
SCHEDULE 2 TO BY-LAW NO. 1

HIRING OF REGISTRAR AND DEPUTY REGISTRAR

1. When a need arises to hire a registrar or deputy registrar, the council shall constitute a search committee, composed of the president as chair and such other members of council as determined by council, each to have a vote. Should any member of the search committee become a candidate for the post to be filled, he/she shall immediately withdraw from search committee membership.
2. The search committee will engage a selected company which provides an 'executive search service' to assist it in all aspects of the project being undertaken. Should, for some compelling reason, the search committee deem the engagement of an 'executive search service' to be unnecessary or inadvisable, it will so recommend to council. It will reside within the exclusive jurisdiction of the council to determine if the engagement of an 'executive search service' is not required.
3. The search committee, after selecting the 'executive search service', will review with its representative(s) the position's job description and the essential criteria expected in the one ultimately to be appointed to the post.
4. (a) The position will be advertised. It will normally be expected, unless a time urgency is being experienced, that at least the following action will be taken:
 - (i) a letter to each member of the College;
 - (ii) an advertisement in the Journal of the Canadian Dental Association and in Ontario Dentist.
- (b) Where the search committee considers it appropriate, it may also advertise the position in the National Edition of the Globe & Mail.

5. The 'executive search service' will, after the deadline for receipt of applications, prepare a short list of candidates for interviewing by the search committee.
6. After the search committee has reviewed the applications from the 'short list' and has interviewed the applicants, the search committee will report to the council with its recommendation for ratification by council or otherwise.
7. Notwithstanding the previous provisions of this by-law, where the executive committee is of the view that a current employee of the College should be hired as the registrar or deputy registrar without constituting a search committee, it shall make a recommendation to council referable to the person it wishes the council to hire and, provided that the selection is agreed upon by a two-thirds vote of all of the members of council (excluding vacancies), no formal search shall be required.