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## Nominations and Elections Committee Terms of Reference

<b>Name and type</b>	<p><b>- Nominations and Elections Committee</b></p> <p><b>- Standing</b></p>
<b>Purpose</b>	The Nominations & Elections Committee is a non-statutory committee as defined in the by-laws of the College of Registered Psychotherapists of Ontario.
<b>Specific Areas of Responsibility</b>	<p>The Nominations &amp; Elections Committee is responsible for the following activities:</p> <ul style="list-style-type: none"> <li>• Adjudicating disputes regarding a registrant’s eligibility to vote in an election;</li> <li>• Determining the acceptable form of biographies and personal statements included as part of a candidate’s nomination package;</li> <li>• Holding inquiries related to a candidate’s written dispute, where a candidate feels there are reasonable grounds to doubt the validity of the election for which the candidate ran, and making reports and recommendations to Council based on the inquiry;</li> <li>• Assisting the Registrar, if requested, in supervising and administering the election of candidates, subject to College By-laws;</li> <li>• Establishing, implementing and overseeing a robust, objective and transparent recruitment process for competency-based appointments, including:             <ul style="list-style-type: none"> <li>• seeking, identifying and recruiting qualified and skilled individuals capable of, and committed to, providing effective governance</li> <li>• Receiving and evaluating competency-based appointment applications</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• making recommendations to Council regarding competency-based appointments</li> <li>• Working with Council to determine the competencies and skills that Council considers necessary for Council members to possess</li> </ul>
<b>Committee Composition</b>	<p>Members of the Nominations &amp; Elections Committee are appointed by Council.</p> <p>The Nominations &amp; Elections Committee is composed of:</p> <ul style="list-style-type: none"> <li>• At least two (2) registrants who are members of Council;</li> <li>• At least one (1) public member who is a member of Council; and</li> <li>• one (1) or more registrants who are not members of Council if Council so wishes.</li> </ul> <p>The number of Committee members who are also registrants shall, wherever possible, exceed the number of public members (appointed by the Lieutenant Governor in Council).</p>
<b>Committee Competencies</b>	<p>Elected and public members of Council are required to meet the minimum Council Competencies and Attributes.</p> <p>Appointed committee members (i.e., non-council appointments) will be required to meet the minimum Council Competencies and Attributes.</p>
<b>Decision-Making Process</b>	<p>Wherever possible, decisions will be made by consensus. Where necessary, formal voting will be used.</p>
<b>Delegated Authority</b>	<p>The Nominations &amp; Elections Committee will advise Council with respect to the Committee's specific areas of responsibility.</p>
<b>Reporting</b>	<p>The Committee will report to Council at some, though not necessarily all, scheduled meetings. Reports to Council are to be provided in writing with the explicit purpose of informing the work of Council and framed to identify public interest issues.</p>

<b>Appointment of Chair</b>	The Chair, or Chairs, of the Committee will be appointed by Council.
<b>Quorum</b>	<p>The quorum is three (3) members unless otherwise provided in the Code or the by-laws or unless the Committee is composed of only three (3) members, in which case, the quorum for such a Committee shall be two (2) members.</p> <p>Despite anything in the by-laws, a Committee is properly constituted despite any vacancy so long as there are sufficient members to form a quorum of the Committee.</p>
<b>Meetings</b>	Committee meetings will, wherever possible, be held at a place and on a date set in advance and will occur at regular intervals and at such frequency as necessary for the Committee to conduct its business. The Committee will meet at least once per year to ensure proper functioning of the Committee.
<b>Staff Support</b>	The Registrar acts in an ex-officio role as a Committee resource and in a non-voting capacity. Other staff members provide support to the Committee.
<b>Communication with Council</b>	The Committee Chair will report to Council as needed, depending on the nature of the work undertaken by the Committee.
<b>Committee Records</b>	The Committee Chair will ensure that accurate minutes of all Committee meetings and proceedings are recorded, approved and maintained at the College office.
<b>Conflict of Interest</b>	All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the <i>Psychotherapy Act, 2007</i> to regulate the profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups.

<b>Inquiries</b>	Inquiries relating to the work of the Committee should be forwarded to the Registrar or staff member providing support to the Committee.
<b>Public Communications</b>	Media inquiries regarding activities of the Committee, regulation of the profession, or operation of the Council or College shall be forwarded to the Registrar. The Registrar and President act as spokespersons on behalf of the College.
<b>Parliamentary Authority</b>	Schedule 2 of the by-laws outlines the Rules of Order of Council.

## Nominations & Elections Committee Competencies

Council members and non-elected members serving on committees are expected to demonstrate the attributes and have the competencies required of all Council members. The following are specific attributes and competencies required of those members who participate as members of the Nominations and Elections Committee.

Area of Competency	Core Understanding	Demonstrated Behaviours
<b>Diversity</b>	Diversity competence supports the ability to shift cultural perspective and adapt one's behavior to work effectively with individuals whose attributes might include, but not be limited to, gender, ethnicity, religion, sexual orientation, disability, and socio-economic class. Profession specific diversity may include attributes such as region of practice, practice setting and context, specialization or modality.	<ul style="list-style-type: none"> <li>- Valuing and actively advocating for diverse perspectives</li>   <li>- Commitment to and participation in continuous learning / professional development in diversity, inclusion and cultural humility</li> </ul>
<b>Marketing and communications</b>	Appreciate the needs to tailor advertising given the nature of the committee positions and the skills and experience sought, and the need to encourage participation by members of under-represented groups.	<ul style="list-style-type: none"> <li>- Is familiar with mechanisms for recruiting members to reflect the community the College serves and the cultural context within health care</li>   <li>- Ensures that language in all marketing supports registrants in feeling welcome to apply</li> </ul>

Area of Competency	Core Understanding	Demonstrated Behaviours
<b>Candidate screening</b>	Understands that main task is to assess candidates against the published criteria, in accordance with the published process, and decide who to recommend for appointment	<ul style="list-style-type: none"> <li>- Understands which criteria are essential and how each will be assessed</li> <li>- Participates in screening to ensure no applicant is disadvantaged as they move through the selection process (including through the offer of reasonable adjustments to accommodate individuals' needs)</li> </ul>
<b>Bias</b>	Appreciates that anyone screening candidates must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination.	<ul style="list-style-type: none"> <li>- Does not allow selection decisions to be influenced by unwritten or 'assumed' criteria</li> <li>- Does not consider themselves to be representative of any group or community within professional registrant membership.</li> </ul>