## ELECTION POLICY

Note: This policy is currently contained in the regulatory bylaws and is scheduled to be removed at the next update. Specific references to the policy will be included in the new administrative bylaws.

1. The date of the Annual Election will be set by motion at the annual Spring Council meeting. ~~There will be a Motion at Spring Council to set the date for the Annual Election;~~

2. An email ~~Letter~~ indicating the election dates will be sent to the President~~, from~~ by the Registrar~~, indicating the election dates;~~

3. Prior to the election, an ~~A newsletter~~ article will be published in the spring newsletter ~~before the election;~~ “It’s Election Time”. Included in the article will be information about nominations and the election process;

~~4. Ensure that supplies are on hand:~~

~~▪ Keep in a plastic bag as a template~~

~~Nomination forms~~

~~▪ Ballot envelope~~

~~▪ Envelopes (regular large envelopes with Annual Election written on top)~~

~~▪ Mailing Label~~

~~▪ Voting Envelope~~

~~▪ Cream Paper (for election profile, nomination form, biographical sheet)~~

~~▪ Other supplies~~

4. ~~5.~~ Nomination forms will be sent out **50 days** before the election.

5. ~~6.~~ A second nomination form will be sent out **30 days** before the election;

6. ~~7.~~ The membership will be notified of nominees 10 days before nominations close;

7. ~~8.~~ A confirmation letter and biographical info sheet will be sent to nominees;

8. ~~9.~~ Candidates will be required to include a biography of no more than 200 words. ~~Prepare candidate profiles sheet – include a short Biography with a maximum length of 200 words, NO PHOTO;~~

~~10. Ballots with the Annual Election information sheet will be sent out at least 20 days before the election to all eligible voters (voting lists to be confirmed from database);~~

~~11. Keep track of the number of ballots that were sent out;~~

~~12. Christie will collect, stamp and store returned ballot mailing envelopes. The ballot mailing envelopes will be stored in a locked filing cabinet. Ballots must not be opened until the day of the election.~~

~~13. In preparation for the counting of the ballots, three people must be present. The three people will include two CDSS staff and one other person who is not a candidate and who is not nominated as a candidate. All eligible members of the College are entitled to be present at the counting of the ballots and members present may object to eligibility of voters. Any questions regarding eligibility of voters will be confirmed by the Registrar, who serves as the representative of council~~

~~14. Ballot counting protocol:~~

~~a) Count all the ballot mailing envelopes before opening them.~~

~~b) Open the ballot mailing envelopes and confirm that the member is eligible to vote then check off the name from the voting paper and record in the register. Any voting paper that is not completed is spoiled. Put aside all spoiled voting papers and count them;~~

~~c) Open the ‘Voting Papers’ and put the ballots in a container and put the voting papers in a separate container and reconcile;~~

~~d) Read and record all votes from the ballots in the election ledger. Tabulate the votes;~~

~~▪ Spoiled ballots will be set aside, recorded and preserved for one month. If the number of votes on the ballots are greater or lesser than the number of vacancies or if the marking is incorrect, the ballot is spoiled and will not be counted. If there is any doubt in the opinion of the ballot counters as to the intention of the voter, the ballot will not be counted;~~

~~▪ Reconcile the number of votes with the number of ballots (number changes yearly; 3 or 4 votes per ballot); repeat the reconciliation until two consistent results are achieved.~~

~~▪ Valid, counted ballots will be preserved for one month.~~

~~e) After the candidates with a clear majority have been declared elected, in the event of a tie for the bottom positions, those counting the ballots shall, by lot (draw from a hat) conducted in the presence of each other to determine which of these candidates shall be elected:~~

~~f) The ballot/vote counters will notify the Executive Director who will expediently notify the President and the membership. The President will phone the newly elected councilors to welcome them to council.~~

9. Once a secure procedure is developed the election will take place electronically.

## ADMINISTRATIVE ELECTION PROCESS

1) Motion of Council to select dates for the Election ~~(October​)~~.

2) Notice of Election

a) June Newsletter announces the election dates and provides information about nominations and the election process;

b) A voters list will be produced by the College; for use in election emails ~~mail outs~~ ~~August​~~;

c) Nomination forms and election protocol are sent out to eligible members ~~August​~~.

3) Who is eligible to nominate, be nominated or vote in the election:

a) Members who are a resident in Saskatchewan (6 months or more)

b) Members in good standing

c) Regular Members

d) Conditional Specialist Members

e) Regular Specialist Members

\*\* Student members, Honorary, Life, Faculty and Associate Members are NOT eligible\*\*

4) Nomination Procedure

~~a) Nomination forms must be filled out by 2 eligible members;~~

b) Nominations must be received ~~by (September​), which is~~ 20 days prior to election date ~~(October​)~~;

c) At least 30 days prior ~~(September​)~~ to the election date ~~(October​)~~:

i. A list of nominated members is sent to eligible members via email;

ii. A nomination form is again sent to eligible members via email;

d) 10 days prior ~~(October​)~~ to the election date ~~(October​)~~, ~~a ballot package is sent out in a large envelope including~~ an email will be sent out to eligible voters:

i. Biographies of the nominated members (candidates);

ii. A link to a secure voting website, including a single-use user-specific password. ~~A ballot listing the candidates (members nominated) for election in alphabetical order followed by a space in which an X can be marked to indicate a vote for that candidate;~~

~~iii. A ‘voting paper’ envelope in which to return the ballot;~~

~~iv. Ballot mailing envelope in which the ‘voting paper’ envelope is placed for mailing.~~

~~5) Voting Protocol~~

~~a) On the ballot, mark an X opposite the candidates you wish to vote for;~~

~~b) Eligible voters must vote for the number of vacancies to be filled ( #\_). Any other procedure will void the ballot;~~

~~c) Only the ‘voting paper’ envelopes with enclosed ballots received by the College up to the hour (1 pm October​) will be counted;~~

~~d) Voting papers must be properly completed and signed to be counted.~~

~~6) Ballot Counting Protocol~~

~~a) Ballot “mailing” envelope stamp dated and stored in locked cabinet;~~

~~b) Remove voting paper from “mailing” envelope;~~

~~c) Only the ‘voting paper’ envelopes that are properly completed, signed and received by the College by the stated time shall opened;~~

~~d) The ballot shall be removed and placed in a designated container for counting. The name on the voting paper will be checked off in a voting register;~~

~~e) The now unidentified ballots in the voting container will be counted by 3 people who are not candidates, and are designated by the College;~~

~~f) If the number of votes on the ballot is greater or lesser than the number of vacancies the ballot will not be counted;~~

~~g) If there is any doubt in the opinion of the ballot counters as to the intention of the voter, the ballot will not be counted;~~

~~h) All eligible members of the College are entitled to be present at the counting of the ballots and members present may object to eligibility of voters. That objection will be addressed by council; such ballot will be retained for one month following councils’ decision;~~

~~i) All ballots will be reconciled to confirm the numbers counted and not counted;~~

~~j) The candidates with a clear majority to fill the (#) vacancies will be declared elected. Equal numbers of votes for any of the vacancies will be declared by ‘lot’, conducted by the 3 counters in the presence of each other;~~

~~k) The College will announce the results expediently;~~

~~l) The counted and not counted ballots will be retained by the College for one month, after which the ballots can be destroyed if there have been no proceedings to dispute the election.~~

## MEMORANDUM:

 M E M O R A N D U M:

TO: ​Members of the College

FROM: ​College Office

DATE:​ \_\_\_\_\_\_\_\_\_\_\_\_\_

TOPIC: ​Annual Election

The Annual Election to the Council of the College of Dental Surgeons of Saskatchewan will take place on \_\_\_\_\_\_\_\_\_\_\_\_~~in the Office of the Secretary~~.

All members in good standing with the College and who are residents of the Province of Saskatchewan are eligible to be nominated to serve on Council. The current terms of Drs.\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_ ​expires at midnight on \_\_\_\_\_\_\_\_\_\_\_​, thus nominations are required for \_\_\_\_\_. ​positions.

Successful candidates will assume their position on​ \_\_\_\_\_\_ and will serve a two‐year term.

Any ~~two~~ member~~s~~ may nominate an individual by completing the enclosed nomination form and returning the same to the College by email office prior to the close of nominations. ​Nominations officially close on \_\_\_\_\_\_\_\_\_\_\_.

Please remember that \_\_\_\_\_\_\_ ​​positions on the Council are required to be filled and that the nominations close on​ \_\_\_\_\_\_\_\_\_.

Your continuing interest in the affairs of your College of Dental Surgeons is appreciated.

Enclosure: Nomination Paper

## NOMINATION FORM

NOMINATION PAPER

I ~~We~~, the undersigned member~~s~~ of the College of Dental Surgeons of Saskatchewan, in good standing, hereby nominate:

Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​as a candidate for election to the Council of said College for a period of two years.

Signed,

​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.D.S./D.M.D.

​ ~~\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.D.S./D.M.D.~~

I hereby permit my name to be placed in nomination as a candidate for election to the Council.

​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.D.S./D.M.D.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

## CONFIRMATION LETTER

Date: ​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Dr.

This will confirm receipt by the College office of a duly signed nomination in your name for election to the Council of the College of Dental Surgeons of Saskatchewan.

Enclosed you will find a biographical sheet which we would ask you to complete and forward to the College. These will be used as a profile sheet to inform the membership and must be received by the College no later than​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In the interest of all candidates, the College maintains the right to discretion when preparing the profile sheet.

Yours sincerely,

~~Dr. Bernie White CEO/Registrar, Secretary~~

Enclosure:

Biographical sheet

~~BW/ck~~

## BIOGRAPHICAL SHEET

The College of Dental Surgeons of Saskatchewan

Biographical Information

Include a short biography with a maximum length of 200 words. You may wish to include an abstract reference. NO PHOTO REQUIRED. Please send it in an electronic email Word format.

## 2ND ‐ MEMORANDUM

TO: ​Members of the College

FROM: ​College Office

DATE:​ ​\_\_\_\_\_\_\_\_\_\_\_\_\_

TOPIC:​ Annual Election

The annual election to the Council of the College of Dental Surgeons of Saskatchewan will take place on ~~Friday,~~\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​.

Those members whose main residence is in Saskatchewan and are regular members, conditional faculty members, conditional specialist members, regular specialist members, full‐time or part‐time conditional faculty members (temporary faculty members), or life members of the College are eligible to vote in College elections and are eligible for nomination and election to the Council.

Nominations are required for \_\_\_\_\_\_\_\_\_\_ ​positions.

As of​ \_\_\_\_\_\_\_\_\_\_\_ the following members have accepted nomination as a candidate in the upcoming election.

Dr. ​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. ​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. ​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any ~~two~~ member~~s (under subsection 2.11(1))~~ may nominate an individual by completing the enclosed nomination form and returning the same to the College office prior to the close of nominations.

Nominations officially close on \_\_\_\_\_\_\_\_\_\_\_\_\_\_​.

Your continuing interest in the affairs of your College of Dental Surgeons is appreciated.

Enclosure: Nomination Paper

~~Voting Paper~~

~~​\_\_\_\_\_\_\_\_\_\_\_ Election of Council~~

~~The College of Dental Surgeons of Saskatchewan~~

~~You are to vote for any​of the following candidates by marking with a~~

~~cross (X) in the box opposite the name to fill the​vacancies on the~~

~~Council of the College of Dental Surgeons. Any other procedure will render the ballot as spoiled and void.~~

## ANNUAL ELECTION

Dear Colleagues:

Re: Annual Election

Nominations for election to the Council of the College of Dental Surgeons of Saskatchewan have been received.​\_\_\_\_\_\_\_\_\_\_ (\_# ) candidates are to be elected from the following:

Dr. ​\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By following the instructions listed below and on the enclosures, your right of secret ballots is maintained.

1. Proceed to the link provided during the time period specified
2. Enter your one-time password
3. Select up to \_\_\_\_ candidates
4. Click submit

~~a) Mark your ballot for the \_\_\_ #\_\_​candidates of your choice with an X.~~

~~b) Place the ballot inside the voting paper envelope, seal the envelope and complete the information on the envelope.~~

~~c) Place the voting paper envelope inside the larger return envelope addressed to the College and mail it with appropriate postage.~~

~~You are also reminded of the following Articles of the Bylaws of the College of Dental Surgeons:~~

~~ARTICLE 4.2~~

~~(5) “ Every member desiring to vote at an election of members of the Council shall place on the voting paper (ballot), which shall be in the form prescribed by the Council, a cross (thus X) opposite the name of each of the candidates for whom they vote.”~~

~~(6) “Only the voting papers received by the Secretary up to the hour fixed for holding the election shall be counted.”~~

~~(7) “Candidate names shall be printed in alphabetical order on the ballot and voters must vote for the number of vacancies to be filled. Any other procedure will class the ballot as spoiled and void.”~~

~~Ballots must be received at the College office by 1:00 pm,​.~~

~~The ballots will be counted on​at 2:00 pm in the office of the College of Dental Surgeons of Saskatchewan, 201 – 1st Avenue South, 1202 The Tower at Midtown, Saskatoon, SK, S7K 1J5.~~

~~Yours sincerely,~~

~~All members of the College are entitled to be present during the counting of the ballots.Dr. Bernie White CEO/ Registrar~~

ELECTION PROFILE

Listed ​below ​are ​the ​profiles ​of ​the ​candidates ​who ​are ​contesting​ the

 \_\_\_\_#\_\_\_\_​vacancies for the Council of the College of Dental Surgeons of Saskatchewan.

This year, \_\_\_\_#​\_\_\_\_\_members are seeking the elected positions. If elected, they will assume their duties on​ \_\_\_\_\_\_\_,\_\_\_\_\_\_\_​.​~~The counting of the ballots for the~~

~~Annual Election will take place at the College office on~~

~~​at 2:00 p.m.~~

~~(Ballots must be received by 1:00 p.m.) All members of the College are entitled to be present at the counting of the ballots.~~

~~(NO PHOTO)~~

## WELCOME TO COUNCIL

~~October~~

Date: \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ ​

Dr.

Dear Dr. ​\_\_\_\_\_\_\_\_\_\_\_\_

As in the past, new members of Council are hereby invited to attend the Fall Meeting of Council that will be held in \_\_\_\_\_\_\_\_\_ ​at the ​\_\_\_\_\_\_\_\_\_ on\_\_\_\_\_\_\_\_\_\_\_\_​. Accommodations have been ~~made~~ arranged for those members who reside outside of \_\_\_\_\_\_\_\_​for the evenings of \_\_\_\_\_\_\_\_\_\_​.

Please advise the College office if there is a problem in attending or you do not require the room.

The appreciation of the membership is extended to those who allowed their names to stand for the election of your Council.

Yours Sincerely,

~~Dr. Bernie White CEO/Registrar~~

~~BW/ck~~

## NOT THE WINNER ‐ Thank you Letter

~~October~~

Date: \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ ​

Dr. ​

Dear Dr.​\_\_\_\_\_\_\_\_\_:

On behalf of the members of the College and myself, I would like to thank you for running as a candidate for the College annual election of members to our Council.

Yours sincerely,

~~Dr. Bernie White CEO/Registrar~~

~~BW/ck~~