

**THE CANADIAN ATLANTIC MEDICAL STUDENTS ASSOCIATION  
BY-LAWS**

APPROVED ON APRIL 1, 2023



## ARTICLE 1. DEFINITIONS

- I. “The CAMSA” or “The Association” refers to the Canadian Atlantic Medical Students Association.
- II. “Board Member” refers to any Atlantic medical student elected to the CAMSA Board of Directors through the process of the annual CAMSA election.
- III. “BOD” refers to the CAMSA Board of Directors.
- IV. “Advisory Member” refers to an Atlantic medical student who has been elected to a leadership position on an external Board of Directors or equivalent and has been invited to advise on a specific CAMSA initiative.
- V. “Liaison Member” refers to an Atlantic medical student who has been elected to a leadership position on an external Board of Directors or equivalent and has been invited to attend monthly CAMSA BOD meetings to provide updates on their respective organizational work (ex: Canadian Federation of Medical Students [CFMS] Atlantic Regional Director) as well as provide updates to their respective organization on CAMSA initiatives.
- VI. “General Member” refers to any medical student enrolled full-time at the Faculty of Medicine at Memorial University of Newfoundland (MUN), Dalhousie Medicine New Brunswick (DMNB), Dalhousie Medicine Nova Scotia (DMNS) and the Centre de Formation Médicale du Nouveau-Brunswick (CFMNB).
- VII. “ToRs” refers to the CAMSA Terms of Reference.

## ARTICLE 2. NAME

- I. The name of this organization shall be called the “Canadian Atlantic Medical Students Association” or “The CAMSA”.

## ARTICLE 3. PURPOSE

- I. The objectives of the CAMSA are as follows:
  - A. To create a unified alliance for Atlantic medical students.
  - B. To represent the diverse and ever-changing perspectives, needs, and concerns of Atlantic medical students on a regional and national scale.
  - C. To create and promote opportunities for collaboration among Atlantic medical students.
  - D. To advocate for and support Atlantic medical students in their efforts to address needs, challenges, and barriers unique to Atlantic medical students.
  - E. To uphold the principles of Equity, Diversity, and Inclusion (EDI) in all aspects and operations of the CAMSA.

#### ARTICLE 4. MEMBERSHIP AND VOTING RIGHTS

- I. *Board Executives* are voting members and shall consist of:
  - A. President
  - B. President-Elect
  - C. Past-President
  - D. Board Administrator
  
- II. *Board of Directors* are voting members and shall consist of:
  - A. Board Executives
  - B. Director of Finance
  - C. Director of Communications
  - D. Director of Student Wellness
  - E. Director of Social Accountability
  - F. Director of Advocacy
  - G. Director of Projects & Partnerships
  - H. Director of Medical Education
  
- III. *Regional Representatives* are voting members and shall consist of:
  - A. Dalhousie Medicine Nova Scotia (DMNS) Representative
  - B. Memorial University of Newfoundland (MUN) Representative
  - C. Dalhousie Medicine New Brunswick (DMNB) Representative
  - D. Centre de Formation Médicale du Nouveau-Brunswick (CFMNB) Representative
  
- IV. *Advisory Members* are non-voting members and shall consist of:
  - A. Canadian Federation of Medical Students (CFMS) Atlantic Regional Director
  - B. Black Medical Students Association of Canada (BMSAC) Atlantic Director
  - C. Canadian Queer Medical Students' Association (CQSMA) Atlantic Director
  - D. Canadian Association of Physicians with Disabilities (CAPD) Atlantic Representative
  - E. With a two-thirds majority vote from the CAMSA Board of Directors, Advisory Members may be added on an ongoing basis.
  
- V. *Liaison Members* are non-voting members and shall consist of:
  - A. Indigenous Medical Students' Association of Canada (IMSAC) Atlantic Director
  - B. Student Representative(s) of Provincial Medical Associations:
    1. New Brunswick Medical Society (NBMS)
    2. Newfoundland & Labrador Medical Association (NLMA)

- 3. Medical Society of Prince Edward Island (MSPEI)
  - 4. Doctors Nova Scotia (DNS)
  - C. Medical Society Presidents of MUN, DMNS, and CFMNB
  - D. Vice-President of New Brunswick (VPNB) of Dalhousie Medical Students Society (DMSS)
  - E. With a two-thirds majority vote from the CAMSA Board of Directors, Liaison Members may be added on an ongoing basis.
- VI. *General Members* are non-voting members and include all full-time undergraduate medical students attending:
- A. MUN, DMNB, DMNS, and CFMNB
- VII. *Honourary Members* are non-voting members and shall consist of:
- A. CFMS President
  - B. With a two-thirds majority vote from the CAMSA Board of Directors, Honourary Members may be added on an ongoing basis.
- VIII. *Leave of Absence*
- A. A member elected to the CAMSA Board of Directors may request a leave of absence from their term due to extraordinary circumstances.
  - B. The CAMSA President is responsible for granting the leave of absence to the respective CAMSA Director. If the CAMSA President requests a leave of absence, the CAMSA Past-President is responsible for overseeing the request.
  - C. Extraordinary circumstances can be defined as but not limited to personal illness or familial illness as well as death of a close personal contact.
  - D. The CAMSA Director requesting a leave of absence may be offered to defer their term to the following year based on the decision of the CAMSA President, or Past-President.
  - E. If the CAMSA Director does not defer their term on the CAMSA Board of Directors, their position will be filled by Special Election within 4 weeks of their resignation.

## ARTICLE 5. MEETINGS

### *5.1 Annual General Meeting and Special Meetings*

- I. The CAMSA will hold an Annual General Meeting (AGM) in the spring of each year, at a time and location determined by the Board of Directors.
- II. Special Meetings of the Association may be called at any time by the CAMSA President, and the notice of the Special Meeting to members shall specify the nature and purpose.

- III. All AGMs and Special Meetings shall be chaired by the Past-President, unless otherwise designated to or by the President.
- IV. Quorum at any CAMSA AGM or Special Meeting shall be equal to:
  - A. Two-thirds of the CAMSA Board of Directors.
  - B. Medical Society Presidents of MUN, DMNS and CFMNB.
  - C. Vice-President of New Brunswick (VPNB) of Dalhousie Medical Students Society (DMSS).
  - D. If a Medical Society President or VPNB is unable to attend a meeting, they must appoint a student representative from their school to represent them.

### 5.2 Board of Directors Meetings

- I. The CAMSA Board of Directors shall meet on a monthly basis.
  - A. The CAMSA Board Administrator will be responsible for polling the CAMSA Board of Directors to determine the best date and time for a recurring monthly meeting during the first official month of their term.
- II. Meetings may be held remotely via virtual platform or in-person.
- III. The CAMSA President will serve as Board Chair, unless otherwise designated, with the authority to interpret and apply Robert's Rules of Order Newly Revised as needed to promote organization at all meetings.
- IV. At their discretion, the CAMSA President may call an emergency Board of Directors meeting(s).
- V. Agenda Items shall include the following:
  - A. *Discussion items*: an opportunity to discuss topics and decisions that require input from the Board of Directors.
  - B. *Update Items*: an opportunity for a member of the Board of Directors to share an update on a specific item, project, or initiative.
  - C. *Motions*: an opportunity for members of the Board of Directors to vote on a budget item or a governing document amendment (i.e. ToRs, By-laws).
- VI. Motions will function in accordance with the following:
  - A. *Right to move*: all members of the CAMSA Board of Directors retain the right to propose motions.
  - B. *Contents of a motion*: to propose a motion, a member of the Board of Directors must include the request and/or amendment in writing.
    - 1. The motion and supporting statements must be organized into clauses beginning with "Whereas".
    - 2. In cases where said motion is proposing a resolution or an amendment, respectively, the motion should begin with "Be it Resolved, That,".

3. All motions must state the total financial cost and level of effort required on the part of all members of the CAMSA Board of Directors if the motion passes.
- C. *Procedure for proposing a motion:* The member proposing the motion will provide an electronic copy of the motion, along with their contact information and supporting documents, to the Board Chair a minimum of one week prior to the meeting at which they wish to propose the motion. Following review, the Board Chair will send a copy of the motion, supporting documents, and the mover's contact information to the Board Administrator for distribution to all members of the Board of Directors with the respective Meeting Agenda.
  - D. *Movers:* Each motion requires two members of the CAMSA Board of Directors to serve as movers, one as the primary mover and one as the secondary mover.
- VII. Motions will be discussed as follows:
- A. The Board Chair will read the motion aloud to the Board of Directors.
  - B. If the mover and secondary mover so desire, they will have a maximum of five minutes to speak to the motion.
  - C. The Board Chair will provide an opportunity to the Board of Directors, including the mover and secondary mover, to speak during a subsequent five minute discussion and question period.
  - D. Voting will be conducted using a “show of hands” from the voting members of the CAMSA Board of Directors, whether in favour of or against the motion being moved.
  - E. In the case that a motion is non-unanimous, resolution will be determined by a two-thirds majority vote of the present Board Members.
    1. Quorum will equal two thirds of the Board of Directors.
    2. In the case of a tie, the Board Chair will be responsible for casting the tie-breaking vote.
- VIII. If a motion is requested to be amended before voting on behalf of a Board of Directors member, the primary and secondary mover have the option of deferring the vote until the next BOD meeting to incorporate such amendment.
- IX. The BOD are expected to prioritize their attendance at all CAMSA meetings.
- A. If a member of the BOD is unable to attend a meeting, or if they will be late, they must notify the Board Chair as early as possible but no later than 24 hours prior to the meeting, with justification of extenuating circumstances. Despite their absence, the member is expected to fulfill their designated responsibilities. If a member is not fulfilling their duties as stated or has missed two or more consecutive BOD meetings, they shall be subject to review for removal (per Article 9).

- B. Justifiable reasons for missing a CAMSA Board of Directors meeting include:
  - 1. Clerkship or elective responsibilities.
  - 2. Traveling to or attending a medical conference.
  - 3. Extenuating circumstances as deemed by the CAMSA President.

#### ARTICLE 6. COMMITTEES

- I. The CAMSA shall have various committees to undertake activities as determined by the Board of Directors and these committees will work to engage the CAMSA General Membership.
- II. Each committee must have ToRs that have been approved by the CAMSA Board of Directors.
- III. All committees will report to the assigned Director and CAMSA President at large.
- IV. In the fall of each year, the CAMSA will organize and recruit for the following committees:
  - A. Communications Committee
  - B. Wellness Committee
  - C. Medical Education Committee
  - D. Projects Committee
  - E. Partnerships Committee
  - F. Social Accountability Committee
  - G. Advocacy Committee
  - H. Grants & Awards Committee
  - I. CAMSA AGM Committee
  - J. Governance Committee
  - K. Bilingualism Committee

#### ARTICLE 7. FINANCES

- I. The CAMSA shall adhere to the approved annual budget set forth by the Director of Finance.
- II. The annual budget must be approved by the Board of Directors no later than the second official month of their term.
- III. The budget shall be created by the CAMSA Board of Directors proposing sub-budgets for their respective departments in collaboration with the Director of Finance.
  - A. If a member of the Board of Directors is unable to adhere to the budget due to unforeseen circumstances, this should be communicated to the Director of Finance immediately, and a meeting should be held between parties to review accommodation of changes or other alterations to ensure the budget remains balanced.

- B. CAMSA Board members who overspend on their allocated budget must report their spending to the Director of Finance once reasonably possible.
  - 1. The individual must provide context for the nature of the spending as well as the underlying reason for exceeding the budget. Trivial matters of \$25 or less will be ignored; however, members who routinely overspend or fail to adhere to their budget convincingly will be discussed with the CAMSA President and Board of Directors if necessary.
- IV. A consistent, unbiased audit external to the Association will be performed once per fiscal year, with whom the Director of Finance must communicate and coordinate to ensure that there are as few barriers to audit completion as possible.
- V. It is illegal to steal money or any items owned by the CAMSA.
  - A. If a CAMSA member violates this law, the individual will be immediately removed, and a review committee composed of the CAMSA Executives and the Director of Finance will be formed to ensure both prosecution and the implementation of new financial security measures.
- VI. The Director of Finance shall present a statement of account for the fiscal year at each AGM for all CAMSA members in attendance. This includes all income and expenses incurred by the Association in broad and specific terms. The Director of Finance shall set aside time to answer any and all questions posed by CAMSA members during their presentation.
- VII. All financial reports must be created and presented in-camera, as defined by Robert's Rules, during all meetings and must be kept confidential among all members present.

## ARTICLE 8. ELECTIONS

### *8.1 President (Board Chair)*

- I. The CAMSA elections shall be administered by the President, unless otherwise designated, and will thereafter be referred to as the "Elections Officer" (EO).
- II. The Elections Officer must not be running for a position in the current election.
- III. If the President does not meet the criteria or is unable to fulfill their duties as EO, a two-thirds majority vote of the CAMSA Board of Directors is required to appoint the EO.
- IV. The EO will be responsible for developing an electronic voting process for the CAMSA Board of Director elections.
- V. The EO shall communicate with all election candidates at least one week before the election date to provide meeting details, speech restrictions and requirements, and to review the elections process as outlined in ARTICLE 8.2.



- VI. The EO is responsible for coordinating with the Director of Communications and the CAMSA AGM Committee members for assistance with logistics of the elections process and day of organization.
- VII. The EO shall have final authority on all election-related tasks or concerns not addressed in this document.

### *8.2 Elections Process*

- I. The date of the election shall be determined by the date of the CAMSA Annual General Meeting.
- II. The positions open for election are:
  - A. President-Elect
  - B. Director of Finance
  - C. Director of Communications
  - D. Director of Student Wellness
  - E. Director of Social Accountability
  - F. Director of Advocacy
  - G. Director of Medical Education
  - H. Director of Projects & Partnerships
- III. The term for Board of Director positions is one year plus a transition period, with the exception of President-Elect. The transition period will begin when the respective position is accepted during the CAMSA Annual General Meeting and will last until August 1st of the same calendar year, when the elected individual will officially take office. The one-year term will officially end on August 1st of the following calendar year.
- IV. Announcement of Election:
  - A. Eight weeks before the scheduled date of the CAMSA AGM, the EO will open a four-week nomination period during which they will accept applications for the new CAMSA Board of Directors via an electronic application.
  - B. The application will include a 250-word platform, a two-page curriculum vitae, and a headshot of each candidate.
  - C. The EO will work with the Director of Communications and the Communications Committee to develop a public release announcement for the CAMSA website and social media platforms, which will be published on the first day of the four-week nomination period.
  - D. Contact information of the EO and current Board of Directors shall be provided on the elections application form. Prior to the election, prospective nominees are encouraged to contact the CAMSA Board member(s) currently holding the position(s) of interest.
  - E. If a position does not have any nominations at the end of the four-week period, the EO must extend the deadline for only those positions that

do not have any candidates for two weeks, which is *known as the extended nominations period*. If no candidates apply at the end of the extended nominations period, the position will be treated as unfilled in accordance with ARTICLE 8.3.

- F. Campaigning is restricted to the CAMSA nomination platform via the CAMSA website and official CAMSA social media platforms with the exception of:
  - 1. Nominees are permitted to email Atlantic Medical Student Societies to offer a meeting time to discuss their candidacy and platform.
  - 2. Nominees may re-share the official CAMSA release of election candidates on personal social media platforms.
- V. Nominations:
  - A. Election nominees must be a CAMSA General Member.
  - B. Candidates must self-nominate, and such a nomination shall constitute acceptance and automatic candidacy once approved by the EO.
    - 1. To be considered for approval, nominations must include a completed application form received by the EO by the stated deadline.
  - C. Candidates may run for a maximum of one position with the exception of President-Elect. If a member decides to run for President-Elect but is not successful in obtaining the role, they can choose to enter the election of one CAMSA Director position.
  - D. Candidates may voluntarily withdraw their nomination at any point prior to the first day of the CAMSA AGM by notifying the EO via email.
- VI. Speeches:
  - A. The order of the speeches will be President-Elect and then in order as outlined by the EO for the remaining Board of Director positions.
  - B. Candidates for President-Elect shall deliver a 5-minute speech at the election, followed by a 5-minute question period from the CAMSA Board of Directors and General Members in attendance at the CAMSA AGM.
  - C. Candidates for remaining Board of Director positions shall present a 3-minute speech at the election, followed by a 3-minute question period from the CAMSA Board and General Members in attendance at the CAMSA AGM.
  - D. Candidates who are unable to deliver an in-person speech will have the opportunity to present a speech via virtual platform, immediately followed by a question period of the same aforementioned duration.

VII. Voting:

- A. The EO shall inform the General Membership when the voting period opens and closes at the AGM.
  - B. Each CAMSA Member School is asked to form a delegation that consists of all students from the respective school in attendance at the CAMSA AGM.
  - C. Each Medical Society President in attendance at the CAMSA AGM, or designated representative in the absence of the Medical Society President, will be provided with three voting ballots per position.
  - D. Each CAMSA Board Member in attendance at the CAMSA AGM will be provided with one voting ballot.
  - E. Following the President-Elect's speech and question period(s), members in attendance will be given a 10-minute discussion period with their delegation.
  - F. The EO will then be provided with a 5-minute period to review results of the Presidential Election and announce the winning candidate to members.
  - G. The EO will then proceed with the CAMSA Directors' speech and question periods.
  - H. Following the conclusion of the speech and question periods, attendees will have a 15-minute discussion period with their delegation. Medical Society Presidents, or their designated representative, must submit their ballots via the voting platform at the end of this time period.
  - I. The CAMSA shall use a ranked ballot system for all elections.
    1. Each MedSoc President, or designated representative, in attendance at the CAMSA AGM must submit their electronic ballots ranking preferred candidates in descending order.
    2. First-choice votes are counted for all candidates. If one candidate receives a majority of first-choice votes, that candidate is declared the winner.
    3. If there is no majority, the candidate(s) with the fewest first-choice votes will be dropped, and their ballots will be redistributed based on the next highest choice. The process will be repeated until a majority is obtained.
    4. A majority of first-choice votes of no confidence is an official vote indicating that the candidate is not supported as a leader of the association.
- VIII. Electronic election ballots will be first tabulated by the EO and reviewed by a second Board Member who is not running as part of the current election.
- IX. On the same day as the election, the EO will announce the election results to the General Membership in attendance at the CAMSA AGM. Within seven

days of the election, the results will be communicated officially to Medical Society Presidents via email and to the remaining General Membership via the CAMSA website and official CAMSA social media platforms.

- X. The EO will abstain from voting as part of the CAMSA Board of Directors Elections.
- XI. The EO will destroy election ballots 48 hours after the Annual General Meeting to allow a candidate to appeal election results as outlined in ARTICLE 8.4.
- XII. Any complaints or concerns regarding the electoral process will be addressed by the EO.
- XIII. Complaints about the EO's conduct during the electoral process will be addressed by the outgoing CAMSA Board of Directors.

### *8.3 Unfilled Positions*

- I. If a position is without nominations after the extended nominations period, it will be considered unfilled and will reopen for nominations within one week following the CAMSA AGM.
  - A. The EO shall issue a call to all General Members for the unfilled position(s) by emailing Medical Society Presidents and publishing the call on the CAMSA website and official CAMSA social media platforms.
  - B. The nomination period for unfilled positions will open for two weeks, *known as the final nominations period.*
    - 1. Applicants for unfilled positions must complete the same application as the first round of applicants and submit it to the EO.
    - 2. The EO shall remove all identifying information and forward the application(s) to the incoming CAMSA Board of Directors who shall each review the application(s).
    - 3. Each incoming member of the Board of Directors will have one ballot and voting will be carried out by a ranked ballot system (per Article 8.2 VII B) and tabulated by the EO.
    - 4. Within seven days of the end of the nomination period, election results for an unfilled position(s) will be communicated to applicants via email, and then to all General Members via the CAMSA website and official CAMSA social media platforms.

### *8.4 Appeals*

- I. An unsuccessful candidate(s) may appeal the election results within 48 hours of their release.
- II. The appeal shall be submitted in writing via email to the EO by the candidate and shall outline the rationale for the appeal.
- III. The EO must notify the outgoing CAMSA BOD and convene a Special Meeting with the outgoing Board of Directors within four weeks of receiving the appeal.

- IV. The Board of Directors will vote on if the appeal is valid, with a two thirds majority vote required for an appeal to be approved.
  - A. The EO must notify the appellant of the outcome of the appeal within 48 hours of the decision.
- V. If the appeal is found to be valid, the election results for the appealed position are declared null and void.
  - A. The EO will reopen the position for nominations within one week of the appeal being found to be valid.
  - B. The EO shall issue a call to all General Members for the appealed position by emailing Medical Society Presidents and publishing the call on the CAMSA website and official CAMSA social media platforms.
  - C. The nomination period for the appealed position will be open for two weeks.
    - 1. Applicants for an appealed position must complete the same application as the first round of applicants and submit it to the EO.
    - 2. The EO shall remove all identifying information and forward the application to the incoming CAMSA Board of Directors who shall each review the application.
    - 3. Each incoming member of the Board of Directors will have one ballot and voting will be carried out by a ranked ballot system (per Article 8.2 VII B) and tabulated by the EO.
    - 4. Within seven days of the end of the nomination period, election results for an appealed position will be communicated to applicants via email, and then to all General Members via the CAMSA website and official CAMSA social media platforms.

#### ARTICLE 9. DISCIPLINE

- I. All members of the Board of Directors must sign a Non-Disclosure Agreement (NDA) and CAMSA Board of Directors Agreement before beginning their roles, and they must agree to abide by the information outlined in the aforementioned documents.
  - a. If a CAMSA BOD member is not fulfilling their duties as outlined by the CAMSA By-laws, ToRs, NDA and/or CAMSA BOD Agreement:
    - i. The Board Member must attend a meeting with the CAMSA Past-President, unless otherwise designated to the CAMSA President, to discuss their circumstances and responsibilities to the Association.
    - ii. The CAMSA Past-President, unless otherwise designated to the CAMSA President, will then consult with the CAMSA Board Executives to determine whether the Board Member should be placed on one-month probation or be considered for dismissal.

1. All reasonable efforts will be made to resolve the identified issues in order for the Board Member to continue on probation.
    - iii. Following a one-month probationary period, the CAMSA Executives will meet to evaluate the performance of the Board Member. If the Board Member has shown improvement in response to the Board Executives' recommendations, normal operations will resume.
    - iv. If the CAMSA Executive decides that the Board Member should be considered for removal, the CAMSA Past-President, unless otherwise designated to the CAMSA President, will prepare a report outlining the rationale for considering the removal of the Board Member and act in accordance with ARTICLE 9.IV.a - 9.VII.g.
- II. A CAMSA Board Member will be considered for dismissal as per ARTICLE 9.IV - 9.VII.g if they engage in one or more of the following:
  - a. Is acting against the best interest of the CAMSA which includes:
    - i. Communicating or sharing confidential information in any form.
    - ii. Promoting discrimination, contempt, or hatred, of any group or person based on their sex, sexual identity, gender identity or expression, racialization, age, family status, marital status, religion, faith, ability, disability, national or ethnic origin, Indigeneity, immigration status, socio-economic status, class, language, political affiliation, social affiliation, other personal characteristics, or any other similar factor.
    - iii. Participating in acts of verbal harassment, physical violence, gender-based violence, sexual violence, racism, homophobia, transphobia, ableism, or other forms of violence and harassment.
      1. Other forms of harassment and violence are defined as any actions, behaviours, or comments that are unwelcoming, offensive, humiliating, and/or injurious to another person or group based on, but not limited to, age, race, ethnicity, religion, sex, sexual orientation, family status, marital status, or disability.
- III. To report a Board Member for engaging in the behaviours outlined in ARTICLE 9.III, a CAMSA General Member or Board Member must use the CAMSA Reporting System Form, which can be found on the CAMSA website.
  - a. The CAMSA Past-President and President oversee the CAMSA Reporting System.
  - b. If one of the individuals overseeing the CAMSA Reporting System is reported, the other Board Member is responsible for following the procedure as outlined here.

- IV. The CAMSA Past-President will notify the CAMSA Executive as soon as the report is received and will convene an emergency Board of Directors meeting within two weeks of receipt.
  - a. If the report is created on behalf of the CAMSA Past-President in accordance with ARTICLE 9.I, the Past-President will proceed directly to organizing an emergency Board of Directors meeting within two weeks of the report's completion and will continue in accordance with ARTICLE 9.V.
- V. The Past-President will notify the reported Board Member at least one week before the meeting, giving them time to prepare their motion as per ARTICLE 9.VII.
- VI. The emergency Board of Directors meeting shall be carried out in-camera, as defined by Robert's Rules, and will be divided into two sections:
  - i. The Board of Directors shall meet to review the report without the presence of the reported Board Member.
  - ii. In response to the report, the reported Board Member will be invited to attend the second half of the emergency Board of Directors meeting to present their motion as per ARTICLE 9.VII to the Board of Directors.
- VII. A reported Board Member must present a motion to the emergency Board of Directors meeting to plead their case.
  - a. The motion must include a summary of the reported Board Member's case as well as a request for reinstatement from the Board of Directors if the Board Member wishes to continue their term.
  - b. The reported Board Member will be able to read the section of the motion that summarizes their case.
  - c. If applicable, the Past-President will read the remainder of the motion in which the reported Board Member requests reinstatement.
  - d. Following the motion, the Board of Directors, including the reported Board Member, will enter a 15-minute discussion period during which questions pertaining solely to clarification of the motion can be directed to the reported Board Member.
  - e. Following the motion, each member of the CAMSA BOD will vote by secret ballot to remove or reinstate the reported Board Member.
    - i. The reported Board Member will exit the emergency Board of Directors meeting following the discussion period and will not have the right to a ballot.
  - f. Based on a two-thirds majority vote of the Board of Directors, the member will be either reinstated or removed from the CAMSA Board of Directors.
    - 1. Quorum will equal two thirds of the Board of Directors.

2. In the case of a tie, the Board Chair will be responsible for casting the tie-breaking vote.
  - g. If the reported Board Member is reinstated, the CAMSA Board Executive will convene to determine the appropriate self-directed learning and/or training that the reported Board Member must complete within a specified time frame.
- VIII. At any time, the CAMSA Past-President may request an external party, likely legal aid, to request consultation if necessary.
- IX. Following the completion of the report, the CAMSA Board of Directors will issue a public statement regarding the decision made while maintaining the anonymity of all members involved.
- X. If a Board Member is removed from the CAMSA Board of Directors, the position shall be treated as an unfilled position (per Article 8.3).

#### ARTICLE 10. AMENDMENTS

- I. The CAMSA By-laws and Terms of Reference (ToRs) may be amended at a CAMSA AGM.
  - A. Motions to amend governing documents must be received by the CAMSA Board of Directors a minimum of four weeks prior to the upcoming CAMSA AGM.
  - B. Motions to amend governing documents should be communicated to Medical Society Presidents via email and to General Membership via the CAMSA website two weeks before the AGM.
  - C. Quorum must be present at the AGM for amendments to be approved as outlined in ARTICLE 5.1.IV.
    1. Amendments will be approved by a two-thirds majority vote of those in attendance at the AGM.
- II. Motions deemed urgent may be temporarily approved by the CAMSA Board of Directors by a two-thirds majority vote, followed by formal adoption at the upcoming CAMSA AGM as outlined in ARTICLE 10.I.C.
  1. Quorum will equal two thirds of the Board of Directors.
  2. In the case of a tie, the Board Chair will be responsible for casting the tie-breaking vote.