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Governance Process	Examination Appeals Committee (CC03.05)	1
		Create Date November 5, 2013

Accountability and Authority	The Examination Appeals Committee is a non-statutory committee of the Council of the College of Naturopaths of Ontario and is established pursuant to section 12 of the Registration Regulation and the <i>Committee Principles</i> policy (GP06).
Limitations	The Examination Appeals Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized by these Terms of Reference.
Responsibilities	<p>The Examination Appeals Committee shall:</p> <ul style="list-style-type: none"> • Advise on and recommend to the Council policies and procedures governing the examination appeals process; • Annually review all program policies and related procedures and report to the Council on the outcome of the review and make any recommendations for amendments; • Receive, review and dispose of appeals filed by candidates of all examinations set and approved by the Council, including but not necessarily limited to the following examinations: <ul style="list-style-type: none"> ○ Clinical Sciences, ○ Biomedical, ○ Clinical (Practical), ○ Intravenous Infusion Therapy, and ○ Therapeutic Prescribing.
Composition and Appointment	<p>The Examination Appeals Committee shall be appointed by Council and shall be comprised of at least three (3), but as many individuals as the Council deems appropriate, none of whom shall be members of the Registration Committee, including:</p> <ul style="list-style-type: none"> • one (1) Council member; • one (1) or more Registrants who are not Council members; • Any number of Public Representatives as defined in the by-laws. <p>The Council shall appoint the Chair of the Examination Appeals Committee and, wherever practical, the Chair shall not be a member of the Executive Committee of the Council.</p>
Term of Office	The members of the Examination Appeals Committee shall be appointed annually by Council for approximately one (1) year, or until such time as the Council has made further appointments.
Meetings	<p>The Examination Appeals Committee shall meet on a schedule set by the Committee in advance of the program year, or, at the call of the Chair.</p> <p>In the event that the Chair of the Committee is unable to preside at the meeting, the Chair may designate an acting Chair from among the Committee members, or where the Chair has not done so, an acting Chair for the meeting shall be selected from among the Committee members by the Committee.</p>
Quorum	Pursuant to section 12.06 of the By-laws of the College of Naturopaths of Ontario, quorum for meetings of the Examination Appeals Committee shall be two (2) members

DATE APPROVED	REVIEW DATE	RESPONSIBLE
January 16, 2014	March 31, 2021	Council

COMMITTEE TERMS OF REFERENCE

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of the Committee, at least one (1) of which shall be a Public member or a Public Representative.

In cases of urgency as determined by the Chair, the Public member/Public Representative requirement for the purposes of quorum may be waived.

Reports

The Committee shall provide a report of its activities annually to the Council, as well as when requested from time to time, subject to any requirements of *the Regulated Health Professions Act, 1991*.

The Chair shall also submit a quarterly report to the Council addressing matters of importance to the Committee.

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