ANNUAL ELECTION

POLICY

ELECTION POLICY

1. The date of the Annual Election will be set by motion at the annual Spring Council meeting to occur prior to the Annual General Meeting.

2. An email indicating the election calendar and dates will be sent to the President by the Registrar.

* Nomination forms will be sent out **50 days** before the election.
* A second nomination form will be sent out **30 days** before the election
* Nominations close **20 calendar days** prior to election date
* Nominations must be received by 11:59pm on the nomination closing date
* The membership will be notified of nominees **10 days** before before the election date

3. Prior to the election, an “It’s Election Time” communication will be sent by email and published in the newsletter, and will include information about nominations and the election process.

4. The election will take place in an electronic format.

5. The candidates and membership will be notified of the election outcome within two working days after the close of balloting.

ADMINISTRATIVE ELECTION PROCESS

1) Motion of Council to select dates for the Annual Election

2) Notice of Annual Election

a) An email and/or newsletter communication to announce the election dates and provide information about nominations and the election process;

b) A voters list will be produced by the College for use in election emails;

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

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

4) Nomination Procedure

a) At least 50 days prior to the election date:

i. A nomination form will be sent to eligible members via email.

b) At least 30 days prior to the election date:

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

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

c) At least 20 days prior to the election date, nominations must be received from eligible members.

d) A confirmation letter and biographical information form will be sent to nominees 20 days prior to the election date. Candidates will be required to include a biography of no more than 200 words.

e) At least 10 days prior to the election date an email will be sent to eligible voters including:

i. Biographies of the nominated members (candidates);

ii. A secure ballot in an electronic format.

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 \_\_\_\_\_\_\_\_\_\_\_\_.

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 on \_\_\_\_\_\_\_\_\_\_\_​, thus nominations are required for \_\_\_\_\_. ​positions.

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

Any member may nominate an individual by completing the enclosed nomination form and returning the same to the College office by email 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, 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.

​

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,

Enclosure:

Biographical sheet

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​.

Those members whose main residence is in Saskatchewan and are regular members, conditional specialist members, regular specialist 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 member 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

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.

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​ \_\_\_\_\_\_\_,\_\_\_\_\_\_\_​.

WELCOME TO COUNCIL

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,

NOT THE WINNER ‐ Thank you Letter

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. Please consider letting your name stand in future elections.

Yours sincerely,