



# CAHPPEI

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College of  
Allied Health Professionals  
of Prince Edward Island

## Bylaws

Approved by Council on May 3, 2021  
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## **SECTION 1 – INTRODUCTION**

### **1.1 Definitions**

In these by-laws, unless the context otherwise requires:

- a) “Act” means the *Regulated Health Professions Act* of Prince Edward Island;
- b) “College” means the College of Allied Health Professionals of Prince Edward Island;
- c) “Council” means the Council for the College of Allied Health Professionals of Prince Edward Island;
- d) “Good Standing” means the registrant’s Certificate of Registration with the College of Allied Health Professionals of Prince Edward Island is not suspended or cancelled or otherwise restricted or limited under the Act or Regulations made thereunder;
- e) “Registrant” means an individual who holds a Certificate of Registration with the College of Allied Health Professionals of Prince Edward Island;
- f) “Regulations” means the Regulations for the College of Allied Health Professionals of Prince Edward Island as made pursuant to the *Regulated Health Professions Act*;

### **1.2 Interpretation**

In these by-laws, unless the context otherwise requires, expressions defined in the Act and any alterations or amendments thereto shall have the meaning as defined; and words imparting the singular shall include the plural and vice versa, and words imparting the masculine gender shall include females, and words imparting persons shall include bodies corporate.

### **1.3 Severability and Precedence**

The invalidity or unenforceability of any provision of these by-laws shall not affect the validity or enforceability of the remaining provisions of these by-laws. If any of the provisions contained in the by-laws are inconsistent with those contained in the Act or the Regulations, the provisions contained in the Act or the Regulations, as the case may be, shall prevail.

### **1.4 Seal**

The seal of the College, if any, shall be in the form determined by Council. The seal of the College shall be in the custody of the registrar, who shall affix it to all documents for which it is required.

### **1.5 Fiscal Year**

The fiscal year of the College that shall commence on the first day of May and shall end on the thirtieth day of April of the following year.

### **1.6 Execution of Contracts**

1.6.1 Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the College shall be signed by the Registrar and one other signing officer.

1.6.2 Council may, from time to time, direct the manner in which and the person by whom, a particular document or type of document shall be executed.

1.6.3 Persons authorized to sign any College document may affix the College seal to the document. The Chair may certify a copy of any instrument, resolution, by-law or other document of the College to be a true copy thereof.

1.6.4 Council shall appoint three (3) signing officers from among Council Members and/or Registrar. Contracts, documents or any other instruments requiring the signature of the College, shall be signed by any two (2) of the signing officers.

## **SECTION 2 – COUNCIL**

### **2.1 Composition**

2.1.1 Council shall consist of:

- a) Six registrants elected from and by Members (2 Medical Laboratory Technologist, 2 Medical Radiation Technologists, and 2 Respiratory Therapists) as provided by these bylaws; and,
- b) Three public representatives appointed by the Lieutenant Governor in Council.
- c) Registrar

2.1.2 Members elected to Council awaiting appointment shall not be eligible to propose, amend or vote on motions nor will they be permitted to propose agenda items. They may participate in discussions that do not contravene these bylaws or Council policies.

### **2.2 Term of Office**

The term of office for all members of Council shall, in accordance with the Act, not exceed three (3) years in any one role nor more than six (6) consecutive years on Council.

### **2.3 Revocation**

2.3.1 A member's appointment or election to Council is subject to revocation where the member:

- a) fails to attend three consecutive meetings of Council without, in the opinion of Council, a reasonable excuse;
- b) is convicted of an offence that, in the opinion of Council, renders the member unsuitable to continue to hold office as a member;
- c) commits an act, other than one referred to in clause (b), that, in the unanimous opinion of the other members of Council, undermines the ability of the member to act credibly as a member; or
- d) is, in the opinion of Council, unlikely to be able to fulfil the member's duties on Council due to physical or mental incapacity
- e) is, in the opinion of Council, behaving in a manner that significantly interferes with the ability of the College or Council to pursue its objects and carry out its duties.

2.3.2 For the removal of registrant members of Council, or to make application to the Lieutenant Governor in Council for the removal of a public representative, a two thirds (2/3) majority vote of Council shall be sufficient.

## **2.4 Code of Ethics and Standards of Practice**

In all of its deliberations, Council shall be guided by the principle that the safety of the public shall be of prime consideration; and that the College Code of Ethics and Standards of Practice, as approved by Council in accordance with the Act and Regulations, shall be at all times abided and enforced by members.

## **2.5 Code of Conduct**

2.5.1 Each Council member, officer, staff member, delegate or committee member is required to read, sign and abide by the Code of Conduct Policy established by Council.

2.5.2 Each Council member shall take the Oath of Office, as follows:

I, \_\_\_[name]\_, of \_\_\_[location of residence]\_, Province of Prince Edward Island, do solemnly swear (or affirm) that I will faithfully, truly and to the best of my judgement, skill, knowledge and ability execute and perform the duties required as a member of Council of the College of Allied Health Professions of Prince Edward Island (CAHPPEI) that properly relates to my duties as a member of Council. I further solemnly swear (or affirm) that I will not communicate or allow to be communicated to any person not entitled thereto any and all information related to Council, nor will I, without due authority, allow such person to inspect or have access to any books or documents belonging to or in the possession of Council and in relation to the operations of Council, who is not otherwise authorized by law.

2.5.3 The oath of office shall be signed, confirmed and retained by the Registrar with the other books and records of Council.

## **2.6 Conflict of Interest**

2.6.1 Each Council member, officer, staff member, delegate or committee member is required to read, sign and abide by the Conflict-of-Interest Policy established by Council.

2.6.2 A conflict of interest occurs when a reasonable perception exists that the ability of a Council member to exercise the official duties of Council has been affected by the private interest of a Council member, officer, staff member, or committee member.

2.6.3 Conflict of interest can also be a breach of an obligation to Council that has the effect or intention of advancing one's own interest or the interest of others in a way that is detrimental to the interests, potentially harmful to the integrity or fundamental mission, of the College.

2.6.4 Each Council member, officer, staff member, or committee member shall avoid conflicts of interest, including appearances of conflict of interest.

## **2.7 Declaration of Conflict of Interest**

2.7.1 A Council member, officer, staff member, or committee member who has, directly or indirectly, any interest in a proposed contract or transaction to which Council is to be a party, shall declare his or her interest in the proposed contract or transaction at the meeting at which the proposed contract or transaction is first considered, and shall not take part in any discussions in relation to the subject matter prior to a review and determination by Council of the existence or perception of any conflict of interest.

2.7.2 A Council member, officer, staff member or committee member may recuse themselves from any discussion and decision making undertaken by Council if that person so decides that a conflict of interest or reasonable perception of a conflict of interest exists.

2.7.3 Any individual, who has reason to believe that a Council member, officer, staff member, or committee member has a conflict of interest or a reasonable perception of a conflict of interest, shall be given an opportunity to state their concerns prior to, or during a meeting.

## **2.8 Other Conflict of Interest Conditions**

2.8.1 A Council member, officer, staff member, or committee member shall not solicit or accept a monetary honorarium for giving a presentation or participating in a conference as a representative of the College unless approved by Council. Mementos of nominal value may be accepted.

2.8.2 Where Council has adopted an official position on a matter, a Council member, officer, staff member, or committee member shall not engage in oral or written advocacy against the position in any public forum, including, but not limited to legislative committees and news media aimed at the public and social media without the prior approval of Council.

2.8.3 Council members, officers, staff members, and committee members are required to preserve confidentiality with respect to all information coming to their knowledge in the course of their duties unless Council determines otherwise.

## **2.9 Conflict of Interest Outcomes**

2.9.1 The validity of the declaration of a conflict of interest shall be determined by Council, with the following options available to the group:

- a) The member shall abstain from all discussion and voting on the declared issue.
- b) The member shall be excused from that portion of the meeting.
- c) The item should be removed from the meeting agenda if it is determined to be inappropriate.
- d) The member shall not participate in the discussion or vote on the declared issue but may be asked for information by Council if that member has information that may be relevant to the discussion thereby enabling Council to make an informed decision.



e) Council determines the conflict of interest is not valid and proceeds with the meeting with the member in attendance.

2.9.2 Where Council determines that a member, or person acting on behalf of Council in any capacity, has failed to declare a conflict of interest that is materially detrimental to the interests or potentially harmful to the integrity or fundamental mission of the College, Council may:

- a) Request an apology;
- b) Proceed with the steps necessary for the removal of the Council member from Council; or,
- c) take any other available measures at law.

## **SECTION 3 – OFFICERS AND STAFF**

### **3.1 Officers**

The officers of Council are appointed from time to time by Council and include, but are not limited to, a Chair.

### **3.2 Term of Office**

The term of office of an officer shall be no more than three consecutive years in any one role.

### **3.3 Chair**

The Chair, if present, shall preside at and chair all meetings of Council. They shall be responsible for the performance of such duties and exercising of such powers as approved by Council.

### **3.8 Other Officers and Staff of Council**

Council may appoint such other officers and staff as Council deems necessary for the proper administration of Council and the College; the terms of office and remuneration shall be at Council's discretion.

### **3.9 Removal of an Officer/Staff dismissal**

3.9.1 Officers or staff may be removed for the reasons set out in Article 2.3 of these Bylaws and for misconduct or dereliction of duties. Misconduct is a willful act against the College. Dereliction of duties is the negligence of official responsibilities for an excessive period, or violation of the responsibilities of office.

3.9.2 During a special meeting, the removal of officers or staff may be initiated by a two-thirds (2/3) majority vote of Council. Council is then responsible for carrying out, if appropriate, the removal of the officer or staff.

## **SECTION 4 – APPOINTMENTS**

### **4.1 Registrar**

4.1.1 In addition to the duties required by the Act, the registrar shall conduct, or cause to be conducted, the correspondence of the College and Council; shall attend all general meetings, annual general meetings, and special meetings either in person or by substitute appointed for a specific meeting as determined by Council.

4.1.2 The registrar is responsible for planning and implementing the programs of the College in accordance with policies and objectives approved by Council, and any additional duties as determined by Council.

4.1.3 The Registrar is a non-voting member of Council and is appointed by and accountable to Council. The Registrar's responsibilities and remuneration shall be reviewed by Council annually following an employee performance review.

4.1.4 If Council determines the Registrar needs immediate replacement, Council will appoint an interim Registrar(s) from Council members or staff until the Registrar returns or a replacement has been appointed.

4.1.5 Due to the required stakeholder relationship with government, the Registrar must not participate in political organizations or affiliations that interfere with or are in conflict with the administration of their duties.

### **4.2 Auditor**

4.2.1 Council shall appoint an Auditor to perform an annual financial review for the College with a full audit to be performed not less than once every 5 years.

4.2.2 The Auditor, after receiving the financial records of the College, shall prepare an Auditor's Report and Statement of Financial Position of the College in accordance with generally accepted accounting principles and auditing standards and deliver it to the Registrar within the period set out in procedures established by Council.

### **4.3 Solicitor**

Council may appoint a solicitor to advise the College.

### **4.4 Investigator**

Council may appoint investigator(s) to carry out duties as described in the Act and Regulations and in College policy.

## **SECTION 5 - COMMITTEES AND DELEGATES**

### **5.1 Revocation**

Council may revoke the appointment of a committee member or delegate, where the person:

- a) fails to attend three consecutive meetings without, in the opinion of Council, a reasonable excuse;
- b) is convicted of an offence that, in the opinion of Council, renders the member unsuitable to continue to hold office as a member;
- c) commits an act, other than one referred to in clause (b), that, in the unanimous opinion of Council, undermines the ability of the member to act credibly as a member;
- d) contravenes these bylaws or established policies; or
- e) is, in the opinion of Council, unlikely to be able to fulfil the member's duties due to physical or mental incapacity; or
- e) is, in the opinion of Council, behaving in a manner that significantly interferes with the ability of the College or Council to pursue its objects and carry out its duties.

### **5.2 Selection Process**

5.2.1 Notification of committee or delegate vacancy will be communicated via email to all registrants accompanied with notification on the College's website a minimum of 10 business days prior to appointment by council.

5.2.2 If no persons submit interest in the vacant position, the vacancy shall be communicated to registrants until the position has been filled. Upon review of the candidates' qualifications, Council will appoint the candidate upon a majority vote.

### **5.3 Committees**

5.3.1 Subject to the limitations on delegation set out in the Act, Council may establish any committee it determines necessary for the execution of the College's responsibilities. Council will review the composition and terms of reference for any such committee. Council may dissolve any committee by resolution at any time and may remove a committee member by resolution of Council.

5.3.2 Unless otherwise stated in these by-laws, the committee shall appoint the chair of each committee from Council or College Staff.

5.3.3 Unless otherwise stated in these by-laws, decisions of any committee shall be by majority vote of those members of the committee present at a duly constituted meeting.

5.3.4 Committee members shall be either a registrant in good standing with the College, a member of Council or appointed by Council (stakeholder, subject matter expert, etc.).

5.3.5 Quorum for a committee shall be a majority of the committee members.

5.3.6 In accordance with the Act, Council shall approve the terms of reference and composition of all standing committees. The standing committees of Council are:

- a) the investigations committee; and
- b) the hearing committee.

## **5.4 Delegates**

5.4.1 Subject to the limitations on delegation set out in the Act, Council may appoint any delegate it determines necessary for the execution of the College's responsibilities. Council may review the term of office and terms of reference for any delegate. Council may choose to dissolve the delegate's position or remove a delegate at any time by resolution of Council.

5.4.2 A delegate may serve consecutive terms as determined by the organization for which he or she has been appointed; if no terms exist, the delegate may serve up to six years without reappointment by Council.

## **SECTION 6 – ELECTIONS OF REGISTRANTS TO COUNCIL**

### **6.1 Eligibility**

6.1.1 Only registrants in the General Register of the College shall be eligible to nominate, vote, or be elected to Council.

6.1.2 Registrants must be in good standing with no current or ongoing investigations, outstanding debts or outstanding orders.

### **6.2 Nominations of Registrants**

6.2.1 The Registrar shall, when possible, give notice via email to all eligible registrants at least 30 days before the completion of a member of Council's term.

6.2.2 Nominations will be received by the Registrar, upon a form available from the Registrar. It shall be endorsed by the nominee and one registrant.

6.2.3 If the call for nominations does not produce enough eligible nominees to fill the vacancies on Council, the registrants shall be so advised, and invited to resubmit nominations.

6.2.4 A nominee for election to Council may, at any time prior to the commencement of the election, give notice to the Registrar of their wish to withdraw their nomination. The withdrawal becomes effective upon receipt of the notice in a form acceptable to the Registrar.

### **6.3 Notification**

Eligible voting registrants shall be notified in a timely fashion, through e-mail, of the names of those nominated for election to Council. The notification shall be accompanied by information on each candidate (prepared in a standard format) and voting instructions.

### **6.4 Voting Procedure**

Voting procedure shall be determined by the circumstances e.g. show of hands, secret ballot, E-vote, etc.

### **6.5 Counting of the Votes**

6.5.1 Unless otherwise determined by Council or stated in these Bylaws, the election process shall begin within 10 days of the nomination deadline. A Scrutineer, as appointed by Council, shall scrutinize the votes.

6.5.2 The candidate(s) receiving the largest number of votes shall be elected to Council.

6.5.3 If required, scrutineers shall provide a report of the results of the voting to Council.

6.5.4 The Registrar shall retain any on-line voting records for a period of 30 days following the completion of the member of Council's term, after which they shall be destroyed.

### **6.6 Acclamation**

If the number of valid nominations for positions on Council is equal to the number of vacant positions on Council, the persons nominated shall be declared elected.

### **6.7 Vacancies**

6.7.1 In the event of a registrant vacancy on Council occurring through death, incapacity, resignation, or otherwise of a general registry member, the Registrar shall call for nominations and hold an election.

6.7.2 The Registrar shall, at most 14 days after a vacancy has been determined, give notice via email to all eligible registrants.

6.7.3 Nominations will be received by the Registrar up to a date which shall be no more than 28 days after a vacancy has been determined.

6.7.4 Each nomination shall be made upon a form available from the Registrar. It shall be endorsed by the nominee and one registrant.

6.7.5 If the call for nominations does not produce enough eligible nominees to fill the vacancies on Council, the registrants shall be so advised, and invited to resubmit nominations.

6.7.6 A nominee for election to Council may, at any time prior to the commencement of the election, give notice to the Registrar of their wish to withdraw their nomination. The withdrawal becomes effective upon receipt of the notice in a form acceptable to the Registrar.

## **6.8 Tie Vote**

In the event of a tie vote for an elected position on Council, the Chair shall immediately request a recount, and if the result is not altered, a subsequent election will occur and include only those candidates involved in the tie vote.

## **SECTION 7 – ALLOWANCES**

### **7. 1 Honoraria**

7.1.1 Members of Council, committee members or delegates may be paid honoraria in accordance with the remuneration policy adopted by Council. If approved by Council, individual Council members may receive remuneration, either in a monetary or non-monetary form, for recognition of additional contributions to the College as determined by Council from time-to-time.

7.1.2 Members of Council must be prepared to invest considerable time and effort to their duties.

7.1.3 Unless otherwise stated in these by-laws, no Council member, officer, staff member, delegate or committee member shall directly or indirectly receive any profit from occupying said position; provided that:

- a) the Council member, officer, staff member, delegate or committee member may be reimbursed for reasonable expenses they incur in the performance of their duties; and
- b) the Council member, officer, staff member, delegate or committee member may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the College, provided that the amount of any such remuneration or reimbursement is:
  - considered reasonable by Council;
  - approved by Council for payment by resolution passed before such payment is made; and
  - in compliance with the College's conflict of interest policy.

## **SECTION 8 - ANNUAL GENERAL MEETING (AGM)**

### **8.1 Time and Place**

#### **8.1.1 Timing and Format**

The College may hold an Annual General Meeting (AGM) on a date within six (6) months following the conclusion of the fiscal year. The time, location, and format of the AGM shall be determined by Council.

### 8.1.2 Alternative to an Annual General Meeting

In lieu of an AGM, the College may distribute an annual report that includes all items outlined in Section 8.3.

## 8.2 Notice of AGM

Notice of the exact time and place shall be given in writing, by e-mail or other electronic means, at least 21 days in advance of the meeting.

## 8.3 Order of Business

8.3.1 The order of business of the annual general meeting, unless the Chair otherwise directs, shall be:

- a) review of the previous year's annual general minutes;
- b) annual reports of the Chair and Registrar;
- c) financial review/auditor's report and statement of financial position;
- d) annual report of the solicitor or the inspector, if any;
- e) report(s) of committees, or delegates, if any;
- f) upcoming year's budget and retention of insurance;
- g) update on any changes to by-laws/policies; and
- h) new business, if required.;

8.3.2 Proceedings at meetings of the College and Council shall be guided by the rules set down in "Bourinot's Rules of Order" in all cases not specifically provided for in the Act, the Regulations or in these by-laws.

## 8.4 Quorum for Annual General Meeting

8.4.1 Two-thirds (2/3) of members of Council, including at least one public representative of Council, plus at least one (1) general registrant from each profession of the College who are not on Council shall constitute a quorum during the AGM.

## 8.5 Voting

8.5.1 General registrants may vote on motions to:

- a) accept or receive a report/agenda/ minutes; and
- b) elect registrants to Council, as required.

8.5.2 Each general registrant, including the Chair, shall be entitled to one vote.

8.5.3 If there is a tie vote at an annual general meeting, the Chair, may break the tie by casting a second vote.

8.5.4 In the event of a tie vote where the Chair chooses not to break the tie, the motion is lost.

## **8.6 Minutes**

8.6.1 Council shall cause minutes of the meeting to be recorded and shall distribute the minutes to members of Council no later than twenty-eight (28) days following the annual general meeting.

8.6.2 The previous year's annual general meeting minutes shall be approved by Council at a general Council meeting within ninety (90) days of the AGM. The minutes, as approved, shall be signed by the Chair (or, if the Chair was absent from the AGM, another Council Member who was present) and the Registrar. Non-confidential Council decisions may be made available to the public in a format as determined by Council.

## **SECTION 9 - GENERAL MEETINGS OF COUNCIL**

### **9.1 Time and Place**

Council shall hold at least three general meetings during the year, or more often as required, at such times and places as shall be determined by the Chair or, in the absence of the Chair, upon the majority agreement of Council.

### **9.2 Notice**

9.2.1 Notice of the exact time, place and format shall be given to each Council member at least seven (7) days in advance of the meeting. Notice will also be provided to non-Council members of the College for their information purposes.

9.2.2 At least four (4) days in advance of the general meeting, the Registrar will distribute the following:

- a) minutes of the previous meeting;
- b) a proposed agenda for the meeting; and
- c) reference material required for the meeting.

9.2.3 If, after notice has been served and due to unforeseen circumstances, a meeting is postponed, the meeting can be rescheduled upon the majority agreement of Council in person, by telephone, e-mail, or other electronic means.

### **9.3 Order of Business for General Council Meetings**

9.3.1 At any general meeting the order of business shall be:

- a) consideration of the items of business in the proposed agenda;
- b) approval of the agenda (with amendments/additions if necessary);
- c) declaration of any conflict of interest;
- d) approval of the minutes of the previous general meeting and consideration of the business arising there from;
- e) other items of business, which at the discretion of the Chair warrant discussion.



9.3.2 The proceedings at meetings of the College and Council shall be governed by the Bourinot's Rules of Order.

9.3.3 A meeting of Council may be held by conference call, video conferencing or other or similar methods that permit members of Council to participate in the meeting.

9.3.4 Agenda items not provided in advance of the distribution of the meeting material may be added to the agenda under new business at the time of the meeting and will be addressed if time permits. Items not addressed will carry over to the next general meeting.

## **9.4 Quorum and Attendance**

9.4.1 Over fifty per cent (50%) of members of Council, including at least one public representative shall constitute a quorum.

9.4.2 The Council shall keep an attendance record of all Council members and bring to the attention of Council if a member has been absent for three (3) consecutive meetings.

## **9.5 Voting**

9.5.1 Motions shall be decided by a majority of members of Council in attendance. Each member of Council shall be entitled to one vote. The Registrar is a non-voting member of Council.

9.5.2 If there is a tie vote, the Chair will cast the deciding vote.

9.5.3 In the event of a tie vote where the Chair chooses not to break the tie, the motion is lost.

9.5.4 An abstention from voting shall not be counted as a vote.

9.5.5 Council may approve motions outside of meetings of Council by e-mail or other electronic means.

## **9.6 Minutes**

9.6.1 The Council shall record the minutes of the meeting and ensure the distribution of the minutes to members of Council no later than fourteen (14) days following the meeting and prior to the next Council meeting.

9.6.2 Previous meeting minutes shall be approved by Council. The minutes, as approved, shall be signed by the chair of the meeting and the Registrar. Non-confidential decisions may be made available to the public in a format as determined by Council.

9.6.3 Upon application being made in writing and with the approval of a majority of Council members, a Registrant may view the minutes of a general meeting in the presence of the Registrar or Chair.

## **9.7 Observers**

9.7.1 Observers are asked to advise the Registrar not later than five (5) days before a scheduled Council meeting if they wish to attend as observers, or if they would like to make a presentation to Council.

9.7.2 Observer privileges will be granted upon majority vote of the Council and shall also be withdrawn in the same manner.

9.7.3 Observers of Council meetings or minutes of same may be required to sign a statement of non-disclosure, declaration of conflict of interest, and/or declaration of code of conduct.

9.7.4 Observers are not permitted to propose, amend or vote on motions. However, they may participate in discussion, if approved by Council, and do not contravene these bylaws or any Council policies.

## **9.8 Adjournments**

Meetings of Council may be adjourned from time to time by a motion supported by a majority of the members of Council present. Such motion shall state the date and time of the reconvened meeting and shall thereby constitute due notice.

# **SECTION 10 - SPECIAL MEETINGS**

## **10.1 Time and Place**

Special meetings of Council or the College shall be held at the call of the Chair or by requisition signed by two members of Council.

## **10.2 Notice**

No fewer than two (2) days' notice shall be given for a special meeting. The notice shall specify the business to be brought forward.

## **10.3 Order of Business**

10.3.1 No business shall be dealt with except that for which the meeting was called.

10.3.2 Unless otherwise directed by motion of Council, special meetings will follow the by-laws set forth under General Meeting.

## **SECTION 11 - CONDUCT OF BUSINESS WITHOUT A MEETING**

### **11.1 Time and Place**

11.1.1 On purely an emergency basis, the business of Council may be conducted and concluded by resolution agreed upon by a majority of Council members, unless otherwise stated in these by-laws, using the telephone, email, or other electronic means, and shall have the same force and effect as a resolution duly passed at a convened meeting of Council; however, the resolution must be confirmed at the next Council meeting.

11.1.2 A resolution signed by a majority of the members of Council, for which purpose electronic signatures or emails are sufficient, has the effect of a resolution of Council.

## **SECTION 12 - BY-LAWS, POLICIES AND AUTHORIZATIONS**

### **12.1 Special Resolutions**

12.1.1 A special resolution for the purpose of making, amending or revoking a by-law or policy, or a recommendation pertaining to legislation involving the disciplines comprising the College, shall require a quorum of two-thirds (2/3) of present members of Council and a two-thirds (2/3) majority vote.

12.1.2 New by-laws or changes in the by-laws may be enacted from time to time by Council in accordance with the Act. Bylaws will be available to the public in a public forum.

## **SECTION 13 - SCHEDULE OF GENERAL REGISTRATION FEES AND DEADLINES**

### **13.1 Registration Fees**

13.1.1 The registration year is August 1st to July 31st and an annual registration fee is payable by each registrant.

13.1.2 The annual registration fee for the registration year for which a person first becomes a registrant must be paid immediately prior to the issuance of that certificate of registration.

13.1.3 The annual registration fee must be paid by July 15th prior to the beginning of the registration year.

13.1.4 Any registrant with unpaid fees or penalties not received in full by the College prior to August 1st of each year will not be eligible for registration.

### **13.2 Special Registration**

13.2.1 A special class registration entitles the registrant to work for thirty (30) consecutive days.

13.2.2 No more than three (3) special class registrations may be issued in any registration year per registrant.

### **13.3 Verification Fee**

13.3.1 A fee for verification of current or past registration in Prince Edward Island is required to be paid at the time of the request.

### **13.4 Late Fee**

13.4.1 A registration renewal received between July 15th and August 1st of the registration year, must be accompanied by a late fee payment.

### **13.5 Reinstatement Fee**

13.5.1 A person shall pay the fee approved by Council, accompanied by a completed College reinstatement application for consideration for reinstatement into the College.

### **13.6 Jurisprudence Exam Fee**

13.6.1 A person shall pay the fee approved by Council for each attempt of the jurisprudence examination which is a requirement for a certificate of general registration.

## **SECTION 14 CARE OF FUNDS**

### **14.1 Budget**

14.1.1 The Registrar will prepare an estimate of the budget for the upcoming year.

14.1.2 The budget will be presented by the Registrar and adopted by Council each year prior to March 31. Motions requiring the adjustment of the annual budget must be presented with a comparative income statement.

14.1.3 With the adoption of the annual budget by Council, expenses outlined in the annual budget are considered approved by Council.

14.1.4 The annual budget will include an estimation of, but not limited to the following:

- a) wages and levies;
- b) rent & utilities, if applicable;
- c) office supplies and associated costs;
- d) banking fees;
- e) insurance fees;

- f) solicitor's and auditor's fees;
- g) employee benefits, if applicable;
- h) maintenance fees, if applicable;
- i) honoraria;
- j) detailed description of required travel for any Council member, staff, delegate or committee member and the associated travel costs; and
- k) revenue

## **14.2 Auditor's Report/Financial Reviewer's Report**

The registrar shall distribute the Auditor's Report/Financial Reviewer's Report and Statement of Financial Position, or cause it to be distributed, at or before the annual general meeting or immediately upon its availability.

## **14.3 Banking**

14.3.1 Council, through its members or staff, shall ensure that all money received on behalf of the College is deposited in the name of the College in a bank or other deposit-gathering institution that is a member of the Canadian Deposit Insurance Corporation or in a credit union established in such a way as to guarantee the deposits.

14.3.2 Quarterly reconciliations (banking statements, payroll, investments, etc.) shall be prepared/presented by the Registrar, reviewed and signed by two (2) of the Signing Officers.

14.3.3 Council shall be presented with a financial report at each prescheduled general meeting in accordance with established policies.

## **14.4 Signing Officers**

The Signing Officers shall be responsible for the performance of such duties and exercising of such powers as are approved by Council.

## **14.5 Investments**

Council, through its members or staff, shall ensure that when funds of the College are invested, they are held secure through means set out in policies and procedures approved by Council.

## **14.6 Insurance**

14.6.1 Council shall ensure that the College maintains security arrangements and insurance coverage against loss of funds that the College may sustain resulting from employee dishonesty, destruction, disappearance, wrongful abstraction or forgery.

14.6.2 Council shall ensure that the College maintains general commercial liability insurance coverage, liability insurance for directors and officers, and errors and omissions insurance.