

## OMA Section of Medical Students Election Procedure (the "Procedure")

**1. OMA Section of Medical Students Elections:** OMA Section of Medical Students ("**Section**") election of officers and Council delegates ("**positions**") is conducted in accordance with this Procedure. The Chair of the OMA Board of Directors ("**Chair**") shall preside over the Section elections. In the event the Chair is unable to act, the President-Elect of the OMA shall perform the duties of the Chair under this Procedure. The Chair may at any time appoint a scrutineer to assist him or her.

Only primary members of the Section may run for and vote in the elections. All section members are permitted to vote for the officer positions of the Section (ie. Section Chair, Secretary, and Treasurer). In addition to the delegate position for Section chair, the Section has allocated one council delegate position to each medical school in Ontario. Each member is only eligible to vote in the election of the council delegate from the medical school the member attends. Furthermore, a candidate for a delegate position can only run in the election for the delegate position of the medical school he/she attends. A member may run for no more than one officer position and one delegate position in an election. For clarity, a member may run in more than one election e.g. a member may run for the Secretary and a delegate position. However, a member may not run for both the Chair and Secretary offices or for two delegate positions in an election.

**2. Interpretation:** In this Procedure, all references to,

- a. a member shall mean a member of the Section in good standing as of the date of the reference,
- b. dates shall mean by 5:00 p.m. Eastern Time on that date, unless a different time is set.
- c. sending information to members means by electronic means except where this Procedure states otherwise.

**3. 2018 Elections:** The timelines set out in this Procedure shall not apply to the elections that will occur in the fall of 2018. Such timelines shall be set out in Appendix "A".

**4. Election Date:** The Chair shall determine the "**Election Date**" after consultation with the Chair of the Section.

**5. Notice of Election:** A "**Notice of Election**" shall be sent by e-mail or mail by the OMA at least **seven weeks** prior to the **Election Date** to each primary Section Member in good standing on the date of mailing.

The **Notice of Election** shall state the,

- 1) **Election Date,**
- 2) **positions** up for election,
- 3) date and time of the **Close of Nominations,**
- 4) procedure for members to be named as candidates on the ballot (i.e. as set out in 6 and 7 below),  
and
- 5) date for receipt of the **Candidate Statement,**
- 6) **Voting Period**

and enclose a **Nomination Form**.

The Notice of Election will be sent by e-mail to members who have provided the OMA with an e-mail address. If a member has not provided the OMA with an e-mail address, the OMA will mail the member the Notice of Election.

## **6. Nominations**

The OMA will accept nominations for candidates up to the date **three weeks** prior to the **Election Date** ("**Close of Nominations**").

The OMA will post on-line each nomination received once it has been validated as being compliant with this Procedure and OMA by-laws.

Any Primary Member of the Section who wishes to be a candidate for a position in an election may submit to the OMA a completed **Nomination Form** signed by the member and by at least three other Primary Members of the Section who wish to nominate the candidate by the **Close of Nominations**.

**7. Voters' List:** The **Voters' List** is fixed at the close of the Nomination Period.

**8. Acclamation:** When the number of valid nominations received by the end of the Nominations 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 Chair will declare those candidates to be elected to positions and the result shall be posted in accordance with section 15.

## **9. Candidate's Statement**

When an election is required for a **position**, each candidate may submit a **Candidate's Statement**. This statement may include,

- a. written text, and
- b. a photograph of the candidate.

**Candidates' Statements** shall not reference the nominations of the Section Nominating Committee.

**10. Notice of Voting:** If an election is required for a **position**, the OMA shall send on start of the Voting Period a "**Notice of Voting**" to each member of the Section stating the,

- a. **Voting Period**,
- b. member's authentication method,
- c. instructions for accessing the website and each **Candidate's Statement**, and
- d. **Election Date**.

If a member of the Section cannot vote on-line, the member may request up until 3 days after the Notice of Voting has been sent that the OMA mail them an election package containing a paper ballot and a return envelope.

**11. Voting Period:** The OMA will accept votes from members of the Section during the Voting Period until the Election Date at 2:00 p.m.

**12. Posted Election Materials:** For each election for a **position**, the OMA shall post on-line,

- a. the list of candidates for the **position**, which shall indicate if a candidate is the incumbent,
- b. instructions for voting, and
- c. the **Candidate's Statements**.

Should a candidate drop out of an election during the **Voting Period**, the OMA will remove their name from the on-line ballot. Members who voted for the candidate will not be allowed to recast their vote.

**13. Other OMA Communications:** From the close of the Nomination Period until the end of the **Voting Period**, the OMA will not disseminate to members of the Section by any means communications that support any candidate, such as candidate campaigns and candidate support communications.

Any question concerning whether a communication satisfies this restriction shall be referred to the Chair of the Members Communication Public Affairs Advisory Committee for decision.

**14. Election:** In the event of a tie vote, the Chair shall, in the presence of the Chief Executive Officer, break the tie by a coin toss.

#### **Election of Officers and Directors**

After the end of the **Voting Period**, the Chair shall declare the candidate who received the largest number of votes in the election as having been elected to the **position**.

#### **Election of Delegates and Alternate Delegates**

After the end of the **Voting Period**, the Chair shall rank the candidates in order of the number of votes they received. The Chair shall declare elected the number of delegates to be elected in the election from the top of the list. The Chair shall then declare elected the number of alternate delegates to be elected in the election proceeding down the list.

The alternate delegates shall be ranked in accordance with the number of votes they received. Should one of the delegates not be able to attend a Council meeting, the OMA shall offer the opportunity to attend to the alternate delegate who received the highest number of votes. Should that alternate delegate not be able to attend, the OMA shall then offer the opportunity to attend to the alternate delegate who received the next highest number of votes. The OMA shall repeat this process until an alternate delegate is found to replace the delegate at that Council meeting.

**15. Election Results:** The OMA will post the name of the winner of each election on the member side of the OMA website and the number of,

1. eligible voters,
2. participating voters,
3. spoiled ballots,
4. number of electronic votes cast and
5. number of mail votes cast
6. the vote counts for elected positions

**16. Candidate-Requested Recount:** Any candidate may request a recount of the ballots within **20 days** after the Election Date by delivering to the OMA:

- 1) a written request for a recount, and
- 2) a \$200 deposit.

The Chair of the Board shall conduct the recount within **15 days** after the date of delivery of the request and deposit. If the recount changes the result of an election, the deposit shall be returned to the candidate. The recount shall be presided over by the Chair of the Board.

### **17. Ballots**

All ballots shall be destroyed 45 days after the election.

### **OMA Board**

Approved: July 31, 1992  
Amended: July 24, 2002  
Amended: March 24-25, 2010  
Approved: October 13-14, 2010  
Approved: September 18-19, 2013  
Amended: September 17, 2015  
Amended: February 4, 2016  
Amended: September 15, 2016  
Amended: November 9, 2016  
Amended: September 12, 2018  
Amended: December 12, 2018

**APPENDIX "A"**  
**TIMELINES FOR THE 2018 ELECTION OF DELEGATES AND OFFICERS**

For the election of delegates and officers that will take place in the fall of 2018, the timelines shall be as follows:

- **Election Date** – October 17, 2018
- **Nominations** commence – September 14, 2018
- **Close of Nominations**- September 28, 2018
- Last day to receive **Candidate Statement** - October 1, 2018
- **Voting Period** – October 3, 2018- October 17, 2018