

VMDAS Election Procedures

The Board of Directors (Board) of the Vancouver Medical, Dental and Allied Staff Association (VMDAS) shall consist of:

1. The President of VMDAS as Chair and Vice-President VMDAS as President-elect or Chair-Elect who shall be elected by the Voting Members as both Officers and Directors in accordance with these Election Procedures; and
2. Not more than five (5) and not fewer than three (3) Elected Directors.

Nominating Committee

The Nominating Committee supports Board sustainability through succession and the implementation of a nominating process by which Board members are elected by the membership. The Nominating Committee ensures that elections take place in a transparent and fair manner. The Nominating Committee's key areas of responsibility are to:

- Review and update the nominating process
- The Nominating Committee recommends to the Board the electoral schedule and process, including setting the deadlines for opening and closing of nominations.
- Ensure potential candidates are eligible to stand for election
- Ensures that potential candidates have agreed to stand for election and have submitted brief biographies for the election procedure
- Oversee the election process

Composition of the Nominating committee

- The past president of the VMDS is the chair of the nominating committee
- There should be at least two other members who are selected by the Chair in conjunction with the board
- Those other members should reflect the breadth and composition of the medical staff

The Board

- Will ensure that there is funding available to run a fair election process.
- May request that the Nominating Committee take on other responsibilities from time to time.
- Suggest skills and experience that might be sought in nominees, recognizing that any member of the medical staff may be self-nominated

General Conditions

Members shall be elected to the Board by a vote of VMDAS members who are eligible to vote. No person shall be elected as a Director of the Association unless that individual has been nominated as stipulated in these procedures and any vote cast for any person not so nominated is void. An elected Director shall start their term of office on the first day of following their election.

All Board Members, excluding the President of VMDAS as Chair and Vice-President VMDAS as President-elect or Chair-Elect, shall serve a two (2) year term. President of VMDAS as Chair and Vice-President VMDAS as President-elect or Chair-Elect are anticipated to have served a term as Vice President, President and past president.

Any member of the board who seeks the position of Vice president or President elect shall vacate (resign from) their current position on the Board.

Election of the Chair-Elect

The Vice-President VMDAS or Chair-Elect shall be elected by the Voting Members as a Director in accordance with these Election Procedures and shall serve for a period of two years. On the first day of January following the second anniversary of election, the Chair-Elect shall become the Chair. The Chair shall serve a term of two years or until the first regular meeting of the Board at which their successor takes office.

In the event that the Chair-Elect is unable to assume the office of Chair, a new Chair-Elect and Chair shall be elected by the Voting Members in accordance with these Election Procedures.

In the event that the Chair is incapable of completing their term as Chair, the Chair-Elect shall assume the position of Chair and a new Chair-Elect shall be elected by the Voting Members in accordance with the Election Procedures. If the Chair-Elect is required to take over and complete the term of their predecessor, this will not disqualify this person from serving the full term as Chair.

Eligibility

In order to be eligible to nominate or seek office, an individual must meet the following criteria on the date the nomination papers are submitted and again on the date voting starts:

- Be a VMDAS Member in good standing and not in arrears to the Association for any fee or levy.
- To be eligible for the positions of President, President-elect, Secretary, Treasurer or member at large, the individual must be on the Active Staff. In addition to these positions, there are two positions on the Board of the Vancouver Physician Staff Association (VPSA).
- These member at large positions on the VPSA can have any level of staff privileges (except honorary staff). One of these members should represent or bring the perspective of Community Physicians, who usually do not hold active staff privileges at the hospital.

Ineligibility

The following conditions will constitute ineligibility for a potential candidate for the Board:

- No member of the Nominating Committee will be eligible for election as a director.
- No potential candidate may be under investigation, for disciplinary/professional conduct issues/or for reasons of competency, by the hospital, the College of Physicians and Surgeons of BC or the University of BC.
- No potential candidate can be the defendant in an active lawsuit in the field of medicine or in another field that may have the appearance of potential harm to the reputation of the VMDAS.

- The candidate must not have had any disciplinary actions taken against them by the Vancouver Community of Care, the College of Physicians and Surgeons of BC or the University of BC

Call for Nominations

The Call for Nominations, recommended by the Nominating Committee and approved by the Board, will be sent each year to all active Members a minimum of one month before the VMDAS Annual General Meeting. The Call will be open for at least 14 days.

Active promotion of vacant positions is undertaken by members of the Board of Directors and the Nominating Committee.

Filing of Nomination Papers

Nominations for Director shall be in writing by e-mail. VMDAS Members in good standing and those who are eligible to stand for election may self-nominate. Nomination papers must be received by the office of the Chair of the Nominating Committee (and the office of the VMDS) on or before the specified deadline.

The nomination form must be accompanied by:

- A statement of eligibility (maximum 500 words) from the nominee indicating how their experience fits with the skills and strategic areas of the board and for the specific position being sought. Nominees will be informed that their statement is being sought by the Nominating Committee and will be circulated to the membership as part of the voting package);
- The contact information of two members of the VMDAS Members in good standing and are eligible to vote at the election that support the nominee; and
- Their CV (for internal use by the Nomination Committee only)

In addition to the above, candidates have the option to include any or all of the following at their discretion to be included in the voting package:

- Photo (head and shoulders)
- Link to a video message

- Link (one) to an online profile (e.g., LinkedIn)

All supplied materials will be published to VMDAS Members.

Each nominee for the Board shall review the Code of Conduct for Board members.

Nominations

As soon as is reasonably possible following the close of the Call for Nominations, the Nominating Committee will meet to review all nominations. Acting within the mandate and priorities determined by the Board, the Nominating Committee will review nominations for their eligibility, organize and execute an election and, based the results of that election, propose a slate of candidates for ratification by the membership at the VMDAS Annual General Meeting.

Eligible Voters

In order to be eligible to vote, an individual must be a VMDAS Member in good standing and not in arrears to the Association.

On October 1st of an election year, Medical Affairs shall provide the VMDAS with a list of members entitled to vote in the upcoming election. Such a list shall include each Member's last known mailing address and e-mail address.

Ballots

Immediately following Board approval of the slate of candidates, the ballot will be prepared in English.

All Members eligible to vote and having e-mail addresses will be sent:

- Instructions for casting an electronic vote
- A unique, secure authentication
- A link to electronic ballots
- A link to biographical profiles of the candidates

Voting

The election takes place from mid-October to mid-November each year and will run for at least 30 days.

Voting will be done via a secured web-based poll for eligible Members with an e-mail address.

On the first day of the election, instructions for casting an electronic vote will be sent by e-mail to eligible voters.

Members must select from the candidates on the ballot.

One person is allowed one vote for each vacant position. There will be no opportunity to vote by proxy.

Votes will be strictly confidential.

An encouragement/reminder to vote will be sent by e-mail up to four times.

Electronic ballots must be received by the Chair of the Nominating Committee prior to the poll closing at 23:59 pm Pacific Standard Time) on the last day of the election. Ballots received after that deadline shall not be accepted or counted.

Quorum

Quorum is achieved by having ballots cast by at least five percent of the total eligible voters. Election of Directors shall be by simple majority.

Vote Counting and Reporting Election Results

On behalf of the Chair of the Nominating Committee, and an individual designated by the Chair of the Nominating Committee will oversee the results of the vote.

Following the closing of voting, the results of the electronic vote will be tabulated automatically. The successful candidate(s) will be the individual(s) who receive(s) the greatest number of votes. In the case of a tie, the outcome will be determined by flipping a coin.

All candidates will be informed of the outcome of the election by the Chair of the Nominating Committee prior to a general announcement to the membership.

As soon as is feasible after the close of the election, the Nominating Committee will meet to verify that the election process was upheld. Immediately following the Nominating Committee meeting, the election outcome will be announced via the VMDAS website and other Association communications channels.

The Chair of the Nominating Committee reports the findings to the full Board and verifies that the election process was upheld. The report to the Board will include:

- The names of all candidates who were elected to the Board for the positions of Director, the specific position and the Vice president or Chair-Elect.
- If applicable, the names of all candidates who were elected to the Board by acclamation.
- The voter turnout will be reported to the Board, but not made public. It will be available at the AGM if a member requests the information.

The ballots shall be maintained in safe keeping until January 1st of the year following the election, at which time they shall be destroyed.

A report from the Nominating Committee shall be presented at the first AGM following the election.

Acclamation at Annual General Meeting

In accordance with the VCH Medical Staff Rules(10.3) the Nominating Committee shall present the slate of nominated officers (as were determined in the above election procedure) at the AGM for members to vote.

Approved by the VMDAS Board, September 2021.