

**THE MEDICAL SOCIETY OF NOVA SCOTIA**  
**RULES AND REGULATIONS**  
*Last Approved: May, 2018*

**1. MEMBERSHIP**

Members of the Society shall upon payment of the annual membership dues as applicable, have the rights and privileges of one of the following classifications of members of the Society:

1.1 Full Members

Unless otherwise provided for in these Rules and Regulations, every member of the Society who is a medical practitioner as defined by the *Medical Act*, is a Full Member.

Full Members are entitled to all rights and privileges of the Society, including the right to hold office and vote.

1.2 Life Members

Any member of the Society in good standing for the immediately preceding ten (10) year period and who has attained the age of sixty-five (65) years is eligible for Life Membership. Nominations may be made by any Full Member of the Society. Life Membership may only be bestowed by unanimous approval of the members of the Board of Directors present and voting. No more than two (2) may be elected in any one year. Life Membership so approved shall be conferred by the President of the Society at the time of the Annual General Meeting or any Special Meeting.

Life Members are entitled to all rights and privileges of the Society, including the right to hold office and vote, but have no obligation to pay annual membership dues.

1.3 Retired Members

A former Full Member who is fully retired from the practice of medicine is a Retired Member.

Retired Members are entitled to all the rights and privileges of the Society, including the right to hold office and vote. .

1.4 Special Consideration: Members on Leave

A Full Member who is away from the active practice of medicine by virtue of parental, study, occupational or medical leave, or who provides proof of professional earnings as a result of having a medical license of less than \$5,000 in the previous 12 month period, may upon application to Doctors Nova Scotia and payment of the annual membership dues for this category, be granted admission to this category. Upon return to the active practice of medicine, full membership dues, which may be pro-rated for the remaining time in the fiscal year, must be paid.

Members on Leave are entitled to all the rights and privileges of the Society, including the right to hold office and vote.

## **MEMBERS WITH LIMITED PRIVILEGES**

Members in the following categories are subject to the limitations set out below:

### **1.5 Medical Student Members**

Medical students enrolled in the Faculty of Medicine at Dalhousie University or funded by the Nova Scotia government to study outside the province, are recognized as Medical Student Members of the Society. Medical Student Members are eligible to:

- (a) serve on committees of the Society;
- (b) vote in Board of Directors elections; and
- (c) attend, participate in and vote at the Annual General Meeting and at Special Meetings as defined in the Bylaws.

### **1.6 Resident/Fellow Members**

Postgraduate physicians in training at Dalhousie University are recognized as Resident/Fellow Members. Resident/Fellow Members are eligible:

- (a) to serve on committees of the Society;
- (b) vote in Board of Directors elections;
- (c) to attend, participate in and vote at the Annual General Meeting and at Special Meetings as defined in the Bylaws; and
- (d) for any other rights and privileges at the discretion of the Board of Directors.

### **1.7 Non-Resident Members**

A member of the Society who takes up residence outside Nova Scotia and is no longer practicing medicine in Nova Scotia may, upon application to the Chief Executive Officer and payment of the required annual membership dues, be approved as a Non-Resident Member of the Society. Non-Resident Members are eligible:

- (a) to receive general membership communications; and
- (b) for continuation of OMA Life and Disability Insurance upon payment of applicable premiums.

Any Resident/Fellow Member who has trained at Dalhousie University or has been a member of Maritime Resident Doctors, matched with a residency or fellowship training program outside Nova Scotia, and intends to return to Nova Scotia to practice medicine, may, upon payment of the required annual membership dues, be entitled to the same rights and privileges as a Non-Resident Member of the Society. Members can only be eligible for this category of membership if they have held an active student or resident membership with Doctors Nova Scotia prior to leaving the province.

## 1.8 Honourary Members

Honourary Members shall be members of the profession or others who have distinguished themselves by their attainments in Medicine or Science or who have rendered extraordinary service to the Society. Recommendations for election to Honourary Membership shall come solely from the Board of Directors with a unanimous vote.

Honourary Members are entitled to all the rights and privileges of the Society, except they may not sit on committees, hold office or vote.

## 1.9 Special Consideration: Restricted Membership

A member who is away from the active practice of medicine by virtue of disciplinary action shall be admitted to this category. Upon return to the active practice of medicine, full membership dues, which may be pro-rated for the remaining time in the fiscal year, must be paid.

Restricted Members are entitled to all the rights and privileges of the Society, except they may not sit on committees, hold office or vote.

## 1.10 Special Consideration: Emergency Membership

A duly licensed physician that has been granted an 'emergency license' by the College of Physicians and Surgeons of Nova Scotia in the event of a pandemic or crisis situation shall be admitted to this category. A physician with Emergency Membership is not required to pay annual membership dues.

Emergency Members are not entitled to any rights and privileges of the Society and may not sit on committees, hold office or vote. The Society may obtain contact information for Emergency Members that can be used for communicating and sharing relevant information.

## 2. **SECTIONS**

### 2.1 Creation

(a) Any group of ten or more members of the Society who are primarily interested in any aspect of the science and/or practice of medicine may be recognized as a Section of the Society with the approval of a formal application at the time of the Annual General Meeting provided that such an application is endorsed by the Board of Directors at a meeting not less than 60 days prior to the Annual General Meeting.

(b) This application will include:

(i) the name of the proposed Section;

(ii) the names and signatures of the ten (10) or more Society members sponsoring the proposed Section;

- (iii) the names of the interim chair and secretary of the proposed Section; and
- (iv) the reason why the formation of a new Section will benefit both the members of the proposed Section and the Society as a whole.

## 2.2 Dissolution

A Section may be dissolved if:

- (a) The Section indicates a lack of interest;
- (b) The Section is not conducting its business in accordance with the By-laws, Rules and Regulations, Policies or Procedures adopted by the Society;
- (c) The Board of Directors identifies any other sufficient cause.
- (d) A Section must be dissolved by resolution of the Society's Annual General Meeting upon recommendation of the Board of Directors.
- (e) A dissolved Section can only be revived upon the recommendation of the Board of Directors and approval of a new application at the Society's Annual General Meeting.

## 2.3 Membership

- (a) Members of the Society may be members of more than one Section but may be required to state a primary affiliation with one Section as from time to time may be required by the Board of Directors for purposes of voting in elections and referendums or for other purposes that the Board of Directors may determine.
- (b) The Section must have not less than ten (10) members or 80% of the eligible members of that group to be a Section pursuant to the By-laws and Rules and Regulations of the Society.

## 2.4 Duties and Responsibilities

- (a) It is recommended that each Section prepare a terms of reference that defines the purpose and structure of the Section and reference the requirements outlined in this section of the Rules and Regulations.
- (b) A Section may:
  - (i) through its Executive, make recommendations to the Society for consideration, however approval by the Board of Directors is required before any action is taken.

- (ii) through its Executive, make a presentation to the Board of Directors regarding matters of interest. Any such request must be made to the Chair of the Board of Directors.
  - (iii) appoint committees or working groups as it deems necessary. Reports prepared by those committees and working groups must be reviewed by the Section before being given to the Board of Directors for consideration.
  - (iv) be called upon to name representatives to committees of the Society.
  - (v) be asked to deal with matters referred to it by the Annual General Meeting or by the Board of Directors of the Society.
- (c) The Board of Directors may ask a Section to:
- (i) participate in any part of the Society's Annual General Meeting agenda that relates to its specialty; and
  - (ii) act in co-operation with committees of the Society.

## 2.5 Officers and Executive Committees

- (a) Members of the Section may elect by annual vote a Chair, Vice-Chair, Secretary-Treasurer or a Secretary and a Treasurer and such other officers as may be deemed by the Section as necessary. The Section will determine when the annual vote will take place.
- (b) The Executive Committee of the Section may consist of the officers outlined in 2.2(a), plus the immediate Past Chair.
- (c) The Secretary of the Section shall keep minutes of all Section meetings.
- (d) The Executive Committee of the Section may:
  - (i) Conduct the affairs of the Section between meetings as required; and
  - (ii) Review and approve requests for membership to the Section.

## 2.6 Meetings

- (a) It is recommended that the Section meet at least once in each year.
- (b) In addition to the annual and regular meetings, special meetings may be called by the Chair on behalf of the executive or at any time following the written request of any five (5) members of the Section.
- (c) The Secretary shall notify all members in writing not less than seven (7) days in advance of all meetings.
- (d) The Annual General Meeting of a Section may be held as part of the Annual General Meeting of the Society.

- (e) A quorum shall be constituted by five (5) members for a Section meeting, and by four (4) members for an Executive Committee meeting.

## 2.7 Section Forum

- (b) There shall be a Section Forum composed of the Chairs of each Section of the Society.
- (c) The Section Forum shall select a Chair every two years, alternating between a specialist and a member of the Primary Care Representative Council.
- (d) The Section Forum Chair is expected to serve one term of two years. The Section Forum terms of reference outlines a process for extending the term if required.
- (e) The Section Forum shall meet at least twice a year to discuss issues of general interest.

## 3. **BOARD OF DIRECTORS - NOMINATION AND VOTING**

### 3.1 Nomination of Members at Large

- (a) Composition of the Board of Directors, as outlined in Section 9.5 of the By Laws, includes ten members at large.
- (b) The (10) ten members-at-large are composed of the following:
  - (i) Two (2) general practitioners who carry on practice, or if retired, did carry on practice in Halifax Regional Municipality;
  - (ii) Three (3) general practitioners who carry on practice, or if retired, did carry on practice in the Province outside of Halifax Regional Municipality;
  - (iii) Three (3) licensed specialists who carry on practice, or if retired, did carry on practice in Halifax Regional Municipality;
  - (iv) Two (2) licensed specialists who carry on practice, or if retired, did carry on practice in the Province outside of Halifax Regional Municipality.
- (c) Members at large must be nominated for election in writing and each nomination must include the signatures of two full members of the Society and the written consent of the nominee.
- (d) Deadlines for nominating, voting and reporting results will be set by the Chief Executive Officer and communicated to all eligible members.
- (e) The nomination must be submitted to the Chief Executive Officer on or before the stated deadline.

### 3.2 Nominations by Nominating Committee

- (a) If no nomination is received for a vacant position on the Board of Directors by the stated deadline, the Nominating Committee will nominate someone for the vacant position.
- (b) The nomination must include approval of a majority of the Nominating Committee and written consent of the nominee.
- (c) The approved nominations must be submitted to the Chief Executive Officer by the stated deadline.

### 3.3 Elected by Acclamation

- (a) If only one qualified member has been nominated for a vacant position on the Board of Directors, the Nominating Committee will declare the sole nominee to be elected by acclamation.
- (b) The approved nominations must be submitted to the Chief Executive Officer by the stated deadline.

### 3.4 Appointment of Regional Representatives

- (a) Three (3) regional representatives may be appointed by the Board of Directors prior to the first meeting of the Board of Directors immediately following the Annual General Meeting of the Society.
- (b) Regional representatives may serve no more than three (3) consecutive one (1) year terms.

### 3.5 Canadian Medical Association Representative

- (a) The Nova Scotia representative to the Canadian Medical Association Board of Directors may be appointed to the Board.
- (b) The Canadian Medical Association representative is an ex-officio, non-voting member.

### 3.6 Ballots Sent to Members

The Chief Executive Officer shall prepare a form of ballot containing the names of the members nominated for the vacant member-at-large positions.

### 3.7 Voting

- (a) Each full member of the Society may vote for a candidate to fill each vacant member-at-large position on the Board of Directors.
- (b) Each full member of the Society shall vote electronically or by mail ballot.
- (c) Close of Voting

Ballots for members-at-large on the Board of Directors shall be returned to the Chief Executive Officer on or before the stated deadline, and ballots

received after that date shall not be counted.

(d) Counting of Votes

(i) After all ballots are received the votes shall be counted by the Chief Executive Officer and any member of the staff of the Society appointed by the Chief Executive Officer.

(ii) The candidate receiving the largest number of votes in each of the categories named on the ballot shall be declared elected.

(iii) If more than one vacancy exists in any category, the candidates receiving the largest number of votes in descending order shall be declared elected.

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Where the candidate elected cannot be determined by reason of two candidates for the same position receiving the same number of votes, the Chief Executive Officer shall, in the presence of such candidates or their nominees, select one of the candidates by lot and that candidate shall be declared elected.

3.8 Term of Office

(a) At the close of the Annual General Meeting of the Society the President-Elect shall become the President of the Society and shall serve until the close of the next Annual General Meeting of the Society.

(b) All candidates elected or appointed to the Board of Directors shall commence their terms at the close of the Annual General Meeting following their appointment or election to the Board of Directors of the Society.

*Revised by the Board of Directors: May, 2018*