

## Frequently Asked Questions – FOR INTERNAL AND EXTERNAL USE

### 1. Have there been any changes to the Council nomination and election process?

- This year, there are five seats up for election. Due to the resizing of Council, we will be transitioning over the next few years to four seats eligible for election each year, to serve three-year terms. To balance the number of Council members in each term class, three elected members will hold a seat for three years and two elected members will hold a seat for two years in the 2020 election. Subsequently, in 2021 four elected members will hold a seat for three years and one elected member will hold a seat for two years. By 2022, four candidates are elected each year for three-year terms. Council has determined that voter support levels are the appropriate way to select the term duration. In other words, the three elected members with the highest voter support levels will assume the seats for three years and the two elected members with the lower support levels will assume the seats for two years.
- All candidates will be notified by the third-party firm of their alignment with the skills and experience prioritized for Council in 2020 following the completion of candidate interviews with the firm. A determination will then be made regarding who is interviewed by the Council Interview Group. We strive to notify no fewer than twice the number of candidates to eligible seats that they are required to meet with the Interview Group.
- Due to health concerns related to COVID-19, interviews with the third-party firm and the Interview Committee will be held virtually.

### 2. What is the Campaign Policy?

- In 2019, the Governance & Nominating Committee made a new *Campaign Policy (Policy)* pursuant to *Regulation 3-1: Council Nomination and Election Process*.
- This Policy applies to all candidates seeking election to the Council and it establishes rules with respect to solicitation of votes, use of campaign materials and endorsements. The Policy also sets out consequences for non-compliance.
- Candidates are permitted to solicit votes for their election to Council, provided they do not engage in mass solicitation by telephone or email during the election process. Under the Policy, candidates must, among other things, comply with all applicable privacy laws, the by-laws, regulations and other policies of CPA Ontario, and must uphold standards of professionalism.
- Provided compliance with the requirements of the Policy, candidates may post on their social media for the purpose of increasing awareness about their candidacy.
- The Policy further provides that CPA Ontario will not provide the telephone numbers or email addresses of members to candidates for the purpose of soliciting votes.

### 3. Why did the Nominating and Governance Committee adopt these campaign changes?

- Due to the impact of technology on the voting process, the Governance & Nominating Committee established universally applicable campaigning rules to ensure that members' privacy rights are respected and that candidates are provided with a reasonable platform to solicit votes during the election process.

**4. Where is the information about the Annual General Meeting?**

- The Annual General Meeting will be held on Friday, September 25, at 4 p.m. Due to health concerns related to COVID-19, the meeting may be held virtually. Members will be notified of our decision, including details on how to participate, via email and on our website after the close of nominations. The Notice of the Annual General Meeting will be sent at the same time.

**5. If I submit my name for consideration, who will interview me?**

- All candidates will be interviewed by a third-party firm based on pre-determined priority skills and attributes in alignment with CPA Ontario's strategic objectives.
- The Interview Group will not necessarily interview all candidates but will strive to interview at least two times the number of Council seats available.
- In keeping with the process of the last few years, candidates who align with the priority skills and attributes will be identified by Council as such when *all* candidates are announced as part of the regular election process.

**6. What is likely to be covered in the interview with the third-party firm?**

- All questions will be tailored to the skills and experience of the candidate in relation to the prioritized skills and attributes.
- All candidates will be invited for a one-hour interview.

**7. How will the nomination and election process work?**

- The nomination and election process are otherwise identical to the process adopted in 2017. Council will identify candidates with the skills and experience that best align with its current needs for CPA Ontario's membership to consider.

**8. How did you identify the skills needed for future candidates?**

- Council assessed current Council members and identified the skills and attributes that would support and enhance CPA Ontario's strategic objectives.

**9. A Council member suggested I run for election this year. Is that the same as being identified by Council?**

- No. Being recognized as someone with skills that are well-aligned with Council and CPA Ontario's strategy does not guarantee that you will be identified by Council. The election process, supported by an independent, third-party firm, will determine which candidates will be identified.

**10. If I ran for Council last year and was not elected, am I eligible to run again this year?**

- Yes. However, it is important to remember that Council re-evaluates needed skills and attributes every year. Members who previously ran and were not identified may be identified if their skills and experiences align with Council's updated needs.

**11. If I am neither invited to participate in an interview with the Interview Group nor identified by Council as being aligned with this year's desired skills and attributes, can I withdraw from the process?**

- Yes. However, we encourage anyone who believes they can make a difference to the profession to consider playing a role at the provincial body.
- Be assured that members can vote freely and that all nominees (regardless of Council recommendations) have equal rights under the election process.

**12. I feel that I would bring a lot of value to Council, but do not associate myself with the desired skills. Should I still apply?**

- Yes. Council will identify individual nominees based on the priority skills and attributes *in addition* to the context of their larger set of skills and attributes.
- Be assured that members can vote freely and that all nominees (regardless of Council recommendations) have equal rights under the election process.

**13. Is the candidate election vetting process mandatory?**

- Yes. All candidates who wish to run for Council are required to participate in the vetting process. Such a process is a well-established best practice for boards and councils. It was implemented in 2017 and has been formalized in *Regulation 3-1: Council Nomination and Election Process*, passed by Council on September 21, 2018 and made effective November 19, 2018.
- All candidates must first pass mandatory background and education verification checks.
- All candidates will be interviewed by an independent, third-party firm. The interview will be conducted by video between July 30 and August 9. All candidates will be discussed by the Interview Group and a decision will be made based on which candidates most closely align with the 2020 priorities.
- Video conference interviews will be held between September 8 and 9 by the Interview Group. All reasonable expenses will be covered by CPA Ontario.

**14. Is there a cap on how many candidates will be interviewed by the Interview Group?**

- No.

**15. Is there a cap on how many candidates will be identified by the Interview Group?**

- No.

**16. Is there an advantage to submitting materials early?**

- No. However, all materials must be submitted within the nominations window, and early submission will allow for more efficient and convenient interview scheduling.