

SECTION 5

Committee Policies

There are currently four types of groups operating under the Bylaws of the BCIA:

Statutory Committees – These are committees appointed by Council in compliance with the *Professional Governance Act (“PGA”)*, which operate on an ongoing basis. Currently, there are 5 statutory committees:

- Audit and Practice Review
- Credentials
- Discipline (dormant until needed)
- Investigation
- Nomination

The PGA expressly prohibits all Registrant and Lay Councillors from serving on a statutory committee. However, each of these committees is required to have at least one lay committee member in attendance at every meeting, proceeding or hearing. Lay members participate on statutory committees on the same basis as any other volunteer with no special authority to act on behalf of the BCIA beyond the limits of the Terms of Reference of the respective committee.

Special Committees - These are committees appointed by the Council to develop policy recommendations or research policy issues on behalf of Council. Currently, there are two Council Committees; the Executive Committee, which consists of the President, Vice President, Treasurer and the CEO/Registrar, and the Governance Committee. As the Governance Committee is involved in matters governed by the PGA, it must have a minimum of one lay member present as outlined above. Although not specially addressed by the PGA, the BCIA believes that Councillors should not serve on the Governance Committee but may serve on other Council Committees.

Council Working Groups - Currently, there is one Council Working Group being the PGA Working Group. Councillors may serve on these groups and assist the BCIA by developing policy alternatives and recommendations for Council’s consideration. Councillors participate in these groups on the same basis as any other volunteer with no special authority to act on behalf of BCIA beyond the limits of the Terms of Reference of the respective group/task force. These groups do not require lay members.

CEO/Registrar Working Groups – Currently, there is one CEO/Registrar Working Group being the Communications Working Group. These are working groups appointed by the CEO/Registrar. When Councillors serve on a CEO/Registrar Working Group, they assist and report to the CEO/Registrar in meeting their administrative responsibilities at the BCIA. These groups do not require lay members.

COMMITTEE CODE OF CONDUCT

1. Committee Members (“Member”) shall adhere to the BCIA’s Conflict of Interest Policy, avoiding, in fact, and perception, conflicts of interest and shall immediately disclose possible conflicts to the respective committee. Members shall abide by any directions or restrictions imposed by the respective committee due to the finding or disclosure of any possible conflict.
2. Members shall endeavour to direct the activities of the respective committee as a whole rather than in their own interest or that of any specific group or Branch. Members shall not attempt to exercise individual authority or undue influence over the committee, other Members, or the BCIA staff.
3. Members shall maintain the confidentiality of the respective committee discussions and decision items designated as confidential. The duty to maintain the confidentiality of information gained while a Member remains in force even after a Member resigns or is removed from a committee in accordance with the BCIA Bylaws.
4. Regardless of their personal viewpoint, Members shall not speak in public against or in any way undermine committee solidarity once a committee decision has been made. If a Member is unable to support a decision, the proper course of action is for the Member to resign from the respective committee.
5. Members are expected to attend and be prepared for all committee meetings, having read pre-circulated material in advance of the meeting.
6. Members’ contributions to discussions and decision-making shall be positive and constructive, and interactions during meetings shall be courteous, respectful and free of animosity.
7. Any breach of this Code may result in actions being taken by the BCIA as against the respective Member.

Committee Member Name (print)

Committee Member Signature

Date