



College of Dental Hygienists
of
Prince Edward Island (CDHPEI)

BYLAWS

1. TABLE OF CONTENTS

1		
1.1	Definitions	1
1.2	Interpretation	1
1.3	Severability and Precedence	1
1.4	Head Office	1
1.5	Seal	2
1.6	Fiscal Year	2
1.7	Execution of Contracts	2
2		2
2.1	Introduction	2
2.2	Duties of Council	2
2.3	Composition	2
2.5	Revocation of a Council Member	3
2.6	Code of Ethics and Standards of Practice	3
2.7	Code of Conduct	3
2.8	Conflict of Interest	4
2.9	Declaration of Conflict of Interest	4
2.10	Other Conflict of Interest Conditions	5
2.11	Conflict of Interest Outcomes	5
3		6
3.2	Election of Nominees for Appointment	6
3.3	Insufficient Number of Candidates	6
3.4	Vacancies During Term	6
4		7
4.1	Council officers will be elected by registrants at the annual general meeting (AGM).	7
4.2	Chair	7
4.3	Vice Chair	7
4.4	Secretary	8
4.5	Treasurer	8
4.6	Staff and Other Officers	8
4.7	Signing Authority	8
5		8
5.1	Registrar	8

5.2.	Investigator	8
5.3	Financial Review and Audit	9
5.4	Solicitor	9
6		10
6.1	Committees of the Council	9
6.2	Revocation of Committee members	10
7		10
7.1	Time and Place of AGM	10
7.2	Notice of AGM	10
7.3	Order of Business for AGM	11
7.4	Quorum for AGM	11
7.5	Voting at the AGM	11
7.6	Minutes of the AGM	11
7.7	Observers at the AGM	12
8		12
8.1	Time and Place of Regular Council Meetings	12
8.2	Notice of Regular Council Meetings	12
8.3	Order of Business	12
8.4	Quorum and Attendance	12
8.5	Voting at Council Meetings	12
8.6	Minutes of Council Meetings	12
8.7	Observers at Regular Council Meetings	13
9		13
9.2	Notice of Special Meetings	13
9.3	Order of Business for Special Meetings	14
10		14
10.1	Rules of Order	14
10.2	Giving Notice	14
11		15
11.1	Remuneration	15
12		15
12.1	Fees	16
12.3	Special Registration	16
12.4	Verification Fee	16
12.5	Late Fee	16

12.6	Application for Reinstatement	17
12.7	Jurisprudence Examination Fee	17
12.8	Collection of Fees	17
12.9	All fees shall be set out in the Fee Schedule policy adopted by the Council.	17
13		17
13.1	Budget	18
13.2	Banking	18
13.3	Investments	18
13.4	Insurance	18
13.5	Bylaws	18

SECTION 1 - INTRODUCTION

1.1 Definitions

- 1.1.1 In these bylaws, words defined in the *Act* shall have the meaning as defined therein unless the context requires otherwise.
- a) “*Act*” means the *Regulated Health Professions Act* of Prince Edward Island.
 - b) “College” means the College of Dental Hygienists of Prince Edward Island (CDHPEI);
 - c) “Council” means the Council of the College of Dental Hygienists of Prince Edward Island
 - d) “Councillor” means a member of the Council
 - e) “Good Standing” means the registrant’s registration with the College is not suspended or cancelled or otherwise restricted or limited under the *Act* or Regulations;
 - f) “registrant” means a dental hygienist who is registered in the register of the College of Dental Hygienists of Prince Edward Island (CDHPEI);
 - g) “nominee” means a registrant nominated to serve as a Councilor pursuant to these bylaws but who has not yet been elected by the College;
 - h) “register” means the register of dental hygienists kept by the Registrar;
 - i) “Regulations” mean the College of Dental Hygienists Regulations created pursuant to the *Regulated Health Professions Act*, as amended from time to time.

1.2 Interpretation

- 1.2.1 In the interpretation of these bylaws, unless the context otherwise requires, terms and expressions defined in the *Act* shall have that meaning as defined therein. Words in the singular include the plural and vice-versa, “they” includes all genders, including those who do not identify with a gender, and “person” includes an individual, body corporate, partnership, trust, and unincorporated organization.

1.3 Severability and Precedence

- 1.3.1 The invalidity or unenforceability of any provision of these bylaws shall not affect the validity or enforceability of the remaining provisions of these bylaws. If any of the provisions contained in the bylaws are inconsistent with those contained in the *Act*, the provisions contained in the *Act* shall prevail.

1.4 Head Office

- 1.4.1 The head office of the College shall be located in Prince Edward Island at an address designated by Council.

1.5 Seal

- 1.5.1 The seal of the College shall be in the custody of the Registrar, who shall affix it to all documents for which it is required.

1.6 Fiscal Year

- 1.6.1 The fiscal year of the College shall commence on the first (1) day of January and shall end on the thirty-first (31) day of December of the same year.

1.7 Execution of Contracts

- 1.7.1 Deeds, transfers, assignments, contracts, obligations, and other instruments in writing requiring execution by the College shall be signed by the Registrar and one other signing officer.
- 1.7.2 Subject to section 1.7.1, Council may, from time to time, direct the manner in which and the person by whom a particular document or type of document shall be executed.
- 1.7.3 Persons authorized to sign documents on behalf of the College may affix the College seal to the document. The Council Chair may certify a copy of any instrument, resolution, bylaw, or other document of the College to be a true copy thereof.
- 1.7.4 Council shall appoint three (3) signing officers from among Council members and/or Registrar.

2 COUNCIL

2.1 Introduction

- 2.1.1 Each Councilor, officer, staff member, and committee member must act honestly, in good faith and in the best interest of the College and in a manner that serves and protects the public interest.

2.2 Duties of Council

- 2.2.1 Council shall carry out the objectives of the College.
- 2.2.2 Each Council member is required to participate as an executive member or on a committee.

2.3 Composition

- 2.3.1 Council shall consist of:
- a) Four (4) registrants elected from and by Members from the general register as provided by these bylaws, and,
 - b) Two (2) public representatives appointed by the Lieutenant Governor in Council; and,
 - c) the Registrar (nonvoting).

2.4 Term of Office

- 2.4.1 The term of office for all members of Council shall be in accordance with the *Act* and shall not exceed three (3) years. A member of Council may serve more than one (1) term of office but shall not serve for more than six (6) consecutive years. The term shall commence from the date of election by the College and/or the date of appointment by the Lieutenant Governor in Council.

2.5 Revocation of a Council Member

- 2.5.1 Council may remove a member of Council elected by the College, and may submit a request to the Lieutenant Governor in Council for the revocation of the appointment of a public representative of Council, where such member:
- a) fails to attend three (3) consecutive meetings of the Council without, in the opinion of the majority of the Council, a reasonable excuse.
 - b) is convicted of an offence that, in the opinion of the majority of Council, renders the member unsuitable to continue to hold office as a member.
 - c) commits an act, other than one referred to in clause (b), that, in the unanimous opinion of the Council, undermines the ability of the member to act credibly as a Council member.
 - d) is, in the opinion of the majority of the Council, unlikely to be able to fulfill the member's duties on the Council due to physical or mental incapacity.
 - f) is no longer in good standing or registered with the College; or,
 - g) where a member submits a letter of resignation.

2.6 Code of Ethics and Standards of Practice

- 2.6.1 In all its deliberations, Council shall be guided by the principle that the protection and safety of the public shall be of prime consideration; and that the College of Dental Hygienists of Prince Edward Island Code of Ethics and Standards of Practice, as adopted by Council and in accordance with the *Act*, shall be at all times abided by registrants and enforced by Council.

2.7 Code of Conduct

2.7.1 Each Councillor, officer, staff member, or committee member is required to read, sign, and abide by the Code of Conduct Policy and sign a declaration of understanding adopted by Council.

2.7.2 A Councillor shall take the Councillor's oath of office, as follows:

I, ___[name]_, of ___[location of residence]___, in the Province of Prince Edward Island, do solemnly affirm that I will faithfully, truly and to the best of my judgment, skill, knowledge and ability execute and perform the duties required as a Councillor of the College of Dental Hygienists of Prince Edward Island that properly relates to my duties as a Councillor. I further solemnly affirm that I will not communicate or allow to be communicated to any person not entitled thereto any and all information related to the Council, nor will I, without due authority, allow such person to inspect or have access to any books or documents belonging to or in the possession of the Council and in relation to the operations of the Council, who is not otherwise authorized by law.

The oath of office shall be signed, confirmed, and retained by the Registrar with the other books and records of the Council.

2.8 Conflict of Interest

2.8.1 Each Councillor, officer, staff member, or committee member is required to read and abide by the Conflict of Interest Policy and sign a declaration of understanding adopted by Council.

2.8.2 A conflict of interest occurs when a reasonable perception exists that the ability of a Councillor to exercise the official duties of the Council has been affected by the private interest of a Councillor, officer, staff member, or committee member.

2.8.3 A conflict of interest can also be a breach of an obligation to the Council that has the effect or intention of advancing one's own interest or the interest of others in a way that is detrimental to the interests, potentially harmful to the integrity or fundamental mission, of the College.

2.8.4 Each Councillor, officer, staff member, or committee member shall avoid conflict of interest, including appearances of conflict of interest.

2.9 Declaration of Conflict of Interest

2.9.1 A Councillor, officer, staff member, or committee member who has, directly or indirectly, any interest in a proposed contract or transaction to which the Council is to be a party, shall declare their interest in the proposed contract or transaction at the meeting at

which the proposed contract or transaction is first considered, and shall not take part in any discussions in relation to the subject matter prior to a review and determination by Council of the existence or perception of any conflict of interest.

2.9.2 A Councillor, officer, staff member or committee member may recuse themselves from any discussion and decision making undertaken by Council if the Councillor so decides that a conflict of interest or reasonable perception of a conflict of interest exists.

2.9.3 Any individual, who has reason to believe that a Councillor, officer, staff, or committee member has a conflict of interest or a reasonable perception of a conflict of interest, shall be given an opportunity to state their concerns prior to, or during a meeting.

2.10 Other Conflict of Interest Conditions

2.10.1 A Councillor, officer, staff member, or committee member shall not solicit or accept a monetary honorarium for giving a presentation or participating in a conference as a representative of the College unless approved by Council. Mementos of nominal value may be accepted.

2.10.2 Where the Council has adopted an official position on a matter, a Councillor, officer, staff member, or committee member shall not engage in oral or written advocacy against the position in any public forum, including, but not limited to, legislative committees and news media aimed at the public and social media, without the prior approval of Council.

2.10.3 Councillors, officers, staff members, and committee members are required to preserve confidentiality with respect to all information coming to their knowledge in the course of their duties unless Council determines otherwise.

2.11 Conflict of Interest Outcomes

2.11.1 The validity of the declaration of a conflict of interest shall be determined by Council, with the following options available to the group:

- a) The member shall abstain from all discussion and voting on the declared issue.
- b) The member shall be excused from that portion of the meeting.
- c) The item should be removed from the meeting agenda if it is determined to be inappropriate.
- d) The member shall not participate in the discussion or vote on the declared issue but may be asked for information by the Council if that member has info that may be relevant to the discussion thereby enabling the Council to make an informed decision.
- e) The Council determines the conflict of interest is not valid and proceeds with the meeting with the members in attendance.

2.11.2 Where the Council determines that a Councillor, or person acting on behalf of the Council in any capacity, has failed to declare a conflict of interest that is materially detrimental to the interests or potentially harmful to the integrity or fundamental mission of the College, the Council may:

- a) Request an apology.
- b) Submit a request to the Lieutenant Governor in Council for the immediate revocation of the Councillor in question from Council.
- c) Take any other available measures at law.

3 NOMINATIONS OF REGISTRANTS FOR ELECTION TO COUNCIL

3.1 Eligibility for Nomination to Council

- 3.1.1 Only registrants in good standing from the general register shall be eligible to nominate, vote, or be elected to Council.
- 3.1.2 In compliance with the *Act*, registrants are not eligible for appointment to Council as public representatives.

3.2 Nominations of Members to Council

- 3.2.1 Nomination of a candidate for consideration as a Council member requires the written consent of the nominee and the signatures of at least one (1) other registrant of the College who is in good standing.
- 3.2.2 To be valid, a nomination must be in writing on the nomination form provided by the College and must be received by the Registrar at least 30 days prior to the Nomination Meeting. The Nomination Meeting may occur at the same time as either the Annual General Meeting or a Special Meeting of the College.
- 3.2.3 At least 60 days before the date fixed for the Nomination Meeting by the Council, the registrar shall publish or send a notice to each registrant of the College eligible to nominate candidates providing the following details of the Nominating Meeting:
 - a) advising of the nomination date
 - b) seeking nominations
 - c) advising of the last date for receiving nominations; and
 - d) including the nomination form
- 3.2.4 A nominee for appointment to the Council may, at any time prior to election by the College, give notice in writing to the Registrar of the nominee's wish to withdraw their name. The withdrawal becomes effective upon the Registrar's receipt of the notice.
- 3.2.5 Where the number of candidates nominated equals the number of Council members required, that candidate or those candidates' names shall be elected to Council by acclamation.
- 3.2.6 The Registrar shall determine if each candidate is eligible for nomination.

3.3 Insufficient Number of Candidates

- 3.3.1 If the call for nominations does not produce enough eligible nominees to fill the vacancies on Council, registrants of the College shall be so advised at least 15 days before the Nominating Meeting and invited to resubmit nominations.
- 3.3.2 All Members in good standing are eligible to vote at a Nomination Meeting. Each eligible Member shall have and cast one vote for each Council vacancy. In the event that there are more Members seeking nominations to Council than there are Council vacancies, the Nomination Meeting Chairperson shall administer a vote by secret ballot. The candidate(s) receiving the most votes shall be elected to Council.
- 3.3.3 The method for counting votes shall be that approved by Council and on file in the College office. Each member seeking nomination to Council may be represented by a representative in the room where the ballots are counted.
- 3.3.4 The Registrar shall retain all ballots for a period of 30 days after the Nomination Meeting.
- 3.3.5 In the event the number of valid nominations for positions on Council is equal to the number of vacant positions on Council, the persons nominated shall be declared elected by acclamation and their names forwarded to the Lieutenant Governor in Council.
- 3.3.6 In the event of a tie vote, the ballots shall be re-counted. In the event the tie continues, a new vote shall be taken until such time as a Nominee is elected.
- 3.3.7 If the number of candidates nominated remains less than the number of Council members required, a nominations committee shall be appointed by Council, and shall nominate from amongst the eligible registrants a sufficient number of consenting candidates so that the total nominations will be at least equal to the vacancies but not greater than twice the number of vacancies.

3.4 Vacancies During Term

- 3.4.1 If a pre-term vacancy in Council occurs through death, incapacity, resignation, or otherwise, a new Councillor shall be nominated pursuant to the process set out in section 3.2 herein, and the Councillor elected by the College shall hold office during the unexpired term of the vacancy.
- 3.4.2 Notwithstanding section 3.4.1, in the event that a Council vacancy results in a loss of quorum for Council, Council may appoint an eligible registrant to the vacant position for a period of time only lasting until the next available Nomination Meeting.
- 3.4.3 Where the pre-term vacancy is a public representative Council member appointed by the Lieutenant Governor in Council, the Lieutenant Governor in Council shall be notified so a replacement can be appointed to hold office for the balance of the unexpired term of the vacancy.

4 COUNCIL OFFICERS

- 4.1 Council officers will be elected by registrants at the Annual General Meeting (AGM) or at a Special Meeting of the members.
- 4.1.1 The officers of Council are appointed from time to time by Council and include, but are not limited to, a Chair.
- 4.1.2 The Chairperson shall be elected by the Council by majority vote at the first Council meeting following the AGM or Special Meeting. The first Council meeting following the AGM or Special Meeting shall take place immediately after the conclusion of the AGM or Special Meeting. In the event that the chairperson vacates the position prior to the completion of a term, a Special Council Meeting shall be held within 14 days at which time Council by Majority vote shall elect a new chairperson to complete the existing term.
- 4.1.3 Council officers may be removed for misconduct or dereliction of duties by a two thirds (2/3) majority vote of Council.

4.2 Chair

- 4.2.1 The chair shall act upon any matter delegated to the chair by the council that requires attention between meetings of the Council.
- 4.2.2 The term of office of the chair shall be one (1) year. The chair shall not serve more than three (3) consecutive one-year (1) terms.
- 4.2.3 The chair, if present, shall preside and chair at all meetings of the Council. The Chair shall be responsible for the performance of such duties and exercising of such powers approved by Council.

4.3 Other Officers and Staff

- 4.3.1 The Council may appoint such other officers and staff as deemed necessary for the proper administration of the Council and College, the terms of office and remuneration shall be at the Council's discretion.

4.4 Signing Authority

- 4.4.1 The signing officers of the College with respect to financial matters including cheques, contracts, leases, bills of exchange, investments, memoranda of understanding and other agreements binding the College shall be the Chair, one member as appointed by the Council, and the Registrar.
- 4.4.2 Signing authority for financial matters shall be any two (2) signing officers.

5 STAFF APPOINTMENTS

5.1 Registrar

- 5.1.1. The registrar shall be appointed as required under the *Act* and is accountable to Council.
- 5.1.2. In addition to the duties required by the *Act*, the registrar shall conduct, or cause to be conducted, the correspondence of the College and Council; shall attend all regular meetings and special meetings.
- 5.1.3. In addition to the duties required by the *Act*, the registrar is responsible for planning and implementing the programs of the College in accordance with policies and objectives approved by Council, overseeing the financial affairs and any internal staffing, managing the office of the College and any additional duties as determined by Council.
- 5.1.4. The registrar's responsibilities and remuneration shall be reviewed by the Council annually.
- 5.1.5. If Council determines the registrar needs immediate replacement, Council may appoint an interim registrar from the Councillors or any other staff until the registrar returns or a replacement has been appointed.

5.2. Investigator

- 5.2.1 Upon the request of the Registrar, Council shall appoint an investigation committee. Council shall consider and appoint by majority vote, one or more persons as an investigator or investigators for purposes of the *Act*.
- 5.2.2 An investigation committee may refer a complaint to an investigator. The duty of an investigator is to exercise the powers and perform the duties of an investigator pursuant to the *Act* /Regulations as requested by an investigation committee.
- 5.2.3 Council may create additional policies and procedures pertaining to investigators.

5.3. Financial Review and Audit

- 5.3.1 Council shall appoint an Auditor to perform an annual financial review for the College with a full audit performed not less than once every five (5) years.
- 5.3.2 The financial reviewer and/or auditor, after receiving the financial records of the College, shall prepare a report and statement of financial position of the College in accordance with generally accepted accounting principles and auditing standards and deliver it to the Council within the period set out in procedures established by the Council.

5.4 Solicitor

- 5.4.1 The Council may appoint a solicitor to advise the College and /or College committees.

6 COMMITTEES

6.1 Committees of the Council

- 6.1.1 Subject to the limitations on delegation set out in the *Act*, Council may establish any committee it determines necessary for the execution of the College's responsibilities.
- 6.1.2 In accordance with the *Act*, Council shall approve the terms of reference and composition of all standing committees. The standing committees of the Council are a) investigation committee; b) hearing committee
- 6.1.3 The Council may appoint committee members and shall prescribe, in accordance with the *Act* and in policy, the terms of reference for any such committee including the composition, powers and duties of the committee.
- 6.1.4 The Council may dissolve any committee by resolution at any time, except for those committees required pursuant to the *Act*.
- 6.1.5 Committee members shall be either a registrant in good standing with the College, a member of Council or a member of the public as appointed by Council.
- 6.1.6 In accordance with the *Act*, and unless otherwise stated in these bylaws, the Council shall appoint the chair of each committee from Councillors or College staff.
- 6.1.7 Quorum for a committee shall be a majority of the committee registrants and where required by the *Act* shall include at least one public representative or a member of the public who has not practiced any health profession.
- 6.1.8 Committee meetings shall follow the same form and format of Council meetings set out herein.
- 6.1.9 Unless otherwise stated in these bylaws, decisions of any committee shall be by majority vote of those members of the committee present at a duly constituted meeting.

6.2 Revocation of Committee members

- 6.2.1 Council may revoke the appointment of a committee member where the person:
 - a) fails to attend three (3) consecutive meetings without, in the opinion of Council, a reasonable excuse.
 - b) is convicted of an offence that, in the opinion of Council, renders the member unsuitable to continue to hold office as a committee member.
 - c) commits an act, other than one referred to in clause (b), that in the unanimous opinion of Council, undermines the ability of the member to act credibly as a committee member
 - d) is, in the opinion of the majority of the Council, unlikely to be able to fulfill the committee member's duties due to physical or mental incapacity or
 - e) contravenes these bylaws or established policies.

7. REMOVAL OF A COUNCILLOR/STAFF DISMISSAL

- 7.1 Councillors or staff may be removed for misconduct or dereliction of duties. Misconduct is a willful act against the College. Dereliction of duties is the negligence of official responsibilities for an excessive period or violation of the responsibilities of office.
- 7.1.1 During a Special Meeting, the removal of Councillors or staff may be initiated by a two-thirds (2/3) majority vote of the Council.

8 ANNUAL GENERAL MEETING (AGM)

8.1 Time and Place of AGM

- 8.1.1 Council may hold an AGM in each year at such time and place and format as determined by the Council so long as the AGM occurs no longer than 14 months and no less than 10 months from the previous AGM. In the event Council fails to call an AGM within the prescribed time period, the AGM shall be held 14 months after the previous AGM. Should such a date fall on a holiday or weekend the AGM shall be held on the next available business day.
- 8.1.2 The AGM may be held either in person, by conference call, video conferencing or other methods that permit registrants of the Council to be identified and to participate in the meeting.

8.2 Notice of AGM

- 8.2.1 Notice shall be given to all registrants of the exact time and place of the AGM and shall be given in writing or other electronic means and in accordance with the bylaws, at least thirty (30) days in advance of the meeting.
- 8.2.2 The minutes of the previous AGM shall accompany the notice to registrants.

8.3 Order of Business for AGM

- 8.3.1 The order of business of the AGM unless the Chair otherwise directs, shall be:
 - a) review of the previous year's annual general meeting minutes;
 - b) annual report of the Chairperson;
 - c) annual report of the Registrar;
 - d) annual reports of committees;
 - e) presentation of audited financial statements or financial review;
 - f) retention of insurance;
 - g) new business;
 - h) election of registrants to Council
 - i) appointment of financial reviewer and/or auditor;
 - j) registrant consultation items;

8.4 Quorum for AGM

- 8.4.1 A quorum for the AGM shall be a minimum of five (5) registrants entitled to vote, and at least one (1) public representative from the Council.
- 8.4.2 If a quorum is present at the opening of the AGM, the meeting may proceed even if a quorum is not present throughout the meeting.

8.5 Voting at the AGM

- 8.5.1 Motions presented at the AGM shall be decided by a majority vote of those present who are eligible to vote.
- 8.5.2 Each registrant in the general registry (including the chair) shall be entitled to one (1) vote. For greater clarity, if a Councillor is also a registrant that individual shall be entitled to one (1) vote only.
- 8.5.3 If there is a tie vote at an AGM, the chair may break the tie by casting a second (2nd) vote.
- 8.5.4 In the event of a tie vote where the chair chooses not to break the tie, the motion is lost.

8.6 Minutes of the AGM

- 8.6.1 The registrar shall ensure that the minutes of the AGM are recorded and distributed to Council no later than fourteen (14) days following the AGM.
- 8.6.2 The meeting may be recorded electronically for reference by the Council. Electronic recording of any such meetings may be retained by the Council for a minimum of one (1) year to a maximum of eighteen (18) months.
- 8.6.3 The previous year's AGM minutes shall be approved by those present at a duly constituted AGM. The minutes, as approved, shall be signed by the chair (or designate) and the Registrar.

8.7 Observers at the AGM

- 8.7.1 Observers are permitted at the AGM at the discretion of the chair. Observers must advise the Registrar at least two (2) business days before the scheduled AGM if they wish to attend as observers.
- 8.7.2 Observers are not permitted to propose, amend, or vote on motions. Observers are in attendance at the pleasure of the Chair and may be required to leave at any time.

9 REGULAR COUNCIL MEETINGS

9.1 Time and Place of Regular Council Meetings

- 9.1.1 The Council shall hold at least three (3) regular meetings during the year, or more often as required, at such times and places as shall be determined by the Chair or, in the absence of a Chair, by majority vote of Council.

9.2 Notice of Regular Council Meetings

- 9.2.1 Notice of the exact time, place and format shall be given to each member at least fourteen (14) days in advance of the regular Council meeting.

9.3 Order of Business

- 9.3.1 A meeting of the Council may be held either in person, by conference call, video conferencing or other methods that permit members of the Council to be identified and to participate in the meeting.

9.4 Quorum and Attendance

- 9.4.1 In accordance with the *Act*, a majority of the members of the Council, at least one of whom must be a public representative, constitutes a quorum.
- 9.4.2 The Registrar shall ensure an attendance record of all members of the Council is kept and that the record is reviewed by Council once each year or if a councillor has been absent for three (3) consecutive meetings.

9.5 Voting at Council Meetings

- 9.5.1 Motions shall be decided by a majority of the Councillors in attendance. Each Councillor shall be entitled to one vote.
- 9.5.2 If there is a tie vote, the Chair may cast an additional, deciding vote.
- 9.5.3 In the event of a tie vote where the chair chooses not to break the tie, the motion is lost.

9.6 Minutes of Council Meetings

- 9.6.1 The meeting recorder shall record the minutes of the Council meeting and ensure distribution of the minutes to members of Council no later than fourteen (14) days following the meeting.
- 9.6.2 Previous meeting minutes shall be approved by the Council. The minutes, as approved, shall be retained by the Registrar, and shall be signed by the Chair and the Registrar.
- 9.6.3 Upon application in writing and with the approval of a majority of Councillors, any person may view the minutes of a regular Council meeting at a time and place as arranged by the Registrar.

9.7 Observers at Regular Council Meetings

- 9.7.1 Registrants and invited guests may attend Council meetings as observers. Observers are asked to advise the registrar at least two (2) business days before a regularly scheduled Council meeting if they wish to attend as observers, or if they would like to make a presentation to Council.
- 9.7.2 Observer privileges will be granted upon majority vote of Council and shall also be withdrawn in the same manner.

- 9.7.3 Observers of Council meetings, or minutes of same, may be required to sign a statement of non-disclosure, declaration of conflict of interest, or declaration of code of conduct.
- 9.7.4 Observers are not permitted to propose, amend, or vote on motions. However, they may participate in discussion, if approved by Council, and where participation does not contravene these bylaws or any Council policies.

10 SPECIAL MEETINGS

10.1 Time and Place of Special Meetings

- 10.1.1 Special meetings of Council shall be held at the call of the Chair or by a requisition signed by two (2) members of Council.

10.2 Notice of Special Meetings

- 10.2.1 No fewer than five (5) days' notice shall be given for a special meeting of Council unless all members of the Council attend the meeting and waive the five days' notice. The notice shall specify the time and location of the special meeting and the business to be brought forward.

10.3 Order of Business for Special Meetings

- 10.3.1 No business shall be dealt with except that for which the meeting was called.
- 10.3.2 Unless otherwise directed by the Chair, the procedure for special meetings will follow the bylaws set forth under Regular Council Meetings.

10.4 Conduct of Business without a Meeting

- 10.4.1 On request of the Chair or Registrar or for emergency purposes, the business of Council may be conducted and concluded by resolution agreed upon by the majority of Council members, unless otherwise stated in these by-laws, using the telephone, email, or other electronic means, and shall have the same force and effects as a resolution duly passed at a convened in person meeting of Council; however, the resolution must be confirmed at the next Council meeting.

10.5 RULES OF ORDER

- 10.5.1 Proceedings at meetings of the College and the Council shall be guided by the rules set down in "Robert's Rules of Order Newly Revised – 11th edition" in all cases not specifically provided for in the *Act* or in these bylaws

10.6 Giving Notice

- 10.6.1 Any notice (including any communication or document) to be given (which includes sent, delivered, or served), pursuant to the *Act*, the bylaws or otherwise to a registrant, officer,

or Councillor or to the public accountant shall be sufficiently given:

- a) if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the College, or in the case of notice to a registrant, to the latest address as shown in the last notice sent by the College; or
- b) if mailed to such person at such person's recorded address by prepaid ordinary or air mail; or
- c) if sent to such person by email, or other communication facility at such person's recorded address for that purpose.

10.6.2 A notice so delivered shall be deemed to have been given:

- a) five (5) business days after being deposited in a post office or public letter box for delivery by regular mail; or
- b) immediately when faxed or e-mailed.

11 ALLOWANCES

11.1 Remuneration

11.1.1 Councillors, officers, and committee members may be paid remuneration in accordance with the Remuneration Policy adopted by Council.

11.1.2 Unless otherwise stated in these bylaws, no Councillor – including the Chair, or committee member shall directly or indirectly receive any profit from occupying said position; provided that:

- a) the Councillor, officer, or committee member may be reimbursed for reasonable expenses they incur in the performance of their duties; and
- b) the Councillor, officer, or committee member may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the College, provided that the amount of any such remuneration or reimbursement is:
 - i) considered reasonable by the Council.
 - ii) approved by the Council for payment by resolution passed before such payment is made; and
 - iii) in compliance with the College's conflict of interest policy.

12 FEES AND DEADLINES

12.1 Fees

12.1.1 Council shall establish and collect fees that are payable by registrants to apply for, obtain, renew, transfer, or reinstate a certificate of registration, including penalties for late payment, and fees that are payable to take an examination.

12.1.2 Council shall establish and collect all other fees payable under the *Act* where permitted or required.

12.1.3 The fees set out in Article 12.9 are payable to apply for, obtain, renew, transfer, or reinstate a certificate of registration, including penalties for late payment, and fees that are payable to take an examination, and shall be collected by the College.

12.1.4 All fees and deadlines referenced herein or set out in the Act shall be posted in these Bylaws and amended by Council from time to time.

12.2 Schedule of General Registration Fees and Deadlines

12.2.1 The registration year is April 1 to March 31 and an annual registration fee is payable by each registrant.

12.2.2 An application fee shall accompany a General Registration application

12.2.3 The annual registration fee for the registration year for which a person first becomes a registrant must be paid immediately prior to the issuance of that certificate of registration. Fees paid are non-refundable.

12.3 Schedule of Renewal of General Registration Fees and Deadlines

12.3.1 The annual renewal fee must be paid by the 15th of March to ensure registration renewal is processed and in place prior to the beginning of the registration year.

12.4 Special Registration

12.4.1 A special class registration entitles the registrant to work for thirty (30) consecutive days.

12.4.2 No more than three (3) special class registrations may be issued in any registration year per registrant.

12.5 Verification Fee

A fee for verification of current or past registration in Prince Edward Island is required to be paid at the time of the request.

12.6 Late Fee

12.6.1 A registration renewal received between March 15 and March 31 of the registration year, must be accompanied by a late fee payment.

12.7 Application for Reinstatement and Fee

12.7.1 In accordance with the Dental Hygiene *Regulations*, an application for renewal may only be made by a registrant until March 31 in any registration year. Thereafter an application for reinstatement is only available during the ensuing three (3) years following the date of the lapse in registration. A candidate for reinstatement shall pay a reinstatement fee in addition to the general registration fee.

12.8 Jurisprudence Examination Fee

12.8.1 An applicant shall pay a fee for writing the jurisprudence examination which is a requirement for a certificate of general registration.

12.9 Collection of Fees

12.9.1 Subject to Article 12.9.2, all forms and fees related to the annual registration renewal must be received by the College registrar no later than March 15 of each year.

12.9.2 All forms and fees related to the annual registration renewal not received by March 15 of each year shall be subject to the fee noted in Article 12.6.

12.9.3 Any registrant with unpaid fees or penalties not received in full by the College prior to April 1 of each year will not be eligible for registration and must apply for reinstatement.

12.9.4 All fees shall be paid by electronic transfer.

12.9.5 All fees shall be set out in the Fee Schedule policy adopted by the Council

13 LIST OF FEES

Application Fee, General: \$100.00

Application Fee, Reinstatement \$150.00

Registration Fee, General: \$400.00

Registration Fee, Half Year: \$200.00

Renewal Fee, General: \$400.00

Verification Fee: \$40.00

Late Fee: \$150.00

Jurisprudence Exam Fee: \$75.00

Unauthorized Practice Fee: \$50.00/day to a maximum of \$1000.00

14 CARE OF FUNDS

14.1 Budget

14.1.1 The Registrar shall prepare an estimate of the budget for the upcoming year with the assistance of the Chair.

14.1.2 The budget for the upcoming year shall be presented by the Registrar and adopted by the Council each year prior to the fiscal year end

14.2 Banking

- 14.2.1 Council, or its staff, shall ensure that all money received on behalf of the College is deposited in the name of the College in a bank or other deposit gathering institution that is a member of the Canadian Deposit Insurance Corporation or in a credit union established in such a way as to guarantee the deposits.

14.3 Investments

- 14.3.1 Council shall ensure that when funds of the College are invested, they are held secure through means set out in policies and procedures approved by Council.

14.4 Insurance

- 14.4.1 Council shall ensure that the College maintains security arrangements and insurance coverage against loss of funds that the College may sustain resulting from employee dishonesty, destruction, disappearance, wrongful abstraction, or forgery.
- 14.4.2 Council shall ensure that the College maintains insurance coverage for office contents (if applicable), and liability and errors and omissions insurance for Councillors.

14.5 Bylaws

- 14.5.1 New bylaws or changes in the bylaws may be enacted from time to time by the Council in accordance with the Act.
- 14.5.2 Bylaws shall be available to the public in a public forum as determined by the Council.