

The officer must enter the result of the drawing of lots on the designation certificate.”.

2. The Regulation is amended by adding the following after section 48:

“**48.1.** If a member has been designated by and from among the members of the users’ committee of each institution administered by the board of directors, the officer, immediately after the designation, must immediately hold a drawing of lots between the members to determine the member who is to sit on the board for the first six months.

The officer must enter the result of the drawing of lots on the designation certificate.”.

3. Schedule IV to the Regulation is replaced by the following:

“**SCHEDULE IV**
(Section 12)

DESIGNATION

Designation Certificat

Institution(s): _____

Designation college: _____

I, the undersigned, the officer in charge of the designation process, declare that on _____ the following candidate was designated to the position of member of the board of directors of the above-mentioned institution(s):

Name

Only one candidate filed his or her candidacy or filed a valid candidacy;

More than one candidate filed his or her candidacy and the designated candidate received the greatest number of votes;

Due to a tie vote, the candidate was designated in a drawing of lots held on _____.

For members designated by and from among the members of the council of physicians, dentists and pharmacists, the council of nurses, the multidisciplinary council or the users’ committee of the institutions administered by one board of directors pursuant to section 146 of the Act to modify the organization and governance of the health and social services network, in particular by abolishing the regional agencies:

Following a drawing of lots:

the member will sit on the board of directors for the first six months;

the member will not sit on the board of directors for the first six months.

Signed at _____, this _____

Signature

Name of officer in charge of the designation process _____.”.

4. This Regulation comes into force on the date of its publication in the *Gazette officielle du Québec*.

102317

M.O., 2015

Order number 2015 016 of the Minister of Health and Social Services dated 5 October 2015

An Act respecting health services and social services (chapter S-4.2)

Regulation respecting the procedure for designating certain members of the board of directors of the public institution referred to in Part IV.2 of the Act respecting health services and social services

THE MINISTER OF HEALTH AND SOCIAL SERVICES,

CONSIDERING section 137 of the Act respecting health services and social services (chapter S-4.2), which provides that the Minister determines, by regulation, the procedure for designating certain members of the boards of directors of public institutions and sets the date on which the designations take place;

CONSIDERING that the Regulation comes into force on the date of its publication in the *Gazette officielle du Québec*;

CONSIDERING section 11 of the Regulations Act (chapter R-18.1), which provides that no proposed regulation may be made or submitted for approval before the expiry of 45 days from its publication in the *Gazette officielle du Québec*, or before the expiry of the period indicated in the notice accompanying it or in the Act under which the proposed regulation may be made or approved, where the notice or the Act provides for a longer period;

CONSIDERING section 12 of that Act, which provides that a proposed regulation may be made without having been published, if the authority making or approving it is of the opinion that the urgency of the situation requires it;

CONSIDERING section 13 of that Act, which provides that the reason justifying the absence of such publication is to be published with the regulation;

CONSIDERING that the Minister is of the opinion that the urgency of the situation is due to the fact that, in accordance with the first paragraph of section 135 of the Act respecting health services and social services, every four years, on the day of the month of October or November that the Minister determines, every institution must invite the public to elect certain members of the boards of directors of public institutions and that that date expires on 30 November 2015 and the designations of members of the boards of directors of the institutions must be made following the elections;

CONSIDERING that the urgency of the situation is also due to the fact that the implementation of the Regulation respecting the procedure for designating certain members of the board of directors of the public institution referred to in Part IV.2 of the Act respecting health services and social services requires the application of various preliminary steps within certain time limits spanning a period of 50 days before designations are made;

CONSIDERING that the Minister is of the opinion that those reasons justify that the Regulation be made without a prior 45-day publication;

CONSIDERING that it is expedient to make the Regulation;

ORDERS AS FOLLOWS:

The Regulation respecting the procedure for designating certain members of the board of directors of the public institution referred to in Part IV.2 of the Act respecting health services and social services, attached to this Order, is hereby made.

GAÉTAN BARRETTE,
*Minister of Health and
Social Services*

Regulation respecting the procedure for designating certain members of the board of directors of the public institution referred to in Part IV.2 of the Act respecting health services and social services

An Act respecting health services and social services (chapter S-4.2, s. 137)

CHAPTER I GENERAL

DIVISION I SCOPE

1. This Regulation establishes the procedure for designating certain members of the board of directors of the public institution referred to in Part IV.2 of the Act respecting health services and social services (chapter S-4.2), which must be determined pursuant to the first paragraph of section 137 of the Act.

DIVISION II DATE OF DESIGNATIONS

2. The designations referred to in this Regulation are held on the date determined by the Minister in accordance with the second paragraph of section 137 of the Act.

The designated members take office on that date.

DIVISION III DESIGNATION OFFICER AND DEPUTY OFFICERS

3. Not later than 50 days before the date of the designations, the Minister or any person designated by the Minister appoints an officer in charge of the designation process. If the designation officer is unable to act, the Minister or the person designated by the Minister appoints a new officer.

The officer may appoint one or more deputy officers for assistance in the performance of the officer's duties. The president and executive director and the assistant executive director of the institution may not act as officer or deputy officer.

The officer and deputy officers may not run as candidates and are not entitled to vote in any designation referred to in this Regulation.

Unless otherwise indicated, the word “officer” used in this Regulation means the officer in charge of the designation process appointed in accordance with this section.

4. The officer is responsible for carrying out the designation process and ensuring compliance with the rules set out in this Regulation. The duties include the following, depending on the circumstances:

- (1) obtain the lists of bodies or persons to be involved in the designation process;
- (2) give notice of the designation process;
- (3) receive the candidate nomination papers and accept or refuse nominations;
- (4) inform voters of the voting procedure if there are more valid nominations than positions to be filled in a designation college;
- (5) appoint all scrutineers necessary for assistance in the performance of the officer’s duties;
- (6) supervise the conduct of the designation process;
- (7) be present for the counting of the votes;
- (8) declare candidates designated in accordance with this Regulation;
- (9) report the results of the designation process to the Minister and the president and executive director of the institution.

5. The duties of a deputy officer, performed under the authority of the officer, are to

- (1) receive the candidate nomination papers and send them to the officer;
- (2) inform voters of the voting procedure if there are more valid nominations than positions to be filled in a designation college;
- (3) appoint all scrutineers necessary for assistance in the performance of the deputy officer’s duties;
- (4) supervise the conduct of the designation process;
- (5) be present for the counting of the votes; and
- (6) send the vote count report and the ballot papers to the officer.

DIVISION IV **PRESIDENT AND EXECUTIVE DIRECTOR OF** **THE INSTITUTION**

6. The president and executive director of the institution provides the officer and deputy officers with the technical and administrative support required for the performance of their duties.

The president and executive director keeps the original documents received from the officer and completed in accordance with Schedules I to V under seal for a period of at least 180 days from the date on which the designations are made.

CHAPTER II **DESIGNATIONS BY AND FROM AMONG THE** **MEMBERS OF THE USERS’ COMMITTEE**

DIVISION I **INITIATION OF THE DESIGNATION PROCESS**

7. Not later than 45 days before the date of the designations, the president and executive director must send contact information for the users’ committee of the institution and the list of its members to the officer.

8. Not later than 40 days before the date of the designations, the officer sends a notice to the users’ committee to invite members to participate in the designation of 2 persons as members of the board of directors.

The notice must mention the restrictions set out in the second paragraph of section 129 and section 150 of the Act and indicate the terms and conditions that must be followed in the designation process.

DIVISION II **DESIGNATION**

9. The designation of 2 persons must be made at a meeting at which the majority of members of the users’ committee are present.

The officer must receive a copy of the resolution, indicating the names of the members designated at the meeting not later than 5:00 p.m. on the day before the date of the designations. The copy must be accompanied by the original nomination paper provided in Schedule I, duly completed and signed by each nominated candidate and the information sheet provided in Schedule II.

After ensuring that each candidate nomination paper has been duly completed and signed, the officer completes the certificate of designation provided in Schedule III and sends copies of the certificate, all nomination papers, and the users' committee resolution to the Minister within 3 working days. Within the same period, the officer sends the original documents to the president and executive director of the institution.

The president and executive director posts a copy of the certificate of designation in a location accessible to the members of the users' committee in each of the institution's facilities. The president and executive director must also publish it on the website of the institution.

10. The members of the users' committee may, if they all agree, hold the meeting referred to in section 9 by any means allowing all the participants to immediately communicate with each other.

11. If at the end of the nomination period there is no candidate or valid candidate, the officer completes the declaration of designation not held provided in Schedule IV and sends a copy to the Minister within 3 working days. Within the same period, the officer sends the original declaration, as well as any original nomination papers completed by a member whose nomination has been rejected, the completed candidate information sheet and a copy of the users' committee resolution to the president and executive director of the institution.

CHAPTER III DESIGNATION BY THE BOARDS OF DIRECTORS OF FOUNDATIONS

DIVISION I INITIATION OF THE DESIGNATION PROCESS

12. Not later than 45 days before the date of the designations, the president and executive director must send the name and address of every foundation of the institution within the meaning of section 132.2 of the Act, as well as the name of the chair of the board of directors of such a foundation to the officer.

13. Not later than 40 days before the date of the designations, the officer sends to the board of directors of each foundation concerned a notice of their right to participate in the designation of a person as a member of the institution's board of directors.

The notice must mention the restrictions set out in the second paragraph of section 129 and section 150 of the Act and indicate the terms and conditions that must be followed in the designation process.

DIVISION II NOMINATION

14. The officer must receive nominations not later than 5:00 p.m. the day before the date of the designations. To submit a nomination, the foundation's board of directors must send to the officer a copy of a board resolution indicating the name of the candidate nominated, along with the original nomination paper provided in Schedule I, duly completed and signed by the candidate, and the information sheet provided in Schedule II.

15. The officer draws up the list of candidates nominated by the foundations concerned, if applicable.

DIVISION III DESIGNATION

§1. *Absence of designation*

16. Section 11 applies, with the necessary modifications, where at the end of the nomination period no candidate has been nominated or no nomination is valid.

§2. *Designation by acclamation*

17. If the officer has received only 1 valid nomination by the end of the nomination period, the officer declares the candidate designated. The officer then completes the certificate of designation provided in Schedule III and sends a copy of the certificate, nomination paper of the member designated, the completed candidate information sheet and any resolution received pursuant to section 14 to the Minister within 3 working days.

Within the same period, the officer sends the original documents to the president and executive director of the institution.

Not later than 10 days before the date of the designations, the president and executive director must post a copy of the certificate of designation in a location accessible to the public in each of the institution's facilities. The president and executive director must also publish the certificate on the website of the institution within the same period.

§3. *Designation with competitors*

18. If the officer has received more than 1 valid nomination by the end of the nomination period, the officer declares the candidate having received the most nominations from the foundations designated.

If candidates have received the same number of nominations and this would result in more than 1 candidate being designated, the officer immediately draws lots from among the candidates who obtained the greater number of nominations to determine who is designated.

19. The officer completes the certificate of designation provided in Schedule III and sends a copy of the certificate, the designated member's nomination paper, the completed candidate information sheet and any resolution received under section 14 to nominate a candidate to the Minister within 3 working days.

Within the same period, the officer sends the original documents, the nomination papers for undesignated candidates, the completed candidate information sheets and all resolutions received under section 14, to the president and executive director of the institution.

The president and executive director posts a copy of the certificate of designation in a location accessible to the public in each of the institution's facilities. The president and executive director must also publish the certificate on the website of the institution.

CHAPTER IV DESIGNATION BY UNIVERSITIES WITH WHICH AN INSTITUTION IS AFFILIATED

DIVISION I INITIATION OF THE DESIGNATION PROCESS

20. Not later than 45 days before the date of the designations, the president and executive director must send the names and addresses of the universities with which the institution is affiliated and the name of the chair of the board of directors of those universities to the officer.

21. Not later than 40 days before the date of the designations, the officer sends a notice to the chair of the board of directors of each university with which an institution is affiliated mentioning the university's right, alone or with another university, to designate 2 persons to the institution's board of directors.

The notice must mention the restrictions set out in the second paragraph of section 129 and section 150 of the Act, and the terms and conditions that must be followed in the designation process.

DIVISION II NOMINATION

22. The officer must receive nominations not later than 5:00 p.m. the day preceding the date of the designations, submitted by means of a copy of a resolution of the board

of directors of the university indicating the names of the candidates nominated, along with the original nomination paper provided in Schedule I duly completed and signed by the candidates and the completed candidate information sheets.

23. The officer draws up the list of the candidates nominated by the foundations concerned, if any.

DIVISION III DESIGNATION

§1. *Absence of designation*

24. Section 11 applies, with the necessary modifications, where at the end of the nomination period no candidate has been nominated or no nomination is valid.

§2. *Designation by acclamation*

25. If the officer has received only 2 valid nominations by the end of the nomination period, the officer declares the candidates designated. The officer then completes the certificate of designation provided in Schedule III and sends a copy of the certificate, the nomination papers of the members designated, the completed candidate information sheet and any resolution received pursuant to section 22 to the Minister within 3 working days.

Within the same period, the officer sends the original documents to the president and executive director of the institution.

Not later than 10 days before the date of the designations, the president and executive director must post a copy of the certificate of designation in a location accessible to the public in each of the institution's facilities. The president and executive director must also publish the certificate on the website of the institution within the same period.

§3. *Designation with competitors*

26. If the officer has received more than 2 valid nominations by the end of the nomination period, the officer declares the candidates having received the most nominations from the universities designated.

If candidates have received the same number of nominations and this would result in more than 2 candidates being designated, the officer immediately draws lots from among the candidates who obtained the greatest number of nominations to determine the designated persons.

27. The officer completes the certificate of designation provided in Schedule III and sends a copy of the certificate, the nomination papers of the designated members and any resolution received under section 22 to nominate a candidate to the Minister within 3 working days.

Within the same period, the officer sends the original documents, the nomination papers for undesignated candidates and all resolutions received under section 22 to the president and executive director of the institution.

The president and executive director posts a copy of the certificate of designation in a location accessible to the public in each of the institution's facilities. The president and executive director must also publish a copy of the certificate on the website of the institution.

CHAPTER V DESIGNATION BY AND FROM AMONG THE MEMBERS OF THE COUNCIL OF PHYSICIANS, DENTISTS, AND PHARMACISTS

DIVISION I INITIATION OF THE DESIGNATION PROCESS

28. Not later than 45 days before the date of the designations, the president and executive director of the institution must send the list of members of the institution's council of physicians, dentists, and pharmacists to the officer. The list must include an address where each physician, dentist, and pharmacist can be reached.

29. Not later than 40 days before the date of the designations, the officer gives notice of the designation process by posting the notice in a location accessible to the members of the institution's council of physicians, dentists, and pharmacists in each of the institution's facilities. The notice must be accompanied by the list referred to in section 28. The notice and the list must also be published on the website of the institution.

Any physician, dentist, or pharmacist whose name does not appear on the list or who notices an error on the list may contact the officer for the appropriate correction. Where the officer modifies the list, the officer replaces the posted and published list by a new list.

The notice must mention the restrictions set out in section 150 of the Act and indicate the nomination period and the terms and conditions that must be followed in the designation process.

DIVISION II NOMINATION

30. Nominations are made by means of nomination papers provided in Schedule I.

The original, duly completed nomination paper must be signed by the candidate and received by the officer not later than 30 days before the date of the designations at 5:00 p.m.

To provide more information to the members of the council of physicians, dentists, and pharmacists, candidates must also complete the information sheet provided in Schedule II and send it along with their nomination papers.

31. The officer accepts or refuses a nomination paper not later than 2 working days after receiving it and gives written notice of acceptance or refusal to the person who filed the paper. In the case of a refusal, the officer also informs the candidate of the reasons for the decision. The officer completes the corresponding section of the nomination paper.

The officer must not, before the end of the nomination period, divulge the name of any candidate or person whose nomination has been rejected. The officer must not, in any case, divulge the name of a person whose nomination has been rejected.

DIVISION III DESIGNATION

§1. *Absence of designation*

32. Section 11 applies, with the necessary modifications, where at the end of the nomination period no candidate has been nominated or no nomination is valid.

Not later than 10 days before the date of the designations, the president and executive director must post a copy of the certificate of absence of designation in a location accessible to the members of the council of physicians, dentists, and pharmacists in each of the institution's facilities. The president and executive director must also publish the certificate on the website of the institution within the same period.

§2. *Designation by acclamation*

33. If the officer has received only 1 valid nomination by the end of the nomination period, the officer declares the member designated. The officer then completes the certificate of designation provided in Schedule III and sends a copy of the certificate, the nomination paper of the member designated and the information sheet completed by the member of the council of physicians, dentists, and pharmacists whose nomination has been accepted to the Minister within 3 working days.

Within the same period, the officer sends the original documents to the president and executive director of the institution.

Not later than 10 days before the date of the designations, the president and executive director must post a copy of the certificate of designation in a location accessible to the members of the council of physicians, dentists, and pharmacists in each of the institution's facilities. The president and executive director must also publish the certificate on the website of the institution within the same period.

§3. *Designation by ballot*

34. If the officer has received more than 1 valid nomination by the end of the nomination period, the officer draws up the list of candidates.

35. Not later than 20 days before the date of the designations, the officer sends a polling notice to each member of the council of physicians, dentists, and pharmacists. The notice must indicate the date, time and place of the vote count and the list of candidates.

The polling notice is also posted by the officer in each location where the notice of the designation process was posted in accordance with section 29 and published on the website of the institution.

36. The polling notice that the officer sends to all members must be accompanied by

- (1) the candidate information sheet provided in Schedule II and completed by each candidate;
- (2) a ballot paper initialed by the officer;
- (3) a vote envelope with no markings identifying the member, in which the ballot paper will be inserted;
- (4) a return envelope bearing the member's name and addressed to the officer.

37. The member must use the ballot paper and envelopes received from the officer.

Members insert ballot papers in the vote envelopes provided, which they then insert in their return envelopes.

To be valid, ballot papers must be received at the office of the officer not later than 5:00 p.m. on the day before the designations are to be made.

38. The officer or a deputy officer, accompanied by scrutineers, opens return envelopes.

Only return envelopes bearing a member's name are considered and checked against the voters list.

39. First, the vote envelopes containing the ballot paper are removed from the envelopes bearing a member's name.

If a return envelope does not contain a vote envelope, the situation is noted on the vote count report provided in Schedule V.

If a return envelope contains 2 or more vote envelopes, the votes are not counted and the situation is noted on the vote count report.

40. On the date, at the time and place indicated in the polling notice, the scrutineers count the votes in the presence of the officer or a deputy officer.

The vote count is public.

The officer or the deputy officer cancels any ballot paper that

- (1) has not been provided by the officer;
- (2) does not bear the initials of the officer;
- (3) has not been marked;
- (4) has been marked in favor of more than 1 candidate;
- (5) has been marked in favor of a person who is not a candidate;
- (6) has been marked elsewhere than in the spaces reserved for that purpose;
- (7) bears fanciful or injurious entries;
- (8) bears a mark by which the member can be identified.

The officer or the deputy officer cancels a ballot paper by writing "Void" on it and initialing the paper. The number of rejected ballot papers is noted on the vote count report provided for in Schedule V.

41. The candidate who receives the most votes is declared designated by the officer.

If candidates have received the same number of votes and this would result in more than 1 candidate being designated, the officer immediately draws lots from among the candidates who obtained the greater number of votes to determine the person who is designated.

42. The officer completes the certificate of designation provided in Schedule III and sends a copy of the certificate, the nomination paper of the member designated and the candidate information sheet completed by the candidates to the Minister within 3 working days.

Within the same period, the officer sends the original of those documents, the nomination papers of undesignated candidates, all candidate information sheets completed by the candidates, the ballot papers, and the vote count report to the president and executive director of the institution.

The president and executive director posts a copy of the certificate of designation in a location accessible to the members of the council of physicians, dentists, and pharmacists in each of the institution's facilities. The president and executive director must also publish a copy of the certificate on the website of the institution.

CHAPTER VI
DESIGNATION BY AND FROM AMONG THE
MEMBERS OF THE COUNCIL OF NURSES

43. Chapter V applies, with the necessary modifications, to designations to the board of directors of an institution of a member chosen by and from among the members of the council of nurses.

CHAPTER VII
DESIGNATION BY AND FROM AMONG THE
MEMBERS OF THE MULTIDISCIPLINARY
COUNCIL

44. Chapter V applies, with the necessary modifications, to designations of 1 to 3 persons, according to the number required under the law, to the board of directors by and from among the members of the institution's multidisciplinary council, including persons who perform nursing assistant activities for the institution.

The notice required under section 29 must indicate, if applicable, the prescriptions applicable under subparagraph *c* of paragraph 6 of section 129 of the Act.

CHAPTER VIII
DESIGNATION BY AND FROM AMONG THE
MEMBERS OF THE COUNCIL OF MIDWIVES

45. Chapter V applies, with the necessary modifications, to designations to the board of directors of an institution of a member chosen by and from among the members of the council of midwives.

CHAPTER IX
DESIGNATION BY AND FROM AMONG THE
STAFF MEMBERS WHO ARE NOT MEMBERS
OF THE COUNCIL OF PHYSICIANS, DENTISTS,
AND PHARMACISTS, THE COUNCIL OF NURSES
OR THE MULTIDISCIPLINARY COUNCIL OF
THE INSTITUTION

46. Chapter V applies, with the necessary modifications, to designations to the board of directors of an institution of a member chosen by and from among the staff members of the institution referred to in this Division.

The list of persons concerned by the designations that must be sent by the president and executive director to the officer is drawn up from the contact information contained in the personnel records of the institution.

CHAPTER X
FINAL

47. The Regulation respecting the procedure for designating certain members of the board of directors of the public institution referred to in Part IV.2 of the Act respecting health services and social services (chapter S-4.2, r. 22) is repealed.

48. The Regulation respecting the designation procedure for certain members of the board of directors of a public institution (chapter S-4.2, r. 21) is repealed.

49. This Regulation comes into force on the date of its publication in the *Gazette officielle du Québec*.

SCHEDULE I

(section 9)

**DESIGNATION
Candidate nomination paper**

Name of institution			
Designation college:			
Section I – Nomination			
Last name and first name of candidate			
Sex	M <input type="checkbox"/> F <input type="checkbox"/>	Date of birth	Y M D
Address			
Municipality	Province	Postal code	
Area code Home telephone	Area code Work telephone	Extension	
Occupation	Employer		
Section III – Candidate's consent			
CONDITIONS REQUIRED TO BE A MEMBER OF AN INSTITUTION'S BOARD OF DIRECTORS			
<ol style="list-style-type: none"> 1. Be a Québec resident; 2. Be of full age (18 or over); 3. Not be under tutorship or curatorship; 4. Not have been convicted in the past five years of a crime punishable by three or more years of incarceration; 5. Not have been dismissed as the member of the board of directors of an institution, regional board, or health and social service agency in the past three years; 6. Not have been convicted in the past three years of an offence against the Act respecting health services and social services or the regulations; 7. Not be employed by the institution or practise therein, for a designation by and from among the members of the users' committee or the foundations of the institution or the universities affiliated with the institution; 8. Be qualified to sit as a member of the board of directors of the college for which the candidate is nominated. 			
<p>I hereby acknowledge that I have read the information and declare that I meet the above conditions for candidacy. I also authorize the disclosure of the information on this form to the Minister of Health and Social Services if I am designated a member of the board of directors. Information disclosed to the Minister is governed by the Act respecting Access to documents held by public bodies and the Protection of personal information.</p>			
<p>In witness whereof, I have signed in _____ on _____</p> <p style="text-align: right;">_____ Signature of candidate</p>			
Section IV – Acceptance by designation officer			
NOMINATION ACCEPTED <input type="checkbox"/>		NOMINATION REJECTED <input type="checkbox"/>	
Reason(s) for rejection:			

_____ Signature of designation officer		_____ Date	
<small>PURSUANT TO SECTIONS 64 AND 65 OF THE ACT RESPECTING ACCESS TO DOCUMENTS HELD BY PUBLIC BODIES AND THE PROTECTION OF PERSONAL INFORMATION</small>			
<small>1. The information on this form is gathered for the institution concerned and, if the candidate is designated, for the Minister of Health and Social Services.</small>	<small>2. The information sent to the Minister is used to make up records for management and control purposes of the members of health and social service institution boards.</small>	<small>3. The following persons will have access to this information:</small> <ul style="list-style-type: none"> • employees of the institution concerned and the department in the performance of their duties; • any other user meeting the requirements of the abovementioned Act. 	<small>4. All information on the form is required.</small>

SCHEDULE II*(section 9)***DESIGNATION
Candidate information sheet**

PHOTO (optional)

Institution:

Name of candidate:

Place of work or of practice:

Profile of candidate (training, occupation, experience):Reasons for candidacy:Social, community, volunteer involvement, etc.:Other relevant information:

Candidate's consent: I hereby authorize the disclosure of the information on this sheet as part of the designation process in which I am a candidate.

Date

Signature of candidate

Date

Signature of designation officer

SCHEDULE III*(section 9)***DESIGNATION
Certificate of designation**

Institution: _____

Designation college: _____

I, the undersigned, officer in charge of the designation process, declare that on _____ the following candidate or candidates were designated to the position of member of the board of directors of the above institution:

Name(s)

- The number of valid candidates was lower than or equal to the number of positions to be filled.
- The number of candidates was higher than the number of positions to be filled, and the designated candidate received the greatest number of votes.
- Due to a tie vote, the candidate or candidates were designated in a draw held on _____.

Signed in _____, on _____

Signature_____
Name of designation officer

SCHEDULE IV*(section 11)***DESIGNATION****Declaration of designation not made**

Institution: _____

Designation college: _____

I, the undersigned, officer in charge of the designation process, hereby declare that no designation was made for the above institution, for the following reason:

No nominations were received No valid nominations were received

Signed in _____, on _____

Signature_____
Name of designation officer

SCHEDULE V*(section 39)***DESIGNATION
Vote count report**

Institution: _____

Designation college: _____

In accordance with the polling notice, the vote count took place on:

Date: _____

Time: _____

Place: _____

Number of envelopes with member identified: _____

Number of envelopes with member not identified: _____

Number of identified envelopes containing a valid ballot: _____

Number of identified envelopes containing an invalid ballot: _____

	Candidates	Number of votes
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Signed in _____, on _____

Signature_____
Name of designation officer or deputy officer_____
Name(s) of scrutineer(s)