



**Minutes**  
**SALPN Annual General Meeting**  
**Wednesday, April 26<sup>th</sup>, 2017**

**Delta Hotel – Trentino Room**  
**Regina, Saskatchewan**

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**1. Call to order**

Chairperson: Kari Pruden, President called the 60<sup>th</sup> SALPN Annual General Meeting to order at 1314 hrs.

**2. Rules and Procedures**

Pruden introduced Merrilee Rasmussen as Parliamentarian.  
Pruden advised that **Robert's Rules of Order** is the parliamentary authority.

**3. Appointment of Scrutineers**

Pruden introduced the Scrutineers:  
Greg Wagner, Pauline Mason, Michelle Lalonde & Marjorie Molsberry.

**M/S Wagner/Slater** that the scrutineers are accepted as presented.  
Motion Carried

**4. President's Report**

Pruden presented report.

**5. Executive Director's Report**

Nair presented report.

**6. Approval of 2016 AGM minutes**

**M/S Hauser/Disiewich** that the 2016 AGM minutes be approved as presented.  
Motion Carried

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**7. Business Arising from 2016 minutes**

Pruden discussed the floor motion in which the SALPN Council was asked to no longer move forward with the Collaborative Decision Making Framework Document.

This motion was denied as the SALPN staff and Council continue to develop the framework document as they have been required to do so by the Provincial Government. Pruden noted that the concerns raised by the member are being considered in the decision making process.

**8. Presentation of Audited Financial Statement**

**M/S Gates/Disiewich** that the Audited Financial Statements be approved as presented.

Motion Carried

**M/S Wagner/Hauser** that the firm of MWC Chartered Professional Accountants LLP (Mintz and Wallace) be appointed as auditors for the 2017 fiscal year.

Motion Carried

**9. Review and Approval of Committee Reports**

Delegates were referred to the Committee reports in the 2016 SALPN Annual Report.

**M/S Griffith/Wagner** that the 2016 standing Committee reports be accepted as presented.

Motion Carried

**10. Rules to speaking about resolutions**

Pruden reviewed the rules and advised if any resolution coming from the floor must be brought forward to the parliamentarian at this time.

**11. Resolutions**

i. Council Sponsored Regulatory Bylaw amendments

The proposed Amendments to the SALPN Regulatory Bylaws have been sent to the membership via email on April 11 & 12, 2017 and are available on the SALPN website. The proposed Resolutions and side-by-sides can be found in the binders on the tables. The side-by-side document explains the recent changes to the SALPN Bylaws and provides an explanation of

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what was included and what was removed.

**Proposed Amended Bylaw #1**

**M/S Wagner/McConnell** that the following resolution be adopted

**Whereas** *The SALPN Regulatory Bylaws* require amendment to ensure that internationally educated applicants will qualify for licensure, to permit resignation for medical or other reasons to be noted in the register, to include provisions governing the approval of practical nurse education programs, and to make other housekeeping changes;

Therefore, be it resolved that the amendments to *The SALPN Regulatory Bylaws*, as set out in Schedule A, be made, in accordance with subsection 13(1) of *The Licensed Practical Nurses Act, 2000*.

**Schedule A**

**Title**

1 These amending bylaws may be referred to as *The SALPN Regulatory Bylaws Amendment, 2017*.

**Regulatory bylaws amended**

2 *The SALPN Regulatory Bylaws* are amended in the manner set out in these bylaws.

**Section 4 amended**

3(1) Clause 4(1)(a) is amended by adding “or a program that council determines is equivalent” after “program”.

(2) Subsection 4(2) is repealed and the following substituted:

“4(2) Where an applicant for admission under subsection (1) has completed an educational program that is alleged to be equivalent to a recognized practical nurse education program, the applicant must provide:

- (a) an assessment of equivalency from an agency acceptable to council and any other information that the council may require to determine equivalency; and
- (b) proof that the applicant will have sufficient registered working hours to qualify for licensure in accordance with clause 10(1)(a)”.

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**Section 8 amended**

4 The following section is added after section 8:

**“Resignation on medical or other grounds**

“8.1(1) The council may, on the recommendation of the registrar, accept the resignation of a licensed practical nurse who wishes to resign his or her membership in SALPN for medical or other reasons acceptable to the council.

“(2) Where the resignation of a member is accepted by the council, the registrar shall note in the register the reasons for which the member has resigned, and that notation shall be provided to any person who inquires as to the former member’s membership status.

“(3) A member whose resignation is accepted by the council may apply to be reinstated as a member and shall, in addition to meeting all other requirements for registration as a member pursuant to the Act and the bylaws, demonstrate to the satisfaction of the council that the reasons that resulted in his or her resignation from SALPN no longer exist”.

**Section 12 amended**

5 Section 12 is amended by striking out “portfolio points” and substituting “hours”.

**New section 27.1**

6 The following section is added after section 27:

**“Recognition of practical nurse education programs**

“27.1 The council may recognize practical nurse education programs for registration under clause 19(1)(c) of the Act that in its opinion meet the standards for approval set out in SALPN’s Basic Program Approval document, dated March 8, 2017.

**Motion Carried**

ii. Council Sponsored Administrative Bylaw amendments

The proposed Amendments to the SALPN Administrative Bylaws have been sent to the membership via email on April 11 &12, 2017 and are available on the SALPN website. The proposed Resolutions and side-by-sides can be found in the binders on the tables. The side-by-side document explains the recent changes to the SALPN Bylaws and provides an explanation of what was included and what was removed.

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**Proposed Administrative Bylaws #1**

**M/S Molsberry/Disiewich** that the following resolution be adopted

**Whereas** *The SALPN Administrative Bylaws* specify that the rules of procedures to be followed at meetings of the Association shall be in accordance with *Procedures for Meetings and Organizations*, M. Kaye Kerr and Hubert W. King it is preferable that Roberts Rules of Order be adopted as they are more familiar to members; and

**Whereas** it is also desirable to remove references to chapters from the Bylaws as they are no longer used; and

**Whereas** the Council of the Saskatchewan Association of Licensed Practical Nurses (SALPN) has made these amendments in accordance with subsection 13(1) of *The Licensed Practical Nurses Act, 2000*; and

**Whereas** clause 13(3)(b) of *The Licensed Practical Nurses Act, 2000* requires that the administrative bylaws made by Council be confirmed by a two-thirds majority of the SALPN members voting at a meeting of members;

Therefore, be it resolved that the amendments to *The SALPN Administrative Bylaws*, as set out in Schedule A, be made, in accordance with subsection 13(1) of *The Licensed Practical Nurses Act, 2000*.

**Schedule A**

**Title**

1 These bylaws may be cited as *The SALPN Administrative Bylaws Amendment, 2017*.

**Administrative bylaws amended**

2 *The SALPN Administrative Bylaws* are amended:

(a) by striking out "*Procedures for Meetings and Organizations*, M. Kaye Kerr and Hubert W. King" and substituting "*Roberts Rules of Order Newly Revised, 11<sup>th</sup> edition*" in subsection 27(1);

(b) by repealing section 32; and

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(c) by repealing Appendix B and substituting the following:

**Appendix B**

**Procedures at  
Meetings**

*(Subsection 27(1))*

**Parliamentary Authority**

*Roberts Rules of Order Newly Revised*, 11<sup>th</sup> edition shall govern the organization in all procedural matters not otherwise covered by *The Licensed Practical Nurses Act*, SALPN Bylaws, or these Rules and Procedures.

**Voting Eligibility**

Each member of SALPN is entitled to one vote at the annual meeting. Only those voting members present at the annual meeting and in possession of the designated “voting” identification card are eligible to vote during the sessions of the annual meeting.

**Scrutineers**

Scrutineers shall be appointed at the commencement of the annual meeting. If there are individuals present who do not have the right to vote, they should be encouraged to volunteer as scrutineers.

**Presiding Officer**

The Chair does not participate in the debate on any issue.

**Rules of Debate**

*Limitation of Debate*

The Chair shall exercise the responsibility of the Chair to limit the debate.

- Consideration of any item of business, whether introduced by motion or resolution shall be limited to 30 minutes.
- Each speaker may speak for a maximum of two minutes.
- The chairperson shall warn the assembly that the question will be called within the next five minutes.
- Debate may be extended by a 2/3 vote of the assembly.

*Speakers*

Speakers shall use the microphones, state their name, place of residence, and address the chair. The chairperson shall call speakers in the order in which they stand behind the microphones.

*Motions*

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Motions must be made by a member and seconded by a member. To ensure accuracy, the chairperson will request that a motion be submitted in writing and be signed by the mover and seconder.

Each person except the mover of a motion may speak once to each motion. The mover of a motion may speak twice, to move the motion and to close debate.

In making the motion, the mover shall identify the seconder of the motion, then continue to speak to the rationale and/or reasons for proposing this motion.

At the request and on the invitation of the chairperson, the mover may correct misconceptions or offer explanation. This will not be considered speaking for the second time or closing debate.

The seconder shall speak immediately following the mover in order to formally second the motion and speak in support of it.

New speakers to a motion take precedence over those who have already spoken.

*Amendments*

Amendments must be introduced by motion, in accordance with the rules for motions set out above, and be voted on before the main motion is put to a vote.

The mover of an amendment may speak only at the time of proposing the amendment. No more than two amendments may be on the floor at the same time.

*Resolutions and Motions*

Resolutions and motions shall be decided by the majority (50% + 1) of votes cast, ignoring abstentions. Because abstentions are not “votes” they are not counted in the total votes cast. Therefore, the practical effect of an abstention is an indication of support for the prevailing side on the vote. While it is the duty of members who have an opinion on the question to express it by their vote, persons cannot be compelled to vote.

Abstentions shall not be counted or recorded because they are not included in the vote count. However, in a conflict of interest situation, the name of the member who abstained shall be recorded at the member’s request.

**Voting Procedure**

The meeting room will be divided into at least three voting sections. One

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scrutineer shall be assigned to count the votes in each of the voting sections.

The assembly shall vote by show of hands, using the voter identification card.

In a situation where the chairperson cannot clearly determine a majority, the chairperson shall call for the scrutineers to count and request the assembly to vote again”.

**Motion Carried**

iii. Council Sponsored Fee Bylaw amendments

The proposed Amendments to the SALPN Fee Bylaws have been sent to the membership via email on April 11 &12, 2017 and are available on the SALPN website. The proposed Resolutions and side-by-sides can be found in the binders on the tables. The side-by-side document explains the recent changes to the SALPN Bylaws and provides an explanation of what was included and what was removed.

**M/S McConnell/Disiewich** that the following resolution be adopted.

**Whereas** *The SALPN Fee Bylaws* specify the fees to be paid for various processes and services and it is desirable to increase certain of those fees to better reflect the actual cost to the Saskatchewan Association of Licensed Practical Nurses (SALPN) of providing those processes or services; and

**Whereas** the Council of the SALPN has made these amendments in accordance with subsection 13(1) of *The Licensed Practical Nurses Act, 2000*; and

**Whereas** clause 13(3)(b) of *The Licensed Practical Nurses Act, 2000* requires that these bylaws be confirmed by a two-thirds majority of the SALPN members voting at a meeting of members;

Therefore, be it resolved that the amendments to *The SALPN Fee Bylaws*, as set out in Schedule A, be made, in accordance with subsection 13(1) of *The Licensed Practical Nurses Act, 2000*.

**Schedule A**

**Title**

1 These bylaws may be cited as *The SALPN Fee Bylaws Amendment, 2017*.

**Administrative bylaws amended**

2 *The SALPN Administrative Bylaws* are amended:



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- (a) by striking out clause 2(1)(a) and substituting the following:  
    “(a) \$100, in the case of applicants who have completed a practical nursing education program in Saskatchewan;  
  
    “(a.1) \$150, in the case of applicants who have completed a practical nursing education program in a Canadian jurisdiction outside Saskatchewan;  
  
    “(a.2) \$200, in the case of applicants who have completed a registered nursing program in Canada; or”;
- (b) by repealing subsection 5(3) and substituting the following:  
  
    “(3) A person who pays the required renewal fee:  
        (a) between December 2 and December 15 shall, in addition, pay a late fee of \$100;  
        (b) between December 16 and December 31 shall, in addition, pay a late fee of \$200”;
- (c) by striking out “subsection 5(3)” in clause 5(5)(b) and substitution “clause 5(3)(b)”;
- (d) by striking out clauses 6(b), (c) and (d) and substituting the following:  
  
    “(b) verification of registration fee is \$50;  
    “(c) record transfer fee is \$50;  
    “(d) NSF charge is \$50”.

**Motion Carried**

iv. Resolutions from the membership

**M/S Wagner/Wagner** that the following resolution be accepted.

**Be it Resolved, that:** A change be made to Section 10 (1) (b) (appendix Table 1) as written in the latest version of the SALPN Regulatory Bylaws.

I propose that Section 1 and Section 2 be combined therefore allowing the Individual LPN to accumulate continuing education hours regardless if it's Group Learning or Individual Learning.

**Motion Carried**

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**11. Farewell Address**

Pruden gave her farewell address.

**12. Council Elections**

Zone 2 – Linda Ewen

Zone 4 – Tina Sentes (by acclamation)

President Elect – Denise Kominetsky

**M/S Molsberry/Hauser that the election ballots be destroyed after 60 days.**  
**Motion Carried**

Nair thanked outgoing Council Members Karen Disiewich and Kari Pruden.

**13. Closing Remarks**

Pruden thanked everyone for attending.

**14. Adjournment**

**M/Griffith** that the 60<sup>th</sup> Annual Meeting of the SALPN be adjourned.

**Motion Carried**