

ELECTION GUIDE

The Ontario Pharmacists Association (OPA) is committed to evolving the pharmacy profession and advocating for excellence in practice and patient care. OPA's Board of Directors is made up of 14 directors and one observer that includes representatives from Central Ontario (Metro Toronto and Postal Code L), Eastern Ontario, Western Ontario and Northern Ontario. The Chair and Vice Chair are elected by the Board of Directors from among the various voting representatives.

Duties of the Board

The Board is charged, on behalf of its members, with the responsible oversight of OPA and, as such, is the highest decision-making authority within the organization. This responsibility of the Board consists primarily of:

- the duty to steward and oversee, and provide strategic guidance to the CEO
- oversight of the execution of the strategic plan and governance policies
- decision-making capacity over areas of the Association strategy, including but not limited to, approval of the organizational operating budget

It is important to note that once elected to the Board, the Director has a fiduciary duty to act without conflict, honestly and in good faith with a view to the best interests of the OPA in its entirety. For more details, review the [Charter of the Board of Directors](#).

Election Dates

Elections are held each year. To ensure continuity, districts with 2 seats each (District L – Seats 1 and 2 and District M – Seats 1 and 2) will stagger elections and the following timeline will apply:

OPA DISTRICT	AGM ELECTION CYCLE
Central Ontario (L) <i>Seat 1</i>	AGM 2020 and every 3 rd year after that
Eastern Ontario (K) Northern Ontario (P) Central Ontario (L) <i>Seat 2</i> Metro Toronto District (M) <i>Seat 1</i>	AGM 2021 and every 3 rd year after that
Metro Toronto District (M) <i>Seat 2</i>	AGM 2022 and every 3 rd year after that
Western Ontario (N)	AGM 2023 and every 3 rd year after that

For OPA voting members who are planning to run for election in their voting district, they are strongly encouraged to review the following information to ensure they meet the eligibility requirements:

Qualifications

To be eligible for nomination, an individual must:

- have voting status outline in OPA By-Law No. 1 (Owner's Bundle, Owner/Manager, Staff/Relief, New Practitioner, Other Pharmacist or Honorary member of OPA);
- be a member in good standing with the Association as well as the Ontario College of Pharmacists (OCP);
- have three nominators who are full (voting) members of OPA and are from the same electoral district;
- be nominated in accordance with the procedures set out in the nomination form;
- be free of any real or potential conflicts of interest which could present an impediment to the Association's business;
- on or before February 10, 2023, live or work in the district as identified in the Correspondence Address in the OPA membership database as being their designated district. For greater clarity, this address represents that of the primary residence or the primary place of practice of the Member to which postal communications to the Member are made as set out in the Association database and declared by the Member as their preferred address;
- not have had a finding of professional misconduct and/or incompetence in the previous three years leading up to the date of declared candidacy; -
- not be the subject of any current/ongoing disciplinary proceedings by the OCP, and
- if the candidate has resigned or was removed from the Board or has resigned or was removed as an employee of the Association, said person cannot run for office for a period of three years after their resignation or removal.

Roles and Responsibilities

The roles and responsibilities of a director of the Board are:

- to attend, in person, four Board meetings per Board year with one or two additional meetings via tele/videoconference when or if necessary;
- to attend the Annual General Meeting;
- to liaise with their district members, where the Director is an elected member of the Board, on an on-going basis;
- to serve on at least one Board committee*; and
- to be available for ad hoc tele/videoconferences and other Association work as required.

*Committees play an important role at OPA by supporting the work of the Board and helping to achieve its strategic plan. OPA has various committees, working groups and task forces. Each provides expertise on key initiatives and activities of the Association. To learn more about the function of the Board committees, click on a committee name to access its charter.

OPA Board Committees:

- [Audit and Finance](#)
- [Governance and Nominating](#)
- [Economics](#)

Term

If elected, you will serve a three-year term, unless otherwise determined by the Secretary of the Board. As an elected representative on the Board, you become a director of a not-for-profit organization incorporated in Ontario. All directors are required to comply with the [Charter of the Board of Directors](#) and the [Code of Conduct](#) and perform the tasks as outlined in the individual [Director's Job Description](#).

Benefits

Serving as a director of the OPA Board offers several benefits. You will have the opportunity to guide and provide leadership to those who manage the business affairs of OPA and help shape the future of the pharmacy profession. Most importantly, you can give back to your professional community and network with other Board colleagues.

Recognizing that your time is volunteered, OPA has a reimbursement guideline that includes a per diem, meal allowance, overnight accommodation, travel/parking and mileage.

Submission of [Nomination Form](#) and Material.

In declaring your candidacy for election to the OPA Board of Directors, it is your responsibility to ensure that:

- all required documents are **submitted together** (partial submissions will not be accepted); and
- all documentation is received by the OPA on or before the established deadline – **all late submissions will be disqualified.**

Required Documentation

1. Digital head-and-shoulder photo of at least 300 dpi (colour or black and white);
2. Statement of not more than 120 words (including headings, titles, etc.) containing biographical information about yourself;
3. Election statement that indicates how you would represent your constituents on the OPA Board of Directors. **Note: Material that is considered inappropriate by the OPA will be returned for revision. This includes, but is not limited to, negative campaigning material against other candidates.** All materials must be received and approved by OPA prior to the designated deadline.

Election Timelines/Process

There are several phases to the election process which are initiated with timelines dictated by OPA [By-law No.1](#):

1. **Call for Nominations** - Thursday March 2 to 5:00 p.m. Thursday March 16, 2023
2. **Campaign Period** – Friday March 17, to 5:00 p.m. on Wednesday April 12, 2023
3. **Withdrawal of a Nomination** – by 5:00 p.m. on Friday March 24, 2023
4. **Ballot Preparation** – Monday March 27 to Wednesday March 29, 2023
5. **Online Voting Period** – Thursday March 30 to 5:00 p.m. on Wednesday April 12, 2023

6. Vote Validation – Thursday April 13, 2023. *No announcement of election results will be made until all candidates have been notified.*

Campaign Etiquette

- Candidates are free to campaign at their own expense in order to solicit and obtain support.
- Campaigning may be done by whatever means the candidate wishes to follow such as written correspondence, telephone, fax, social media, email or in-person.
 - Due to privacy regulations, under no circumstances will District member lists be circulated to candidates.
 - Any directed correspondence from a candidate to OPA members from their own list of contacts must indicate that the members' contact information was not provided by OPA.
- There shall be no unauthorized use of OPA letterhead or logos by candidates on any written or electronic correspondence nor shall they utilize any OPA facilities such as fax machines, photocopiers, computers, etc. under any circumstances.
- Candidates shall not solicit the support of any OPA staff members during campaign period, except where permitted.
 - This includes staff or volunteers working with local OPA chapters/regional pharmacy associations, where applicable.
- Candidates shall not solicit support from local OPA chapter/regional pharmacy association boards, where applicable, for endorsement or use local OPA chapter/regional pharmacy association email distribution lists or social media outlets.
 - Any OPA member may recommend a candidate, but candidates cannot solicit endorsement from a sitting director on the OPA Board or a director of a local OPA chapter/regional pharmacy association on behalf of the chapter/regional association as a whole.
- All campaign-related comments, delivered through written correspondence, telephone, fax, email or in-person, must be centered on issues, not on the personalities of other candidates.

Candidates who currently provide professional services directly to OPA or whose business currently provides professional services directly to OPA, if successful in their bid for election, will automatically be deemed to be in conflict of interest and will be required to conduct themselves in accordance with OPA's Code of Conduct for Directors. For complete information on Conflict of Interest guidelines, please review the [Code of Conduct](#).

Who to call if you still have questions?

You may contact Ms. Ushma Rajdev, Executive Assistant in the CEO's office at elections@opatoday.com