

**Draft Bylaws:**

**College of Health and Care  
Professionals of British Columbia**

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## 3.0 Committees

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### Committee established

3.1 The following Committees are established:

- (a) the Licence Committee;
- (b) the Permit Committee;
- (c) the Investigation Committee;
- (d) the Professional Practice and Standards Advisory Committee;
- (e) the Finance and Audit Committee; and
- (f) the Governance and Human Resources Committee.

3.2 Subject to the Act and the Regulations, the Board may set terms of reference for each Committee established under Bylaw 3.1.

### **Licence Committee composition**

- 3.3 The Licence Committee consists of the following persons appointed by the Board:
- (a) at least two Licensees from each Designated Health Profession regulated by the College;  
and
  - (b) at least three Public Committee Members.

### **Permit Committee composition**

- 3.4 The Permit Committee consists of the following persons appointed by the Board:
- (a) at least two Licensees from each of the Designated Health Professions of Optometry and Physical Therapy; and
  - (b) at least three Public Committee Members.

### **Investigation Committee composition**

- 3.5 The Investigation Committee consists of the following persons appointed by the Board:
- (a) at least two Licensees from each Designated Health Profession regulated by the College;  
and
  - (b) at least three Public Committee Members.

### **Professional Practice and Standards Advisory Committee**

- 3.6 The Professional Practice and Standards Advisory Committee consists of the following persons appointed by the Board:
- (a) at least two Licensees from the Designated Health Profession regulated by the College; and
  - (b) at least three Public Committee Members.

### **Finance and Audit Committee and the Governance and Human Resources Committee composition**

- 3.7 The Finance and Audit Committee and the Governance and Human Resources Committee each consist of at least three and no more than five persons appointed by the Board.
- 3.8 The Finance and Audit Committee and the Governance and Human Resources Committee must include at least one Public Board Member and one Licensee Board Member.

### **Advisory working groups**

- 3.9 The Registrar and the Board may each appoint advisory working groups for such purposes, and on such terms, as they consider necessary or appropriate.

## **Committee membership**

- 3.10 Subject to section 359(4) of the Act, the Board may appoint any person to a Committee.
- 3.11 A person appointed to a Committee may serve a term determined by the Board, and is eligible for reappointment.
- 3.12 Unless the Board specifies otherwise, the term of office for all Committee Members is three years.
- 3.13 The Board must establish a policy regarding the criteria for appointment and rescindment of Committee Members.
- 3.14 A Committee Member ceases to hold office on a Committee upon:
- (a) expiration of their term;
  - (b) delivering a written notice of resignation from the position of Committee Member to the Registrar effective the date specified in the notice or, if no effective date is specified, on receipt of the notice by the Registrar;
  - (c) death; or
  - (d) their removal from the Committee by the Board by Special Resolution.
- 3.15 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 Bylaw 3.14 (b) or (d),
- is not eligible for reappointment to the Committee for at least three years unless the Board is satisfied there are extenuating circumstances, including any public interest in retaining the specific knowledge and experience the Committee Member brings to the Committee.
- 3.16 The term limit established in Bylaw 3.15 does not apply to Committee Members on the Finance and Audit Committee, or the Governance and Human Resources Committee.

## **Committee chair and Committee vice chair**

- 3.17 The Board may appoint members of each Committee as a Committee chair and Committee vice chair, but in the absence of an appointment by the Board, the Committee may by majority vote appoint members of the Committee as a Committee chair and a Committee vice chair.
- 3.18 A Committee chair or Committee vice chair ceases to hold office as Committee chair or Committee vice chair upon:
- (a) expiration of their term as chair or vice chair;

- (b) ceasing to be a Committee Member;
- (c) delivering a written notice of resignation from the position of chair or vice chair to the Registrar effective the date specified in the notice or, if no effective date is specified, on receipt of the notice by the Registrar;
- (d) death; or
- (e) removal from the position of Committee chair or Committee vice chair by Special Resolution of the Board.

3.19 If a Committee chair ceases to hold office, the Board, or the Committee as permitted by the Board, must appoint, as soon as practicable, another Committee Member to fill the vacancy.

### **Powers and duties of Committee chair and Committee vice chair**

3.20 A Committee chair:

- (a) must preside at all meetings of the Committee;
- (b) must fulfill duties under the Act, including but not limited to acting in accordance with the guiding principles and anti-discrimination measures in sections 14 and 15 of the Act, the Regulations, and these 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.

3.21 If the Committee chair is absent or unable or unwilling to act for any reason, the Committee vice chair may exercise the powers and must perform the duties of the Committee chair.

3.22 If the Committee chair and Committee vice chair are absent or unwilling to act for any reason, the Registrar may appoint an acting chair to preside at the meeting and exercise powers and perform the duties of the Committee chair, subject to any terms, limits or conditions the Committee considers necessary or appropriate in the circumstances.

### **Committee Member remuneration and expenses**

3.23 Committee Members are entitled to receive remuneration for time spent and reimbursement for reasonable travel and other expenses necessarily incurred as set out in any policy approved by the Board.

### **Committee rules, procedures, and policies**

3.24 The Board may establish or adopt procedures, policies, or guidelines consistent with the Act, Regulations, and these Bylaws, to govern the activities of and procedures to be followed by Committees.

## **Committee Panels**

- 3.25 The Licence Committee, the Permit Committee, the Investigation Committee, and the Professional Practice and Standards Advisory Committee, may establish and meet in Panels, with Panel members and a chair of the Panel appointed by the Committee chair.
- 3.26 All Panels must be comprised of at least three Committee Members and include at least one Public Committee Member.
- 3.27 The Committee chair must, when selecting Panel members for a matter involving an allegation of Indigenous-specific racism or discrimination, or Indigenous practices, select at least two Panel member who identify as Indigenous.
- 3.28 All Panels must, if in the Committee chair's opinion a matter requires profession-specific advice, include at least one Licensee from the Designated Health Profession regulated by the College connected with or affected by the matter at issue.
- 3.29 A member of a Committee may be appointed concurrently to more than one Panel of the Committee.
- 3.30 A Panel may exercise any power, duty, or function of the Committee, except the power to appoint a Panel or a Committee chair or vice chair.
- 3.31 If a Panel consists of three members, all members of the Panel constitute a quorum.
- 3.32 If a Panel consists of more than three members, quorum consists of a majority of the Panel, including at least one Public Committee Member.

## **Committee and Panel meetings**

- 3.33 A Committee or Panel may meet and conduct business in person, by telephone, by video conference, or by any other method of telecommunication.
- 3.34 Subject to the Regulations and Bylaws, Committee and Panel meetings are not open to the public.
- 3.35 A Committee or Panel may invite any person to attend all or part of a meeting.
- 3.36 The chair of a Committee or Panel must ensure that minutes are taken at each meeting of the Committee or Panel and retained on file.
- 3.37 Bylaws 2.36 through 2.40 [*conflicts of interest*] apply to each Committee and each Panel as if it were the Board.

- 3.38 A Committee must subject a report of its activities to the Board in a form and at a time specified by the Board.

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