



ONTARIO
SOCIETY OF
PROFESSIONAL
ENGINEERS

2024

OSPE Board Director Nomination and Election Package

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Dear Member:

Thank you for your interest in becoming a Board Director of the Ontario Society of Professional Engineers (OSPE).

OSPE is the voice of engineers and engineering in Ontario. It advances the professional and economic interests of its members by working with governments, offering leading edge professional development opportunities, and providing valued member services.

It is the role of the Board of Directors to act as the strategic policy making body of the Society. The Board of Directors has an ongoing responsibility to maintain a consensus approach to decision making on policy matters. It is the role of staff to implement the strategic policy decisions made to the best of their abilities and within the resources available to the Society. Policy and strategic direction are the responsibility of the Board, while the operational detail is the responsibility of the staff.

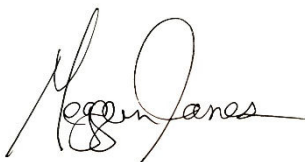
This package contains:

- OSPE Values
- OSPE Strategic Plan Goals
- OSPE Board Directors Oath of Office
- Nomination Process and Timing
- Important Information Document
- Eligibility Criteria
- OSPE Board of Directors Sectors and Regions Breakdown
- Procedures
- Nomination Form
- Instructions for Candidates BIO and Statement

OSPE is currently accepting applications to fill 4 open positions on the Board of Directors for a 3-year term.

If you have any questions about the enclosed information, you may speak with our Vice President, Organizational Effectiveness, Valeria Mueller at vmueller@ospe.on.ca.

Yours truly,



Meggen Janes, P.Eng.
Chair, OSPE Nominations Committee

OSPE VALUES

We believe engineers are obligated to lead

- Engineers possess powerful analytical and problem-solving skills and must use these to start critical conversations and tackle tough issues.

We believe the engineering profession must be equitable, diverse, and inclusive in order to thrive

- We believe that engineers can have a larger impact by embracing all aspects of diversity dimensions, including gender, ethnicity, age, sexual orientation, ability, geographic location, internationally educated, and engineering discipline.

We believe engineers must solve problems through collaboration

- We have a positive mindset – we are here to make a difference.
- We embrace curiosity and different perspectives.
- We ask the right questions and provide evidence-based solutions.

We believe by embodying and exemplifying diversity in all that we do OSPE can accelerate the emergence of a more diverse engineering workforce

- Gender parity – while we realize that Engineers Canada's 30 by 30 goal – to raise the percentage of newly licensed engineers who are women to 30 per cent by the year 2030 – is a stepping stone, we support and embrace gender parity in all communications, activities and awards.
- Inclusion – we seek to build a fully inclusive and equitable engineering community and believe that diversity will result in a better engineering profession.
- We recognize that diversity of technical ability and area of specialty or discipline is important for developing sound policy solutions – we avoid a focus on one area of engineering.

We believe all decisions must be guided by factual evidence

- We are a non-partisan organization – we consider all of the facts and make recommendations based on the best interests of society.
- We respect the views of others – the basis of any agreement or disagreement is grounded in fact.

OSPE 2022-2025 Strategic Plan GOALS

The goals of this plan fall under four strategic pillars:

Engineers Lead

Solidify OSPE's position as the voice of the profession and its reputation as the association where engineers gather, share expertise and provide recommendations on issues facing the profession and society.

Engineers Grow

Become the trusted resource for Ontario engineers to grow professionally and personally, delivering continuing education and value at every career stage.

Engineers Care

Elevate awareness of the role that a diverse and inclusive engineering community plays in making the world a better place and deepen respect for the engineering profession in Ontario.

Engineers Prosper

Expand opportunities for engineering jobs in Ontario and protect the practice rights of engineers, so that both our members and Ontario can prosper.

OSPE Board Directors' Oath of Office

Board members will agree on an Oath of Office upon joining the board of directors. Such agreement will include acceptance of the provisions included in the established governance operating principles, a written declaration of support before the association's membership in their candidate information for the election process, and a verbal declaration upon installation at their first meeting of the board of directors and/or orientation session.

DECLARATION/OATH

I, (insert name), a director of the Ontario Society of Professional Engineers, declare that, in carrying out my duties as a director I will:

1. Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of the engineering profession.
2. Exercise these responsibilities, at all times, with due diligence, loyalty, care and skill in a reasonable and prudent manner.
3. Respect and support the Ontario Society of Professional Engineers' by-laws, policies, Code of Conduct, board operating principles, and decisions of the board and membership.
4. Keep confidential all information that I learn about individual members, employees, and any other matters specifically determined by board motion to be matters of confidence including and especially matters dealt with during in camera meetings of the board.
5. Conduct myself in a spirit of collegiality and professional decorum, respecting the collective decisions of the board and subordinating my personal interests to the best interests of the Ontario Society of Professional Engineers.
6. Immediately declare any personal conflict of interest that may come to my attention.
7. Immediately resign my position as a director of the Ontario Society of Professional Engineers in the event that I, or that two-thirds (2/3) of my colleagues on the board, have determined that I have breached the Code of Conduct.

Nominations Process and Timing

Date	Process
June 15, 2023	OSPE Board to appoint Chair of the Nominations Committee and approve the terms of reference
September 28, 2023	OSPE Board to approve the Nominations Committee Members OSPE Board to review the 2024 Elections Package
November 27, 2023	All 2024 Board of Directors Election Materials uploaded to OSPE website
December 14, 2023	2024 Board of Directors Election information sent out to all OSPE members via: <ul style="list-style-type: none"> • Voice Magazine • Email • Social Media
January 2, 2024	Call for Nominations from Members at Large OPENS <ul style="list-style-type: none"> • Email sent to all Professional, Associate and Honourary Members • Call out via all OSPE social media channels • Posting on the Institute of Corporate Directors site • Detailed information on the OSPE website
January 26, 2024	Call for Nominations from Members at Large CLOSES
January 26, 2024 (Deadline 4:30pm)	Applications will be: <ul style="list-style-type: none"> • Addressed to the Chair of the Nominations Committee, Meegen Janes, P.Eng. • Forwarded to Marisa Violante at mviolante@ospe.on.ca • Include: <ul style="list-style-type: none"> • Signed and completed nominations form/reference. Candidates will be asked to provide one nominator who will act as a reference for the Candidate. • A PDF copy of your resume, along with a cover letter clearly outlining why are interested in participating as a member of the Board of Directors and how your region, sector and skills match the eligibility criteria outlined in this package • Completion of OSPE's Governance Training Module
January 29- February 2, 2024	Nominations Committee to review all applications.
February 5, 2024	Chair of the Nominations Committee will notify Nominees of their eligibility or ineligibility for election based on their application.
February 16, 2024	Ineligible Nominees may submit an appeal of the decision of the Nominations Committee to the OSPE Board <ul style="list-style-type: none"> • Appeal submitted to Marisa Violante at mviolante@ospe.on.ca

February 16, 2024	<p>Deadline for Eligible Nominees to submit Candidate Statement and Photo</p> <ul style="list-style-type: none"> Submitted to Marisa Violante at mviolante@ospe.on.ca
January 30- February 23, 2024	Nominations Committee will begin soliciting Candidates to ensure a balanced slate.
March 7, 2024	<p>OSPE Board meeting:</p> <ul style="list-style-type: none"> Board to review and approve slate of candidates submitted by the Nominations Committee Board to review and consider Nominees who have appealed the decision of the Nominations Committee
March 8, 2024	<ul style="list-style-type: none"> OSPE Chair to notify Ineligible Nominees decision of their appeal VP, Organizational Effectiveness to notify approved slate of candidates the decision of the Board
March 11, 2024	<ul style="list-style-type: none"> OSPE's membership roster will be closed for the purposes of members' eligible to automatically receive election material Final data sent to agency
March 18, 2024	Ballots and candidate material finalized
March 21, 2024	Print copy of candidate material from Big Pulse for sign-off
March 25, 2024	<p>Ballots and election material emailed/or mailed to all members eligible to vote</p> <ul style="list-style-type: none"> Voting is OPEN
March 27, 2024	<p>All Candidates Virtual Town Hall Meeting</p> <ul style="list-style-type: none"> Held via Zoom webinar 6:30pm Members ONLY event
April 15, 2024	Voting is CLOSED at 23:59pm
April 19, 2024	<p>Election results announced</p> <ul style="list-style-type: none"> Via OSPE website Through OSPE social media channels
April 25, 2024	New Board Director Orientation Session
May 7, 2024	AGM – new Board takes office immediately following AGM

IMPORTANT INFORMATION FOR BOARD CANDIDATES IN THE 2024 ELECTION

Positions Available

In accordance with the Ontario Society of Professional Engineers By-laws, this year, members will be electing to fill four open positions. The positions will be elected for a three-year term.

Eligibility

Only Professional, Associate and Honorary Members of the Society in good standing may be nominated. Only Professional, Associate and Honorary Members of the Society may nominate a candidate.

Potential candidates and nominators should refer to the Call for Nominations Eligibility form to determine what nomination restrictions apply to the 2024 elections.

Responsibilities of the Board of Directors

The principal responsibilities of the Society Board of Directors are:

- to ensure adherence to the Society's policies, strategic plan and bylaws;
- to ensure that the Society's finances are in order;
- to make informed decisions in a timely fashion regarding policies, strategic direction and specific advocacy positions;
- to seek consensus in decision making, to the extent practical; and,
- to ensure that the best individual is hired to provide leadership in a Chief Executive Officer capacity and to support that individual in his or her responsibility to implement decisions of the Board.

Expectations of a Member of the Board of Directors

By the nature of its responsibilities, each Board will determine the conduct of its own business. However, it can be anticipated that most Boards, together with the Society's members, will have the following expectations of performance by Members of the Board of Directors:

- to attend Board meetings in person or via telephone conference link up;
- to be adequately prepared to participate in deliberations regarding various matters before the Board;
- to make informed and timely decisions regarding policy matters, strategic direction, and the Society's position on issues;
- to be prepared to chair or participate as a member of committees, task forces or advisory groups that may be formed as needed to achieve the Society's objectives and to ensure open and accurate communications between the committee, task force or advisory group and the Board of Directors; and,
- to appreciate that full consensus on all policy matters may not be achieved and to respect the fact that, once made, a decision of the group must be supported by all Board Members even though the individual may not personally agree with that decision.

Time Commitment

Item	Commitment
Board Meetings	There are approximately 4 Board meetings per year. Each meeting lasts for 6 – 8 hours (held during business hours) and can be attended in person or virtually. There will be a one hour meeting following the OSPE AGM to elect the officers of the Society and a special meeting call the first week of April to approve the draft audited financial statements, which will last approximately 1 hour (during lunch hour) to be held via teleconference.
Board Package Material	Board Directors will receive meeting material approximately 5-7 days prior to the meeting and are expected to have read all material prior to the meeting.
Annual General Meeting	There will be an AGM held each May and will last approximately 2-4 hours.
Board Retreat	A full day session held in June in conjunction with the June Board meeting.
Committees/Task Forces	Each Director will be asked to either Chair or participate as a member of committees/task forces or advisory groups. Commitment for each is approximately 6 meetings per year, which have a normal duration of 1 – 2 hours in duration and are held via teleconference.
Events	In addition to Board meetings, Board members will be asked to promote and attend other Society event/conferences. Board members may also be asked to attend engineering functions and provide presentations on the Society's behalf at engineering events from time to time throughout the year.

Board Honoraria

The Ontario Society of Professional Engineers provides honoraria to Board Members in recognition of services provided on the Board and committees. Acceptance of the honoraria is voluntary.

Code of Conduct and Workplace Violence

The Ontario Society of Professional Engineers takes great pride in promoting and upholding the highest standards of personal and professional conduct. Upon taking office, Board members will be asked to sign an acknowledgement and undertaking to comply with the Society's Code of Conduct and Workplace Violence Policy.

2024 ELECTION ELIGIBILITY CRITERIA

Eligibility to Serve:

- Only a person who is a Professional, Associate or Honourary member is eligible to serve on the Board.
- No person is eligible to serve more than two (2) consecutive terms on the Board, including part terms. After serving consecutive terms, a person is not eligible to serve on the Board until a period of two (2) full years has elapsed.
- At no time may a person serve on the Board who is either a current officer or Councillor of Professional Engineers Ontario (PEO), or an employee of the Society, except the Chief Executive Officer of the Society who shall be an ex officio non-voting director on the Board.
- At no time may a person simultaneously seek election to the Board of the Society and to the Council of PEO
- Candidates who are currently staff members of Professional Engineers Ontario (PEO) or OSPE or are immediate family members of OSPE staff or are under contract to provide services to OSPE, are not eligible to run for election on the OSPE Board

Competency Skills:

- A clear understanding of the member value proposition to build loyalty and drive member acquisition and improve retention rates. A clear understanding of the short-term value needed to acquire members and the long-term value needed to retain members. An understanding of marketing and communications approaches which are effective at attracting members.
- Proven relationship building, advocacy and communication skills in order to convey OSPE's strategic objectives and forge partnerships with key stakeholders.
- Experience in working with a Board of Directors and volunteers; understanding of good governance. Clear understanding of the distinction between the role of the Board versus role of management.
- Clear understanding of Income Statements and Balance Sheets as well as the critical aspects of ensuring healthy short-term cash flow and long-term financial health.
- Outstanding verbal and written communications skills.
- Strong interpersonal and analytical skills.
- Mainstream and social media experience is not a requirement but would be an asset.

To round out our Board Skills Matrix we are seeking candidates with specific skills, knowledge and experience in one or more of the following areas:

- Financial/accounting/audit
 - Competent in understanding financial matters and statements.
 - Familiar with current accounting processes used to evaluate a corporation's financial performance.
- Risk Management and Controls
 - Identifying potential risks, recommending, and implementing preventive measures and devising plans to minimize the impact of risk.
 - Experience or knowledge of auditing practices, organizational controls, and compliance measures

- Legal
 - Experience with or is able to demonstrate knowledge or expertise in legal principles, processes and systems.
 - This may include interpreting and applying legislation or an understanding of legal dimensions of organizational issues.
- Regulatory
 - Experience ensuring an organization is complying with all of the regulations and laws pertaining to their business.
- Membership Association Management and Member Relations
 - Experience with a volunteer board governing a member driven association.
 - Experience providing a personalized service for the members and volunteers.
- Policy Development and Advocacy
 - Policy development is the process of deciding what should be achieved, what should be done to achieve it, how to do it efficiently and economically and who should do it.
 - Experience talking to others to convey information effectively.
 - Experience researching topics and news related to the companies and causes you represent.
 - Knowledge of how government works and of the legislative process as well as the industry you represent.

Regions and Sectors:

As per OSPE Bylaw 6.5.1 a):

All directors are directors-at-large and there shall be no constituencies for elections to the Board but in order to avoid unbalanced participation, no member may be nominated if they are counted as a member of either a geographic or sector division, as determined under Article 9 of these Bylaws, that has at the time one third (1/3) or more members serving on the Board who will be continuing their existing term in office after the conclusion of the election being called.

A list of all regions and sectors can be found on the Nominations Form. The current Board of Directors Regions and Sectors Chart is attached.

All regions and sectors are currently open, but preference will be given to:

Regions

- Eastern
- Northern
- Southwest
- Golden Horseshoe

2023-2024 OSPE Board of Directors Sectors and Regions

Name	Sectors	Regions	Year Up for Election
Jerome James, P.Eng.	Industry	Toronto	2024 A
Peter Marcucci, P.Eng.	General	Central	2024
Marilyn Powers, P.Eng.	IT/Tech	Southwest	2024
Stephen Pepper	Industry	Golden Horseshoe	2024 B
Stephanie Holko, P.Eng.	Industry	Golden Horseshoe	2025 A
Ray Mantha, P.Eng.	Public	North	2025
Sandra Ausma, P.Eng.	Public	Central	2025
Jane Ravenshaw, P.Eng.	IT/Tech	Central	2025
David Carnegie, P.Eng.	Consulting	Eastern	2026 A
Meggen Janes, P.Eng.	Consulting/Construction	Toronto	2026
Mark Emmanuel, P.Eng.	Industry	Southwest	2026
Caroline Wojtyla, P.Eng.	Consulting/Construction	Toronto	2026

Regions	Board Number	Election 2024	Openings
North	1	0	3
Toronto	3	1	2
Golden Horseshoe	2	1	3
Eastern	1	0	3
Southwest	2	1	3
Central	3	1	2
Sectors			
Technical Services/IT	2	1	3
Consulting/Construction	3	0	1
Public	2	0	2
Industry	4	2	2
General	1	1	4

Legend

Board Number	This is the total number of individuals currently on our Board in each Region and Sector.
Election 2024	There are 4 individuals up for election in 2024. This column shows the breakdown of the 4 under sector and region.
Openings	This number shows how many open spaces we have available in each region and sector taking out the individuals who are running for election in 2024.
A	Last term
B	Appointed by the Board to fill a vacant 2 year position

2024 ELECTION PROCEDURES

1. Nomination's process:

- Call for Nominations from the members at large will open on January 2, 2024, and close at 4:30pm on January 26, 2024.
- Please see the Nominations Process and Timing document for detailed timing information.
- Candidates will submit an application package consisting of:
 - ✓ Signed and completed Nominations Form. Candidates will be asked to provide one nominator who will act as a reference for the Candidate.
 - ✓ A PDF copy of your resume, along with a **cover letter clearly outlining why you are interested in participating as a member of the Board of Directors and how your region, sector and competencies match the eligibility criteria outlined in this package.**
 - ✓ Completion of OSPE's Governance Training Module
 - ✓ Packages should be addressed to the Chair of the Nominations Committee, Meggen Janes, P.Eng., via the Manager of Governance and Operations at mviolante@ospe.on.ca.
- The Nominations Committee may encourage potential candidates to stand for election. The Nominations Committee may add to the slate of candidates up until the time the slate is approved by the Society's Board of Directors. Encouraged candidates will also be asked to submit an application package.
- Individuals will be evaluated by the Nominations Committee based on their regions, sectors, skills, and governance experience using a competency skills matrix approved by the OSPE Board.
- The Nominations Committee is not obliged to add any nomination to the slate of candidates. Criteria will be based on sectors, regions, and a competency skills matrix.
- The Chair of the Nominations Committee will notify Nominees of their eligibility or ineligibility for election based on their application.
- Ineligible Nominees may submit an appeal of the decision of the Nominations Committee to the OSPE Board.
- Election ballots will be emailed or mailed to Society members by March 25, 2024.
- Online Voting Ballot deadline April 15, 2024, at 23:59 p.m.
- The newly elected Board Directors will take office immediately following the Annual General Meeting on May 7, 2024.

2. Nominations are to be submitted on the approved **Nomination Forms**, included in this package and available on the OSPE website.

3. Candidates who have accepted a nomination to run for PEO Council cannot simultaneously run for election on the OSPE Board. An individual cannot be a member of the Society's Board while also a member of PEO Council.

4. Candidates who are currently staff members of Professional Engineers Ontario (PEO) or OSPE or are immediate family members of OSPE staff or are under contract to provide services to OSPE, are not eligible to run for election on the OSPE Board.

5. A Nominations package can be submitted via email to mviolante@ospe.on.ca or a hard copy can be delivered to the OSPE offices at 4950 Yonge Street, Suite 502, Toronto, ON. OSPE offices are physically open to the public Tuesdays and Thursdays.
6. When more than one nomination is received for a candidate, the first nomination received that meets the requirements shall be accepted as the official nomination.
7. The Society will rely on an independent outside agency to conduct all the principal procedures for the 2024 election.
8. The agency to be employed will be identified to the members with voting material or through publicity.
9. Ballots may be assembled, prepared and, where required, "proofed" in the Society offices. The ballot will then be forwarded to the agency for approval before being sent to the printer designated by the Society for emailing or printing and mailing. The ballots shall not go to the printer until the agency is satisfied that the ballot layout and design complies with the basic requirements for fairness, transparency, and simplicity.
10. It shall be the responsibility of the agency to supervise the emailing and mailing of the ballots directly to the members. Ballots are not to be handled by any Society staff member.
11. Election ballots will show each candidate's name noting that they are running for a three-year term. Candidates will be listed in alphabetical sequence of their last name.
12. Election ballots will be emailed to all eligible voters (i.e., Professional, Associate, Intern and Honorary Members of the Society) who have provided OSPE with their email address. Election ballots will be mailed to those eligible voters who have not provided OSPE with an email address listed in the current membership database.
13. Election material accompanying the ballots will be permitted to the total of 450 words for each candidate, providing the material is received at Society headquarters by **February 16, 2024, at 4:30 p.m.**
14. The content of election material is at the candidate's discretion (see Instructions for Candidate's Bio and Statement). Society staff may ensure that candidates comply with election material procedures and length of text and will advise candidates accordingly. Any objections or resolutions must be made by **4:30 p.m. February 23, 2024**. Candidates are responsible for meeting this deadline and are expected to be available by telephone or e-mail during this period.
15. Verifications of eligibility, validity, or entitlement of all ballots received will be done by the agency.
16. Voting will be conducted electronically and the submission of the ballot using the unique number/password will be accepted once. Any subsequent attempts to use the unique number/password will automatically be rejected should they choose to send the electronic ballot again.
17. The four candidates receiving the greatest number of votes for a three-year term are elected to the Board. In the event of a tie, the election shall be decided by the toss of a coin conducted by the retiring Chair of the Board in the presence of the candidates or their agents if they so desire.

18. Certification of all data will be provided by the official agency.
19. The Chief Executive Officer or his/her designate will notify each candidate, via telephone and/or email, of the election results.
20. The Chief Executive Officer or his/her designate shall give email notice of the election results, including election by acclamation:
- To all members of the current Board; and
 - To all candidates, including the number of votes cast for each candidate, and shall publicize the results to all members prior to the date of the annual meeting of the members following the date of the election.
21. The rules cannot change once the process has begun. They can be clarified but not changed.
22. Election Publicity
- An announcement of all nominations will be made via OSPE publications.
 - Candidates' materials (**maximum of 450 words**) and recent photos (**supplied by candidates**) will be included in the voting materials sent to members.
 - Candidates' material for publication should be prepared according to the guidelines "Instructions for Candidate's Bio and Statement" and forwarded to the Society's offices as soon as possible following submission of the nomination but, in any case, not later than **February 16, 2024, at 4:30 p.m.**
 - All material should be submitted in **word format** and e-mailed to Marisa Violante, Manager, Governance and Operations at mviolante@ospe.on.ca. Photographs must be current and in colour and a high- resolution quality digital photograph of 300 dpi or higher. If word counts in candidates' material exceed the number of words specified and time does not permit revision by the author, the counts will be adjusted by the removal of the appropriate number of words from the end of the material. All material will be finalized by 4:30 p.m. **February 23, 2024.**
 - Candidates may post additional material on their own websites and a link will be provided from OSPE's website from **March 25, 2024, until April 15, 2024.** Candidates will have complete control over the content of their websites but are reminded that their content must be in keeping with the dignity of the profession. URLs of candidate websites must be provided to Marisa Violante, Manager, Governance and Operations by **March 11, 2024**, by emailing at mviolante@ospe.on.ca.
 - The candidate is responsible for all activities they conduct on their site. If they are posting information on publicly accessible areas of the OSPE site, keep in mind that anyone can see it. The candidate will follow the "Terms of Use" policy located on the OSPE website.
23. The Nominations Committee is authorized to interpret the election publicity guidelines and procedures and to review submissions for factual correctness. Candidates will be advised of any factual errors contained by the Nominations Committee.

24. Nomination Rejection

To be clear, it is the responsibility of the Nominee to ensure that their Nominator is a Society member in good standing. **Nominations will not be accepted if:**

- Received after the deadline of **4:30 p.m. January 26, 2024.**
- The nominee's consent to stand for election is not included in the Nomination Form.
- The Nominee is not a Professional, Associate or Honorary Member of the Society at the close of nominations.
- If the nomination would lead to an imbalance of sectors and regions on the OSPE Board. In order to avoid unbalanced participation, no member may be nominated if they are counted as a member of either a geographic or sector division, as determined under Article 9 of the OSPE Bylaws, that has at the time one third (1/3) or more members serving on the Board who will be continuing their existing term in office after the conclusion of the election being called.

NOMINATION FORM 2024

I, the undersigned Professional, Associate or Honourary member of the Ontario Society of Professional Engineers, hereby nominate:

Candidate Full Name: *(please print)* _____

Sector: _____ Region: _____ *(see note at end of form)*

Address: _____ Phone: _____

E-mail: _____ OSPE Member #: _____

NOMINATOR: *(Current Board Directors are not eligible to Nominate Candidates)*

Full Name *(please print)*: _____

Phone: _____ Email: _____

Signature: _____ OSPE Member #: _____

CONSENT TO NOMINATION

I _____, as a Professional, Associate or Honourary Member of the Ontario Society of Professional Engineers, hereby consent to my nomination as a Director of the Board to take office May 7, 2024. I agree to stand for election and serve as a Director for a 3-year term, if elected.

I agree to adhere to the OSPE Board Director Oath of Office, as well as the OSPE Code of Conduct.

I understand that I will not simultaneously run for election on PEO Council, and I am not a staff member of the PEO or OSPE or an immediate family member of an OSPE staff member.

Signature: _____

Date: _____

Sector Affiliation: In compliance with Bylaw No. 2 item 9.2, the Board has established the following sectors and requests members to identify their primary common-interest sector:

- | | |
|----------------------------|--|
| 1. Consulting/Construction | 4. Technical Services/information Technology |
| 2. Industry | 5. General (non-aligned) |
| 3. Public Sector | |

Geographic Region: In compliance with Bylaw No. 2 item 9.2, the Board has established the following regions:

- | | | |
|-------------|------------|---------------------|
| 1. Toronto | 3. Central | 5. Southwest |
| 2. Northern | 4. Eastern | 6. Golden Horseshoe |

Instructions for Candidate's Election Bio and Statement

For purposes of the Society election, candidate election material (**limit 450 words**) may include biographical information and a candidate statement and must be presented using the following headings and in the following order to maintain consistency in published material.

1. Name
2. Employer and position
3. Education
 - ◆ Degrees and school(s) attended
4. Employment history
5. Activities in advocacy organizations (and organization *who seek to influence political decisions and policy*)
 - ◆ Boards
 - ◆ Committees
6. Years of registration with profession
 - ◆ Ontario
 - ◆ Another province
7. Other professional affiliations, including positions held
8. Community service
 - ◆ Name of organization(s)
 - ◆ Position(s) held
 - ◆ Length of service
9. Conference or Technical papers given or published
10. Candidate Statement
 - ◆ Why are you interested in participating as a member of the Board of Directors?
 - ◆ How your region, sector and competencies match the eligibility criteria outlined in this package

Notes:

1. **Material will be published in the above order and under the headings specified.**
2. **If a candidate puts nothing under a specified heading, the heading will be deleted from the printed statement.**
3. **If the total word count exceeds 450 words and time does not permit revision by the author, after the material has been placed in the required order any excess words will be removed from the end of the material. Headings are included in the word count.**
4. **Candidate election material must be received at Society headquarters by 4:30 p.m. on February 16, 2024.**