CMA NOMINATION AND ELECTION PROCEDURES

Overview

In an effort to increase transparency and accountability, you will find throughout these reports the guidelines and procedures set out for an effective General Council. This information is also posted on cma.ca/gc.

CMA will respect its Bylaws and Operating Rules & Procedures in all elections and will ensure a fair, transparent, effective and expeditious process.

Election procedures that are not explicitly defined in the bylaws or operating rules and procedures will be governed by the rules of order (i.e., nominations from the floor).

The Committee on Nominations Chair will refer to these procedures during the elections.

Call for nominations

- CMA sends a call for nominations for elected positions to all members, provincial and territorial medical associations and affiliate organizations at the end of January; the deadline for response is in May. The Committee on Nominations reviews the nominees and presents its recommendations in its report to General Council.

- Nominee CVs put forward by the Committee on Nominations are distributed in its report; any outstanding CV will be distributed electronically as soon as possible as set out in these procedures.

- CMA will not distribute any election material, other than the curriculum vitae (CV), on behalf of any nominee for any office.

- A delegate list will be provided at the time of registration; contact information for delegates is not provided, consistent with CMA’s privacy policy.

CMA media services

- CMA’s news conference room is for the exclusive use of the CMA president or designates.

- Interviews and scrums can be held on-site at General Council, with the exception of chambers and the news conference room.

- CMA will not produce nor distribute any material directly to the media on behalf of any organization or nominee; a nominee’s biography, news releases and other material can be placed in the media room.

- Nominees or their representatives will not have access to CMA computers, printing services, phones, fax machines or other communication services for purposes related to the elections.

- Nominees have access to the reporters’ room solely at the invitation of registered media.

- While CMA staff will not facilitate media requests for nominees, they will provide reporters with contact information for either the nominee or his/her representative.
Day 1 of General Council

- During the opening remarks on the first day of General Council, the speaker will note that any additional nominations for the position of president-elect must be submitted to the speaker or the deputy speaker through the Resolutions Committee by the end of that day’s session (nomination forms are available at the Resolutions Committee table). Each nomination will contain the full name and address of the nominee and the names and signatures of the five delegates making the nomination; the nomination must be accompanied by a CV.

- The speaker will also encourage delegates to notify the Resolutions Committee if they are planning to be nominated from the floor of General Council for any other elected positions; only those individuals who notify the committee of their intention to run for an elected position by the end of the first day’s session will have their CV distributed electronically.

- Delegates will be notified before the end of Day 1 if any additional nominations for the position of president-elect have come forward and CVs will be distributed electronically as soon as possible.

Day 2 of General Council

- At the start of the second day of General Council, the speaker will remind delegates that elections will begin promptly at 11 am. In accordance with section 13.4 (c) of the CMA Bylaws, the immediate past president will preside over the elections at General Council.

- Prior to the elections, the Committee on Nominations Chair will refer delegates to the nominations and election procedures outlined in the Committee on Nominations Report to General Council.

- Electronic voting will be employed; should any delegate ask that paper ballots be utilized, the Chair will call for a vote to select the preferred method.

- If paper ballots are chosen, the Chair will ask delegates to appoint scrutineers who will distribute and collect the paper ballots; the scrutineers will also count the ballots and one of the scrutineers will bring forward the result to the Chair. The Chair will then announce the successful candidate.

Elections

- The Chair will read the name(s) of the nominee(s) selected by the Committee on Nominations and will ask if there are further nominations for each position.

- If no additional nominations are received and there is only one nominee per position, the Chair will then declare the nominee (or slate of nominees where more than one position is available) duly elected.

- If any additional nominations are received, the Chair will identify the nominee(s). Note: nominations from the floor of General Council comprise those not included in the Committee on Nominations Report and must be made by a delegate present at the time of the elections or by self-nomination.

- In the event of a vote, i.e., more than one nominee for a particular position, the Chair will invite each candidate (in alphabetical order), or their designate, to address delegates for two minutes.

- In the case of an electronic ballot, a member of the Resolutions Committee will receive the vote and bring it to the Chair.

- The election results will not be projected and the tally of votes for each nominee will not be revealed unless otherwise requested by any delegate as set out in the Operating Rules and Procedures.

- The Chair will announce the successful nominee(s).

- At the end of the elections, the Chair will entertain a motion to destroy all ballots.

- All terms will commence immediately following the annual meeting.
Nomination and election process for Audit and Finance Committee*

*Pending General Council approval of a combined Audit and Finance Committee reporting to the CMA Board of Directors

**Call for nominations process**

The following information about the Audit Committee’s reporting structure and membership was communicated to the provincial and territorial medical associations (PTMAs) in the January 2015 call for nominations:

- A review of best practices had resulted in a Governance Committee recommendation that the Audit Committee should report directly to the Board of Directors and that it be reconstituted as an Audit and Finance Committee, with some members appointed by the Board and two members elected by General Council. The Board supported the recommendation and proposed changes. [Note: The Audit Committee also supported these changes.]

- These changes require bylaw amendments and as such will be brought forward to General Council in August 2015 for consideration (see 2015 Reports to General Council). A request to share this information with nominees was also included in the correspondence.

**Elections at General Council**

- General Council is expected to vote on a Board business motion on Monday morning to combine the Audit and Finance committees and change reporting to the Board of Directors, and then vote on related bylaw amendments later that morning. [Note: Bylaw amendments include a proposal to have the honorary treasurer chair the new committee.]

- If the changes are approved by General Council, nominees will be informed on Monday afternoon that there will be an election on Tuesday for the two member-at-large positions on the committee (i.e., if there is more than one nominee for a particular position, the Chair will invite each candidate [in alphabetical order], or their designate, to address delegates for two minutes during the elections on Tuesday).

- If the changes are not approved, delegates will be asked to elect the Chair and slate of members for the Audit Committee during the elections on Tuesday.

- Note: Bylaw changes must be ratified at the CMA Annual General Meeting (AGM) on Wednesday; should the bylaw changes be rejected at the AGM, the Appointments and Review Committee (ARC) will then make recommendations to the Board to appoint the Audit Committee (from the slate of nominees), as per bylaws 11.6.1 (e) and 11.6.2.

**After General Council**

- If the changes to combine the Audit and Finance committees are approved by General Council, the remaining positions on the committee will be filled (four CMA directors, the honorary treasurer and one individual with expertise in accounting or financial management who may or may not be an Association member).

- The CMA Board will appoint the four directors and honorary treasurer to the committee at its first meeting following General Council.

- ARC will also make a recommendation to the Board to appoint the individual with expertise in accounting or financial management this fall.

- The Governance Committee and/or ARC will draft terms of reference for the newly constituted committee for review by the Board this fall.
Chapter 12. Nominations

12.1 Committee on Nominations

12.1.1 General Council shall annually elect the members of the Committee on Nominations, which shall be comprised of 1 member from each division, 1 member representing the affiliate societies, 1 resident member, 1 student member and the Immediate Past President of the Association who shall chair the Committee on Nominations. The process and rules for making nominations for election to the Committee on Nominations shall be contained in the Association’s Operating Rules and Procedures. The Committee on Nominations shall meet at the request of the Board of Directors. A quorum at any meeting of the committee shall be 10.

12.2 Eligibility for Nomination

12.2.1 Only members of the Association who are, unless otherwise stated, members of the medical profession shall be eligible for nomination.

12.2.2 Only members of the Association who have been members for 5 consecutive years preceding their nomination shall be eligible for nomination to the positions of President-Elect, Speaker and Deputy Speaker.

12.3 Nominations Rules and Process

12.3.1 Any division or 50 members of the Association may submit nominations for the offices of Speaker and Deputy Speaker of the General Council, Chair of the Committee on Ethics, Chair of the Audit Committee and members of the Committees on Ethics, Audit, Nominations, Governance, and Appointments and Review.

12.3.2 Nominations for the student member and resident member of the Committee on Ethics shall be carried out in accordance with the Association’s Operating Rules and Procedures.

12.3.3 The process and rules respecting nominations for divisional directors, student directors and resident directors shall be in accordance with Section 11.3 of these bylaws.

12.3.4 The following may submit a nomination for the Office of President-Elect, which shall be carried out in accordance with the Association’s Operating Rules and Procedures:

(a) any division;
(b) any 50 members of the Association; and
(c) any 5 delegates provided that such nomination is presented to General Council in session on the first day of General Council.

12.3.5 The general process applying to nominations shall be set forth in the Association’s Operating Rules and Procedures.

12.4 Responsibilities of the Committee on Nominations

12.4.1 The primary task of the Committee on Nominations shall be to recruit and secure strong balanced leadership for the Association. In particular, the duties of the Committee on Nominations shall be as follows:

(a) to issue a call to all members, divisions and affiliate societies by January 31 for nominations for the following elected positions in the Association: President-Elect, Speaker and Deputy Speaker of General Council, directors, the Chair of the Committee on Ethics, the Chair of the Audit Committee, all members of the Committees on Audit, Ethics, and Nominations.
The call for nominations shall also include, subject to vacancies arising; up to 2 members of
the Governance Committee and 1 member of the Appointments and Review Committee.
Only nominations received prior to the 90-day cut-off period or made by the Committee on
Nominations as in 12.4.1(e), shall be eligible for presentation to General Council by the
Committee on Nominations;

(b) to interact with divisions and affiliates to seek and encourage nominations that reflect the
diversity and demography of the physician population, specifically with a sensitivity to age,
gender, and cultural and regional balance;

c) to establish and maintain a process to enable nominees to indicate their eligibility and
commitment;

(d) to establish a process to ensure that all nominees for the position of director understand and
agree to commit to the responsibilities of the office;

e) to select nominations only from those placed before it through the process referred to in
these bylaws or in the Association’s Operating Rules and Procedures. In the event that no
eligible nominations for any position are placed before it, the committee may select a
nominee of its choice;

(f) to submit, at its discretion more than 1 nomination for any position to General Council; and

g) in carrying out the above duties to ensure that the Association’s requirements concerning
eligibility for nomination set forth in Section 12.2 and the rules and procedures for
nomination contained in the Association’s Operating Rules and Procedures are followed.

12.4.2 The report of the Committee on Nominations shall be provided to each delegate to General
Council at least 15 days before the meeting of General Council and shall be presented to General
Council. Any additional nominations received by the Committee in accordance with these bylaws
and the Operating Rules and Procedures shall then be presented to General Council.

12.4.3 When the report of the Committee on Nominations has been received by the General Council in
session, except in the case of nominations under 12.3.4, other nominations may be proposed from
the floor.

Election excerpts from the CMA Operating Rules and Procedures

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

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

11.1 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.
12) 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:

12.1 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.

12.2 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.

13) Nomination for the position of President-Elect

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

13.1 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.

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

14) Voting at meetings of the Association

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

14.1 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.

14.2 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.

14.3 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.