

## **DMSS Terms of Reference: Elections & Appointments**

**Revised May 8<sup>th</sup>, 2018**

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

- a. Voted on by Med1 class
- b. Concluded by September 30<sup>th</sup> (except for Foundations, completed by end of first full week of classes) annually.
- c. Hosted by Med2 Elections Officer and shall consist of the following positions:
  - i. Class President [Member of DMSS Council (voting) and Member of Class Executive]
  - ii. Class Vice-President; 1 NS and 1 NB (Members of Class Executive)
  - iii. Class Secretaries/Treasurers; 1 NS and 1 NB (Members of Class Executive and Budget Committee)
  - iv. DMSS Member-at-Large; 1 NS and 1 NB (DMSS Council voting members; share 1 vote)
  - v. Class Curriculum Representatives; 1NS and 1 NB
  - vi. Unit Representatives
    1. Foundations; will be assisted by Med2 Foundations Representative
    2. Host Defence
    3. Metabolism
    4. Human Development
    5. Professional Competencies
    6. Clinical Education (Clinical skills and Electives)
    7. Research in Medicine (4 year position)
    8. Service Learning (2 year position)
  - vii. Lounge Representative
  - viii. Euphoria co-Chairs; 2 NS and 1 NB
  - ix. For The Health of It co-Chairs; 2-3 NS
  - x. 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 (concluded by October 15<sup>th</sup> annually)
  - ii. Atlantic Medical School Conference (AMSC; Dal/Mun) Representatives (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 President, Class Vice-President, Class Secretary/Treasurer and DMSS Member-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 Med 1 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 President (Member DMSS Council (voting) and Member of Class Executive)
  - ii. Class Vice-Presidents; 1 NS and 1 NB; Members of the Class Executive)
  - iii. Class Secretary/Treasurer (Members of the Class Executive)
    1. Elected at NS campus only
    2. NB position is satisfied by DMSS DMNB Treasurer
  - iv. Unit Representatives
    1. Foundations Rep
    2. Neuroscience
    3. Metabolism II
    4. MSK/Derm
    5. Integrations
    6. ProComp
    7. Clinical Education (Clinical Skills and Electives)
  - v. Euphoria co-Chairs; 2 NS and 1 NB
  - vi. For The Health of It co-Chairs; 2 NS
  - vii. Lounge Representative (1)
  - viii. Convocation Representatives (2)
  - ix. Class Curriculum Representatives (1 NS and 1 NB)
  - x. Class Elections Officer (confidence vote by Class Executive hosted by the Class President)

**Med 2 (positions are for subsequent Med3 year) – Spring Elections**

- a. Voted on by Med 2 Class.
- b. Concluded by April 30<sup>th</sup> of Med2 year.
- c. Hosted by Med 2 Elections Officer and shall consist of the following positions:
  - i. Class co-presidents (DMSS Council [voting; share one (1) vote] and Members of the Class Executive)
  - ii. Class Vice-Presidents (1NS and 1 NB; Members of the Class Executive)
  - iii. Class secretary/treasurer (Member of the Class Executive)
  - iv. Track Representatives
    1. Track 1
    2. Track 2
    3. Track 3
    4. Track 4
    5. Longitudinal Integrated Clerkship (LIC)
  - v. Unit Representatives
    1. Family

2. Psychiatry
3. Emergency
4. Surgery
5. Internal Medicine
6. Paediatrics
7. Obstetrics and Gynaecology
8. PIER Representative (1 NS & 1 NB; will serve all four PIER blocks)
- vi. Convocation Representatives (2; confidence)
- vii. Curriculum Reps (1 NS and 1 NB, confidence)
- viii. Yearbook Representatives (2)
- ix. Euphoria co-Chairs (2-3)
- x. Lounge Representative

### **Med 3 (Positions for Med4 year) – Summer Elections**

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

## **SECTION 2: DMSS GENERAL ELECTIONS and APPOINTMENTS**

### **Fall Elections**

- a. Hosted by DMSS Vice-President External Jr.
- 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. GHJ Jrs. (1NS & 1NB)

### **Fall Appointments**

- a. Hosted by DMSS Vice-President External Jr.
- 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. Research Representative (shall be a Med 2 student)

- ii. Library Representative (shall be a Med 2 student)
- iii. Professionalism Representative (shall be a Med 2 student)
- iv. Everest co-Chairs; 2 NS and 1 NB
- v. Government Affairs and Advocacy Committee (GAAC) Representative Jr.; 1 NS and 1 NB (shall be a Med 1 student, shall serve for two [2] years, shall become GAAC Sr. after one [1] year)
- vi. Student Diversity and Inclusion Liaison (shall be a Med 2 student)

### **Spring Elections**

- a. Hosted by DMSS Vice-President External
- b. Voted on by entire medical student body
- c. Concluded by 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 Finance
  - v. DMSS Vice-President Communications
  - vi. DMSS Vice-President DMNB
  - vii. DMSS Sports and Wellness Representative (1 NS, 1NB)
  - viii. DSU Representative
  - ix. DMNB Treasurer
  - x. New Brunswick External Liaison
  - xi. DMNB Technology & Communications Representative
  - xii. DMSS Humanities Representative (1NS, 1NB)

### **Spring Appointments**

Hosted by DMSS Vice-President External

- a. Voted on by the outgoing DMSS Executive
- b. Concluded by last Friday in March/first Friday in April
- c. Shall consist of the following positions:
  - i. DMSS Council Chair (shall be a Med2)
  - ii. Medical Student Lounge Manager (shall be a Med 2)
  - iii. Provincial Medical Society Representatives (NS, and PEI; one [1] each; shall be Med 2 students)
  - iv. DMSS Past-President (confidence)
  - v. DMSS Past-Vice-President Medical Education by new DMSS Executive (confidence)
  - vi. GHL Sr. (confidence)

### SECTION 3: ELECTIONS PROCESS

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

### SECTION 4: 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 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.
- 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.