

**BY-LAW 5: SELECTION OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS**

[Approved by Council on June 11, 1994; amended on March 4, 1995, December 2002, March 14, 2003, September 2007, March 27, 2009, [September 2018](#)]

This by-law is made under the authority of the Regulated Health Professions Act, 1991 as amended, and the Psychology Act, 1991 as amended.

5.1 The Council may, by resolution, establish Committees additional to those established through Section 10 of the [Health Professions Procedural Code being Schedule 2 under the Regulated Health Professions Act, 1991](#) (Code).

5.2 At least two months prior to first meeting of Council following the annual election, College members will be notified of the opportunity to put their names forward for possible appointment to a Committee of the College. In addition to other information, College members interested in appointment to a Committee are required to submit a ~~resume~~ [statement of qualifications pertaining to the mandate of the Committees in which they wish to participate](#).

5.3 At the meeting of Council preceding the annual election prescribed in the Bylaws, the President will advise the Council of the process for Committee appointments and for indicating their Committee preference. At least one month prior to first meeting of Council following the annual election, all Council members will be notified of the opportunity to submit their preferences for appointment to Committees of the College.

5.4 The Nominations and Leadership Development Committee will prepare a list of suggested appointees from the College membership to the Committees of the College. This list will be provided to the Executive Committee at the first meeting of Council following the annual election.

~~5.5 During, or in the 24 hours immediately following~~ [Immediately after](#) the first meeting of Council following the annual election, the Executive Committee shall appoint the Chairs and the members of the Committees identified in subsection 5.1 as well as those designated in section 10 of the Code.

5.6 Committee Chairs:

a. [Each Committee will have a Chair and each Statutory Committee will have a Vice-Chair, one of whom is a Council member.](#)

b. [The Committee Chair reports to Council on behalf of the Committee](#)

[i. The Vice-Chair will be elected or appointed by the Committee at the earliest opportunity.](#)

[ii. If the Chair of a Committee is not a Council member, the Vice-Chair will report to Council.](#)

c. [The duties of the Committee Chair, or of the Vice-Chair in the Chair's absence, include:](#)

[i. Chairing Committee meetings;](#)

[ii. Approving meeting agendas prepared by College staff;](#)

[iii. Determining whether Committee members have the resources and](#)

Addition made to properly reference the Code

The submission of a statement regarding one's qualification and how these relate to Committee choices indicated is more valuable than simply a resume.

This is in keeping with current practice.

This new section delineates the role of the Chair and introduces a Vice-Chair position. To ensure close communication between the Council and the Committees, the By-law requires that one or both must be members of Council.

- training to effectively perform the Committee's work;
- iv. Working with the Committee and College staff to establish, monitor and execute Committee goals;
- v. Providing effective leadership for the Committee and facilitating Committee Meetings;
- vi. Liaising with Council and the Executive Committee on the affairs of the Committee; and,
- vii. Any other duties determined or assigned by Council.

~~5.15.2~~ ~~The Executive Committee~~ Committee appointments will be announced ~~will advise Council of the committee appointments~~ within five business days of the first meeting of Council following the annual election.

~~5.25.3~~ A majority of the members of a Committee, other than a Committee prescribed in section 10 of the Code, constitutes a quorum.

~~5.35.4~~ Where one or more vacancies occur in the membership of a Committee during the year, so long as the number is not fewer than the prescribed quorum, the Committee may continue to conduct its business.

~~5.45.5~~ The Executive Committee may, if necessary for a Committee to achieve its quorum, appoint members of the Council, or of the College where required, to fill any vacancies which occur in the membership of a Committee to take effect immediately and to be reported to Council at its next meeting.

~~5.55.6~~ Every appointment to a Committee automatically expires at the first meeting of Council following the annual elections unless otherwise prescribed in subsection 3(d) of By-law 21: Committee Composition; or any provision to the contrary in the Code, the By-laws or the policies of the College.

~~5.65.7~~ Both registration titles will be represented on all statutory committees.

While the Executive Committee makes the final appointments, Council notification is generally done through the office of the Registrar.