



## BYLAWS & RESOLUTIONS COMMITTEE

### TERMS OF REFERENCE

#### **Purpose:**

The Bylaws & Resolutions Committee serves as a resource for the Association on questions relating to *The Chiropractic Act, 1994*, Bylaws and Policies. The Committee reviews all proposed amendments to the *Act*, Bylaws or Policies, making recommendations to the Board. The Committee also reviews and provides advice on resolutions put forward by the membership and Board to be voted on at the Annual General Meeting.

#### **Membership:**

The Committee shall consist of a minimum of three members, with one member appointed Chairperson by the Board. In appointing membership, the Board will seek members who possess the following competencies and experience:

- Are familiar with the CAS governing legislation and regulatory framework and the system-related impacts resulting from changes to policies, bylaws and legislation;
- Have served in a CAS leadership role for at least 5 years and understand the complexities of governance; and
- Have at least 10 years of experience in chiropractic practice and can provide strategic advice to the CAS Board, considering the many factors and risks in issues being considered.

#### **Responsibilities:**

Responsibilities of the Bylaws & Resolutions Committee include:

- Reviewing resolutions proposed by the Board or membership, for consideration at the annual general meeting.
- Providing feedback to the Board on proposed amendments to the *Act*, Bylaws or policies, ensuring there is not conflict or inconsistency amongst the documents.
- Serving as a resource on proposed amendments and offering advisory opinions on drafting questions.
- Reviewing and interpreting other provincial and federal statutes affecting chiropractic.
- Providing strategic advice on issues being considered by the Association, on an as-requested basis.

**Accountability:**

The Bylaws & Resolutions Committee is accountable to the CAS Board of Directors, and will provide regular reports to the Board, as well as identification of any urgent issues, as needed.

**Resources:**

Expenses and honoraria, if required, will be provided as per CAS policy.

*CAS Board Approved: January 8, 2021*