College of Dental Technologists of Ontario
Ordre des Technologues Dentaires de l'Ontario

Council Elections
Candidate Information Guide

District 3 (Eastern)

Election Date:
November 17, 2022

Introduction

This resource is designed to assist individuals interested in running for election to the Council of College of Dental Technologists of Ontario (CDTO). Included are the following:

1. Candidate Frequently Asked Questions
2. Key Behavioural Competencies of Council Members
3. Key Dates for Council Election

Resources

Election Resources Page
GEM Modules
- GEM1: Health Profession Legislation
- GEM2: Health Regulatory Colleges
- GEM3: Council and Committees

Forms

- Nomination Form
- Personal Statement
- Conflict of Interest Questionnaire
- Confirmation of Eligibility

Candidate Frequently Asked Questions

1. **What do Council Members do?**

   Elected Members contribute to the self-regulation of the dental technology profession in Ontario in a host of meaningful ways. You participate in decision-making about:
   - standards of practice and professional conduct,
   - competencies for entry to practice and ongoing practice, and
   - the development of new programs and policies to guide the profession, as well as relevant regulations and by-laws required under the legislation

   Members of Council also fulfill a critical role through participation on a statutory Committee.

2. **What are the candidate eligibility requirements for Council elections?**

   The eligibility requirements are set out in Article 10.05 of the College's By-Laws. Candidates must also successfully complete the Governance Education Modules and a candidate interview.

3. **How do I schedule a Candidate Interview?**

   To schedule a Candidate Interview, please contact pbona@cdto.ca. In your e-mail, make sure to include your name and general availability.

4. **Where do I complete the GEM Modules?**

   The Governance Education Modules (GEM Modules) are split into three separate sections:
   - GEM1: Health Profession Legislation
   - GEM2: Health Regulatory Colleges
   - GEM3: Council and Committees

All three GEM modules are required to be successfully completed and certificate of completion for each module must be submitted.

5. **How much time will I have to commit if elected to Council?**

   There are generally five Council meetings per year in Scarborough, held between the business hours of 10 a.m. to 5 p.m. Dates are set well in advance to help members plan. Each meeting also requires preparation time—such as reviewing materials in advance of meetings to be able to fully contribute to discussions.

In addition to this, there is an expectation that Council members participate in at least one [Committee](). The time commitment varies depending upon the Committee(s) you are assigned.

6. **Will I be compensated for my time away from practice?**

   The College provides Council members with a per diem and reimbursement of reasonable expenses as set out in the College's Expense Policy.

7. **How long is the term of office?**

   Council Members are expected to serve a three-year term. That term officially begins at the first meeting of the Council in the calendar year
   following the election.

8. **If my circumstances change, can I withdraw from the election?**

   Candidates may withdraw their nomination by giving notice to the College in writing at
   Registrar@cdto.com

Key Behavioural Competencies of Council Members

To understand the competencies required of a member of the Council of the College, it is important to understand the role of the Council.

•   to ensure the College complies with its mandate and the law

•   to set strategy, to monitor performance

•   and to hold the registrar and chief executive to account for delivery.

Continuous Learning – Involves taking actions to improve personal capability, and includes the ability to quickly understand and apply information, concepts and strategies. Demonstrates an interest in continuous personal learning.

Creativity – Is generating new solutions, developing creative approaches, and implementing new approaches that lead to improved performance. It requires the ability to anticipate and lead change that contributes to organizational success.

Effective Communication – Is willing and able to see things from another person's perspective. Demonstrates the ability for accurate insight into other people's/group's behaviors and motivations, and responds appropriately. It is the ability to accurately listen, understand and respond effectively with individuals and groups.

Experience and Knowledge - Previous experience in governance work, either at a Council, committee or community level and current knowledge of the profession being governed.

Inclusiveness/ Respectful of Diversity - Understands and values differences in the values and norms of others and has the ability to apply this knowledge of the experience of diversity to deliberations and decision-making. Supports systemic change.

Leadership - Can lead others to solve problems, adapt and manage change, innovate and achieve results

Planning & Initiative – Recognizes and acts upon present opportunities or addresses problems. Displays effective use of time management skills. Is able to plan and organize workflow and meetings in an efficient manner to address the opportunity or problem.

Professionalism/ Good Character - Acts transparently with integrity, discretion, and humility to consider a range of perspectives and diverse ways of thinking to challenge the status quo

Relationship Building – Is working to build or maintain ethical relationships or networks of contacts with people who are important in achieving Council-related goals and the College mission.

Results Oriented – Makes specific changes in own work methods or systems to improve performance beyond agreed standards (i.e., does something faster, at lower cost, more efficiently; improves quality; stakeholder satisfaction; revenues, etc.).

Stakeholder Focused – Desires to help or serve others, meeting the organization's goals and objectives. It means focusing one's efforts on building relationships, and discovering and meeting the stakeholders' needs. Partnerships between internal colleagues within the College are essential to meet external stakeholders' needs.

Strategic Thinking – Understands the implications of decisions and strives to improve organizational performance. It requires an awareness of organizational issues, processes and outcomes as they impact key stakeholders and the organization's strategic direction.

Teamwork – Demonstrates cooperation within and beyond the Council or College. Is actively involved and "rolls up sleeves." Supports group decisions, even when different from one's own stated point of view. Is a "good team player", does their share of work. Compromises and applies rules flexibly, and adapts tactics to situations or to others' response. Can accept set-backs and change own immediate behavior or approach to suit the situation. Is candid about opinions and raises justified concerns.

Understanding of Governance/ Fiduciary Duties - Understands the Council member's role, fiduciary duties, good governance principles, and the stewardship responsibilities of a Council. Supports the provision of strategic direction. [Information can be found in the Governance Policy Manual].

Key Dates for Council Elections

Dates	Candidate Actions	College Actions
September 23 and October 12, 2022	Candidate to attend interview with the Recruitment Committee	Interview candidates to ensure they meet pre-defined competency and suitability criteria
Thursday, October 6, 2022	Candidates to submit all nomination materials: 1. Nomination Form 2. Confirmation of Eligibility 3. Personal Statement, Photo (300 word limit) 4. Completed Governance Education Modules 5. Conflict of Interest Questionnaire	**Nominations Deadline**
Tuesday, October 18, 2022	Campaign in your district and encourage eligible voters to vote in the election	**Voting begins!** Electronic Polling Opens - Registrar to send members: - List of candidates - Candidate's biography and personal statement - An electronic ballot + instructions
Thursday, November 17, 2022		**Election Date** Polls close at 11:59 p.m. Eastern Standard Time
Friday, November 18, 2022	Candidates receive the election results by e-mail or telephone	Registrar informs all candidates of the election results
Thursday, November 24, 2022	Last day for candidates to request a recount of election ballots	**Request for Recount** Candidates may request recount, and in doing so: - Deliver a written recount request to the Registrar - Pay the fee required for recount process
Week of November 29, 2022		Post results to www.cdto.ca

January 2023	Elected members attend the first Meeting of Council in 2023 and begin their 3-year term	

Council Election Candidate Checklist

- ☐ Nomination Form
- ☐ Confirmation of Eligibility
- ☐ Personal Statement & Photo (300 word limit)
- ☐ Completed Governance Education Modules (GEM1-3)
- ☐ Conflict of Interest Questionnaire
- ☐ Candidate Interview Complete