

Terms of Reference for the Dalhousie Medical Students' Society	2023- 2024
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**DMSS Terms of Reference: Elections, Appointments,  
& Voting**

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Revised March 14<sup>th</sup>, 2024

**SECTION 1: CLASS ELECTIONS**

**Med 1 - Fall Elections**

- a. Voted on by Med 1 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 Med 2 Elections Officer and shall consist of the following positions:
  - i. Class Co-Presidents (2; 1 DMNB and 1 DMNS) (DMSS Council [voting; each shall have (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 and PIER Representatives (2; 1 DMNB and 1 DMNS) (4-year position)

Unit Representatives

- 1. Foundations; will be assisted by Med 2 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 Med 1 Elections Officer and shall consist of the following positions:
    - i. Ask a Med Student (AAMS) Representatives; 2 NB and 3 NS
      - 1. Concluded by October 15<sup>th</sup> annually
    - ii. Conference of Atlantic Medical Student Representatives; 1 NB and 1 NS
      - 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

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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 Med 2 Elections Officer.

**Med 1 - Winter Elections**

- a. Hosted by newly elected Med 1 Elections Officer and shall consist of the following positions:
  - 1. Orientation Week Committee; up to 7 representatives, 2-3 NB and 3-4 NS (concluded by February 1<sup>st</sup> annually).

**Med 1 - Spring Elections (positions are for subsequent Med 2 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 Co-Presidents (2; 1 DMNB and 1 DMNS) (DMSS Council [voting; *each shall have* (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 and PIER Representatives (2; 1 DMNB and 1 DMNS, confidence vote)
  - vii. Unit Representatives
    - 1. Foundations Rep
    - 2. Neuroscience
    - 3. Metabolism II
    - 4. MSK/Derm
    - 5. Geriatrics, Oncology, and Palliative Care
    - 6. Professional Competencies
  - viii. *EUPHORIA!* Co-Chairs (3; 1 DMNB and 2 DMNS)
  - ix. Class Elections Officer (confidence vote by Class Executive hosted by the Class President)

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

- a. Voted on by Med 2 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; each shall have (1) vote] and Members of Class Executive)
  - ii. Class Vice-Presidents (2; 1 DMNB and 1 DMNS) Members of Class Executive)

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- 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 vote)
- vi. Unit Representatives
  - 1. Family Medicine
  - 2. Psychiatry
  - 3. Emergency Medicine
  - 4. Surgery
  - 5. Internal Medicine
  - 6. Pediatrics
  - 7. Obstetrics and Gynecology
  - 8. PIER Representatives (2; 1 DMNB and 1 DMNS [will serve all four PIER blocks])
  - 9. Longitudinal Integrated Clerkship (LIC)
- vii. Graduation Representatives (2; 1 DMNB and 1 DMNS)
- viii. EUPHORIA! Co-Chairs: (3; 1 DMNB and 2 DMNS)
- ix. Class Elections Officer (confidence vote by Class Executive hosted by the Class President)

### **Med 3 – Summer Elections (positions for subsequent Med4 year**

- a. Voted on by Med 3 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 (2; 1 DMNB and 1 DMNS) (DMSS Council [voting; each shall have (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 vote; Members of Class council)
  - vi. *EUPHORIA!* Co-Chairs: (3; 1 DMNB and 2 DMNS)
  - vii. Graduation Representatives (2; confidence vote)

### **Med 4 – Spring Elections (Positions for after graduation)**

- a. Voted on by Med 4 Class
- b. Conducted in the spring of the Med 4 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:

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- 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 Med 1 student
- d. Concluded with Med 1 class elections (by September 30th 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. Everest Day Co-Chairs (3; 1 DMNB and 2 DMNS)
  - ii. Government Affairs and Advocacy Committee (GAAC) Representative Jr. (2; 1 DMNB and 1 DMNS [shall be Med1 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 (e.g. VP Internal NB, 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 Affairs Nova Scotia
  - iv. DMSS Vice-President Internal Affairs New Brunswick
  - v. DMSS Vice-President External
  - vi. DMSS Vice-President Communications
  - vii. DMSS Vice-President Finance
  - viii. DMSS Vice President Equity Diversity and Inclusion
  - viii. DMSS Sports and Wellness Representatives (2; 1 DMNB and 1 DMNS)
  - ix. DSU Representative
  - x. New Brunswick External Liaison
  - xi. DMSS Humanities Representative (2; 1 DMNB and 1 DMNS)

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**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 Chairperson (shall be a Med 2 student)
  - ii. Medical Student Lounge Manager (shall be a Med 2 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 vote)
  - vi. GHL Sr. (2; confidence vote)
  - vii. CoAMS Sr (2, confidence vote)

**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, whereby:
  - i. Each voter must only vote within the forum available to their specific campus
- 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. The Chief Returning Officer (CRO) or Class Elections Officer (CEO) (as applicable) is not permitted to vote in these elections except in the case of a tie vote when they shall cast the deciding vote

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### 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 a majority of votes cast by eligible voters as per DMSS Constitution: Article V.
- c. Votes shall be cast such that a voter may cast their vote for as many candidates as there are positions available for that position (2 positions, 2 votes and 3 positions, 3 votes). Voters shall not be permitted to use more than one (1) vote per candidate.
- d. The Chief Returning Officer (CRO) or Class Elections Officer (CEO) (as applicable) is not permitted to vote in these elections except in the case of a tie where they shall cast the deciding vote.

### **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.
- 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 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.