

COMMITTEE TERMS OF REFERENCE

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Authority and Accountability	The Discipline Committee is a statutory committee of the Council of the College of Naturopaths of Ontario. It is established pursuant to section 10(1) of the Health Professions Procedural Code (the Code), which is Schedule 2 of the <i>Regulated Health Professions Act, 1991</i> (the "RHPA"), section 12.01 of the by-laws and GP06 - Committee Principles of the Council governing policies.
Limitations	The Discipline Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized under the <i>Regulated Health Professions Act, 1991</i> or under these Terms of Reference,
Responsibilities	The Discipline Committee shall: <ul style="list-style-type: none"> • Develop and maintain policies and procedures governing the process for adjudicating disciplinary matters referred to it by the Inquiries, Complaints and Reports Committee; • Bi-annually review the Discipline Rules of Procedure; • By way of panels appointed by the Committee Chair, conduct hearings into allegations of professional misconduct or incompetence referred to it by the Inquiries, Complaints and Reports Committee. • Ensure that the policies and procedures are transparent, objective, impartial, and fair, free of discrimination and bias and support the Council's overall commitment with respect to equity, diversity, inclusion and belonging.
Appointment and composition	The Discipline Committee shall be appointed by the Council and shall be comprised of no fewer than five but as many individuals as the Council may deem appropriate, such that the Committee members include: <ul style="list-style-type: none"> • At least one Council member who is a registrant and any number of additional registrants who are Council members, • Two or more Council members who are Public members, • Two or more registrants who are not Council members, and • Any number of Public Representatives as defined in the by-laws. <p>The Council shall appoint a Committee Chair, and where deemed necessary, a Committee Vice Chair.</p>
Panels	The Discipline Committee may meet in panels. Any panel of the Discipline Committee shall be appointed by the Committee Chair and shall include a minimum of three but no more than five members of the Committee, at least two of whom shall be Public members and one of whom shall be a registrant who is a Council member. When appointing a panel, the Committee Chair shall designate one panel member as the Chair of the Panel.

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Term of Office	<p>The Discipline Committee members shall be appointed for approximately one year and may be re-appointed annually by the Council, at its sole discretion.</p> <p>The term of office of any panel appointed by the Committee Chair shall be until the matter referred to it has been disposed of.</p>
Meetings	<p>The Discipline Committee shall meet on a date and at a time set by the Committee Chair at least ten days in advance of the meeting date unless a majority of Committee members agree to a shorter period.</p> <p>In the event that the Committee Chair is unable to preside at a duly called meeting, the Vice-Chair, if one is appointed, shall preside. Otherwise, the Chair may designate an acting Chair from among the Committee members, or where the Chair has not done so, an acting Chair for the meeting shall be selected by and from among the Committee members present.</p>
Quorum	<p>Pursuant to section 12.06 of the by-laws, quorum for meetings of the Discipline Committee shall be three members of the Committee, at least one of which shall be a Public member or a Public Representative as defined in the by-laws.</p> <p>In cases of urgency as determined by the Chair, the Public member/Public Representative requirement for the purposes of quorum may be waived.</p>
Quorum for panels	<p>Quorum for a panel of the Discipline Committee shall be three members on the panel, at least one of whom shall be a Public member (s38(5) of the Code).</p>
Reports	<p>The Committee Chair, on behalf of the Committee, shall provide the Chief Executive Officer an Annual Report on the performance of its responsibilities and outcomes of its activities for the period of April 1st of the previous year to March 31st of the current year, subject to any requirements of the <i>Regulated Health Professions Act, 1991</i>. The Annual Report shall be submitted on a schedule determined by the Chief Executive Officer.</p> <p>The Committee Chair may also submit a bi-monthly report to the Council addressing matters of importance to the Committee, including but not necessarily limited to volunteer resources, attendance issues, trends in activities before the committee and volume of work.</p>

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