

*Saskatchewan College of Psychologists*

**ADMINISTRATIVE BYLAWS**

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## TITLE AND INTERPRETATION

### **Title**

1 These bylaws may be referred to as *The Saskatchewan College of Psychologists Administrative Bylaws, 2020*.

### **Interpretation**

2 In these bylaws, “Act” means *The Psychologists Act, 1997*.

## COUNCIL

### **Composition**

3 For the purposes of clause 7(2) (a) of the Act, the number of elected members of council shall be eight, consisting of the president, the president-elect, past-president, secretary, treasurer, and three members-at-large.

### **Eligibility**

4 Any full practicing member of the college who is in good standing. College employees or members who do not reside in Saskatchewan are not eligible for election to the council.

### **Term of Office**

5(1) the term of office for the secretary, treasurer and three members-at-large shall be two years.

(2) The term of office for the president-elect shall be three years, with the first year being served as the president-elect, the second year as president and the third as past-president.

(3) The term of office for all elected members of council shall commence the first day immediately following the AGM at which they were elected.

### **Council Meetings**

6(1) Business meetings of the council shall be held at least six times between annual meetings of the college.

(2) The first business meeting of the council shall occur within one month of the annual meeting of the college.

(3) Special meetings of the council on five days’ notice:

(a) may be called by the president at any time; or

(b) shall be called by the president within 10 days of a request for a special meeting by three or more members of the council.

(4) The general membership may attend council meetings, but those attending have no voting privileges during these meetings.

(5) Quorum for any council meeting is a majority of the members of the council.

**President**

7 The president shall:

- (a) preside at all meetings of the college, and of the council;
- (b) perform all acts and deeds pertaining to this position;
- (c) exercise general control and supervision over the affairs of the council and the college; and
- (d) be an ex-officio, voting member of all committees, except, as required by subsections 27(2) and 30(2) of the Act, the professional conduct committee and the discipline committee.

**President-Elect**

8 The president-elect shall:

- (a) in the absence of the president, perform the duties of the president;
- (b) perform such duties as may be assigned by the council and the president; and
- (c) succeed to the office of president.

**Past-President**

9 The past-president shall:

- (a) serve in a mentoring role to the council
- (b) in the absence of the president and president-elect, perform the duties of the president
- (c) perform such duties as may be assigned by the council and/or the president

**Registrar**

10 The registrar shall perform the duties imposed on the registrar by the Act and the bylaws and all other duties incidental to the office of registrar.

**Secretary**

11 The secretary shall perform such duties and functions as may be assigned by the council.

**Treasurer**

12 The treasurer shall perform such duties and functions as may be assigned by the council.

**Members-at-Large**

13 (1) The members-at-large shall perform such duties as may be assigned by the council.

(2) In the absence of the president, president-elect, or past-president a member-at-large shall be appointed by the council to perform the duties of the president.

## **Public Appointees**

14 The public - shall:

- (a) represent the views of the public on matters before the council;
- (b) report to council on public concerns; and
- (c) perform such duties as may be assigned by council.

## **ELECTION OF OFFICERS**

### **Nominations**

15(1) All nominations must be received in writing by the chair of the Nominations Committee.

(2) All nominations must be accompanied by a signed consent from the nominee.

(3) All nominations must be received 45 days prior to the date of the polling day.

(4) Where no nominations are received for a position by the close of nominations pursuant to subsection (3), the council may appoint a member of the college to fill the position.

### **Election**

16 The council shall fix a day as polling day for the election of officers, which day shall be during, or within 20 days prior to, the annual general meeting of the college.

### **Conduct of Election**

17(1) The council shall prescribe the form of the ballot, which shall contain instructions to vote as set out in these bylaws, on which the names and addresses of all nominees shall be placed in the alphabetical order of the surnames of the nominees.

(2) The Nominations Committee shall, at least 30 days before the date fixed by the council as polling day, or as soon as possible in the case of a member registered after that day, deliver electronically to each practising member, a ballot with names of the nominees listed.

(3) The member shall vote for the required number of candidates to fill each vacancy, as indicated on the ballot, by marking an "X" opposite the name of the candidate of the member's choice and submitting electronically. Member identifying information will be separated from the electronic ballot once received. Ballots will be anonymized and aggregated electronically. Member identifying information will be noted only.

(4) In order to be counted, ballots must be received electronically by 5:00 p.m. on the date fixed by council as polling day.

(5) Council shall appoint three non-voting persons to be the scrutineers to observe the counting of the ballots and tabulation of the results.

(6) At the close of the poll, the Nominations Committee shall certify the eligibility of each voter, count the votes and report the result of the vote to the council.

(7) In the case of a tie vote for any office, the president shall cast the deciding vote.

**Voting**

18 Only practicing members of the college are eligible to vote.

**Vacancies**

19(1) If a vacancy occurs in the president position, the president-elect shall assume the role and duties of the president.

(2) If a vacancy occurs in the president position where there is no president-elect, another elected member of council shall be appointed by the council to assume the role and duties of the president.

(3) If a vacancy occurs in the position of secretary, treasurer, or a member-at-large, council shall appoint a member of the college to assume the role and duties for the remainder of the term.

(4) If a vacancy occurs in a member-at-large position, council may appoint a member of the college to assume the role and duties for the remainder of the term.

MEETINGS OF THE COLLEGE

**Quorum**

20 Quorum for any annual or special meeting of the college shall be those practicing members of the college present.

**Meeting Rules and Procedures**

21 Unless otherwise provided, the procedures at all meetings of the college and of the council shall be governed by the rules set out in the most current edition of *Procedures for Meetings and Organizations* by M. Kaye Kerr and Hubert W. King.

## FISCAL POLICY

### **Fiscal Policy**

22(1) The fiscal year of the college is the calendar year.

(2) An auditor shall be appointed at the annual meeting and the auditor's report shall be available at the next annual meeting.

### **Signing Authority**

23(1) Signing officers of the college shall be the president, treasurer, executive director and one other person determined by the council.

(2) No less than two signing officers of the college shall sign cheques, contracts, security instruments and other legal documents affecting the college.

### **Remuneration and Reimbursement**

24(1) The tariff of travel and sustenance expenses approved under *The Public Service Act* for employees in the Public Service to determine the rate for reimbursement of expenses applies to the reimbursement of expenses of members of council, committee members and college staff.

### **Contributions, Donations, Scholarships and Bursaries**

25(1) Council may receive and accept contributions, donations or bequests to the college and shall utilize those funds as it sees fit for the purposes of the college subject to any conditions which might accompany such contributions, donations or bequests.

(2) Council may create any scholarship or bursary programs that it sees fit, but no scholarship or bursary program shall be created from the general operating revenues of the college without the prior approval of the membership.

(3) Council may contribute to established scholarships or bursary programs as it sees fit.

## COMMITTEES

### **Structure**

26(1) The council shall establish for all committees:

- (a) terms of reference;
- (b) membership and term of appointment;
- (c) chairperson;
- (d) quorum requirement; and
- (e) budget allocation.

(2) Each committee shall:

- (a) perform its duties subject to the direction of council;
- (b) meet as frequently as required to fulfill its terms of reference;
- (c) maintain minutes of all meetings; and

- (d) report to the council on the business of each meeting of the committee.
- (3) Members of a committee may include only members of the college, the Lieutenant Governor in Council's appointees or public representatives appointed by the council. College employees may be appointed to committees by Council as non-voting members of the committees.
- (4) Unless otherwise specified in the Act or bylaws, all committee appointments are for a term of two years and may be renewed or extended by council.
- (5) All members of committees have voting power on the committee, unless otherwise specified in the terms of their appointment.
- (6) Quorum for a committee is a majority of its members.
- (7) All committees shall appoint a recording secretary.

### **Removal**

27 The council may, by a majority vote, remove a committee member if the committee member:

- (a) consistently fails or refuses to perform duties as assigned according to the Act, bylaws, and policies and procedures;
- (b) is absent for more than three business meetings of the committee;
- (c) contravenes the conflict of interest provisions of the Regulatory Bylaws of the college;
- (d) is a member of the college, and:
  - (i) allows his or her membership in the college to lapse; or
  - (ii) is subject to disciplinary action by the discipline committee.
- (e) whose actions adversely impact the functioning of the committee(s) on which they serve.

### **Standing Committees**

28 In addition to the statutory committees and any committees established in the Regulatory Bylaws of the college, the standing committee of the college is the Nominations Committee.

### **Nominations Committee**

29(1) The membership of the Nominations Committee is a minimum of three persons.

- (2) The duties of the committee are:
  - (a) to call for and receive nominations;
  - (b) to recruit nominees;
  - (c) to oversee the preparation of and disseminate biographical information about nominees; and
  - (d) to oversee the election of council.

### **Special Committees**

30 Special committees may be appointed by the council at any time to carry out the objectives of the college and may be dissolved by a resolution of the council.

### **Ad Hoc Committees**

31 Ad hoc committees may be appointed by the council for a specific purpose on precise terms of reference that state that the committee ceases to function on completion of the specific task for which it was created.

## **COMING INTO FORCE**

### **Coming into force**

32 These bylaws come into force on October 8, 2020.

Certified a true copy of the administrative bylaws  
approved by the Council of the Saskatchewan  
College of Psychologists on October 8, 2020

*Signed by:*

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Karen Messer-Engel, M.A., Psych.  
Executive Director/Registrar

**APPENDIX A**  
**PROCEDURES AT MEETINGS**  
*(Section 21)*

**Parliamentary Authority**

The most current edition of Procedures for Meetings and Organizations by M. Kaye Kerr & Hubert W. King, Carswell legal Publications, Toronto, shall govern the College in all procedural matters not otherwise covered by The Psychologists Act, 1997, the bylaws made pursuant to that Act, or these procedures.

**Voting Eligibility**

Each Full Practise or Provisional Practise member of the College is entitled to one vote at the annual meeting. Only those voting members in attendance at the annual meeting are eligible to vote. If the annual meeting is held virtually, eligible voting members of the College are provided with the necessary links and passwords to allow them to participate and those who log in to the meeting are considered to be in attendance and able to vote.

**Scrutineers**

In the case of an annual meeting that is held in person, scrutineers shall be appointed at the commencement of the meeting. Scrutineers are not required for a meeting that is held virtually.

**Presiding Officer**

The President shall act as Chairperson of the meeting and does not participate in the debate on any issue.

**Rules of Debate**

The Chairperson shall exercise the responsibility of the chair to limit the debate.

Consideration of any item of business, whether introduced by motion or resolution shall be limited to 30 minutes.

Each speaker may speak for a maximum of two minutes.

The chairperson shall warn the assembly that the question will be called within the next five minutes. Debate may be extended by a 2/3 vote of the assembly.

**Speakers**

In the case of an annual meeting that is held in person, members who wish to speak shall stand at a microphone set up for that purpose and wait to be recognized by the chair. The Chairperson will recognize speakers in the order in which they stand behind the microphones. In the case of an annual meeting that is held virtually, members who wish to speak shall indicate their wish in accordance with the process available on the meeting platform and in the Chairperson shall call on speakers in the order in which they have indicated their wish to speak. In any meeting, when recognized, speakers shall state their name and place of residence and address the chair.

## **Motions**

Motions must be made by a member and seconded by a member. To ensure accuracy, motions must be submitted in writing and signed by the mover and the seconder. In the case of a virtual meeting, motions submitted electronically are considered to be motions in writing and the mover and seconder shall provide their names and registration numbers indicating that they wish to be the mover or seconder of the motion.

Each person except the mover of a motion may speak once to each motion. The mover of a motion may speak twice, to move the motion and to close debate.

In making the motion, the mover shall identify the seconder of the motion, then continue to speak to the rationale and/or reasons for proposing the motion.

At the request and on the invitation of the Chairperson, the mover may correct misconceptions or offer explanation. This will not be considered speaking for the second time or closing debate.

The seconder shall speak immediately following the mover in order to formally second the motion and speak in support of it.

## **Amendments**

Amendments must be introduced by motion, in accordance with the rules for motions set out above and be voted on before the main motion is put to a vote.

The mover of an amendment may speak only at the time of proposing the amendment. No more than two amendments may be on the floor at the same time.

## **Resolutions and Motions**

Resolutions and motions shall be decided by the majority (50% + 1) of votes cast, ignoring abstentions. Because abstentions are not “votes” they are not counted in the total votes cast. The practical effect of an abstention is an indication of support for the prevailing side on the vote. While it is the duty of members who have an opinion on the question to express it by their vote, persons cannot be compelled to vote.

Abstentions shall not be counted or recorded because they are not included in the vote count. However, in a conflict of interest situation, the name of the member who abstained shall be recorded at the member’s request.

## **Voting Procedure**

In the case of an annual meeting that is held in person, the meeting room will be divided into at least three voting sections. One scrutineer shall be assigned to count the votes in each of the voting sections. The assembly shall vote by a show of hands, using their voting identification card. In a situation where the Chairperson cannot clearly determine a majority, the Chairperson shall call for the scrutineers to count and shall request the assembly to vote again.

In the case of an annual meeting that is held virtually, voting will be administered through an electronic process that can be validated.