

M E M O R A N D U M
COLLEGE OF DENTAL HYGIENISTS OF ONTARIO
69 BLOOR STREET EAST, SUITE 300
TORONTO, ONTARIO, M4W 1A9

TO: CDHO Registrants & Stakeholders
FROM: Fran Richardson
DATE: June 2010
RE: Proposed Amendments to Bylaw No. 4

Bylaw No. 4 came into being on June 4, 2009 in conjunction with the amendments to the *Regulated Health Professions Act, 1991*. Since that time, a few issues have arisen that indicate further revisions to the bylaws. While none of the suggestions are critical or time dependent, they are issues that will assist in the functioning of the College and bring clarity to various processes.

Below are the suggested amendments passed by Council on May 28, 2010 which are being circulated to registrants and stakeholders for comment.

Section 5.1 Composition of Statutory Committees (ICRC)

Change the composition of the Inquires, Complaints and Reports Committee

Currently – four (4) members of Council who are registrants of the College

Leave as is

Currently three (3) members of Council appointed to the Council by the Lieutenant Governor's Order-in-Council

Change to four (4)

Currently three (3) registrants of the College who are not members of Council

Change to two (2)

This permits two panels of the Committee and provides for two public members on both panels.

Section 7.3 Liability Insurance of Registrants

Amend to reflect the Ministry's interpretation that each registrant must "individually" carry his or her own professional liability insurance.

Current wording: All registrants holding a general/specialty certificate of registration shall maintain professional liability insurance coverage with a minimum of \$1,000,000 coverage for each occurrence and with a deductible of no more than \$10,000.

Proposed wording: A registrant engaged in the practice of dental hygiene shall carry professional liability insurance with the following characteristics:

1. The minimum coverage per occurrence shall be \$1,000,000
2. The deductible shall be no more than \$10,000
3. The insurer must be licensed with the Financial Services Commission of Ontario
4. The registrant must be personally named in the insurance policy.

Schedule V – Rules of Order of the Council (attached)

The new schedule will complement Section 4.13 Other Meeting Procedures

Comments regarding the proposed changes to Bylaw No. 4 should be forwarded to Jane Cain at jcain@cdho.org by September 27, 2010

SCHEDULE V TO THE BY-LAWS

Rules of Order of the Council

1. In this Schedule, "Member" means a Member of the Council.
2. Each agenda topic will be introduced briefly by the person or Committee representative raising it. Members may ask questions of clarification, then the person introducing the matter shall make a motion and another Member must second the motion before it can be debated.
3. When any Member wishes to speak, s/he shall so indicate by raising her or his hand and shall address the presiding officer and confine herself or himself to the matter under discussion.
4. Staff persons and consultants with expertise in a matter may be permitted by the presiding officer to answer specific questions about the matter.
5. Observers at a Council meeting are not allowed to speak to a matter that is under debate.
6. A Member may not speak again on the debate of a matter until every other Member who wishes to speak to it has been given an opportunity to do so. The only exception is that the person introducing the matter or a staff person may answer questions about the matter. Members will not speak to a matter more than twice without the permission of the presiding officer.
7. A Member may speak up to three (3) minutes upon any motion; additional time may be allotted with the permission of Council.
8. When a motion is under debate, no other motion can be made except to amend it, to postpone it, to put the motion to a vote, to adjourn the debate or the Council meeting or to refer the motion to a Committee.
9. A motion to amend the motion then under debate shall be disposed of first. Only one motion to amend the motion under debate can be made at a time.
10. When it appears to the presiding officer that the debate on a matter has concluded, when Council has passed a motion to vote on the motion or when the time allocated to the debate on the matter has concluded, the presiding officer shall put the motion to a vote.
11. When a matter is being voted on, no Member shall enter or leave the Council room, and no further debate is permitted.
12. No Member is entitled to vote upon any motion in which s/he has a conflict of interest, and the vote of any Member so interested will be disallowed.
13. Any motion decided by the Council shall not be re-introduced during the same meeting except by a two-thirds vote of the Members then present.

14. Whenever the presiding officer is of the opinion that a motion offered to the Council is contrary to these rules or the by-laws, s/he shall rule the motion out of order and give her or his reasons for doing so.
15. The presiding officer shall preserve order and decorum, and shall decide questions of order, subject to an appeal to the Council without debate.
16. The above rules may be relaxed by the presiding officer if it appears that greater informality is beneficial in the particular circumstances, unless the Council requires strict adherence.
17. Members are not permitted to discuss a matter with observers while it is being debated.
18. Members shall turn off cell phones during Council meetings and, except during a break in the meeting, shall not use a cell phone, blackberry or other electronic device. Laptops shall only be used during Council meetings to review materials related to Council business (e.g., electronic copies of background documents) and to make personal notes on the issue at hand.
19. Members are to be silent while others are speaking.
20. In all cases not provided for in these rules or by other rules of Council, the current edition of "Robert's Rules of Order" shall be followed so far as they may be applicable.
21. These Rules shall apply, with necessary modifications, to meetings conducted by teleconference or any other electronic means permitted by the by-laws, including audio or video conferencing.