

Terms of Reference for the Dalhousie Medical Students' Society	2022-2023
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**DMSS Terms of Reference: Elections, Appointments,  
& Voting**

**Revised March 7, 2023**

**SECTION 1: CLASS ELECTIONS****Med 1 - Fall Elections**

- a. Voted on by Med1 class
- b. Concluded by September 30<sup>th</sup> annually (except for Foundations Representative to be completed by the end of the first full week of classes).
- c. Hosted by Med2 Elections Officer and shall consist of the following positions:
  - i. Class Co-Presidents (2; 1 DMNB and 1 DMNS) (DMSS Council [voting; share one (1) vote] and Members of Class Executive)
  - ii. Class Vice-President; (2; 1 DMNB and 1 DMNS) (Members of Class Executive)
  - iii. Class Secretary/Treasurer (Member of Class Executive and Budget Committee)
  - iv. Class Curriculum Representative (Member of Class Executive; 4 year position)
  - v. Research in Medicine Representatives (2; 1 DMNB and 1 DMNS) (4 year position)
    - vi. Skilled Clinician (2; 1 DMNB and 1 DMNS) (4 year position)
  - vii. DMSS Members-at-Large (2; 1 DMNB and 1 DMNS) (DMSS Council voting members; share 1 vote)
  - viii. Unit Representatives
    1. Foundations; will be assisted by Med2 Foundations Representative
    2. Host Defence
    3. Metabolism
    4. Human Development
    5. Professional Competencies
    6. Service Learning Representatives (2; 1 DMNB and 1 DMNS) (2-year position)
  - ix. Lounge Representative (2; 1 DMNB and 1 DMNS)
  - x. Euphoria! Co-Chairs (3; 1 DMNB and 2 DMNS)
  - xi. Class Elections Officer (4 year position)
- d. Hosted by newly elected Med1 Elections Officer and shall consist of the following positions:
  - i. Ask a Med Student (AAMS) Representatives; 3 NS and 2 NB
    1. Concluded by October 15<sup>th</sup> annually
  - ii. Conference of Atlantic Medical Student Representatives
    1. Concluded by October 15<sup>th</sup> annually; two [2] year term
- e. Candidates shall submit a statement of motivation not exceeding two hundred and fifty (250) words.
- f. Candidates being considered for Class Co-Presidents, Class Vice-Presidents, Class Secretary/Treasurer and DMSS Members-at-Large positions shall give a speech limited to less than five (5) minutes in length and shall be followed by a question period of less than two (2) minutes in length. The speeches and question period will be moderated by the Med2 Elections Officer.

**Med1 - Winter Elections**

- a. Hosted by newly elected Med 1 Elections Officer and shall consist of the following positions:
  - i. Orientation Week Committee; up to 5 representatives, 3 NS and 2 NB (concluded by April 1<sup>st</sup> annually).

**Med1 - Spring Elections (positions are for subsequent Med2 year)**

- a. Voted on by Med1 Class.
- b. Concluded by April 30<sup>th</sup> annually.
- c. Hosted by Med 1 Elections Officer and shall consist of the following positions:
  - i. Class Co-Presidents (2; 1 DMNB and 1 DMNS) (DMSS Council [voting; share one (1) vote] and Members of Class Executive)
  - ii. Class Vice-Presidents (2; 1 DMNB and 1 DMNS) (Members of Class Executive)
  - iii. Class Secretary/Treasurer (Member of Class Executive)
  - iv. Class Curriculum Representative (confidence vote; Member of Class Executive)
  - v. Research in Medicine Representatives (2; 1 DMNS and 1 DMNS, confidence)
  - vi. Skilled Clinician Representatives (2; 1 DMNB and 1 DMNS, confidence)
  - vii. Unit Representatives
    1. Foundations Rep
    2. Neuroscience
    3. Metabolism II
    4. MSK/Derm
    5. Integrations
    6. ProComp
  - viii. Euphoria! Co-Chairs (3; 1 DMNB and 2 DMNS)
  - ix. Lounge Representatives (2; 1 DMNB and 1 DMNS)
  - x. Class Elections Officer (confidence vote by Class Executive hosted by the Class President)

**Med2 – Spring Elections (positions for subsequent Med3 year)**

- a. Voted on by Med2 Class.
- b. Concluded by April 30<sup>th</sup> annually.
- c. Hosted by Med 2 Elections Officer and shall consist of the following positions:
  - i. Class Co-presidents (2; 1 DMNB and 1 DMNS) DMSS Council [voting; share one (1) vote] and Members of Class Executive)
  - ii. Class Vice-Presidents (2; 1 DMNB and 1 DMNS) Members of Class Executive)
  - iii. Class Secretary/Treasurer (Member of Class Executive)
  - iv. Class Curriculum Representative (confidence vote; Member of Class Executive)
  - v. Research in Medicine Representatives (2; 1 DMNB and 1 DMNS, confidence)
  - vi. Unit Representatives
    1. Family Medicine
    2. Psychiatry
    3. Emergency Medicine
    4. Surgery

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5. Internal Medicine
6. Paediatrics
7. Obstetrics and Gynaecology
8. PIER Representatives (2; 1 DMNB and 1 DMNS) will serve all four PIER blocks)
9. Longitudinal Integrated Clerkship (LIC)
- vii. Convocation Representatives (2)
- viii. Yearbook Representatives (2)
- ix. Euphoria! Co-Chairs: (3; 1 DMNB and 2 DMNS)
- x. Lounge Representative (2; 1 DMNB and 1 DMNS)
- xi. Class Elections Officer (confidence vote by Class Executive hosted by the Class President)

**Med3 – Summer Elections (positions for subsequent Med4 year)**

- a. Voted on by Med3 Class
- b. Concluded by August 15th of the Med3 Year
- c. Hosted by Med3 Elections Officer and shall consist of the following positions:
  - i. Class Co-Presidents (2; 1 DMNB and 1 DMNS) (DMSS Council [voting; share one (1) vote] and Members of Class Executive)
  - ii. Class Vice-Presidents (2; 1 DMNB and 1 DMNS) (Members of Class Executive)
  - iii. Class Secretary/Treasurer (Member of Class Executive)
  - iv. Class Curriculum Representative (confidence vote; Member of Class Executive)
  - v. Research in Medicine Representatives (2; 1 DMNB and 1 DMNS, confidence; Members of Class council)
  - vi. Euphoria! Co-Chairs: (3; 1 DMNB and 2 DMNS)
  - vii. Convocation Representatives (2; confidence)
  - viii. Lounge Representative (confidence)
  - ix. Yearbook Representatives (2; confidence)

**Med4 – Spring Elections (Positions for after graduation)**

- a. Voted on by Med4 Class
- b. Conducted in the spring of the Med4 year, during PIER IV when all students are at their home campuses
  - i. Concluded by April 30<sup>th</sup> annually.
- c. Hosted by Med 4 Elections Officer and shall consist of the following positions:
  - i. Class Co-Presidents for Life (2; 1 DMNB and 1 DMNS)

**SECTION 2: DMSS GENERAL ELECTIONS and APPOINTMENTS****Fall Elections**

- a. Hosted by DMSS Vice-President External
- b. Voted on by entire student body
- c. Shall be a Med1 student
- d. Concluded with Med1 class elections (by September 30<sup>th</sup> annually)
- e. Shall consist of the following positions:
  - i. Global Health Liaison (GHL) Jrs. (2; 1 DMNB and 1 DMNS)

**Fall Appointments**

- a. Hosted by DMSS Vice-President External
- b. Voted on by the DMSS Executive
- c. Concluded before the DMSS Retreat (by September 30<sup>th</sup> annually)
- d. Shall consist of the following positions:
  - i. Library Representative (shall be a Med2 student)
  - ii. Everest Day Co-Chairs (3; 1 DMNB and 2 DMNS)
  - iii. Government Affairs and Advocacy Committee (GAAC) Representative Jr. (2; 1 DMNB and 1 DMNS (shall be Med 1 students, shall serve for two [2] years, shall become GAAC Sr. after one [1] year)

**Spring Elections**

- a. Hosted by DMSS Vice-President External
- b. Voted on by entire medical student body
  - i. Any position that is specific to a campus (eg. VP DMNB, representative positions for which there is a DMNS and DMNB student elected) will be voted on by students of that campus only.
- c. Concluded by the last Friday in March/first Friday in April
- d. Shall consist of the following positions:
  - i. DMSS President
  - ii. DMSS Vice-President Medical Education
  - iii. DMSS Vice-President Internal
  - iv. DMSS Vice-President External
  - v. DMSS Vice-President Finance
  - vi. DMSS Vice-President Communications
  - vii. DMSS Vice-President DMNB
  - viii. DMSS Vice President Equity Diversity and Inclusion
  - ix. DMSS Sports and Wellness Representatives (2; 1 DMNB and 1 DMNS)
  - x. DSU Representative
  - xi. DMNB Treasurer
  - xii. New Brunswick External Liaison

- xiii. DMNB Technology & Communications Representative
- xiv. DMSS Humanities Representative (2; 1 DMNB and 1 DMNS)

### **Spring Appointments**

- a. Hosted by DMSS Vice-President External
- b. Voted on by the outgoing DMSS Executive
- c. Concluded by the last Friday in March/first Friday in April
- d. Shall consist of the following positions:
  - i. DMSS Council Chair (shall be a Med2 student)
  - ii. Medical Student Lounge Manager (shall be a Med2 student)
  - iii. Provincial Medical Society Representatives (1 NS sponsored student, 1 PEI sponsored student; shall be Med2 students)
  - iv. IT Officer
  - v. DMSS Past-President (confidence)
  - vi. GHJ Sr. (2; confidence)
  - vii. DMSS Past Vice-President Medical Education by new DMSS Executive prior to the AGM (confidence)
  - viii. DMSS Past Vice-President External by new DMSS Executive prior to the AGM (confidence)

### **SECTION 3: ELECTIONS PROCESS**

See DMSS Constitution: Article VI, SECTION 3 – Elections Process

### **SECTION 4: VOTING PROCESS**

#### Mixed Majority-Weighted Voting

- a. Applicable to DMSS elected positions as per the DMSS Constitution: Article V
- b. The elected candidate shall be the one who is successful in winning two out of three of (subsection d, subsection i-iii) unless circumstances otherwise require tie-breaking, as outlined in subsection (e).
- c. Votes will be cast by campus and in a ranked fashion, whereby:
  - i. Each voter must only vote within the forum available to their specific campus
  - ii. Each voter will rank each candidate in order of preference on the ballot where they may abstain from ranking a candidate
- d. Campus-specific votes shall be tallied in the following order:
  - i. NS Ballot: The winner of this ballot will be determined by majority of the NS-cast votes
  - ii. NB Ballot: The winner of this ballot will be determined by majority of the NB-cast votes
  - iii. Cross-Campus Ballot: The winner of this ballot will be awarded to the candidate who receives the greatest percentage of votes from the campus not their own. This percentage shall be calculated as a percentage of total votes

from the campus that is not that candidate's own.

- e. In the event of a tie in subsection (d) the following process shall be taken to declare a winner:
- i. If only one of the tied candidates has been successful in winning another ballot count, that candidate shall be awarded the winner of the tie
  - ii. If >1 of the tied candidates has been successful in winning another ballot count, then the second-ranked position on all ballots will be included in the calculation that is specific to the tied ballot
    1. Only candidates in the first-round tie shall be considered
    2. Abstained votes for second-ranked position will be considered as "0" votes but will be included in the proportion calculation for the Cross-Campus Ballot
  - iii. If after steps i. and ii. no winner can be declared:
    1. Results are to be revealed to the General Members as in-progress pending tie-break with timeline for deliberation given as outlined in part iv. of this subsection
  - iv. DMSS President, the Vice President External, the DMNB External Liaison, and the Class Elections Officers of Med I-IV will convene to deliberate and deliver on the most equitable course of action within 1 week of the results tally
    1. This committee shall be chaired by the Vice President External
    2. If a member of the above list is unable to participate in the required time frame, a Class President of their respective year may stand as proxy
    3. The course of action shall be decided by no less than a 4-3 majority of the convening committee
    4. The minutes and voting results of the convened meeting will be made available to the candidates upon a decision

#### Majority Voting

- a. Applicable to DMSS elected positions as per the DMSS Constitution: Article V
- b. The elected candidate shall be the one that achieves the majority of votes cast by eligible voters as per DMSS Constitution: Article V
- c. Votes shall be cast in a ranked fashion, whereby:
  - i. Each voter will rank each candidate in order of preference on the ballot where they may abstain from ranking a candidate
- d. In the event of a tie,
  - i. the second-ranked position from all ballots shall be included in the overall calculation for majority votes, where only the tied candidates from the first round will be considered
  - ii. If after steps i. no winner can be declared:
    1. Results are to be revealed to the General Members as in-progress pending tie-break
    2. DMSS President, the Vice President External, the DMNB External Liaison, and the Class Elections Officers of Med I-IV will convene to deliberate and deliver on the most equitable course of action within 1 week of the results tally
    3. This committee shall be chaired by the Vice President External

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- 4. If a member of the above list is unable to participate in the required time frame, a Class President of their respective year may stand as proxy
- 5. The course of action shall be decided by no less than a 4-3 majority of the convening committee
- 6. The minutes and voting results of the convened meeting will be made available to the candidates upon a decision

**SECTION 5: SELECTION OF STUDENT REPRESENTATIVES TO SIT ON AD-HOC FACULTY COMMITTEES**

Notwithstanding Article XII of the Constitution and the Policies and Regulations of the Faculty of Medicine, the DMSS Executive shall appoint student representatives to sit on Faculty committees in accordance with the following terms and conditions, as hosted by DMSS Vice-President External:

- a. Voted on by DMSS Executive.
- b. Call for applications shall be distributed to all general members of the DMSS no later than two (2) days after being notified of an available committee position and when possible, shall consist of:
  - i. the name of the committee;
  - ii. a brief description of the committee's mandate;
  - iii. an estimated time commitment;
  - iv. and the expected duration of tenure.



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- c. The subsequent application period shall close no sooner than four (4) days after being opened.
- d. Eligible candidates shall be active members of the DMSS in good academic standing and shall submit their name, email address, and a brief statement of interest (<250 words) to the VP External before the application period closes.
- e. The DMSS Executive shall appoint Student Representatives from the pool of eligible candidates by consensus based on relevant interest, experience, and/or expertise pertaining to the committee outlined in their brief statement of interest.
- f. Successful applicants shall be notified no more than two (2) days after the call for applications closes
- g. Where no eligible candidates apply for a specific position, the DMSS Executive shall appoint any member of the DMSS as deemed appropriate.