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*The Council is responsible for conducting its business meetings in an organized, fair, transparent and collegial manner that is consistent with the values of the profession and the College.*

Accordingly,

- 1 Council meeting agendas will be established by the Council Chair with the advice of the Chief Executive Officer (CEO).
  - a) Agendas will be based on the Annual Planning Cycle established in GP08.
  - b) It is expected that materials from Committees will come forward at each meeting.
  - c) There will be policy making, modifying and monitoring on each agenda.
  - d) Meetings will include a brief report from the Council Chair and a Report on Regulatory Operations from the CEO.
- 2 Elections shall be undertaken as per the *Regulated Health Professions Act, 1991*, and the College by-laws.
  - a) Election of Council members shall take place in accordance with the *Health Professions Procedural Code*, the *Naturopathy Act, 2007* and in accordance with the requirements established by the College by-laws under the supervision of the CEO and the Governance Committee.
  - b) Election of the Officers shall be conducted at the first meeting of the new Council annually under the supervision of the CEO.
  - c) Committee Chairs and Committee members will be appointed annually by the Council.
- 3 Council meetings shall be accessible to the public as per the RHPA but Council will exclude the public from meetings with respect to personnel matters, matters restricted by legislation regarding protection of privacy, or matters in which public discussion could prejudice Council's legal position.
- 4 Any alteration to existing regulations or additions or deletion of regulations must be approved by a majority of Council, and in the case of substantive alterations only after consultation with members of the College. Committees may present recommendations to Council with respect to Regulations made under the Act but have no power for decision-making.
- 5 All issues/proposals raised will first be discussed in relation to existing policies in order to ascertain:
  - a) whether it is a question for Council or the CEO to determine, b) the extent to which the policy/proposal is satisfactorily covered by existing policy, and
  - c) whether existing policy needs to be modified.

The discipline of making policies at the broadest level first and relating to present policies with new issues/proposals preserves the principle of efficient policy making through encompassment and modification rather than creating new policy with each new proposal.

DATE APPROVED	DATE LAST REVISED
July 30, 2013	May 29, 2024

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- 6 Preparation and planning for meetings are critical as policy decisions often require appropriate information. Since proposals usually come from Committees or the CEO it is appropriate that briefing material be prepared and circulated in advance of a meeting of the Council and, in the event that the Council does not believe it has sufficient or all of the necessary information for decision-making, it may direct the CEO or Committees to bring additional information and therefore defer a matter from one meeting to a future meeting.
- 7 The process for the conducting of business will follow that which is outlined in Schedule 2 of the by-laws.

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