

		Policy Number	
Effective Date	July 25, 2019	Review Period	Every 3 years
Date of Last Review	May 29, 2025	Policy Owner	Council

1.0 Purpose

The purpose of a policy for Executive Elections is to ensure a fair, consistent and transparent process to elect members to the Executive Committee, therefore, this policy sets out the process for electing the Officers of Council.

2.0 Scope/Application & Authorities

The CPSA Bylaws establish the positions of “Officers of Council” who, once elected form the CPSA Executive Committee. The Executive Committee is comprised of at least three members of Council who are annually elected to the positions of Chair, Vice-Chair and Member-at-large. At least one member of the Executive Committee needs to be a public member and at least one member needs to be a physician member.

Governance Committee is responsible for the facilitation of the Executive election process and may appoint and direct a Nomination Sub-Committee to assist with that process. CPSA Council approves this policy on a recommendation from the Governance Committee.

3.0 Policy Details

3.1 Eligibility

Any voting member of Council who has served at least one year by the start of the term for the Executive Committee positions is eligible to run for one or more of the positions: Chair, Vice-Chair or Member-at-Large.

3.2 Term of Office

Members elected to the Executive Committee will serve for one year and have the option to run for an additional term in that same position, such that the maximum term in any one position on the Executive Committee is two (2) years. However, members can run for other positions on Executive Committee in subsequent years.

3.3 Timing

The Governance Committee will be responsible for setting the date for election of the Executive Committee members.

- i. the election for Council Chair will be held at the second Regular Council meeting of the year (held in Spring), to be effective on January 1st of the following year.
- ii. The elections for Council Vice-Chair, and Executive Committee Member-at-Large will be held at the third Regular Council meeting of the year (held in Fall), to be effective on January 1st of the following year.

3.4 Nomination Process

- i. Nominations, including a Statement of Interest (see supporting documents), need to be submitted at least one month prior to elections. Nominations require the support of two voting Council members and should be submitted to the Senior Executive Assistant to the Registrar.
- ii. Nominations will be reviewed to ensure eligibility of candidates and that there is at least one candidate for each position.
- iii. Nominations will not be accepted from the floor.
- iv. If, following the elections, there is not at least one physician member or at least one public member on the Executive Committee, the Governance Committee (or a duly appointed Nomination Sub-Committee) will recommend the appointment of an additional public member or physician member as needed.

3.5 Voting Process

- i. The Chair of the Governance Committee is responsible for conducting the Executive election. If the Chair of the Governance Committee is running for an Executive position, the Governance Committee will select another member to conduct Executive elections.
- ii. Prior to the vote, each candidate will have 5 minutes to address Council.
- iii. Anonymous voting is conducted during an in-camera session of Council using an electronic voting application.
- iv. Only those present during the agenda item "Executive elections", will be able to vote to elect the members of the Executive Committee.
- v. Voting results are kept secure by the Senior Executive Assistant until the subsequent year's Executive elections are complete.
- vi. In the event of a tie:
 - a. In the case of a tie in which other candidates had less votes than the ones who tied, those candidates are dropped from the ballots, and another vote takes place.
 - b. Candidates still in the running will be offered 3 minutes to address Council prior to the second ballot.

- c. In the case of a tie with only two candidates, the candidates will be given the opportunity to confirm if they want to continue with the election process and will then be offered 3 minutes to address Council before another vote is taken. Voting will continue until the tie is broken.
- vii. If a Councillor is elected to an Executive Committee position but then is not re-appointed or is not on Council for other reasons, nominations will be re-opened to fill the vacated position through a re-election.

3.6 Ratifying the Vote

- i. Council will appoint the elected individuals as Executive Committee members, with a motion duly seconded and adopted by Council, immediately following the elections.
- ii. The Executive Committee for the upcoming year will be announced publicly within 30 days of the conclusion of Executive elections. (with the exception of any appointments that would be made due to insufficient candidates).

Relevant Documents

Additional information about the Executive Committee is available in the CPSA Bylaws.

The Executive Elections Nomination Form is to be updated annually regarding timeline and revised accordingly to reduce accessibility barriers.

Document History

Review Date	Revision/Change
July 25, 2019	Approval by Council
August 23, 2019	Added supporting document and process in event of a tie.
May 28, 2020	Clarification to length of term for the Executive Committee Members
December 3, 2020	Clarification to Timing and Voting Process
December 1-2, 2022	Addition of "ratification", changes to timing and process, changes related to implementing the 2022 Governance Review.
May 29, 2025	Revisions to the voting process and supporting documents