



**POLICY**

Bylaw Consultation

**APPROVED BY**

December 2, 2011 (CO-12-22)

**PURPOSE**

To guide member and stakeholder consultation processes for proposed bylaw amendments.

1. Proposals for bylaw amendments may be initiated by Council, a volunteer group (division, committee, task force, or working group), or staff. The initiating group or individual will be referred to as “the Proposer” within this policy.
2. The Proposer will present their request for a bylaw amendment to Council along with:
  - a. A consultation plan; and
  - b. A budget for consultation, if required.
3. Council will review the request and consultation plan, and will vote on whether it should proceed for consultation.
4. If Council approves that consultation should proceed:
  - a. Feedback from members and stakeholders will be gathered as per the approved consultation plan, and reviewed by the Proposer.
  - b. The Proposer will create a final draft of bylaw wording, taking into account consultation feedback as necessary.
  - c. The Proposer will present the final draft bylaw to Council, along with a report on the consultation process and results.
  - d. Council will review the draft bylaw and consultation results and will vote on whether the bylaw should proceed to member ratification.
  - e. If approved by Council, the bylaw will proceed to those members eligible to vote (registered members and licensees) for ratification.
5. Throughout the process, members and stakeholders will be kept updated on the progress and results of consultation and bylaw review.

**Created: December 2, 2011 (CO-12-22)**

**Updated: September 8, 2017 (CO-17-74)**