy decisions in the larger context;
  - make decisions in the best interest of the College; and
  - support others and work together as a whole Board.
- The Board meets at least four times each year for one full day, generally on a Saturday. One meeting is held over two days (Friday and Saturday) and includes a Board development session and business meeting. Additional meetings may be held by teleconference.
- Board members are expected to attend the Annual General Meeting.
- Board members participate on at least one College committee. Depending on a committee's work-plan, committee participation involves at least one or up to three in-person meetings per year and teleconference meetings as needed.

#### **What support is in place for participating on the Board?**

- Orientation & Training: Transition meeting with outgoing Board as well as an in-depth orientation session on topics such as governance, board member duties and responsibilities, College mission, values and strategic plan, and current issues affecting regulation.
- Board member education opportunities are also provided as needed.
- Expenses such as travel, accommodation and meals are covered by the College so participation is possible from anywhere in BC.
- There is an honorarium for Board members.
- The College provides staff support for Board and committee work.

#### **Who is eligible for nomination?** The nominee must be:

- A COTBC registrant in the full registration category.
- A COTBC registrant with registration in good standing.

#### **What is the process for nomination?**

- Complete the nomination form available [HERE](#)
- Be sure one other full or provisional registrant supports the nomination and that both individuals nominating a registrant sign the nomination form.
- The nominee must complete and sign the declaration portion of the form, acknowledging consent to the nomination.
- Return the completed nomination form to the COTBC College no later than **4:00pm Monday, October 1, 2018**. Nominations forms that are incomplete or received after this date will not be valid.

### **What happens after nominations are received?**

- The Registrar will confirm receipt of the nomination with the nominee.
- The Registrar will ask for a short bio (in format determined by the Board Governance Panel) from each nominee to include with the ballot mail out so that registrants can make an informed choice. Nominee and election information will also be posted on the College website.

### **What is the election procedure?**

- Notice of an electronic election will be sent to all full and provisional registrants for voting.
- E-Ballots must be returned to the College office by a specified due date.
- Each full and provisional registrant is entitled to one vote for each vacancy on the Board.
- E-Ballots must be received in the form specified to be counted or will be considered spoiled.
- Nominees receiving the most votes on the return of the ballots are elected to the Board.

The terms of office for the elected registrants currently on the Board are:

Joy Parsons (Surrey)	February 1, 2017 to January 31, 2019 (Term Expiring)
Elizabeth McLean (Kamloops)	February 1, 2017 to January 31, 2019 (Term Expiring)
Jennifer Glasgow (Vancouver)	February 1, 2017 to January 31, 2019 (Term Expiring)
Debbie Ruggiero (Kelowna)	February 1, 2018 to January 31, 2021
Carin Plischke (Victoria)	February 1, 2018 to January 31, 2021
Jeff Boniface (North Vancouver)	February 1, 2018 to January 31, 2021

If you want more information, please do not hesitate to contact Kathy Corbett, Registrar who can be reached at the College office toll free at (866) 386 – 6822 or by email to [info@cotbc.org](mailto:info@cotbc.org)