



Administrative Policy No: 006

To: Council
From: Regulations Committee and Registrar
Date: November 21, 2023
Re: Election of Council Members and Council Structure

The members of the SCO Council are elected by the membership, notice of which will be sent to the registrants, thirty (30) days prior to the date of the Annual General Meeting (AGM). Each council member is elected for a two-year term by the membership. Newly elected members who were not previously on the Council will fill the 'Elected Members' seats; the seats already filled by current term council members will remain. Therefore, unless a member chooses to resign from their existing position, a newly elected council member will keep the seat assigned for their two-year term as specified in the Regulatory and Administrative Bylaws.

The council positions are as follows:

- President,
- Vice-President,
- 3 Elected Members and
- 3 Appointed Public Representatives (appointed by the Lieutenant-Governor)

COUNCIL POSITIONS:

President:

The President is the team leader and oversees Council activities. In addition to providing guidance to other council members and adherence to deadlines, the President ensures that the Council fulfils its duties in a responsible manner while serving the best interests of the public. The President chairs all meetings and may only vote in the case of a tie. The person appointed to this seat by the Council should be someone who is proactive, capable of providing the duties set out above, knowledgeable and experienced in the optical industry and has an understanding of the legislation for the College.

Vice-President:

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

Elected Members:

Elected Members who will fill three (3) seats on the Council will provide assistance with Council activities and committees. They will use their knowledge and expertise to review policies and vote on motions set forth to the Council for the transparent and functional operation of the College in order to fulfil its mandate.

Public Representatives:

Public Representatives are appointed by the Lieutenant-Governor and carry out the duties as instructed by the Government. In addition to supporting the other council members in their work, the public members vote on motions set forth by the Council.

This policy is a supplement to SCO Legislation: The Opticians Act and Administrative Bylaws.

Approved by the Council on November 24, 2023