

MLPCN Executive Council Recruitment and Selection of its Voting Members and Executive Officers

Approved: February 5, 2026

PURPOSE

This Policy and procedure define how the Middlesex London Primary Care Network (“MLPCN”) selects the voting members of the MLPCN Executive Council, and the Executive Officers who are responsible for leading the MLPCN Executive Council.

POLICY

The Executive Council will review and renew its membership annually before the end of March each year, to coincide with fiscal year end. The process will begin in early January each year with a review of the voting member groups and number of representatives, followed by the process to recruit and select voting members and Executive Officers to fill vacancies.

To encourage renewal of the Executive Council’s membership, members are encouraged to serve on the Executive Council for no longer than six years.

Positions

The MLPCN Executive Council includes the following voting member and executive positions that are elected by the MLPCN through a virtual/electronic voting process.

The Executive Council will establish the time period for the annual appointment / election of new voting members. The process for filling vacancies will start three months prior to the appointment/ election period to allow time to recruit suitable candidates.

Executive Positions

The Past Chair and Vice-Chair are voting positions. The Chair, or the meeting chair in the Chair’s absence, casts the deciding vote to break a tie.

- Chair
- Past Chair
- Vice-Chair

Voting Members:

- Family Physician (3)
- NP (2)
- Western University appointed full-time clinical academic family physician practicing within a core teaching clinic or NP affiliated Labatt School of Nursing (1)
- Primary Care Organization (Leadership/Executive Director) (1) *
- Patient Family Caregiver (1-2) *
- Chair or Delegate of the Department of Family Medicine, Western University (1)
- Member-at-large (Inter-health professional) (0-1) *

Note: The election/selection process timelines may vary by membership category.

Non-Voting Members:

- Primary Care Transformation Lead
- Clinical Team Project Assistant
- Clinical Lead, Speciality Care, Middlesex London Ontario Health Team
- Clinical Lead, Primary Care, Middlesex London Ontario Health Team
- Other Primary Care Organization (Leadership/Executive Director) (1-5)
- Resident/ NP Student (1-2)

The duration of voting members serving on Executive Council is 2 years, with eligibility to be selected to serve a second term. Voting member terms will be staggered to ensure continuity of experience in the Executive Council.

VOTING MEMBER RECRUITMENT AND SELECTION

The MLPCN initiates the recruitment and selection process annually to fill any vacancies arising for voting member positions where an individual has come to the end of their term or the position is vacant. The process is managed by the MLPCN Executive Council's Past Chair, or a delegate appointed by the MLPCN Executive Council.

The principle is that individuals / organizations who are part of each group with a vacancy need to be involved in the process of recruiting and in selecting their representative(s).

Recruitment Process

An objective is to refresh the Executive Council by having some of the interested candidates not having previously served on the Executive Council.

Note individuals who are currently serving as Vice-Chair or Chair are eligible for automatic re-appointment to the Executive Council. The Past Chair has the option of requesting automatic appointment for one additional year on Executive Council.

1. The MLPCN Executive Council identifies existing and upcoming vacancies and the associated professional/cluster groups to participate in the process.
2. The MLPCN Executive representative contacts each group with an existing / impending vacancy for the purpose of recruiting candidates who would be eligible to fill each vacancy.
3. Work continues to identify at least sufficient interested candidates to fill each vacancy.

Selection Process

The nature of the selection process depends on the availability of interested candidates and voting member category.

1. Where the number of interested candidates is less than or equal to the number of vacancies, candidates may be appointed by the Executive Council with the concurrence of the associated professional group.
2. Where the number of interested candidates exceeds the number of vacancies, the preferred approach is for the associated professional group to select their representative through an election or consensus-based process. Where such a process is not feasible, or where support is requested, the Executive Council may facilitate the process or conduct a vote among Executive Council voting members.

3. The Executive Council Chair will confirm the appointment of all voting members, including automatic appointments and those selected by identified groups, following appropriate consultation.

OFFICER ELECTION AND APPOINTMENT

Appointment of an Executive Council voting member to an Officer position will occur in a cycle with each position being held for one year with the expectation that officers will cycle through the three positions serving as Vice-Chair, then Chair and ending the cycle as Past Chair. There is an expectation that interested candidates in the Vice-Chair position are willing to commit to also serving as Chair and Past Chair for a total period of three years.

The annual process for the election of a new Vice-Chair starts up to three months prior to the scheduled Officer voting period, with the recruitment of interested candidates among the Executive Council voting members. This process is managed by the Past Chair or a delegate appointment by the Executive Council.

1. If there is only one interested candidate, then the Executive Council holds a vote on a motion to appoint the candidate to the Vice-Chair position.
2. If there are two or more interested candidate, then the Executive Council holds an election with the winner being the individual receive the greatest number of votes. If there is a tie, the Chair casts the deciding vote.
3. Once a new Vice-Chair is appointed, the outgoing Vice Chair automatically takes on the role of Chair, and the outgoing Chair takes on the role of Past Chair. The outgoing Past Chair automatically steps down and continues as a voting member or resigns from the Executive Council depending on their voting member position.

Reappointment and Leadership Renewal

To support leadership renewal and prevent recycling of Executive positions, individuals who have completed a full term in an Executive Officer role (Chair, Vice Chair, or Past Chair) are not eligible to be immediately re-appointed to any Executive Officer position for one full term cycle (12 months).

After the mandatory one-term break, individuals may reapply for any Executive Officer position through the standard recruitment and selection process. This ensures broad participation, fosters leadership development across the network, and prevents concentration of authority in a small number of individuals.

Eligibility for Return to the Executive Council (Non-Executive Role)

Former Executive Officers may return immediately as a general voting member if elected, provided they are not returning to the same Executive position.

LEAVING THE EXECUTIVE COUNCIL

At the beginning of the process each January, members are encouraged to identify either their interest in remaining on the Executive Council or are planning on stepping down at the end of March. This allows the Executive Council to identify which roles will become vacant. At anytime during their term, a member may decide to resign from the Executive Council. Depending on



the time left until March, in collaboration for the associated professional group / organizations, the Executive Council may wish to seek an interim representative. An interim representative would serve until March and be eligible to stand for election/re-appointment to serve for the following year.