COLLEGE OF VETERINARIANS OF BRITISH COLUMBIA

BYLAWS

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PART 1 – GOVERNANCE

Definitions

1.1 Throughout the Bylaws, including any schedules:

(1) "**Act**" means the *Veterinarians Act*, SBC 2010, c.15, as amended;

(2) "**appointed council member**" means a member of the public who has been appointed to the council by the minister pursuant to section 4(1)(c) of the Act;

(3) "**bylaws**" means the bylaws of the college as amended from time to time;

(4) **"certified veterinary technician"** means a "certified technician" as referenced in the Act;

(5) "**council**" means the council of the college established under section 4 of the Act;

(6) "**college**" means the College of Veterinarians of British Columbia continued under section 2 of the Act;

(7) "**designated registrant**" means a registrant who has been designated under sections under Part 4;

(8) "**election cycle**" means the period from October 15 of the year prior to the election date through to the earlier of the date the registrar declares the confirmed candidates to be duly elected by acclamation pursuant to section 1.12 or the date the registrar advises the candidates and the council of the outcome of the election ;

(9) "**election date**" means the date by which election votes must be received;

(10) **"external licensed veterinarian"** means a person who is entitled to practise veterinary medicine in another jurisdiction recognized by the registrar;

(11) "**first council meeting**" means the council meeting which takes place as soon as practical after the end of the election cycle.

(12) "**in good standing**" means:

(a) the registration of the registrant is not suspended or cancelled by the discipline committee under section 61 of the Act,

(b) the registrant's registration is not suspended under section 65 of the Act, and

(c) the registrant is in compliance with all terms of any undertaking or consent order;

(13) "**officer**" means an officer of the council as prescribed in section 1.19;

(14) "**panel**" means a panel established by a committee to exercise one or more functions of that committee in accordance with the Act, the bylaws and the policies established by the committee;

(15) "**profession**" means the profession of veterinary medicine as defined in section 1 of the Act;

(16) "**public representative**" means any person who is a member of the public and is not a registrant or a former registrant of the college, and may include an appointed member of the council;

(17) "**president**" means the president of the council elected under section 1.20(1);

(18) "**registrant**" means a registrant of the college;

(19) "**resolution**" means a resolution which requires approval by a simple majority of votes of the persons present in person or attending electronically and entitled to vote at a meeting;

(20) "**special resolution**" means a resolution which requires approval of two-thirds majority vote of the persons present in person or attending electronically and entitled to vote at a meeting;

(21) "**treasurer**" means the treasurer of the council elected under section 1.20(1); and

(22) "**vice-president**" means the vice-president of the council elected under section 1.20(1).

Council

Council's responsibilities

1.2 In addition to the overall responsibility provided by section 4(1) of the Act, the council has the following responsibilities:

(1) to oversee the operations of all committees in the exercise of their respective mandates;

(2) to set and manage the budget of the college, including the budget of all committees;

(3) to hire the registrar and provide the registrar with guidance and oversight as required;

(4) to approve policies and procedures to govern the general administration of the college or its operations, as required by the Act or the bylaws, including:

(a) meetings of the council or any committee;

(b) council elections;

(c) council and committee expenses and honorariums;

(d) responses to information requests;

(e) applications for registration and the conduct of registration hearings;

(f) complaint investigations, complaint resolutions and disciplinary hearings;

(g) council reviews of decisions of the practice facility accreditation committee;

(h) unauthorized practice complaints and prosecutions;

(i) use of electronic signatures to authorize decisions and letters of communication.

Application of Roberts Rules of Order

1.3 Except as otherwise provided in the Act or the bylaws, the latest edition of *Roberts Rules of Order* governs procedural matters at meetings.

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.

Eligibility to vote in council election

1.5 (1) A registrant is eligible to vote in the council election only if:

(a) registered in a class of registration that is entitled to vote at meetings of registrants during the period commencing October 15 of the year prior to the election date up to the election date; and

(b) in good standing on October 15 of the year prior to the election date and remains in good standing throughout the election cycle.

(2) A registrant cancelled or suspended during the election cycle may not vote in a council election.

Voters list

1.6 The registrar must, in a council election year:

(1) compile a voter list containing the names of all registrants who are eligible to vote in a council election, and

(2) prior to a council election, correct any errors in the voters list that are brought to the registrar's attention.

Elections by electronic means

1.7 (1) Pursuant to section 6(c) of the Act, any reference to the conduct of a council election by mail does not preclude the college from conducting an election by electronic means, in keeping with the intention of the council election process.

(2) The council may approve policies and procedures as necessary to conduct a council election by electronic means in accordance with this Part.

Council election cycle

1.8 (1) Where a date in the election cycle lands on a weekend, that date is deemed to move to the immediate following Monday. Where a date in an election cycle lands on a statutory holiday in British Columbia, that date is deemed to move to the next non-holiday week day.

(2) The council election in the year that an election cycle begins must take place according to the following schedule:

(a) the council appoints the nominations committee on or before October 15;

(b) nominations for the election are to be received at the college on or before November 15;

(c) the nominations committee declares the slate of candidates on or before November 22;

(d) if applicable, the registrar declares confirmed candidates who have been elected by acclamation and so advises the candidates on or before November 22, followed by an announcement to registrants and on the college's website as soon as practicable;

(e) if there is no election by acclamation, the registrar engages an independent electronic voting service to distribute voting instructions and materials, including the name and

biographical information of each candidate, to the registrants who are entitled to vote in the election, on or before December 6;

(f) if there is an election, the electronic voting must be concluded on or before February 7;

(g) Where there is a tie in the number of votes for two or more candidates, the independent electronic voting service must select the successful candidate by random draw from among the tied candidates;

(h) independent electronic voting service must report the results of the electronic vote to the registrar on or before February 11;

(i) the registrar announces the outcome of the election to the successful candidates, to the registrants and on the college website, on or before February 15 or as soon thereafter as practicable.

(3) The election is not invalidated by either the accidental omission or failure to distribute the voting materials or by a registrant not receiving the voting materials.

(4) Where circumstances warrant, the council may change any date in the election cycle by special resolution.

(5) The registrar must post on the college's website the dates in a current year election cycle.

Appointment of nominations committee

1.9 (1) On or before October 15 of an election cycle, the council must appoint a nominations committee comprising three registrants.

(2) The nominations committee must

(a) solicit nominations for the council from the general body of registrants, and

(b) place on the slate of candidates all nominees for which the nominations committee received valid nominations.

Nominations

1.10 (1) A nomination for election to council must:

(a) be in the form approved by the council,

(b) include the nominee's written consent to be nominated and to serve if elected,

(c) include a declaration in writing from the nominee declaring that he or she will observe the provisions of the Act, the regulations, the bylaws, the oath of office in Schedule "A", and the election policies and procedures,

(d) be supported by two registrants who are eligible to vote at meetings of registrants,

(e) be sent to the attention of the nominations committee, and

(f) be received at the college office not later than noon on November 15 of the election year.

(2) To be duly nominated, a registrant must meet the requirements set out in section 1.4.

Slate of confirmed candidates

1.11 The nominations committee must by November 22 of an election year:

(1) scrutinize all received nominations for compliance,

(2) declare any nominations that are not in compliance to be invalid, and

(3) declare in writing to the registrar the slate of confirmed candidates from the valid nominations.

Acclamation

1.12 (1) If the number of confirmed candidates does not exceed the number of elected positions on the council to be filled, the registrar must by November 22 of the election year:

(a) declare the confirmed candidates to be duly elected by acclamation,

(b) report the acclamation in writing to the nominations committee and the president, and

(c) advise the candidates of their acclamation.

(2) In the event of an acclamation, an electronic election will not be held.

Terms of office

1.13 (1) The term of office of an elected council member is three years.

(2) There is no limit on the number of terms a registrant may serve as a council member.

Assuming office

1.14 (1) A council member who was not re-elected leaves office at the call to order of the first council meeting.

(2) After signing and presenting to the registrar an oath of office certificate in the form set out in Schedule "A", an elected or appointed council member assumes office on council at the call to order of the first council meeting.

Resignation from office

1.15 (1) An elected or appointed council member may resign in writing at any time and the resignation is effective on the date that that the written

resignation is received by the registrar.

(2) An appointed council member may resign at any time by delivering a notice in writing to either the minister or the registrar and the resignation is effective on the date that it is received by the minister or the registrar.

(3) If an appointed council member resigns by delivering a notice only to the registrar, the registrar must promptly notify the minister of that resignation.

Deemed resignation of an elected member of council

1.16 An elected council member is deemed to have resigned from the council if:

(1) He or she fails to attend three consecutive council meetings; and

(2) Council has not received an acceptable explanation from the elected council member prior to the third consecutive missed council meeting.

Removal of an elected member of council

1.17 (1) An elected council member may be removed from the council by a unanimous resolution of the council, not including the member in issue, if that member:

(a) has breached the duties of a council member as set out under the Act, the bylaws or the oath of office, or

(b) has otherwise engaged in conduct that is not appropriate for a council member.

(2) Prior to council either voting on or implementing the unanimous resolution, the council member must be provided an opportunity to speak to council about the breach or conduct at issue.

(3) An elected council member may be removed from the council by the registrants by the following procedure:

(a) the signing of a petition by at least 15% of all registrants who are in good standing and eligible to vote at meetings of registrants, setting out the wording for a special resolution which demands the removal of the council member;

(b) the delivery of the petition to the registrar, for delivery to council;

(c) the calling of a special meeting of registrants to vote on the special resolution, provided the petition is deemed by the registrar to be valid;

(d) the affording of an opportunity to the impugned council

member to speak to the proposed special resolution;

(e) the voting by all eligible registrants in attendance in person and electronically at the special meeting; and

(f) the immediate removal of the council member following a validly passed special resolution vote.

Vacancies on council

1.18 (1) If an elected position on the council becomes vacant during a term of office, the council may fill that position by appointing a registrant deemed eligible pursuant to section 1.5, and once so appointed, that registrant fills the vacant position until the next election.

(2) Despite subsection (1), if three or more elected positions on the council are simultaneously vacant during a term of office, an election for those positions must be held on such dates as the council may approve and in accordance with this Part, subject to a new election cycle, and the newly elected registrants hold office until the next election.

Officers and Duties

Officers of the council

1.19 The following are the officers of the council:

(1) president;

(2) vice-president; and

(3) treasurer.

Election of officers

1.20 (1) At the first meeting of the council, the council members must by majority vote:

(a) elect a president from among the elected council members, and

(b) elect a vice-president and a treasurer from among the elected and appointed council members.

(2) There is no limit to the number of terms a council member may be re-elected to the same officer position.

Officer vacancies

1.21 If an officer position becomes vacant during the term of office, the council must, at the council meeting immediately following the vacancy, elect a replacement officer by majority vote, for the remainder of the term.

General responsibilities

1.22 A council member must, at all times:

(1) assist in carrying out the duties and objects of the college as set out in section 3 of the Act;

(2) follow the Act, bylaws and policies of the college in discharging those duties and objects; and

(3) uphold the oath of office and any code of ethics or conflict of interest policies or procedures that apply to the council.

President responsibilities and accountability

1.23 (1) The president:

(a) must preside as chair at all council meetings and all general and special meetings of the registrants;

(b) may be a non-voting member of all committees, unless appointed as a voting member;

(c) must sign all certificates, diplomas and other instruments on behalf of the college as required, unless the registrar is authorized to do so;

(d) must perform such other duties as may be assigned by the council; and

(e) must speak when necessary on behalf of the college concerning decisions or policies of the college, the council or a committee.

Vice-President responsibilities and accountability

1.24 If the president is absent, ill or otherwise unavailable, or as otherwise directed by the council, the vice-president must act as president and, when doing so, is vested with all the responsibilities and powers of the president, including:

(1) to preside as chair at any council meeting or general or special meeting of registrants in the president's absence; and

(2) to perform such other duties as may be assigned by the council.

Treasurer responsibilities and accountability

1.25 (1) The treasurer must:

(a) ensure the safe custody of all cash resources of the college;

(b) ensure the faithful recording of the proceedings of all council meetings and all general and special meetings, and the preservation in proper order of all meeting records and documents;

(c) ensure the payment or settlement of all valid accounts of the college;

(d) ensure the receipt of all moneys and documents to which the college is entitled;

(e) effect the prompt deposit of all receipts of the college to the credit of the college in a chartered bank, credit union, trust company or other institution acceptable to the council;

(f) maintain the proper books of accounts together with all vouchers and ensure their availability for audit at any reasonable time;

(g) maintain a college office at a place designated by the council for the purpose of this section;

(h) ensure the safekeeping of all equipment, records, supplies and other property of the college;

(i) provide such notices to the council and the registrants as the bylaws may require; and

(j) perform such other duties as may be assigned by the council.

(2) With the approval of council, the treasurer may delegate to the registrar or another employee or contractor of the college the exercise of any of the responsibilities listed in subsection (1).

Registrar responsibilities and accountability

1.26 (1) In addition to the powers and duties set out in the Act and the bylaws, and subject to council's responsibilities as set out in section 1.2, the registrar must:

(a) manage the day to day operations of the college;

(b) hire or terminate legal counsel, accountants, inspectors and office personnel as may be required, whether as employees or contractors of the college, and approve job descriptions, rates of pay and terms of service;

(c) provide support to the registrant application and veterinary technician certification programs of the college;

(d) provide support for the investigation, complaint resolution and disciplinary processes of the college;

(e) provide support for the investigation of a non-registrant practicing veterinary medicine contrary to the Act;

(f) administer the council election process and provide support to the nominations committee in relation to the election process;

(g) provide support to the practice facility accreditation and practice inspection processes, including but not limited to setting the facility inspectors schedule of practice inspections;

(h) administer the practice facilities name approval process;

(i) administer the collection of application, annual registration

and other fees and assessments, including fines;

(j) develop the forms, certificates and other documents specified in the Act or the bylaws; and

(k) undertake such other duties and functions as the council may assign or delegate to the registrar.

(2) The registrar may attend a meeting of council or any committee or panel as a non-voting member, subject to the council's right to exclude the registrar from any part of a meeting.

(3) The registrar may propose a resolution to the council, a committee or a panel and may participate in a debate on a resolution, but must not vote on a resolution before the council, a committee or a panel.

(4) The registrar must account to the council in carrying out the responsibilities of the position.

Removal of registrar or deputy registrar

1.27 (1) Pursuant to section 31 of the Act, the registrar or a deputy registrar holds office at the pleasure of council, and may be removed as registrar or deputy registrar by a special resolution of the council.

(2) The registrar or a deputy registrar must be given an opportunity to be heard at the council meeting before the special resolution is put to a vote.

Speaking on behalf of the college

1.28 Only the president or another person authorized by the council may speak publicly on behalf of the college concerning decisions or policies of the college, the council or a committee.

Council Meetings

Definitions

1.29 In this Part:

(1) "**closed meeting**" means an *in camera* council meeting or a part of a council meeting that is held in private and is not open to registrants or the public, unless otherwise allowed by the council, and includes a closed meeting convened pursuant to section 1.33;

(2) "**general public**" or "**public**" includes any member of the media;

(3) "**open meeting**" means that part of a council meeting that is not a closed meeting.

Meetings of council

1.30 (1) The council must hold regular council meetings.

(2) The council may meet and conduct business in person, by conference call, electronically or by other means.

(3) The president may call a council meeting.

(4) The president must call a council meeting upon receipt of a written request by at least three council members.

(5) In calling a meeting under subsection (3) or (4), the president must give reasonable notice of the date, time and location of the meeting to all council members, registrants and the public.

(6) Notice of a council meeting may be provided under subsection (5) by posting a notice on the college website.

(7) Despite subsection (5), for urgent or closed meeting business, the president may call a council meeting without providing notice to registrants or to the public.

(8) The inadvertent omission to deliver notice of a council meeting, or the non-receipt of notice by a person entitled to receive notice, does not invalidate proceedings at that meeting.

Chair

1.31 In the event that both the president and vice-president are absent, ill or otherwise unavailable, the council members in attendance at a council meeting must appoint a chair for the purpose of that meeting.

Open meetings

1.32 (1) Any registrant and the public may attend and observe each open meeting of council.

(2) Any person attending or participating at an open meeting must act with respect and reasonable decorum, and accept the rulings of the chair.

Closed meetings

1.33 (1) The council may close portions of an open meeting or call a separate closed meeting for discussion of any of the following:

(a) financial, personal or other confidential matters, the disclosure of which would outweigh the desirability of maintaining transparency to the public;

(b) information concerning a person involved in a criminal, other judicial or quasi-judicial proceeding, which may be prejudicial if disclosed;

(c) personnel matters, including hiring or terminating employment, or approving, amending or terminating a service contract;

(d) the acquisition or disposal of property;

(e) the contents of examinations;

(f) communications with the Office of the Ombudsperson or the Office of the Privacy Commissioner;

(g) information that the college deems is required to maintain confidential under section 76 of the Act;

(h) information that the college deems is required to maintain confidential under Part 2 of the *Freedom of Information and Protection of Privacy Act*;

(i) instructions to or opinions from legal counsel to the college, the council, a committee or a panel;

(j) any other matter that is subject to solicitor-client, investigative or deliberative privilege; and

(k) information that the college is otherwise required or authorized by law to keep confidential.

(2) All matters brought before the council during a closed meeting remain confidential, unless the council subsequently approves a resolution to discuss or decide the matters in an open meeting.

(3) If the council excludes a person who is not a member of the council from all or a part of a closed meeting, its reasons for doing so must be noted in the minutes of an open meeting.

(4) If an excluded person refuses to leave a meeting closed by the council, the chair may adjourn the meeting and reschedule it to a date, time and location to be disclosed only to members of council and invited guests.

Agenda

1.34 The council may prescribe the agenda and order of business at its meetings.

Quorum

1.35 (1) The quorum necessary for the transaction of business at a council meeting is a majority of the currently serving elected and appointed council members.

(2) If some or all members of council are unable to meet in person, those members who cannot attend in person may participate by other means.

(3) The absence of an appointed council member at a council meeting does not invalidate an act or decision of the council performed or made during that meeting.

Voting

1.36 (1) Every council member is entitled to vote on a resolution before the council.

(2) A resolution proposed at a meeting must be seconded, but the name of

neither the mover nor the seconder need be recorded in the minutes.

(3) In case of an equality of votes, the proposed resolution fails and the chair of the meeting does not have a casting or second vote in addition to the vote already cast by the chair.

(4) Voting by proxy is not permitted at a council meeting.

Consent resolution in writing

1.37 (1) A resolution of council may be passed without a meeting if all council members entitled to vote on a resolution consent in writing by a date provided in the resolution materials.

(2) Consent in writing includes facsimile or email.

(3) A resolution of the council passed in accordance with subsection (1) must be filed with the registrar or the president, as may be directed by the council.

(4) A report of any resolution approved under subsection (1) must be verified and set out in the minutes of the next meeting of the council.

(5) Every member of the council is entitled to know how the other members of council voted on a failed consent resolution.

Committees and Panels

Definitions

1.38 For the purposes of this Part;

(a) "**council committee**" means a committee comprised solely of council members and established pursuant to section 10 of the Act;

(b) "**statutory committee**" means a committee established pursuant to section 5 of the Act; and

(c) "**other committee**" means a committee which council is authorized to establish pursuant to section 10 of the Act.

Statutory committees

1.39 (1) Pursuant to section 5 of the Act, the following statutory committees are established:

(a) discipline committee;

(b) investigation committee; and

(c) registration committee.

Other committees

1.40 Pursuant to section 10 of the Act, the following other committees are established:

(a) practice facility accreditation committee;

(b) continuing competence committee;

(c) animal welfare committee;

(d) nominations committee; and

(e) multi-disciplinary sub-committee for the revision to bylaws, to include certified veterinary technicians.

Council committees

1.41 Pursuant to section 10 of the Act, the following council committees are established by council:

(a) executive committee, consisting of the officers of council.

Eligibility

1.42 (1) A registrant may serve on a committee only if that registrant:

(a) at the time of appointment is in good standing, qualified and eligible pursuant to the bylaws to serve on a committee, and

(b) remains in good standing while a member of the committee.

(2) A non-registrant's eligibility to serve on a committee is based on criteria approved by the council.

(3) Only council members may be appointed to council committees.

(4) Council members may be appointed to statutory and other committees.

Appointment or removal of committee members

1.43 (1) For any committee except a council committee, the council must:

(a) establish the composition of registrants and public representatives and the number of members;

(b) appoint the members of the committee;

(c) name the chair of the committee, following consideration of the committee's recommendation; and

(d) prescribe the term of a member of the committee and the chair of the committee.

(2) Council must appoint the members of a committee in accordance with each applicable Part of these bylaws.

(3) If a chair of the committee resigns or is unable to serve as chair of the committee, and the council has not named a replacement chair for

that committee, the remaining members of that committee may appoint an alternate committee member to serve as chair until the council names the new chair.

(4) The chair and members of a committee (except council members) serve at the pleasure of council, and may be removed by council.

(5) The usual term of a member or chair of a committee is three years, renewable by the council for a maximum of two terms for a member and a maximum of three terms for a chair.

(6) Despite subsection (5), the composition of committees will remain in effect until reappointed by council.

Committee quorum and voting

1.44 (1) Each committee must meet regularly in person, by teleconference or electronically to discharge its responsibilities and authorities.

(2) Only a quorum of the committee may make decisions in discharging its responsibilities.

(3) Quorum consists of a majority of appointed committee members.

(4) Every committee member is entitled to vote on a resolution before the committee.

(5) A resolution proposed at a meeting must be seconded, but the name of neither the mover nor the seconder need be recorded in the minutes.

(6) In case of an equality of votes, the proposed resolution fails and the chair of the meeting does not have a casting or second vote in addition to the vote already cast by the chair.

(7) Voting by proxy is not permitted at Committee meetings.

Committee Responsibilities

1.45 In addition to discharging the responsibilities described in the applicable statutory and bylaw provisions, each committee has the following responsibilities and discretion:

(1) mandatory reporting at least once every three months in a form directed by council;

(2) mandatory preparation and delivery of an annual report of its activities of the past year to the council, in a form and at such time as may be directed by the council;

(3) mandatory application of the committee meeting policies and procedures as approved by the council;

(4) mandatory operation within the budget as assigned to that committee by the council, with pre-approval from council for expenses expected to exceed the assigned budget;

(5) discretion to prepare policies and procedures to help guide the committee in carrying out its functions under the Act or the bylaws,

and submission of those policies and procedures to the council for its approval; and

(6) discretion to provide direction and instruction to college staff as authorized by the registrar or the president.

Panels

1.46 Pursuant to section 10(2) of the Act, a committee may:

(1) establish a panel, the majority of which is comprised of registrants;

(2) meet in panels, and appoint the members and chair of a panel from the members of the committee previously appointed by council;

(3) delegate to a panel the duties and powers of the committee, including:

(a) exercising any power, duty or function appropriately delegated by council or the committee, without final approval of the committee; and

(b) promptly reporting to the chair of the committee any decision made by the panel as and in the form directed by the committee.

Registration committee

1.47 (1) The registration committee:

(a) may have a maximum of nine members,

(b) must have a minimum of five registrants as members, and

(c) when practicable, should have at least one public representative as a member.

(2) the registration committee has the applicable statutory responsibilities set out in sections 3, 33, 34, 35, 36 and 70 of the Act.

(3) The registration committee has the following additional responsibilities:

(a) to oversee the college's seminar and bylaw and ethics exam;

(b) to prepare policies and procedures for approval by the council for the effective administration of the registration provisions of the Act and Part 2 of the bylaws; and

(c) to undertake any other function or project as may be directed by the council.

Investigation committee

1.48 (1) The investigation committee

(a) may have a maximum of 12 members,

(b) must have a minimum of seven registrants as members, and

(c) when practicable, should have at least one public

representative as a member.

(2) The investigation committee has the applicable statutory responsibilities set out in sections 3, 51, 52, 53, 57, 58, 66, 68 and 70 of the Act.

(3) The investigation committee has the following additional responsibilities:

(a) to prepare policies and procedures for approval by the council for the effective administration of its statutory responsibilities and Part 5 of the bylaws, as applicable;

(b) to undertake or oversee an investigation of an alleged breach of sections 46, 47 and 48 of the Act;

(c) to make recommendations to the council on the appointment or removal of a unauthorized practice inspector pursuant to section 49(1) of the Act;

(d) to recommend to the council that a matter be referred to the Attorney General's office with a recommendation to prosecute under the *Offence Act,* pursuant to section 74 of the Act;

(e) to recommend to the council that an application for an injunction be initiated pursuant to section 75 of the Act;

(f) to prepare policies and procedures for approval by the council for the effective administration of sections 46, 47, 48, 49 and 75 of the Act; and

(g) to undertake any other function or project as may be directed by the council that is not inconsistent with the above.

Discipline committee

1.49 (1) The discipline committee must have a minimum of seven and a maximum of nine registrants as members, as well as public members not exceeding one half of the total number of members.

(2) A person must not simultaneously be a member of the investigation committee and the discipline committee.

(3) The discipline committee has the applicable statutory responsibilities set out in sections 3, 59, 60, 61, 62, 63, 65, 68 and 70 of the Act.

(4) The discipline committee has the following additional responsibilities:

(a) to prepare policies and procedures for approval by the council for the effective administration of its statutory responsibilities and Part 5 of the bylaws, as applicable; and

(b) to undertake any other function or project as may be directed by the council that is not inconsistent with the above.

Practice facility accreditation committee

1.50 (1) The practice facility accreditation committee:

(a) may have a maximum of 10 members,

(b) must have a minimum of three registrants as members, and

(c) when practicable, should have at least one public representative as a member.

(2) The practice facility accreditation committee has the applicable statutory responsibilities set out in sections 3 and 70 of the Act, including:

(a) to accredit or reaccredit practice facilities in accordance with Part 3 of the bylaws;

(b) to administer, monitor and enforce accreditation standards approved by the council, including new standards or changes to existing standards;

(c) to grant, remove or limit the accreditation of a practice facility in accordance with Part 3 of the bylaws, the accreditation standards and any approved policies and procedures;

(d) to prepare policies and procedures for approval by the council for the effective administration of the practice facility inspection and accreditation sections of Part 3 of the bylaws;

(e) to report to the registrar on the function and performance of practice facility inspectors;

(f) to undertake any other function or project as may be directed by the council that is not inconsistent with the above.

Continuing competence committee

1.51 (1) The continuing competence committee

(a) may have a maximum of nine members;

(b) must have a minimum of five registrants as members; and

(c) when practicable, should have at least one public representative as a member.

(2) The continuing competence committee has the applicable statutory responsibilities set out in sections 3 and 70 of the Act, including to:

(a) design, administer and enforce the continuing competence program, which includes continuing education, in accordance with Part 4 of the bylaws;

(b) monitor and propose revisions to the college's code of ethics and any practice standards in order to promote high standards for the practice of veterinary medicine;

(c) assess the competence of registrants;

(d) prepare policies and procedures for approval by the council for the effective administration of the continuing competence program provisions of Part 4 of the bylaws; and

(e) undertake any other function or project as may be directed by the council.

Registrant Meetings

Convening meetings

1.52 (1) A general meeting must be held in British Columbia in each calendar year.

(2) The council may, at any time, convene a special general meeting of registrants.

(3) The council must convene a special general meeting of registrants upon receipt by the registrar of a written request signed by at least 10% of registrants who are in good standing and eligible to vote.

Date, location and notice

1.53 (1) Pursuant to section 16 of the Act, the council must fix the date, time and location of a general or special general meeting.

(2) The registrar must:

(a) at least 60 days prior to the meeting date set by the council prepare a notice of the meeting, and

(b) post that notice on the college website or distribute it electronically, or do both.

(3) A meeting notice must include:

(a) the date, time and location of the meeting,

(b) an agenda or a description of the general nature of the business to be considered at the meeting, and

(c) any resolutions proposed by the council, a committee or registrants.

Agenda for a general meeting

1.54 The council must set the agenda for a general meeting of registrants, which may include, without limitation, one or more of the following:

(1) a presentation of the college's financial statements;

(2) a report from the president;

(3) a report from the registrar;

(4) a report from the treasurer;

(5) a report from the chair of a statutory committee or council committee;

(6) a resolution proposed by the council or received by the college pursuant to section 1.55(1).

(7) pursuant to section 1.55(1).

Resolutions proposed by registrants

1.55 (1) Any 20 registrants in good standing who are eligible to vote may deliver a written notice to the registrar at least 45 days prior to the date of a general or special general meeting, requesting the introduction of a resolution.

(2) On receipt of a notice specified in subsection (1) and at least 15 days prior to the date of that meeting, the registrar must prepare and post a notice of the proposed resolution in accordance with section 1.52.

(3) A registrant eligible to vote at meetings of registrants may propose a resolution at a general or special general meeting from the floor, but any such resolution will be noted by the chair of the meeting and placed at the end of the agenda to be debated if time permits.

(4) Except as provided in section 26 of the Act, a resolution approved by registrants is not binding on the council or the college.

Quorum

1.56 (1) 10% of registrants eligible to vote at meetings of registrants as of the date the meeting was called constitutes a quorum at a general or special general meeting.

(2) Proxies do not count toward the calculation of quorum under subsection (1).

Voting

1.57 (1) Each registrant who is in good standing, eligible to vote, and is present in person, by proxy, or electronically at a meeting of registrants, is entitled to one vote.

(2) Voting must be conducted by a show of hands, proxy, or electronic means.

(3) If the chair determines that it is not possible to determine if the vote was in favour or against the resolution, the chair may ask for a recount.

(4) Despite subsection (2) or (3), the chair may direct that the vote be conducted by secret ballot if:

(a) the chair determines that the subject matter of the vote warrants the use of secret ballots,

(b) the result of a vote is not certain, or

(c) the registrants vote by a simple majority in favour of voting by secret ballot.

(5) In case of an equality of votes, the proposed resolution fails and the

chair of the meeting does not have a casting or second vote in addition to the vote already cast by the chair.

Proxy voting

1.58 (1) A registrant eligible to vote at meetings of registrants may vote by proxy at an annual general meeting or a special general meeting, subject to the following requirements:

(a) the voting registrant must designate his or her proxy by completing, dating and signing the proxy voting form as developed by the registrar and approved by the council for that meeting;

(b) the proxy voting form must be completed in a clear and legible fashion so that it is possible to identify the voting registrant and the proxy holder;

(c) only a voting registrant in good standing may act as a proxy for another voting registrant;

(d) a voting registrant may not act as a proxy holder for more than three voting registrants;

(e) the voting registrant must specifically name the proxy holder on the form at the time it is signed by the voting registrant and the designation cannot be an open or blank proxy to be filled in later;

(f) the proxy can be designated only for the specific meeting identified on the proxy voting form; and

(g) unless otherwise directed by the voting registrant, the proxy holder may vote at his or her discretion either in favour or not in favour of a resolution, as set out on the proxy voting form.

(2) A voting registrant holding a proxy voting form must present that form to the registrar, or an individual designated by registrar, prior to the start of the meeting so that the registrar may verify that the form meets the requirements of subsection (1).

(3) The registrar's decision to accept or reject a proxy voting form as meeting or failing to meet the requirements of subsection (1) is final.

Records, Administration and Finance

Definitions

1.59 In this Part:

(1) "**personal information**" has the meaning assigned in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*; and

(2) "**record**" has the meaning assigned in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*, and includes any copies of an original record.

Responsibilities and reporting

1.60 (1) The registrar is the "head" of the college for the purposes of the *Freedom of Information and Protection of Privacy Act.*

(2) The registrar may authorize a deputy registrar, a person employed by the college or a person who has contracted to perform services for the college to perform any duty or exercise any function of the registrar that arises under the *Freedom of Information and Protection of Privacy Act*.

(3) The council is responsible for ensuring that the registrar fulfils the duties of the head of the college as set out under the *Freedom of Information and Protection of Privacy Act.*

(4) The registrar must report annually to the council about fulfilling the duties of the head of the college as set out under the *Freedom of Information and Protection of Privacy Act.*

Fees for information requests

1.61 (1) Subject to section 75 of the *Freedom of Information and Protection of Privacy Act*, an applicant who requests access to a college record under section 5 of the *Freedom of Information and Protection of Privacy Act* must pay the fees set out in Schedule "B".

(2) The registrar may require the applicant to pay the total estimated fee in advance of processing a request for access.

Protection of personal information

1.62 (1) The council must take all reasonable measures to ensure that the collection, use, and disclosure of personal or confidential information by the college conforms with section 76 of the Act and the provisions of the *Freedom of Information and Protection of Privacy Act*.

(2) The council must make contractual arrangements for maintaining confidentiality of personal information provided to any person or service organization charged with processing, storage or destruction of such information.

Manner of disposal of college records containing personal information

1.63 The council must ensure that a college record containing personal or confidential information is disposed of only by one of the following means:

(1) effectively destroying a physical record by shredding or incinerating in a controlled environment;

(2) erasing information recorded or stored by electronic methods on tapes, disks or cassettes in a manner that ensures all traces of the original data are destroyed and that information cannot be restored;

(3) returning the record to the person the information pertains to; and

(4) returning the record to the registrant who compiled the information.

Disclosure of registration status

1.64 (1) Where the council or the registrar receives an inquiry about the registration status of a person, unless otherwise directed under the Act, the registrar must disclose:

(a) whether the person is a registrant or a former registrant; and

(b) whether a registrant is in good standing as defined in section 1.1.

Annual report

1.65 (1) For the purposes of this section "**annual report**" means a report that contains the following information:

(a) a report from the president;

(b) a report from the registrar;

(c) a report from the treasurer;

(d) a report from the chair of each statutory committee;

(e) a report from the chair of each committee when so directed by council; and

(f) the college's financial statement for the immediate past year.

(2) The college must:

(a) make its annual report available electronically on the college website without charge,

(b) notify registrants that the annual report is available,

(c) provide a hard copy of the annual report to a registrant on request, and

(d) provide a hard copy of the annual report to a non-registrant on payment of the applicable fee set out in Schedule "B".

Fiscal year

1.66 The fiscal year of the college commences July 1 and ends June 30.

Registration year

1.67 The registration year of the college commences January 1 and ends December 31.

Seal

1.68 (1) The college must have a seal.

(2) The registrar must have the custody of the seal of the college.

(3) Before the college seal is affixed to a document, the council must approve the use of the seal and designate the persons who are authorized to affix the seal.

(4) The seal of the college must not be affixed to any document unless it is signed by

(a) the registrar,

(b) the president,

(c) the vice-president, or

(d) such officers or persons as council may otherwise authorize.

(5) The registrar must affix the seal of the college to such documents as directed by the council.

Certificate

1.69 Upon payment of the annual membership fee determined by the registrar to be owing by a registrant, the registrar must issue to that registrant a certificate in the form approved by the council which states clearly the registrant's current registration class and the expiry date.

Banking

1.70 The council, or the registrar at the council's direction, must establish and maintain such accounts with a chartered bank, trust company or credit union as the council determines necessary.

Signing authority

1.71 (1) Subject to such further policies and procedures as the council may approve by resolution, the council may authorize any of the following to be the signing officers for the college for such matters as signing cheques:

(a) the president;

(b) the vice-president;

(c) the treasurer;

(d) the registrar;

(e) the deputy registrar; and

(f) any other person named by resolution of the council.

(2) All cheques and other financial instruments of the college require signatures from two signing officers for the college.

(3) Notwithstanding subsections (1) and (2), council must by resolution prescribe a monetary limit over which at least one of the two signatories must be the president, the vice-president or the treasurer.

Expenses and honorariums

1.72 (1) The council may:

(a) approve expense and honorarium policies and procedures, and

(b) set the amount of an honorarium to be listed in the policies and

procedures.

(2) In accordance with the council's approved policies and procedures, a member of the council, a committee or a panel:

(a) is entitled to be reimbursed for reasonable expenses, and

(b) may be paid an honorarium.

(3) Appointed and elected council members must receive equal honorariums under the council's approved policies and procedures.

(4) In addition to their salary and benefits, the registrar and other college staff are entitled to be reimbursed for reasonable expenses in accordance with the council's approved policies and procedures.

Borrowing powers

1.73 The council may raise money, or guarantee or secure the payment of money in the name of the college, in any manner determined by the council, in order to carry out the purposes of the college.

Investments

1.74 The council may invest and re-invest funds of the college in any investments authorized under sections 15.1 and 15.2 of the *Trustee Act* in the name of the college.

Insurance

1.75 The council may cause the college to maintain insurance in such form and amounts and on such terms and conditions as the council deems necessary for the effective and prudent management of the college.

Benevolent, scholarship and other college funds

1.76 The council may establish a benevolent, scholarship or other college fund for such purposes as contemplated under section 19(a) of the Act, and on such terms and conditions as the council may determine are appropriate and necessary in the circumstances.

Auditor

1.77 (1) The council may:

(a) appoint an auditor or a replacement auditor, who must be:

(i) a certified public accountant, a chartered accountant or a certified general accountant; and

(ii) independent of the college, the council members and the college's employees.

(b) direct that the auditor:

(i) prepare a financial statement for approval by the council;

(ii) state in the report whether, in the auditor's opinion, the

financial statement presents fairly the financial position of the college and the results of its operations for the period under review and does so on a basis consistent with that of the preceding period; and

(iii) if the opinion contained in the report is qualified, state the reasons in the report.

(2) An auditor appointed under subsection (1) is entitled during normal business hours to:

(a) have access to every college record that reasonably relates to the financial affairs of the college; and

(b) require from the council, registrants and employees of the college information and explanations that the auditor considers necessary to enable the auditor to prepare his or her report.

(3) The council must provide registrants with an opportunity to access or read a copy of the council approved, audited financial statement.

Legal counsel

1.78 The council or the registrar may retain legal counsel for the purpose of assisting the council, a committee, a panel or the registrar in carrying out any power or duty under the Act, the regulations or the bylaws.

Fees, Assessments, Fines or Costs

Definitions

1.79 In this Division:

(1) **"annual registration fee"** means the annual registration fee required to be a registrant;

(2) "**fee or assessment**" means a special fee or assessment as prescribed by the council, or any other fee or debt owing to the college that is not a fine or costs;

(3) "**fine or costs**" means a fine or legal costs imposed on a registrant;

(4) "**payment date**" means the date the annual registration fee, fee, assessment, fine or costs, and late fee must be paid as prescribed in the bylaws, as set by the council or a committee, or as agreed in writing;

(5) "**late fee**" means up to 25% of the amount of an unpaid fee, assessment, fine or costs;

(6) **"fee for late payment of annual registration fee"** means 10% of the amount of the annual registration fee for the applicable class of registration;

(7) "**registration reinstatement fee**" means 25% of the amount of the registration fee for the applicable class of registration; and

(8) "**cancellation date**" means the date a registrant's registration is cancelled by the registrar.

Fees and assessments

1.80 (1) Pursuant to section 15 of the Act, the following fees are established:

(a) an annual registration fee;

(b) a fee for late payment of the annual registration fee;

(c) an application fee for registration under the Act;

(d) a fee for an examination required for registration;

(e) a registration reinstatement fee;

(f) a fee for practice facility inspection;

(g) a fee for an application for initial accreditation;

(h) a fee for approval of a veterinary practice or practice facility name;

(i) a fee for approval of a name for registration with BC Registry that will not be used as a veterinary practice or practice facility name;

(j) a penalty for failure to pay a fee by the prescribed deadline;

(k) a special assessment in respect of the legal costs of registrations, investigations, discipline hearings and any legal proceedings or court appeals relating to these functions;

(l) a special assessment in respect of the costs of the creation, capitalization, continued funding and management of a captive insurance company created by the college pursuant to the Insurance (Captive Company) Act;

(m) a fee for a letter of good standing; and

(n) such other fee, special fee or assessment as council may deem necessary.

(2) A fee or assessment as prescribed under subsection (1) must be set out in Schedule "C".

(3) If the registrants do not approve a resolution, bylaw or amendment to Schedule "C" pursuant to section 26(2) of the Act, to be paid in the next fiscal year, the prescribed fees and assessments set out in the existing Schedule "C" continue to apply for the next fiscal year.

Requirement to pay by due date

1.81 (1) Subject to section 1.82 or 1.84, a registrant must pay to the college the applicable annual registration fee, fees, assessments, fines, costs, late fees, or debts by the due date set out in Schedule C, prescribed in the bylaws, ordered by council, directed by a committee or as agreed in writing.

(2) Subject to Part 5, a registrant must pay to the college the fine or costs as prescribed in an order of a discipline panel or in a consent agreement.

(3) Upon application by a registrant, council may grant extensions to the payment of fines and penalties, unless the fines, penalties or other payments were ordered by a committee.

Failure to pay annual registration fee

1.82 (1) The annual registration fee must be paid on or before November 30 of the year prior to the year for which the annual registration fee is applicable.

(2) Neither council nor the registrar may grant an extension of time to pay the annual registration fee owing by a registrant.

(3) If a registrant has not paid the annual registration fee by the payment date specified in subsection (1), the registrant must pay the fee for late payment of annual registration fee.

(4) If a registrant to whom subsection (3) applies has not paid the annual registration fee and the fee for late payment of annual registration fee by the close of the first business day in January of the year for which the annual registration fee is applicable, the registrar must cancel the registrant's registration.

(5) If a registrant's registration has been cancelled pursuant to subsection (4), the registrant is no longer required to pay the fee for late payment of annual registration fee.

(6) If a registrant's registration has been cancelled pursuant to subsection (4), the registrar must reinstate the registration if the registrant pays the registration reinstatement fee and the annual registration fee on or before the 60th day after the effective date of the cancellation, and requests reinstatement.

(7) A registrant whose registration is cancelled pursuant to subsection (4) may apply for reinstatement.

Failure to pay other fees, assessments, fines or costs by due date

1.83 (1) Failure to pay a fee, assessment, fine or costs (other than the annual registration fee) by the applicable or stipulated payment date may result in:

(a) a direction to pay a late fee by a specified date, in addition to the unpaid fee or assessment or fine or costs, and

(b) a cancellation of registration.

(2) Council may allow the registrant an opportunity to explain the failure to pay before directing the registrar in accordance with subsection (1).

(3) The cancelled registration is reinstated upon request if within 60 days of the effective cancellation date, full payment of the following is received:

(a) the unpaid fee, assessment, fine or costs,

(b) the late fee, and

(c) the registration reinstatement fee.

(4) A cancelled registrant may apply for reinstatement.

Proration of a fee or assessment

1.84 (1) If a registrant is registered after a fee or assessment has been prescribed, that registrant must pay the amount of that fee or assessment applicable to that class of registration prorated on a quarterly basis, as specified by council.

(2) If a registrant changes classes of registration in the college within a registration year, that registrant must pay the amount of the fee or assessment applicable to that class of registration prorated on a quarterly basis and any applicable class change fee as specified by council.

Effect of resignation

1.85 (1) If a registrant resigns prior to the date when a prescribed fee or assessment comes into effect, that registrant is not required to pay the prescribed fee or assessment as a condition of resignation.

(2) If a registrant resigns after the date when a prescribed fee or assessment comes into effect, but prior to the payment deadline for that fee or assessment, and does not pay the fee or assessment before resigning, the amount of the unpaid fee or assessment will be recorded as a debt owing which the registrant must pay before being reinstated.

Registrant Approval of Bylaw Changes

Definition

1.86 "**Bylaw change**" means a new bylaw, or an amendment or a repeal of an existing bylaw as authorized under the Act.

Review of proposed bylaw change

1.87 (1) When practicable and before it is approved by registrants under section 26 of the Act, the council may direct that a proposed bylaw change not exempt from registrant approval:

(a) be posted on the college's website; and

(b) registrants and the public be invited to submit comments by a prescribed deadline.

(2) For the purposes of administering subsection (1), the council may

approve policies and procedures for proposed bylaw changes to be administered by the registrar.

Notification of bylaw change

1.88 (1) The council must notify the registrar and the registrants of any bylaw changes made pursuant to sections 10(1), 19, 21, 28 and 29 of the Act, which are exempt from registrant approval.

(2) The council must notify the minister responsible for the administration of the Act of all bylaw changes, except a bylaw change made by

(a) the minister pursuant to section 28 of the Act, or

(b) the Lieutenant Governor in Council pursuant to section 29 of the Act.

(3) In the event of a bylaw change made pursuant to section 20 of the Act, the council must notify the registrants that following registrant approval, the bylaw change is not in force until approved by the Lieutenant Governor in Council.

Application

1.89 (1) The provisions of sections 1.89 to 1.94 apply to all bylaw changes not exempt from registrant approval.

(2) Pursuant to section 7(c) of the Act, any reference to the conduct of a bylaw vote by mail allows that vote by electronic means, in whole or in part.

(3) The council may approve policies and procedures necessary to conduct a bylaw vote by electronic means in keeping with the intention of the Bylaw approval process.

Eligibility to vote

1.90 A registrant is eligible to vote for a bylaw change only if that registrant is in good standing and registered in a class of registration eligible to vote at meetings of registrants, at the start and throughout the bylaw voting process.

Bylaw voting process

1.91 Voting on a bylaw changes not exempt from registrant approval must take place according to the following schedule and rules:

(1) Upon council passing a bylaw change, the council must report the bylaw change to the registrar;

(2) As soon as possible after receiving a report from the council, the registrar must post on the college's website and enlist an independent electronic voting service to electronically transmit to every voting registrant:

(a) a copy of the bylaw change or a link to the college website where the bylaw change has been posted; and

(b) electronic voting instructions.

The accidental omission to distribute the material referred to in subsection (1) or the non-receipt of those materials by a registrant does not invalidate a bylaw change vote.

Counting of bylaw change ballots

1.92 A registrant's electronic vote is valid and will be counted if received by the independent electronic voting service on or before the expiration of 30 days from the date of distribution of the electronic voting materials.

Resolving tie votes

1.93 Where there is equality of received votes between approving or rejecting a bylaw change, the vote is deemed to be a rejection of the bylaw change.

Reporting bylaw voting results

1.94 The registrar must announce the result of the bylaw change vote as soon as practicable on the college website, electronically in the college newsletter, to the minister and to the Lieutenant Governor in Council, if required under the Act.

Schedule "A" – Oath of Office

1. The registrar may produce the following Oath of Office on a certificate:

   I hereby swear or solemnly affirm that:

   - I will abide by the *Veterinarians Act* and I will faithfully discharge the duties of my position as a member of the council of the college of Veterinarians to the best of my ability;
   - I will act in accordance with the law and the public trust placed in me;
   - I will act in the interests of the college as a whole;
   - I will uphold the duties and objects of the College, and ensure that I am guided by the public interest in the performance of my duties;
   - I have a duty to act honestly, and will do so;
   - I will declare any private interests relating to my public duties and take steps to resolve any conflicts arising in a way that protects the public interest;
   - I will ensure that other memberships, directorships, voluntary or paid positions or affiliations remain distinct from work undertaken in the course of performing my duty as a member of the council of the College.

Signature of Witness	Signature of Council member
Printed Name of Witness	Printed Name of Council member
	Date signed

Schedule "B" – FIPPA Fees

1. For an applicant other than a commercial applicant:

(a) for locating and retrieving a record	$7.50 per 1/4 hour after the first 3 hours
(b) for producing a record manually	$7.50 per 1/4 hour
(c) for producing a record from a machine readable record	$16.50 per minute for cost of use of central mainframe processor and all locally attached devices plus $7.50 per 1/4 hour for developing a computer program to produce the record
(d) for preparing a record for disclosure and handling a record	$7.50 per 1/4 hour
(e) for shipping copies	actual costs of shipping by method chosen by applicant
(f) for making photocopies and computer printouts	$.25 per page (8.5 x 11, 8.5 x 14) $.30 per page (11 x 17)
(g) for making or copying compact disks	$10.00 per disk
(h) for making or copying photographs (colour or black and white)	$5.00 to produce a negative $12.00 each for 16" x 20" $9.00 each for 11" x 14" $4.00 each for 8" x 10" $3.00 each for 5" x 7",
(i) for making photographic print of textual, graphic or cartographic records	$12.50 each, 8" x 10" (black and white)
(j) for making hard copy laser or dot matrix print, black and white	$1.00 per page
(k) for making hard copy laser or dot matrix print, colour	$2.00 per page
(l) for duplicating an audio cassette	$10.00 plus $7.00 per 1/4 hour
(m) for duplicating a video cassette (1/4" or 8 mm) or a DVD	$11.00 per 60 minute cassette plus $7.00 per 1/4 hour of recording $20.00 per 120 minute cassette or DVD plus $7.00 per 1/4 hour of recording

2. For a commercial applicant:

(a) for each service listed in item 1	the actual cost of providing that service

3. Where a service is not listed in item 1 of this Schedule, the registrar may set the fee for providing that service, but that fee may not exceed the actual cost of providing that service.