



The Ontario College of Social Workers and Social Service Workers (OCSWSSW) has recently accepted a resignation from the elected social service worker for Electoral District No. 2. Accordingly, there is a social service work vacancy on Council. We encourage you to consider expressing your interest in filling this vacancy.

Bylaw 36 requires the College to identify social service work members from District 2 who are willing to serve on Council for the remainder of the term, which is until the first Council meeting after the next election in District 2, scheduled for May 2025.

Section 8.03 of the election bylaw of the College is applicable in these circumstances and provides that the current elected members of the Council will elect a person who is willing to fill the vacancy and meets the criteria set out in the bylaws for eligibility to be nominated for the position.

To stand for election, eligible candidates must review the following:

- **Information Regarding Nominations and Eligibility for Candidates**
- **Guidelines for Completion of Candidate's Acknowledgement Form, Candidate's Biographical Summary Form and Candidate's Statement**

Completion of required training is now a mandatory requirement for members of the College who wish to stand for election to Council. Candidates are required by College bylaw to take this course in order to run for election.

To access the five-part online video series *The Three R's of Serving on Council: Roles, Responsibilities and Requirements* and the *Candidate Quiz: Serving on Council*, please [click here](#).

After carefully reviewing the documents listed above, and successfully completing the quiz, please complete the following nomination forms:

- **Candidate's Nomination Form**
- **Certificate of Validation Form**
- **Candidate's Biographical Summary Form**
- **Candidate's Statement**
- **Candidate's Acknowledgement Form**

**Note:** Before completing the forms in the Call for Nominations Package, please download and save the file and then access it using Adobe Reader.

**PLEASE NOTE:**

Completed and signed nomination forms must be received by the College no later than 5 p.m. (EST) on **Tuesday, October 25, 2022.**

**Mail:**

OCSWSSW  
ATTN: Rebecca Singh-Arthur  
250 Bloor Street East, Suite 1000  
Toronto, ON M4W 1E6

**Email:** [elections@ocswssw.org](mailto:elections@ocswssw.org)

**Fax:** 416-972-1512



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## PLEASE READ CAREFULLY

### HOW TO BE NOMINATED AS A CANDIDATE FOR ELECTION TO COUNCIL

A candidate for election to Council must meet the eligibility requirements (see “Eligibility to Stand for Election” below).

All forms in the Call for Nominations Package must be completed and signed by candidates (where applicable).

Candidates who meet the eligibility requirements may nominate themselves to stand for election as a member of Council. Candidates must view the five-part video series *The Three R's of Serving on Council: Roles, Responsibilities and Requirements* and successfully complete the *Candidate Quiz: Serving on Council* in order to run for election.

The Call for Nominations Package includes:

- Candidate's Nomination Form
- Certificate of Validation Form
- Candidate's Biographical Summary Form
- Candidate's Statement
- Candidate's Acknowledgement Form
- Certificate of Quiz Completion

### ELIGIBILITY TO STAND FOR ELECTION

A member of the College is eligible to stand for election as a member of Council if, on the date of nomination, the member:

- holds a general certificate of registration for social work or social service work; a member is only eligible for nomination in the membership category in which the member holds a general certificate of registration;
- is nominated in the electoral district where they practise either social work or social service work OR if the member is not practising or is not practising in Ontario, the member must reside in the electoral district in which the member is nominated;
- is not in default of payment of any fees;
- does not hold an inactive or retired certificate of registration;
- has not had a finding of professional misconduct, incompetence or incapacity against them in the three years preceding the date of nomination;
- is not the subject of a disciplinary or incapacity proceeding;
- is not the subject of a complaint in the form prescribed by the bylaws, an investigation by the Registrar or a statutory or non-statutory committee of the Council, or an inquiry by the Registrar or a Committee of the Council unless the Chair of the Election Committee has otherwise determined the member is eligible for election;
- holds a certificate of registration that has not been revoked or suspended in the six years before the date of nomination as a result of a professional misconduct, incompetence or incapacity proceeding;

- I. holds a certificate of registration that is not subject to a term, condition or limitation arising from a professional misconduct, incompetence or incapacity matter;
- J. is not an employee of the College and has not been an employee of the College in the 12 months prior to the date of nomination;
- K. is not an employee of any professional association involving social work or social service work or an employee of any collective bargaining unit involving social work or social service work and has not been an employee of such professional association or collective bargaining unit in the 12 months prior to the date of nomination;
- L. is not a candidate for a position on, nor a member of, the provincial governing body (including any local chapter) of any professional association involving social work or social service work and has not been a member of such provincial governing body (including any local chapter) in the 12 months prior to the date of nomination;
- M. is not a candidate for a position on, nor a member of, the executive of any collective bargaining unit involving social work or social service work and has not been a member of such executive in the 12 months prior to the date of nomination;
- N. has not served as a Council member for ten consecutive years, unless a period of three years has expired since the end of the Council member's last term of office;
- O. is a Council member and, if re-elected, the Council member would be able to serve for the full term of office without the maximum permitted number of consecutive years of service (that is, ten consecutive years) expiring during that term;
- P. is not a Council member who has previously been disqualified from sitting on Council;
- Q. has not previously been disqualified from sitting on a Committee of the Council;
- R. has not been exempted in 2022 from payment of any portion of the registration fee as provided in Section 3.06 of the Fees By-law;<sup>1</sup> and
- S. has not been exempted in 2022 from payment of any portion of the annual fee as provided in Section 4.07 of the Fees By-law.<sup>1</sup>

### **WHAT IS INVOLVED IN BEING A COUNCIL MEMBER?**

- Responsibility for protecting the public interest, rather than representing any particular constituency.
- Attendance at Council meetings and meetings of one or more statutory or non- statutory committees.
- Participation in setting policies which regulate the professions of social work and social service work.
- Responsibility for governing and managing the affairs of the College.
- Responsibility to serve a three (3) year term ending at the first regular Council meeting following the election in May 2025.

<sup>1</sup> Sections 3.06 and 4.07 of the Fees By-law provide an exemption from payment of a portion of the registration fee and a portion of the annual fee to a person who is a member of an out-of-province regulatory authority provided that, among other things, the person agrees to restrict their practice in Ontario exclusively to electronic social work practice to clients in Ontario delivered from outside Ontario.

## TIME COMMITMENT:

Council members can anticipate a time commitment of approximately **25 days per year**. This includes Council meetings, committee meetings and preparation time. The time involved varies depending on the committee. In addition, some committees require considerable preparation time at home prior to meetings as well as additional time after a meeting. Council members receive a per diem honorarium and reimbursement of all reasonable related travel, accommodation and meal expenses.

## VOTING PROCESS

Current elected members of the Council will elect a person who is willing to fill the vacancy and meets the criteria set out in the bylaws for eligibility to be nominated for the position.

## CANDIDATE CHECKLIST

Your Call for Nominations Package must include the following:

- Candidate's Nomination Form Completed and Signed by Candidate
- Certificate of Validation Form Completed and Signed by Candidate
- Candidate's Biographical Summary Form Completed
- Candidate's Statement Completed
- Candidate's Acknowledgement Form Completed and Signed by Candidate
- Certificate of Quiz Completion Signed by Candidate

The Ontario College of Social Workers and Social Service Workers values and strives to create an inclusive environment which reflects the diversity of the individuals, families and communities served by our members. The College is committed to an inclusive, barrier-free environment/culture. We accommodate the needs of all College members and members of the public under the Ontario Human Rights Code and the *Accessibility for Ontarians with Disabilities Act* (AODA). Please advise Rebecca Singh-Arthur, to ensure your accessibility needs are accommodated throughout this process.

## PLEASE NOTE:

Completed and signed nomination forms must be received by the College no later than 5 p.m. (EST) on **Tuesday, October 25, 2022.**



# Guidelines for Completion of Candidate's Acknowledgement Form, Candidate's Biographical Summary Form and Candidate's Statement

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Your Candidate's Biographical Summary Form and Candidate's Statement, along with those of other candidates, will be made available online on a site to which voters will have access for purposes of the election. Please take the time to complete these forms carefully.

These guidelines were developed by the Election Committee to assist candidates. If you require further assistance, please contact Rebecca- Singh-Arthur at the College office [elections@ocswssw.org](mailto:elections@ocswssw.org).

## GENERAL INSTRUCTIONS

Type or print clearly.

Do not use abbreviations; always spell out the names of organizations in full.

The completed Candidate's Biographical Summary Form and Candidate's Statement will be presented **as is** in the information provided to voters. Should you provide additional sheets of personal information, they **will not** be included with the information provided to voters.

If you wish to submit the Candidate's Biographical Summary Form and the Candidate's Statement (or either of them) in both English and French, both the English and the French versions will be included with the information provided to members.

The College will not translate the completed Candidate's Biographical Summary Form or the Candidate's Statement into English or French. If you would like to do so, you may provide the completed documents in both languages and they will be presented **as is** in the information provided to voters.

Please do not bend or fold the Candidate's Biographical Summary Form or the Candidate's Statement as they will be scanned and made available online to voters, **as is** with the voting package.

Please Note: Documents sent to the College by fax will be accepted, however, the quality of a faxed document may be inferior. All documents will be scanned and made available online to voters, **as is**.

## CANDIDATE'S BIOGRAPHICAL SUMMARY FORM

### Education

Under education, include programs for which a degree, diploma or certificate was achieved.

You may include programs not directly related to social work or social service work for which a degree, diploma or certificate was achieved.

## Employment

Please list the position you hold at the time of completion of the form. Then list positions held prior to your current position, beginning with the most recent employment first. Under “Position”, include specifics (e.g. manager, supervisor, educator, practitioner). Please limit the history to the past 7 years, unless you held a position you consider of particular importance prior to that period.

Under “Area of Practice” include specifics (e.g. research, management, clinical, specialty).

Under “Dates” list years (e.g. 1998–1999) unless a position began and terminated within one year (e.g. June 1990–September 1990).

## Professional Memberships and Volunteer Work

Include participation in organizations (associations, interest groups) related to social work or social service work.

List in reverse chronological order with the most recent first. Limit the listing to the previous five years unless you held a position that you considered particularly important prior to that period.

## CANDIDATE’S STATEMENT

The Candidate’s Statement should not exceed 200 words. Your statement should include your reasons for running as a candidate for Council, and any other information which may assist voters in making an informed choice when electing members to Council.

Subject to the next two sentences, statements will appear as submitted. If your statement exceeds the 200-word limit, the College reserves the right to edit your statement so that it will conform to the 200-word limit. The College may require you to redraft your statement if, in its opinion, the statement does not comply with any guidelines and/or procedures for candidates regarding the election, may be libelous, or may be in breach of the College’s Code of Ethics or Standards of Practice or the *Social Work and Social Service Work Act*, regulations or bylaws or guidelines and procedures for candidates regarding an election.

If your Candidate’s Biographical Summary Form and Candidate’s Statement are not received by the due date, “No Information Received” will appear under your name on the ballot.

## CANDIDATE’S ACKNOWLEDGEMENT FORM

Sign and date the Candidate’s Acknowledgement Form.

The signed Candidate’s Acknowledgement Form will be retained by the College but will not form part of the information that is made available to voters.

## DEADLINES

The deadline for receipt of the completed and signed Candidate’s Acknowledgement Form, Certificate of Quiz Completion Signed by Candidate, Certificate of Validation Form, Candidate’s Biographical Summary Form and Candidate’s Statement at the College is no later than 5 p.m. (EST) on **Tuesday, October 25, 2022**.



**Ontario College of  
Social Workers and  
Social Service Workers**

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Toronto, Ontario M4W 1E6

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Fax: 416-972-1512  
[www.ocswssw.org](http://www.ocswssw.org)



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I, \_\_\_\_\_ (Print name of candidate), the undersigned member of the Ontario College of Social Workers and Social Service Workers, holding a general certificate of registration for \_\_\_\_\_ (social work or social service work) hereby nominate myself as a candidate for election in election in Electoral District \_\_\_\_\_ to the College Council on October 28, 2022.

This nomination will stand until the date of election: October 28, 2022.

Candidate's Business Address:

\_\_\_\_\_

\_\_\_\_\_

Candidate's Business Phone No: \_\_\_\_\_ Registration No: \_\_\_\_\_

If you are not currently engaged in practice, please provide your home address and phone number below:

Home Address: \_\_\_\_\_

\_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Mail:**

OCSWSSW

ATTN: Rebecca Singh-Arthur

250 Bloor Street East, Suite 1000

Toronto, ON M4W 1E6

**Email:** [elections@ocswssw.org](mailto:elections@ocswssw.org)

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## RESPECTING ELIGIBILITY TO SERVE ON THE COLLEGE COUNCIL

I, \_\_\_\_\_ (Print name of candidate), hereby certify that:

- A.** I am currently practising as a  **social worker** or  **social service worker** (indicate which applies) at:  
(Print name of employer and address of place or, if self-employed, print address of place of practice)

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OR

- B.** I am not currently practising as a  **social worker** or  **social service worker** (indicate which applies) and I reside at: (Print address of place of residence)

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in the following city, town or municipality (print city, town or municipality): \_\_\_\_\_

### Furthermore:

- I hold a general certificate of registration in the category of  **social worker** or  **social service worker** (indicate which applies).
- I am not in default of the payment of any fees.
- I am not the subject of any disciplinary or incapacity proceeding.
- I am not the subject of a complaint in the form prescribed by the bylaws, an investigation by the Registrar or a statutory or non-statutory committee of the Council (Committee of the Council), or an inquiry by the Registrar or a Committee of the Council unless the Chair of the Election Committee has otherwise determined I am eligible for election.
- There has not been a finding of professional misconduct, incompetence or incapacity against me in the three years preceding the date of this nomination.
- My certificate of registration has not been revoked or suspended in the six years preceding the date of this nomination as a result of a professional misconduct, incompetence or incapacity proceeding.
- My certificate of registration is not subject to any term, condition or limitation arising from a professional misconduct, incompetence or incapacity matter.
- I am not an employee of the College and have not been an employee of the College in the 12 months prior to the date of this nomination.
- I am not an employee of any professional association involving social work or social service work or an employee of any collective bargaining unit involving social work or social service work and have not been an employee of such professional association or collective bargaining unit in the 12 months prior to the date of this nomination.



- I am not a candidate for a position on, nor a member of, the provincial governing body (including any local chapter) of any professional association involving social work or social service work and have not been a member of such provincial governing body (including any local chapter) in the 12 months prior to the date of this nomination.
- I am not a candidate for a position on, nor a member of, the executive of any collective bargaining unit involving social work or social service work and have not been a member of such executive in the 12 months prior to the date of this nomination.
- I have not served as a Council member for ten consecutive years, unless a period of three years has expired since the end of my last term of office.
- I am not a Council member who has previously been disqualified from sitting on a Committee of the Council.
- I am not a Council member who has previously been disqualified from sitting on Council.
- I have not been exempted in 2022 from payment of any portion of the registration fee as provided in Section 3.06 of the Fees Bylaw.<sup>1</sup>
- I have not been exempted in 2022 from payment of any portion of the annual fee as provided in Section 4.07 of the Fees Bylaw.<sup>1</sup>

Please check the statement that applies:

- I am not a Council member.
- I am a Council member and, if re-elected, I would be able to serve for the full term of office without the maximum permitted number of consecutive years of service (that is, ten consecutive years) expiring during that term.

I hereby certify that the Ontario College of Social Workers and Social Service Workers will be relying upon this validation as evidence of my eligibility to serve as a Council member on the College Council.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

<sup>1</sup> Sections 3.06 and 4.07 of the Fees By-law provide an exemption from payment of a portion of the registration fee and a portion of the annual fee to a person who is a member of an out-of-province regulatory authority provided that, among other things, the person agrees to restrict their practice in Ontario exclusively to electronic social work practice to clients in Ontario delivered from outside Ontario.

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**Fax:** 416-972-1512



# Candidate's Biographical Summary Form 2022

**CANDIDATE'S NAME:**

EDUCATION (In chronological order, beginning with post-secondary school education)

Degree, Diploma, Certificate	Educational Institution

EMPLOYMENT (Beginning with your most recent/current position) If not currently practising, please mark an 'x'

Position	Agency	Dates

PROFESSIONAL MEMBERSHIPS AND VOLUNTEER WORK

Position	Agency	Dates

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Name \_\_\_\_\_

The Candidate's Statement should not exceed 200 words. The statement should include your reasons for running as a candidate for Council and any other information which may assist voters in making an informed choice when electing members to Council. The statement must be received by the College no later than **5 p.m. (EST) on Tuesday, October 25, 2022.**

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**To:** Ontario College of Social Workers and Social Service Workers (the "College")

**From:**

\_\_\_\_\_ (Print Candidate's Name)

**Re:** Election 2022

I put my name forward to be a candidate for election to the Council of the College and have accepted the nomination for election.

Attached is a copy of my completed nomination forms which I submit to the College for the purpose of this election. I acknowledge and represent that the information set out in my completed nomination documents is true and accurate.

I also acknowledge that, within a reasonable period of time prior to the election date, the College will provide me with guidelines and/or procedures for candidates regarding the election, approved by the Election Committee. I agree to comply with any such guidelines and procedures, as approved by the Election Committee, from time to time.

\_\_\_\_\_  
Date  
(Must be completed)

\_\_\_\_\_  
Signature  
(Must be completed)

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