



College of Paramedics of Manitoba		
Policy Name: Council Officer Position Selection	Policy Number: GP-22	Total # of Pages: 4
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Governance	
Original Approval Date: May 11, 2021	Last Revision Date: February 28, 2023	Next Review Date: February 2026

1.0 PURPOSE

To outline the College of Paramedics of Manitoba selection process for the positions of Council Officers

2.0 POLICY

- 2.1 The Chair, Chair-Elect and Treasurer shall be elected by the Council from amongst the Council members.
- 2.2 The term of office for the Council Chair shall be two years, with a maximum of one term to be served.
- 2.3 The Council Chair may not serve in the role of Chair-Elect or Treasurer after serving in the capacity of Council Chair.
- 2.4 The nomination process will be conducted in a transparent professional manner. All nominees will be kept confidential for the information of Council members and the Executive Director only. The election will be conducted as a closed in-camera meeting of Council.
- 2.5 No nominations for Officer positions will be accepted from the floor.
- 2.6 Election of the Officers shall be conducted as a special order of business of the Council during its first meeting following the appointment of new members of Council or as required due to expiry in the term of office of any member or the creation of an unexpected vacancy.
- 2.7 The position of Council Chair will be filled, followed by the position of Chair-Elect, followed by the position of Treasurer.
- 2.8 If the Council Chair is unable to complete his or her term, the Council Chair-Elect will move into the position of Chair and will serve the balance of the Council Chair's term. A new Council Chair-Elect will be elected by the Council from among the Council members. The newly appointed Chair-Elect will not be disqualified from being nominated to serve as Council Chair upon completion of the term as Chair-Elect.
- 2.9 If the Council Chair-Elect is unable to complete his or her term, the Council will elect a Council Chair-Elect from the members of the Council to complete the balance of the Council Chair-Elect's term.



3.0 NOMINATION PROCEDURES

- 3.1 Nomination of a candidate for the position of Chair will require a completed nomination form completed by the nominee.
- 3.2 If at any time during the nomination process, a candidate determines he or she is unable to serve if elected, the member should request that his or her name be removed from nomination.
- 3.3 Nomination forms will be submitted two weeks prior to the applicable Council meeting.
- 3.4 All eligible nomination statements will be provided in the In-Camera package provided to Council.
- 3.5 Council members will be provided with paper or electronic ballots to indicate their selection for each of the available positions.
- 3.6 Ballots will be deposited into a physical or virtual ballot box.
- 3.7 The scrutineer for the Council Executive will be the College General Legal Counsel supported by the Executive Director.
- 3.8 Ballots will be counted, and the results announced to Council. A scrutineer's report will be provided and attached to the in-camera minutes.

Appendices

Appendix A – Council Executive Nomination Form



APPENDIX A

Nomination Form: Council Chair/Chair-Elect/Treasurer

SELF-NOMINATION

I, _____ am self-nominating for the position of
Council Chair _____
Council Chair-Elect _____
Treasurer _____

Signature: _____ Date: _____

Nominee Statement

The up to 500-word Nominee Statement is your opportunity to share why you are interested in the position and the competencies you will bring to the Council Chair, Council Chair-Elect or Treasurer position. This document must be submitted along with the nomination form by the date specified by Council.



Nominee Declaration

I declare that I do not have a conflict with a paid or volunteer position I hold in another organization such as:

- An executive leadership role responsible for strategic delivery of ERS service/EMS service
- An administrative or council/board position that has an advocacy role for the paramedic profession
- An administrative or council/board position with a union whose purpose is related to managing collective agreements that involve the paramedic profession
- A senior government position that has responsibility for EMS Service Licensing
- An owner/director of a company that has been issued an HPC permit by the College

Signature: _____ Date: _____

Please attach a current resume or CV with the self-nomination form. The resume or CV should detail all existing board/governance affiliations.

Completed Nomination Form

Please scan and email to admin@collegeparamb.ca by the deadline set by Council.