

**Adopted Feb 16<sup>th</sup> 2021**

The Elections and Referendum Manual of the Manitoba Medical Students' Association

Article 1: Manitoba Medical Students' Association Council Members

1. The Manitoba Medical Student Body must elect all voting members of the Manitoba Medical Students' Association (MMSA) excepting a vacancy that presents itself, in which a By-Election shall be at the discretion of MMSA Council.
2. The following members shall be elected in accordance with the procedures in this document:
  - a. Senior Stick
  - b. Vice-Stick Internal
  - c. Vice-Stick External Junior Representative
  - d. Junior Treasurer
  - e. Programmers (2 positions)
  - f. UMSU Representative
  - g. Senator
  - h. Communications Representative Junior
  - i. Corporate Relations Representative
  - j. MMSA Wellness Representative
  - k. Research Program Representative
  - l. Equity, Diversity, and Inclusivity Representative
3. All MMSA Council Positions are elected annually for a term of one year, with the following exceptions:
  - a. Following one year of service:
    - i. The Vice-Stick External Junior Representative transitions into the Vice-Stick External,
    - ii. The Junior Treasurer transitions into the Senior Treasurer,
    - iii. The Communications Representative Junior transitions into Communications Representative Senior, and
    - iv. The Global Health Liaison Junior transitions into the Global Health Liaison Senior.
4. The Medicine I Representative, Global Health Liaison Junior, Class Presidents and Class Academic Representatives shall be elected in accordance with the Class Council Election Procedure outlined in Article 2.
5. Procedures for appointing non-elected positions on the MMSA Council are outlined in Bylaw 5.3 and 5.4 of the MMSA Bylaws.



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6. All members of the Manitoba Medical Student Body are eligible to run for positions on the MMSA Council, so long as they meet the following criteria:
  - a. Any student running for the position of Senior Stick or Vice-Stick Internal must have had at least one year of MMSA Council experience (elected, appointed, or ex-officio) and must be in Medicine III or IV during their term of office.
  - b. Any student running for the position of Vice-Stick External Junior, Programmer, Communications Representative Junior, or Junior Treasurer must be in Medicine II during their term in office.
  - c. Any student running for the position of Research Program Representative must be within the MD/PhD or MD/MSc stream.
  - d. No student may concurrently hold more than one position on the MMSA Council
    - i. If the Vice-Stick External, Senior Treasurer, or Global Health Liaison Senior choose to vacate their position in the middle of their sitting term, the Junior Representative may concurrently fill the Senior position until a new Junior Representative is elected.
  - e. It is at the discretion of the Executive Committee whether or not a member of the MMSA Council Member may concurrently hold an executive position with the IFMSA, CFMS, or UMSU. If it is the Senior Stick who wishes to hold one of these positions concurrently, it is up to the remainder of the MMSA Executive Council. i. Members who wish to hold an executive position on any of the aforementioned groups, must inform the MMSA Executive Committee upon their nomination to said groups.
  - f. Each student may only run for one position in any given election.
  - g. Students are not permitted to run as a group, or slate for any position(s).
  - h. MMSA Council Members and Class Council Members may not endorse any individuals during an election period.
7. The Returning Officer shall be the Senior Stick of the MMSA. If the Senior Stick is not available, the Returning Officer shall be the senior-most MMSA Council Member that is not running for a MMSA Council Position in that election cycle.
8. The Returning Officer shall use their discretion to manage situations not covered in the Constitution, Bylaws, or Election Manual.
9. The Returning Officer shall obtain current student numbers of all members of the medical student body from the UGME office, to use as a verified voter list for the election process.
  - a. These lists shall not contain student names.



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10. Fourteen days prior to the selected dates of the election, an email shall be sent by the Returning Officer to all members of the Medical Student Body to call for nominations and indicate the following:
  - a. Dates of the election
  - b. Positions Available
  - c. Descriptions and terms of office and available positions
  - d. Elections procedures, deadlines and availability of nomination forms
  - e. The terms of speeches, including but not limited to decisions regarding the use of visual aids such as PowerPoints, pictures, or video during speeches
  - f. The MMSA Constitution, Bylaws and Election manual for review
11. All elections shall contain a Nomination Period, Speeches, and Voting Period.
  - a. The nomination period shall last for 12 days, and begin 14 days prior to the speeches.
  - b. The speeches will be coordinated by the Returning Officer or their designate, at a time that both the Medicine I and II classes, and if possible Medicine III and IV classes are available.
  - c. The Voting period shall last for 72 hours, following completion of the speeches.
  - d. The Returning Officer may make modifications to the deadlines at the announcement of the elections at their discretion, so long as there is at least 48 hours between the deadline for nominations and speeches, and so long as there is 72 hours for voting to take place.
12. The process for nominations shall be as follows:
  - a. Students may self nominate. Any nominations received by proxy must be verified with the nominated individual.
  - b. All candidates must submit a short typed platform of no more than 300 words, excluding candidates for Senior Stick, who may submit a platform of no more than 500 words.
  - c. Nominations shall not be secret at any time, and may be requested by any person from the Returning Officer.
  - d. Nominees shall be free to withdraw at any time.
  - e. Following the due date of the nomination submissions, an email with the nominees and their respective platforms for each position shall be sent to all members of the Manitoba Medical Student Body.
13. The process for speeches and campaigning shall be as follows:
  - a. All candidates have the option to make a speech.
  - b. Speeches shall not exceed three minutes in length, with the exception of Senior

Stick, where candidates may speak for up to five minutes.



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- i. The length of speeches may be modified at the discretion of the Returning Officer.
  - c. Speeches shall be recorded and shared with the Manitoba Medical Student body.
    - i. Speeches shall not be shared with the general public, and shall be deleted upon destruction of the ballots.
  - d. If a candidate is unable to attend the speeches, a video speech may be submitted and made available with the presentation of all other speeches.
  - e. The Facebook page for all Medicine I - IV Manitoba Medical Students shall not be utilized for personal campaigns. Only the Returning Officer shall be able to use MMSA social media to advertise the election.
- 14. The process for casting votes shall be as follows:
  - a. All votes shall be cast online.
  - b. The Manitoba Medical Student Body will use their student number to access an online survey to cast their vote.
  - c. Voters will be asked to rank the candidates in order of preference for the position they have been nominated for.
  - d. For positions with a single candidate, voters will be asked to vote yes or no as to whether or not they find a candidate suitable.
  - e. Online ballots will be collected for a period of 72 hours, following speeches.
  - f. Voting by proxy is not permitted.
  - g. Only students enrolled in the research stream may vote for the Research Program Representative.
- 15. The ballot counting process shall be as follows:
  - a. At the conclusion of the 72 hour voting period, only the Returning Officer and/or other members of the MMSA council assisting with the election shall count the votes.
  - b. Votes shall be verified by checking the student numbers against the class lists provided by the Associate Dean UGME's office.
  - c. A victory will be considered if any candidate achieves fifty percent of the vote plus one vote. If fifty percent plus one vote is not achieved, the following will occur:
    - i. Roles with only one position will be considered as follows:
      - 1. In the event that no candidate secures a majority of the popular vote, the candidate with the least number of votes will be eliminated and have their votes instantly redistributed. This process will be repeated until one of the candidates secures a

- majority of the popular vote.
2. In the event that no candidate secures a majority after the redistribution of votes, the Returning Officer shall announce a



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- runoff election between the tied candidates. There will be no additional campaigning. Voting shall be open for a period of 72 hours.
- ii. A victory for roles with two or more positions will be considered as follows: 1.  
The first successful candidate will be selected in the same manner as for roles with only one position (as detailed above)
2. Any further required positions will be filled by restarting the vote count with redistribution of the votes of the prior successful candidates.
3. If the second candidate has not yet secured a majority of the popular vote, then the process listed above will be repeated, until at least fifty percent plus one vote is achieved.
4. In the event that no candidate secures a majority after the complete redistribution of votes, the Returning Officer shall announce a runoff election between the tied candidates. There will be no additional campaigning. Voting shall be open for a period of 72 hours.
- d. Votes of confidence will require a two-thirds majority “yes” vote for the nominee to take office.
16. Announcement of results shall be made public immediately following the counting of votes via email to all four classes by the Returning Officer.
- a. The results of the election should be made available to the Undergraduate Dean's Office and UMSU.
- b. The number of votes for any nominee should not be sent to the Manitoba Medical Student Body, or to any candidate.
- c. The official tally of votes should be kept for 48 hours, in case of appeal. d.  
After this 48 hour window has passed, the Returning Officer should send a motion to the MMSA Council for destruction of the ballots.
17. Appeals may be submitted to the Returning Officer by unsuccessful candidates for 48 hours following announcement of results. The appeal process will be as follows: a.  
The appeal will be reviewed by three eligible individuals
- i. The Returning Officer
- ii. The Honourary Senior Stick
- iii. The incoming Vice-Stick External
1. In the case that the Incoming Vice-Stick External is also the

- Returning Officer, the Incoming Senior Treasurer shall participate
- b. If the majority of the individuals above agree that the procedures outlined in this document were not followed, the results shall be annulled and a repeat vote will occur.



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- c. At no point, shall any candidate or member view the ballots of any election that they were not the Returning Officer, or assisting in an appeal.
18. Turnover of MMSA Council will occur at the Transition Meeting in April or May of each year.
  19. Any position vacancies shall be filled by By-Election if deemed necessary by the MMSA Council.
    - a. The timing of the By-Election shall be decided by the MMSA Council
    - b. By-Elections shall follow all procedures of regular period elections
    - c. The Senior Stick or Vice-Stick Internal shall act as the Returning Officer

#### **Article 2: Class Council Members**

1. Class Council Elections shall follow all procedures outlined in Article 1, with the exceptions of these modifications below.
2. Each Class must elect all voting members of their Class Council excepting a vacancy that arises after January 1st.
3. All Preclerkship (Medicine I and II) Class Council Positions are elected annually for a term of one year, with the exception of Global Health Liaison Junior.
4. All Clerkship Class Council Positions shall hold their positions for a term of two years, until completion of Medicine IV.
5. The following members shall be elected in accordance with the election procedure:
  - a. Class President
  - b. Academic Representatives (2 positions)
  - c. Social Representatives (2 positions)
  - d. Sports Representatives (2 positions)
  - e. Wellness Representatives (2 positions)
6. The following members shall be elected in accordance with the election procedure; only

for the duration of the Medicine I year.

- a. MMSA Medicine I Representative
  - i. The MMSA Medicine I Representative also sits on MMSA council as a voting member.
- b. Community Outreach Representatives (2 positions)
- c. Global Health Liaison Junior



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- i. The Global Health Liaison Junior is a non-voting position on MMSA Council.
  - ii. The Global Health Liaison Junior will become Global Health Liaison Senior for the Medicine II year, at which point they become a Voting Member.
7. The Returning Officer for Medicine I elections shall be the President of the Medicine II Class Council. The Returning Officer for the Medicine II Class Election shall be the President of the Medicine III Class Council.
8. The Medicine I Class Council Election shall take place in September of the Medicine I year.
9. The Medicine II and Medicine III/IV Class Council Elections shall be held in April/May, following the conclusion of the MMSA Council Elections.
10. The changeover of Class Council shall occur immediately after announcement of the Class Council Election results.

### **Article 3: Referenda**

1. A referendum shall be held when:
  - i. Two-thirds ( $\frac{2}{3}$ ) of MMSA Council voting members vote in favour, or
  - ii. The Senior Stick is presented with a petition signed by 30% of the MMSA Members, requesting that one be held.
2. Any referendum shall present two or more options from which those voting must choose, and the form of the questions shall not be such as to request suggestions from those voting.
3. The MMSA Council shall be responsible for the wording of the question. 4. The Senior Stick or designated Returning Officer shall administer the referendum.



5. A referendum must be advertised to the MMSA members by e-mail and on the MMSA website for at least seven (7) days prior to the opening of polls.
6. Voting shall be conducted on an online medium, and polls shall remain open for forty-eight (48) hours.



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7. At least forty percent (40%) of the MMSA student body must participate in a referendum for its results to be considered valid.
  - a. In the event that less than 40% of MMSA student body participates, the MMSA may consider the results, but the referendum will be non-binding.
8. MMSA Council shall be bound by the results of a valid referendum.