



Committee Terms of Reference

Committee Name: Legislation and Bylaws

Date: June 25, 2012

Purpose:

Develop, review and ensure the currency of legislation, bylaws and policies that enact the mandate and promote the vision and values of the College.

Membership:

Five committee members are appointed by Council including two council members (one must be a public appointee to Council and the other must be the President who shall be chair of the committee) and three members of the college. The Executive Director is a non-voting member of the committee. Committee members are appointed for two year terms with the exception of the public appointee to Council who shall be appointed for a three year term. All member appointments are renewable once, with the terms of office staggered to ensure continuity.

Responsibilities:

1. Identify changes required to the *Paramedic Act, Regulatory or Administrative Bylaws* of the College, and upon direction from Council draft any required changes.
2. Review, recommend and provide interpretation to Council on all policies of the college.
3. Receive resolutions from the membership at large and prepare resolutions for the AGM.

Resources:

From time to time Council may establish funds to support committee activities. Expenses of committee members to participate in committee meetings and activities will be reimbursed according to college policy. The Committee may invite people with expertise as needed. However, there are no funds available for honoraria or expenses for those invited.

Accountability:

The Committee may meet as needed at the discretion of the chair or Council and will report in a timely fashion to the Council. The Committee shall abide by College policies and work within the budget provided by Council. Committee members are expected to attend committee meetings and participate in committee activities on a reliable basis. The *Administrative Bylaws* provide a means for removal and replacement of committee members by Council in situations where regular attendance is not maintained.

Authority:

According to the Administrative Bylaws, Section 38. Legislation and Bylaws Committee:

- 37.1 The membership of the legislation and bylaws committee shall be:
 - 37.1.1 the president who shall be the chairperson;
 - 37.1.2 three members, all of whom shall be appointed by council and broadly representative of a wide range of practice; and
 - 37.1.3 one of the current public appointees from council.
- 37.2 The duties of this committee shall be:
 - 37.2.1 to identify options for council consideration regarding potential changes to legislation affecting its members;
 - 37.2.2 to identify options for council consideration regarding potential changes to *The Paramedics Act*;
 - 37.2.3 upon direction from the council, to draft revisions for *The Paramedics Act* and bylaws;
 - 37.2.4 to review all resolutions proposed for the annual meeting or for council for clarity and compliance with college policy on format and for consistency with other provisions of the Act, bylaws or policies of the college. The Committee may assist in clarifying the intent of the resolution; and
 - 37.2.5 to prepare the Resolutions Package to be submitted to the annual meeting.