

# **SASKATCHEWAN COLLEGE OF PHYSICAL THERAPISTS**

## **STANDING COMMITTEES**

### **Legislation Committee**

#### **PURPOSE:**

Fulfill responsibilities as per bylaws of the Saskatchewan College of Physical Therapists

**SELECTION:** Appointed by Council (Please refer to Nominations Committee Recruitment and Vacancy Procedure)

**TERM:** 2 years, renewable

#### **ORGANIZATION:**

##### **Accountability and Reporting Relationship:**

The committee through the Chair or Council representative is responsible to Council.

##### **Structure:**

- The Committee shall be a Standing Committee.
- All honorariums and expense allowances shall be available to the Chair and Committee Members.

##### **Composition and Representation:**

- The Committee shall consist of at least two members who must be registrants of the College, one of which shall be a Council member. One member should be a public representative.
- Committee membership may vary from year to year, depending upon the volume of work, as determined by the Chair.
- Resignations from the committee shall be made in writing to the Chair who will communicate this to Executive Director/Council.
- The committee may invite individual(s) with expertise to participate on the committee as a non-voting liaison.
- All committee members should have access to a computer
- All committee members shall have an equal vote, including the Chair of the Committee, except the non-voting liaison who has voice but no vote.
- Council members are the preferred delegate to attend national meetings/workshops

##### **Meetings:**

- Meetings shall be held at the call of the Chair. Quorum shall be the majority of the committee members.
- Chair shall determine the agenda and format for each meeting.
- Chair shall ensure that all materials and information are distributed prior to each meeting.
- Meeting minutes will be circulated to Committee members and the SCPT office after each meeting
- The Chair shall submit copies of any minutes from any meetings related to SCPT business to the SCPT office.
- The Chair shall submit an annual report at SCPT's Annual General Meeting and regular articles for the newsletter.

## **SASKATCHEWAN COLLEGE OF PHYSICAL THERAPISTS**

### **Legislation Committee**

#### **Functions:**

1. Review Terms of Reference and recommend changes.
2. Update Council on the status of issues related to legislation as the need arises.
3. Act as a resource person on legislative matters.
4. Draft Legislation under the direction of Council.
5. Meet with Government regarding legislative changes.
6. Request council strike an Ad Hoc legislation committee if need arises.
7. Initiating and developing the first draft of any revisions to policies, position statements standards of practice or operational procedures within their portfolio and coordinating their activities with the other respective SCPT Committees or Office as the need arises.

Original: November, 1994

Revised October 16, 1997

Revised January 25, 2003

Revised September 20, 2003

Revised August 1, 2006

Revised April 24, 2015

SCPT -Standing Committees