



1.1 NOMINATIONS

PURPOSE

The purpose of this policy is to set out nomination procedures for candidates to the Board of Directors of OPC. These policies and procedures are subject to the provisions of OPC by-laws. If there is any conflict between these procedures and the bylaws, the bylaws prevail.

POLICIES

1. Subject to the bylaws and the articles of the OPC, any member in good standing may be nominated to a specific position on the OPC Board of Directors by any other member in good standing of the OPC provided that he or she fulfills the eligibility criteria for the position.
2. The OPC Nominations Committee will coordinate the nomination process by vetting candidates to the Board and preparing the slate for election by the membership. Candidates shall be nominated to specific Director positions as defined in the OPC bylaws. To qualify as Candidates for specific Board positions and to be vetted by the Nominations Committee and placed on the slate for election as Directors by the membership, nominees must fulfill the criteria pertaining to the Board position being sought.
3. To be eligible for election, candidates must:
 - a) be members in good standing of OPC and be able to demonstrate related volunteer or committee experience.
 - b) have the support of a minimum of two other members in good standing.
 - c) be listed in the appropriate member class for the position sought as described below:

Board Position	Membership Status Required
President	Voting Member: Certified Prosthetist, Certified Orthotist, or Certified Prosthetist/Orthotist, Registered Prosthetic Technician, Registered Orthotic Technician, or Registered Prosthetic/Orthotic Technician
Vice President	Voting Member: Certified Prosthetist, Certified Orthotist, or Certified Prosthetist/Orthotist, Registered Prosthetic Technician, Registered Orthotic Technician, or Registered Prosthetic/Orthotic Technician
Directors (Certified)	Voting Member: Certified Prosthetist, Certified Orthotist, or Certified Prosthetist/Orthotist,
Directors (Registered)	Voting Member: Registered Prosthetic Technician, Registered Orthotic Technician, or Registered Prosthetic/Orthotic Technician
Directors at large	Associate member in good standing

4. In accordance with section 2.03 of the Bylaws, directors shall be elected by the Members as required via electronic ballot in advance of the annual meeting of members (see Appendix G).

PROCEDURES

1. The Nominations Committee shall publish a call for candidates at least sixty-five (65) business days prior to the next annual meeting of members to fill existing or forthcoming vacancies on the Board of Directors. The Nominations Committee may use the services of the OPC staff in searching for or completing background checks on candidates.
2. Nominees must provide the following information to the Nominations Committee:
 - (a) Completed Board Candidacy Application Form
 - (b) Short Biography or curriculum vitae;
 - (c) Nomination letter with the names and signatures of a minimum of two members in good standing supporting the candidacy.
3. The Nominations Committee will prepare a slate of candidates for election as Directors using the names of the individuals responding to the call for candidates, in addition to the names of individuals brought to the attention of the Nominations Committee by other means.
Subject to the direction of the Board, the slate of candidates may contain a number of candidates equal to the number of all vacancies of Directors on the Board, or a greater number of candidates than vacancies.

In preparing the slate, the Nominations Committee will ensure that:

- (a) The candidates fulfill the criteria for nomination
- (b) The candidates understand the election process
- (c) The candidates understand their responsibilities as Directors and are willing to sign the OPC Code of Conduct and Confidentiality; and
- (d) The candidates are willing and able to serve their term if elected

Principles to Guide the Nomination of Current Directors

The Nominations Committee will consider current Directors whose term is expiring and who wish to stand for election or re-election in the same manner as other candidates.

Nomination Process for Election of Directors

Using the procedures in this policy, the Nominations Committee will compile a list of candidates for election to the Board. To satisfy the objective of staggered terms, the Nominations Committee will recommend to the Board the length of the initial term for each candidate.

4. Review and Revision - The Board will review this policy regularly.