



College of Dietitians of Ontario
Ordre des diététistes de l'Ontario

2026 CDO Election Guide



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Introduction

Joining the Board of Directors at the College of Dietitians of Ontario (CDO) is a rewarding experience. It gives you the chance to help regulate the profession in Ontario and keep the public safe.

This guide explains how to apply to run in CDO's Board elections, the steps involved in the screening process, and key election timelines. It also provides information for registrants on how to participate in the voting process.

The Election Process

The Board of Directors has six elected directors and five to eight public directors. Each year, registrants elect two candidates to the Board for a three-year term beginning in June.

To apply to run in the election:

- Complete the [orientation module](#)
- Pass the orientation assessment (link to assessment is in the orientation module)
- Submit an [application form](#)

Staff screen applicants against the [eligibility requirements](#). Those who qualify are then screened by the Governance Committee to determine whether they meet the core competencies and attributes outlined in the [Competency and Attribute Framework](#).

Applicants will be notified of their screening results and given an explanation if they do not meet the requirements.

Applicants who meet the eligibility requirements will become candidates for the election. Information about the candidates, including names and statements (as provided in application), will be available on CDO's website and accessible through the election ballot.

Candidates who wish to withdraw from the election should do so by March 11, 2026.



Election Date and Voting

Annual board elections are held on the third Wednesday in April – the 2026 election will be held on April 15, 2026. Registrants can vote if, as of March 11, 2026, they:

- Principally practise in Ontario; or
- Principally reside in Ontario, if not practising dietetics.

Eligible voters will receive a ballot by email on March 16, along with candidate information and voting instructions. Following the election, the results will be made public.

Key Election Dates

Event	Date
Call for applications begins	January 15, 2026
Application period	January 15, 2026 – February 14, 2026
Candidates notified of application screening results	March 4, 2026
Deadline to withdraw election candidacy	March 11, 2026
Voting period	March 16, 2026 – April 15, 2025
Voting deadline	April 15, 2026 @ 5pm
Term begins	June 18, 2026

Eligibility Requirements

The eligibility requirements to run in the election are set out in [Bylaw 1, Section 3.10](#).

You **are** eligible to run as a candidate for elections if:

- You are engaged in the practice of dietetics in Ontario or, if not engaged in the practice of dietetics, principally reside in Ontario.
- You are a general registrant of the College, not subject to a term, condition or limitation other than one applicable to all registrants of the class.
- You complete and submit the application form by February 14, 2026 and do not have a conflict of interest in serving as a member of the Board of Directors.



- You successfully completed the orientation module and assessment.
- You meet certain core competency and attributes of a board director.

You **are not** eligible to run as a candidate for elections if:

- There are any terms, conditions or limitations on your certificate of registration other than one applicable to all registrants of the class.
- You are in default of the payment of fees payable to the College.
- You are currently the subject of any disciplinary or incapacity proceedings in Ontario or any similar proceeding in any other jurisdiction relating to dietetics or any other profession.
- You have been revoked or suspended in the last six years, for any reason other than non-payment of fees.
- There has been a finding of professional misconduct against you by the College's Discipline Committee or any Discipline Committee in any jurisdiction relating to dietetics or any other profession.
- You have been disqualified by the Board in the past three years as a result of a breach of a code of conduct or policy on conduct approved by the Board or a breach of the conflict of interest provisions of by-law 1;
- You have a notation on the College's register of a finding of professional negligence or malpractice.
- You are the subject of a charge under the Criminal Code (Canada) or the Controlled Drugs and Substances Act (Canada).
- You have a notation on the College's register of a charge in relation to any offence.
- You have a criminal finding of guilt as an adult under the Criminal Code (Canada) or the Controlled Drugs and Substances Act (Canada).
- You have a notation on the College's register of a finding of guilt made by a court with respect to any offence.
- You have a notation on the College's register of an undertaking provided to the College with respect to a matter involving the Inquiries, Complaints and Reports Committee or the Discipline Committee.
- You are the subject of an undertaking provided to the College with respect to a fitness to practice issue.
- You are currently the subject of an interim order made by a panel of the Inquiries, Complaints and Reports Committee.



- You have been ordered to attend a caution or complete a specified continuing education or remediation program by a panel of the Inquiries, Complaints and Reports Committee in the past six years.
- You are a Board director/Council member of another regulated health profession in Ontario.
- You are currently an employee of the College or have been employed by the College during the previous two years.
- You are an applicant for employment with the College or have applied for employment at the College during the previous two years.
- You are in default of completing and submitting any information or form required under the regulations of the Regulated Health Professions Act, 1991, the Dietetics Act, 1991, or by-laws of the College.
- You are a party in any legal proceedings against the College.
- You have not completed and filed with the Registrar a conflict of interest declaration (section 3 of the application form) by the deadline (February 14, 2026) and in the form approved by the Registrar.
- You have a conflict of interest to serve as a member of the Board.
- You currently hold a position that would cause you, if elected as a director, to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization.
- You currently hold, or have held within the previous three years, a leadership, employment or contractual role within an international, national or provincial association or organization that advances the interests of dietitians, has policy making responsibilities for dietitians or oversees the regulation of dietitians.
- You have served six consecutive years as a director and/or committee appointee, and less than three years have passed since your last year.

Board Director Position Summary and Time Commitment

The Board provides strategic and policy direction for the College. It makes decisions to protect and promote the public interest, as set out in the [Regulated Health Professions Act, 1991](#). Management carries out the Board's direction and the day-to-day work of CDO, which is overseen by the Registrar & Executive Director.



Position Summary:

- Serve on the Board and two to three committees.
- Review materials before meetings.
- Attend meetings.
- Learn and follow board and committee legislation, terms of reference, regulations, bylaws, and policies.
- Understand CDO's regulatory framework and current issues.
- Raise issues in a respectful way and encourage open discussion.
- Exercise judgment by raising concerns, taking an independent stand or sharing alternative ideas.
- Be aware of health system issues relevant to the role and share emerging issues.
- Support Board decisions.
- Recognize conflicts of interest and withdraw from board and committee work as appropriate.
- Participate in CDO orientation and training sessions.
- Engage in all governance evaluation activities.

Time Commitment:

- About 20-25 days per year, which includes committee participation, meetings, and preparation time.

Completing the Application

The application will take about two hours to complete and contains six sections:

1. Applicant Information
2. Self-Declaration of Eligibility
3. Conflict of Interest Questionnaire
4. Declaration of Commitment and Understanding
5. Applicant Statement
6. Board Core Competency and Attribute Framework Self-Assessment



Application forms must be submitted by email to governance@collegeofdietitians.org by February 14, 2026. Only applications completed in full and submitted by the deadline will be accepted.

Section 1: Applicant Information

Along with your application information, this section asks you to indicate if you want to be considered for [other positions](#) if you don't qualify or aren't chosen as a board director. There are many other roles that help to make sure dietetic services are safe, ethical, and high-quality.

This section also asks you to confirm that you have reviewed CDO's orientation module and completed the assessment, which takes about an hour. The orientation module serves to provide applicants with a greater understanding of:

- The College of Dietitians.
- Our board and committees.
- Our role in the healthcare system.

The orientation module is available [here](#), which includes the link to the assessment. There is no limit to the number of times you can take the assessment.

Section 2: Self-Declaration of Eligibility

This section will have you review the eligibility criteria for election to the Board as set out in [Bylaw 1, Section 3.10](#), and select all criteria that applies to you.

Section 3: Conflict of Interest Questionnaire

This section asks you to disclose whether you have any actual, potential or perceived conflict of interests that may affect your judgement, impartiality or ability to fulfill your duties to the College.

A conflict of interest occurs when a board member has one or more interests that may influence their decision making, undermining the board's credibility.



If you are unsure whether you have a conflict of interest (for example, a current affiliation with an association related to dietetics), provide as much detail as possible. We will contact you if we require additional details.

Section 4: Declaration of Commitment and Understanding

This section asks you to confirm that you understand the time and responsibilities required to serve on the Board. We ask you to:

- Declare your readiness to commit.
- Confirm support from those affected by your participation.
- Acknowledge that eligibility decisions are at the college's discretion.
- Affirm that the information you have provided is complete and accurate.

We ask for this information to understand how your availability and circumstances align with the Board's responsibilities. This helps us make sure the role supports both your success and the Board's needs.

Section 5: Applicant Statement

This section asks you to share why you want to run in the election and what makes you a qualified candidate. This is your opportunity to introduce yourself to registrants who will be voting in the election.

What you **should** include in your applicant statement:

- Reason(s) for wanting to serve on the Board.
- Commitment to public protection.
- Professional achievements and contributions.



What you **shouldn't** include in your applicant statement:

- Promoting or advocating for the self-interest of the profession.
- Criticism of other candidates.
- Promises or commitments to changing CDO's organizational structure, bylaws, regulations, practice standards, or policies.

Section 6: Board Core Competency and Attribute Framework Self-Assessment

This section asks you to identify your knowledge, skills, experience and qualities using the [Competency and Attribute Framework](#). This framework helps screen applicants and ensures the Board has the right mix of skills and attributes to make informed decisions in the public interest.

For the 2026 election, applicants will only be screened against the core competencies and attributes, which ensures that board members can:

- Understand and apply CDOs mandate.
- Effectively participate in CDO work.
- Assess and evaluate information.
- Work collaboratively.

In this section, you will review the core attributes and identify whether you meet these competencies. You will be asked to explain:

- If you meet this competency, how was it developed, and how is it being used.
- If you don't meet this competency, whether you are willing to learn.

To explain how your competencies were developed, reflect on your past achievements, experiences and challenges. You can also highlight how you are improving on the competency through projects, or training.

When determining how the competency is being used, reflect on specific and concrete examples of how it's used at work, in volunteer positions, or in your personal life to achieve positive outcomes or solve problems.



Lastly, this section will ask you to review the core attributes and identify whether you meet them.

Other Ways to Get Involved

Registrants are essential to self-regulation. The College relies on you to help develop regulations, programs, and policies that support safe, ethical, and high-quality dietetic care.

Being involved with the College also helps you grow professionally by building new skills, knowledge, and experience.

There are many ways to get involved with the College. Find out more about these opportunities below.

Committee Appointee

Committees play an important role in furthering CDO's public protection mandate. They develop and recommend policies and make decisions on registration, quality assurance, and conduct matters. Committees are composed of board directors and committee appointees.

Committee appointees are both RDs and members of the public who are not board directors. They are appointed for three-year terms and can serve a maximum of six consecutive years.

Committee appointee position summary:

- Serve on one to two committees.
- Review materials before meetings.
- Attend meetings.
- Learn and follow the legislation, terms of reference, regulations, bylaws, and policies.
- Learn and follow committee requirements, mandate, policies and rules.



- Contribute to deliberations and proceedings.
- Listen to and respect the opinions of others.
- Raise issues in a respectful way and encourage open discussion.
- Exercise judgment by raising concerns, taking an independent stand or sharing alternative ideas.
- Participate in orientation and educational activities.
- Participate in committee evaluations.

Time commitment:

Committee	Estimated Meeting Details	Estimated Prep Time
Registration Committee	<ul style="list-style-type: none"> • Five half-day, virtual meetings • One two-hour virtual meeting 	Full day
Quality Assurance Committee	<ul style="list-style-type: none"> • Three full-day virtual meetings • One half-day virtual meeting • Twelve two-hour virtual panel meetings 	½ to full day
Inquiries, Complaints & Reports Committee	<ul style="list-style-type: none"> • One full-day virtual meeting • Five two-hour virtual panel meetings (Panel 1) • Five two-hour virtual panel meetings (Panel 2) 	Full day
Discipline & Fitness to Practice Committees	<ul style="list-style-type: none"> • Meetings as needed based on hearings requirements 	Varies
Professional Practice Committee	<ul style="list-style-type: none"> • One full-day in person meeting • Four half-day virtual meetings 	½ day
Governance Committee	<ul style="list-style-type: none"> • Five, half-day virtual meetings 	½ to full day

Committee positions receives honoraria and paid expenses.



Item Writer

Item writers are subject matter experts who support the maintenance of CDO assessments by developing test questions.

Item writer position summary:

- Attend training sessions.
- Review, revise and write new assessment questions.

Time commitment:

- About 4 days

Position receives honoraria and paid expenses.

PBA Interviewer

RDs serve as interviewers for CDO's online Performance Based Assessment (PBA). The PBA is the final stage of the Prior Learning Assessment and Recognition (PLAR) process, which determines whether international applicants meet the requirements to practice in Canada.

PBA interviewer position summary:

- Attend training sessions.
- Virtually administer oral case questions to two PBA candidates.

Time commitment:

- About 2 days.

Position receives honoraria and paid expenses.



PBA Assessor

RDs serve as assessors for CDO's online Performance Based Assessment (PBA). The PBA is the final stage of the Prior Learning Assessment and Recognition (PLAR) process, which determines whether international applicants meet the requirements to practice in Canada.

PBA assessor position summary:

- Attend training sessions.
- Complete up to six assessments of PBA candidate responses in your area of practice (both written and oral).
- Discuss assessment findings with CDO.

Time commitment:

- About 3-7 days

Position receives honoraria and paid expenses.

Learning Diary Assessor

Learning diary assessors review professional development activities and practice hours to evaluate an RD's ongoing competence in a specific area of dietetic practice.

Learning diary assessor position summary:

- Attend training sessions.
- Evaluate learning diaries.
- Check that learning outcomes align with key competencies.
- Write a summary of the findings.



Time commitment:

- About 2-4 days.

Position receives honoraria and paid expenses.

Peer and Practice Assessor

Peer and practice assessors evaluate the practice, ethics and performance of RDs. This assessment is used to identify and mitigate the risk of harm in professional practice.

Peer and practice assessor position summary:

- Lead opportunities for peers to share best ways to manage risks in dietetics.
- Assess RD practices to identify risk and ensure alignment with safety standards.
- Collaborate with dietitians to create plans for reducing risks and improving the safety of their practice.
- Evaluate adherence to ethical principles, particularly related to client safety, confidentiality and informed consent.
- Promote a culture of continuous and proactive learning.
- Maintain detailed records of risk assessments and mitigation strategies.
- Report findings to the Quality Assurance Committee.

Time commitment:

- Varies.

Position receives honoraria and paid expenses.