

## **BY-LAW 3: EXECUTION OF DOCUMENTS**

*Approved by Council: February 24, 2001*

*Amended: September 24, 2009, September 17, 2015, June 19, 2019 (came into effect September 13, 2019)*

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- 3.1 Unless otherwise provided by law or the by-laws, a document of CCO shall be signed by: the registrar or the deputy registrar and one of the president, vice-president or treasurer if the document has financial implications for CCO; and the registrar or the deputy registrar, or someone authorized by him/her, if the document does not have financial implications for CCO.
- 3.2 Notwithstanding any provision to the contrary contained in the by-laws of CCO, Council may, at any time, by resolution, direct the manner in which, and the person or persons by whom, any instrument in writing or class of instruments in writing made on behalf of CCO may or shall be executed.
- 3.3 A person who may sign a document may impress the seal of CCO upon the document if the seal is required and if the document has been signed as required by the by-laws.
- 3.4 Minutes of Council meetings shall be signed by any two of the president, vice-president, treasurer or registrar.
- 3.5 Proposed regulations shall be signed by the registrar and one of the president, vice-president or treasurer.
- 3.6 Decisions made by the panel of the Discipline Committee and/or the Fitness to Practise Committee of CCO shall be signed by all members participating in the decision.
- 3.7 Documents of a committee, such as a notice of a summons, shall be signed by a representative of the committee.