

	BOARD OF DIRECTORS
Policy	Guidelines for Nominations and Elections
Approved by Board	March 31, 2023

1.0 Timelines

1.1 Board Elections

Each year in January a member-wide call for nominations will be issued for vacant member-at-large seats on the Board of Directors (the Board).

1.2 President-Elect

Each year in January a member-wide call for nominations will be issued for President-Elect.

1.3 Board Chair

A call for nominations for Board Chair will be issued approximately 18 months before the incumbent Chair's term ends. The goal, when possible, is to have the current Board Chair and the incoming Board Chair overlap for one year to facilitate an in-depth orientation and on-boarding for the incoming Chair.

1.4 Board Appointments

Eligible members can apply for an appointed position on the Board by completing an expression of interest (EOI) form on the [website](#). The Nominating Committee will select and recommend physicians who best complement the current mix of skills and attributes on the Board.

EOIs are kept on file for two years. In April/May the Nominating Committee reviews the EOIs and makes a recommendation to the Board for approval.

1.5 Standing Committees

Any member interested in being appointed to a Standing Committee (Audit, E-Health, Governance or Policy & Health Issues Committees) can submit an EOI at any time via the [website](#). EOIs for committee appointments are kept on file for two years.

When vacancies arise, the committee with the vacancy reviews the expressions of interest and recommends a candidate(s) to the Board of Directors for approval.

2.0 Eligibility

2.1 Any member of Doctors Nova Scotia who is in good standing in a membership category that allows the right to hold an office or vote, is eligible to hold an elected or

appointed position. The eligible membership categories are full member, life member, retired member, clinical assistant and members on leave ([see Rules & Regulations](#), Section 1 – Membership).

2.2 Medical Student Members and Resident/Fellow Members are eligible to serve on committees of the Society ([see Rules & Regulations](#), Sections 1.5 and 1.6 – Membership).*

2.3 A member in good standing is any member whose membership fees have been paid current.

**The revision to Section 3.1 of the attached Rules & Regulations doesn't include 2.2 above as that section in the Rules & Regulations only refers to the Board of Directors.*

3.0 Board Elections

3.1 Voting

The following members are eligible to vote in the Board elections:

3.1.1 Any member of Doctors Nova Scotia who is in a membership category that allows the right to vote (full member, life member, retired member, clinical assistant and members on leave ([see Rules & Regulations](#), Section 1 – Membership)).

3.1.2 Medical Student members and Resident/Fellow members ([see Rules & Regulations](#), Section 1 – Membership).

3.2 Practice Location

3.2.1 The elected Board positions are identified as inside and outside the Halifax Regional Municipality (HRM). For the purpose of this election, inside HRM would include the Halifax, Dartmouth and Bedford areas, as well as the rural communities considered to be in the HRM. A complete list can be found here: [Communities in the Halifax Regional Municipality](#).

3.2.2 Eligibility is based on practice location, not the member's home address. If a physician practices in more than one location, eligibility is based on where the majority of practice time is spent.

3.3 Election Candidates

Candidates who do not win their seat in the Board election can be considered for an appointed position on the Board. Those candidates are required to complete the Skills & Attributes Matrix and would not receive any preference or advantage over the candidates who did not run in the election.

4.0 Length of terms

The following terms apply to elected and appointed positions:

Elected Members-at-large	A maximum of two three-year terms
President-Elect	Three years (one year as President-Elect, one year as President, one year as Past-President)
Board Chair	A maximum of seven years (one year as incoming Chair and a maximum of two three-year terms as Chair)
Board appointments	One-year term (can be renewed twice for a maximum of three consecutive one-year terms)
Standing Committees	A maximum of two three-year terms

5.0 Equity, diversity and inclusion

DNS commits to diversifying the Board and its committees and will strive to maintain talented and dedicated directors and committee members with a mix of backgrounds, experience and skills. The following diversity statement will be included in our nomination and election materials:

Our commitment to equity, diversity and inclusion

Doctors Nova Scotia is committed to developing and supporting a more diverse, inclusive and equitable environment for both physicians and staff. We encourage applicants from equity-deserving populations to apply and self-identify when completing the skills and attributes survey. We also encourage all applicants to share how they will bring an equity lens to leadership positions at DNS. Equity, diversity and inclusion (EDI) is an integral component of DNS through our Strategic Plan and EDI framework. DNS considers EDI to be outcomes which are achieved through processes and tools such as reconciliation, decolonization and accessibility. When DNS refers to “EDI work,” it is including the processes that can lead to the outcomes of EDI for all. The association’s commitments to EDI are upheld through regular education sessions; a Respectful Workplace Policy for staff, Board and committee members; external audits; a staff EDI committee; and routine application of an equity lens in all organizational decision-making. As outlined in our [Board and Committee Diversity Policy](#), the Board will strive to foster a brave space that tackles challenging topics with respect and care, and where everyone feels comfortable participating. If you have questions about how DNS can ensure a safe place for you or how the expression of interest process can accommodate your needs, we invite you to reach out to Maddi McKay, Chair, EDI Committee at maddi.mckay@doctorsns.com.