



Paramedic Association of Manitoba Inc.

BYLAWS

PREAMBLE

While these bylaws cannot address every contingency, they should serve to allow the Association to function at an operational level. Further to this, these bylaws will form the framework from which more permanent and comprehensive statutes can be derived.

Notwithstanding the specifics of the bylaws, the spirit of these statutes should be adhered to, in that they are meant to allow the Association to meet its goals and obligations in a manner that is representative, consistent and fair to all who may be affected by them.

TABLE OF CONTENTS

SECTION 1 - Bylaw definitions

SECTION 2 - Objectives of the Association

SECTION 3 - Articles

Article 1. Name

Article 2. Membership

Article 3. Board of Directors

Article 4. Committees

Article 5. Administrative Director

Article 6. Meetings and Voting

Article 7. Finance and Audits

Article 8. Revisions and Amendments

Article 9. Dissolution

SECTION 4 - Schedules

Schedule 1: Membership Rights and Privileges

Schedule 2: Duties and Functions of Board Members

Schedule 3: Structure and Functions of Committees

SECTION 5 - Paramedic Association of Manitoba Operating Policies and Procedures

SECTION 1

BYLAW DEFINITIONS

In these bylaws:

1. "Association" shall mean The Paramedic Association of Manitoba.
2. "Board" shall mean the Board of Directors of the Association.
3. "Members" shall mean individuals, who according to the registry are those in good standing with the Association.
4. "EMR" shall mean Emergency Medical Responder or equivalent as classified by the Association.
5. "Primary Care Paramedic" shall mean EMT-B or Paramedic-1 or equivalent as classified by the Association.
6. "Advanced Care Paramedic" shall mean EMT-I or Paramedic-2 or equivalent as classified by the Association.
7. "Critical Care Paramedic" shall mean EMT-P or Paramedic-3 or equivalent as classified by the Association.
8. "Primary/Advanced/Critical Care Paramedic (Specialist) shall include but not be limited to those who maintain the above classifications and have specialized in Flight/Medivac, Search and Rescue and/or other fields related to the delivery of EMS.
9. "EMS" shall mean Emergency Medical Services.
10. "Prehospital" shall mean the environment out side the confines of a hospital or clinical setting within the context of administering EMS.
11. Throughout these bylaws, wherever the masculine or singular is utilized, it shall be implied that the feminine or plural is equally considered where the context so applies.

SECTION 2

OBJECTIVES OF THE ASSOCIATION

1. To develop policies and procedures which are consistent with Provincial legislation and promote quality prehospital patient care in the Province of Manitoba.
2. To serve as a designated health disciplines association and registering body for practising members in the classifications of Registered Emergency Medical Responder (EMR), Registered Primary Care Paramedic (PCP), Registered Advanced Care Paramedic (ACP) and Registered Critical Care Paramedic (CCP) under the provisions of provincial legislation.
3. To fairly and equally represent the interests of EMRs and Paramedics in Manitoba.
4. To establish, maintain, and promote educational standards for EMRs and Paramedics.
5. To establish, maintain, and promote a code of professional ethics among its registered members.
6. To establish and/or support organizations, institutions and conveniences which serve to benefit the teaching and dissemination of information and practices in the field of prehospital patient care.
7. To encourage and support the universality of quality prehospital patient care at the most cost-effective, advanced level on a provincial and national scale.

SECTION 3

ARTICLES

ARTICLE 1. Name

- 1.1 The name of the Association shall be "The Paramedic Association of Manitoba Inc.", hereinafter referred to as "the Association".

ARTICLE 2. Membership

- 2.1 As a condition of membership, all members of the Association agree to abide by these bylaws and the Paramedic Association of Manitoba Operating Policies and Procedures of the Association providing they are not in conflict with provincial legislation or regulations.
- 2.2 Any member who resigns, is expelled or withdraws from membership in the Association shall forfeit all rights, claims, and interests arising from or associated with membership.
- 2.3 No member of the Association shall, merely by reason of membership, be or become liable for any debts or financial obligations of the Association.
- 2.4 A member may withdraw from the Association by providing notice of resignation, in the form of a written letter of resignation, to the Registrar of the Association.
- 2.5 Membership in the Association will be divided into the following categories:

Alumnus

Honorary

Associate Corporate

Associate Individual

Temporary Registrant

Registered Emergency Medical Responder (EMR)

Registered Primary/Advanced/Critical Care Paramedic (P/A/C/ Paramedic)

Registered Primary/Advanced/Critical Care Paramedic Specialist (P/A/C/ Paramedic S)
(All references to P/A/C/ Paramedic shall be deemed to include P/A/C/ Paramedic S)

- 2.6 A member cannot hold active membership in more than one category and rights, privileges and obligations for each category are specified in Schedule 1 of these bylaws.
- 2.7 Only members in the categories of Registered Emergency Medical Responder, Registered Primary/Advanced/ Critical Care Paramedic and Temporary Registrant may practise patient care as regulated by provincial legislation and the Association.
- 2.8 A member shall be deemed to be in good standing when he has paid the current annual registration fee as outlined in the Paramedic Association of Manitoba Operating Policies and Procedures and has met all qualifications as required by provincial legislation and the Association.
- 2.9 Alumnus Membership refers to any individual who has held licensure as an EMR, P/A/C Paramedic or equivalent in the province of Manitoba and has elected to withdraw from active practise.
- 2.10 Honorary Membership shall be conferred upon any person who has rendered notable service to the Association, its members or the field of health care, at the recommendation of the Board of Directors with a simple majority vote at any general meeting of the membership.
- 2.11 Associate Membership shall be conferred upon an individual or organization engaged in manufacturing, leasing, selling, or providing goods or services in the prehospital patient care field, at the recommendation of the Board of Directors with a simple majority vote at any general meeting of the membership.
- 2.12 Temporary Registrant Member refers to any individual, not presently licensed as a prehospital patient care provider in the province of Manitoba, who is receiving training for same or has not qualified for licensure through examination by the Association or its designate and such individual shall practise under the supervision of a licensed EMR, Paramedic or designate.
- 2.13 Registered Emergency Medical Responder Membership shall refer to individuals who have met the requirements of provincial legislation and the Association and are licensed to practise in the province of Manitoba at the EMR level.

- 2.14 Registered Primary/Advanced/Critical Care Paramedic Membership shall refer to individuals who have met the requirements of provincial legislation and the Association and are licensed to practise in the province of Manitoba at their respective level.
- 2.15 Any Registered Primary/Advanced/Critical Care Paramedic may relinquish his current level to practise at a lower classification providing they notify the Association in writing of their intentions to do so.
- 2.16 Any Registered Primary/Advanced/Critical Care Paramedic who has failed to maintain the requirements of their respective levels may be granted licensure at the next lower level provided they remain qualified in that level.

ARTICLE 3 – Board of Directors

- 3.1 The Board of Directors of the Association shall be an elected body that shall manage and conduct the business and affairs of the Association.
- 3.2 The Board shall be composed of 5 elected members from the categories of Registered EMR and Registered P/A/C Paramedic.
- 3.3 Only the position of Chairman of the Board can be specified for election purposes while all other Board positions shall be determined amongst the entire Board itself by majority vote.
- ~~3.4 The other four Board positions shall be composed of two elected members from the EMR category and two elected members from the P/A/C Paramedic category unless either category does not have sufficient elected candidates to fill the positions, in which case Section 2 of the Associations Policies and Procedures governing elections shall be implemented. (Rescinded at 2007 AGM)~~
- ~~3.5 These four positions shall be Registrar, Director of Finance, Director of Ethics, Conduct and Discipline and Director of Education and Standards. (Edit approved at 2007 AGM)~~

The other four Board positions shall be Registrar, Director of Finance, Director of Ethics, Conduct and Discipline and Director of Education and Standards.
- 3.6 The terms of office for the Board positions shall be for three years in a staggered format with the positions of Chairman, Director of Finance and Director of Education and Standards in one tier and the Registrar and Director of Ethics Conduct and Discipline in the other tier.
- 3.7 In the event that a Board member, other than the chairman, changes registration categories within his term of office, the member will be permitted to complete the full term.
- 3.8 The Chairman shall appoint a Vice Chairman from those members of the Board who are from a category not held by the Chairman.
- 3.9 The Chairman shall preside at all meetings of the Board of Directors and general or special meetings unless he is unable to so, in which case the Vice Chairman shall be delegated to perform these duties.
- 3.10 The Chairman shall be a non-voting, ex-officio member of all committees of the Association.
- 3.11 In addition to their regular duties, the members of the Board may be assigned other functions and responsibilities by a majority vote of the Board members.

- 3.12 The Association shall indemnify and save harmless any Board member or employee of the Association from any civil action, claim, cause or demand that arises from the performance of their normal duties or function providing there is no evidence of gross negligence or criminal intent.
- 3.13 The members of the Association may remove any member of the Board of Directors by resolution of a two-thirds (66%) majority of those in attendance at a general or special meeting providing there is evidence of just cause and the Board member affected has been given opportunity to represent his case at the meeting.
- 3.14 Just cause in the matter of Article 3.13 is defined as any breach, contravention, or disregard of provincial health care legislation or regulations, Association Bylaws and Operating Policies and Procedures or conviction of a criminal offence.
- 3.15 The membership may elect by resolution of a two thirds (66%) majority of those in attendance at a general or special meeting, an eligible member to replace any Board position vacancy for the duration of the term.
- 3.16 The Board of Directors may appoint an eligible member to fill a Board position vacancy pending an election as outlined in Article 3.15.
- 3.17 The duties, responsibilities and obligations of Board members shall be as detailed in Schedule 2 – Duties and Functions of Board Members.

ARTICLE 4 – Committees

- 4.1 Committees of the Association shall be deemed as Standing or Ad Hoc.
- 4.2 All Committees of the Association shall be responsible and accountable to the Board of Directors and shall operate and conduct themselves according to provincial legislation and Bylaws and Operating Policies and Procedures of the Association.
- 4.3 The Board of Directors shall appoint all members of committees unless the Board elects to allow the appointed Chairman of a committee to select the members.
- 4.4 Voting and conduct of business at the Committee level shall be governed by the same rules as those of the Board of Directors.
- 4.5 Each committee Chairman shall be responsible for ensuring that the proceedings of his committee are duly recorded in minute form, and that such minutes are included in the records of the Association.
- 4.6 Each Committee Chairman shall be prepared to present an accurate report of the activities of his Committee to the Board of Directors and the membership at any general meeting of the Association.
- 4.7 Committee Chairmen shall present a written report detailing their committee's previous year's activities to the membership at the annual general meeting.
- 4.8 Standing Committees shall be permanent components of the Association and may only be established or terminated by a special resolution amending the bylaws of the Association providing the amended bylaws concerning committees do not conflict with provincial legislation.
- 4.9 The Standing Committees of the Association shall be, the Standing Committee on Education and Competency, the Standing Committee on Conduct, Ethics and Discipline, the Standing Committee on Examination Administration and Evaluation.

- 4.10 Whenever possible, membership on Standing Committees will be composed of an equal number of members from the EMR and Paramedic categories unless the scope and reference of the committee is specific and confined to a single category.
- 4.11 Each committee may, by majority vote, elect a Vice-Chair who will assume all the duties and responsibilities of the appointed Chairman in his absence or upon his delegation.
- 4.12 Where a committee member fails to attend three (3) consecutive meetings, the member may be removed from the committee by majority vote of the committee and the Board of Directors shall appoint a replacement.
- 4.13 The establishment, terms of reference, structure, membership and duration of the Ad Hoc Committees of Investigations and Discipline shall be as detailed in Section 3 of the Association's Policies and Procedures.
- 4.14 The establishment, terms of reference, structure, membership and duration of all other Ad Hoc Committees shall be determined by the Board of Directors.
- 4.15 The Board of Directors shall not establish any Ad Hoc Committee with authority or responsibilities in conflict with those of any Standing Committee of the Association.
- 4.16 The Board of Directors shall ensure that no conflict of interest be perceived in the establishment, terms of reference, structure, membership and duration of any committee and that each committee remain representative of the membership of the Association.

ARTICLE 5 – Administrative Director

- 5.1 The Board of Directors shall employ or appoint an individual to serve in the position of Administrative Director.
- 5.2 Salary, benefits, and terms of office of the Administrative Director shall be established by the Board of Directors, and shall be reviewed on an annual basis.
- 5.3 The Administrative Director shall, for the most part, be responsible for the routine operations of the Association as well as other duties and responsibilities as delegated by the Board of Directors, established operating procedures and as detailed in Schedule 2: Duties and Functions of Board members.

ARTICLE 6 – Meetings and Voting

- 6.1 An Annual General Meeting shall be held at a time and place to be determined by the Board of Directors with due consideration to the seasonal availability of the general membership.
- 6.2 Special Meetings shall be called by the Chairman of the Board of Directors upon the request of a majority of the Board of Directors or upon written request signed by ten percent (10%) of the Association's voting members in good standing.
- 6.3 A written notice of each meeting of the members, stating the place, date, time, and purpose of the meeting shall be given at least twenty-one (21) calendar days before the scheduled date to each member entitled to vote.
- 6.4 For the purposes of notification, delivery of this notice shall be accomplished by postage prepaid, addressed to each voting member at their address as it appears on the records of the Association or by electronic means, providing confirmation of receipt can be ensured.
- 6.5 The standard for parliamentary procedures utilized for general or special meetings of the Association shall be consistent with the latest edition of “Robert’s Rules of Order”.
- 6.6 A quorum of the membership shall consist of five percent (5%) of eligible voting members present when the meeting is called to order.
- 6.7 In the event that five percent (5%) of eligible voting members are not present, the Chairman shall adjourn the meeting for fifteen (15) minutes and upon re-convening, the members present shall form the quorum.
- 6.8 For the purposes of voting, when a quorum is present at any meeting, a simple majority of the eligible member votes correctly cast upon any question, shall decide the question, except where a larger majority is required by these bylaws or by the operating policy and procedures of the Association.
- 6.9 Every voting member of the Association shall be entitled to vote in person or by proxy.
- 6.10 Except for the purposes of elections, every voting member attending a meeting of the Association may carry a maximum of three proxies and all such proxies shall be submitted on the approved Association proxy form, dated not more than four (4) weeks prior to the posted meeting date and each proxy shall be filed with the Administrative Director of the Association, or his designate, at least fifteen (15) minutes prior to the commencement of the meeting specified on the proxy form.

6.11 For the purposes of acknowledging votes, the Chairman shall recognize the members will as a show of hands by the eligible voting members present unless the members elect by majority to vote by secret ballot on any singular issue and such balloting shall be conducted by 2 members of the Association selected by the Board members in attendance.

ARTICLE 7 - Finance and Audits

- 7.1 The fiscal year of the Association shall begin on January 1 and end on December 31 of each calendar year.
- 7.2 The Director of Finance, in association with the Administrative Director shall settle, or supervise the settlement of all bills and accounts in accordance with currently accepted financial practices.
- 7.3 The Director of the Finance Committee shall be the custodian of all monies, securities, and deeds that are the property of the Association, and shall be accountable for the security of all funds belonging to the Association.
- 7.4 The Administrative Director or designate shall maintain an inventory of all Association property.
- 7.5 The Administrative Director or designate shall maintain the routine financial records of receipts and disbursements of the Association in accordance with accepted procedures and the Finance Committee shall periodically review these records.
- 7.6 A duly qualified accountant shall audit the financial records of the Association at least once per fiscal year and the Director of the Finance Committee shall make the auditor's report available to all members of the Association at the annual general meeting.
- 7.7 Any member of the Association, at a mutually convenient time and upon reasonable notice to the Director of the Finance Committee, may inspect the financial records of the Association.
- 7.8 For the purposes of financial transactions as detailed in the Association Operating Procedures, two signatures shall be required for which the Chairman of the Board, the Director of the Finance Committee and the Administrative Director shall be designated signatories.
- 7.9 Annual membership fees as detailed in the Association's Operating Policy and Procedures shall be payable in advance for each year on the anniversary of the month of issuance.

ARTICLE 8 – Revisions and Amendments

8.1 These Bylaws and the Association's Operating Policies and Procedures may be rescinded, altered, or adjusted by a special resolution only.

8.2 "Special resolution" shall mean:

- (I) a resolution passed at a general meeting of which not less than twenty-one (21) days notice specifying the intention to propose the resolution has been duly given, and by the vote of not less than three quarters (75%) of those members who, if entitled to do so, vote in person or by proxy,
- (II) a resolution proposed and passed as a special resolution at a general meeting of which less than twenty-one (21) days notice has been given, if all the members entitled to attend and vote at the general meeting so agree, or
- (III) a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person or by proxy.

ARTICLE 9 – Dissolution

9.1 Upon dissolution of the Association and after retirement of all debts and liabilities, the remaining assets of the Association shall be distributed or dispersed to a charitable organization(s) selected by the Board of Directors.

Schedule 2 - Duties and Functions of Board Members

Chairperson

Titular head and spokesperson of the Paramedic Association of Manitoba and its Board of Directors.

Non-voting, ex-officio member of all committees of the Association.

Signing authority for all designated financial transactions.

Presiding authority or designator of same for all meetings of the executive and the general membership of the Association.

Responsible for the Association Constitution, Bylaws and Operating Policies and Procedures.

Responsible for registered/incorporated titles, names, logos, symbols etc. of The Paramedic Association of Manitoba.

Initiates call for elections in accordance with Association Operating Policies and Procedures.

Appoints chairpersons and/or members of Standing or Ad Hoc committees as required by the Association Operating Policies and Procedures.

Performs other duties and functions as required.

Serves a three-year term of office.

Registrar

Responsible for maintenance of membership in all categories.

Maintains active records of individuals, groups, organizations etc. considered for or included in the membership of the Association.

Ensures the accuracy and security of the above-mentioned records.

Informs membership of registration requirements and conditions.

Ensures qualification prerequisites for membership in all categories.

Final authority for the issuance of certificates and licenses.

Processes registration application and renewals.

Performs other duties and functions as required.

Serves a three-year term of office.

Director of Ethics, Conduct and Discipline

Develops and maintains an Association Code of Conduct and Ethics

Formally responds to complaints and concerns of the public and the Association membership and if required, initiates investigative procedures regarding same.

Appoints members to the Investigative Committee to address the above complaints and concerns if required.

Appoints members to the Discipline Committee, which will address the issue of discipline.

Ensures the confidentiality and fair treatment of complainant(s) and member(s) during due process of investigation and discipline in accordance with Association Operating Policies and Procedures.

Performs other duties and functions as required

Serves a three-year term of office

Director of Finance

Responsible for all financial aspects of the Association.
Maintains proper accounting of all Association revenue and expenses.
Develops and maintains annual budgets and financial statements.
Signing authority for designated financial transactions.
Maintains inventory of all Association assets and property.
Maintains financial institution accounts and services for the Association.
Approves expenditures of the Association.
Initiates annual third party financial audits of the Associations finances.
Performs other duties and functions as required.
Serves a three-year term of office.

Director of Education and Standards

Defines required skill and knowledge levels/equivalency of categories consistent with accepted standards.
Determines skill and knowledge levels/equivalency of practicing members in their respective categories, consistent with accepted standards.
Develops and maintains a Continuing Medical Education program for the purposes of ensuring ongoing competency of practicing members.
Determines valuation of courses, seminars, conferences etc towards CME standing.
Participates with and assists services, organizations and institutions in providing acceptable standards relating to training, support, services, products and equipment related to the EMS/Prehospital field.
Performs other duties and functions as required.
Serves a three-year term of office.

Administrative Director

The Administrative Director is an appointed or hired individual serving the Board of Directors under the direction of the Chairperson of the Board.

The duties and responsibilities of the Administrative Director shall include, but not be limited to:

Administrative functions that relate to the normal business of the Association.
Procurement of supplies and effects as required and approved by the Board for the general conduct of business.
Dissemination of notices, information, billing etc.
Performs other duties and functions as required.

Schedule 3 – Structure and Functions of Committees

Standing Committee on Education and Standards

This committee shall be chaired by the Director of Education and Standards and shall consist of the Director, two registered members appointed by the Director and the Provincial Medical Director or his/her designate. The appointed registered members shall be representative of the categories of EMR and EMT/Paramedic.

The committee shall define the required skill and knowledge levels/equivalencies of categories consistent with accepted standards. Additionally, the committee will determine the skill and knowledge levels/equivalencies of practicing members in their respective categories, consistent with accepted standards.

The committee shall also develop, maintain and deliver a Continuing Medical Education program for the purposes of ensuring ongoing competency of practicing members. Further to this, they shall determine the valuation of courses, seminars, conferences etc towards CME standing in general or on an individual basis.

The committee shall participate with and assist services, organizations and institutions in providing acceptable standards relating to training, support, services, products and equipment related to the EMS/Prehospital field.

Standing Committee on Conduct, Ethics and Discipline

This Committee shall be chaired by the Director of Conduct, Ethics and Discipline and shall consist of the Director and two members appointed by the Director. The appointed members shall be representative of the categories of EMR and EMT/Paramedic.

The Committee shall develop and maintain an Association Code of Conduct and Ethics.

They shall also respond to complaints and concerns of the public and the Association membership and if required, initiate investigative procedures by appointing three persons to form an Investigations Committee. Should matters warrant disciplinary action, the committee may initiate disciplinary procedures by appointing three other persons to form a Disciplinary Committee.

For the purposes of initiating investigative and disciplinary procedures, the committee shall appoint one registered member from each of the EMR and Paramedic categories as well as one member of the general public, preferably a member of a patient advocacy group, to serve on each of the sub committees.

The Committee shall review the findings and recommendations of the sub committees and make further recommendation to the Board of Directors for their review and action.

All costs incurred by the Investigations Committee and The Discipline Committee shall be borne by the Standing Committee of Conduct, Ethics and Discipline except where the member has been found to be at fault, in which case the costs shall be shared equally between the member and the committee.

Standing Committee on Examination Administration and Evaluation

This committee shall be chaired by the Director of Education and Standards and will consist of the Director, two members of the Association appointed by the Director and an individual conversant with the field of education, preferably specific to examination administration and evaluation.

The committee will develop and maintain an examination procedure for member and program assessment. Further to this, the committee shall be responsible for evaluating examinations and examination procedures on an ongoing basis.

Paramedic Association of Manitoba Operating Policies and Procedures

Table of Contents

Section 1 – Registration

Section 2 – Elections

Section 3- Investigations and Disciplinary Committees

Section 1 – Registration

1. The Registrar of the Association shall determine the renewal date for registrations and each registration shall have a duration of not less than one year before subject to renewal, notwithstanding specifics as outlined below.
2. Initial memberships and/or memberships subject to a change in renewal date as determined by the Registrar shall be prorated by month.
3. Forfeiture or cessation of registration due to revocation or voluntary withdrawal shall not be prorated.
4. The Registrar shall ensure that each member is notified of the registration renewal date no less than 60 days prior to renewal.
5. It is the responsibility of the member to ensure the Association has been updated regarding changes in address for the purposes of receiving registration renewal.
6. If a member's completed registration renewal has not been received by the renewal date the member will be so advised within 30 days.
7. Registration renewals, which have lapsed, for any reason, may be subject to administration fees in addition to standard registration fees at the discretion of the Registrar, in accordance with established fee schedules.
8. Registrations may be revoked, at the discretion of the Registrar if a completed registration renewal has not been received or fees paid within 60 days of the date of renewal.
9. The Registrar shall notify all members of any proposed changes to the registration fee structure not less than 60 days before an Annual General Meeting or Special Meeting.
10. Any changes to the registration fee structure must be approved by the voting membership at the Annual General Meeting by a majority of two thirds (66%) of those in attendance.

Section 2. – Elections

1. The Chairperson of the Board of Directors shall be responsible for calling elections for Board of Directors positions as indicated in the Bylaws.
2. The Chairperson shall give the general membership 120 days notice of an election and such notice will include the date of the election and the positions open for nominations and election.
3. The Chairperson shall appoint 3 individuals from the general membership to form the Elections Committee.
4. The Elections Committee shall conduct all matters regarding the election in accordance with the Bylaws including, but not limited to, eligibility, nominations and balloting.
5. Advanced nominations, as approved by the Elections Committee, must be received not less than 21 days prior to the election for validation by the Committee.
6. The Elections Committee shall accept valid nominations from eligible members at the meeting where the elections are to be conducted and the nominees will be added to the list of eligible candidates.
7. In the event there is insufficient numbers of eligible nominees from a category to fill designated positions an eligible nominee from another category shall be allowed to fill the position based on number of votes.
8. Voting will continue for any elected position until one candidate receives the greatest number of votes.
9. The Elections Committee shall tabulate the balloting and determine the results by either a count of votes or by acclamation as the case may be.
10. All nomination and balloting forms will be turned over to the Association to be held for a period not less than 5 years.
11. Any complaint from a voting member or members, arising from the process of election, shall be reviewed by the Elections Committee and the committee shall render a final decision in a timely manner.

Section 3. – Investigations and Disciplinary Committees

1. The Chairperson of the Standing Committee of Ethics, Conduct and Discipline shall appoint Investigations and Disciplinary Committee members as indicated in Schedule 3. – Structure and Functions of Committees.
2. The Investigations and Disciplinary Committees shall operate independently of each other and the Standing Committee of Ethics, Conduct and Discipline.
3. Both committees are advisory in nature and shall submit their findings and recommendations to the Standing Committee of Ethics, Conduct and Discipline.
4. Both committees shall make every effort to ensure fair and confidential treatment of complainant and the member affected and shall conduct themselves in a professional and timely manner.
5. The member under review by either committee shall be given just opportunity to state his/her defence.
6. If the member affected is not satisfied with the findings and recommendations of the sub committees he/she may appeal the decisions to the Standing Committee of Ethics, Conduct and Discipline for review and further action.
7. If the member affected is not satisfied with the findings and recommendations of the Standing Committee of Ethics, Conduct and Discipline he/she may appeal the decision to the Board of Directors for review and action.
8. Notwithstanding provincial legislation, the decision of the Board of Directors shall be considered final unless, within three years, at least three members of the Board elect to open the matter for final appeal and such appeal shall be heard by the entire Board.
9. The affected member shall be notified and be made aware of all complaints, evidence, procedures, findings, recommendations and decisions in a complete and timely manner and shall be given due regard to respond or employ counsel on his/her behalf in a timely manner.