

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Title: **Election Process - Council Members and Non-Council Committee Members**

Number: **AD-143**

Date originally approved:
April 21, 1994

Date(s) revision approved:
June 2, 2017

POLICY

According to the CRTO By-laws article 16, the Registrar is responsible for supervising the nomination and election of Council and Non-Council Committee Members. This policy and procedure articulate the election process required by the Respiratory Therapy Act and the By-laws of the CRTO.

Date of the Election

1. The date of the election is set by the Registrar.

Eligibility and Nominations

1. To be eligible to run for election, the nominee must meet all eligibility requirements as outlined in articles 16.10 and 16.11 of the CRTO By-laws.
2. All nominees must be nominated by at least three (3) Members who are eligible to vote in the district of the nominee.
3. All nominees must submit a completed nomination form by the posted deadline. The form must include the following to be considered complete:
 - Completed nomination form, including the name of the Member nominated and the position sought (Council or Non-Council Committee Member);
 - The names and CRTO registration numbers of at least three (3) nominators who are eligible to vote in the district of the nominee and who support the nomination;
 - A candidate statement from the nominee of no more than 500 words;
 - A headshot photo of the candidate suitable for online posting;
 - A completed record of affiliations
4. The nomination form must be submitted electronically to the CRTO by the end of the business day, seven (7) days prior to the date set for the start of the voting period.
5. The CRTO will confirm the eligibility of all nominees and nominators.
6. The CRTO may refuse a nomination if the submission is not in keeping with the principles of self-regulation or the public interest.

Voting

1. General, Graduate, Limited, Inactive or Life Members who reside or work in the eligible electoral district(s) may vote by electronic ballot during the voting period. Please see article 16.05 of the CRTO By-laws for full details.
2. The candidate who receives the most votes for the position they are running for is elected.
3. A valid vote consists of two (2) items – (i) the initial submission indicating the preferred candidate (the “vote”) and (ii) the submission of a confirmation of the selection (the “confirmation”). The confirmation is included as a security element in electronic voting. Both items must be received by the close of the voting period in order for the vote to count.

Reporting of the Results

1. The Registrar shall report the results of the election as soon as the votes have been tallied, the results confirmed and all candidates have been notified of the results.

Election Oversight

1. The election process and the counting of votes will be overseen by an external third party (the “scrutineer”) selected by the Executive Committee. The selectee will be announced to the membership at the beginning of the nomination period.

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