1) Applicants for membership
The following provisions shall apply pursuant to Section 5.1 of the Bylaws:

1.1 All applications and supporting documents must be provided in either French or English.

1.2 All applicants shall expressly declare their pledge of membership as provided in the bylaws.

1.3 Upon membership renewal, all applicants shall be required to notify the Association if any of the conditions pertaining to the grant of membership have changed.

2) Membership fees
The following provisions shall apply pursuant to Section 3 of the Bylaws:

2.1 With the consent of a division, the Association may collect membership fees directly from members, and notice by the Association to the division of such collection shall fulfill the requirement in Section 3.1(c). In such cases, the Association will request from the member confirmation of the member’s status in the division.

The following provisions shall apply pursuant to Section 5 of the Bylaws:

<table>
<thead>
<tr>
<th>Membership Categories approved by CMA General Council</th>
<th>Applicable Association Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full member (formerly named ordinary)</td>
<td>100% of full membership dues</td>
</tr>
<tr>
<td>Retired</td>
<td>35% of full membership dues</td>
</tr>
<tr>
<td>Medical Residents</td>
<td>10% of full membership dues</td>
</tr>
<tr>
<td>Medical Students</td>
<td>$12.00</td>
</tr>
</tbody>
</table>
### CMA Operating Rules and Procedures 2017

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Membership Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members at large (domestic &amp; foreign)*</td>
<td>100% of full membership dues</td>
</tr>
<tr>
<td>Retired members at large (domestic &amp; foreign)</td>
<td>35% of full membership dues</td>
</tr>
<tr>
<td>Medical residents at large (domestic &amp; foreign)</td>
<td>10% of full membership dues</td>
</tr>
<tr>
<td>Medical students at large (domestic &amp; foreign)</td>
<td>$12.00</td>
</tr>
<tr>
<td>CMA Associate</td>
<td>- 50% - first year in practice**&lt;br&gt;- 50% - divisionally-defined complimentary working full-time**&lt;br&gt;- 50% - part-time*&lt;br&gt;- 0% -- Retired, minimum 35 years CMA membership**&lt;br&gt;- 0% -- divisionally-defined complimentary “grandfathered” (prior to 2005)&lt;br&gt;- 0% - 50%: case-by-case: Individual assessment</td>
</tr>
<tr>
<td>CMA Honorary***</td>
<td>Free</td>
</tr>
</tbody>
</table>

**Legend:**
- *Since 2008, fees for residents, students and retired members-at-large mirror the overall membership framework.**
- **Implemented in 2006**
- ***Merger of the former CMA Senior member and CMA Honorary membership categories**
- ++ As per 1994 GC resolution
- +++ Implemented in 2016

### 3) Termination or suspension for ceasing to meet the conditions of membership

The following provisions shall apply pursuant to Section 8.1 of the Bylaws:

3.1 If the Board of Directors resolves to terminate or suspend a member for ceasing to meet the conditions for membership described in Chapter 5 of the Bylaws, the Chair of the Board shall notify the member in writing at least 30 days before the effective date of the termination or suspension of membership. Such notice shall include the following information:

(a) the effective date of the termination or suspension;
(b) the duration of the suspension if applicable;
(c) detailed reasons for the intended termination or suspension;
(d) a statement that the member will be given the opportunity to make written submissions in response to the reasons given and the date by which such written submission must be received in order to be considered;
(e) the contact information of the designated person to whom written submissions should be addressed.

3.2 In the case of a suspension, the maximum number of days a member may be suspended is 364. If the reasons for the suspension have not been resolved to the satisfaction of the Chair of the Board, then the board of directors may resolve to terminate the membership and the procedure set forth pursuant to Rule 2.1 shall apply.

3.3 If the member does not provide written submissions to the designated person referred to in the notice on or before the date specified in the notice, then the termination or suspension shall be effective on the date set out in the notice.

3.4 If the member provides written submissions to the designated person on or before the date specified in the notice then the following procedure shall apply:
(a) The Board of Directors shall consider the submissions made by the member;
(b) The Chair of the Board may extend the effective date of the termination or suspension if necessary to allow time to consider the submissions, such extension of time to be communicated to the member in writing;
(c) The Board of Directors shall make a final determination about the proposed termination or suspension before the effective date of termination or suspension;
(d) Such decision shall be contained in a notice in writing to the member before the effective date of the termination or suspension and shall be signed by the Chair of the Board.

4) Termination of membership for nonpayment of annual fees

The following provisions shall apply pursuant to Section 8.3 of the Bylaws:

4.1 The applicable Association annual fee is due on January 1 for the current Membership Year.
4.2 Based on reports received from Divisions, the Chief Executive Officer will review the membership list, and will work with Divisions to verify whether payment has been received;
4.3 When the Chief Executive Officer is satisfied that a member’s applicable Association annual fee has not been paid, the member’s membership will be terminated and the member will be notified in writing of such termination.
4.4 A member whose membership has been terminated for nonpayment of the annual fee may be reinstated by submitting the full applicable Association annual fee.

5) Annual meeting

The following provisions shall apply pursuant to Section 9.2 of the Bylaws:

5.1 The local arrangements for the Annual Meeting shall be the responsibility of and under the direction of the Board of Directors of the Association.
5.2 Any other individual may attend the business and ceremonial sessions as a guest of the President or the Chair of the Board of Directors, as decided in consultation with the Chief Executive Officer.

6) Election or appointment of Delegates to General Council

The following provisions shall apply pursuant to Section 10.2.2 of the Bylaws:

6.1 In electing or appointing an additional delegate to General Council to represent the Territory of Nunavut, the Ontario Medical Association shall give consideration to the clinical or other working experience of the candidates, and shall elect or appoint an individual who is working in the Territory of Nunavut at the time of appointment as a delegate. In the event no candidate meets the criteria, the Ontario Medical Association shall not appoint a delegate to represent the Territory of Nunavut.

7) Observers to General Council

The following provisions shall apply pursuant to Section 10.3.4 of the Bylaws:

7.1 Observers to General Council may be:

(a) any member of the Association;
(b) nonmedical personnel of the divisions, the Association, Affiliated or Associated Societies, and representatives of the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada; (c) any other individual invited by the Chief Executive Officer, the President or the Chair of the Board of Directors.
7.2 Observers may attend open meetings of General Council. Member observers may address the participants at microphones designated for this purpose. Non-member observers may address General Council only with the permission of the Speaker.

7.3 Notwithstanding 7.2, past officers of the Association who attend as observers may address General Council in the same manner as delegates. However, observers are not entitled to vote.

8) Divisional entitlement

The following provisions shall apply pursuant to Section 11.2 of the Bylaws:

8.1 In the case of divisional directors, divisional entitlement shall be calculated using honorary members who were granted honorary status after 2005 and all fee-paying members. Notwithstanding the foregoing, while the Board of Directors’ composition is temporarily frozen (until at least 2019), a reduction in divisional membership will not result in a loss of divisional directors.

8.2 Prior to 30 days before the Annual Meeting, the affected division shall notify the Chief Executive Officer of the name(s) of the director(s) whose term(s) shall end at the Annual Meeting.

8.3 Should the affected division not act under section 11.2.2 the Board of Directors shall meet and the directors who are not from the affected division shall decide which director(s) term(s) shall end.

8.4 The Chief Executive Officer shall notify the director(s) selected.

9) Removal of Directors, Officers, and Appointees

The following provisions shall apply pursuant to Section 11.5 of the Bylaws:

9.1 If there is a complaint under CMA’s Respectful Workplace Policy against a director, officer or other appointee, the Chair of the Human Resources and Compensation Committee or his or her designated alternate shall initiate the Investigation Process set out in CMA’s Respectful Workplace Policy.

9.2 If there is a complaint under the Board Code of Conduct against a director or officer, the Chair of the Board shall initiate the procedures set out in the Board Code of Conduct.

9.3 If the Board of Directors resolves to remove a director, officer or other appointee from the individual’s position or appointment for a reason not related to CMA’s Respectful Workplace Policy or the Board Code of Conduct, the Chair of the Board shall initiate the following procedure, which, for greater clarity, is the procedure set out in the Board Code of Conduct:

(a) Notice: The director, officer or appointee will be given notice of the complaint or allegation against him or her, including the name of the complainant and other reasonable factual details to allow the individual to understand the basis and substance of the complaint. He or she will also be advised that the complaint may lead to a decision by the Board of Directors that affects the person’s status as a director, officer or appointee.

(b) Response: A director, officer or appointee will be given a reasonable opportunity, ordinarily to a maximum of five business days, to provide a written response to the allegations. In exceptional circumstances, the Board Chair retains the discretion to lengthen the time for a response.

(c) Board Evaluation: The Board of Directors will consider the written submissions of the director, officer or appointee whose conduct is being reviewed and render its decision in writing as soon as practicable. The person whose conduct is being reviewed shall not participate in the Board meeting called to consider the complaint.
(d) Remedies: The Board will consider each complaint on its merits and have full discretion to dispose of complaints as it sees fit. The Board may determine, where there are sufficient grounds, that the appropriate remedy is removal of a director, officer or appointee in accordance with the procedures set out in the by-laws and Operating Rules. Such decision shall be contained in a notice in writing to the director, officer or appointee before the effective date of the removal from office and shall be signed by the Chair of the Board.

10) Terms of Office and vacancies

The following provisions shall apply pursuant to Sections 11.4 and 11.6 of the Bylaws:

10.1 If an incumbent resigns or is removed from a seat on the Board of Directors effective as of the end of the next Annual Meeting, the seat is not considered vacant and the Board of Directors cannot appoint a replacement. The seat shall be filled according to the ordinary nominations and elections process for the Board of Directors, and the term of office for the newly elected individual shall be as set out in Section 11.4.1 of the Bylaws. For election of divisional directors, the call to divisions will stipulate candidates who are willing to hold office for two consecutive terms.

11) Nominations for election to the Committee on Nominations

The following provisions shall apply pursuant to Section 12.1 of the Bylaws:

11.1 Nominations for the Committee on Nominations:
(a) shall for the divisional member, be submitted by each division or by 50 members of the division;
(b) shall for the affiliate society member, be submitted by the Board of Directors after consultation with affiliate societies or by 50 members of any affiliate society;
(c) shall for the student member, be submitted by the Board of Directors after consultation with affiliate medical student societies or by 50 student members; and
(d) shall for the resident member, be submitted by the Board of Directors after consultation with affiliate societies of residents or by 50 resident members.

11.2 If there is more than one nomination for any position, a ballot shall then be taken for that position.

12) Nomination procedures for positions elected by General Council via the Report of the Committee on Nominations

The following provisions shall apply pursuant to Section 12.3.5 of the Bylaws:

12.1 Each nomination for positions elected by General Council:
(a) shall be submitted in writing to the Chief Executive Officer;
(b) shall be accompanied by a curriculum vitae;
(c) shall contain full name and address;
(d) shall be received 90 days prior to the first day of the Annual Meeting of members;
(e) shall be referred by the Chief Executive Officer to the Committee on Nominations;
(f) shall, together with the curriculum vitae, be transmitted to all delegates of General Council; and
(g) may be changed up to the time of the election at General Council by the request of the nominator and with the agreement of the Presidents of 7 divisions and the President of the Association.

13) Nominations for Student and Resident members of the Committee on Ethics

The following provisions shall apply pursuant to Section 12.3.2 of the Bylaws:
13.1 Nominations for the student member of the Committee on Ethics shall be submitted by the Board of Directors after consultation with affiliate medical student societies or by 50 student members.

13.2 Nominations for the resident member of the Committee on Ethics shall be submitted by the Board of Directors after consultation with affiliate societies of residents or by 50 resident members.

14) Nomination for the position of President-Elect

The following provisions shall apply pursuant to Section 12.3.4 of the Bylaws:

14.1 Any division may submit 1 nomination for the office of President-Elect, except that in the event of a tie during a divisional election, the division may submit more than 1 nominee.

14.2 A nominee must be selected through an election process open to all Association members in that division and according to a process established by the Board of Directors of the Association.

15) Voting at meetings of the Association

The following provisions shall apply pursuant to Chapter 18 of the Bylaws:

15.1 Except as otherwise provided in the Bylaws including the rules of order referenced in section 18.1, these Operating Rules and Procedures, or the Speaker’s rules and guidelines for General Council, questions shall be decided by a simple majority of the votes cast. In the case of an election, if more than 2 candidates are on the ballot and no candidate receives more than 50% of the votes cast, the candidate receiving the lowest number of votes is retired from the ballot and another vote is taken involving the remaining candidates. This process is repeated until one candidate obtains the majority of votes cast.

(a) Tie Vote Procedure (3 or more candidates)

In an election where more than 2 candidates are on the main ballot, in the event there is a tie for the lowest number of votes and no candidate receives more than 50% of the votes cast, a vote will be taken between only the tied candidates (a “Tie Breaker”). In a Tie Breaker, the candidate receiving the lower number of votes is retired from the main ballot and the candidate receiving the higher number of votes is included on the main ballot for a revote between all remaining candidates. If the Tie Breaker results in a tie, the names of the Tie Breaker candidates shall be entered into a random draw to be made by the Chair of the meeting. In that event, the name drawn by the Chair is included on the main ballot for a revote between all remaining candidates, and the other Tie Breaker candidates are retired from the main ballot.

(b) Tie Vote Procedure (2 candidates)

In an election between only 2 candidates, if there is a tie, a second vote will be taken and the candidate receiving more than 50% is the successful candidate. In the event of a tie on the second vote, the names of the candidates shall be entered into a random draw to be made by the Chair of the meeting. In that event, the name drawn by the Chair is the successful candidate.

15.2 Unless a poll is demanded, a declaration by the chair of the meeting as to whether or not the question or motion has been carried shall be evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the motion or for any candidate. On the request of any person eligible to vote, the Chair shall announce the exact count of the poll.

15.3 With the consent of the members at a meeting of the Board of Directors or a Committee, questions may be decided on the basis of consensus without voting.

16) Vacancy in the office of President-Elect

The following provisions shall apply pursuant to Section 13.3.1 of the Bylaws:
16.1 In the event that the office of President-Elect becomes vacant at any time prior to 90 days before the Annual Meeting of members, the following procedure shall be implemented:

(a) As soon as the vacancy becomes known, the Chief Executive Officer:
   (I) shall notify divisions, delegates to the preceding General Council and all other members of the Association that the office is vacant; and
   (II) shall issue a call for nominations.
(b) Nominations for the office of President-Elect shall be submitted in writing to the Chief Executive Officer by any division or any 50 members of the Association within 30 days of the issue of the call for nominations.
(c) The Committee on Nominations shall convene a meeting by teleconference to consider the nominations and to make its recommendation.
(d) Members of the preceding General Council will be advised of the Committee on Nominations’ recommendation and be invited to submit other nominations for the office. Such nominations must be received by the Committee on Nominations within 15 days from the date of mailing the call for additional nominations.
(e) In the event that there is more than one nomination for the position, each member of the preceding General Council shall be sent a ballot containing all nominations.
(f) Ballots shall be returned to the Chief Executive Officer of the Association within 21 days of mailing.
(g) The Chief Executive Officer shall count the ballots.
(h) The Chair of the Board of Directors shall declare the person receiving the most votes elected.

16.2 In the event that the office of President-Elect becomes vacant during the 90 days before the Annual Meeting of members, the following procedure shall be implemented:

(a) As soon as the vacancy becomes known, the Chief Executive Officer:
   (I) shall notify divisions, delegates to the preceding General Council and members of the Association that the office is vacant; and
   (II) shall issue a call for nominations.
(b) Nominations for the office of President, for the Association year immediately following the Annual Meeting of members, shall be submitted in writing to the Chief Executive Officer by any division or any 50 members of the Association.
(c) Nominations shall be eligible for consideration by the Committee on Nominations if they are received by 5 pm, local time, on the day preceding General Council.
(d) The Committee on Nominations shall consider the nominations and shall submit one or more nominations to General Council. In the event that no eligible nominations for the position are received, the committee may select a nominee.
(e) If the office becomes vacant after 5 pm, local time, on the day preceding General Council and before the adjournment of General Council, the Committee on Nominations shall select one or more nominees for submission to General Council.
(f) The election shall follow the procedures outlined in Section 13.1 of the Bylaws.