

AMENDED Administrative Policy No: 006

To: Council
From: Regulations Committee and Registrar
Date: October 24, 2022
Re: Election of Council Chairs

The Council has requested a review of the election process. The Regulations Committee has drafted a policy to be followed on the election of future council members to the vacant chairs.

POSITIONS:

The members of the SCO Council are elected by the membership at the Annual General Meeting. Each council member is elected for a two-year term by the membership. Upon completion of the election, the council members must decide which vacant chairs these newly elected members will sit. The newly elected members will fill only the empty chairs; the chairs already filled by current term council members will remain. Therefore, a newly elected council member will hold the chair appointed to them for their two-year term as outlined in the Administrative Bylaws unless a council member is a successor to a vacant chair. Such as a case of the Vice-President being voted into the empty President chair due to order of succession. The Council will then vote on which members will fill any remaining vacant chairs. The Council will also have the ability to create (or dissolve) and vote on co-chair positions as Council sees fit or for succession planning. The Council positions are as follows: President, Vice-President, Finance, Quality Assurance, Councillor, and 1-3 Public Representatives appointed by the government.

DUTIES:

President:

The President is the team leader and oversees the rest of the Council. The President ensures that the Council carries out their duties in a responsible manner serving the public's best interests, provides direction to other council chairs, and ensures that deadlines are met, plus any other related duties. The President chairs all meetings and may only vote in the case of a tie. The person elected to this chair should be someone that is proactive and capable of providing the duties set out above.

Vice-President:

The Vice-President will work in collaboration with the President to ensure that the council chairs carry out their duties. In the event of the absence or incapacity of the President, the Vice-President may act on the President's behalf in the interim.

Finance Chair:

The Finance Chair will contribute to attaining the College's objectives by providing strategic and financial guidance to ensure the College's financial commitments are met. This will be accomplished with assistance from the Registrar and office administration. In addition, the Finance Chair will have the authority to sign checks, provide financial updates to the Council, and give a financial overview.

Quality Assurance Chair:

This chair is responsible for overseeing all matters regarding student education, continuing competency education, and PLAR. The Quality Assurance Chair is responsible for monitoring the education process and liaison between the student, the College, and the course administrators. This chair will assist NACOR with the yearly licensing examinations. The Quality Assurance Chair is also responsible for supervising and ensuring PLARs are handled appropriately and in a timely manner. The Quality Assurance Chair will keep the Council informed on education matters as necessary. This chair should be filled by someone that has an interest in education and has the skill set to supervise and manage the education portfolio.

Councillor Chair:

This chair is usually reserved for new council members to help them become familiar with the business of the Council. This chair carries no particular duties, and the person occupying the Councillor Chair is expected to assist the other chairs as required.

Public Representatives:

The Public Representatives are appointed by the provincial government and carry out their duties as instructed by the government. The Public Representatives vote in matters of motions and assist the Council in carrying out their duties.

POLICY:

It shall be the policy of the Council to convene a meeting of the Council on a suitable date, within 30 days of the AGM, to appoint council members by motion to fill the vacant chairs. With only five available chairs, not including the Public Representatives, the Council shall discuss which chair each council member will fill. Council members shall have an informal discussion detailing their attributes, skills, and abilities required to fill each chair. The Council will then vote on which member shall sit in each chair.

Passed by Council on October 26, 2022