



College of Veterinarians of British Columbia

Council Policies and Procedures: Committee Appointments

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The CVBC is committed to appointing registrants and public members to committees in a fair and transparent manner. The overarching goal is to encourage objective, well-motivated, qualified and willing individuals. It is recognized that the desired qualifications of appointees will vary depending on the nature of the committee, as well as on the current composition of the committee.

The CVBC bylaw (Governance, s. 1.4) establishes the requirements for a registrant's eligibility to serve on Council:

Eligibility to serve on Council

1.4 (1) A registrant is eligible to stand for election to or serve on the Council only if the registrant is, at all material times:

- (a) registered in a class of registration that is entitled to vote at meetings of registrants;
- (b) in good standing;
- (c) not an employee of or providing contract services to the college;
- (d) not removed from Council within the preceding 2 years;
- (e) not engaged in an ongoing dispute or complaint with the college; and
- (f) not suspended or cancelled as a registrant.

(2) An elected council member who ceases to be in good standing or who initiates an action or complaint against the college will immediately cease to be a member of the Council.

“Ongoing dispute or complaint with the college” is herein defined as ...

Council considers it appropriate to establish the same eligibility requirements for committee service.

Eligible Candidates

Registrant candidates must be:

- Registrants of the CVBC (except those with “Temporary for Externally Licensed” or “Provisional” registration,
- In good standing,

- Not in any conflict of interest with the committee’s mandate, and
- Possessing training, skills, experience, and attributes which will broaden and enhance the committee as a whole.
- Seasoned members of the profession (unless recent arrival to the profession is of particular value to the work of the committee)
- Able and willing to participate fully and consistently in meetings, for the purpose of serving the public interest over and above the profession or oneself.

Non-Registrant candidates must be:

- Residents of British Columbia
- Individuals who are neither registrants, former registrants, or qualified to be a registrant, nor veterinary technicians
- Not in any conflict of interest with the committee’s mandate, and
- Possessing training, skills, experience, and attributes which will broaden and enhance the committee as a whole.
- Able and willing to participate fully and consistently in meetings, for the purpose of serving the public interest over and above the profession or oneself.

Eligible candidates must provide a brief biography, a list of qualifications and experience, and a letter explaining why they wish to serve on a CVBC committee. Registrants not currently in an active registration category must also include the date they were last actively practising and the amount of active clinical practice.

Appointment Protocol

The process will have 3 steps:

1. Call for Candidates
2. Consideration of Candidates by Council
3. Appointment of Nominee(s) as Members of a Committee

1. Call for Candidates

Registrant Candidates:

- 1) Registrant candidates may be canvassed annually, at the time of annual dues and registration renewal, for general interest in participation by:
 - a) Provision of a committee application form at the time of annual registration renewal
 - b) This form will allow the registrant to specify which committee(s) they are interested in.
 - c) The Registrar shall maintain a list of interested candidates and their Committee

Candidates Form information on file in the Registrar's office.

- 2) Additionally, registrants may be canvassed at any time that a need is identified, either through Council review of Committee lists, through the Registrar's office or by request from a Committee Chair.
 - a) The Registrar will then initiate a Call for Candidates, which may be undertaken by whatever personal, electronic, or media means that the Registrar deems appropriate.

Non-Registrant Candidates:

- 1) Non-registrant candidates can be canvassed by:
 - a) Placing a notice on the public access side of the CVBC website informing interested non-registrants to contact the Registrar
 - b) Placing a notice on the registrant side of the CVBC website that if any registrants know of interested non-registrants that they should contact the Registrar
 - c) Canvassing other regulatory organizations
 - d) If inadequate numbers of qualified non-registrant candidates are made available by the above canvassing, then the CVBC could consider soliciting applications by whatever personal, electronic, or media means that the Registrar deems appropriate.

2. Consideration of Candidates by Council

When a non-Council committee member or members are required, the Registrar will compile the following information to present to Council:

- A. The needs of the committee in question
 - (1) Name of the committee in need of a member
 - (2) Date when vacancy will occur
 - (3) Number of committee members required
 - (4) Whether member(s) need to be a:
 - (a) Registrant
 - (b) Non-registrant
 - (5) Length of membership term
 - (6) Preferred qualifications for the new committee member
 - (7) Any specific conflicts of interest of concern
 - (8) Any training the committee member needs, and
 - (a) Whether the training is necessary before the new member starts doing committee work, or
 - (b) Whether training can be completed at a later date
 - (9) Breadth of committee member representation preferences:

- (a) Regional representation
 - (b) Rural versus urban
 - (c) Gender & diversity balance
 - (d) Years of experience balance (experienced versus new to practice)
 - (e) Practice type (for registrants)
 - (f) Other desired/valuable professional experience or type of practice that would be assets (primarily for non-registrants)
 - (g) Active clinical practice within 5 years required for registrant candidates
- B. A list of the most appropriate candidates for Council's consideration, assembled following:
- (1) The Registrar's review of the criteria for the vacancy that needs to be filled (as outlined above);
 - (2) A review of the candidates already on file, with a request for further background information if needed; and possibly
 - (3) A canvassing of registrants for more candidates
- C. If an appropriate nominee or nominees are not available in the Registrar's files, the Registrar will inform Council
- D. At Council's further request, the Registrar may undertake a Call for Candidates by whatever personal, electronic, or media means the Registrar deems appropriate

3. Appointment of Nominee(s) as Members of a Committee

Nominees will be appointed to a committee by the following process:

- A. The Registrar will provide Council with a nominee or nominees, including biographies, a list of qualifications and experience, and a letter explaining why they wish to serve on a CVBC committee.
 - B. Committee appointments or a nominee or nominees are made by Council by a simple majority vote.
- NOTE: currently no committees have appointment authority
- C. Committee appointments will be made based on:
 - (1) the Terms of Reference of the Committee,
 - (2) the current specific needs of the Committee as identified by the Committee Chair, Council or the Registrar, and on
 - (3) the Committee Application Form information and any other background information requested.
 - D. Council may choose not to make any appointments from the list of nominees if a simple majority consider there are no suitable candidates therein.

If the nominee or nominees are not appointed to the committee by the above method and the

committee still requires a member or members, then Council will inform the Registrar. The Registrar may then either:

- A. Select another nominee or nominees from the candidates on file, or
- B. Undertake a Call for Candidates by whatever personal, electronic, or media means the Registrar deems appropriate.

Re-Appointments of Committee Members

Beginning at least 3 months before a committee member's term is expiring, the Registrar shall:

- 1) Ask the Committee Chair for a recommendation regarding the Committee member
- 2) Review the current committee composition and needs with the Chair of the Committee
- 3) If a favourable recommendation is received from the Chair, then the Registrar will ask the Committee member whether they would be willing to be re-appointed and ask them to complete a Committee appointee Background Update Form
- 4) Present to Council, in advance of the meeting at which a committee member is to be considered for re-appointment:
 - a) the Committee information,
 - b) committee member information,
 - c) Chair recommendation,
 - d) any pertinent information from the CVBC office; and
 - e) any additional suitable nominees from the Candidates List on file in the Registrar's office.
- 5) Committee member re-appointments are made by Council by a simple majority vote
- 6) If a vote on a committee member re-appointment fails, Council may
 - a) Vote on any alternate nominees presented to them, or alternatively
 - b) Vote to request the Registrar to undertake a Call for Candidates and put any new appointment over to a subsequent meeting.

The Veterinarians Act and Bylaws

- A. The *Veterinarians Act* Part 2, Division 2, s.5 "Bylaws to establish registration, investigation and discipline committees" states:
 - "The council must, by bylaw, establish a Registration Committee, an Investigation Committee and a Discipline Committee."
- B. *Veterinarians Act* Part 2, Division 2, s.10 "Bylaws regarding committees" states:
 - (1) In addition to making bylaws to establish committees under section 5 [*bylaws to establish registration, investigation and discipline committees*], the Council may make bylaws to establish other committees the Council considers necessary or

advisable

- (2) The Council may, by bylaw, provide for any of the following in relation to a committee established under this Act:
 - (a) The composition of the committee
 - (b) The establishment and composition of panels of the committee
 - (c) The appointment of individuals who are not registrants to the committee and panels of the committee
 - (d) The appointment and removal of committee and panel members