



## Single Election Period - Policy and Procedure

Approved by the Board of Directors – September 14, 2022

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

#### Application

Applies to all elected positions of the OMA including Districts, Sections, Fora, Medical Interest Groups, and Board of Directors including the President-Elect.

#### Policy

The Immediate Past President shall preside over all elections. In the event the Immediate Past President is unable 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.

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. A member may run for no more than one officer position in an election. Any eligible member may run and vote for the Board of Directors' positions including President-Elect.

All elections, with the exception of the Medical Student and Resident sections, shall take place during the Single Election Period.

Unless stipulated elsewhere, all 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.

#### 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.

**Notice of Election:** 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.

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. Voting period aligns with membership renewal.

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.

**Nominations:** All nominations must be submitted electronically. The nomination period must be open for no less than four weeks.

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.

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

**Voters' List:** The Voters' List is fixed on the close of the nomination period.

**Acclamation:** 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.

**Notice of Voting:** 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. member's authentication method,
- c. instructions for accessing the website and each Candidate's profile, and
- d. Election Date.

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.

**Voting Period:** The OMA will accept votes from eligible members for a period no less than two weeks.

**Posted Election Materials:** For each election for a position, the OMA shall post online,

- 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 profiles.

**Other OMA Communications:** 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.

**Election:** 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.

### **Election Method**

Election results are tabulated using a ranked preferential voting method. 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.

Should a candidate drop out of an 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.

**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,

- a. eligible voters,
- b. participating voters,
- c. spoiled ballots,
- d. number of electronic votes cast, and
- e. number of mail votes cast.

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

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

- a. a written request for a recount, and
- b. a \$200 deposit.

The Immediate Past President shall order a 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 Immediate Past President.

## **By-Elections**

The Board of Directors and constituency groups normally seek to fill vacant positions during the Single Election Period. In the event of officer position(s) or Board Director position(s) being 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 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.

## **Ballots**

All ballots shall be destroyed 45 days after the election.