

# Election & Succession of Pro-Tempore Co-Chair

## Protocol and Standard Operating Procedures

MMISOP004 V1.0

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<b>Protocol Guideline:</b> Election & Succession of Pro- Tempore Co-Chair	<b>Date Created:</b> 23/12/2019 <b>Date of Publication:</b> 15/4/2020	<b>Version:</b> MMISOP004 V1.0 <b>Created by</b> Toh Shen Yung, Dr. Darien Liew, Low Wen Yan
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## INTRODUCTION

Malaysian Medics International (MMI) was established in 2013 as a student-led organisation dedicated to providing a professional environment for Malaysian medical students to network, keep themselves updated with healthcare issues, and develop skills essential for their careers. Since inception, the Executive Council of MMI has been led by two (2) Co-Chairpersons. The Co-Chairs' roles are to govern the organisation and ensure the smooth running of MMI and its Branch Councils. Since its establishment, the council's tenure begins in September and end in August. Newly elected Co-Chairs must assume important roles and responsibilities and continue the efforts of their predecessors.

## RATIONALE

The rationale of this Standard Operating Procedure (SOP) is to establish the nomination and election of two (2) Pro-Tempore Co-Chairs in April. This nomination and election process are to follow the procedures set out in the MMI Constitution (amended 2020). The Pro-Tempore Co-Chairs will serve at an unofficial capacity for four (4) months, running from May to August. At the start of the next term, the Pro-Tempore Co-Chairs will officially take the office of Co-Chairs.

With proper implementation, the Pro-Tempore Co-Chairs will gain valuable experience shadowing the current Co-Chairs and the Executive Council. In addition, they will gain the relevant skills in coordinating and organising inter-council events and managing the respective branch councils.

## DEFINITIONS

<b>Pro-Tempore Co-Chair(s)</b>	Co-Chairs serving in an unofficial capacity for a period before officially taking up the office at the start of the term. Pro-tempore Co-Chairs do not represent the organisation or replace the current Co-Chairs, even in their absence.
<b>Election Officer</b>	Election Officer will conduct and oversee the entire election process.

## WHO MUST COMPLY WITH THIS SOP?

All members of MMI.

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## STANDARD OPERATING PROCEDURE

1. Prospective Co-Chairs and all members of the Executive Council are required to read and understand this SOP.
2. All involved parties are required to follow the election process listed below.
3. The Election Officers are responsible for ensuring the successful completion of this election process.
4. Nominees are required to understand the roles and responsibilities of Co-Chairs and serving at an unofficial capacity as Pro-Tempore Co-Chairs. **(Refer Annex 1 – Roles and Responsibilities of Co-Chair and Pro-Tempore Co-Chair)**

## ELECTION PROCESS

1. About the Co-Chairs, in accordance with MMI's constitution amended in 2020 and the Registry of Society Malaysia,
  - a. Co-Chair (1), also known as the President, must be presently residing and studying in Malaysia.
  - b. Co-Chair (2) is to consist of one member from the respective Country Council.
2. The election of Pro-Tempore Co-Chairs and Official Co-Chairs will be headed by the current Co-Chairs who will be known as the Election Officers.
  - a. In the event where the Co-Chair(s) are unable to whelm the position of Election Officer, a member within the Executive Council will be appointed as the Election Officer.
  - b. Election Officers will NOT be eligible to vote.
  - c. The Election Committee will by default then consists of two members.
  - d. Election Officer may opt to appoint one additional member for the Election Committee.
  - e. The Election Committee will consist of no more than three (3) Election Officer.
3. The election of the Co-Chairs comprises:
  - a. Nomination of candidates by respective Branch Councils;
  - b. Interviews by the current Co-Chairs;
  - c. Campaigning by the candidates; and
  - d. Voting by the Executive Council.
4. The election process will start no later than the first Monday of April.
5. Nomination of candidates
  - a. Each Branch Council can nominate up to two (2) members from its current committee to run for the position of Co-Chair.
  - b. The candidates are allowed to opt out if desired.
  - c. Candidates who have accepted their nomination must prepare a manifesto to be published. **(Refer Annex 2 – Manifesto Guidelines)**
  - d. The period for nomination will run for one (1) week.

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- e. Thereafter, Elections Officers will send out an email to confirm the nomination.
6. Interviews
    - a. An interview will then be conducted by the Election Officers.
    - b. Interview will be based on a set of questions and scored accordingly. **(Refer Annex 3 – Interview Score Sheet)**
    - c. The period of interviews will run for one (1) week.
    - d. Candidates will receive the result of their interview.
    - e. Successful candidates will proceed to the campaigning period.
    - f. Successful candidates will be announced to the Executive Council.
    - g. Candidates that have been declined can request for a re-interview.
    - h. Once all candidates have been finalised, only then can the campaigning period start.
  7. Campaigning
    - a. The candidates will have a period of up to one (1) week to campaign.
    - b. Campaigning must stop within 24 hours of voting by the Executive Council.
    - c. During the campaigning period, all members of the Executive Council will be required to interact with all the nominees in an open platform, e.g. within the Executive Council Facebook group, where all activities can be seen by the Election Committee and the other members.
  8. Voting by the Executive Council (Refer Voting Process, below)
    - a. Voting will commence after day 7 of campaigning.
    - b. Voting must be completed within 24 hours.
    - c. The voting process is outlined in the next section.
  9. Release of results
    - a. The Election officers will announce the newly elected results within 24 hours of completion of the voting process.
    - b. The first Co-Chair based in Malaysia, will carry the title of “President” within the ROS Malaysia.
    - c. The second Co-Chair, based in one of the other Country Council, will carry the title of “Vice President” within the ROS Malaysia.

## VOTING PROCESS

1. Two (2) separate votes will be held
  - a. The first vote will entitle one (1) candidate to be elected from someone based in Malaysia to take office.
  - b. The second vote will be to elect the second Co-Chair from the pool of candidates from the other MMI Branch Councils.
2. First vote
  - a. The Executive Council is to vote for one (1) candidate who is currently residing and studying in Malaysia.
  - b. Voting involves a simple “yes” or “no” vote.

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- c. The vote will be decided by a simple two-third majority
3. Second vote
  - a. The Executive Council is to vote for one (1) candidate from the remaining branch councils.
  - b. Voting involves a simple “yes” or “no” vote.
  - c. The vote will be decided by a simple two-third majority.
4. All members of the Executive Council, by Constitution, excluding the Election Officers (who are principally the Co-Chairs), are entitled to one (1) vote for each of the votes.
5. Voting shall commence after day 7 of campaigning and must be completed within 24 hours.

## ABOUT PRO-TEMPORE CO-CHAIRS

1. The Pro-Tempore Co-Chairs will begin their tenures at the successful conclusion of the election, or no later than the second week of May.
2. The Pro-Tempore Co-Chairs will serve at an unofficial capacity for four (4) months, from May to August
3. Roles of the Pro-Tempore Co-Chairs is outlined in **Annex 1**.
4. The Pro-Tempore Co-Chairs will progress and take up the office of Co-Chairs after the dissolution of the current MMI Executive Council, which is to take place within 1 week of the Flagship event, or no later than the first week of September.
5. A general meeting can be held at any time during the tenure of the Pro-Tempore Co-Chairs to discuss on concerns regarding their succession.
  - a. All concerns are to be addressed by the current Co-Chairs and a contingency plan is to be drafted 30 days before the succession of the new office.

## SUCCESSION OF PRO-TEMPORE CO-CHAIR

1. Prior to the conclusion of MMS and the succession of the next office, an Executive Council Meeting is to be called at least 30 days before the succession of the new Co-Chairs to determine the succession of the Pro-Tempore Co-Chair to office.
2. Should one or both Pro-Tempore Co-Chair fail to garner confidence among the Executive Council during their tenure, demonstrated with a vote of no confidence with 2/3 majority, the Pro-Tempore Co-Chair will be replaced by another candidate.
  - a. Anyone within the Executive Council can table a vote of no confidence.
  - b. Considerations are prioritised to be given to the candidates in the election held in April.
  - c. This will only apply if concerns are raised 30 days before the succession of the new Co-Chairs.

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- d. If there are no candidates in waiting, another election should be held in accordance to the election process.
3. The succession is to place within 1 week of the dissolution of the existing Executive Council, no later than the first week of September.

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### Protocol Governance

<b>Protocol Developer</b>	Malaysian Medics International	
<b>Protocol Creator</b>	<sup>1</sup> Mr. Toh Shen Yung <sup>2</sup> Dr. Darien Liew Daojuin <sup>2</sup> Mr. Low Wen Yan	
<b>Creator's Position</b>	<sup>1</sup> Secretary <sup>2</sup> Co-Chair	MMI Executive Council 2019/2020 MMI Executive Council 2019/2020
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### Version History

Version	Approved By <sup>1</sup>	Revision Date	Description of Change	Revising Author
1.0	-	-	-	-

### Protocol Review

<b>Last Reviewed</b>	5 April 2020
<b>Reviewed by</b>	-
<b>Next Review</b>	15 February 2021

<sup>1</sup> This should fall under the Executive Co-Chair's jurisdiction.

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## Annex 1 – Roles and Responsibilities of Co-Chair and Pro-Tempore Co-Chair

### Co-Chairs Primary Responsibilities

1. Management of the organization and branch councils, this is not limited to
  - a. Supporting branch and chapter councils
    - i. In ensuring accountability across councils and internally within the Executive Council; and
    - ii. Facilitate smooth operations within the councils and the Executive Council
  - b. Directly supervise and recruit International Ambassadors for Chapters, and assist in the management and operations of Chapters, where necessary;
  - c. Standardize and optimize procedures;
  - d. Establish strategic partnerships through advocacy, recognise opportunities for partnerships through branch councils and setting up a global network that represents Malaysian Medics; and
  - e. Produce an annual report of the entire organization.
2. Carrying out advocacy responsibilities which includes
  - a. Ensuring all policies are aligned with the 3-year global strategy plan (2020-2022)
  - b. Advise and assist advocacy team in carrying out policy writing and action plans
3. Strategising and ensuring organisational branding is achieved through, but not limited to
  - a. Assisting the creative team and branch council to increase public engagement via social media campaigns and various platforms;
  - b. Ensure and enforce the standardisation of logos for branch council events and all relevant projects in accordance with existing protocols.
4. Convening MMI's two main flagship events – Malaysian Medical Summit & Musicus Medicus through strategic planning of the timeline and executing the project.

### Pro-Tempore Co-chair Tasks 2020

- Identifying candidates for their term 2020/2021;
- Setting a strategic timeline for their term (e.g. key dates for meetings, advocacy timeline etc);
- Assist the current advocacy team in developing at least 1 policy brief;
- Develop confidence, and the ability to provide constructive criticism regarding branding;
- Research, plan and develop membership systems to implement in all councils;
- Assist in the planning and execution of MMS and MM;
- Get involved with partners; and
- Understanding our finance and initiating the passing over of accountholders.

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## Annex 2 – Manifesto Guidelines

### Criteria

- Candidate is required to submit a manifesto of no more than 2 A4 pages long.
- Candidate may want to exhibit a professional manifesto.
- Manifesto will be circulated within the council and published on our website.

Suggested headings include:

#### Introduction

- Professional background
- Self-promotion
- Relevant/Pertinent experiences that will help with your candidacy

#### Advocacy

As part of your candidacy, you will have to champion the advocacy priorities of MMI. Failure to comply will result in disqualification. Please refer to MMI's "3-Year Global Strategic Plan for Advocacy MMMXX". You are required to start this section with the following statement:

*"I align myself with MMI's advocacy priorities, and I will endeavour to sustain, improve, and champion it during my term."*

This statement will serve to record your commitment, and you will be held accountable if it is not fulfilled.

Then, include your strategy below. Our suggested content:

- Policy
- Action Plan

#### Vision Statement

What do you want to see MMI become during your term?

#### Mission Statement

What is your purpose, desire, direction, and intent for MMI during your term?

#### Promises

List what you aim to achieve during your term.

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### Annex 3 – Interview Score Sheet

Executive Co-Chair	
Council Term	
Date of Interview	
Candidate	

Strategy and Advocacy				
<ul style="list-style-type: none"> <li>Manifesto fail to meet expectation.</li> <li>Policy is badly planned, not acceptable.</li> <li>Action plan is not feasible and will demonstrate a bad outcome.</li> </ul>	<ul style="list-style-type: none"> <li>Manifesto fail to meet expectation.</li> <li>Policies are not well planned/not acceptable/not aligned to our global advocacy priorities.</li> <li>Action plan is not feasible/not strategic/will potentially demonstrate a bad outcome.</li> </ul>	<ul style="list-style-type: none"> <li>Manifesto is acceptable, can be better</li> <li>Policies are acceptable/well aligned but will need significant guidance for execution.</li> <li>Action plan is feasible but not well planned/will potentially demonstrate a bad outcome.</li> </ul>	<ul style="list-style-type: none"> <li>Manifesto is convincing and strategic plan is satisfactory.</li> <li>Policies are aligned with the advocacy priorities, with room for improvement.</li> <li>Action plan is feasible but lacking in strategy and detail.</li> </ul>	<ul style="list-style-type: none"> <li>Manifesto is convincing and strategically planned.</li> <li>Policies are aligned to the advocacy priorities and well planned.</li> <li>Action plan is feasible and can be executed with good strategy and good outcome.</li> </ul>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Comments</b>				

Communication				
<ul style="list-style-type: none"> <li>Poor conflict resolution skills.</li> <li>Branding ideas, methods and goals is very poorly illustrated.</li> <li>Very poor at handling partnership and sponsorships.</li> <li>Cannot grasp the importance of communication.</li> </ul>	<ul style="list-style-type: none"> <li>Poor conflict resolution skills.</li> <li>Branding ideas, methods and goals is poorly illustrated.</li> <li>Poor at handling partnership and sponsorships.</li> <li>Can slightly grasp the importance of communication.</li> </ul>	<ul style="list-style-type: none"> <li>Conflict resolution skills can be better.</li> <li>Branding ideas, methods and goals are not holistic and can be better.</li> <li>Handling of partnership and sponsorship can be better.</li> <li>Can grasp the importance of communication with room for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Satisfactory conflict resolution skills.</li> <li>Branding ideas, methods and goals are holistic, can be better.</li> <li>Handling of partnership and sponsorship is satisfactory.</li> <li>Good communication, with room for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent conflict resolution skills.</li> <li>Holistic branding methodology.</li> <li>Good handling of partnership and sponsorship.</li> <li>Good communication skills, very well rounded.</li> </ul>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Comments</b>				

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<b>Leadership</b>				
<ul style="list-style-type: none"> <li>Confidence is severely lacking</li> <li>No empathy and humility; communication with the team is terrible.</li> <li>Not proactive/no integrity/no vision for MMI.</li> <li>Handling of situations and people management is terrible.</li> </ul>	<ul style="list-style-type: none"> <li>Confidence is lacking.</li> <li>Empathy, humility and communication fail to meet expectation.</li> <li>Proactivity is questionable with acceptable integrity and vision for MMI.</li> <li>Handling of situations or people management fail to meet expectations.</li> </ul>	<ul style="list-style-type: none"> <li>Confidence is questionable</li> <li>Empathy, humility and communication can better</li> <li>Demonstrates some proactivity and initiative with acceptable integrity and vision for MMI.</li> <li>Handling of situations and people management fail to meet expectations.</li> </ul>	<ul style="list-style-type: none"> <li>Confidently responds to all questions.</li> <li>Demonstrates some empathy and humility; communication is satisfactory.</li> <li>Demonstrates satisfactory proactivity and initiative; accountable, good integrity and vision.</li> <li>Handling of situations and people management can be better.</li> </ul>	<ul style="list-style-type: none"> <li>Confidently responds to all questions.</li> <li>Demonstrates excellent empathy, humility and communication.</li> <li>Demonstrates tremendous proactivity and initiative; accountable, good integrity and good vision.</li> <li>Mature handling of situations and good people management.</li> </ul>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Comments</b>				

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