College of Veterinarians of British Columbia

Council Policies and Procedures: Committee Appointments

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The CVBC is committed to appointing registrants and public members to committees in a fair and transparent manner. The overarching goal is to encourage objective, well-motivated, qualified and willing individuals. It is recognized that the desired qualifications of appointees will vary depending on the nature of the committee, as well as on the current composition of the committee.

The CVBC bylaw (Governance, s. 1.4) establishes the requirements for a registrant's eligibility to serve on Council:

> **Eligibility to serve on Council**
> 1.4 (1) A registrant is eligible to stand for election to or serve on the Council only if the registrant is, at all material times:
> (a) registered in a class of registration that is entitled to vote at meetings of registrants;
> (b) in good standing;
> (c) not an employee of or providing contract services to the college;
> (d) not removed from Council within the preceding 2 years;
> (e) not engaged in an ongoing dispute or complaint with the college; and
> (f) not suspended or cancelled as a registrant.
> (2) An elected council member who ceases to be in good standing or who initiates an action or complaint against the college will immediately cease to be a member of the Council.

Council considers it appropriate to establish the same eligibility requirements for committee service.

Eligible Candidates

Registrant candidates must be:

- Registrants of the CVBC (except those with "Temporary for Externally Licensed" or "Provisional" registration,
- In good standing,

- Not in any conflict of interest with the committee's mandate,
- Possessing training, skills, experience, and attributes which will broaden and enhance the committee as a whole, and
- Able and willing to participate fully and consistently in meetings, for the purpose of serving the public interest over and above the profession or oneself.

Non-Registrant candidates must be:

- Residents of British Columbia
- Individuals who are neither registrants, former registrants, nor qualified to be a registrant
- Not in any conflict of interest with the committee's mandate, and
- Possessing training, skills, experience, and attributes which will broaden and enhance the committee as a whole.
- Able and willing to participate fully and consistently in meetings, for the purpose of serving the public interest over and above the profession or oneself.

Eligible candidates must provide a Committee Member application form and a current resume clearly articulating qualifications and experience.

Appointment Protocol

The process will have 4 steps:

1. Call for Candidates
2. Consideration of Candidates by Council sub panel (With a preference for one Council Executive, one registrant Council member, and one public Council member)
3. Review and approval of proposed candidates by Council
4. Appointment of Nominee(s) as Members of a Committee

1. Call for Candidates

Registrant Candidates:

a) May be canvassed annually, at the time of annual dues andregistration renewal, for general interest in participation by provision of a committee application form at the time of annual registration renewal, allowing the registrant to specify committee(s) of interest.

b) May be canvassed at any time that a need is identified, either through Council review of Committee lists, through the Registrar's office or by request from a Committee Chair

The Registrar shall maintain a list of interested candidates together with their Committee Candidates Form on file in the Registrar's office.

The Council sub panel will review and approve a Call for Candidates, which may be undertaken by whatever personal, electronic, or media means that the Council sub panel deems appropriate

Non-Registrant Candidates:

1) Non-registrant candidates can be canvassed by:
   a) Placing a notice on the public access side of the CVBC website informing interested non-registrants to contact the Registrar
   b) Placing a notice on the registrant side of the CVBC website that if any registrants know of interested non-registrants that they should contact the Registrar
   c) Canvassing other regulatory organizations
   d) Soliciting applications by whatever personal, electronic, or media means that the Registrar deems appropriate in the event of inadequate response to other means of canvassing.

2. Consideration of Candidates by Council

When a committee member or members are required, the Registrar will compile the following information to present to Council:

A. The needs of the committee in question
   (1) Name of the committee in need of a member
   (2) Date when vacancy will occur
   (3) Number of committee members required
   (4) Whether member(s) need to be a:
      (a) Registrant
      (b) Non-registrant
   (5) Length of membership term
   (6) Desired qualifications for the new committee member
   (7) Any specific conflicts of interest of concern
   (8) Any training the committee member needs, and
      (a) Whether the training is necessary before the new member starts doing committee work, or
      (b) Whether training can be completed at a later date
   (9) General breadth of committee member representation:
      a) Balanced in regional representation
      b) Balanced in rural versus urban representation
      c) Reflective of the profession in BC
      d) Reflective of the CVBC commitment to diversity, equity and inclusion (E.g. encouraging applications from visible minorities, Indigenous Peoples, persons

with disabilities, persons of diverse sexual orientation, gender identity or expression and others)

e) Balanced in years of experience representation
f) Balanced in type of practice
g) Active practice within 5 years required for registrant candidates

(10) Other desired/valuable Committee-identified preferences including professional experience or type of practice that would be assets (primarily for non-registrants) as deemed appropriate by the CVBC Committees

B. A list of the proposed candidates and committees presented by the Council sub panel for Council's consideration, following:
   (1) The Council sub panel 's review of the criteria for the vacancy that needs to be filled(as outlined above);
   (2) A review of the candidates by the Council sub panel including general and Committee preferences.

3. Appointment of Nominee(s) as Members of a Committee

Nominees will be appointed to a committee by the following process:

A. The Registrar will provide Council with the Council sub panel's proposed nominees including resumes and reference checks, and a summary of qualifications and experience
B. Committee appointments of a nominee or nominees are made by Council by a simple majority vote.
C. Committee appointments will be made based on:
   (1) the Terms of Reference of the Committee,
   (2) the current specific needs of the Committee as identified by the Committee Chair, Council or the Registrar
   (3) information on the Committee Application Form
   (4) any other background information provided.
D. Council may choose not to make any appointments from the list of nominees if a simple majority consider there are no suitable candidates therein.

If the nominee or nominees are not appointed to the committee by the above method and the committee still requires a member or members, then Council will inform the Registrar. The Registrar may then work with the Council sub panel to either:

A. Select another nominee or nominees from the candidates on file, or
B. Undertake a Call for Candidates by whatever personal, electronic, or media means the Registrar deems appropriate.

Re-Appointments of Committee Members

Beginning at least 3 months before a committee member's term is expiring, the Registrar shall:

1) Ask the Committee Chair for a recommendation regarding the Committee member
2) Review the current committee composition and needs with the Chair of the Committee
3) If a favourable recommendation is received from the Chair, then the Registrar will ask the Committee member whether they would be willing to be re-appointed
4) Present to Council, in advance of the meeting at which a committee member is to be considered for re-appointment:
    a) the Committee information,
    b) committee member information,
    c) Chair recommendation,
    d) any pertinent information from the CVBC office
5) Committee member re-appointments are made by Council by a simple majority vote
6) If a vote on a committee member re-appointment fails, Council may
    a) Vote on any alternate nominees presented to them, or alternatively
    b) Vote to request the Registrar to undertake a Call for Candidates and put any new appointment over to a subsequent meeting.

The *Veterinarians Act* and Bylaws

A. The *Veterinarians Act* Part 2, Division 2, s.5 "Bylaws to establish registration, investigation and discipline committees" states:

> "The council must, by bylaw, establish a Registration Committee, an Investigation Committee and a Discipline Committee."

B. *Veterinarians Act* Part 2, Division 2, s.10 "Bylaws regarding committees" states:

> (1) In addition to making bylaws to establish committees under section 5 [*bylaws to establish registration, investigation and discipline committees],* the Council may make bylaws to establish other committees the Council considers necessary or advisable
>
> (2) The Council may, by bylaw, provide for any of the following in relation to a committee established under this Act:
>
> (a) The composition of the committee
>
> (b) The establishment and composition of panels of the committee
>
> (c) The appointment of individuals who are not registrants to the committee and panels of the committee
>
> (d) The appointment and removal of committee and panel members