

## Examination Committee Terms of Reference

Approved by Examinations Committee: August 16, 2017

**Approved by Council: September 7, 2017**

### 1. Committee Authority

The Examination Committee is a non-statutory committee required for the College to fulfill its regulatory mandate.

### 2. Committee Mandate

The Examination Committee will fulfill the following functions:

- a. Consider appeals regarding failure of the registration examination, where there are alleged grounds of unfairness or other extenuating circumstances.
- b. Determine the outcome of appeals and outline the course of action to be taken after an appeal has been granted or denied.
- c. Grant time extensions to individuals who, due to extenuating circumstances, are unable to write the examination within the time period set in the Registration Regulation.
- d. Consider and make recommendations for changes to the registration examination, and related policies and processes.
- e. Submit to Council an annual report on the number of and types of matters dealt with, the dispositions of those matters generally, and activities relating to changes to applicable examination related matters.

### 3. Composition

Composition must include at least 3 members who are members of Council, at least one of which must be a public member, and one or more members who are not members of Council if Council so wishes.

### 4. Term

The term of office of a Committee member shall commence immediately after the election and shall continue for approximately one (1) year.

### 5. Frequency and Location of Meetings

Committee meetings shall, wherever possible, be held at a place and on a date set in advance and shall occur at such frequency as necessary for the Committee to conduct its business.

### 6. Quorum

The quorum is three (3) members unless otherwise provided in the Code or the By-laws or unless the Committee is composed of only three (3) members, in which case, the quorum for such a Committee shall be two (2) members.

## 7. Selection of the Chair

The Chair of the Examination Committee shall be appointed by the Council.

In the event that the Chair of the Committee is unable or unwilling to preside at the meeting, the Chair shall designate an acting Chair from among the Committee members to preside at the meeting and if the Chair is unable to delegate his or her chairing duties, the Committee shall then select an acting Chair to preside at the meeting from among its members.

### Role of the Chair of the Examination Committee

A Chair:

- a. Provides leadership in a consensus model.
- b. Acts as spokesperson for the Committee.
- c. Sets the agenda for the Committee.
- d. Provides guidance, as needed, to members regarding attendance and performance.
- e. Facilitates internal correspondence.
- f. Provides guidance and feedback to the Registrar.
- g. Oversees work of standing and sub-Committees.
- h. Fulfills duties as described in Terms of Reference.
- i. The Chair, may consult with presidents of other bodies where deemed beneficial or necessary.

## 8. Voting

Wherever possible, decision-making at the Committee level shall be conducted using a consensus model. When necessary, formal voting will be used.

Unless specifically provided for otherwise under the Code or the By-laws, every motion that properly comes before this Committee shall be decided by a simple majority of the votes cast at the meeting by the Committee members present.

Ordinarily the Chair does not vote, but in the event of a tie, the chair may choose to do so. In the event of a tie vote, the motion is defeated.

## 9. Panels

Panels are selected by the Chair to perform statute-specific functions. In accordance with the Code, panels shall be composed of at least three (3) Committee members, at least one (1) of whom shall be a public member.

Three members of a panel constitute a quorum.

## 10. Staff Resources

The Registrar acts in an *ex-officio* role.

Other staff members provide support to the Committee.

## 11. Committee Records

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings and proceedings are recorded, approved and maintained at the College office.

## 12. Conflict of Interest

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-

making concerning any matters where they have a direct or indirect personal or financial interest, or where there is appearance of such conflict. All Committee members have a duty to uphold and further the intent of the Act to regulate the profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the By-laws.

### **13. Media Communications**

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) being asked by media representatives to provide interviews, respond to enquiries, or to comment on issues concerning the regulation of the profession or the operation of Council or College, shall not provide any such communication and shall instead refer them to the Registrar's office.

### **14. Parliamentary Authority**

Schedule 2 of the By-laws outlines the Rules of Order of Council. The Committee should attempt to work by consensus where possible.