Considering running for the CDSBC 2020 Board Election?

2020 Guide for Applicants

Those wishing to become a candidate for one of the three available seats in the 2020 election should review the following information in detail. Election eligibility requirements have changed since the last election.
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1. Purpose of this Information Package

This information package provides information for those considering running for upcoming election to the CDSBC Board and is designed to:

- assist nominees in making an informed choice about whether to apply for candidacy in the CDSBC Board election
- describe recent changes to the Board and the election
- provide instructions for how to assess your own eligibility and the eligibility of your nominators
- describe how to become a candidate
- communicate the role of the Board
- summarize the expectations and role of board members
- outline what to expect throughout the election process
2. Introduction to CDSBC

It is important that candidates running for election to the CDSBC Board have a clear understanding of the mandate and governance of the College. As a health regulator, CDSBC’s only job is to protect the public. Empowered under the *Health Professions Act* (HPA), CDSBC regulates dentists, dental therapists and certified dental assistants (CDAs) in British Columbia. The HPA is the provincial legislation that provides a common regulatory framework for B.C.’s regulated health professions. Under the HPA, regulatory colleges have the power and duty to regulate the practice of their registrants in order to protect public safety.

2.1 Our Mandate
The College of Dental Surgeons of BC registers, certifies and regulates over 3,800 dentists, seven dental therapists and over 6,600 CDAs. Our core function is to protect the public by overseeing the conduct and competence of our registrants through:

- Setting requirements for certification, registration, standards of practice and ethics
- Establishing requirements for, and monitoring, continuous competency
- Investigating and resolving complaints

2.2 Our Governance
The CDSBC Board has undergone substantial changes since the last election (described in section 3 on “Changes to Board Elections”). Today, CDSBC is governed by a 12-member Board that is half elected and half public. The elected board members include 4 registrants (dentists or dental therapists), 2 certified dental assistants, and 6 members of the public. The registrant members are elected and public members are appointed by the provincial government.

The Board is responsible for ensuring that the organization’s mandate – regulation of dentistry in the public interest – is carried out effectively and efficiently on behalf of British Columbians. The Board establishes the CDSBC Bylaws, which are the rules that govern the management of the College and its registrants. The bylaws provide the framework for our day-to-day operations and governance. Part 2 of the [CDSBC Bylaws](#) describes the composition of the Board and outlines the rules for elections.

The role of every board member is the same: to uphold CDSBC’s mandate to protect the public – not to “represent” any particular group. The Board governs in accordance with the *Health Professions Act*, the regulations and the [CDSBC Bylaws](#).
3. Changes to Board Elections

In April 2019, the Minister of Health published an independent review of CDSBC, known as the Cayton Report. At that time, the Board stated its commitment to change and approved a new set of guiding principles to underpin how it will operate going forward. The Board worked with staff to deliver an Action Plan to the Minister that set out how we will address the 32 issues identified in the Cayton Report. These changes and commitments have put CDSBC at the forefront of regulatory change, defined, in part, by the trend toward smaller regulatory boards and increased transparency and public oversight.

As a result of Bylaw amendments completed in September 2019, and in accordance with the Action Plan, the following governance changes were made to promote credibility and accountability at the board level and to clarify roles:

- Election rules have changed so that dentists*, dental therapists and CDAs are now eligible to run for the board and vote for all elected board member positions. Under the previous bylaws, CDAs were eligible to vote for only CDA board positions, and dental therapists were not eligible to run or vote in the election.
- The board has been reduced in size from 21 members down to 12, with half of those (6) being public members.
- The roles of president, vice-president and treasurer, regional representation (electoral districts), and other specialist representative positions have been removed.
- The position of Board Chair is elected from within the Board.

*Dentists in the following registration categories are eligible to run and vote in the election: full (full registration or certified specialist); restricted to specialty; academic; and academic (grandparented)

Online Voting
The board election will be held online in 2020. Voters will receive electronic ballots via email instead of receiving a paper ballot through the mail. The election provider, Simply Voting, is a secure, third-party service. The results will be anonymous. It will not be possible for CDSBC to determine how an individual has voted.
4. Positions to be filled in the 2020 Election

There are three CDSBC Board positions to be filled in the 2020 election, each for a three-year term:

- Registrant (dentist or dental therapist) board member
- Registrant (dentist) board member
- One certified dental assistant board member

The term start date is July 1, 2020.
5. **Key Nomination and Election Dates for 2020**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of election published</td>
<td>February 12, 2020</td>
</tr>
<tr>
<td>Nomination period*</td>
<td>February 12 - March 11, 2020 at 4:30 pm</td>
</tr>
<tr>
<td>Voting Period</td>
<td>March 25, 2020 through April 8, 2020 at 4:30 pm</td>
</tr>
<tr>
<td>Announcement of election</td>
<td>April 9 (anticipated)</td>
</tr>
<tr>
<td>results</td>
<td></td>
</tr>
<tr>
<td>Orientation for new board</td>
<td>May 8, 2020</td>
</tr>
<tr>
<td>members (mandatory)</td>
<td></td>
</tr>
<tr>
<td>Annual General Meeting</td>
<td>June 12, 2020 at 8:30 am</td>
</tr>
<tr>
<td>June Board meeting</td>
<td>June 12, 2020 at 10 am</td>
</tr>
<tr>
<td>Term of office begins</td>
<td>July 1, 2020</td>
</tr>
</tbody>
</table>

*CDSBC must receive a completed nomination package for each candidate nominated. Nominations will be accepted until 4:30 pm on Wednesday, March 11, 2020. Late applications will not be accepted.*
6. Election Eligibility Requirements

Those wishing to become a candidate for one of the three available seats in the 2020 election should review the following information in detail. Election eligibility requirements have changed since the last election.

Registrants who are eligible to be elected in the board election include:

- a dentist who is a
  - full registrant (full registration or certified specialist);
  - restricted to specialty registrant;
  - academic registrant; or
  - academic (grandparented) registrant
- a dental therapist
- a practising certified dental assistant

In addition, those who fit the profile above are not eligible to be elected in a board election if the person:

- does not ordinarily reside in British Columbia,
- is not in good standing,
- is the subject of an ongoing investigation by the Inquiry Committee under section 33 of the Act,
- is named in a citation issued by the Registrar under section 37 of the Act, the subject matter of which is not yet resolved,
- is an employee, board officer, board member, or committee chair at, or holds any other position of responsibility with, the Canadian Dental Association, the British Columbia Dental Association, Canadian Dental Assistants Association, Certified Dental Assistants of British Columbia, or any other dental representative association or organization,
- at any time in the 3 years preceding the date that a nomination for the board election must be received under section 2.05, has been an employee, board officer, board member or committee chair at, or held any other position of responsibility with an association or organization described in paragraph (i),
- on being elected, would have a conflict of interest by virtue of having competing fiduciary obligations to the college and to another person or organization, or
- was an elected board member during each of the 5 years immediately preceding the date that a nomination for the board election must be received under section 2.05.
7. Serving on the CDSBC Board

CDSBC’s role is to protect the public. Nothing more and nothing less. Before you decide to run for election to the CDSBC Board, please carefully consider the responsibilities, skills and time commitment required.

7.1 Role of the Board
CDSBC’s 12-member Board comprises 50% elected members and 50% public members. The registrant members are elected and public members are appointed by the provincial government. The Board is responsible for the direction, leadership and strategy of the College.

Each board member has the same duty to act in the best interests of the public and not as a delegate or representative of a constituency or interest group. Board members are stewards of public trust: the job of a board member is to uphold CDSBC’s mandate to protect the public – not to "represent" any particular group. The College benefits from the strategic oversight of a supportive board that has a clear understanding of its role, is transparent and accountable, and is committed to ensuring the College is well positioned to deliver on its mandate of patient safety and protection of the public.

7.2 Code of Conduct and Oath of Office
Each board member swears an Oath of Office on joining the Board. Board members must abide by the code of conduct as set out in the CDSBC Board Member Conduct Agreement. The agreement is approved by the Board and intended to clarify the conduct expected from board members with respect to: compliance with prescribed requirements, duties to the Board/College, avoidance of bias/conflict of interest and duty of confidentiality.

7.3 Organizational Priorities

2019-22 Strategic Plan
The College’s strategic plan lays out our vision, mission statement and mandate, core values, and our organizational goals and initiatives.

Guiding Principles
In April 2019 the CDSBC Board approved a set of guiding principles as part of the new strategic direction and in response to the government’s review of the College by international expert in regulation Mr. Harry Cayton.

Action Plan
In 2019, the Board worked with staff to deliver an Action Plan to the Minister of Health. The plan set out how to address the 32 issues identified in the Cayton Report.

7.4 Values and Core Competencies
Consider whether you have the personal attributes and relevant skills and experience needed for the CDSBC Board.
CDSBC has developed a board composition matrix which contains the characteristics and abilities that make both a strong board member and a strong board. The composition matrix represents the ideal composition of the Board. As you consider whether to run for election to the CDSBC Board, use the composition matrix as a tool to assess the competencies that you bring to the table – and will be expected to possess – as a board member.

7.5 Board Committees
One of the ways that the Board provides organizational oversight is through board committees. CDSBC is currently in the process of restructuring its committees in accordance with the Action Plan.

7.6 Term of Office
The term of office of a person who is an elected board member is 3 years commencing on July 1 of the year in which the elected board member is elected.

7.7 Time Commitment
Holding office does require a significant commitment of time, and board members must devote the necessary time and attention to be able to make informed decisions on issues that come before the Board.

Board members may spend approximately 12-15 hours a month in preparation for, and attendance at, board meetings, for board member development, workshops, stakeholder events, and committee meetings.

Ask yourself how board responsibilities will potentially affect your day-to-day routine, especially if travel is involved. Meetings and events are scheduled during regular business hours, weekday evenings and Saturdays. Board events are held at least three times per year and may require staying overnight in Vancouver if you reside out of town. Additional board meetings may be scheduled throughout the year depending on the issues under discussion. Such meetings are often held via telephone or video conference. Finally, board members are also expected to attend the Annual General Meeting.

7.8 Financial Compensation - Honorariums and Expenses
Board members are eligible to claim an honorarium as set out in CDSBC’s Expense Policy.

When attending scheduled meetings, board members receive an honorarium of $500 for a full day; $250 for half a day (four hours); or $50 per hour to a maximum of the daily rate.
8. Nominations Process

8.1 Completing the Nomination Application
The nomination application for candidates is an online application provided as a pdf fillable form.

Save your completed nomination application as a PDF document. Attach the application and, if applicable, any supporting documents, to an email and send to registrarsoffice@cdsbc.org. 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 February 12, 2020 and 4:30 pm PST March 11, 2020.

Paper applications will not be accepted. Please adhere to the following instructions when submitting your application.

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.

The completed application must be accompanied by the following forms:
- Nomination Form (with signatures from five eligible nominators)
- Declaration of Interests

Assessing Your Eligibility as a Candidate
The first section of the nomination application sets out 13 questions based upon the eligibility criteria for prospective candidates established in section 2.02 of the CDSBC Bylaws.

If you answered “No” to questions 1-3, or “Yes” to questions 4-9, you are not eligible to be elected in a board election.

Candidate Statements
In this section, you will be asked to provide a statement that will be published in the election material on the CDSBC website and linked to the online ballot.

Your relevant background information and candidate statement will be posted on the election page of the CDSBC website, and will be posted in the College newsletters and on our social media leading up to the election.

The electronic ballot will link to the election website, including the candidate statement.

Your statement must reflect the role of the Board and be consistent with the guiding principles referenced in section 7 of this package. Remember that the role of every Board member is the same: to uphold CDSBC’s mandate to protect the public – not to “represent” any particular group. 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. 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.

CDSBC staff will vet submitted statements to ensure content is accurate and factual. Should concerns be noted, the candidate will be contacted to discuss any recommended changes to content before the statement is posted. Staff should be contacted, anytime, should there be any questions or concerns regarding candidate communications.

**Competencies and Experience**

You will be asked to outline why you feel you can make a valuable contribution to the CDSBC Board and how your skills and perspectives will enhance the current board.

It is important that you refer to the core competencies identified by the Board in the [Board Composition Matrix](#) as these are critical in ensuring board members can collaboratively work through the opportunities and challenges the Board and College are currently facing.

**Supplementary Documents**

- **Nomination Form** (be sure to confirm the eligibility of your nominators)
  
  To be nominated for the CDSBC Board, a candidate must submit a form that includes signatures from five eligible nominators.

  Registrants who are eligible to nominate a candidate in the board election include:

  - a dentist who is a
    - full registrant (full registration or certified specialist);
    - restricted to specialty registrant;
    - academic registrant; or
    - academic (grand-parented) registrant
  - a dental therapist
  - a practising certified dental assistant
  - those who have fully paid their annual renewal fees under section 6.02(2)(b) or 7.13(2)(b) of the CDSBC Bylaws and any other fine, fee, debt or levy owed to the college as of March 1, 2020.

- **Declaration of Interests**
  
  You will be asked to complete a CDSBC board member Declaration of Interests to identify and declare any personal interests or connections with others in positions of influence that could result in actual or perceived conflicts. This will be published online as part of CDSBC’s [Register of Interests](#).

**8.2 Confirmation of Candidacy**

At the end of the nomination period on March 11, 2020, your nomination application will be reviewed by the Registrar (or designate) to ensure it is complete and to verify your eligibility to be elected.
You will be contacted by email stating that either your application has been accepted and your name will appear alphabetically on the ballot, or your application has been disqualified for not meeting the eligibility requirements. All decisions at this stage are final.

8.3 Withdrawing from the Election
If you change your mind and decide to withdraw from the election after the voting period has commenced on March 25, 2020 you may do so at any time before the end of the voting period on April 8, 2020 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.
9. Candidate Expectations and Conduct

Candidates should remember that the role of every board member is the same: to uphold CDSBC’s mandate to protect the public – not to “represent” any particular group. In keeping with regulatory trends towards the appointment of competency-based boards and away from concepts of successful candidates representing specific constituencies, there is no contemplation of campaigning by nominees for Board member positions.

The Board Composition Matrix lays out the ideal attributes and competencies required for prospective board members and candidates for election can demonstrate they have the right skills and competencies through a published “Candidate Statement”. Your statement must reflect the role of the Board and be consistent with the guiding principles referenced in section 7 of this package.

Any communication must be accurate and factual.

Candidates must not exert undue influence or pressure on registrant voters exercising their right to vote, including offering financial incentives or other considerations to encourage or discourage their participation in the election.

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

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. more than one candidate seeking election to any of the three vacant offices) the election will proceed. The online voting period will begin on March 25, 2020 and end April 8, 2020 (4:30pm PST).

Any registrant or certified dental assistant 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.

Eligible voters will receive an email when the voting period opens, which will link voters to access the ballot. Voting will be done online using a secure, third party service.

10.1 Election Results

The results will be anonymous. It will not be possible for CDSBC to determine how an individual has voted.

Election results will be determined according to section 2.06 of the CDSBC bylaws, which include (but are not limited to) the following principles:

- if at least one registrant board member position is to be filled in the election, the registrant board member candidate who receives the most votes is elected to the board;
- if more than one registrant board member position is to be filled in the election, the registrant board member candidate receiving the next most votes is also elected until all of the available registrant board member positions are filled;
- if at least one certified dental assistant board member position is to be filled in the election, the certified dental assistant board member candidate who receives the most votes on the return of ballots is elected to the board;
- in the case of a tie vote for a board member position to be filled in an election, the registrar must select the successful candidate by random draw.

Upon completion of the election count, the Registrar must inform candidates of the result by phone. Once the Registrar has contacted candidates, the Communications department will update the CDSBC website with the election results and the vote count for all candidates.

Election Changes

Beginning with the 2020 election:

- Dentists will be able to vote for all other board member positions (not just dentist positions).
- Certified dental assistants will be able to vote for all other board member positions (not just CDA positions).
- Dental therapists are eligible to run for election to the Board and vote in the election.
11. Newly Elected Board Members

11.1 Mandatory Orientation
All newly elected board members are required to attend an orientation day on Friday May 8, 2020 and to take an oath of office or solemn affirmation before assuming their position as a CDSBC board member. The orientation will take place at CDSBC’s offices in Vancouver.

As part of their orientation, newly elected board members are also expected to attend the June Annual General Meeting and Board Meeting (June 12, 2020).

11.2 Board Member Conduct
You will receive and be asked to sign a CDSBC Board Member Conduct Agreement at the beginning of your term of office (July 1, 2020) confirming you have read, understood and will comply with the conduct expected from board members required in service of the College’s objectives in four areas:

1. Compliance with prescribed requirements
2. Duties to the Board/College
3. Avoidance of bias/conflict of interest
4. Duty of confidentiality