



Ethics and Practice Standards Sub-Committee

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| <p>Approved August 8, 2020</p> <p>Revised M.D.Y</p> | <p>Authority Board of Directors Professional Conduct Committee</p> <p>Committee Support Administrative Coordinator</p> | <p>Status</p> <ul style="list-style-type: none"> • Discretionary • Standing |
| <p>Policy & Procedures</p> | <p>Supporting Legislation/Regulation/By-Laws</p> <ul style="list-style-type: none"> • CTA 4(e)(F); 11(P) • By-Laws 23(e); 24(1)-(6); 29(a)-(c); 41 | |

TERMS OF REFERENCE

Function

- Review the current ethical and practice standards of the College
- Propose changes as required for approval by the Board
- Create supplemental aids/educational material to support uptake and understanding of the *Code of Ethics* and *Practice Standards* of the College
- Assist Registrants in resolving ethical questions
- Conduct case consultations with Registrants
- Seek formal external ethics advice as required
- Support the Professional Conduct Committee and Complaints Committee as requested
- Provide advice regarding ethics and practice standards to other Committees of the College
- Advise the Board and Registrar as required
- Develop and administer the Ethics and Practice Standards quiz required for Internationally Educated Applicants

Membership [Terms are 2 years (with option for a 2nd term) with 50% staggered

1. Chair, as appointed by the Board from among the membership
2. Registered Member
3. Registered Member

- 4. Registered Member
- 5. Public Representative

Quorum

- A majority (50% + 1) of the voting membership will constitute a quorum.
- All members of the Committee are voting members unless otherwise indicated under “Membership.”
- The Chair shall vote only if the votes on a question are evenly divided

Meetings

The Sub-Committee will meet not less than two (2) times per year. Member assistance and case consultations will be conducted as soon as practicable after receipt of a request. Special meetings may be called by the Chair or at the request of the Chair, Professional Conduct Committee, or the Board. *Roberts Rules of Order (Revised)* will provide process guidance.

Agenda and Minutes

The Administrative Coordinator will circulate a call for agenda items to Committee members two weeks prior to each scheduled meeting. The Administrative Coordinator must receive agenda items (along with any relevant documents) at least seven (7) days prior to the meeting.

The Administrative Coordinator, in consultation with the Chair, will prepare and distribute an agenda to Committee members one week prior to a meeting. Each meeting package will include:

- The meeting agenda with attachments;
- The previous meeting minutes to be approved.

Approved Committee minutes (for one (1) rolling year) will be posted on the Member Area of the College website within one week of approval by the Committee.

Review and Revision

The Committee, under the guidance of the Policy and Procedures Committee, will review its Terms of Reference every two (2) years. The Board must approve proposed revisions or administrative updates.