

### **2019 Nomination Package for Your District**

**The election of a Councillor for the College of Physicians and Surgeons of Nova Scotia in 2019 is required in electoral District 5, the County of Halifax.**

District 5 has one position on the Council of the College of Physicians and Surgeons of Nova Scotia to be elected. The term of office for this position is two years. Attached you will find the nomination package for the upcoming election. For those physicians intending to run for Council, here is some information regarding the elections process:

#### **DATES:**

Friday, March 1, 2019, 4:00 p.m.	Final day for receipt of nominations.
Monday, March 4, 2019	Electronic ballots e-mailed to physicians.
Friday, March 29, 2019, 8:30 a.m.	Final day for receipt of ballots.
Friday, March 29, 2019	Scrutineers to count ballots.

#### **ATTACHMENTS:**

<b>Nomination form:</b>	The enclosed nomination form must be signed by five proposers, consented to and signed by the nominee. The nomination form must be returned to the College offices at: Suite 5005, 7071 Bayers Road, Halifax, NS, B3L 2C2 <b>no later than 4:00 p.m. on Friday, March 1, 2019.</b>
<b>Candidate biography:</b>	Candidates in the election are requested to complete the attached biography which will be circulated to physicians voting in their district. Candidate biography forms can be submitted to the College offices at: Suite 5005, 7071 Bayers Road, Halifax, NS, B3L 2C2 <b>no later than 4:00 p.m. on Friday, March 1, 2019.</b>
<b>By-laws Excerpt, Section 7:</b>	Section 7 of the By-laws pertain to the elections process and the eligibility of physicians to run or vote in the College elections. All physicians should make note of these requirements and should contact the Registrar's office at 902-422-5823 if they have any questions.

#### **IF YOU ARE ELECTED:**

Physicians considering running for Council may be asking themselves "What is involved? What is the time commitment?"

The mission statement of the College of Physicians and Surgeons of Nova Scotia is “to serve the public by effectively regulating the medical profession.” Physicians and public members elected and appointed to the Council are expected to commit their time and energy to fulfilling the mission and mandate of the College.

The time commitments for Council members are as follows:

- the term for a member of Council is three years.
- four Council meetings are held per year. These meetings are generally held on a Friday from 9:00 a.m. to 4:00 p.m.
- three - four Executive Committee meetings are held per year between Council meetings. These meetings are held on a Friday.
- there are several standing committees of the Council which generally meet for 1-3 hours approximately three weeks prior to the regular Council meeting and on the call of the Chair. The exceptions are the Investigations Committees which meet approximately monthly from 9:00 a.m. to 5:00 p.m. and the Nominating Committee which meets at the end of each year to nominate members to serve on Committees and to replace any vacancies as they arise.
- special meetings of the Council are occasionally called as the need arises. These may be held by teleconference.
- each Notice of Meeting is usually accompanied by substantial preparation material which should be read prior to the meeting in order to be familiar with the topics for discussion.

Councillors are paid an honorarium for their time commitment and expenses for travel or accommodation while on College business.

For more information about running or voting in the Council election, please contact Carolyn MacDonald, Manager, Registrar’s Office, at 902-421-2209, toll-free in Nova Scotia at 1-877-282-7767, or by e-mail at: [cmacdonald@cpsns.ns.ca](mailto:cmacdonald@cpsns.ns.ca).

Sincerely yours,



D.A. (Gus) Grant  
Registrar and CEO

DAG/cmd

Enclosure

**COLLEGE OF PHYSICIANS AND SURGEONS OF NOVA SCOTIA**  
**ELECTIONS TO COUNCIL**  
**CANDIDATE BIOGRAPHY**

<b>Name</b>		<b>District #</b>	5
<b>Degrees, certificates and diplomas</b>			
<b>Academic rank and appointments</b>			
<b>Practice</b>			
<b>Membership in professional and learned societies</b>			
<b>Professional service and experience</b>			
<b>Areas of special interests</b>			
<b>Honours, grants and awards</b>			

COLLEGE OF PHYSICIANS AND SURGEONS OF NOVA SCOTIA

ELECTORAL DISTRICT NOMINATION PAPER

Each nominee must have five (5) Proposers, on one Nomination Paper.

We hereby nominate \_\_\_\_\_  
for election to Council representing District #  5  (see reverse for electoral districts).

We hereby declare the above-named has accepted nomination.

Signatures of Proposers

(Proposers must practice medicine in nominee's electoral district.)

	<u>Signature</u>	<u>Please print</u>	<u>Reg./Lic.#</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____

I hereby accept nomination.

_____	_____	_____
(Signature of nominee)	(Please print)	(Reg./Lic.#)

**N.B. Please enclose a one page biography, if possible, which can be distributed for information to physicians voting in your district.**

**Nomination form must be received by the Registrar and CEO, College of Physicians and Surgeons of Nova Scotia, Suite 5005, 7071 Bayers Road, Halifax, NS, B3L 2C2 not later than 4:00 p.m. on Friday, March 1, 2019. No nomination forms will be accepted after this time.**

**SCHEDULE "A"**

**COLLEGE OF PHYSICIANS AND SURGEONS OF NOVA SCOTIA**

**ELECTORAL DISTRICTS**

**District #1**

The counties of Antigonish, Guysborough, Inverness, Richmond, Victoria and Cape Breton.

**District #2**

The counties of Pictou, Cumberland and Colchester.

**District #3**

The counties of Yarmouth, Shelburne, Queens, and Lunenburg.

**District #4**

The counties of Hants, Kings, Annapolis and Digby.

**District #5**

The County of Halifax

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**COLLEGE OF PHYSICIANS AND SURGEONS OF NOVA SCOTIA**

***EXCERPT FROM BY-LAWS***

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**PART 7 – ELECTIONS**

**7.1 Electoral District**

The following electoral districts are established for the purpose of elections:

- 7.1.1 District #1, the counties of Antigonish, Guysborough, Inverness, Richmond, Victoria and Cape Breton.
- 7.1.2 District #2, the counties of Pictou, Cumberland and Colchester.
- 7.1.3 District #3, the counties of Yarmouth, Shelburne, Queens, and Lunenburg.
- 7.1.4 District #4, the counties of Hants, Kings, Annapolis and Digby.
- 7.1.5 District #5, the County of Halifax.

**7.2 Alteration of Electoral Districts**

No new electoral districts shall be established and the area of any existing electoral district shall not be altered in any way except with the approval of Council.

**7.3 Number of Elected Councillors**

- 7.3.1 From each electoral district, there shall be the following number of members of the College elected to Council:

<u>Electoral District</u>	<u>Year of First Election</u>
District #1 – one member	2016
District #2 – one member	2017
District #3 – one member	2016
District #4 – one member	2016
District #5 – four members	
two members will be elected in	2015
two members will be elected in	2017

- 7.3.2 A member of Council elected to the position of President-Elect, or filling the position of President, or Past-President, shall continue to hold his or her Council position throughout his or her term as President-Elect, President and Past-President.
- 7.3.3 For clarity, no vacancies exist and no elections for district positions shall be held while the President-Elect, President, or Past-President from those districts occupy those offices.

#### **7.4 Term of Office**

- 7.4.1 Public representatives shall be appointed for two or three year terms, as determined by Council, in order to provide a staggering of terms of the serving public representatives.
- 7.4.2 Subject to Article 9.6, elected members of Council shall be elected to office for a term of three years.
- 7.4.3 Except for the Dean of the Faculty of Medicine of Dalhousie University, or the Dean's delegate, elected or appointed members of the Council shall not be members of Council for more than three consecutive terms.
- 7.4.4 Despite the above provisions of this Article, a Councillor's term shall end in the event the Councillor is removed or resigns pursuant to the provisions of Article 4.4.

#### **7.5 Election Date**

At the Annual General Meeting of the College, the Council shall by resolution:

- 7.5.1 fix a date in the following year upon which the next election of Councillors shall be held and the hour on that day fixed as the deadline for receipt of ballots;
- 7.5.2 fix a date in the following year for receipt of nominations in the election; and
- 7.5.3 appoint two scrutineers and two alternates and fix the remuneration, if any, to be paid to the scrutineers and the alternate scrutineers.

#### **7.6 Eligibility to Vote**

- 7.6.1 The following are eligible to vote for Councillors for the electoral districts:
  - 7.6.1.1 a Member who, on the date fixed for receipt of nominations, practices medicine in the electoral district for which an election is held; and

7.6.1.2 a Member who is not actively engaged in the practice of medicine anywhere in the province on the date fixed for receipt of nominations, whose principal place of residence is in the electoral district for which the election is held.

7.6.2 Members holding a current post-graduate training licence on the date fixed for receipt of nominations, are eligible to vote in the electoral district available to these Members if they are eligible to vote in accordance with Article 7.6.1.

## **7.7 Extent of Right to Vote**

A Member of the College may vote for as many candidates for Council as there are vacancies to be filled for the position(s) for which the Member is eligible to vote in accordance with Article 7.6.

## **7.8 Eligibility for Nomination**

7.8.1 The following Members are eligible for nomination as Councillors for the electoral districts:

7.8.1.1 a Member in good standing who practices medicine in the electoral district for which an election is held on the date fixed for receipt of nominations;

7.8.1.2 a Member who is not actively engaged in the practice of medicine in any electoral district in the province, whose principal place of residence is in the electoral district for which any election is held;

In addition to the requirements set out in Article 7.8.1.1 and 7.8.1.2, a Member must consent to the nomination in writing and be nominated by at least five Members who are practicing in the electoral district for which the election is held on the date fixed for receipt of nominations.

## **7.9 Nominations**

7.9.1 A nomination must be received by the Registrar no later than the date fixed by the Nominating Committee for receipt of nominations.

7.9.2 At least thirty days before the date fixed for receiving nominations in any election, the Registrar shall send to every eligible voting Member a letter:

7.9.2.1 advising of the election date;

7.9.2.2 seeking nominations;

7.9.2.3 advising of the last date for receiving nominations; and



7.9.2.4 enclosing the form of nominating paper set forth in Schedule "A" and forming part of this by-law.

#### **7.10 Insufficient Number of Candidates**

Where at the close of receipt of nominations, the number of candidates nominated is less than the number of Councillors to be elected, the Executive Committee shall, as soon as practical, nominate from amongst the eligible Members a sufficient number of consenting candidates so that the total nominations equal the required number of Councillors to be elected.

#### **7.11 Election by Acclamation**

Where at the close of receipt of nominations the number of nominated candidates equals the number of Councillors to be elected for that position, the candidate(s) so nominated shall be declared duly elected and the Registrar shall write to the candidate(s) confirming the election.

#### **7.12 Election by Voting**

7.12.1 Where at the close of receipt of nominations there are more candidates than positions such that an election is needed, then, as soon as practical, the Registrar shall send to every member of the College eligible to vote for that position, an e-mail to the Member at the e-mail address listed with the College as that Member's e-mail-address containing:

7.12.1.1 an electronic ballot in the form which appears in the approximate form as Schedule "B" forming part of this by-law; and

7.12.1.2 a biography for each member running in the election.

7.12.2 The Registrar shall act as Returning Officer and the College through its electronic election process, shall receive ballots up to the hour and date fixed as the deadline for submission of ballots. Members will be unable submit their vote following the deadline for receipt of ballots.

7.12.3 The Registrar shall take all appropriate steps to ensure that the election is conducted by secret ballot.

7.12.4 Following the deadline for submission of ballots, the Registrar, in the presence of two scrutineers selected by Council, shall review the electronic results of the election. In the case of only one position on Council open for election, the candidate with the majority of votes cast for that position shall be declared elected. In the case of an election for two positions on Council, the two candidates holding the highest and second highest number of votes for the electoral district shall be declared elected. In the event of a tie vote,

no candidate shall be declared elected, and a run-off election shall be held in accordance with Article 7.14.

- 7.12.5 The electronic ballots used at an election shall not be destroyed until all petitions pursuant to Article 7.13 in respect of the election have been decided and, until that time, shall be retained by the Registrar, together with all other documentation in connection with the election.

### **7.13 Petition against Election**

- 7.13.1 A person may petition the Council against the election of a person to the Council by filing a petition with the Registrar within fifteen days after the election.

- 7.13.2 The petitioner shall state in the petition the grounds on which the election is disputed.

- 7.13.3 The petitioner shall serve a copy of the petition upon the person whose election is disputed.

- 7.13.4 Where a petition is filed with the Registrar pursuant to subsection (1), the Council shall hold an inquiry and if

7.13.4.1 the election is found to contravene these By-laws, or is otherwise contrary to law; or

7.13.4.2 the person is found not to be eligible to be nominated as a candidate for membership on Council,

shall order that a new election be held.

- 7.13.5 An inquiry held pursuant to Article 7.13.4, may be conducted in any manner in which the Council deems appropriate, and does not require the Council to take evidence under oath, or to provide opportunities for personal attendance. The decision of the Council, following the holding of an inquiry shall be final.

### **7.14 Certain Elections Held by Registrar**

The Registrar:

- 7.14.1 in the case of a tie vote, or in the case of a failure for any other reason to elect the required number of Councillors; or

- 7.14.2 subject to Article 9.5.3, in the case of a vacancy occurring from the death, unavailability or resignation of a member of the Council, or from any other cause outlined in Article 4.4,

shall cause an election to be held within sixty days for the purpose of filling the vacancy. The election shall be held in accordance with the provisions of Article 7.12.

### **7.15 Filling Vacancy**

Notwithstanding Article 7.14.2, but subject to Articles 9.5 and 9.6, where a vacancy occurs for any reason within six months before the date of the next Council election, the vacancy shall be filled at such election.

### **7.16 Term of Office of Member Filling Vacancy**

Where an election is held pursuant to Article 7.14.2 to fill a vacant Council position, the term of office for the vacant Council position shall be the remainder of the unexpired term of such position.

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## **DEFINITIONS**

"Act" means the *Medical Act*;

"College" means the College of Physicians and Surgeons of Nova Scotia;

"consecutive" means that thirty-six months or less occurred between the end of one term and the commencement of the next;

"Council" means the Council of the College;

"Councillor" means a person serving on the Council of the College;

"election year" means a year in which an election of Councillors is to be held;

"good standing" describes a medical practitioner who:

- is not subject to any current licensing sanctions;
- is not subject to any voluntary undertakings or written agreements with the College that limit the physician's practice of medicine; or
- has not been subject to licensing sanctions within the previous three year period.

"Member" means an individual who is registered on a Register of the College and who holds a licence, but does not include a student member, or a person holding a clinical assessment or temporary licence;

"member" means a person on Council or a committee who may be a Member, Councillor or a Public Representative;

“student member” means a person whose name is on the undergraduate medical education student list maintained by the College;

"Province" means the Province of Nova Scotia;

“Residents’ position on Council” means the seat on Council to be filled by a Member holding a post-graduate training licence, appointed by the Maritime Resident Doctors;