

**ALBERTA MEDICAL ASSOCIATION PROCESS FOR
ELECTION OF PRESIDENT-ELECT 2017**

March	Timelines for election and scrutineers approved by the board via email ballot.
April	<p>April 6: Call for Nominations opens</p> <ul style="list-style-type: none"> ○ Documents posted to the AMA website and membership notified via email (link to web page): <ul style="list-style-type: none"> ▪ Nomination Letter to the membership (from Nominating Committee chair) ▪ Nominating Committee list of members ▪ Call for Nominations ▪ Nomination Paper ▪ Board Policy GP-6 ○ A single page notice directing members to the website is mailed to AMA members without email addresses. ○ Nominating Committee nominee for P-E and Call for Nominations highlighted in MD Scope.
May	<p>May 11, 9 a.m.: Call for Nominations closes</p> <p>May 16: Voting begins</p> <ul style="list-style-type: none"> ○ Ballot packages and e-vote posted to AMA website and membership notified via email (link to web page). Ballot packages include: <ul style="list-style-type: none"> ▪ Instructions to voters ▪ Brief CV (2 pages) provided by each nominee ▪ Link to e-vote page ○ A single page notice directing members to the website is mailed to AMA members without email addresses. ○ Election highlighted on website banner. ○ Members eligible to vote will receive a reminder on their dashboard when they log into the AMA website. <p>May 18: P-E vote highlighted in MD Scope</p> <p>May 23, May 30, June 8, June 13</p> <ul style="list-style-type: none"> ○ Reminder emails sent to members who have not voted.
June	<p>June 15, 4:30 p.m.: Voting closes</p> <ul style="list-style-type: none"> ○ E-vote closes – no further votes are accepted <p>Friday, June 16: Ballots tallied (10 a.m.)</p> <ul style="list-style-type: none"> ○ Votes are tallied – the e-report showing vote totals are run in the presence of the scrutineers appointed by the board. ○ The candidate with the most votes is declared elected as President-Elect. ○ The executive director contacts all candidates, starting with the newly elected President-Elect. <p>Monday, June 19</p> <ul style="list-style-type: none"> ○ Announcement of results by special issue of MD Scope and news item on website, social media