

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

By-law with Tracked Changes	Explanation
<p>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 <i>Regulated Health Professions Act, 1991</i> (Code).</p>	
<p><a href="#">Notification of Committee Positions Available</a></p> <p>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 statement of qualifications pertaining to the mandate of the Committees in which they wish to participate. <a href="#">Prior to the member submitting a Committee interest form, the member has completed any orientation program specified by the College relating to the business and governance of the College and the duties, obligations and expectations of Council and Committee members.</a></p>	<p>Heading added for clarity and readability.</p> <p>Amendment requires a member to attend an orientation, as specified by the College, <b>before</b> submitting an expression of interest to serve on a College Committee.</p>
<p>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.</p>	
<p><a href="#">Nominations Working Group</a></p> <p>5.4 A Committee Appointments Working Group 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.</p>	<p>Heading added for clarity and readability.</p>
<p><a href="#">Appointment Process</a></p> <p>5.5 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.</p>	<p>Heading added for clarity and readability.</p>
<p>5.6 Committee Chairs:</p> <ol style="list-style-type: none"> <li>a. Each Committee will have a Chair and each Statutory Committee will have a Vice-Chair, one of whom is a Council member; except for the Registration Committee which will have Co-Chairs sharing the duties outlined in this policy.</li> <li>b. The Committee Chair reports to Council on behalf of the Committee. <ol style="list-style-type: none"> <li>i. The Vice-Chair will be elected or appointed by the Committee at the earliest opportunity.</li> <li>ii. If the Chair of a Committee is not a Council member, the Vice-Chair will report to Council.</li> </ol> </li> </ol>	

- 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 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.

5.7 Committee appointments will be announced within five business days of the first meeting of Council following the annual election.

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

5.9 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.

5.10 The Executive Committee may and, if necessary for a Committee to achieve its quorum, shall 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.

5.11 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.

5.12 Both registration titles will be represented on all Statutory Committees.