



Policy number	GOV-01
Policy name	Council Officers
Approved	November 19, 2021
Last reviewed	November 18, 2022
Scheduled review	Q4 2023

POLICY

Council officers include the Chair and Vice-Chair of Council.

Election of Officers

The Officers of Council are elected from among the Council members. Officers serve a two-year term.

Process for Electing Officers

1. The Chair will call for Letters of Intent from the Council members no later than the Council meeting prior to the expiration of the Officer term.
2. Any interested candidate(s) will submit a letter of intent that includes their reasons for interest in the position, relevant competencies and/or training, and how they propose to contribute to the position.
3. The candidate(s) will be given the opportunity to address Council for up to five minutes about their interest in the position if they choose.
4. The candidate(s) will leave the room to allow Council debate.
5. Voting will be by secret ballot, including the vote(s) of the candidate(s).
6. One of the outgoing members of Council and the Registrar will count the votes and provide the results to the Chair.
7. In the event of a tie, the Chair may cast a deciding ballot. If the tie is for the position of Chair, the candidates will be invited to make a presentation at the next Council meeting and a vote will follow.
8. The Chair will announce the successful candidate based on the secret ballot.
9. The ballots will be destroyed at the meeting adjournment.

Vacancy of Officers

Council will, as soon as is reasonably possible, fill a vacancy in an Officer position.

If the Chair position is vacated without notice, the Vice Chair would assume the role of Chair and then an election would occur as per the above process to fill the Vice Chair role.

If the Vice Chair position is vacated unexpectedly, the election for Vice Chair would occur as per the process above and any other council vacancies would be addressed as per the bylaws.

DEFINITIONS

none

APPENDICES

none



REFERENCES

Government of Alberta. (2001). *Health Professions Act*. Alberta, Author. Available at: <http://www.qp.alberta.ca/documents/Acts/H07.pdf>.

College of Alberta Denturists Bylaws. Author: Edmonton

DOCUMENT HISTORY

Date	Action	Rationale
19/11/21	New	Support bylaws
18/11/22	Review	As scheduled