Canadian Society of Nephrology/
Société canadienne de néphrologie
CSN/SCN

Policy on Nominations and Elections

This Policy shall be, unless the context otherwise requires, construed and interpreted in accordance with the interpretation provisions of the Corporation's by-laws. In the event of a conflict between the provisions of this Policy and the provisions of the By-laws, the provisions of the by-laws shall govern.

Purpose and Use

These policies and procedures are intended to guide orderly, fair, open and consistent conduct of the nominations and elections of Officers of the Canadian Society of Nephrology. They are for the use by the Nominations and Elections Committee, a standing committee of the Board of Directors, and are available to all members of the Society. They are in compliance with the new Canadian Not for Profit act and the CSN by-laws, which take precedence.

Dates of AGM and Election of Directors

The Society shall publish on the Society's website, at least six (6) months in advance of the AGM, the dates of the AGM of the Society. From there we determine the dates of the nomination and election process.

Officers	**TERMS**
President-Elect	2 yrs (then 2 yrs President)
President	2 yrs (then 2 yrs Immediate Past Pres)
Immediate Past President	2 yrs
Secretary-Treasurer	4 yrs
Board of Directors	
(2) Regional representation Directors Western Provinces	3 years
(1) Regional representation Directors Atlantic Provinces	3 years
(2) Regional representation Directors Quebec	3 years
(2) Regional representation Director Ontario	3 years
(1) Community Nephrologist	3 years
Chair – Education Committee	3 years
Chair – Clinical Practice Guidelines Committee	3 years
Chair – Scientific Committee	3 years
President – Canadian Association of Pediatric Nephrologists	2 years

The Nominations and Elections is chaired by the Immediate Past President and shall recommend to the Board of Directors, based on suggestions from CSN voting members, candidates to be nominated for election to the Board positions.

Chairs of the Committees: Because the Chairs of various Committees are voting members of the Board, going forward the process by which they are occupied is similar to the other Board of Director and Officer positions. The availability of these positions will be advertised to the CSN membership, nominations will be solicited, and individuals will be voted into these Positions by the CSN Membership (as described below). For continuity we understand it would be preferable that an existing member of a given Committee take up the position of Committee Chair, and for this reason the outgoing Chair of the Committee will be asked to nominate a suitable individual as the new Chair (using the same process for nomination available to all CSN members).

President – Canadian Association of Pediatric Nephrologists: This individual is elected by members of the Canadian Association of Pediatric Nephrologists. Their suitability to serve as a voting member on the CSN Board of Directors in this role will need to be confirmed by the broad CSN membership.

Community Nephrologists:
A Community nephrologist is a **clinically focused** Nephrologist, who either spends a majority of his/her time outside of an academic centre, or who has limited access to the activities of an academic centre.

Nominations

Nominations will be solicited by email to CSN membership in January, or at another time during the year if a vacant Board seat becomes available. Members can nominate a colleague or they can self-nominate. Any nominee may petition to run against a slated candidate.

The nomination process will be open for a minimum of four (4) weeks with several reminders in between.

All candidates that have been nominated will then be checked for eligibility and will be given information that they have been nominated by a colleague (if they are unaware) and will give a list of any other candidate(s) who have been nominated with them. We will share with the candidates who nominated them if they are not currently made aware. Candidates will have (3) business days to determine if they wish to stand or withdraw from the ballot, with no further information about the status of other candidates provided by the CSN office during this time. All candidates will be reminded of the entire election process to make an informed decision whether they wish to stand or not. If after the process no one wishes to stand, then all candidates will each be contacted and informed that all dropped out and ask if they wish to reinstate themselves.

The Immediate Past President will review submissions from the voting members, and will identify all nominees who qualify to appear on the ballot. Candidates will have an opportunity to provide bios and position statements for distribution to the membership at the time of voting.

Eligibility

To be eligible to stand for President Elect, an individual must be an active CSN member (or become a member prior to elections), and must have experience serving on the Board (including past versions of the Board composition according to current or past by-laws).

To be eligible to stand for Secretary-Treasurer, an individual must be an active CSN member (or become a member prior to elections), and it is preferred that they have experience serving as a Director at Large (or previously a Councilor) or served as a Board appointed representative (according to current or past by-laws).

To be eligible to stand on the Board of Directors, an individual must be an active CSN member or become a member prior to elections. The individual must also hold a permanent staff position.

Voting

Members in the MD, MD-CAPN, Non-MD with PhD categories will be the only members that can vote for the **Officer positions.** For the **regional Board of Directors**, only members in the MD, MD-CAPN, Non-MD with PhD categories of that specific region can vote.

Voting Members *(MD, MD-CAPN, Non-MD with PhD categories)* will have a minimum of two (2) weeks to submit their confidential vote by mail-in or electronic ballot as stated in Article 24 of the by-laws as to absentee voting.

In the event that a vote is not necessary as we received the exact nominees for the positions available, the nominees will be acclaimed, and a vote will not be required. The individual will be acclaimed to the role at the time of the AGM Business Meeting.

Results

Candidates will be informed that the tally will not be circulated to the membership, simply the winner. However, for the purpose of transparency, all candidates will be made aware the tally will be made available to any CSN member who requests the information.

Votes are tallied by the CSN Director of Operations. The results will be shared with the CSN Officers. All candidates should be contacted by the current CSN President followed by an official letter on CSN letterhead, and candidates will be notified of the results before the general membership. CSN Director of Operations will then communicate with the candidates to invite them to the CSN Board of Directors meeting just as a guest and non voting member prior to their official announcement at the Business Meeting.

The final results to members will be announced at the following AGM Business Meeting.

Potential Conflict of Interest

Individuals serving as Officers and on the Board of Directors will adhere to CSN conflict of interest policies, both when they start to serve and while they are serving in this role. Any concerns they have about their potential conflicts of interest should be discussed with the CSN Officers.

Committee Membership

The CSN is interested in continuity, where individuals who serve as Officers / Board Members have ideally previously participated in CSN committees. To ensure there are equal opportunities for participation, the CSN membership will be made aware of opportunities to participate in committees at regular intervals, and committee Chairs should be inclusive in welcoming new members to their committees.