

 The College of Naturopaths of Ontario	Policy Type	COUNCIL POLICIES
	EXECUTIVE LIMITATIONS	
	Title	Policy No.
	Emergency CEO Replacement	EL02.02
		Page No.
		1

In order to protect Council from sudden loss of services, the Chief Executive Officer (CEO) shall not fail to keep the Council Chair and one designated member of staff apprised on a regular basis of Council and College issues and processes.

Accordingly,

- 1 The CEO shall not fail to keep business and other records in an organized, orderly and accessible manner.
- 2 The CEO shall not fail to designate the Deputy CEO, or in their absence, one other senior member of staff to automatically assume the responsibilities of the CEO on an emergency basis for a period of no longer than three months, as the Acting CEO.
- 3 The designated member of staff shall not fail to act, in consultation with and under the guidance of the Council Chair, in the absence of the CEO until the CEO returns or is permanently replaced by Council.
- 4 The designated senior member of staff shall not fail to be paid a premium of twenty percent of their base salary during the time they are Acting CEO.
- 5 The CEO shall not fail to inform the Council of the persons appointed pursuant to paragraph 2 of this policy.

DATE APPROVED	DATE LAST REVISED
July 30, 2013	January 27, 2021