



College of **Dental Hygienists** of Ontario  
L'Ordre des **hygiénistes dentaires** de l'Ontario  
*Protecting your health and your smile / Nous protégeons votre santé et votre sourire*

# CDHO

**ACADEMIC SELECTION 2023**

**NOMINATION PACKAGE**

**Become a Part of  
Dental Hygiene Regulation**

*Step Up and Make a Difference in the  
Quality of Dental Hygiene Care in Ontario*

Nominations are due **Monday, October 16, 2023**

## Academic Selection: Eligibility Criteria

A Registrant is eligible for selection as an Academic Member if the following criteria are met:

- (1) The Registrant holds a certificate of registration;
- (2) For the purposes of selection as an Academic Member, the Registrant is Faculty\*;
- (3) The Registrant is not in default of any fees made under the Act or this bylaw;
- (4) The Registrant is not in default of any requirement to provide information to the College made under the Act or this bylaw;
- (5) The Registrant is not the subject of any disciplinary or incapacity proceeding;
- (6) A period of at least six years has elapsed since the Registrant complied with all aspects of an order of the Discipline Committee;
- (7) The Registrant's certificate of registration is currently not subject to a term, condition or limitation imposed by the Quality Assurance Committee or the Fitness to Practise Committee;
- (8) The Registrant has not, within the last three years, been found guilty of an offence under the Criminal Code (Canada) or any other criminal offence in any jurisdiction, and a period of at least three years has elapsed since the Registrant fully complied with any penalty imposed as a result of that finding;
- (9) A period of at least one year has passed since the Registrant has been an officer, director or employee of any Professional Advocacy Association; (For greater certainty, nothing in this Article shall prevent a Registrant who serves on an association or organization to which he or she has been appointed by Council as a representative of the College, from running for election to Council.);
- (10) The Registrant is not an employee of the College and has not been an employee for at least one year;
- (11) Council has not disqualified the Registrant from sitting on Council or serving as a Non Council Member during the three years before the date of the election, selection or appointment;
- (12) The Registrant is not a member of the Council of any other College created or governed under the Act;
- (13) The Registrant has not initiated, joined, continued or materially contributed to a legal proceeding against the College or any Committee or representative of the College within one year from the deadline for the receipt of nominations; and
- (14) The Registrant does not have a conflict of interest to serve as a member of Council or has agreed to remove any such conflict of interest before taking office.

\* "Faculty" means registrants engaged in full-time instruction or administration in an accredited educational institution in Ontario that is authorized to grant diplomas or degrees in dental hygiene.



## Academic Selection: Nomination and Voting Procedures

- (1) The Registrar shall supervise the nomination of candidates.
- (2) No later than 60 days before the date of a selection, the Registrar shall notify every Registrant who is eligible to vote in the selection, of the date and time of the selection and the nomination procedures.
- (3) The nomination of a candidate for selection as an Academic Member shall be in writing and shall be given to the Registrar at least 30 days before the date of the election or selection.
  - (a) The nomination shall be signed by the candidate and by at least five Registrants who support the nomination and who are eligible to vote in the selection;
  - (b) A candidate for selection shall fully and accurately complete a conflict of interest questionnaire provided by the Registrar;
  - (c) A candidate for selection shall be permitted to submit a suitable personal statement that will be circulated by the Registrar along with the ballots;
  - (d) A candidate may withdraw his or her nomination for selection by advising the Registrar in writing not less than 24 days before the date of the selection;
  - (e) A candidate cannot, at the same time, be nominated for more than one position, whether Elected or Selected or both.
- (4) Registrants who are not in default of paying any fees or providing any information to the College made under the Act or this bylaw are eligible to nominate and vote for another eligible Registrant.
- (5) For the purposes of selection of an Academic Member, a Registrant who is Faculty is eligible to vote in the selection.
- (6) If the number of candidates nominated for selection is less than, or equal to, the number of Registrants to be Selected, the Registrar shall declare the candidates to be Selected by acclamation.
- (7) No later than 14 days before the date of a selection, the Registrar shall send to every Registrant eligible to vote, a list of the candidates, a ballot and an explanation of the voting procedures (or equivalent if ballots are supplied electronically).
- (8) Voting for candidates for selection to the Council shall be by secret ballot using the ballot forms supplied by the Registrar (or equivalent if ballots are supplied electronically).
- (9) Where there is an interruption of mail service (or equivalent if ballots are supplied electronically) during a nomination or selection, the Registrar may extend the nomination period, or the holding of the selection for such a period as the Registrar considers necessary to compensate for the interruption.
- (10) A Registrant who is eligible to vote may cast as many votes on a ballot as there are vacancies. A Registrant shall not cast more than one vote for any one candidate. If there is a tie in a selection of candidates to the Council, the Registrar shall break the tie by lot in the presence of at least one member of the Executive Committee.



- (11) A candidate is entitled to request a recount by putting the request in writing to the Registrar no more than 15 days after the date of the selection and paying the fee required by Article 16.5 of the bylaw.
- (12) The Registrar shall hold the recount no more than 15 days after receiving the request.
- (13) If no eligible candidate is nominated in a selection, a vacancy shall be deemed to exist and the Council shall direct the Registrar to hold a by-selection in accordance with Article 3.9 of this bylaw.

**Note:** Nominations must be submitted in accordance with these guidelines and the criteria provided in the checklist. Please note that the nomination must be signed by the candidate and by at least five RDHs who support the nomination and who are eligible to vote in the Academic Selection.

**All nominations, accompanied by the completed biographical statement (see attached), must be received no later than 4:30 p.m. EST, Monday, October 16, 2023.**

A nominee may withdraw their nomination **up to October 22, 2023**. Every RDH eligible to vote will be provided by email a list of the candidates along with a brief biography of each candidate, a ballot, and an explanation of the voting procedures **on or before Wednesday, November 1, 2023**.

Voting closes at **1:30 p.m. EST, on November 15, 2023**.



## Academic Selection: Checklist

- Nomination forms must include the signature of at least five (5) faculty members who are in good standing with the College and who are eligible to vote in the academic selection.

Nomination forms must be signed by the candidate who must be in good standing with the College and eligible for academic selection in accordance with the CDHO Bylaw No. 5.

- Nomination forms must be accompanied by a biographical statement that is not more than 200 words using the template provided by the College\*. The information provided in the biographical statement will be circulated to all faculty members who are eligible to vote in the academic selection and will be posted on the College's website.

\*A biographical statement highlights the candidate's strengths, achievements, contributions and/or formative experience. It cannot contain statements that are in support for, or opposition to, socially relevant, urgent, controversial, or complicated topics or issues. The statement must be consistent with the fact that Council members must act in the public interest. **Statements that either exceed 200 words or contain inappropriate statements will be returned to the candidate for revision.**

- Nomination forms must be accompanied by a current curriculum vitae not exceeding four pages. The information provided in the curriculum vitae may be shared with academic registrants.
- Before election day, candidates agree to attend one information session.
- Forms and supporting documentation must be received by the College no later than 4:30 p.m. EST, Monday, October 16, 2023.**

Should you have any questions regarding the eligibility requirements for elections or the nomination procedures, please contact the Office of the Registrar at 416-961-6234, ext. 223 or email [registrar@cdho.org](mailto:registrar@cdho.org).

Please print clearly

**Academic Selection: Candidate Consent and Nomination Form**

I, \_\_\_\_\_, consent to my nomination as a candidate for academic selection to the Council of the College of Dental Hygienists of Ontario and certify that I meet the eligibility criteria and that all information contained within this nomination package is, to the best of my knowledge, complete and correct. By signing this form, I authorize the CDHO to conduct a verification of the information provided in this nomination.

<b>Academic Institution:</b>		<b>Registration No.:</b>	
<b>Name (Last, First):</b>		<b>Email:</b>	
<b>Home Address:</b>		<b>Business Address:</b>	
<b>Home City:</b>		<b>Bus. City:</b>	
<b>Home Province:</b>		<b>Bus. Province:</b>	
<b>Home Postal Code:</b>		<b>Bus. Postal Code:</b>	
<b>Home Tel.:</b>		<b>Bus. Tel.:</b>	

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Nominators** (5 faculty members in good standing with the College and eligible to vote in the academic selection)

I have read the eligibility criteria and am eligible to vote in the academic selection\*. I nominate \_\_\_\_\_  
 Registration No. \_\_\_\_\_ for the selection to Council.

<b>Signature</b>	<b>Nominator's Name (Please Print Last, First)</b>	<b>Registration No.</b>
1.		
2.		
3.		
4.		
5.		

**Forms and supporting documentation must be received by the College no later than  
 4:30 p.m. EST, Monday, October 16, 2023.**



## Academic Selection: Biographical Sketch Template

Please note that this template must be followed.

**Name:** \_\_\_\_\_

**Employment Address:** (School Name and Location)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** (Business) \_\_\_\_\_

**Email Address:** (Business) \_\_\_\_\_

**Academic Responsibilities:** \_\_\_\_\_

**Education:** (Dental hygiene school and year of graduation / Other relevant post secondary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Academic Responsibilities:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Statement of Intent:** (maximum 200 words)

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