

# Appendix A

## Ontario Medical Students Association

### Elections Policy

Effective date: April 2nd, 2017

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The constitution of the Ontario Medical Students Association (OMSA) stipulates that OMSA must select its Officers through an annual election period, overseen and administered by an Electoral Officer. The election shall take place during the Meeting of the Section, and therefore shall be conducted in accordance with appropriate OMA bylaws. This Policy further defines and outlines the process and logistics of election.

#### Article 1: Definitions

- 1.1 **“Active Member”** shall mean any medical student member of the Ontario Medical Association currently enrolled in an Ontario medical school.
- 1.2 **“Officer”** shall mean the President, President-Elect, VP of Advocacy, VP of Student Affairs, VP of Communications, VP of Education, VP of Operations, and VP of Finance of OMSA
- 1.3 **“Ontario medical school”** shall mean the Michael G. DeGroot School of Medicine, Northern Ontario School of Medicine, University of Ottawa Faculty of Medicine, Queen’s University School of Medicine, Schulich School of Medicine and Dentistry, or the University of Toronto Faculty of Medicine.
- 1.4 **“Medical Society”** shall mean the executive representing each OMSA subsection, the student body at each Ontario medical school
- 1.5 **“Executive”** shall mean the OMSA Officers and the two designated representatives of each Medical Society.
- 1.6 **“Subsection Representative”** shall mean the two designated representatives to OMSA decided at the discretion of each Medical Society.
- 1.7 **“General Assembly”** shall mean all OMSA members present on election day.

#### Article 2: Electoral Officer

- 2.1 The Electoral Officer must
  - 2.1.1 Be an Active Member of OMSA.
  - 2.1.2 Not be running for an Officer position in the current election.
- 2.2 The Electoral Officer (EO) shall be the President-Elect, unless the President-Elect does not meet the criteria to be the EO, in which case the President shall be EO.
  - 2.2.1 If both the President-Elect and President are not eligible to be the EO, the EO shall be appointed by a vote of the Executive.
  - 2.2.2 If there are any objections to the appointment of President-Elect or President to be the EO, the EO shall be appointed by a vote of the Executive.

- 2.3 The EO shall have final authority on issues pertaining to elections that is not addressed in this document, the OMSA constitution or the OMA bylaws, with guidance from OMSA.

### **Article 3: Nomination Timeline**

- 3.1 The date of the election shall be determined by the EO prior to January and shall be on a weekend between April 15 and May 31.
- 3.2 An announcement including the election date, process, an invitation to the election and a call for nominations and Meeting of the Section shall be communicated to Active Members at least four weeks before the date of the election.
- 3.3 The nomination period shall remain open until two weeks prior to the election.
- 3.4 If any position has no nominees two weeks prior to the election, the EO shall send out a final call for nominations for the said position(s) to all Active Members. If there are no nominees within one week of the election, the ballot for the position(s) shall remain empty and shall be treated as an unfilled position, per article 9.
- 3.5 The EO shall ensure that the list of candidates running for each position as well as platform submissions is communicated to the Executive and electoral candidates, and posted on the OMSA website at least one week before the election.

### **Article 4: Positions**

- 4.1 The Officer positions open for election are:
  - 4.1.1 President-Elect
  - 4.1.2 VP of Communications
  - 4.1.3 VP of Education
  - 4.1.4 VP of Operations
  - 4.1.5 VP of Finance
  - 4.1.6 VP of Advocacy
  - 4.1.7 VP of Student Affairs
- 4.2 The term of Officer positions, notwithstanding removal or resignation, is one year, starting from acceptance of that position during the Meeting of the Section, lasting until the following Meeting of the Section.

### **Article 5: Candidacy and Nominations**

- 5.1 Candidates must be Active Members of OMSA.
- 5.2 Candidates must self-nominate for Officer positions.
- 5.3 Candidates may run for a maximum of 2 positions unless they are running for President-Elect, in which case they may run for both that position and another Officer position.
- 5.4 The EO will ensure that there is a form on the OMSA website for candidates to fill out if they want to run for an Executive position.
- 5.5 Nominations shall include a paragraph detailing the candidate's platform that shall be no more than 250 words, and if the candidate so chooses, a photograph of the candidate.
- 5.6 The EO reserves the right to standardize candidates' 250 word platform and photo in

terms of font, font size and typographical emphasis.

- 5.7 Candidates may voluntarily withdraw their nomination at any point prior to voting and must notify the EO in writing.

## **Article 6: Campaigning and Election Day**

- 6.1 The contact information for Electorate members as well as the current Officers shall be provided to Active Members when nominations open. Prospective nominees are encouraged to reach out to these members for information. Campaigning is otherwise restricted to nomination platform, speech/video and questions towards the current Executive.
- 6.2 The order of the speeches will be President-Elect and then in random order for the remaining Officer positions.
- 6.3 Candidates for President-Elect shall present a 2 minute speech on the day of the election. If the candidate is unable to make it in person, he/she may submit a 2 minute video or audio recording or a 2 minute written speech to be read by the EO. There shall be a 2 minute period after the speech for questions from the General Assembly.
  - 6.3.1 The first question in the question period will be prioritized to the outgoing Officer of the position being elected if they indicate they have a question.
- 6.4 Candidates for other Officer positions shall present a 1.5 minute speech on the day of the election. If the candidate is unable to make it in person, he/she may submit a 1.5 minute video or audio recording or a 1.5 minute written speech to be read by the EO. There shall be a 2 minute period after the speech for questions from the General Assembly.
  - 6.4.1 The first question in the question period will be prioritized to the outgoing Officer of the position being elected if they indicate they have a question.
- 6.5 Immediately following speeches for an Officer position, representatives may briefly converse with other members of their subsection, followed immediately by a voting period for that position.

## **Article 7: Electorate and Voting**

- 7.1 The Electorate shall consist of the subsection representatives from each of the Medical Societies and the outgoing Officer for each respective Officer position.
  - 7.1.1 Each elector shall have one vote for a total of 13 votes.
  - 7.1.2 If a representative cannot attend the election, the respective subsection executive shall send an alternate representative as proxy.
  - 7.1.3 If an outgoing Officer cannot attend the election or is serving as the EO, they shall proxy their vote to another Officer.
- 7.2 In order to vote for a given position, a representative must be present for every candidate's speech and must not be running for that position.
  - 7.2.1 If a representative is running for a given position, the respective subsection executive shall select an alternate representative as proxy for that position.
  - 7.2.2 If an outgoing Officer is running for re-election, they shall proxy their vote to the EO for that given position.

- 7.3 Voting shall occur through a confidential ranked ballot system if possible, per articles under 7.3.1. If an electronic ranked system is not available, successive voting shall commence, per articles under 7.3.2.
- 7.3.1 Voting shall occur through a confidential ranked ballot system.
    - 7.3.1.1 Representatives shall submit a ballot with any number of candidates in a ranked order.
    - 7.3.1.2 Representatives may spoil their ballot.
    - 7.3.1.3 First choice votes are counted for all candidates. If one candidate receives a majority of votes, the candidate is considered the winner.
    - 7.3.1.4 If there is no majority, the candidate(s) with the fewest first choice votes shall be dropped and their ballots redistributed according to the next highest choice. The process will continue until a majority is received.
  - 7.3.2 Voting shall occur through a confidential ballot system.
    - 7.3.2.1 Each elector shall choose one of the candidates or abstain.
    - 7.3.2.2 The candidate with a simple majority of votes shall be elected after ratification by the EO.
    - 7.3.2.3 If there are three or more candidates running for a position and no simple majority is reached after voting, the candidate with the lowest number of votes shall be excluded and the Electorate shall vote again on the remaining candidates.
    - 7.3.2.4 In the event of a tie between candidates with the most or the fewest votes, each candidate shall be given an additional 2 minutes to answer additional questions from the General Assembly and the Electorate shall vote again.

## **Article 8: Election Results**

- 8.1 Vote tally results shall be verbally ratified by the EO and witnessing Officer(s), and the results subsequently communicated to Meeting participants.
- 8.2 The declared winner must verbally accept the election result in the presence of the EO.
- 8.3 Election results shall be communicated to all Active Members between two and seven days of vote ratification.

## **Article 9: Unfilled Positions**

- 9.1 In the event that a position remains or becomes unfilled, the EO shall put out a call to all Active Members advertising for applicants within two weeks after the day of elections or vacancy of a position.
- 9.2 Applicants shall be required to submit a cover letter and curriculum vitae to the EO.
- 9.3 The EO shall remove all identifying information and forward the application to the incoming Executive, who shall review each applicant.
- 9.4 Each subsection representative will have one ballot and voting will be done by a ranked ballot system, per 7.3.1 and verified by the EO.

- 9.5 Election results shall be communicated to all Active Members within one week of the voting period ending.

#### **Article 10: Appeals**

- 10.1 Any candidate for an Officer position may appeal the election results within 2 days of the election decision.
- 10.2 The appeal shall be submitted in writing to the incumbent President (outgoing President-Elect) by the candidate and shall outline the reasons for the appeal.
- 10.3 The President shall call a special meeting of the outgoing Executive to evaluate the appeal within three weeks of the acceptance of the appeal.
- 10.4 The Council will vote on whether the appeal is valid, with a majority vote required for an appeal to be approved. The appellant shall be notified of the results of the vote with an option to add a written response from the EO.
- 10.5 If the appeal is determined valid, the results of the election of that position shall be declared void and the position shall be handled as an unfilled position, as per article 9.

#### **Article 11: Sanctions**

- 11.1 Violation of these articles, including attempts to circumvent their letter or spirit, shall be reported to the EO in written format and may be anonymous.
- 11.2 The EO will relay the allegations of the sanction to the candidate and allow the candidate to challenge the sanction.
- 11.3 If the EO decides that the sanction is valid, a first sanction will be a written warning to the candidate, a second sanction will result in a public notification of sanction against the candidate to Active Members, and a third sanction will result in the termination of candidacy which shall be communicated to all Active Members.