



Bylaw FAQ **March 25, 2022**

1) What are Bylaws, in general?

An organization's Bylaws outline how an organization manages its affairs such as corporate matters, membership rights, types of meetings, meeting management, frequency of meetings, voting procedures, etc.

2) Is the College of Paramedics required to have Bylaws?

Yes, *The Regulated Health Professions Act* requires all health regulatory colleges to have Bylaws, as described in s. 222(1) of the Act.

3) How are the College's Bylaws approved?

The Council of the College is responsible for passing Bylaws, which includes drafting Bylaws as needed. The Council is obligated to present the Bylaws to registrants for feedback and consider all feedback received, as described in s. 225 (a) and (b) of the Act. Changes to College Bylaws are approved by registrants.

4) How were the current Bylaws written?

The original Bylaws of the College were written by a Bylaws working group of Transitional Council. The Transitional Council revised the Bylaws based on regulatory trends identified in the regulatory literature. This included the growing shift to have Council members appointed to Council and to increase public representatives on Councils. More information on the original Bylaws is found at: <https://collegeparamb.ca/2021/04/cpmb-bylaws-what-they-mean-for-the-paramedic-profession-in-manitoba/>

5) What does Council do?

The purpose of the Council is to ensure the business affairs of the college are carried out in keeping with its mandate, duties, and powers to protect the public interest. Requirements for Council composition and terms of office are described in the Act and in the College Bylaws.

6) What is the Council composition?

The Council is comprised of eleven persons in total. Seven members are paramedic members of the College, and four members are members of the public, who meet the definition of public member under definitions found in s. 1(1) of the Act.

7) What is the process for naming public members to serve on the Council?

Public members are appointed by the provincial government through the Agencies, Boards, and Commissions Department. In the event that the government is not able to find suitable candidates, the Council may suggest one or more names of individuals to government for its consideration.

8) What is an elected model in a regulatory college?

An elected model follows a traditional method of election, for paramedic members of Council. Interested candidates for paramedic positions are nominated by themselves or a peer. The candidate submits a nomination statement. Nominees are posted and registrants vote to elect the successful candidate.



9) What is an appointed model in a regulatory college?

An appointed model for positions on the Council or its committees has an Appointments Committee of the Council responsible for the overall process of appointment. An expression of interest is sent to all registrants and an expression of interest form and resume are submitted by those who are interested. The Appointments Committee reviews each expression of interest and interviews candidates. The Committee seeks to ensure that candidates demonstrate diversity according to the attributes-based matrix approved by the Council. The attributes-based matrix reviews candidates based on their paramedic roles and experience, and desired competencies.

10) What groups/committees would be elected or appointed?

Council positions for paramedic members are either elected or appointed. In the revised Bylaws being circulated, Governance Committee is proposing a blended model to ensure candidates, who are elected by registrants, address gaps in attributes required for sitting Council members. Statutory committees under the Act, such as Complaints Investigation Committee and Inquiry Committee follow an appointed model. Paramedic members for council committees such as Continuing Competency Committee also follow an appointed model.

11) What does representation mean?

Representation means that in an elected model, paramedic representatives must come from a certain geographic district and or a certain role of paramedicine or a certain type of paramedic membership.

12) What is an attributes-based matrix?

An attributes-based matrix identifies the desired profile, experience, and competencies that the Council and committee members must hold. The current attributes-based matrix approved by Council is found [here](#).

13) What is an Annual General Meeting (AGM)?

An annual general meeting (AGM) is a meeting forum open to registrants and the public held once a year. The primary purpose of the meeting is to report on the business and governance work of the College in the past fiscal year. Information is also provided on strategic priorities that will be addressed in the coming year.

14) Why are paramedic members voting on the Bylaws outside of the AGM this year?

The Council have reviewed the feedback received during the 2021 AGM as well the feedback related to the Bylaws from September 2021 to January 2022. The Council will allow an opportunity for all registrants to provide feedback on the new proposed Bylaws. It is not possible to have more than one annual general meeting of registrants. It is possible to allow voting on the Bylaws outside of the AGM so that all registrants have an opportunity to participate in the decision-making process.