

<p>ELECTION NOMINATION INSTRUCTIONS 2020</p> <hr/> <p>ELECTION TO BE HELD SUNDAY, APRIL 19, 2020</p> <p>CLOSING DATE FOR RECEIPT OF NOMINATIONS IS Friday, March 27th, 2020</p>

BOARD OPENINGS

Pursuant to OOA Bylaws directors will expire as of the 2020 AGM. The 2020 elections will, therefore be for three (3) positions, all three (3) position are for three (3) year terms.

Any Licensed Optician of the OOA in good standing and who fulfills the requirements of Clause 6.2 of By-Law No. 2 may stand for election to fill any one of the four open positions. Nomination form completion rules are provided below:

THE PROCESS

Step 1 - Review the package provided. Decide if you can make a commitment of at least ten to fifteen hours a month to the Association's business. Identify two OOA members who are also in good standing to nominate you. Your nominators must themselves be OOA members who are eligible to vote at the AGM.

Step 2 - Download the Election Nomination Form from the OOA website or request a copy by calling the OOA at 647-277-9084/1-833-687-3937.

Step 3 - Complete the Election Nomination Form and mail it to the OOA with your biography and photograph, or e-mail it to the OOA Secretary at info@ontario-opticians.com. The Biography can be no more than 250 words. You are to include your reasons for wanting to serve on the Board. The photograph should be at least 300 dpi in resolution, be a head and shoulders shot and in colour.

WHAT HAPPENS NEXT?

Once the OOA receives your completed Election Nomination Form, biography and a passport-style photograph, the Secretary will confirm your eligibility to run for election. An online ballot, along with the biographies and photographs of eligible candidates, will be prepared.

Elected nominees begin their terms as new Board members immediately following the AGM. New Board members will be announced on the OOA website the following week.

IMPORTANT

Board members have to execute a Confidentiality and Non-Disclosure agreement. Failure to do so could result in removal from the Board or Committee.

RESPONSIBILITIES & TIME COMMITMENTS OF DIRECTOR

Time commitment: Average 10-15 hours per month.

Each OOA Director has two major functions and key, legally-prescribed duties:

Board Meetings: Board meetings are held one evening per 3 months and usually last around 2 1/2 hours. Anyone missing three consecutive meetings without a valid reason is subject to dismissal from the Board.

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Each Director is expected to have thoroughly read all documents pertaining to each Board meeting BEFORE the meeting begins and to be in a position to discuss and vote knowledgeably on all Agenda items.

If you would like to get more involved in the Association, but feel the requirements of a Board position are too onerous, perhaps a role within one of the committees would be more appropriate.

Committees: Each Board member must chair at least one Committee. That means identifying Committee members, chairing meetings and overseeing the activities of the Committee and reporting to the Board on those activities at each Board meeting.

General: Each Director is required to act with due diligence and skill in the best interests of the OOA for the length of his/her term. Directors should always be receptive to identifying challenges to and opportunities for the OOA and its members and avoiding personal conflicts of interest or the perception thereof.

The OOA Secretariat (The CG Group) is available to advise and assist directors in the performance of their duties, particularly in the performance of their Committee functions.

There will be no Absentee Ballots for the 2020 election. Voting will be done in advance of the AGM and the successful nominees will be announced at the AGM on April 19, 2020. Voting will be done online, through a secure survey monkey link that will be distributed to the membership.