

**SASKATCHEWAN ASSOCIATION OF LICENSED PRACTICAL NURSES
ADMINISTRATIVE BYLAWS, 2021**

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Title

1 These bylaws may be cited as *The SALPN Administrative Bylaws, 2021*.

Definitions

2 In these bylaws:

- (a) "Act" means *The Licensed Practical Nurses Act, 2000*;
- (b) "SALPN" means the Saskatchewan Association of Licensed Practical Nurses.

ASSOCIATION

Seal

3 The SALPN seal is the seal whose imprint is affixed to these bylaws as Appendix A.

Execution of documents

4 Subject to section 5, documents to be executed on behalf of SALPN shall be signed by the chair and/or the executive director and sealed with the SALPN seal.

Banking and financial

5(1) The executive director or designate is authorized to approve financial commitments and authorize payments of amounts less than \$10,000.

(2) Notwithstanding subsection (1), the executive director may authorize the movement of SALPN funds in any amount from one SALPN account to another and may invest the whole or any portion of the SALPN funds in investments in SALPN's name.

(3) The executive director shall provide a balance sheet and statement of revenue and expenditure to the council with respect to the end of each calendar quarter.

Fiscal year

6 The SALPN fiscal year is the calendar year.

Audit

7(1) The council shall annually appoint a professional accountant to be the auditor of SALPN.

(2) The auditor shall annually, or more frequently as required by the council, audit SALPN's books and accounts and shall, annually after the completion of the fiscal year, furnish a statement of SALPN's financial affairs, which shall be presented at the SALPN annual general meeting.

COUNCILLORS

Number and composition

8 For the purposes of subsection 7(2) of the Act, the total number of councillors to be elected to the council is five, including:

- (a) the chair;
- (b) the vice-chair; and
- (c) three council members.

Term of office

9(1) For the purposes of subsection 7(6) of the Act:

- (a) the vice-chair holds office as vice-chair for the period commencing at the close of the annual general meeting at which they are elected until the close of the second annual general meeting following that election and then assumes office as chair until the close of the fourth annual general meeting following that election;
- (b) each elected councillor holds office for the period commencing at the close of the annual general meeting at which he or she is elected until the close of the third annual general meeting following that election.

(2) No person may be elected to the same position on council for more than two consecutive terms of office and no person may hold office on council in any capacity or capacities for more than 10 years.

Council members

10 Council members shall comply with the Council Conduct Policy, as adopted from time to time by the council, and perform any duties that may be assigned by the council or the chair.

Public appointees

11 Members of the council who are appointed to the council by the Lieutenant Governor in Council pursuant to section 8 of the Act shall:

- (a) represent the views of the public on matters before the council;
- (b) report to the council on public concerns; and
- (c) perform any duties that may be assigned by the council or the chair.

Remuneration and expenses

12 Elected members of council are entitled to remuneration for their services rendered to SALPN in the amount determined by the council and to reimbursement for expenses in accordance with the rates set by the Government of Canada for employees travelling in Saskatchewan.

PROCEDURES FOR ELECTION

Election of chair and vice-chair

13 An election for a person to hold the office of vice-chair and subsequently the office of chair shall be held in each odd-numbered year.

Election of council members

14 An election for one council member shall be held in each year.

Polling day

15 Polling day for the election of elected councillors is the first day of each SALPN annual general meeting.

Eligibility for nomination and to hold office

16(1) Subject to subsection (2), only a licensed practical nurse who holds a practising licence or a non-practising certificate is eligible to be nominated for election or to hold or to continue to hold office on the council.

(2) The following persons are not eligible to be nominated for or to hold or to continue to hold office on the council:

- (a) a person who is employed by SALPN, or was employed by SALPN in the previous five years;
- (b) a person who is or was employed by SALPN in the position of Executive Director of Registrar;

(c) a person described in subsection 9(2) who was a member of council in the previous three years;

(d) a person who holds an equivalent governance position with an employer of members or union representing members;

(e) A person who has been convicted of an indictable offence under the *Criminal Code* (Canada).

Eligibility to vote

17 A licensed practical nurse who holds a practising licence is eligible to vote at the election.

Conduct of election

18(1) Council shall prescribe the form of the ballot, which shall contain instructions to vote as set out in these bylaws, on which the names of all nominees shall be placed in the alphabetical order of their surnames.

(2) The executive director shall, at least 20 days before polling day, or as soon as possible in the case of a member registered after that day, mail or deliver to each member a ballot together with an envelope addressed to the SALPN office.

(3) Each member who is eligible to vote shall:

(a) vote for the required number of candidates to fill each vacancy, as indicated on the ballot, by marking an "X" opposite the name of the candidate of the member's choice;

(b) place the completed ballot in the envelope addressed to the SALPN office and seal the envelope; and

(c) mail or deliver the ballot to the SALPN office or deposit the ballot in the ballot box at the annual general meeting before noon on polling day.

(4) In order to be counted, ballots must reach the executive director by noon on polling day.

(5) The executive director shall appoint at least two scrutineers and any candidate for election is entitled to have a scrutineer present when the ballots are counted.

(6) In the case of a tie vote for any office, the chair shall cast the deciding vote.

(7) Notwithstanding any other provision of this section, the council may implement a system of electronic voting that is accessible to all members and that provides voting security at least equivalent to that of a mail-in ballot system.

OFFICERS AND EMPLOYEES

Chair

19 The chair:

- (a) is accountable for the integrity of the council's processes;
- (b) ensures the effectiveness of and presides at the meetings of council;
- (c) serves as an *ex officio*, non-voting, member of all committees; and
- (d) represents SALPN to outside parties.

Vice-chair

20 The vice-chair shall assume the duties of the chair in the event the position of chair becomes vacant or the chair is unable to fulfill the duties of the position.

Registrar

21(1) The registrar shall manage the examinations provided for by the Act and the bylaws and perform all other duties imposed on the registrar by the Act and the bylaws or by the council or the executive director, and all other duties incidental to the office of registrar.

(2) The registrar is responsible to the executive director in carrying out the duties described in subsection (1).

Executive director

22(1) The executive director shall perform the duties imposed on the executive director by the Act and the bylaws and the council and shall:

- (a) keep all SALPN records, including proper minutes of SALPN meetings and meetings of council and all committees, and shall send out all notices on behalf of SALPN, the council and all committees;
- (b) conduct all correspondence;
- (c) keep the SALPN seal;
- (d) act as treasurer of SALPN and, in that regard:
 - (i) collect and receive, pay out or invest all monies due and payable to and by SALPN;
 - (ii) keep full and accurate books of account in which are entered all monies received and paid out by SALPN;
- (e) prepare and submit to the SALPN annual meeting the financial statement, duly certified by the auditor of SALPN, of the annual revenues and expenditures of SALPN;
- (f) carry out the policies established by council pertaining to the management and administration of SALPN's affairs.
- (g) perform all duties incidental to the office of executive director and any others that may be assigned to the office by the council.

(2) The executive director is an *ex officio*, non-voting member of all SALPN committees, other than the counselling and investigation committee and the discipline committee.

MEETINGS

Council

23(1) The council shall meet at the call of the chair or as determined at the previous meeting of the council.

(2) The chair shall convene the council to a meeting to be held within 14 days following the receipt by the chair of the written request of three councillors.

(3) At least four meetings of the council must be held between annual general meetings of SALPN.

(4) Meetings of the council may be held in person or by electronic or virtual means.

SALPN

24(1) The SALPN annual meeting shall be held in each calendar year at a time and place in Saskatchewan determined by SALPN at the previous annual meeting, or, if no such determination is made, at a time and place determined by the council.

(2) The business of the annual meeting shall include:

(a) minutes of the last annual and all subsequent meetings of SALPN;

(b) business arising out of the minutes;

(c) chair's report;

(d) executive director's report;

(e) report of committees;

(f) audited financial report;

(g) new business;

(h) report of the scrutineers on the results of the voting.

(3) For the purposes of subsection 6(4) of the Act, notice of meetings of SALPN shall be sent by ordinary mail, or email to the postal address or email address shown in SALPN's records.

Quorum

25(1) A quorum for a meeting of SALPN consists of the members present at the meeting.

(2) A quorum for a meeting of the council consists of a majority of the voting members of the council present.

Procedure at meetings

26(1) Unless otherwise provided, the procedure at all meetings of SALPN and of the Council shall be governed by the procedures contained in Appendix B.

(2) Notwithstanding subsection (1), the procedures for meetings may be amended or suspended at any meeting of SALPN, with respect to that meeting, by majority vote of the members present at the meeting.

COMMITTEES

Establishment

27(1) Where the council establishes committees pursuant to subsection 12(1) of the Act or in accordance with these bylaws:

- (a) the committees shall perform their duties under the direction of the council;
- (b) a majority of committee members constitutes a quorum;
- (c) committee members may, in the discretion of the council, be paid honoraria and are entitled to reimbursement for expenses, in accordance with the rates set by the Government of Canada for employees travelling in Saskatchewan

(2) The council shall make all appointments to all committees and shall designate the chairpersons and alternates, if any.

(3) All committee appointments, other than the committees established by the Act, are for a term of two years and are renewable for two years.

(4) Any committee member whose conduct or activities are detrimental to or inconsistent with the objectives of SALPN may be removed or suspended from the committee by a two-thirds vote of the council.

STANDING COMMITTEES

Finance committee

28(1) The finance committee consists of the chair, the vice-chair and any other council members as determined by council.

(2) The committee shall:

- (a) make recommendations to the council regarding the SALPN annual budget and the SALPN finances, including incomes and expenditures and utilization and investment of surplus funds of SALPN;
- (b) in conjunction with the executive director, prepare the preliminary annual budget of SALPN and submit it to the council; and
- (c) establish and review policies governing the management of SALPN funds.

APPENDIX A

SALPN Seal

(Section 3)

Demand for special meeting

The number of members required to demand a special meeting of SALPN to be held in accordance with subsection 6(2) of the Act is the number equal to 10% of the number of registered members who are licensed to practice.



Amended by the SALPN Council June 24/21

APPENDIX B

Procedures at Meetings

(Subsection 26(1))

Parliamentary Authority

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

Voting Eligibility

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

If the meeting is held virtually, in whole or in part, eligible voting members are provided with the necessary links and passwords to allow them to participate. Those who log into a meeting virtually are considered to be in attendance and able to vote.

Scrutineers

In the case of a meeting that is held in person, in whole or in part, scrutineers shall be appointed at the commencement of the meeting. If there are individuals present who do not have the right to vote, they should be encouraged to volunteer as scrutineers. Scrutineers are not required for all or part of a meeting that is held virtually.

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 members present at the meeting that the question will be called within the next five minutes.

Debate may be extended by a majority vote of the assembly.

Speakers

In the case of a meeting that is held in person, in whole or in part, speakers shall stand at a microphone set up for that purpose and wait to be recognized by the Chair. The Chair will recognize speakers in the order in which they stand behind the microphones.

In the case of a meeting that is held virtually, in whole or in part, members who wish to speak shall indicate their wish in accordance with the process available on the meeting platform and the Chair will call on speakers in the order in which they have indicated their wish to speak.

In any meeting, when recognized, speakers shall state their name and place of residence and shall address the Chair.

Motions

Motions must be made by a member and seconded by a member. To ensure accuracy, motions must be submitted in writing and signed by the mover and seconder. In the case of a virtual meeting, motions submitted electronically are considered to be motions in writing and the mover and seconder shall provide their names and registration numbers indicating that they wish to be the mover or seconder of the motion.

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 Chair, 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 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

In the case of a meeting that is held in person, in whole or in part, the meeting room will be divided into voting sections. One scrutineer shall be assigned to count the votes in each of the voting sections. Members shall vote by show of hands, using the voter identification card. In a situation where the Chair cannot clearly determine a majority, the Chair shall call for the scrutineers to count and request the members to vote again.

In the case of a meeting that is held virtually, in whole or in part, voting will be administered through an electronic process that can be validated and that will only permit each virtual attendee to vote once in respect of each motion.

Certified to be a true copy of the SALPN Administrative Bylaw Amendments made by the SALPN Council and confirmed by the SALPN Membership on May 18, 2021.

CERTIFIED TRUE COPY:



Date: May 19, 2021

Lynsay Nair, Executive Director
Saskatchewan Association of Licensed Practical Nurses