

## **Terms of Reference Legislation and Bylaw Committee Approved 2021-12**

### **Purpose**

Advisory in nature, the Legislation and Bylaw Committee regularly reviews applicable legislation and the Bylaws of CPSA.

### **Membership**

Council appoints the chair and members of the Legislation and Bylaw Committee for a three year term which is renewable once.

Voting members are:

- Two (2) public members of Council
- Two (2) physician members of Council
- Council President, ex-officio

### **Authority and Accountability**

- As per Council motion C-25-17, the Legislation Committee (renamed to the Legislation and Bylaw Committee in 2019) is a standing committee of Council.
- The Legislation and Bylaw Committee does not have authority to direct the Registrar, but may delegate some of its power or duties to the Registrar (see Bylaws section 17 (9) and 17 (10)).
- The Legislation and Bylaw Committee makes recommendations to Council regarding legislation and revisions to the Bylaws of CPSA.

### **Roles and Responsibilities**

1. Review and update the Bylaws of CPSA to ensure alignment with other legislation, relevance to current practice and clarity.
2. Recommend, review and develop Council policies in collaboration with other Committees as necessary.
3. Regularly review the Health Professions Act and develop a list of suggested revisions, should the Act be opened.
4. Review and report to Council on proposed amendments to the Health Professions Act. Receive direction from Council regarding amendments.
5. Review other legislation that may be in the interests of CPSA and report to Council on same.

6. Review and report to Council on any legislation that may affect the delivery of health services by members of CPSA.

## **Meetings**

### **Frequency**

- The Legislation and Bylaw Committee meets at least once a year or at the call of the Chair.

### **Procedures**

- The Legislation and Bylaw Committee may determine procedures to be used at its meetings.
- The Committee may meet in person, by teleconference or by any other communications technology that permits all persons participating in the meeting to communicate with each other.

### **Decision Making**

- Quorum shall be three (3) voting members of the Committee
- A decision of the Committee may be made by consensus or motion
- A majority vote of Committee members present at a meeting decides a vote.

### **Records of the Committee**

- Minutes shall be recorded for all meetings and will be approved by the Committee at its next meeting. Minutes will be made available to all Council members through the SharePoint site.
- The Committee will report to Council at least annually regarding its activities.
- Any items requiring approval by Council will be brought forward at the next Council meeting as a recommendation from the Committee.

### **Confidentiality**

- All written materials and discussions related to decisions made at the meetings of the Committee are confidential except any information deemed necessary to communicate with stakeholders.
- The Confidentiality and Non-disclosure Agreement signed annually by all Council members extends to their work and actions on Council Committees.

## Subcommittees

- Subject to sections 19 and 20 of the Health Professions Act, the Committee may, at its discretion, appoint a sub-committee to assist in the fulfillment of the Committee's roles and responsibilities.
- A sub-committee will have specific, defined tasks and deliverables as defined by the Committee.

## Committee Resources

- Council approves the budget of the Legislation and Bylaw Committee
- Legislation and Bylaw Committee members are paid an honorarium and are reimbursed for their expenses as per CPSA's [Honoraria and Expense Policy](#).
- The Registrar and Chief of Staff attend all Legislation and Bylaw Committee meetings.
- The Senior Executive Assistant to the Registrar or designate will act as Recording Secretary for the Committee.
- Others may attend the Legislation and Bylaw Committee meetings as needed to provide specific knowledge or expertise on matters before the Committee.

## Next Review Date - 2023