College of Opticians of Ontario

By-Elections 2025 Guidelines and Nomination Instructions

Are you eligible to run for election? Review the Preliminary Eligibility Checklist to make sure you qualify.

You must submit your nomination package **to elections@collegeofopticians.ca** before the deadline of:

Wednesday, November 19, 2025, 4:00 p.m.

Incomplete or late submissions will not be accepted. If you have any questions about the nomination procedures, please contact us at (416) 368-3616 ext. 201 or at elections@collegeofopticians.ca

Requirements for the Pre-Election Training Module

- To be eligible to run for election, you must successfully complete the following Pre-Election Training Module:

  Jurisprudence Tool, Chapter 4: The Regulated Health Professions Act

- You must submit a **certificate of completion** together with your nomination documents. The certificate must indicate a completion date within **six months** from the submission date.*

  **Note: Jurisprudence modules are completed through your online Registrant Portal and can only be completed once in a three-year period. If you already completed this module within the last 3 years, please contact the college at elections@collegeofopticians.ca to request that the module be reset.*

  ***The module is eligible for a 1 hour of Professional Growth credit toward your annual Professional Portfolio requirements. This credit may only be claimed once in a three-year period. For more information, click here.*

Requirements for the Candidate Consent and Nomination Form and nomination procedures:

- Nomination forms must be signed by you and by at least 3 Registered Opticians or Inactive Opticians who are not suspended and who are eligible to vote in your electoral district. The College may request the original signed nomination forms and/or may contact nominators to verify information.

- Your forms must be accompanied by a recent passport-size photo.

- You may submit a biography that complies with the requirements below. The photograph and biography will be posted in the voting section of the member portal. If the biography is not submitted by the deadline, it will not be posted.

- You must be available to participate in an interview with the College's Screening Committee

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The biography and photo must meet the following technical and substantial requirements:

- The biography:
    - Must be in **MS Word format only.**
    - Must not exceed 200 words. It is recommended that you perform a word count.
    - **Must not contain messages that reference an election platform or are otherwise inconsistent with the obligation of board members to act in the public interest.** The College may refuse to publish statements that do not meet these criteria or require the candidate to make necessary edits prior to posting.
    - We encourage you to highlight your commitment to the College's public protection mandate

- The photo should be a professional headshot on a neutral background. Digital photo dimensions should be approximately 600px wide and 800px in height in .jpeg, .jpg, or .png format.

Eligibility for Election

Below is an excerpt from the COO by-law, article 6 (Elected Board Members):

6.3 You are eligible for election to the Board if, on the deadline for the receipt of nominations and up to and including the date of the election:

(a) You are a registered optician who resides in the electoral district for which you have been nominated or you reside outside the Province of Ontario and are engaged in the practice of opticianry in the electoral district for which you have been nominated;

(b) You are not in default of payment of any required fees to the College;

(c) You have not been found to have committed an act of professional misconduct or to be incompetent in any discipline proceeding in the six years preceding the date of the election;

(d) Your certificate of registration has not been revoked or suspended in the six years prior to the election date for any reason other than non-payment of fees;

(e) You are not the subject of any disciplinary or incapacity proceedings;

(f) Your certificate of registration is not subject to a term, condition, or limitation other than one prescribed by regulation;

(g) You are not in default of the requirements of the College's quality assurance program;

(h) You have resigned, at least three years prior to being nominated for election, any position such as director, owner, board member, officer or employee that you hold with

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any organization of or for opticians that has as its primary mandate the promotion of the opticianry profession;

(i) You have resigned, at least three months before being nominated for election, any employment with the College;

(j) You are not a member of the Board of any other RHPA College;

(k) You have complied with the Election Guidelines of the College;

(l) You are not a candidate for election in, or already a member of the Board for, another electoral district;

(m) If you are running in electoral district 6, you must currently be recognized by the College as a Contact Lens Mentor in accordance with the College's contact lens mentor policy as approved by the Board;

(n) You have not been disqualified from the Board in the six years preceding the deadline for the receipt of nominations;

(o) You have 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;

(p) You do not have a conflict of interest to serve as a member of the Board or have agreed to remove any such conflict of interest before taking office;

(q) You are not in default of returning any required form or information to the College;

(r) You have successfully completed the pre-election training module approved by the Board in accordance with the Pre-Election Training Module Policy. You must submit a certificate of completion to the College on or before the deadline for the receipt of nominations, and the certificate must indicate a completion date that is within the six months preceding the deadline for the receipt of nominations; and

(s) It has been determined by the screening committee that you meet the pre-election competencies as may be established by the Board from time to time.

(t) You have not been a Board Member for more than nine consecutive years, or if you have been a Board Member for nine consecutive years, you have not been a Board Member in the previous three years immediately preceding the election.

(u) A Board Member may serve more than one term, but no Board Member can hold that position for more than nine consecutive years.