



# Ontario Paralegal Association

## Nomination Package

### Board of Directors – 2018 Elections

OPA # \_\_\_\_\_

#### ELECTION GUIDELINES

- 1) All Nomination Forms must be completed and returned, by email, to the Chair of the Election Committee no later than **September 15, 2018**.
- 2) The Chair email shall be [chair.elections@opaonline.ca](mailto:chair.elections@opaonline.ca)
- 3) You must receive a confirmation email from the Elections Committee.
- 4) OPA Member number must be listed on each page of the nomination package.
- 5) Candidates must ensure all documents per checklist are included in the package sent to the Elections Committee.
- 6) Nomination Forms missing required documents will be rejected.
- 7) Completion and submission of the Nomination Package will be considered acceptance of nomination.
- 8) Nomination packages **MUST be submitted by the candidate**.
- 9) Packages submitted on behalf of a candidate will be rejected.
- 10) Candidates and Nominators must be Voting members of the Association at the time of submitting their applications.
- 11) Each candidate will require two Nominators.
- 12) Nominators may put forward more than one candidate for consideration.
- 13) Candidates will not be provided a list of the Association's Voting Members.
- 14) Current Board members running for election will continue to have access to Command Center as it may be a requirement of their position on the Board.
- 15) If a current Board member is found to have utilized Command Center for the purposes of campaigning, their candidacy will be terminated without notice.



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- 16) Candidate platforms, biographies, headshots, and CVs will be posted and distributed at the sole discretion of the Elections Committee.
- 17) Candidate personal information such as phone and fax numbers, emergency contacts, and addresses will not be distributed to members but will be provided to the Board to be maintained by the Secretary and used to complete the Corporate Form 1 if a candidate is successful.
- 18) The Election Committee is solely responsible for managing the election process.
- 19) A decision of the Election Committee is final.
- 20) Should a candidate wish to file a complaint against another candidate, such complaint should be made in writing, by email, to the Chair of the Elections Committee.
- 21) Should a candidate wish to file a complaint against a member of the Election Committee, such complaint should be made in writing, by email, to the Chair of the Elections Committee.
- 22) Should a candidate wish to file a complaint against the Chair of the Elections Committee, such complaint should be made in writing, by email, to a current member of the Board who is not a candidate in the current election.
- 23) The Ontario Paralegal Association is an equal-opportunity organization.
- 24) Harassment, bullying, discrimination, or personal attacks will not be tolerated. Candidates engaging in such behavior will be eliminated from candidacy without notice.
- 25) Candidates with a conflict of interest against the Association or current Directors or Officers who are not candidates in the current election should declare such on their Nomination form. Failure to declare a conflict of interest as outlined in the Association's By-laws will result in elimination from candidacy without notice.
- 26) All candidates must abide by the Association's Social Media policies.
- 27) Candidates will be permitted to campaign on the Association's website, member-only Facebook Group, and other Election Committee approved spaces only. Candidates campaigning on platforms not pre-approved by the Election Committee will be given a warning, if the behavior continues that candidate will be removed from candidacy.



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### QUALIFICATIONS OF A DIRECTOR

1. The following are requirements for holding the office of a Director other than a Student Director:
  - a. Be 18 years of age or older;
  - b. Be mentally competent;
  - c. Be a Voting Member of the Corporation in good standing;
  - d. Not have the status of bankrupt;
  - e. Be a member of the LSO in good standing;
  - f. Must not have been removed or resigned as a Director in the preceding two years (time to be calculated from the date of removal or resignation);
  - g. Must be a resident Canadian; and
  - h. Satisfy the nomination criteria as set forth herein.

### ROLE OF A BOARD OF DIRECTORS

The Board of Directors are responsible for managing supervising the activities and affairs of the corporation and for making decisions regarding those activities.

The Board of Directors meet on a regular basis to oversee the management and operations of the corporation. The frequency of regular board meetings varies, depending on the needs of the corporation. Directors might also need to meet occasionally to conduct special business.

Directors and Officers are required to exercise at least the level of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. They are also required to act honestly, in good faith and in the best interests of the corporation, rather than in their own personal interest.

Directors and Officers of the Ontario Paralegal Association Board spend a **minimum of 20 hours per month** dedicated to the Organization, it's Committees, Members, and Events.

Directors and Officers must abide by the Organization's By-laws, Articles of Amalgamation, Policies and Guidelines.



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Board of Directors – 2018 Elections

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**REQUIRED DOCUMENTS CHECKLIST**

- Candidate Information
- Candidate Authorization
- First Nominator Information
- Second Nominator Information
- Candidate Biography
- Candidate Headshot
- Candidate Curriculum Vitae



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## Nomination Package

### Board of Directors – 2018 Elections

OPA # \_\_\_\_\_

### CANDIDATE INFORMATION

Name: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_

Fax Number (optional): (     ) \_\_\_\_\_

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

Primary Address (Corporate or Otherwise):

\_\_\_\_\_  
\_\_\_\_\_

Emer. Contact Name: \_\_\_\_\_

Emer. Contact Phone: (     ) \_\_\_\_\_

Declaration of Conflict with Organization or current Directors or Officers not running for election:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Before signing this document, verify that the content you are signing is accurate and complete.**

**X**

\_\_\_\_\_  
Candidate Signature

**X**

\_\_\_\_\_  
Date



# Ontario Paralegal Association

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## CANDIDATE AUTHORIZATION

I understand that personal information such as my phone and fax number, email address, primary address, and emergency contact information shall not be distributed by the Election Committee and will be used for the purposes of completing the Corporations Form 1 should I be successful.

As a candidate to the Board of Directors of the Ontario Paralegal Association, I hereby acknowledge and agree to the collection and distribution of all other information gathered during the nomination process.

I understand that distribution will include posting to the Ontario Paralegal Association website, Facebook groups and pages, and distributed to members by any other means deemed appropriate by the Election Committee.

I further understand that all information collected during the election process, be it personal or otherwise, will be stored by the Secretary of the Board.

**Before signing this document, verify that the content you are signing is accurate and complete.**

X

\_\_\_\_\_  
Candidate Signature

X

\_\_\_\_\_  
Date



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OPA # \_\_\_\_\_

#### FIRST NOMINATOR INFORMATION

Name: \_\_\_\_\_ OPA #: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_

Fax Number (optional): (     ) \_\_\_\_\_

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

#### Nomination:

I, hereby declare that I am a Voting Member in good standing of the Ontario Paralegal Association, and the Law Society of Ontario.

I hereby nominate \_\_\_\_\_ to run for a position on the Board of Directors of the Ontario Paralegal Association.

**Before signing this document, verify that the content you are signing is accurate and complete.**

X

\_\_\_\_\_  
First Nominator

X

\_\_\_\_\_  
Date



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### SECOND NOMINATOR INFORMATION

Name: \_\_\_\_\_ OPA #: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_

Fax Number (optional): (     ) \_\_\_\_\_

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

#### **Nomination:**

I, hereby declare that I am a Voting Member in good standing of the Ontario Paralegal Association, and the Law Society of Ontario.

I hereby nominate \_\_\_\_\_ to run for a position on the Board of Directors of the Ontario Paralegal Association.

**Before signing this document, verify that the content you are signing is accurate and complete.**

X

\_\_\_\_\_

Second Nominator

X

\_\_\_\_\_

Date