

BCCNM DRAFT BYLAWS

PART 1 - INTERPRETATION

Definitions

1-1 In these bylaws:

“board chair” means the board chair selected under section 2-1;

“board vice-chair” means the board vice-chair elected under section 2-1;

“closed meeting” means a board meeting at which the board permits invited college staff or other invited guests to attend at its discretion but not other persons who are not board members;

“conflict of interest” means the existence of a personal or private interest or relationship, including a direct or indirect financial interest, or a duty or loyalty owed to another organization, individual or entity, that a reasonably well-informed person would conclude has, will have, or gives rise to a real and substantial risk that it may have, an improper effect or influence on a person’s exercise or performance of any duty, power or function under the Act or bylaws;

“deliver”, with reference to a notice or other type of record that is not required to be served, includes:

- (a) mail to, or leave with, any person who appears to be an adult and an occupant or worker at the last address provided to the college,
- (b) deposit in a person’s mailbox or receptacle at the person’s residence or place of business or practice at the last address provided to the college,
- (c) transmit to a person’s electronic mail address at the last address provided to the college, or
- (d) otherwise send or make available to a person in printed or electronic form;

“employed student licence” means an employed student psychiatric nurse licence or employed student nurse licence, and **“employed student licensee”** means a licensee in one of those classes;

“employee of the college” includes a quality assurance assessor, investigator or capacity officer,

“FIPPA” means the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165;

“former Act” means the *Health Professions Act*, R.S.B.C. 1996, c. 183;

“former bylaws” means the former bylaws of the college under the former Act before the HPOA effective date;

“HPOA effective date” means the effective date on which the college is continued as a regulatory college under section 342(2) of the Act;

“in camera meeting” means a board meeting at which the board excludes persons who are not board members from attending;

“in good standing” means, in respect of a licensee, that

- (a) the licensee’s licence in any class is not suspended under the Act,
- (b) the licensee’s certification, if any, is not suspended under the Act, and
- (c) the licensee’s practice is not subject to any limits or conditions imposed under
 - (i) a disciplinary order, a continuing practice order or a summary protection order made under the Act, or
 - (ii) an adverse application decision described in section 53(2)(b) or (c) of the Act;

“investigation committee” includes the inquiry committee under the former Act, when the context requires it;

“investigator” includes an inspector under the former Act, when the context requires it;

“LGN licence” means a practising LGN licence or provisional LGN licence, and **“LGN licensee”** means a licensee in one of those classes;

“LPN licence” means a practising LPN licence, provisional LPN licence, multijurisdictional LPN licence or temporary LPN (emergency) licence, and **“LPN licensee”** means a licensee in one of those classes;

“midwife licence” means a practising midwife licence, provisional midwife licence or temporary midwife (emergency) licence, and **“midwife licensee”** means a licensee in one of those classes;

“multijurisdictional licence” means a multijurisdictional LPN licence, multijurisdictional RPN licence or multijurisdictional RN licence, and **“multijurisdictional licensee”** means a licensee in one of those classes;

“non-practising licence” means a non-practising LPN licence, non-practising RPN licence, non-practising RN licence, non-practising LGN licence, non-practising NP licence or non-practising midwife licence, and **“non-practising licensee”** means a licensee in one of those classes;

“NP licence” means a practising NP licence, provisional NP licence or temporary NP (emergency) licence, and **“NP licensee”** means a licensee in one of those classes;

“practising licence” means a practising LPN licence, practising RPN licence, practising RN licence, practising LGN licence, practising NP licence or practising midwife licence, and **“practising licensee”** means a licensee in one of those classes;

“provisional licence” means a provisional LPN licence, provisional RPN licence, provisional RN licence, provisional LGN licensee, provisional NP licence or provincial midwife licence, and **“provisional licensee”** means a licensee in one of those classes;

“regulations” means the regulations under the Act;

“RN licence” means a practising RN licence, provisional RN licence, multijurisdictional RN licence, temporary RN (emergency) licence or employed student nurse licence, and

“RN licensee” means a licensee in one of those classes;

“RPN licence” means a practising RPN licence, provisional RPN licence, multijurisdictional RPN licence, temporary RPN (emergency) licence or employed student psychiatric nurse licence, and **“RPN licensee”** means a licensee in one of those classes;

“service provider” has the same meaning as in Schedule 1 of FIPPA;

“temporary (emergency) licence” means a temporary LPN (emergency) licence, temporary RPN (emergency) licence, temporary RN (emergency) licence, temporary NP (emergency) licence or temporary midwife (emergency) licence, and **“temporary (emergency) licensee”** means a licensee in one of those classes.

PART 2 - BOARD

Board chair and board vice-chair

- 2-1 (1) At the first board meeting of each calendar year, the board members must select a board chair and a board vice-chair from among the board members using the following procedure:
- (a) the acting chair must call for nominations;
 - (b) if there is only one nominee for board chair or for board vice-chair, the nominee is selected by acclamation;
 - (c) if there is more than one nominee for board chair or for board vice-chair, the board must select the board chair or board vice-chair, as the case may be,
 - (i) by applying the procedures in the *Consensus Decision Policy*, or
 - (ii) if the procedures in the *Consensus Decision Policy* do not apply, by plurality vote of the board members in attendance, or, in the event of a tie between nominees with the most votes, by random draw between the tied nominees with the most votes.
- (2) A board chair or board vice-chair selected under subsection (1) holds office for a term of one year.
- (3) A board chair or board vice-chair cease to hold office
- (a) upon selection of a new board chair or board vice chair, as applicable,
 - (b) upon ceasing to be a board member,
 - (c) if they deliver a written notice of resignation from the office of board chair or board vice-chair to the registrar, upon the effective date specified in the notice or, if no effective date is specified, upon receipt of the notice by the registrar,
 - (d) upon their death, or
 - (e) upon their removal from the office of board chair or board vice-chair by board members applying the procedures in the *Consensus Decision Policy* or, if those procedures do not apply, by a majority vote of the other board members.
- (4) If the board chair or board vice-chair ceases to hold office, the board must elect, as soon as practicable, another board chair or board vice-chair to fill the vacancy for the unexpired term of office using the process in subsection (1).

Powers and duties of board chair and board vice-chair

- 2-2 (1) The board may delegate powers and duties of the board to the board chair, subject to any terms, limits or conditions the board considers necessary or appropriate in the circumstances.
- (2) The board chair

- (a) must preside at all board meetings,
 - (b) must fulfill duties under the Act, the regulations and the bylaws, and
 - (c) may exercise powers and must perform duties delegated by the board.
- (3) If the board chair is absent or unable to act for any reason, the board vice-chair may exercise the powers and must perform the duties of the board chair.
- (4) If the board chair and board vice-chair are absent or unable to act for any reason, the board must select an acting board chair by applying the procedures in the *Consensus Decision Policy* or, if those procedures do not apply, by majority vote, to preside at the meeting and to exercise powers and perform duties of the board chair, subject to any terms, limits or conditions the board considers necessary or appropriate in the circumstances.

Board member remuneration and expenses

- 2-3 Board members are entitled to receive remuneration for time spent on college business and reimbursement for reasonable travel and other expenses necessarily incurred in performing college business as set out in Schedule <>.

Frequency of board meetings

- 2-4 The board must meet at least four times in each calendar year.

Format of board meetings

- 2-5 The board may meet and conduct business in person, by telephone, by video conference, or by any other method of communication that allows all board members in attendance to interact with each other, or in hybrid manner.

Calling board meetings

- 2-6
- (1) A board meeting must be scheduled by the registrar
 - (a) at the request of the board chair, or
 - (b) on receipt of a written request for a board meeting signed by a majority of the board members.
 - (2) A written request under subsection (1)(b) must state the nature of the business proposed to be conducted at the meeting

Notice of board meetings

- 2-7
- (1) The registrar must provide reasonable notice of a board meeting to board members and the public.
 - (2) The registrar may provide notice under subsection (1) by posting a notice on the college website.
 - (3) Despite subsection (1), notice of a board meeting to the public is not required if the purpose of the meeting is to

- (a) conduct urgent business, or
 - (b) conduct business in a closed or *in camera* meeting as permitted under these bylaws.
- (4) The failure to provide notice of a board meeting to a person entitled to receive notice, or the non-receipt of such notice by any person, does not invalidate board meeting proceedings.
- (5) Subject to subsection (6), the registrar must provide the following to any person, on request:
 - (a) details of the date, time and place of a board meeting;
 - (b) a copy of the agenda for the board meeting;
 - (c) a copy of the minutes of any previous board meeting.
- (6) A copy of an agenda provided under subsection (5)(b) or minutes provided under subsection (5)(c) may be edited to remove information about any matter referred to in section 2-8(3), if the reasons for removing that information are noted in the edited agenda or minutes.

Open, closed and *in camera* board meetings

- 2-8
- (1) Subject to subsections (2) to (4), board meetings are open to the public.
 - (2) The board may exclude any person who is not a board member from all or part of a board meeting if satisfied that their attendance is or is likely to be disruptive.
 - (3) The board may convene a closed or *in camera* meeting to discuss any of the following matters:
 - (a) financial, personal, or other matters of such a nature that the interests of any affected person, or the public interest in avoiding disclosure of such matters, outweighs the public interest in having board meetings open to the public;
 - (b) information concerning an application by any individual for licensure under section 41 of the Act or for certification under section <>, or for reinstatement, renewal or variance thereof, the disclosure of which would be an unreasonable invasion of the applicant's personal privacy;
 - (c) information concerning an annual declaration or accompanying information provided by a licensee under section 6-62, the disclosure of which would be an unreasonable invasion of the licensee's personal privacy;
 - (d) information concerning a complaint or report against, or an investigation, competence assessment or capacity evaluation of, any individual under Divisions 6, 11, 12 or 13 of Part 3 of the Act, the disclosure of which would be an unreasonable invasion of the individual's personal privacy;
 - (e) information concerning a quality assurance assessment of a licensee under Division 8 of Part 3 of the Act, or the licensee's compliance with quality assurance requirements established under Part <>, the disclosure of which would be an unreasonable invasion of the licensee's personal privacy;

- (f) information the disclosure of which may prejudice the interests of any person involved in
 - (i) a proceeding under the Act, including a disciplinary proceeding under Divisions 15 to 17 of Part 3 of the Act or a review under Part 6 of the Act, or
 - (ii) any other criminal, civil or administrative proceeding;
 - (g) information concerning education programs, including any information described in section 5-10;
 - (h) personnel matters;
 - (i) property acquisitions or dispositions;
 - (j) information concerning the contents, scoring or results of examination, a report to the licence committee under section 6-13(4) or a request for approval to take an examination again under section 6-13(7);
 - (k) communications with the Office of the Ombudsperson;
 - (l) communications to or from legal counsel, or any other matter that is subject to legal professional privilege or litigation privilege;
 - (m) information the college would be required or authorized to refuse to disclose in response to an access request under Part 2 of FIPPA;
 - (n) information the college is otherwise required by law to keep confidential.
- (4) The board may convene a closed or *in camera* meeting for educational purposes or purposes that do not involve the exercise of powers or performance of duties under the Act.

Board meeting decision-making procedures

- 2-9
- (1) A majority of the board members constitutes a quorum.
 - (2) Any board member, including the board chair, may move or propose a resolution.
 - (3) No resolution proposed at a board meeting need be seconded.
 - (4) The board must
 - (a) establish a *Consensus Decision Policy* to promote and establish procedures for consensus-based decision-making by the board and college committees where possible, and
 - (b) apply the procedures in the *Consensus Decision Policy* for any decision to which those procedures apply.
 - (5) A resolution approved in accordance with the *Consensus Decision Policy* or, subject to subsection (6), by majority vote of the board members attending a board meeting is a resolution of the board.

- (6) In the event of a tie vote on a matter to which the procedures in the *Consensus Decision Policy* do not apply, the board chair does not have a second vote and the resolution does not pass.
- (7) The board may request or direct the registrar to appoint advisory working groups to assist it with respect to any matter.

Board resolutions approved in writing

2-10 A majority of all board members may approve a resolution in writing, including by mail, facsimile or e-mail, and such an approved resolution has the same effect as if it were approved at a board meeting.

Minutes of board meetings

- 2-11 (1) The registrar must ensure that minutes are taken at each board meeting.
- (2) The board chair must ensure that minutes are taken for any part of a closed or *in camera* meeting from which the registrar is excluded.
- (3) Resolutions approved in writing under section 2-10 must be included in the minutes of the following board meeting.
- (4) The registrar must publish the minutes of each board meeting on the college website with the exception of information discussed and decisions made during closed or *in camera* portions of meetings.
- (5) Where a meeting is closed or held *in camera* in whole or in part, the registrar must include the reason for excluding the public in the minutes published on the college website.

Conflict of interest – board members

- 2-12 (1) If a board member believes that they may have a conflict of interest in relation to a matter before the board, or if the board is satisfied that a board member may have such a conflict of interest, the board member must
 - (a) as soon as reasonably practicable disclose the general nature of the conflict of interest to the other board members, and
 - (b) follow the directions issued by the board.
- (2) When a board member discloses a conflict of interest,
 - (a) the registrar must
 - (i) record the disclosure in the relevant board meeting minutes, or
 - (ii) make a separate record of the disclosure and maintain it with the college records, and
 - (b) without limiting the board's discretion to take any additional measures under subsection (3), the remaining board members may determine whether the disclosing board member should be disqualified from

participating in any meeting, in whole or in part, in which the matter in relation to which they have a conflict of interest will be addressed.

- (3) The board may take measures that it considers necessary or appropriate to manage conflicts of interest disclosed by board members in a manner that maintains the integrity of college operations, including but not limited to issuing directions to disclosing board members
 - (a) to refrain from discussing, voting on, or taking any action with respect to any matter in relation to which they may have a conflict of interest,
 - (b) to remove themselves from portions of board meetings that are scheduled to address the matter in relation to which they may have a conflict of interest, and
 - (c) to refrain from attempting to exert any influence with respect to the matter in relation to which they may have a conflict of interest.
- (4) The board must not presume that any board member has a conflict of interest solely because of the board member's Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.
- (5) Without limiting subsection (4), the board must not presume that an Indigenous board member has a conflict of interest in relation to a matter before the board solely because the matter involves an Indigenous component, or solely because the board member's views on the matter may or will be influenced by the board member's Indigenous worldview, values or perspective.
- (6) The board must establish a *Conflict of Interest Policy for Board and Committee Members* to provide further guidance for the identification and management of conflicts of interest for board and committee members.

Board rules, procedures and policies

- 2-13 (1) The board may establish or adopt rules, policies and procedures consistent with the Act, the regulations and these bylaws
 - (a) to establish or provide further guidance relating to the board's processes, or the roles and responsibilities of board members,
 - (b) to establish procedures or criteria in relation to the registrar, committee members and professional standards advisors by which the board may
 - (i) establish qualifications for those positions,
 - (ii) seek and evaluate candidates for those positions,
 - (iii) make appointments for those positions,
 - (iv) evaluate or assess the performance of individuals in those positions, and
 - (v) rescind appointments for those positions, or
 - (c) to provide guidance to board members or the public respecting any matter for which the board may or must exercise powers or perform duties.

- (2) Subject to section 358 of the Act, the board may establish or adopt rules, policies and procedures consistent with the Act, the regulations and these bylaws, respecting how persons who act for the college may or must exercise powers or perform duties.

Bylaw making powers

- 2-14 (1) The board may direct the registrar to provide a list of persons who are qualified to provide advice as professional standard advisors when consulting on proposed bylaws respecting eligibility standards, ethics standards and practice standards, in addition to any such persons who have been appointed as members of the professional standards advisory committee under section 3-5.
- (2) Before making or amending a bylaw, the board must do the following during the consultation period determined under subsection (3) for the purpose of the consultations required by section 384(2) of the Act:
 - (a) for the purpose of consulting with persons affected by the proposed bylaw and the public, the board must direct the registrar to post the proposed bylaw on the college website together with a brief description of the proposed bylaw and an invitation to provide comments;
 - (b) for the purpose of consulting with other regulators, the board must direct the registrar to deliver the proposed bylaw to specified regulators together with an invitation to provide comments;
 - (c) for the purpose of any required consultation with persons nominated by Indigenous governing bodies or other entities representing Indigenous peoples under section 384(2)(c) of the Act, the board must direct the registrar
 - (i) to deliver the proposed bylaw to such persons together with an invitation to provide comments, and
 - (ii) to take any measures considered necessary or appropriate to cooperate or collaborate with such persons and to facilitate their ability to provide meaningful feedback on the proposed bylaw.
- (3) The consultation period for a proposed bylaw is 45 days, unless the registrar directs a different consultation period, which may be shorter or longer than 45 days.
- (4) The board must, in collaboration with Indigenous governing bodies and other entities representing Indigenous peoples, establish policies and procedures for the nomination of persons by those governing bodies or entities for the purpose of any required consultation under section 384(2)(c) of the Act.
- (5) The board may establish or adopt policies and procedures consistent with the Act, the regulations and these bylaws to provide further guidance for the conduct of consultations required under section 384(2) of the Act and subsection (2).

Recommendations to the superintendent

- 2-15 The board may make recommendations to the superintendent respecting criteria and procedures for
- (a) the appointment of board members,
 - (b) the rescindment of appointments of board members, and
 - (c) the qualifications, competencies, and diversity of perspectives and lived experiences, of persons appointed, or to be appointed, as board members.

PART 3 - COMMITTEES

Committees established

- 3-1 (1) The following committees are established:
- (a) the licence committee;
 - (b) the investigation committee;
 - (c) the education program review committee;
 - (d) the professional standards advisory committee;
 - (e) the finance and audit committee;
 - (f) the governance committee;
 - (g) the registrar oversight committee.
- (2) Subject to the Act, the regulations and these bylaws,
- (a) the board may set terms of reference for any committee established under subsection (1),
 - (b) if the board has not set terms of reference for a committee established under subsection (1), the committee may set its own terms of reference, and
 - (c) if a committee has set its own terms of reference under paragraph (b), the board may amend those terms of reference or set new terms of reference for the committee to replace those previously set by the committee.

Licence committee composition

- 3-2 (1) Subject to subsections (2) and (3), the licence committee consists of at least 15 persons appointed by the board, and must include
- (a) at least five public representatives, and
 - (b) at least ten licensees, including at least two licensees in each of the following classes:
 - (i) practising LPN licensees;
 - (ii) practising RPN licensees;
 - (iii) practising RN licensees;
 - (iv) practising NP licensees;
 - (v) practising midwife licensees.
- (2) The number of public representatives on the licence committee must constitute at least one-third of the total number of persons on the committee.
- (3) The number of licensees on the licence committee must constitute at least one-half of the total number of persons on the committee.

Investigation committee composition

- 3-3 (1) Subject to subsections (2) and (3), the investigation committee consists of at least 15 persons appointed by the board, and must include
- (a) at least five public representatives, and
 - (b) at least ten licensees, including at least two licensees in each of the following classes:
 - (i) practising LPN licensees;
 - (ii) practising RPN licensees;
 - (iii) practising RN licensees;
 - (iv) practising NP licensees;
 - (v) practising midwife licensees.
- (2) The number of public representatives on the investigation committee must constitute at least one-third of the total number of persons on the committee.
- (3) The number of licensees on the investigation committee must constitute at least one-half of the total number of persons on the committee.

Education program review committee composition

- 3-4 (1) Subject to subsection (2), the education program review committee consists of at least nine persons appointed by the board, and must include
- (a) at least three public representatives, and
 - (b) at least five licensees, including at least one licensee in each of the following classes:
 - (i) practising LPN licensees;
 - (ii) practising RPN licensees;
 - (iii) practising RN licensees;
 - (iv) practising NP licensees;
 - (v) practising midwife licensees.
- (2) The number of public representatives on the education program review committee must constitute at least one-third of the total number of persons on the committee.

Professional standards advisory committee composition

- 3-5 (1) Subject to subsections (2) to (5), the professional standards advisory committee consists of at least 15 members appointed by the board, and must include
- (a) at least five public representatives, and
 - (b) at least ten licensees, including at least two licensees in each of the following classes:
 - (i) practising LPN licensees;

- (ii) practising RPN licensees;
 - (iii) practising RN licensees;
 - (iv) practising NP licensees;
 - (v) practising midwife licensees.
- (2) The members of the professional standards advisory committee appointed under subsection (1) must include persons who are also appointed as professional standards advisors under section 359(1)(b) of the Act, including all of the following:
 - (a) at least five professional standards advisors qualified to give advice under section 361 of the Act with respect to ethics standards;
 - (b) at least two professional standards advisors qualified to give advice under section 361 of the Act with respect to practice standards for each of the following:
 - (i) for the practice of the designated health profession of practical nursing;
 - (ii) for the practice of the designated health profession of psychiatric nursing;
 - (iii) for the practice of the designated health profession of nursing as a registered nurse;
 - (iv) for the practice of the designated health profession of nursing as a nurse practitioner;
 - (v) for the practice of the designated health profession of midwifery;
 - (c) at least two professional standards advisors qualified to give advice under section 361 of the Act with respect to eligibility standards for each of the following:
 - (i) for eligibility for the classes of LPN licences;
 - (ii) for eligibility for the classes of RPN licences;
 - (iii) for eligibility for the classes of RN licences;
 - (iv) for eligibility for the classes of NP licences;
 - (v) for eligibility for the classes of midwife licences.
- (3) For greater certainty, the same professional standards advisory committee member or members may satisfy requirements for professional standards advisors with qualifications described in two or more different paragraphs or subparagraphs of subsection (2).
- (4) The number of public representatives on the professional standards advisory committee must constitute at least one-third of the total number of persons on the committee.
- (5) The number of licensees on the professional standards advisory committee must constitute at least one-half of the total number of persons on the committee.

Finance and audit committee composition

- 3-6 The finance and audit committee consists of at least three members appointed by the board, and must include
- (a) at least one board member who is a public representative, and
 - (b) at least one board member who is a licensee.

Governance committee composition

- 3-7 The governance committee consists of at least three members appointed by the board, and must include at least one board member who is a public representative.

Registrar oversight committee composition

- 3-8 The registrar oversight committee consists of three board members appointed by the board, and must include
- (a) at least one of the board chair or board vice-chair,
 - (b) at least one public representative, and
 - (c) at least one licensee.

Advisory working groups

- 3-9
- (1) Subject to the Act, the regulations and these bylaws, the registrar may appoint advisory working groups for such purposes as the registrar considers necessary or appropriate.
 - (2) The registrar must determine the composition of, and terms of reference for, advisory working groups.
 - (3) The registrar may dissolve an advisory working group at any time.

Committee membership

- 3-10
- (1) Every member of a committee must be appointed for a term of office specified by the board not exceeding three years.
 - (2) Subject to subsection (8) and any other applicable requirements for the composition of committees established under these bylaws, the members and former members of a committee are eligible for reappointment to the committee at any time.
 - (3) The board must ensure
 - (a) that every person appointed to a committee possesses the education, training, experience and other qualifications that the board considers necessary to ensure the appointee's ability to exercise the powers and fulfill the duties assigned to them effectively and in accordance with the guiding principles in section 14 of the Act, and

- (b) that the members of a committee collectively possess, amongst themselves, the education, training, experience and other qualifications that the board considers necessary to ensure the committee's ability to exercise its powers and fulfill its duties effectively and in accordance with the guiding principles in section 14 of the Act.
- (4) When appointing members of the committees established under section 3-1(1)(a) to (d), the board must make reasonable efforts to ensure the appointments provide a range of perspectives, including the perspectives of Indigenous persons and persons from equity-denied communities.
- (5) Board members are not eligible to serve on any of the committee established under section 3-1(1)(a) to (d).
- (6) The board may establish a policy specifying further criteria for appointment and rescindment of committee members that are consistent with the Act, the regulations and these bylaws.
- (7) A committee member ceases to hold membership on the committee
 - (a) upon expiration of their term,
 - (b) if they deliver a written notice of resignation to the registrar, upon the effective date specified in the notice or, if no effective date is specified, upon receipt of the notice by the registrar,
 - (c) upon the committee member ceasing to meet applicable eligibility requirements under these bylaws for the position for which they were appointed,
 - (d) upon their death,
 - (e) upon their removal from the committee by the registrar for repeated failure to attend committee meetings or to communicate with the college, in accordance with applicable criteria specified in a policy established under subsection (6), or
 - (f) upon their removal from the committee by the board applying the procedures in the *Consensus Decision Policy* or, if those procedures do not apply, by majority vote.
- (8) A committee member who
 - (a) completes six consecutive years of serving as a member of a committee, or
 - (b) ceases to hold office as a committee member under subsection (7)(b), (e) or (f),

is not eligible for reappointment to the committee for at least one year unless the board is satisfied there are extenuating circumstances, including any public interest in retaining the knowledge, experience and perspective of an Indigenous committee member or a committee member from another equity-denied community.

Committee chair and committee vice-chair

- 3-11 (1) The board may appoint a committee chair and one or more committee vice-chairs for each committee established under section 3-1(1) from among the members of the committee.
- (2) In the absence of appointments by the board under subsection (1), the members of a committee established under section 3-1(1) must appoint a committee chair and at least one committee vice chair from among the members of the committee by applying the procedures in the *Consensus Decision Policy* or, if those procedures do not apply, by majority vote.
- (3) A committee chair or vice-chair appointed under subsection (1) or (2) holds office for a term of one year, unless the board or the members of the committee appointing the chair or vice-chair specify a different term of office.
- (4) A committee chair or committee vice-chair ceases to hold office as committee chair or committee vice-chair
- (a) upon expiration of their term under subsection (3),
 - (b) upon ceasing to be a committee member,
 - (c) if they deliver a written notice of resignation from the position of chair or vice-chair to the registrar, upon the effective date specified in the notice or, if no effective date is specified, upon receipt of the notice by the registrar,
 - (d) upon their death, or
 - (e) upon their removal from the position of committee chair or committee vice-chair
 - (i) by the board, applying the procedures in the *Consensus Decision Policy* or, if those procedures do not apply, by majority vote, where the committee chair or committee vice-chair was appointed by the board under subsection (1), or
 - (ii) by the board or the committee, applying the procedures in the *Consensus Decision Policy* or, if those procedures do not apply, by majority vote, where the committee chair or committee vice-chair was appointed by the committee under subsection (2).
- (5) If a committee chair or all committee vice-chairs of any committee established under section 3-1(1) ceases to hold office, the board or the committee must appoint another committee chair or committee vice-chair as soon as practicable under subsection (1) or (2).

Power and duties of a committee chair and committee vice-chair

- 3-12 (1) A committee chair
- (a) must preside at all meetings of the committee, except as provided in section 3-15(2),
 - (b) must fulfill duties under the Act, the regulations and the bylaws,

- (c) may exercise powers and must perform duties delegated by the committee, and
 - (d) must report to the board in a form and at a time as directed by the board.
- (2) If the committee chair is absent or unable to act for any reason, a committee vice-chair may exercise the powers and must perform the duties of the committee chair.
- (3) If the committee chair and all committee vice-chairs are absent or unable to act for any reason, the committee must select an acting chair by applying the procedures in the *Consensus Decision Policy* or, if those procedures do not apply, by majority vote, to preside at the meeting and to exercise powers and perform duties of the committee chair, subject to any terms, limits or conditions the committee considers necessary or appropriate in the circumstances.

Committee and advisory working group member remuneration and expenses

- 3-13 Members of committees and advisory working groups are entitled to receive remuneration for time spent on college business and reimbursement for reasonable travel and other expenses necessarily incurred in performing college business as set out in Schedule <>.

Committee rules, procedures and policies

- 3-14 A committee may adopt rules, policies and procedures consistent with the Act, the regulations and these bylaws
- (a) to establish or provide guidance relating to the committee's processes, or the roles and responsibilities of committee members, or
 - (b) to provide guidance to committee members or the public respecting any matter for which the committee may or must exercise powers or perform duties.

Committee panels

- 3-15
- (1) The licence committee, the investigation committee, the education program review committee and the professional standards advisory committee may meet in panels appointed by the chair of the committee.
 - (2) When a chair of a committee appoints a panel under subsection (1), the chair of the committee
 - (a) must designate one of the panel members as panel chair to preside over meetings of the panel, and
 - (b) may designate one of the panel members as panel vice-chair to preside over meetings of the panel if the panel chair is absent or unable to act for any reason.
 - (3) Subject to subsection (4), a panel must be comprised of at least three members of the committee.
 - (4) With the board's approval, the chair of the licence committee may appoint themselves or another committee member to act as a single-member panel of the licence committee for a specified purpose.

- (5) At least one-third of the members of a panel of the licence committee or investigation committee must be public representatives, other than a single-member panel of the licence committee appointed under subsection (4).
- (6) At least one member of a panel of the education program review committee or the professional standards advisory committee must be a public representative.
- (7) When appointing members of a panel of a committee, the chair of the committee
 - (a) must ensure that the panel includes at least one licensee from a particular designated health profession or class of licensees, if, in the opinion of the committee chair, the expertise of such an individual will be reasonably required for the purpose of any matter to be considered by the panel, and
 - (b) must make reasonable efforts to ensure the appointments provide for the perspectives of Indigenous persons or persons from equity-denied communities if those perspectives may be relevant to the matters to be considered by the panel.
- (8) Without limiting subsection (7)(b), when the chair of the investigation committee appoints members of a panel of that committee for the purpose of considering a matter in which the complainant, the respondent or both are Indigenous persons, the committee chair must make reasonable efforts to ensure that at least one-half of the panel consists of Indigenous persons.
- (9) When the chair of the professional standards advisory committee appoints a panel of that committee for the purpose of advising the board on one or more matters described in section 361 of the Act, the committee chair must ensure that the panel includes at least one professional standards advisor who is qualified to give advice with respect to each such matter.
- (10) A member of a committee may be appointed concurrently to more than one panel of the committee.
- (11) Subject to subsection (12) and any applicable rules, policies or procedures adopted by the committee, a panel of a committee may exercise any power, duty or function of the committee, except the power to appoint a panel.
- (12) A single-member panel of the licence committee may only exercise powers, duties or functions of the licence committee for the specified purpose for which that panel was appointed under subsection (4).
- (13) If a panel consists of three members, all members of the committee constitute a quorum.
- (14) If a panel consists of four or more members, a majority of the panel constitutes a quorum, provided that
 - (a) at least one-third of the panel members in attendance are public representatives, in the case of a panel of the licence committee or the investigation committee, or

- (b) at least one of the panel members in attendance is a public representative, in the case of a panel of the education program review committee or the professional standards advisory committee.

Committee and panel meetings

- 3-16
- (1) A committee or panel may meet and conduct business in person, by telephone, by video conference, or by any other method of communication that allows all committee or panel members in attendance to interact with each other, or in hybrid manner.
 - (2) Subject to the regulations and these bylaws, committee and panel meetings are not open to the public, including licensees who are not members of the panel.
 - (3) Despite subsection (2), a committee or panel may invite any person to attend all or part of a meeting if the committee or panel considers that person's participation to be reasonably required for the purpose of any matter to be considered by the committee or panel.
 - (4) Sections 2-9(2), (3), (5) and (6), 2-10, 2-11(1) and (3) and 2-12(1) to (5) apply to each committee and panel as if it were the board, with any necessary changes.
 - (5) A committee must submit an annual report of its activities to the board in a form and at a time as directed by the board.