



College of Dental Hygienists  
of British Columbia



Board Election  
Guidance for Applicants

2021-2022 CDHBC

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# Introduction

The College of Dental Hygienists of British Columbia is the college empowered under the [Health Professions Act \(Act\)](#) to regulate the practice of dental hygiene. It is the college's duty to protect the public and keep patients safe through the effective regulation of the dental hygiene professionals, for example, by addressing public complaints made against registrants or setting entry to practice standards for new dental hygiene professionals and those moving to BC from outside of the province.

The Act empowers the college board to make rules that provide a detailed framework for CDHBC's governance and operations – these form part of the college's bylaws (Bylaws). Part 1 of the [CDHBC Bylaws](#) describes the composition of the board at CDHBC and establishes the rules for elections.

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## Purpose of this Guide

This guide is designed to assist you in making an informed choice as you consider applying for candidacy in the upcoming board election. There are two sections:

- general information about serving on the CDHBC Board; and
- instructions on how to become a candidate and what you can expect during the election process.

Please read this guide in conjunction with the relevant sections of the Bylaws, as well as the accompanying material embedded as links throughout this document.

This guide is reviewed annually by the Nomination Committee and the Registrar, who are responsible for administering the election with the support of CDHBC's Governance Team.

## Key Dates

Deadlines are established in the Bylaws and confirmed by the Registrar every year. Please make a note of these dates, especially the deadline for submitting nomination applications as late applications will not be accepted.

For 2020, the key election dates are:

Notice of Election:	September 27, 2020
Nomination Period:	September 27, 2020 – November 30, 2020
Deadline for submitting nomination applications:	November 30, 2020 (4:00pm PST)
Voting Period:	January 14, 2021 – February 7, 2021
Announcement of Election Results:	February 12, 2021
Term of Office Begins:	March 1, 2021
New Member Orientation:	February 24, 2021
Observe Board Meeting:	February 25 & 26, 2021
Board Meeting:	May 27 & 28, 2021
Board Meeting:	October 28 & 29, 2021
Board General Meeting:	October 28, 2021

## Serving on the CDHBC Board

### Current Board and Upcoming Election

On September 26, 2019, the College's amended election bylaws were enacted. These new changes were designated to foster diversity by bringing a variety of background, knowledge, and expertise to the board. These changes will facilitate the election process by ensuring that the Board composition is based on the needs of the Board and that the skills, competencies and diversity are the focus of the board member selection process. The eligibility criteria to be nominated for board election has also been enhanced. These changes will come into effect for the 2021 board election.

A list of the current board members can be found on the [CDHBC website](#).

On March 1, 2021, there will be three vacant seats at large as the former regional districts are no longer in force. On March 1, 2022, there will be three vacant seats at large. At the close of the 2022 election, all registrant board members will have been elected in accordance with the new bylaws.

### Term of Office

Every board member serves a two-year term, up to a maximum of three consecutive terms (six years), commencing on March 1 in the year immediately following the year of the election. For example, if you are elected this election, your term of office as a board member will begin on March 1, 2021.

Following six years' service, there is a cooling-off period for one year before re-election is permitted.

### Role of the Board

The Board is the college's governing body and receives its authority from the Act. The Board is responsible for the direction, leadership, and strategy of the college, and ensures the college concentrates its efforts on work that has the greatest impact in reducing risk or harm to the public, in accordance with its legislated mandate.

### Governing Documents

In addition to the governing documents mentioned throughout this guide (e.g. Act, Bylaws, etc.), board members must adhere to the Code of Conduct for Board Members and Committee Members.

The Code is approved annually by the Board and intended to clarify the conduct expected from both board and committee members. New board and committee members receive a copy of the

Code at the beginning of their term of office and are asked to sign a declaration confirming they have read, understood, and will comply with the provisions of that Code.

The Board has also developed a strategic plan for 2020-2021 that clarifies and aligns the college's vision, purpose, regulatory principles, strategic direction and priorities for the next three years. Board members will be expected to oversee the progress of the college's work against this strategic plan.

## Values and Core Competencies

In addition to the strategic plan, the Board has agreed a set of shared values that form the foundation of its culture. These are referred to specifically in the [Board Composition Matrix](#), a tool approved by the Board in October 2019 that sets out the aforementioned values, as well as the core competencies, diverse perspectives, and specialized skills and experiences that will benefit the work of the Board in the current regulatory environment. The composition matrix is used to facilitate professional development for current board members, and is a valuable tool for registrants, such as yourself, to see which core competencies you will be expected to have as a board member.

The Board does recognize that not everyone will have the core competencies required at the beginning of their tenure. The composition matrix represents the ideal composition of a full board, with each board member working together. It is important, however, that board members demonstrate a legitimate and ongoing commitment to acquire the experience and knowledge necessary to make them as effective as possible in their roles, and this will be an important consideration as you decide whether to apply.

## Board Committees

The Board oversees the work of its regulatory committees, which support the core regulatory functions of the college (registration, inquiry, discipline, quality assurance). The Board is responsible for the appointment of members to these committees.

There are also two board support committees, created to assist the Board execute its governance and oversight duties, and comprised of board members:

- **Governance Committee** This committee helps the Board assess its own effectiveness, composition, and development (including that of its committees and individual board and committee members), through regular analysis, performance evaluation, professional development, and education. This committee also identifies critical issues that might affect the Board's strategy or composition needs.
- **Nomination Committee** This committee administers the election and, through active recruitment, assists the Board in finding appropriate candidates for each vacancy available to board and committee level.

## **Time Commitment**

Holding office does require a significant commitment of time, even with every effort being made to maximize the efficiency for board meetings and activities.

There are three two-day in-person board meetings per year. Additional board or committee meetings may be scheduled throughout the year depending on the issues under discussion. Board members are also required to attend the General Meeting and any other general meetings if called. Typically, the General Meeting is scheduled to coincide with the Fall Board meeting.

If you are willing to serve on one of the board support committees, you will need to add this time as well.

Board and committee meetings take place in the weekdays, during regular working hours (8:00am to 4:00pm PST).

In addition to the actual time spent at a board meeting, board members will need to set aside time to prepare for the meetings. Materials are distributed electronically, generally one week prior to the scheduled meeting. While the amount of time may vary for each board member, it is expected that preparation time will take 4-6 hours per meeting. For Chairs and Vice-Chairs, additional preparation time will likely be needed, possibly including a meeting with senior leadership to review agendas or emerging issues.

Travel time to and from board and board support committee meetings is another factor to be considered, although, again, this will vary for each board member. Overnight accommodation may be required for board members travelling from out of town. The College recognizes that as a result of the COVID-19 pandemic it may not be possible to conduct its meetings in person, therefore options such as telephone or web conferencing will be used.

Board members may be asked to represent the College at regional or provincial meetings or events. Chairs and Vice-Chairs may be required to attend national, or even international, meetings or events.

Finally, time will be scheduled throughout the year for board members to attend education sessions or professional development activities.

## **Honorariums and Expenses**

The Bylaws provide for Board members to be remunerated for time spent participating in CDHBC business through the payment of meeting per diems. For 2021-2022, a Board member may claim the following amounts for time spent attending a scheduled meeting:

- Per diems for board meetings, including travel time: \$400/day
- Per diems are paid to board and committee members for teleconferences
- Teleconference: \$50 (per each hour accrued or portion thereof)

The per diem amounts currently incorporate preparation time and any time devoted to travel.

As per diems are considered taxable as employment income by the Canada Revenue Agency (CRA), payroll taxes will be applicable and claimants will be issued an annual T4 tax form.

Board members may also claim reimbursement of any expenses incurred in connection with their board responsibilities, such as travel/transportation, accommodation, parking, meals, or childcare expenses.

Full details are contained in the Board and Committee Member Expenses Policy.

Our current board members see their work as truly meaningful and rewarding. As a Board, they are unified in their values, and dedicated to making decisions that best support the college to protect the public from harm by ensuring that dental hygiene professionals undertake their work safely and ethically.

If you can see yourself as a CDHBC Board member, please keep reading to find out how you can apply to become a candidate in the 2021-2022 election.

If, after reviewing this nomination package, you are uncertain whether you wish to apply to become a board member this year, perhaps consider applying to join one of the committees to gain valuable insight and experience into how the college operates. You may contact us at any time for further information about serving on one of CDHBC's committees listed below:

## **REGISTRATION COMMITTEE**

The Committee is comprised of at least six members, including:

- one elected Board member;
- two public representatives, one of whom is an appointed Board member; and
- three registrants.

### ***Schedule***

The Committee shall meet by teleconference or in person at least 2 weeks before each Board meeting (i.e. three times per year), and after the results of the Practice exams are tallied, in accordance with the Exam Results Notification Policy.

Mail ballots shall be conducted as often as necessary especially in regard to new registrants.

### ***Location***

The location of the in-person meetings will be determined by the membership of the Committee and by budgetary considerations.

## QUALITY ASSURANCE COMMITTEE

The Quality Assurance Committee is comprised of at least six members, including:

- one elected Board member;
- two public representatives, one of whom is an appointed Board member; and three registrants.

**Schedule:** a minimum of 3 per year, approximately 1 month before Board meetings

**Location:** to be determined

**Format:** in person and/or by teleconference

## INQUIRY COMMITTEE

The Inquiry Committee is comprised of at least six members, including:

- one elected Board member;
- two public representatives, one of whom is an appointed Board member; and
- three registrants.

**Schedule:**

The Committee meets monthly by teleconference if warranted. One other meeting is held in person annually. Other meetings may be held by teleconference or mail. Resolutions made by mail ballot must be unanimous.

**Location:** In person meetings are held at the College Office.

## DISCIPLINE COMMITTEE

The Discipline Committee is comprised of at least six members appointed by the Board, including:

- one elected Board member;
- two appointed members, one of whom is a Board member; and
- three registrants.

**Schedule:** The Committee meets as necessary and for a hearing.

## How to become a candidate

For the 2021-2022 election, there are three board registrant member seats that need to be filled.

You may only be elected if you are registered in one of the following registrant classes:

- dental hygienist registrant;
- dental hygienist registrant (c);
- dental hygiene practitioner registrant;
- dental hygiene practitioner registrant (c)
- grandparented registrant

You must only apply for one of the board offices available.

### General notes on completing the nomination application

The nomination application is an online application. Paper applications will not be accepted.

If you are attaching supplemental documents, please ensure they are typewritten and clearly marked with your name and the question on which you are providing further details.

Be as clear as possible when responding to each question. Write in plain language and avoid using jargon, acronyms or abbreviations.

Adhere to word limits where specified. There is a limited amount of space available for each candidate so any text beyond the allowance will not be published.

We will check for typographical errors but please proofread your candidate statements carefully as these will be published exactly as received.

### Assessing your eligibility

The nomination application sets out questions based upon the eligibility criteria for prospective candidates established in [section 3.1 of the Bylaws](#) and includes a Declaration for Election to the Board. The Nomination Committee will review this section first to ensure you are in fact eligible to be elected.

You are ineligible for election if you answer “no” to any of the questions in the [Declaration for Election to the Board form](#).

Your answers should reflect your situation at the close of the nomination period on November 30, 2020. For example, if you ordinarily reside in British Columbia on November 30, you can check “Yes” for that question.

If you do not know what your circumstances might be on November 30 at the time of completing the nomination application, you may provide a detailed explanation of those circumstances in a



separate document, marked with your name and the question on which you providing further details, and attach this to your application for the Nomination Committee's consideration.

Please be aware that the Nomination Committee may review your additional information but still decide to disqualify you for not meeting the eligibility requirements. Should this be the case, you will receive an email setting out the decision of the Nomination Committee and the reasons for disqualification. This decision will be final but will not preclude you from applying to run in a subsequent election.

If you believe that your rights under section 14 of the Human Rights Code may be breached if you are disqualified for answering "No" to any of the questions in the Declaration for Election Form you may submit a written request to the Nomination Committee in accordance with section 6(4) of the Bylaws. Again, please explain the full particulars of your circumstances in a separate document attached to your application, marked with your name and the question number. The Nomination Committee may consult with legal counsel before making any determination about eligibility in such instances.

Some key definitions are included as footnotes to the nomination application. Please email us if you have any questions about these definitions or terminology used in this guide.

### **Providing your information**

The second section of the nomination application is where you provide your general contact information and details about your education, employment and, if applicable, any noteworthy regulatory or community experience you may have. You will also be asked if you are able to meet the time commitment required. As noted above, the time commitment for board members is significant; ask yourself how board responsibilities will potentially affect your day-to-day routine, especially if travel is involved.

The first part of this section will be used internally, for verification purposes only. The second part relating to your education, practice, employment, and regulatory/community experience will be formatted for publication in the election materials, as this background will be of interest to voters. If there is any information in this part of the nomination application that you do not wish to be published, please include a note to this effect next to your response.

Ensure the information you provide is current. The Nomination Committee, or staff on its behalf, may contact you to verify the details provided, or contact outside parties to confirm your eligibility. No information will be shared outside the college unless authorized by you or if required by law.

You do not need to provide a résumé with your nomination application.

## Candidate Statements

In this section, you will be asked to provide three statements that will be published in the election material on the CDHBC website and linked to the online ballot. Take time to consider what you wish to say here – it is here you can explain the value you will bring to the Board if elected, and registrants will rely on this information when deciding for whom to vote. Be explicit so voters are not being asked to infer or assume your meaning. Feel free to draw on examples from other areas of your life; the values, skills and behaviour you demonstrate are as important as your academic or professional accomplishments.

It is important that you refer to the [Board Composition Matrix](#) and the [2021-2022 Board Needs Assessment](#) when constructing your responses. The core competencies identified by the Board are critical in ensuring that board members have a clear understanding of CDHBC's public protection mandate, are willing and able to work in collaboration with others, and positioned to lean in to the opportunities and challenges the Board and College are currently facing.

## Privacy Notice and Consent to Public Disclosure of Personal Information

The nomination application includes a standard privacy notice and consent to disclose. Once you have read the terms, please remember to check the box as indicated if you agree to what is stated. If you do not check this box, your nomination application will be deemed incomplete and will not be considered.

## Declaration

Your nomination application is not complete until you have signed the declaration, which is comprised of six parts:

1. confirmation you are seeking election;
2. an acknowledgment that you will observe the provisions of all governing documents and election-related material;
3. authorization for the college to obtain supplemental information to confirm your eligibility as a potential board member;
4. confirmation that the information you have provided is true, accurate, and complete, and an acknowledgment that any false or misleading statements may result in your disqualification as a candidate;
5. confirmation that your communications about the election (if any) will be honest and accurate, and that you will take responsibility for correcting information that may be wrong or misleading; and

6. an acknowledgment to notify the registrar if any circumstances arise that affect your eligibility to become a board member.

The declaration also includes a statement that you understand you will be required to take an oath of office if elected to the Board (see further below).

### **Signing and submitting your nomination application**

You must type your name and address into the applicable fields exactly as you have set out on your nomination application and check the box agreeing you will submit your nomination application to us by email.

Please remember to save your nomination application as a PDF document. Attach the application and, if applicable, any supporting documents, to an email and send to [jsnowden@cdhbc.com](mailto:jsnowden@cdhbc.com). You must submit the nomination application directly from the email address you have provided in your contact information.

The nomination application can be delivered electronically at any time during the nomination period, i.e. between September 27 and 4:00pm PST on November 30, 2020. The time and date that we receive your nomination application will be deemed the time and date of receipt. No late applications will be accepted.

Please do not leave the submission of your nomination application to the last minute, especially if you are including supporting documents for consideration by the Nomination Committee. We recommend you complete and submit your nomination application as early as possible in the nomination period, in case any corrections are required. Early submission will also provide us, or the Nomination Committee, with ample time to seek clarity or further information from you about your nomination application if needed.

Once submitted, you will receive an email from us confirming safe receipt of your nomination application. If you wish to withdraw your application after delivery, but before the voting period begins, please contact us immediately.

### **Confirmation of candidacy**

At the end of the nomination period on November 30, 2020, your nomination application will be forwarded to the Nomination Committee, who will verify your eligibility to be elected and review any supplemental material or requests you have made. The Nomination Committee will then submit a draft ticket of qualified applicants to the Board Chair and Registrar.

Following this, we will contact you by email stating that either your application for candidacy has been accepted and your name will appear alphabetically on the ballot, or your application has been disqualified by the Nomination Committee for not meeting the eligibility requirements. All decisions at this stage are final.

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## **Withdrawing from the election after your candidacy is confirmed**

If you change your mind and wish to withdraw from the election after the voting period has commenced on January 14, 2021, you may do so at any time before the end of the voting period on February 7, 2021 by providing written notice to the Registrar.

Please remember that you are also required to notify the Registrar if any circumstances arise that may affect your eligibility to become a board member.

If you have any questions about your eligibility but are unsure how to proceed, please contact us at: [jsnowden@cdhbc.com](mailto:jsnowden@cdhbc.com).

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## Being a Candidate

### Campaigning

You are not required to campaign for this election, nor will any expenses incurred by you as a candidate be reimbursed by the College.

### Candidate information

As indicated on the nomination application, your relevant background information and candidate statements will be posted on the election page of the CDHBC website. Information about the election will be posted in the college newsletter and on social media channels. The electronic ballot will also link to the election website so that registrants can read all candidate information and cast their votes accordingly.

### Candidate conduct

If you do wish to communicate about the election, you must not use the CDHBC logo or brand in any communications.

You are expected to keep your interactions factual and accurate, be honest about your relationships, opinions, and identity, and correct, immediately, any information communicated that is found to be misleading or inaccurate. You are not permitted to make any statements on behalf of the Board or the College.

You must not apply any undue influence or pressure on registrants exercising their right to vote, nor must you offer financial incentives or other considerations to registrants to encourage or discourage them to vote.

The Registrar is responsible for supervising the conduct of candidates during the voting period, and will address any complaints, or reports of disputes or irregularities.

Please contact us if you have any questions about communications, or if you have concerns about the conduct of another candidate.

## Election

### Voting period

If there are fewer or an equal number of candidates than vacant offices, the candidates can be elected by acclamation.

If there is a contested election, i.e. several candidates seeking election to the three vacant offices, the election will proceed. The online voting period will begin on January 14, 2021 and end February 7, 2021 (4:00pm PST).

**Any registrant eligible to vote will be allowed to vote for any candidate running for election, regardless of the registrant class in which the voter or candidate is registered.** For example if you are a Dental Hygiene Practitioner, you will be able to cast one vote for each vacant, or impending vacant seat to be filled in the board election.

Eligible voters will receive an email when the voting period opens, and again when it closes. Periodic email reminders about the election will be sent throughout the voting period. Remember that, as a candidate, you can vote too!

### Election Results

As soon as practicable after the end of the voting period, candidates will be advised by email of the election results. The College will post the election results on its website, future edition of ACCESS and on the College's social media sites once all candidates have been advised of the election results.

### Newly elected candidates

If you are successful, you will receive a copy of your certificate of election and further information about board member orientation and upcoming meetings.

You are required to take an [oath of office](#) or solemn affirmation before you can assume your position as a CDHBC board member. The oath must be taken before a judge, a justice of the peace, or the Registrar. The oath ceremony is generally arranged by the College for the first meeting of the new board year.

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## Contact us

For all enquiries about nomination applications and the election process, please contact [jsnowden@cdhbc.com](mailto:jsnowden@cdhbc.com).

If you are interested in joining one of CDHBC's regulatory committees, please contact [careers@cdhbc.com](mailto:careers@cdhbc.com).

You may contact us at any time between 8:00am and 4:00pm (Pacific Standard Time), Monday to Friday (excluding statutory holidays).