

SASKATCHEWAN COLLEGE OF PHYSICAL THERAPISTS

STATUTORY COMMITTEE

Discipline Committee (the “Committee”)

STRUCTURE

The Committee is a statutory committee established pursuant to *The Physical Therapists Act, 1998* (the “Act”) and any applicable bylaws (the “Bylaws”) governing the Saskatchewan College of Physical Therapists (the “College”).

PURPOSE

The Committee will hear a complaint referred to it by the Professional Conduct Committee (“PCC”), decide whether a Member is guilty of professional misconduct or professional incompetence and make an order as to penalty if the Committee finds the Member guilty.

SELECTION

Members of the Committee shall be appointed by Council (“Council”) of the College pursuant to the Nominations Committee Recruitment and Vacancy Policy (the “Nominations Policy”).

TERM:

Members of the Committee will be appointed for a two year renewable term. Any vacancies will be filled by Council pursuant to the Nominations Policy. Council will appoint one of the members of the Committee as the chairperson of the Committee (the “Chair”) pursuant to the Nominations Policy.

HONORARIUMS AND EXPENSES:

Members of the Committee shall be entitled to honorariums and reimbursement of expenses pursuant to the applicable Policy.

ORGANIZATION:

Accountability and Reporting Relationship:

The Chair is directly responsible to Council. With respect to administrative matters, the Chair will take direction from the Committee members by way of a majority vote.

Composition and Representation:

The Committee shall consist of at least five persons appointed by Council.

The majority of the members of the Committee must be practicing members of the College.

One person on the Committee must be a public representative on Council appointed by the Lieutenant Governor in Council.

Committee members must not have been on the PCC for a period of 2 years prior to being appointed as a member of the Committee.

Resignations from the Committee shall be made in writing to the Chair who will communicate this to the Executive Director/Council.

All members of the Committee must have access to a computer.

Meetings:

Meetings of the Committee shall be held at the call of the Chair. Quorum shall be at least one half of the members of the Committee.

The Chair shall determine the agenda and format for each meeting.

In conjunction with the Executive Director, the Chair shall ensure that all materials and information are distributed prior to the meeting.

All members of the Committee shall have an equal vote. This includes the Chair of the Committee.

A majority vote of quorum is required in order to pass all administrative motions.

The Chair shall appoint a note-taker for each meeting in order to prepare minutes of the meeting.

Meeting minutes will be circulated to Committee members and the College office after each meeting.

The Chair shall submit an annual report at SCPT's Annual General Meeting and provide updates to Council at such other times as may be requested by the President. The Chair may also submit a report to Council as the Chair at his or her discretion.

Hearings:

When the PCC recommends that the Committee hear and determine a formal complaint, pursuant to the Act, the Committee shall conduct a hearing in accordance with the Act.

These Terms of Reference may be amended from time to time by way of a majority vote of quorum of the Committee.

The Terms of Reference shall be reviewed by the Committee every two years.

Revised April 21, 2017