

Council Policy

Policy Title	Executive Elections
Date Created	September 2019
Date of next Review	September 2021

1. POLICY STATEMENT

The election of members of the Executive Committee is crucial to the efficient functioning of Council.

2. 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 is in place and is understood by all Council members.

3. SCOPE

The Executive Committee is comprised of at least three members of Council who are annually elected to the positions of President, Vice-President 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.

4. ELECTION PROCESSES

a) Eligibility

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

b) 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 2 years. However, members can run for other positions on Executive Committee in subsequent years.

c) Timing

The Governance Committee will be responsible for setting the date for election of the Executive Committee members, with a preference to hold the election between April 1st and May 31st to be effective on January 1st of the following year.

d) 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 Council members and should be submitted to the Senior Executive Assistant.
- 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 the Nomination Sub-Committee) will recommend the appointment of an additional public member or physician member as needed.

e) Voting Process

- i. The Past President is responsible for conducting the Executive election.
- ii. Anonymous voting is conducted during an in-camera session of Council using an electronic tool such as Survey Monkey.
- iii. Voting results are kept secure by the Senior Executive Assistant until the subsequent year's Executive elections are complete.
- iv. In the event of a tie:
 - 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.
 - Candidates still in the running will be offered 2-3 minutes to address Council prior to the second ballot.
 - In the case of a tie with only two candidates, the candidates will be offered 2-3 minutes to address Council and then they will leave, allowing the remaining Council members to have a closed discussion prior to the next vote.
- v. If a Councillor is elected to an Executive Committee position but then is not re-elected or is not on Council for other reasons, nominations will be re-opened to fill the vacated position through a re-election.

5. RESPONSIBILITIES

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.

6. APPROVAL

CPSA Council approves this policy on a recommendation from the Governance Committee

7. MONITORING, EVALUATION AND REVIEW

This policy will be reviewed every three years.

8. AUTHORITY DOCUMENTS

Additional information about the Executive Committee is available in the [CPSA Bylaws](#).

9. SUPPORTING DOCUMENTS

- a) Executive Elections Nomination Form (to be updated annually regarding timeline).

10. DOCUMENT HISTORY

VERSION NO.	Version Date	DESCRIPTION OF CHANGE
1	July 25, 2019	Original
2	August 23, 2019	Added supporting document and process in event of a tie.
3	May 28, 2020	Clarification to length of term for the Executive Committee Members
4	December 3, 2020	Clarification to Timing and Voting Process
APPROVAL	DATE	Signature
Council Motion #C44-19	November 28, 2019	
Council Motion #C21-20	May 28, 2020	
Council Motion #C59-20	December 3, 2020	