

Section	Committee	Page
Governance Process	Executive Committee (SC02.02)	1
		Create Date July 30, 2013

Accountability and Authority	The Executive Committee is a statutory committee of the Council of the College of Naturopaths of Ontario and is established pursuant to section 10(1)(1) the <i>Health Professions Procedural Code</i> , being Schedule 2 to the <i>Regulated Health Professions Act, 1991</i> (the "Code"). The Executive Committee acts on behalf of the Council on urgent matters when the Council is not meeting and reports to the Council. In the event that the Council is not properly constituted in accordance with the Act, the Executive Committee shall act in the Council's place on all matters that would normally be brought before the Council.
Limitations	Notwithstanding section 12(1) of the Code which authorizes the Executive Committee, between meetings of the Council, to have all of the powers of the Council with respect to any matter that, in the Committee's opinion, requires immediate attention, other than the power to make, amend or revoke a regulation or by-law, it is the explicit desire of the Council that the Executive Committee only exercise its authority on matters that are deemed urgent matters by the Council Chair.
Responsibilities	The Executive Committee shall, <ul style="list-style-type: none"> • exercise the authority of the Council on urgent matters as determined by the Chair of the Committee, subject to the limitations set out in the Code and in these terms of reference.
Composition and Appointment	Pursuant to sections 13.01 and 13.08 of the By-laws of the College of Naturopaths, the Executive Committee shall be comprised of the Council Chair, Council Vice-Chair, and three Officers-at-Large as elected by Council from among the Council members. Of the five elected Committee members, three shall be Registrants and two members shall be Public Members. The Council Chair shall serve as the Chair of the Executive Committee.
Term of Office	The Executive Committee shall be elected annually from among the Council members.
Meetings	The Committee will meet at the call of the Chair.
Quorum	Pursuant to section 12.06 of the By-laws of the College of Naturopaths of Ontario, quorum for meetings of the Executive Committee shall be three members of the Committee, at least one of whom shall be a Public Member of the Council.
Notice of Meeting	When the Council Chair determines that a matter is urgent and calls a meeting of the Executive Committee, the Council Chair shall serve notice to the Council members of the date and time of the meeting and the matter to be addressed by the Executive Committee. Notice shall be provided not less than 48 hours before the meeting.
Disclosure	The Council Chair shall ensure that the notice, along with any materials to be considered by the Executive Committee are posted to the College's website in

DATE APPROVED	REVIEW DATE	RESPONSIBLE
July 30, 2013	January 27, 2021	Council

Section	Committee	Page
Governance Process	Executive Committee (SC02.02)	2
		Create Date July 30, 2013

advance of the meeting and as soon as it is practicable to do so, subject to materials being withheld pursuant to section 7(2) of the Code.

Minutes of Executive Committee meetings, except any portion of the meeting minutes where matters set out in section 7(2) of the Code are addressed, shall also be posted to the College's website as soon as practicable after they are approved by the Executive Committee. Where the Executive Committee cites section 7(2), an explanation of the rationale shall be provided within the minutes of that meeting.

Reports

Pursuant to section 12(2) of the Code, the Executive Committee shall report to the Council of the College of Naturopaths of Ontario on its actions taken on behalf of the Council at the next meeting of the Council.

In accordance with section 11(1) of the Code, the Executive Committee shall also provide a report of its activities annually to the Council, as well as when requested from time to time, subject to any limitations set out in the Code.

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