BY-LAW 8: COUNCIL AND COMMITTEE MEETINGS

Approved by Council: February 24, 2001
Amended: September 24, 2009, September 17, 2015, June 19, 2019 (came into effect September 13, 2019), September 4, 2020 (came into effect November 26, 2020), November 23, 2023 (came into effect February 23, 2024), February 23, 2024 (came into effect April 16, 2024), September 18, 2026 (came into effect November 19, 2026)

8.1 The Council shall hold,

(a) an annual meeting which shall be called by the president between April 1 and June 30 of each year;

(b) regular meetings which shall be called by the president from time to time; and

(c) any special meetings which may be called the by the president, or a majority of council members, who deposit with the registrar a written request for the meeting containing specifics of the matter or matters for decision at the meeting.

8.2 The registrar shall cause each council member to be notified in writing of the place, date and time of a council meeting by sending such notification by ordinary prepaid mail, facsimile, e-mail or similarly effective method at least,

(a) 30 days before an annual meeting;

(b) 14 days before a regular meeting; and

(c) five days before a special meeting.

8.3 The registrar shall cause to be included in or with the notification of all meetings to council members, the agenda for the meeting.

8.4 The registrar shall cause to be included in or with the notification of a special meeting to council members sufficient information about the matter or matters for decision contained in the requisition of the meeting deposited with the registrar to permit the member to form a reasonable judgment.

8.4.1 The registrar shall cause to be included in or with the notification to council members of the first meeting, and any other meeting if appointment of a chair or member of a committee is on the agenda, a copy of the Competencies for Council and Committee Members and Peer Assessors.

8.4.2 The registrar shall cause to be included in or with the notification of a special meeting to council members sufficient information about the matter or matters for decision contained in the requisition of the meeting deposited with the registrar to permit the member to form a reasonable judgment.

8.5 The registrar shall cause the public to be notified of council meetings in accordance with requirements prescribed under the *RHPA*, if any, and, if none, in a similar manner.

8.6 No annual, regular or special meeting shall be made void because of an inadvertent or accidental error or omission in giving notice. In addition, any council member may waive the notice requirements and ratify, approve and confirm any proceedings taken at the meeting.

8.7 Subject to By-law 8.18, every meeting of the Council shall take place in Ontario at a place, date and time designated by the president or the majority of council members calling the meeting but, if a place, date or time is not designated or is incompatible with the by-laws, the registrar shall select a place, date and time compatible with the by-laws which is reasonably close to the place, date and time requested by the person or people calling the meeting.

8.8 Unless otherwise required by law or by-law, every question which properly comes before the Council may be decided by a simple majority of the votes cast at the meeting by council members, including the President who may vote last on every question.

8.9 Voting at a council meeting shall be by a show of hands, or if appropriate, by secret ballot.

8.10 Voting by proxy at council meetings shall not be permitted in any circumstances.

8.11 The Council shall consider or transact at the annual meeting:

(a) the annual report for the preceding year;

(b) the reports of the committees established under the *RHPA*;

(c) the financial statement of CCO;

(d) the report of the auditor; and

(e) the appointment of the auditors for the ensuing year.

8.12 The Council may consider or transact at a regular meeting:

(a) matters brought by the Executive Committee;

(b) reports by statutory committees;

(c) reports by non-statutory committees which have received prior review by the Executive Committee;

(d) any motion notice of which has been delivered in writing to the Registrar at least 30 days before the Council meeting and which the majority of Council members present and voting at the meeting view as warranting Council discussion; and

(e) any other business that the majority of Council members present and voting at the meeting view as urgent and requiring Council's immediate attention.

8.13 The Council may only consider or transact at a special meeting, the matter or matters for decision at the meeting contained in the requisition deposited with the registrar.

8.14 The president shall cause a record of the proceedings of the council meeting including all motions and recommendations to be recorded, and the written record of the Council meeting, when signed by any two of the president, vice-president, treasurer or registrar, is prima facie proof of the accuracy of the contents of every such record.

8.15 The written record of the proceedings of a council meeting when accepted at a subsequent council meeting, subject to any corrections made at such subsequent meeting, is conclusive proof of the accuracy of the contents of every such record.

8.16 Whether or not a quorum is present, the president may adjourn any council meeting and reconvene it at any time and from time to time and, if a quorum is present at any reconvened meeting, any matter may be considered and transacted which could have been transacted at the original meeting which was adjourned.

8.17 The rules of order for council meetings adopted from time to time by Council shall guide the conduct of its meetings.

8.18 Any meeting of the Council or of a committee or of a panel that is held for any purpose other than for the conducting of a hearing, except as permitted under the *Statutory Powers Procedure Act*, may be held in any manner that allows all persons participating to communicate with each other simultaneously and instantaneously.

8.19 Persons participating in the meeting, as outlined in By-law 8.18, are deemed to be present at the meeting.

8.20 Notice of a meeting held under By-law 8.18 shall not specify a place for the meeting but rather the means by which the meeting will be conducted.

8.21 The chair of any committee conducting meetings electronically shall:

(a) consult with CCO to staff in the calling of a meeting and the preparation of an agenda for the meeting;

(b) ensure minutes are kept; and

(c) record the time spent on the meetings.