

# Guide to the CDSA Council Election Process

The Council is the highest leadership body of the College of Dental Surgeons of Alberta (CDSA) and is responsible for the stewardship of the College. The value of the Council comes from the knowledge, skills, and diverse backgrounds of its directors, their cohesion as a team, their commitment to CDSA and its work, and their relationship with the Chief Executive Officer (CEO). In addition to the roles and responsibilities of an individual Council Director, the directors are active supporters and representatives of the college. They are fully engaged in advancing the CDSA's mission: "To lead the profession via governance in a manner that protects and serves the public interest."

Council Directors play a vital role in protecting patient safety and the public's interest in Alberta. Alongside public appointees, dentist members lend their perspectives and experience to fulfill the duties of the Council.

Council members are elected by their peers in their districts and commit to a three-year term. Those interested in becoming a candidate for a vacant council position should reflect on how council responsibilities might affect their practice and personal life, should they be elected.

## Roles and Responsibilities

The profile for directors is a combination of many factors: attributes and traits, community standing and expertise, and the diversity of perspectives they contribute. Potential director candidates are expected to:

- Think strategically, analytically, and effectively communicate thoughts and rationale.
- Operate as a cohesive team committed to integrity by upholding trust, respect, and dignity in all interactions, fostering openness, camaraderie and mutual support.
- Work together towards consensus on policies and issues of importance to the organization with group decision-making authority and an understanding of the fiduciary duties of care, loyalty, good faith, confidentiality, prudence, and disclosure.
- Gain familiarity with the expertise and foundational principles relevant to the responsibilities, including the processes the Council governs and the substantive content that informs its decisions.
- Demonstrate high ethical standards and integrity in their personal and professional dealings and are willing to act on and remain accountable for their decisions. Irrespective of an individual director's perspectives, decisions made by the Council will be respected and upheld, presenting a unified approach.
- Act honestly and in good faith, with the best interest of the CDSA which has a statutory obligation under the *Health Professions Act (HPA)*.

## Time Commitment

The service term for a director is three years. There are three Council meetings annually and one Council strategic planning session. Being a Council member requires a time commitment to:

- Travel and attend the scheduled two-day meetings in person.
  - May in Jasper
  - June Strategic Planning Session in Kananaskis
  - October in Edmonton
  - February in Calgary
- Be engaged and participate in all Council functions and attend additional education sessions or events as necessary.
- Prepare for meetings. Materials are distributed in advance of the meeting and the actual amount of time to prepare may vary depending on the agenda.
- Provide input on issues as they arise between Council meetings.

## Election Process

After the February Council meeting, the CDSA will announce if there are any vacancies for Council Director positions in any of the electoral districts (Edmonton, Calgary, Northern, Southern, and Central). To submit their name as a candidate, a Regulated Member must be in good standing and must be supported by at least two Qualified Electors.

- The candidate must be a regulated member and live in the electoral district with a vacancy and must fill out and sign the Election form. The candidate must also provide a CV, a single-page summarized biography and colour headshot for the voting website.
- A regulated member is not eligible to become a candidate if:
  - They had their practice permit suspended or their registration cancelled following a finding or admission of unprofessional conduct under Part 4 of the HPA within the past five years, or there is an unconcluded proceeding under Part 4 of the HPA, or they are currently subject to an undertaking, a condition imposed under Part 4 of the HPA or a direction under section 118 of the Act.
  - Fees, costs, fines, levies or any other sums are owed to the College by the individual.
  - They have been an officer or a senior employee of a professional association or a labour union that represents members of a regulated health profession within the past three years.
- The Qualified Electors may support only one regulated member in the electoral district and must provide endorsement in writing by signing the candidate's election form.

Election forms must be completed with required signatures and received by the Elections Officer c/o Chief Executive Officer on or before 12:00 pm, Tuesday, March 18, 2025, via email at [dthompson@cdsab.ca](mailto:dthompson@cdsab.ca) or by mail to the CDSA, 402-7609 109 ST NW, Edmonton, Alberta, T6G 1C3.