

# PEIDC

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Prince Edward Island  
Dental College

## Bylaws

Adopted 25 September 2024

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## PREAMBLE

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WHEREAS The Prince Edward Island Dental College (the "College") is duly established as a body corporate pursuant to the Prince Edward Island Regulated Health Professions Act as a college for dentistry – a regulated health profession.

AND WHEREAS power is given to the College by the said Act to make such By-Laws as may be necessary for the better guidance, government, discipline and regulation of the College and of the practice of dentistry and dental surgery in this Province.

NOW THEREFORE these By-Laws are thus enacted as follows:

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## SECTION 1 — INTRODUCTION

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### 1.1 Definitions

In these by-laws, unless the context otherwise requires:

- a) "Act" means the Regulated Health Professions Act of Prince Edward Island;
- b) "Chair", "Past-Chair; and "Vice-Chair", are terms synonymous with "President", "Past-President", and "Vice-President";
- c) "College" means the Prince Edward Island (PEI) Dental College.
- d) "Council" means the Council for the PEI Dental College.
- e) "Good Standing" means the registrant's Certificate of Registration with the College is not suspended or cancelled or otherwise restricted or limited under the Act or Regulations made thereunder;
- f) "Registrant" means an individual who holds a Certificate of Registration with the PEI Dental College.

### 1.2 Interpretation

In these by-laws, unless the context otherwise requires, expressions defined in the Act and any alterations or amendments thereto shall have the meaning as defined; and words imparting the singular shall include the plural and vice versa, and words imparting the masculine gender shall include females and those who do not identify as either; and words imparting persons shall include bodies corporate. The term "registrant" as used in this document is synonymous with the term "member" as used in the RHPA.

### **1.3 Severability and Precedence**

The invalidity or unenforceability of any provision of these by-laws shall not affect the validity or enforceability of the remaining provisions of these by-laws. If any of the provisions contained in the by-laws are inconsistent with those contained in the Act, the provisions contained in the Act, as the case may be, shall prevail.

### **1.4 Seal**

The seal of the College, if any, shall be in the form determined by the Council. The seal of the College shall be in the custody of the Registrar, who shall affix it to all documents for which it is required.

### **1.5 Licensing and Financial Year**

#### **1.5.1 License Year**

The license year of the College that shall commence on the first day of April and shall end on the thirty-first day of March of the following year

#### **1.5.2 Financial Year**

The financial year of the College that shall commence on the first day of January and shall end on the thirty-first day of December of the same year

### **1.6 Execution of Contracts**

1.6.1 Deeds, transfers, assignments, contracts, obligations, financial instruments, and other instruments in writing requiring execution by the College shall be signed by the authorized signatories as approved by the Council, from time to time. Until and unless otherwise amended, such documents shall be signed by either two of either the Chair, Vice- Chair or Registrar

1.6.2 The Council may, from time to time, direct the manner in which and the person by whom, a particular document or type of document shall be executed.

1.6.3 Persons authorized to sign any College document may affix the College seal to the document. The Chair may certify a copy of any instrument, resolution, by-law or other document of the College to be a true copy thereof.

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## SECTION 2 — COUNCIL

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### 2.1 Introduction

Each Council member, officer, staff member, delegate or committee member must act honestly, in good faith and in the best interest of the College and the public.

### 2.2 Duties of Council

The affairs of the College shall be governed by the Council in alignment with the Vision, Mission, and goals set by the College.

### 2.3 Composition

The Council shall consist of:

- a) a minimum of 3 registrants elected from registered dentists as provided by this Bylaw;
- b) two public representatives appointed by the Lieutenant Governor in Council; and
- c) one registrant elected from Registered Dental Assistants as provided by this Bylaw.

### 2.4 Term of Office

The term in office for all members of Council shall be in accordance with the Act.

### 2.5 Revocation/Suspension

- 2.5.1 The Council may request the revocation of the appointment of a member in accordance with of the Act.
- 2.5.2 Council may revoke the membership of an elected member on Council by a 2/3 majority resolution.
- 2.5.3 The election of a member of the Council is suspended at the time a complaint is made about the member under the Act or in another jurisdiction, until it is resolved; and revoked at the time the conduct of the member is found to constitute professional misconduct or incompetence under the Act or in another jurisdiction.

### 2.6 Code of Ethics

Each Council member, staff member, representative or committee member is required annually to read, sign, and abide by the provisions found within:

- a) Code of Conduct Policy adopted by Council; and

- b) Conflict of Interest Policy adopted by Council.

## SECTION 3 — OFFICERS

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### 3.1 Officers

The Council's officers are the Chair, Vice-Chair, immediate past Chair, Secretary, and one public representative.

### 3.2 Term of Office

The term of office of the Chair and Vice Chair shall be for one year and shall commence upon their election. Each may reoffer for an additional one-year term.

### 3.3 Chair

The Chair, if present, shall preside at and chair all meetings of the Council and of the Executive Committee. They shall be responsible for the performance of such duties and exercising of such powers as are set out in these Bylaws and as may from time to time be assigned by the Council.

### 3.4 Vice-Chair

The Vice-Chair shall be responsible for the performance of such duties and exercising of such powers as are set out in these Bylaws and as may from time to time be assigned by Council. In the absence of the Chair, the Vice-Chair shall assume all the duties and powers of the Chair.

### 3.5 Immediate Past-Chair

- 3.5.1 The immediate past-Chair is an advisor to the Executive Committee and the College.
- 3.5.2 The immediate past-Chair may or may not be a member of the Council. If they are a non-member, they shall be ex-officio, non-voting member of the Executive Committee.

### 3.6 Vacancies

- 3.6.1 Should the office of the Chair become vacant, the Vice-Chair shall fill the vacant role.
- 3.6.2 If a vacancy occurs in the office of the Past-Chair, it shall be filled by the most immediate eligible predecessor able to serve for the remainder of the term.



- 3.6.3 Vacancies in other elected offices shall be filled by the Council from among its members by a 2/3 majority vote at a regular meeting.

## SECTION 4 — APPOINTMENTS

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### 4.1 Registrar

- 4.1.1 In addition to the duties required by the Act, the Registrar shall conduct, or cause to be conducted, the correspondence of the College and Council; shall attend all general meetings, annual general meetings, and special meetings either in person or by substitute appointed for a specific meeting as determined by Council.
- 4.1.2 The Registrar is responsible for planning and implementing the programs of the College in accordance with policies and objectives approved by Council, and any additional duties as determined by Council.
- 4.1.3 The Registrar is a non-voting member of Council and is appointed by and accountable to Council. The Registrar's responsibilities and remuneration of the Registrar shall be reviewed by the Council annually following an employee performance review.
- 4.1.4 If Council determines the Registrar needs immediate replacement, Council will appoint an interim Registrar(s) from the Council members or staff until the Registrar returns or a replacement has been appointed.
- 4.1.5 Due to the required stakeholder relationship with government, the Registrar must not participate in political organizations or affiliations that interfere with or are in conflict with the administration of their duties.

### 4.2 Secretary

- 4.2.1 If a secretary is appointed, the secretary shall attend all general meetings, annual general meetings, special meetings, and their adjournments, either in person or by substitute appointed for a specific meeting as determined by the Council; and shall keep and distribute a correct record of the proceedings in accordance with these Bylaws or the Act.
- 4.2.2 If a secretary is appointed, the secretary shall send or cause to be sent all notices that are to be sent to the registrants and Council. The secretary, or any other person deputed by Council, shall receive all payments to the College, collect or

cause to be collected all dues, fees and assessments levied by Council or the College, and ensure that correct accounts are kept.

- 4.2.3 If Council determines not to appoint the position of secretary, the secretary's duties will be distributed as seen fit by Council.

### **4.3 Deputy Registrar**

- 4.3.1 The Deputy Registrar of the College reports to the Registrar and the Council as required.
- 4.3.2 Under the direction of the Registrar, the Deputy Registrar may be responsible for a variety of services and functions including practice experience requirements, standards maintenance, duties of the inspector, and other duties as assigned by the Registrar or Council from time-to-time.
- 4.3.3 If Council determines not to appoint the Deputy Registrar, the Registrar will be responsible for fulfilling the duties of the Deputy Registrar unless otherwise directed by Council.

### **4.4 Auditor**

- 4.4.1 The auditor shall be appointed annually by the Council at the annual general meeting.
- 4.4.2 The Auditor, after receiving the financial records of the College, shall prepare an Auditor's Report and Statement of Financial Position of the College in accordance with generally accepted accounting principles and auditing standards and deliver it to the Registrar within the period set out in procedures established by the Council.

### **4.5 Solicitor**

- 4.5.1 The Council may appoint one or more solicitors to advise the College

## **SECTION 5 — COMMITTEES AND DELEGATES**

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### **5.1 Committees**

- 5.1.1 The Council may establish any committee it determines necessary for the execution of the College's responsibilities. The Council may dissolve any

committee by resolution at any time and may remove a committee member by resolution of the Council.

5.1.2 The Standing Committees of the Council are:

- a) Executive Committee
- b) Investigation Committee
- c) Hearing Committee
- d) Registration Committee

5.1.3 The Council shall appoint the Chair of a Standing Committee of the Council. The Chair of the Investigation Committee and Hearing Committee shall be appointed in accordance with the Act.

5.1.4 Unless otherwise stated in these Bylaws, decisions of any committee shall be by majority vote of those members of the committee present at a duly constituted meeting.

5.1.5 Registrants are not eligible to be on a Standing Committee of the Council if:

- a) the registrant is, or was within the past year, a member of the governing body of an advocacy organization for the regulated health profession;
- b) the registrant's conduct was found, within the past year, to constitute professional misconduct or incompetence under this Act or in another jurisdiction; or
- c) the registrant is a respondent in an ongoing complaint under this Act or in another jurisdiction.

5.1.6 Quorum for a committee shall be the majority of members.

## 5.2 Executive Committee

5.2.1 The Executive Committee shall be comprised of:

- a) the Chair;
- b) the immediate past Chair;
- c) the Vice-Chair; and
- d) a public representative.

5.2.2 The Executive Committee shall act upon any matter delegated to it by the Council or that requires attention between meetings of the Council.

- 5.2.3 The Executive Committee shall oversee the preparation of the annual budget of the College and oversee the financial affairs of the College.
- 5.2.4 Council members must remain a member of the Council for the duration of their term to be eligible for election as an executive member except for the Past Chair who may remain as an ad-hoc member of the Executive Committee in the event their term on Council expires.
- 5.2.5 The Executive Committee shall be elected, by the Council, by majority vote at each AGM Council meeting.
- 5.2.6 The Registrar and/or Deputy Registrar will attend the meetings of the Executive Committee to act as a resource and provide administrative support to the Committee.

### **5.3 Investigation and Hearing Committees**

The Investigation and Hearing Committee are appointed under the Act and carry out their duties in relation to complaints.

### **5.4 Registration Committee**

The Registration Committee is responsible for reviewing applications for registration, identified by the Registrar, and making recommendations to the Council on the status of the registration, regulations, and good practice.

### **5.5 Delegates**

- 5.5.1 The Council may appoint any delegate it determines necessary for the execution of the College's responsibilities. The Council may review the term of office and terms of reference for any delegate. The Council may choose to dissolve the delegate's position or remove a delegate at any time by resolution of the Council.
- 5.5.2 A delegate may serve consecutive terms as determined by the organization for which they have been appointed, if no terms exist, the delegate may serve up to six years without reappointment by the Council.

### **5.6 National Dental Examining Board (NDEB) Delegate**

The Council, at its discretion, may appoint a dentist registrant to act as the Council's voting delegate on the NDEB for a three-year term, renewable once provided the delegate is still a registrant.

## **5.7 National Dental Assistants Examining Board (NDAEB) Delegate**

The Council, at its discretion, may appoint a dental assistant registrant to act as the Council's voting delegate on the NDAEB for a three-year term, renewable once provided the delegate is still a registrant

## **SECTION 6 — ELECTIONS TO COUNCIL**

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### **6.1 Eligibility**

- 6.1.1 Only registrants in the General Register of the College shall be eligible to nominate, vote, or be elected to the Council.
- 6.1.2 Registrants seeking to be elected to Council must be in good standing with no current or ongoing investigations, complaints, outstanding debts or outstanding orders in either this jurisdiction or another.

### **6.2 Nominations**

- 6.2.1 The Registrar shall, when possible, give notice via email to all eligible registrants at least 30 days before the completion of a member of Council's term.
- 6.2.2 Nominations will be received by the Registrar, upon a form available from the Registrar. It shall be endorsed by the nominee and one registrant.
- 6.2.3 If the call for nominations does not produce enough eligible nominees to fill the vacancies on Council, the registrants shall be so advised, and invited to resubmit nominations.
- 6.2.4 A nominee for election to the Council may, at any time prior to the commencement of the election, give notice to the Secretary of their wish to withdraw their nomination. The withdrawal becomes effective upon receipt of the notice in a form acceptable to the Registrar.

### **6.3 Notification**

Eligible voting registrants shall be notified in a timely fashion, through e-mail, of the names of those nominated for election to Council. The notification shall be accompanied by information on each candidate (prepared in a standard format) and voting instructions.

## 6.4 Voting Procedure

Voting procedure shall be determined by the circumstances e.g. show of hands, secret ballot, email vote, etc. as determined by majority vote of Council.

## 6.5 Counting of the Votes

- 6.5.1 Unless otherwise determined by Council or stated in these Bylaws, the election process shall begin within 10 days of the nomination deadline. The Executive Committee shall scrutinize the votes.
- 6.5.2 The candidate(s) receiving the largest number of votes from eligible voting College members shall be elected to Council.
- 6.5.3 If required, scrutineers shall provide a report of the results of the voting to Council.
- 6.5.4 The Registrar shall retain any on-line voting records for a period of 30 days following the completion of the member of Council's term, after which they shall be destroyed.

## 6.6 Acclamation

If the number of valid nominations for positions on Council is equal to the number of vacant positions on Council, the persons nominated shall be declared elected.

## 6.7 Vacancies

- 6.7.1 In the event of a vacancy in the Council occurring through death, incapacity, resignation, or otherwise, the Registrar shall call for nominations and hold an election.
- 6.7.2 The Registrar shall, at most 14 days after a vacancy has been determined, give notice via email to all eligible registrants.
- 6.7.3 Nominations will be received by the Registrar up to a date which shall be no more than 28 days after a vacancy has been determined.
- 6.7.4 Each nomination shall be made upon a form available from the Registrar. It shall be endorsed by the nominee and one registrant.
- 6.7.5 If the call for nominations does not produce enough eligible nominees to fill the vacancies on Council, the registrants shall be so advised, and invited to resubmit nominations.

- 6.7.6 A nominee for election to the Council may, at any time prior to the commencement of the election, give notice to the Registrar of their wish to withdraw their nomination. The withdrawal becomes effective upon receipt of the notice in a form acceptable to the Registrar.

## 6.8 Tie Vote

In the event of a tie vote for an elected position on Council, the executive committee shall immediately request a recount, and if the result is not altered, a subsequent election will occur and include only those candidates involved in the tie vote.

## SECTION 7 — ALLOWANCES

### 7.1 Honoraria

- 7.1.1 Members of the Council, committee members or delegates may be paid honoraria in accordance with the remuneration policy adopted by Council. If approved by Council, individual Council members may receive remuneration, either in a monetary or non-monetary form, for recognition of additional contributions to the College as determined by Council from time-to-time.
- 7.1.2 Members of Council must be prepared to invest considerable time and effort to their duties.
- 7.1.3 Unless otherwise stated in these by-laws, no Council member, officer, staff member, delegate or committee member shall directly or indirectly receive any profit from occupying said position; provided that:
- a) the Council member, officer, staff member, delegate or committee member may be reimbursed for reasonable expenses they incur in the performance of their duties; and
  - b) the Council member, officer, staff member, delegate or committee member may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the College, provided that the amount of any such remuneration or reimbursement is:
    - I. considered reasonable by Council;
    - II. approved by the Council for payment by resolution passed before such payment is made; and

- III. in compliance with the College's conflict of interest policy.

## SECTION 8 — ANNUAL GENERAL MEETING

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### 8.1 Time and Place

- 8.1.1 The council may hold an AGM each year at such time and place and format as determined by the Council so long as the AGM occurs no longer than 14 months and no less than 10 months from the previous AGM. In the event Council fails to call an AGM within the prescribed time period, the AGM shall be held 14 months after the previous AGM. Should such a date fall on a holiday or weekend the AGM shall be held on the next available business day.
- 8.1.2 The AGM may be held either in person, by conference call, video conferencing or other methods that permit registrants of the Council to be identified and to participate in the meeting

### 8.2 Notice

Notice of the exact time and place shall be given in writing, or other electronic means, at least 21 days in advance of the meeting.

### 8.3 Order of Business

- 8.3.1 The order of business of the annual general meeting, unless the Chair otherwise directs, shall be:
  - a) calling meeting to order by the Chair;
  - b) minutes of the last General Annual Meeting;
  - c) report from the Chair;
  - d) presentation of audited financial statements or financial review
  - e) election of Officers;
  - f) election of Members of Executive;
  - g) report of Registrar;
  - h) reports of Standing Committees;
  - i) reports of Special Committees;
  - j) reports of Representatives;
  - k) appointment of Standing Committees;
  - l) appointment of Special Committees;



- m) appointment of necessary representatives;
- n) unfinished business;
- o) new business; and
- p) program

8.3.2 Proceedings of the annual general meetings of the College shall be guided by Robert's Rules of Order in all cases not specifically provided for in the Act or in these by-law

## 8.4 Quorum

Two-thirds of members, including at least one public representative of the Council shall constitute a quorum during the AGM.

## 8.5 Voting

8.5.1 Registrants on the General Register may vote on motions to:

- a) accept or receive a report/agenda/minutes; and
- b) elect Council Members, as required.

8.5.2 Each registrant on the General Register and Council member, including the Chair, shall be entitled to one vote.

8.5.3 If there is a tie vote at an annual general meeting, the Chair, or, if the Chair is absent or unable or unwilling to vote, the Vice-Chair, may break the tie by casting a second vote.

8.5.4 In the event of a tie vote where the Chair or Vice-Chair chooses not to break the tie, the motion is lost.

8.5.5 A Council member or registrant on the General Register who chooses to abstain from any vote must give a reason which will be recorded in the minutes. An abstention shall not be counted as a vote.

## 8.6 Minutes

8.6.1 The secretary shall record the minutes of the meeting and distribute the minutes to members of Council 7 days prior to the next scheduled general meeting.

8.6.2 The previous year's annual general meeting minutes shall be approved by the Council at a general Council meeting within 90 days of the AGM. The minutes, as approved, shall be signed by the Chair (or, if the Chair was absent from the AGM,

the Vice-Chair) and the Registrar. Non-confidential Council decisions may be made available to the public in a format as determined by Council.

## **8.7 Observers**

8.7.1 Observers are not permitted to propose, amend, or vote on motions and may not participate in discussion.

## **SECTION 9 — GENERAL MEETINGS**

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### **9.1 Time and Place**

The Council shall hold at least three general meetings during the year, or more often as required, at such times and places as shall be determined by the Chair or, in the absence of the Chair, the Vice-Chair.

### **9.2 Notice**

9.2.1 Notice of the exact time, place and format shall be given each member at least 14 days in advance of the meeting

9.2.2 At least 7 days in advance of the general meeting, the Registrar will distribute the following:

- a) minutes of the previous general meeting;
- b) a proposed agenda for the meeting; and
- c) reference material required for the meeting.

9.2.3 If, after notice has been served and due to unforeseen circumstances, a meeting is postponed, the meeting can be rescheduled upon the majority agreement of the Council in person, by telephone or email.

### **9.3 Order of Business**

9.3.1 At any general meeting the order of business shall be:

- a) consideration of the items of business in the proposed agenda;
- b) approval of the agenda (with amendments/additions if necessary);
- c) declaration of any conflict of interest;
- d) approval of the minutes of the previous general meeting and consideration of the business arising there from; and,

e) other items of business, which at the discretion of the Chair warrant discussion.

9.3.2 Proceedings at meetings of the College and the Council shall be guided by Robert's Rules of Order in all cases not specifically provided for in the Act or in these by-laws.

9.3.3 A meeting of the Council may be held by conference call, video conferencing or other or similar methods that permit members of the Council to participate in the meeting.

9.3.4 Agenda items not provided in advance of the distribution of the meeting material may be added to the agenda under new business at the time of the meeting and will be addressed if time permits. Items not addressed will carry over to the next general meeting.

#### **9.4 Quorum and Attendance**

9.4.1 Over fifty per cent of members of the Council, including at least one public representative and either the Chair or another officer, shall constitute a quorum.

9.4.2 The Secretary shall keep an attendance record of all Council members and bring to the attention of Council if a member has been absent for 3 consecutive meetings.

#### **9.5 Voting**

9.5.1 Motions shall be decided by a majority of members of Council in attendance. Each member of Council, excluding the chair, shall be entitled to one vote. The Registrar is a non-voting member of Council.

9.5.2 If there is a tie vote, the chair will cast the deciding vote.

9.5.3 In the event of a tie vote where the chair chooses not to break the tie, the motion is lost.

9.5.4 An abstention from voting shall not be counted as a vote.

9.5.5 Council may approve motions outside of meetings of the Council by e-mail.

#### **9.6 Minutes**

9.6.1 The secretary shall record the minutes of the meeting and distribute the minutes to members of Council before the next regular meeting

- 9.6.2 Previous meeting minutes shall be approved by the Council. The minutes, as approved, shall be signed by the Chair (or, if the Chair was absent from the meeting, the Vice-Chair) and the Registrar. Non-confidential decisions may be made available to the public in a format as determined by Council.
- 9.6.3 Upon application being made in writing and with the approval of a majority of Council members, a registrant may view the minutes of a general meeting in the presence of the Registrar or Chair.

## **9.7 Observers**

- 9.7.1 Observers must advise the Registrar 14 calendar days before a scheduled Council meeting if they wish to attend as observers, or if they would like to make a presentation to the Council.
- 9.7.2 Observer privileges will be granted upon majority vote of the officers and shall also be withdrawn in the same manner.
- 9.7.3 Observers of Council meetings or minutes of same may be required to sign a statement of non-disclosure, declaration of conflict of interest, or declaration of code of conduct.
- 9.7.4 Observers are not permitted to propose, amend or vote on motions. However, they may participate in discussion, if approved by Council, and do not contravene these bylaws or any Council policies.
- 9.7.5 Presenters may present to the Council a relevant topic as approved by the College. The Council may pose questions to the presenter during the presentation.

## **9.8 Adjournments**

Meetings of the Council may be adjourned from time to time by a motion supported by a majority of the members of Council present. Such motion shall state the date and time of the reconvened meeting and shall thereby constitute due notice.

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## SECTION 10 — SPECIAL MEETINGS

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### 10.1 Time and Place

Special meetings of the Council or College shall be held at the call of the Chair or by requisition signed by two members of Council.

### 10.2 Notice

No fewer than 2 days' notice shall be given for a special meeting. The notice shall specify the business to be brought forward.

### 10.3 Order of Business

10.3.1 No business shall be dealt with except that for which the meeting was called.

10.3.2 Unless otherwise directed by the Chair, special meetings will follow the by-laws set forth under General Meeting.

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## SECTION 11 — CONDUCT OF BUSINESS WITHOUT A MEETING

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### 11.1 Time and Place

11.1.1 The business of the Council may be conducted and concluded by a motion resolution agreed upon by a majority of Council members, unless otherwise stated in these by-laws, using the telephone, or other electronic means, and shall have the same force and effect as a resolution duly passed at a convened meeting of the Council; however, the resolution must be confirmed at the next Council meeting.

11.1.2 A resolution signed by a majority of the members of the Council, for which purpose electronic signatures or emails are sufficient, has the effect of a resolution of the Council.

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## SECTION 12 — PROCEEDINGS IN CAMERA

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### 12.1 Conduct

In-camera meetings may be called by any member of Council and directed by the Chair, in accordance with the In-Camera Policy.

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## SECTION 13 — BYLAWS, POLICIES AND AUTHORIZATIONS

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### 13.1 Resolution

- 13.1.1 A resolution for the purpose of making, amending or revoking a by-law, policy or recommendation pertaining to legislation involving the practice of dentistry shall require a quorum of two-thirds of present members of Council and a majority vote.
- 13.1.2 Any motions listed under the Order of Business of a General meeting, excluding unfinished business, shall require a quorum of two-thirds of members of the Council and a majority vote.
- 13.1.3 New by-laws or changes in the by-laws may be enacted from time to time by the Council in accordance with the Act. Amendments to by-laws shall be carried by majority vote.

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## SECTION 14 — FEES

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### 14.1 Renewal

- 14.1.1 All forms, supporting documents and fees related to the annual renewal of non-student registrants must be received at the College office no later than March 15th of each year.
- 14.1.2 All forms, supporting documents and fees related to the annual renewal of student registrants must be received at the College office no later than September 14 each year.
- 14.1.3 All forms, supporting documents and fees related to the annual renewal of non-student registrants not received by March 15th of each year shall be subject to a penalty as approved by Council.
- 14.1.4 Any applicant with outstanding fees or penalties not received in full by the College prior to April 1st of each year will not be eligible for registration renewal. Applicants submitting registration renewal on or after April 1st of each year are considered an initial applicant.
- 14.1.5 All fees shall be set out in the Schedule of Fees adopted by the Council and amended from time to time.

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## SECTION 15 — CARE OF FUNDS

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### 15.1 Budget

- 15.1.1 The Registrar will prepare an estimate of the budget for the upcoming year with the assistance of the executive committee as a whole or a subcommittee approved by council.
- 15.1.2 The budget will be presented by the Registrar and adopted by the Council each year prior to December 31. Motions requiring the adjustment of the annual budget must be presented with a comparative income statement.
- 15.1.3 With the adoption of the annual budget by Council, expenses outlined in the annual budget are considered approved by Council.
- 15.1.4 The annual budget will include an estimation of, but not limited to the following:
- a) wages and levies;
  - b) rent & utilities, if applicable;
  - c) office supplies and associated costs;
  - d) banking fees;
  - e) insurance fees;
  - f) solicitor's and auditor's fees;
  - g) employee benefits, if applicable;
  - h) maintenance fees, if applicable;
  - i) honorariums;
  - j) detailed description of required travel for any Council member, staff, delegate or committee member and the associated travel costs; and
  - k) revenue.

### 15.2 Auditor's Report/Financial Reviewer's Report

The Registrar shall distribute the Auditor's Report/Financial Reviewer's Report and Statement of Financial Position, or cause it to be distributed, at or before the annual general meeting or immediately upon its availability.

### 15.3 Banking

- 15.3.1 The Council or its staff shall ensure that all money received on behalf of the College is deposited in the name of the College in a bank or other deposit-

gathering institution that is a member of the Canadian Deposit Insurance Corporation or in a credit union established in such a way as to guarantee the deposits.

15.3.2 Quarterly reconciliations (banking statements, payroll, investments, etc.) shall be prepared/presented by the Registrar and reviewed and signed by two (2) of the Signing Officers.

15.3.3 Council shall be presented with a financial report at each prescheduled general meeting in accordance with established policies.

#### **15.4 Investments**

The Council or its staff shall ensure that when funds of the College are invested, they are held secure through means set out in policies and procedures approved by Council.

#### **15.5 Insurance**

15.5.1 Council shall ensure that the College maintains security arrangements and insurance coverage against loss of funds that the College may sustain resulting from employee dishonesty, destruction, disappearance, wrongful abstraction or forgery.

15.5.2 Council shall ensure that the College maintains insurance coverage for office contents, liability insurance for directors and operators, and errors and omissions insurance.

### **SECTION 16 — GENERAL**

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Notwithstanding any other provision of these Bylaws, any meeting of Council, the College, or a committee may be held in any manner that allows all the persons participating to communicate with each other simultaneously and instantaneously. Meetings may be held wholly or partly by technological means. Persons participating in the meeting by such means are deemed to be present at the meeting.



Revision History			
Approved By	Date Ratified	Reviewed/Revised	Next Review
PEIDC Council	25 September 2024	Bylaws adopted	