

## Policy on Committee Member Term Length

### Overview

The intent of this Policy is to monitor the length of service of committee members and to alert Council when that service exceeds 6 years. This policy stemmed from a 1995 AGM Floor motion which was referred to the Executive Committee for review and recommendation. Council approved the Executive Committee's recommendation on February 26, 1998 (CO 98-51).

### The Policy

The Terms of Office in the Terms of Reference for Association Committees shall be two years normally, with a maximum of two reappointments, except when Council deems it appropriate to extend beyond the reappointment terms.

### Criteria

Some Committees have rationale to support their request for a member's term to be extended beyond 6 years, in particular the "Regulatory Committees" (Registration, Practice Review, Discipline and Investigation) whose role and tasks require specialized skills, training and knowledge. Therefore, the following criteria has been developed to assist Council in determining when it is appropriate to extend a committee member's term beyond the 6 year maximum. A committee member's term may be considered for extension beyond 6 years where a case can be made that the extension will:

1. **Training** - ensure the committee has enough adequately trained members to perform their regulatory duty, e.g., Registration, Practice Review, Discipline, and Investigation Committees.
2. **Specialization** - ensure the committee has member with appropriate specialization to perform their duty (e.g., Seismic Peer Review Committee).
3. **Continuity** –ensure adequate continuity on the committee and consistency of decisions.

### Procedure

1. Committee member is advised by staff when they have reached their 6 year maximum term (relies on proper tracking of appointments in AMS – some staff training required).
2. Committee member either:
  - a) agrees to step down, in which case staff may wish to recruit for other committees; or
  - b) Requests that a request be brought forward to Council to extend the term beyond 6 years (i.e., for another 2 years). Staff will advise member of the criteria (see below) for extension. If the criteria is met, the request will go forward to Council; if criteria is not met, staff will advise the member. If member still wants to request the extension; they must provide written reasons for Council's consideration.
3. The committee member's name will appear on the list of appointments in Open Session Agenda package; however, all requests for extensions will be discussed in Closed.

4. Council will decide in Closed Session either to:
  - a) approve the appointment in Open Session; or
  - b) remove the person's name for the Open Session Appointment List prior to voting.
5. The Closed Minutes will reflect Council's decision above only, i.e., no rationale included.
6. The Open Minutes will reflect only those appointments that were approved.
7. Any other objections to a proposed committee member appointments should also be raised at this time in the Closed Session.

**Approved by Council: March 7, 2008 (CO-08-44)**

**Next Review: March 2011**