

British Columbia Institute of Agrologists Communications Committee - Terms of Reference

1. Committee Establishment

The British Columbia Institute of Agrologists (BCIA) Communications Committee (“Committee”) is established in accordance with Section 10 of the *Agrologist Act* [SBC 2003, Ch.13] (“Act”) and Section 90 (a) of the BCIA Bylaws (“Bylaws”).

2. Mandate

- Increase the visibility of BCIA to the public and with BCIA Members;
- Promote the practice of agrology to potential members;
- Function in accordance with Policy Governance principles with all operational decisions to be made by management of BCIA.

3. Functions and Responsibilities

- In conjunction with the BCIA Executive Director (“ED”) recommend expenditures within the approved annual budgets for the Committee and communications activities in support of its mandate;
- Develop qualifications for and determine the recipients of any BCIA educational scholarships authorized by Council;
- In conjunction with BCIA staff develop policies and guidelines respecting both internal and external communications of BCIA;
- Provide recommendations to management as to the type and desired reach of any traditional and social media initiatives of BCIA;
- Provide recommendations to management respecting the design, production and distribution of any BCIA promotional items or activities including outreach events.

4. Terms of Reference Amendments

- Amendments to these Terms of Reference may be recommended to BCIA Council (“Council”) by this Committee or by the BCIA Governance Committee;
- Council may from time to time make amendments to Terms of Reference in consultation with the Committee.

5. Membership

- The Committee shall consist of at least three (3) but no more than ten (10) Members in good standing of BCIA, one of which shall be a Council member;
- Council, as per Bylaw 89 in consultation with the BCIA Nominations Committee and the existing Chair of the Committee, shall appoint the Chair and Members of this Committee;
- Any Member of BCIA interested in serving on the Committee may contact the Nominations Committee through the BCIA office for consideration by Council for appointment to this Committee.

6. Reporting and Communications

- The Committee shall record minutes of its meetings and submit such draft minutes to Council within 14 days of each meeting for information purposes only with final minutes to be provided to Council after acceptance at the next meeting of the Committee;
- An annual written report shall be provided to the ED at least 31 days prior to the scheduled date for the BCIA AGM;
- The Councillor on the Committee will communicate Committee business to Council;

- The BCIA office is responsible for the storing of records and information related to and from this Committee.

7. Terms of Office

- The terms of office for all members of the Committee shall be two years from the date of their respective appointment by Council;
- Whenever possible appointments of committee members shall be staggered to ensure overlap of newly appointed and returning members;
- Committee members may serve a maximum of three consecutive terms for a total of six years unless an extension of a members' tenure is granted by Council.

8. Quorum

A simple majority shall constitute a quorum of the Communications Committee.

9. Decision Process

- The Committee shall strive to conduct its general business by consensus. For any matters however that require a specific decision such as recommendations to Council for legislative, Bylaw, or policy amendments the Chair shall call and record a vote of the Committee members;
- The Chair shall not vote except in the event of a tie vote of the Committee members.

10. Meetings

The Committee will hold a meeting at the call of the Chair a minimum of twice per calendar year either in person or by electronic means. Whenever possible the Chair shall consider the travel and weather challenges that may be faced by Committee members when choosing dates for Committee meetings.

11. Annual Work Plan and Budget

- An annual work plan including tasks, recommended amendments or changes, resources required, timelines and requested budget will be determined by the Committee and submitted by the Chair prior to December of each year to BCIA Council for consideration;
- Any amendments to an approved budget greater than one thousand dollars must be approved by the ED prior to expenditure;
- Required legal services outside of services available from BCIA's in-house legal counsel must be specified in the annual work plan for specific work activities or approved by the ED or President of BCIA prior to initiating outside legal advice requests.

12. Staff Contact and Roles

At the request of the Chair to the ED, BCIA staff may be approved to support the Committee as required including but not limited to the taking of minutes of a meeting of the Committee.

13. Succession Planning

The Chair shall advise the Nominations Committee and the ED prior to Committee member(s) term expirations.

British Columbia Institute of Agrologists Conduct Review Committee - Terms of Reference

1. Committee Establishment

The British Columbia Institute of Agrologists (BCIA) Conduct Review Committee (“Committee”) is established in accordance with Section 10 of the *Agrologists Act* [SBC 2003] Ch.13 (“Act”) and Section 90 (b) of the BCIA Bylaws (“Bylaws”).

2. Mandate

- Deriving its authority from applicable sections of the Act and the Bylaws adjudicate complaints alleging professional misconduct or conduct unbecoming of an Agrologist regarding BCIA Members that are either submitted to the Committee or are derived from investigations instituted on the Committees own initiative;
- Except as authorized by the Act or the Bylaws function in accordance with Policy Governance principles with all operational decisions to be made by management of BCIA.

3. Functions and Responsibilities

- Individual committee members must excuse themselves from any and all investigations or adjudications whenever there is a possibility that the respective committee member may be in a real or perceived conflict of interest or the member possesses information, bias, or beliefs that may inhibit the members’ ability to act objectively;
- Adjudicate complaints filed with BCIA in accordance with the Act, the Bylaws, and the then current rules of administrative law including but not limited to the principles of procedural fairness;
- Initiate complaints and/or investigations of matters that may constitute a breach of the Bylaws (including the Code of Ethics), or of the Act;
- Objectively review all documentation, information, reports or other evidence pertaining to the respective complaint or investigation;
- After review, determine disposition of the respective complaint or investigation in accordance with the remedies and authority outlined in the Bylaws and the Act.
- recommend to the Governance Committee and BCIA Council (“Council”) amendments to the Bylaws;

4. Terms of Reference Amendments

- Amendments to these Terms of Reference may be recommended to Council by this Committee or by the BCIA Governance Committee;
- Council may from time to time make amendments to these Terms of Reference in consultation with this Committee.

5. Membership

- The Committee shall consist of, but not be limited to, a minimum of three (3) Members in good standing of BCIA with an optimum number of Committee members being twelve (12) Members in good standing of BCIA. The Committee may require ad hoc additions to address issues or perceptions of bias or conflict of interest or to seek expertise;
- No member of the Committee shall be a current member of Council;
- Council, as per Bylaw 89 in consultation with the BCIA Nominations Committee and the existing Chair of the Committee, shall appoint the Chair and Members of this Committee;
- Any Member of BCIA interested in serving on the Committee may contact the Nominations Committee through the BCIA office for consideration by Council for appointment to this Committee.

6. Reporting and Communications

- The Committee shall record minutes of its meetings and submit such draft minutes to Council within 14 days of each meeting for information purposes only with final minutes to be provided to Council after acceptance at the next meeting of the Committee;
- An annual written report outlining the activities of the Committee shall be provided by the Chair to the Executive Director of BCIA (“ED”) at least 31 days prior to the scheduled date for the BCIA AGM;
- The Chair will communicate Committee business to BCIA Council;
- The BCIA office is responsible for the storing of records and information related to and from this Committee.

7. Terms of Office

- The terms of office for all members of the Committee shall be two years from the date of their respective appointment by the Council. Whenever possible appointments of Committee members shall be staggered to ensure overlap of newly appointed and returning members;
- Committee members may serve a maximum of five consecutive terms for a total of ten years unless an extension of a members’ tenure is granted by Council.

8. Quorum

- A simple majority shall constitute a quorum in a meeting of the whole of the Committee;
- Any and all Panels appointed by the Committee to adjudicate specific complaints require attendance of all three appointed Panel members to constitute quorum for that Panel.

9. Decision Process

- The Committee shall strive to conduct its general business by consensus. With respect however to the actual determination of a complaint the Committee Chair shall appoint a 3 person Panel from the Committee members including designating one of the three persons to act of the Chair of that respective Panel. That Panel shall, after reviewing the initial complaint(s), response(s), investigation report(s) produce a written decision respecting the Panels’ findings the approval of which requires a formal Motion of that Panel. The majority opinion of the Panel shall be the determination of that Panel however a member of the respective Panel is entitled to have that Members’ dissenting opinion included in the final written determination. The Chair of the respective Panel shall not vote except in the event of a tie vote of the Panel members;
- Final adjudicative decisions of any Panels appointed by the Committee shall be provided in writing to the BCIA Registrar for distribution in accordance with the Bylaws.

10. Meetings

The Committee will hold a meeting at the call of the Chair either in person or by electronic means.

11. Annual Work Plan and Budget

- It is recognized that the work of this Committee is reactive to the number and complexity of complaints received by BCIA or initiated by this Committee and that the costs and resources required for conducting investigations can vary greatly;
- Consequently, differing from other BCIA Committees, an annual work plan including tasks, recommended amendments or changes, resources required, timelines and requested budget will be determined by the Committee but only with respect ongoing investigations that may carry over into the

subsequent fiscal year. The annual work plan (if one is required due to ongoing investigations) shall be submitted by the Chair prior to December of each year to Council for consideration;

- Any amendments to an approved budget greater than one thousand dollars must be approved by the ED prior to expenditure;
- Required legal services outside of services available from BCIA's in-house legal counsel must be specified in the annual work plan for specific work activities or approved by the ED or President of BCIA prior to initiating outside legal advice requests.

12. Staff contact and roles

At the request of the Chair to the ED, BCIA staff may be approved to support the Committee as required.

13. Succession Planning

The Chair shall advise the BCIA Nominations Committee and the ED prior to Committee member(s) term expirations.

British Columbia Institute of Agrologists Credentials Committee - Terms of Reference

1. Committee Establishment

The British Columbia Institute of Agrologists (BCIA) Credentials Committee (“Committee”) is established in accordance with Section 10 of the *Agrologist Act* [SBC 2003 Ch.13] (“Act”) and Section 90 (c) of the BCIA Bylaws (“Bylaws”).

2. Mandate

- Ensure new members admitted to BCIA meet the then current qualification requirements;
- Oversee the Articling Agrologist program;
- Function in accordance with Policy Governance principles with all operational decisions to be made by management of BCIA.

3. Functions and Responsibilities

- Maintain awareness of trends in educational programs and areas of expertise in which Members of BCIA may practice;
- Within a reasonable period of time review applications using the then current qualification requirements to determine if applicants should be accepted as a Member of BCIA and placed into the Articling Agrologist program;
- Provide rationale or recommendations to applicants who do not meet the qualification requirements;
- Remain flexible regarding current areas of expertise and when necessary recommend to BCIA Council (“Council”) amendments to the Articling Agrologist program;

4. Terms of Reference Amendments

- Amendments to these Terms of Reference may be recommended to Council by this Committee or by the BCIA Governance Committee;
- Council may from time to time make amendments to these Terms of Reference in consultation with this Committee.

5. Membership

- The Committee shall consist of, at least three (3) but no more than ten (10) Members in good standing of BCIA, at least one of which is a current Council Member;
- Council, as per Bylaw 89 in consultation with the BCIA Nominations Committee and the existing Chair of the Committee, shall appoint the Chair and Members of this Committee
- Any Member of BCIA interested in serving on the Committee may contact the Nominations Committee through the BCIA office for consideration by Council for appointment to this Committee.

6. Reporting and Communications

- The Committee shall record minutes of its meetings and submit such draft minutes to Council within 14 days of each meeting for information purposes only with the final minutes to be provided to Council after acceptance at the next meeting of the Committee;
- An annual written report outlining the activities of the Committee shall be provided to the Executive Director of BCIA (“ED”) by the Chair at least 31 days prior to the scheduled date for the BCIA AGM;
- Upon request updates shall be provided to the BCIA Communications Committee for updating Members on activities and issues;
- The Councillor on the Committee will communicate Committee business to Council;

- The BCIA office is responsible for the storing of records and information related to and from this Committee.

7. Terms of Office

- The terms of office for all members of the Committee shall be two years from the date of their respective appointment by Council. Whenever possible appointments of committee members shall be staggered to ensure overlap of newly appointed and returning members;
- Committee members may serve a maximum of three consecutive terms for a total of six years unless an extension of a members' tenure is granted by Council.

8. Quorum

A simple majority shall constitute a quorum of the Committee.

9. Decision Process

- The Committee shall strive to conduct its general business by consensus. For any matters however that require a specific decision such as recommendations to Council for legislative, Bylaw, or eligibility requirements amendments the Chair shall call and record a vote of the Committee members;
- The Chair shall not vote except in the event of a tie vote of the Committee members.

10. Meetings

The Committee will hold a meeting at the call of the Chair a minimum of twice per calendar year either in person or by electronic means. Whenever possible the Chair shall consider the travel and weather challenges that may be faced by Committee members when choosing dates for Committee meetings.

11. Annual Work Plan and Budget

- An annual work plan including tasks, recommended amendments or changes, resources required, timelines and requested budget will be determined by the Committee and submitted by the Chair prior to December of each year to Council for consideration;
- Any amendments to an approved budget greater than one thousand dollars must be approved by the ED prior to expenditure;
- Required legal services outside of services available from BCIA's in-house legal counsel must be specified in the annual work plan for specific work activities or approved by the ED or President of BCIA prior to initiating outside legal advice requests.

12. Staff Contact and Roles

- The Registrar or Deputy Registrar of BCIA shall participate in meetings of the Committee;
- At the request of the Chair to the ED, BCIA staff may be approved to support the Committee as required.

13. Succession Planning

The Chair shall advise the BCIA Nominations Committee and the ED prior to Committee member term expirations.

British Columbia Institute of Agrologists Discipline Hearing Committee - Terms of Reference

1. Committee Establishment

The British Columbia Institute of Agrologists (BCIA) Discipline Hearing Committee (“Committee”) is established in accordance with Section 10 of the *Agrologist Act* [SBC 2003 Ch. 13] (“Act”) and Section 90 (d) of the BCIA Bylaws (“Bylaws”).

2. Mandate

- To conduct discipline hearings of Members of BCIA after issuance of a Citation by BCIA’s Conduct Review Committee;
- Except as authorized by the Act or the Bylaws function in accordance with Policy Governance principles with all operational decisions to be made in consultation with the Registrar.

3. Functions and Responsibilities:

- Individual Committee members must excuse themselves from any and all discipline proceedings whenever there is a possibility that the respective committee member may be in a real or perceived conflict of interest or the member possesses information, bias, or beliefs that may inhibit the members’ ability to act objectively;
- Objectively review all documentation, information, reports or other evidence presented at a discipline hearing;
- After conducting a discipline hearing in accordance with the Bylaws, the Act and Administrative law principles, determine the disposition of the complaint(s) outlined in respective citation(s);
- Assess a penalty or other remedial action, if any is required, as against a Respondent in accordance with Bylaws and the Act.
- Recommend to the Governance Committee and BCIA Council (“Council”) amendments to the Bylaws;

4. Terms of Reference Amendments

- Amendments to these Terms of Reference may be recommended to Council by this Committee or by the BCIA Governance Committee;
- Council may from time to time make amendments to these Terms of Reference in consultation with this Committee.

5. Membership

- The Committee shall consist of, but not be limited to, a minimum of three (3) Members in good standing of BCIA with an optimum number of Committee members being twelve (12) Members in good standing of BCIA. The Committee may require ad hoc additions to address issues or perceptions of bias or conflict of interest or to seek expertise;
- All Committee members must have a minimum of 5 years of experience as a P.Ag. working in British Columbia.
- No member of the Committee shall be current member of Council;
- Council, as per Bylaw 89 in consultation with the BCIA Nominations Committee and the existing Chair of the Committee, shall appoint the Chair and Members of this Committee.
- Any Member of BCIA interested in serving on the Committee may contact the Nominations Committee through the BCIA office for consideration by Council for appointment to this Committee.

6. Reporting and Communications

- The Committee shall record minutes of its meetings and submit such draft minutes to Council within 14 days of each meeting for information purposes only with final minutes to be provided to Council after acceptance at the next meeting of the Committee. The Committee chair shall ensure that no information respecting specifics of any outstanding complaint is given to Council through the Committee minutes or otherwise as Council is an appeal body of any decisions made by a Panel of the Committee.
- An annual written report shall be provided to the Executive Director of BCIA (“ED”) by the Chair at least 31 days prior to the scheduled date for the BCIA AGM;
- The Chair will communicate Committee business to Council;
- The BCIA office is responsible for the storing of records and information related to and from this Committee.

7. Terms of Office

- The terms of office for all members of the Committee shall be two years from the date of their respective appointment by Council;
- Whenever possible appointments of committee members shall be staggered to ensure overlap of newly appointed and returning members;
- Committee members may serve a maximum of five consecutive terms for a total of ten years unless an extension of a members’ tenure is granted by Council.

8. Quorum

- A simple majority shall constitute a quorum in a meeting of the whole of the Committee;
- Any and all hearing Panels appointed by the Committee to adjudicate specific citations require attendance of all three appointed Panel members to constitute quorum for that Panel.

9. Decision Process and Panel Structure

- The Committee shall strive to conduct its general business by consensus. If however a formal motion on a specific topic is required the Chair of the Committee shall not vote except in the event of a tie vote of the Committee members in attendance at a properly constituted meeting of the Committee.
- With respect to the actual determination of a Citation the Committee Chair shall appoint a 3-person Panel from the Committee members including designating one of the three persons to act of the Chair of that respective Panel. In choosing the 3 Committee members to comprise a specific Panel the Committee Chair shall canvass all Committee members to determine availability, experience relevant to the matters in issue as listed in the respective Citation and disclosure of any potential conflicts of interest. Wherever possible each Panel shall have at least one representative from each gender and include at least one Member with between 5 and 15 years of experience as a P.Ag. In addition, wherever possible each respective hearing Panel should have a least one member who has a similar level of experience and expertise as the Member subject to the respective citation.
- A Panel shall, after hearing all available evidence produce a written decision respecting the Panels’ findings the approval of which requires a formal Motion of that Panel. The majority opinion of the Panel shall be the determination of that Panel however a member of the respective Panel is entitled to have that Members’ dissenting opinion included in the final written determination. All Members, including the Chair of the respective Panel shall vote on the final determination of the respective Citation.
- Final adjudicative decisions of any Panels appointed by the Committee shall be provided in writing to the Registrar for distribution in accordance with the Bylaws.

10. Meetings

The Committee will hold a meeting at the call of the Chair either in person or by electronic means.

11. Annual Work Plan and Budget

- It is recognized that the work of this Committee is dependent on the number of citations issued by the BCIA Conduct Review Committee and that the costs and resources required for conducting discipline hearings can vary greatly;
- Consequently, differing from other BCIA Committees an annual work plan including tasks, recommended amendments or changes, resources required, timelines and requested budget will be determined by the Committee but only with respect ongoing discipline hearings that may carry over into the subsequent fiscal year. The annual work plan (if one is required due to ongoing hearings) shall be submitted by the Chair prior to December of each year to Council for consideration;
- Any amendments to an approved budget greater than one thousand dollars must be approved by the ED prior to expenditure;
- Required legal services outside of services available from BCIA's in-house legal counsel must be specified in the annual work plan for specific work activities or approved by the ED or President of BCIA prior to initiating outside legal advice requests.

12. Staff contact and roles

At the request of the Chair to the ED, BCIA staff may be approved to support the Committee as required.

13. Succession Planning

The Chair shall advise the BCIA Nominations Committee and the ED prior to Committee member term expirations.

British Columbia Institute of Agrologists Executive Committee - Terms of Reference

1. Committee Establishment

The British Columbia Institute of Agrologists (BCIA) Executive Committee (“Committee”) is established in accordance with Section 10 of the *Agrologist Act* and Section 90 (e) of the BCIA Bylaws (“Bylaws”).

2. Mandate

- Oversee the operations of BCIA through the BCIA Executive Director (“ED”);
- Function in accordance with Policy Governance principles with all operational decisions to be made by management of BCIA.

3. Functions and Responsibilities

- Report to BCIA Council (“Council”) through the BCIA President at each Council meeting;
- Prepare financial reports and recommendations for financial expenditures to Council;
- Supervise and provide direction to the ED through the BCIA President;
- Develop, review and make recommendations to Council on financial policies and procedures;
- Conduct an annual performance review of the Executive Director and report outcome to Council.

4. Terms of Reference Amendments

- Amendments to these Terms of Reference may be recommended to Council by this Committee or by the BCIA Governance Committee;
- Council may from time to time make amendments to these Terms of Reference in consultation with this Committee.

5. Membership

The Committee shall consist of the BCIA President (who shall chair this Committee), the President-Elect, Past-President, and Treasurer all as voting members with the ED in attendance at meetings of this Committee as a non-voting member.

6. Reporting and Communications

- The Committee shall record minutes of its meetings and submit such minutes to Council with its Council report outlined below;
- The Chair shall present a report of the Committee’s formal decisions at each meeting of Council for ratification by Council;
- The BCIA office is responsible for the storing of records and information related to and from this Committee.

7. Terms of Office

Individuals who fill the positions of President, President-Elect, Past-President and Treasurer shall remain members of this Committee for as long as they occupy one of the four positions listed in this section.

8. Quorum

A simple majority shall constitute a quorum of the Executive Committee.

9. Decision Process

- The Committee shall strive to conduct its general business by consensus. For any matters however that require a specific decision such as recommendations to Council for legislative, Bylaw, or human resources the Chair shall call and record a vote of the Committee members;
- The Chair is entitled to vote in any vote of the Committee members.

10. Meetings

The Committee will meet at the request of the Chair. Whenever possible the Chair shall consider the travel and weather challenges that may be faced by Committee members when choosing dates for Committee meetings.

11. Annual Work Plan and Budget

- An annual work plan including tasks, recommended amendments or changes, resources required, timelines and requested budget will be determined by the Committee and submitted by the Chair prior to December of each year to Council for consideration;
- Any amendments to an approved budget greater than one thousand dollars must be approved by the ED of BCIA prior to expenditure;
- Required legal services outside of services available from BCIA's in-house legal counsel must be approved by the ED or President of BCIA prior to initiating outside legal advice requests.

12. Staff Contact and Roles

The ED shall participate in Committee meetings and direct staff to participate as necessary.

13. Succession Planning

In accordance with the Bylaws.

British Columbia Institute of Agrologists Governance Committee - Terms of Reference

1. Committee Establishment

The British Columbia Institute of Agrologists (BCIA) Governance Committee (“Committee”) is established in accordance with Section 10 of the *Agrologist Act* [SBC 2003 Ch. 13](“Act”) and Section 90 (f) of the BCIA Bylaws (“Bylaws”).

2. Mandate

- Provide guidance to BCIA Council (“Council”) on matters of governance and compliance with the Act, Bylaws, policies, and operating procedures;
- Draft and recommend Bylaw and policy amendments for Council’s consideration;
- Oversee annual evaluations of Council and Councillor performance;
- Function in accordance with Policy Governance principles with all operational decisions to be made by management of BCIA.

3. Functions and Responsibilities

- Review Bylaws, policies, procedures, and Terms of Reference, and recommend changes when deemed necessary, or as requested by Council;
- Ensure the reviews of Bylaws and policies are undertaken in accordance with those documents;
- Review and recommend the process for an annual evaluation of Council prior to the annual evaluation(s);
- Provide regular communication and reporting of Committee business to the Executive Director of BCIA (“ED”) and to Council.

4. Terms of Reference Amendments

Council may from time to time make amendments to these Terms of Reference in consultation with this Committee.

5. Membership

- The Committee shall consist of at least three (3) but no more than ten (10) Members of BCIA in good standing at least one of which is a member of Council;
- Council, as per Bylaw 89 in consultation with the BCIA Nominations Committee and the existing Chair of the Committee, shall appoint the Chair and Members of this Committee;
- Any Member of BCIA interested in serving on the Committee may contact the Nominations Committee through the BCIA office for consideration by Council for appointment to this Committee.

6. Reporting and Communications

- The Committee shall record minutes of its meetings and submit such draft minutes to Council within 14 days of each meeting for information purposes only with final minutes to be provided to Council upon acceptance at the next meeting of the Committee;
- An annual written report outlining the activities of the Committee shall be provided to the ED by the Chair at least 31 days prior to the scheduled date for the BCIA AGM;
- Upon request updates shall be provided to the BCIA Communications Committee for updating Members on activities and issues;
- The Councillor on the Committee will communicate Committee business to Council;

- The BCIA office is responsible for the storing of records and information related to and from this Committee.

7. Terms of Office

- The terms of office for all members of the Committee shall be two years from the date of their respective appointment by Council;
- Whenever possible appointments of Committee members shall be staggered to ensure overlap of newly appointed and returning members;
- Committee members may serve a maximum of three consecutive terms for a total of six years unless an extension of a members' tenure is granted by Council.

8. Quorum

A simple majority shall constitute a quorum of the Committee.

9. Decision Process

- The Committee shall strive to reach decisions by consensus. The Chair shall not vote except in the event of a tie vote of the Committee members. For any matters however that require a specific decision such as recommendations to Council for legislative, Bylaw, policy or protocol amendments the Chair shall call and record a vote of the Committee members;
- The Chair shall not vote except in the event of a tie vote of the Committee members.

10. Meetings

The Committee will hold a meeting at the call of the Chair a minimum of twice per calendar year either in person or by electronic means. Whenever possible the Chair shall consider the travel and weather challenges that may be faced by Committee members when choosing dates for Committee meetings.

11. Annual Work Plan and Budget

- An annual work plan including tasks, recommended amendments or changes, resources required, timelines and requested budget will be determined by the Committee and submitted by the Chair prior to December of each year to Council for consideration;
- Any amendments to an approved budget greater than one thousand dollars must be approved by the ED prior to expenditure;
- Required legal services outside of services available from BCIA's in-house legal counsel must be specified in the annual work plan for specific work activities or approved by the ED or President of BCIA prior to initiating outside legal advice requests.

12. Staff Contact and Roles

- The ED shall participate in meetings of the Committee;
- At the request of the Chair to the ED, BCIA staff may be approved to support the Committee as required.

13. Succession Planning

The Chair shall advise the BCIA Nominations Committee and the ED prior to Committee member(s) term expirations.

British Columbia Institute of Agrologists Nominations Committee - Terms of Reference

1. Committee Establishment

The British Columbia Institute of Agrologists (“BCIA”) Nominations Committee (“Committee”) is established in accordance with Section 10 of the *Agrologists Act* [SBC 2003 Ch.13](“Act”) and Section 90(h) of the BCIA Bylaws (“Bylaws”).

2. Mandate

- Identify and recruit Members in good standing of BCIA to stand for election for the position of President-Elect or for election to BCIA Council(Council) in accordance with the process identified in the Bylaws;
- Identify and recruit Members in good standing of BCIA to stand for appointment by Council to sit as a member of any of the standing or ad hoc committees established or maintained by BCIA;
- Function in accordance with Policy Governance principles with all operational decisions to be made by management of BCIA.

3. Functions and Responsibilities

- Develop and review the desired qualifications and eligibility requirements for elected positions on the Council, and make recommendations to Council and Branches of BCIA;
- Conduct an annual review of the nomination process and make recommendations to Council for any revisions that may be identified;
- Actively identify and recruit Members in good standing of BCIA to stand for election or appointment to Council and Committee positions;
- In conjunction with the BCIA Registrar(“Registrar”) review all submitted nomination packages for completeness, conformity and eligibility in accordance with the Bylaws;
- In conjunction with the Registrar advise Council as to whether a Returning Officer (independent from the Committee) for an election for President-Elect is required;
- Provide regular communication and reporting on the recruitment and nomination processes to Council and the BCIA Executive Director(“ED”);
- Receive regular communication from the ED, Registrar and Council regarding key positions for succession or unscheduled absences of Council and Committee positions.

4. Terms of Reference Amendments

- Amendments to these Terms of Reference may be recommended to Council by this Committee or by the BCIA Governance Committee;
- Council may from time to time make amendments to these Terms of Reference in consultation with this Committee.

5. Membership

- One BCIA Member in good standing from each BCIA Branch will serve on the Committee for a total of Eight (8) members;
- BCIA Councillors are not eligible for membership on the Committee during their respective Councillor term(s);
- Council, as per Bylaw 89,in consultation with the existing Chair of the Committee shall appoint the Chair and Members of this Committee;
- Any Member of BCIA interested in serving on the Committee may contact the Chair through the BCIA office for consideration by Council for appointment to this Committee.

6. Reporting and Communications

- The Committee shall record minutes of its meetings and submit such draft minutes to Council within 14 days of each meeting for information purposes only with the final minutes to be provided to Council after acceptance at the next meeting of the Committee;
- An annual written report outlining the activities of the Committee shall be provided to the ED by the Chair at least 31 days prior to the scheduled date for the BCIA AGM;
- Upon request updates shall be provided to the BCIA Communications Committee for updating Members on activities and issues;
- The Chair will communicate Committee business to Council;
- The BCIA office is responsible for the storing of records and information related to and from this Committee.

7. Terms of Office

- The terms of office for all members of the Committee shall be two years from the date of their respective appointment by Council. Whenever possible appointments of committee members shall be staggered to ensure overlap of newly appointed and returning members;
- Committee members may serve a maximum of three consecutive terms for a total of six years unless an extension of a members' tenure is granted by Council.

8. Quorum

A simple majority shall constitute a quorum of the Committee.

9. Decision Process

- The Committee shall strive to conduct its general business by consensus. For any matters however that require a specific decision such as recommendations to Council for legislative, Bylaw, or policy amendments the Chair shall call and record a vote of the Committee members;
- The Chair shall not vote except in the event of a tie vote of the Committee members.

10. Meetings

Meetings will be held at the call of the Chairperson a minimum of twice per calendar year either in person or by electronic means. Whenever possible the Chair shall consider the travel and weather challenges that may be faced by Committee members when choosing dates for Committee meetings.

11. Annual Work Plan and Budget

- An annual work plan including tasks, recommended amendments or changes, resources required, timelines and requested budget will be determined by the Committee and submitted by the Chair prior to December of each year to Council for consideration;
- Any amendments to an approved budget greater than one thousand dollars must be approved by the ED prior to expenditure;
- Required legal services outside of services available from BCIA's in-house legal counsel must be specified in the annual work plan for specific work activities or approved by the ED or President of BCIA prior to initiating outside legal advice requests.

12. Staff Contact and Roles

- The Registrar shall participate in meetings of the Committee;
- At the request of the Chair to the ED, BCIA staff may be approved to support the Committee as required.

13. Succession Planning

The Chair shall identify and notify Council and the ED of any Committee member(s) term expirations.

British Columbia Institute of Agrologists Professional Practice Committee - Terms of Reference

1. Committee Establishment

The British Columbia Institute of Agrologists (BCIA) Professional Practice Committee (“Committee”) is established in accordance with Section 10 of the *Agrologist Act* [SBC 2003 Ch.13] (“Act”) and Section 90 (g) of the BCIA Bylaws (“Bylaws”).

2. Mandate

- Ensure BCIA Members have the competence and expertise to serve the profession and protect the public in accordance with the *Act* and Bylaws;
- Act in accordance with Policy Governance principles with all operational decisions to be made by management of BCIA.

3. Functions and Responsibilities

- Develop annual reporting protocols;
- Develop peer review and practice review audit procedures;
- Foster continuing education and professional development in conjunction with the BCIA Branches;
- Develop standards of competence and expertise for specialized areas of practice;

4. Terms of Reference Amendments

- Amendments to these Terms of Reference may be recommended to BCIA Council (“Council”) by this Committee or by the BCIA Governance Committee;
- Council may from time to time make amendments to these Terms of Reference in consultation with this Committee.

5. Membership

- At least three (3) but no more than ten (10) Members in good standing, at least one of which is a current Council member;
- Council, as per Bylaw 89 in consultation with the BCIA Nominations Committee and the existing Chair of the Committee, shall appoint the Chair and Members of this Committee;
- Any Member of BCIA interested in serving on the Committee may contact the Nominations Committee through the BCIA office for consideration by Council for appointment to this Committee.

6. Reporting and Communications

- The Committee shall record minutes of its meetings and submit such draft minutes to Council within 14 days of each meeting for information purposes only with the final minutes to be provided to Council after acceptance at the next meeting of the Committee;
- An annual written report outlining the activities of the Committee shall be provided to the Executive Director of BCIA (“ED”) by the Chair at least 31 days prior to the scheduled date for the BCIA AGM;
- Upon request provide updates to the BCIA Communications Committee for updating Members on activities and issues;
- The Councillor on the Committee will communicate Committee business to Council;
- The BCIA office is responsible for the storing of records and information related to and from this Committee.

7. Terms of Office

- The terms of office for all members of the Committee shall be two years from the date of their respective appointment by Council. Whenever possible appointments of Committee members shall be staggered to ensure overlap of newly appointed and returning members;
- Committee members may serve a maximum of three consecutive terms for a total of six years unless an extension of a members' tenure is granted by Council.

8. Quorum

A simple majority shall constitute a quorum of the Committee.

9. Decision Process

- The Committee shall strive to conduct its general business by consensus. For any matters however that require a specific decision such as recommendations to Council for legislative, Bylaw, professional standards, or members' professional development obligations amendments the Chair shall call and record a vote of the Committee members;
- The Chair shall not vote except in the event of a tie vote of the Committee members.

10. Meetings

Meetings will be held at the call of the Chair a minimum of twice per calendar year either in person or by electronic means. Whenever possible the Chair shall consider the travel and weather challenges that may be faced by Committee members when choosing dates for Committee meetings.

11. Annual Work Plan and Budget

- An annual work plan including tasks, recommended amendments or changes, resources required, timelines and requested budget will be determined by the Committee and submitted by the Chair prior to December of each year to Council for consideration;
- Any amendments to an approved budget greater than one thousand dollars must be approved by the ED prior to expenditure;
- Required legal services outside of services available from BCIA's in-house legal counsel must be specified in the annual work plan for specific work activities or approved by the ED or President of BCIA prior to initiating outside legal advice requests.

12. Staff Contact and Roles

- The Registrar or Deputy Registrar of BCIA shall participate in meetings of the Committee;
- At the request of the Chair to the ED, BCIA staff may be approved to support the Committee as required.

13. Succession Planning

The Chair shall advise the BCIA Nominations Committee and the ED prior to Committee member(s) term expirations.