

## SECTION OF RESIDENTS COUNCIL ELECTION GUIDELINES

On September 18, 2016, the College of Family Physicians of Canada (CFPC) Section of Residents (SoR) Council reviewed an environmental scan and identified multiple inconsistencies in how members are elected, across the 18 family medicine programs, to the national council. As a result, the Council decided to create a best practice document to guide future elections.

### FOLLOWING IS A CONSENSUS ABOUT THE GOALS AND OBJECTIVES REACHED:

#### Goal:

- Create a best practice guide for SoR Council elections.

#### Objectives:

- Create a comprehensive position description.
- Support implementing best practice standards:
  - Methods for notifying students
  - Timelines and deadlines
- Acknowledge local complexities:
  - Work with programs to determine what works for them, based on their unique circumstances (distributed sites, multiple hospitals, etc.)
- Communicate early:
  - Collaborate with Section of Medical Students (SOMS).
  - Promote at academic half days, core teaching days, etc.

### RECOMMENDATIONS FROM THE SOR COUNCIL:

- **Notice**
  - The CFPC sends the first notice to SOMS and Council members, for distribution to students in June. The Council position description is posted on the CFPC website, along with a CFPC contact email address. Students can use email to be connected with their local Council representative, who can share details and explain how students can apply for a position on the Council.
  - The CFPC sends a second notice in July. The local representatives determine how and when to disseminate the information, ideally to all students in their program.
- **Application**
  - Residents indicate their interest in serving on the Council, ideally through a process made simple for the residents and the resident association. All R1 students should be able to apply for any Council position.
- **Campaign**
  - Residents submit an expression of interest (150–200 words).

- **Vote**
  - Each program decides its voting process, with voting usually done by the residents or the resident association. The Council executive selects an enhanced skills representative, who is enrolled in a category one or two program.
- **Result**
  - The resident association notifies the successful candidate(s), and sends the new contact information to CFPC staff. This process should be completed **by August 17<sup>th</sup>**.
- **Resignations**
  - In the event that a Council member resigns, or cannot fulfill the role, the respective family medicine program is responsible for identifying a replacement. The election process, as outlined above, should occur as quickly as possible. If the Council executive determines that it is not feasible to follow the election process, the executive may use its own discretion to determine the best way to fill the vacancy.

## QUESTIONS?

Connect with your [local representative](#) or email us at [education@cfpc.ca](mailto:education@cfpc.ca) with any questions or enquiries.