



## Single Election Period - Policy and Procedure

Approved by the Board of Directors - October 29, 2025

### **Elections – Single Election Period and By-Elections**

#### **1. Application**

- 1.1. Applies to all elected positions of the OMA including districts, sections, fora, medical interest groups, and OMA Board of Directors (board) including the President-Elect.

#### **2. Policy**

- 2.1. The Immediate Past President shall preside over all elections. In the event the Immediate Past President is unable or unwilling to act, the OMA President shall perform the duties of the Immediate Past President under this policy and procedure. The Immediate Past President may at any time appoint a scrutineer to assist them.
- 2.2. A member may only run for and vote in elections in the constituency group in which they are a member, and in the case of a section election, a primary member. Members may only hold one executive position within a constituency group; given this restriction, members are discouraged from running for more than one executive position in an election. Any eligible member may self-nominate and vote for the board positions including President-Elect.
- 2.3. All elections, with the exception of the Medical Student and Resident sections, shall take place during the Single Election Period.
- 2.4. Unless stipulated elsewhere, all constituency positions elected during the Single Election Period are for a term of two years. Positions elected during a by-election are for the remainder of the term or until the next regularly scheduled Single Election Period, whichever is less.
- 2.5. Board directors elected during the Single Election Period are for a term of two years. Directors elected during a by-election, or appointed mid-term, are for the remainder of the term.

#### **3. Interpretation**

- a. a member shall mean a member in good standing at the time of nomination, and
- b. sending information to members means by electronic means except where otherwise stated.

#### **4. Notice of Election**

- 4.1. OMA shall send a notice to each eligible voting member outlining:
  - a. nominations period,
  - b. voting period,
  - c. election date, and
  - d. online address for information.
- 4.2. The nomination period, voting period and election date will be determined by the CEO in consultation with the Immediate Past President with the following parameters:
  - a. Nominations are open for no less than four (4) weeks,
  - b. Voting period is open for no less than two (2) weeks, and
  - c. Results are available no less than six (6) weeks before the OMA Annual General Meeting.
- 4.3. The Notice of Election will be sent by email to members who have provided the OMA with an email address. If a member has not provided the OMA with an email address, the OMA will mail the member the Notice of Election.

#### **5. Nominations**

- 5.1. All nominations must be submitted electronically.
- 5.2. A member in good standing at the time of nomination can self-nominate as a candidate for any available position for which they are eligible.
- 5.3. All candidates for the board, president-elect and constituency group chair positions must agree to a third-party social media check and transparently provide the third-party with all social media account names that the candidate uses. This check is not to evaluate a candidate's political or personal opinions being expressed on social media, but to ensure a candidate's conduct aligns with the expectations set out in the OMA's Code of Conduct and Civility, which all OMA leaders are required to adhere to.
- 5.4. For elections of positions in districts, sections, fora, and medical interest groups. the OMA will post online each nomination received once it has been validated as being compliant with this policy and OMA bylaws.
- 5.5. For the election of the board and the President-Elect, candidate names will be posted once they have been confirmed as meeting all requirements outlined in the bylaws, this policy, and the OMA Board Recruitment Policy.

#### **6. Voters' List**

- 6.1. The voters' list is fixed on the close of the nomination period.

## **7. Acclamation**

7.1. When the number of valid candidates received by the close of the nomination period for a position in an election is equal to or less than the number of persons to be elected to that position in the election, the Immediate Past President will declare those candidates to be elected to that position and the result shall be posted online.

## **8. Notice of Voting**

8.1. If an election is required for a position, the OMA shall send a “notice of voting” to each eligible voting member stating the,

- a. voting period,
- b. how the OMA will authenticate identity before voting,
- c. instructions for accessing the website and each candidate’s profile, and
- d. election date.

8.2. If a member cannot vote online, the member may request that the OMA mail them an election package containing a paper ballot and a return envelope. The notice of election must clearly list the due date for these requests.

## **9. Voting Period**

9.1. The OMA will accept votes from eligible members for a period no less than two weeks.

## **10. Posted Election Materials**

10.1. For each election for a position, the OMA shall post online:

- a. the list of candidates for the position,
- b. instructions for voting, and
- c. the candidate’s profiles.

## **11. Other OMA Communications**

11.1. From the close of nominations until the end of the voting period, the OMA will not disseminate to members by any means communications that support any candidate, such as candidate campaigns and candidate support communications. Members are not permitted to use OMA membership lists for campaigning, and no such lists will be provided during the nominations or elections periods.

11.2. Any and all concerns about a candidate’s actions during the election period, must be relayed to the OMA using official channels, through documented processes, so that they can be addressed

fairly. The OMA will not act on informal accusations or external campaigns that bypass due process.

## **12. Election**

- 12.1. In the event of a tie vote, the Immediate Past President shall, in the presence of the Chief Executive Officer, break the tie by a coin toss.

## **13. Election Method**

- 13.1. The preferred method for election is by ranked ballot, as it ensures each voter's rankings still carry weight, even if their most preferred candidates don't get elected. Each eligible voting member will rank their preferred candidates. After the end of the voting period, the Immediate Past President shall declare the candidate who received the largest number of votes in the election as having been elected to the position. Ranked balloting will be used whenever practical; however, alternative methods for election will need to be utilized for the election of board directors so that successful candidates meet the requirement set out in *the Ontario Not-for-Profit Corporations Act, 2010 (ONCA)* that all directors be elected through ordinary resolution (50%+1). The election method will be communicated to the membership.
- 13.2. Should a candidate withdraw from an election or be deemed ineligible to run for election during the voting period, the OMA will remove their name from the online ballot. Members who voted for the candidate will not be allowed to recast their vote.
- 13.3. If a candidate is elected to more than one position within the same constituency group, they must submit their preferred role in writing. The candidate will be appointed to that chosen role and removed from consideration for the others. For any remaining positions, the Immediate Past President will declare the candidate who received the next highest number of votes in each respective race as elected.
- 13.4. If a director is elected with less than 50 per cent of the votes cast, those specific results will be ratified by the membership at the Annual General Meeting to ensure compliance with *the ONCA* while respecting the outcome of the elections.

## **14. Election Results**

- 14.1. The OMA will post the name of the winner of each election on the member side of the OMA website and the number of,
  - a. eligible voters,
  - b. participating voters,
  - c. spoiled ballots,
  - d. number of electronic votes cast, and
  - e. number of mail votes cast.

14.2. The OMA will make the vote counts for elected positions available to members upon request.

## **15. By-Elections**

15.1. The board and constituency groups normally seek to fill vacant positions during the Single Election Period. If constituency executive position(s) or board position(s) are empty or vacant after the end of the OMA Single Election Period, the constituency can request the OMA hold a by-election for specific vacant or empty position(s). A by-election shall be held 6 weeks after receiving notice, unless the request is for a specific date that is longer than 6 weeks of the receipt of the request. The Immediate Past President shall preside over all by-elections. In the event the Immediate Past President is unable or unwilling to act, the OMA President shall perform the duties of the Immediate Past President under this Procedure. The Immediate Past President may at any time appoint a scrutineer to assist them.

## **16. Election Audit and Recount Process**

16.1. To ensure the accuracy and integrity of elections, the electronic voting system automatically runs multiple verification checks and recounts before the results are finalized. These internal audits are completed as part of the standard process, and results are only published once accuracy has been confirmed.

16.2. If a candidate has concerns about the outcome of an election, they may submit a written request for a review within 20 days of the election date. The Immediate Past President will review the system audit reports to confirm the results.

16.3. Manual recounts are limited solely to paper ballots received during the election. In these rare cases, the Immediate Past President will oversee the manual recount process.

## **17. Ballots**

17.1. All ballots shall be destroyed 45 days after the election.