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### 3 Global Governance Process

The purpose of the Council, on behalf of the people of Saskatchewan, is to ensure the Saskatchewan Registered Nurses' Association achieves what it should and avoids unacceptable actions and situations.

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#### 3.1 Governing Style

Council of the Saskatchewan Registered Nurses Association shall govern with emphasis on the Mission, Vision, and Strategic Endpoints and a focus on right touch regulation by:

- obtaining public input (owner);
- promoting diversity in viewpoints;
- demonstrating a shared outward vision;
- providing proactive strategic leadership;
- making collective decisions; and,
- distinguishing Council and staff roles.

Specifically, Council shall:

- cultivate a sense of group responsibility (think and act as one);
- inform themselves on processes related to regulatory governance;
- use the expertise of individual members to enhance the ability of Council to develop policy;
- direct, control, and inspire the organization through the establishment of broad written policies reflecting the owners' values and perspectives;
- enforce upon itself whatever standards are needed to govern with excellence. Compliance with standards shall apply to matters such as attendance, preparation for meetings, policy making principles, respect of roles, and ensuring the continuity of governance capability;
- not allow any officer, individual or committee of Council to hinder the ability of Council to fulfill its commitments;
- apply the Code of Conduct GP 3.7 if concerns are identified; and,
- ensure quorum for Council meetings is 50% plus one.

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#### 3.2 Investment in Governance

Council shall invest in and validate its governance capacity by:

1. Providing the people of Saskatchewan, including identified stakeholders, with information that clearly outlines the role of Council and the necessary qualifications and expectations of Council members.

2. Providing an orientation to new Council members to ensure familiarity with the health care system, Saskatchewan Registered Nurses Association structure, and Council governance process.

3. Ensuring Council members have ongoing opportunity for education and development to enhance their governance abilities. Council members shall participate in governance and leadership educational activities in a cost-effective manner to enhance their contribution to the work of Council. There shall be a Leadership Development Fund of \$12,000 per calendar year, to a maximum of \$2,000 per member per term of office, as part of Council's budget with the following guidelines for administration:

3.1. Funds shall only be used for activities that relate directly to governance and leadership and can be used to cover the costs associated with the activity such as registration, travel and accommodation, and/or honoraria.

Requests, using the approved forms (Our Boardroom, Documents, GAP folder), shall be submitted to the Linkages Committee Chair for authorization in advance of the activity.

3.2. Requests shall include the Council member's name, details of the request including the type and location of the activity, its relevance to governance and/or leadership, the cost involved, and necessary timelines.

3.3. The expenditures of the Leadership Development Fund shall be tracked as a separate item within Council budget. The unused portion shall be carried forward to the following year.

3.4. The President-Elect/President shall be supported to a maximum of \$5,000 for governance development during their four-year term. Funding ceases at the end of June following transition to Past President.

4. Establishing an annual budget for Council activities and evaluating it on a quarterly basis.

5. Reviewing, revising, and monitoring governance process policies and the Governance Action Plan to objectively measure Council's performance. Council shall:

5.1. Conduct, under the direction of the President, an annual self-evaluation. This evaluation will guide the development of the Governance Action Plan, specifically goals and objectives for improvement.

5.2. Evaluate its own performance at every meeting, including discussion regarding the time spent on the Strategic Endpoints.

5.3. Monitor adherence to its own Governance Process policies at least every three years. Council can monitor these policies at any time, but at minimum, shall review their adherence to them on a regularly scheduled basis as delineated in the Governance Process Policies Monitoring & Review Schedule (refer to Attachment). The Monitoring and Review Schedule is updated annually by the President prior to June meeting.

6. Implementing secure, web-based technology to assist Council in its work. Council shall:

6.1. Provide up to \$1,800.00 to each Council member for the purchase of a laptop computer and/or needed upgrades, warranty for the duration of the members term on Council, high speed internet access, and related printing costs. The organization shall not own or maintain the laptop. In the event a term is ended prematurely, a pro-rated refund will be sought.

6.3. Ensure the contract with the web-based technology provider includes provision of training on the system for each Council member.

6.4. Monitor sustainability of the web-based technology on an ongoing basis.

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### 3.3 Governance Succession

In keeping with Council's commitment to excellence in governance, Council shall strive to solicit, through the Nominations Committee, candidates who have knowledge, skills, and experience that will enable them to govern the organization. SRNA Council shall ensure fair, transparent, and just electoral processes in accordance with the Registered Nurses' Act, 1988 and the organization's bylaws. Council will fill vacant council positions using the following criteria to identify potential members.

Specifically, Council will seek individuals who:

- will uphold and work towards achieving the Mission, Vision, and Strategic Endpoints of the organization;
- will adhere to all Council Governance Process policies;
- will actively participate in all deliberations, while respecting the opinions of others;
- will contribute to strategic direction versus operations;
- fill an identified knowledge gap on Council (e.g. practice, location);
- are in good standing as per the nurse verification register;
- are not currently involved as an executive board member or Council members of other nursing organizations (e.g., Saskatchewan Union of Nurses and provincial nursing associations); and,
- are not current Members of Parliament (federal) or Members of the Legislative Assembly (provincial).

### 3.4 Council Role Contributions

The role of Council is to represent the people of Saskatchewan in determining and demanding appropriate performance of the SRNA. To distinguish Council's own unique role from the work of staff, Council shall concentrate its efforts on:

- maintaining the link between the SRNA and the people of Saskatchewan;
- developing and revising governance policies addressing the broadest levels of all organizational decisions by reviewing and revising, as needed:
  - o the Strategic Endpoints of the organization (e.g., products, impacts, benefits, outcomes);
  - o the Executive Limitations, defined as constraints on the Executive Director's authority which establishes the prudent and ethical boundaries within which all executive activity and decisions must take place;
  - o the Governance Process which specifies how Council conceives, carries out, and monitors its own tasks; and,
  - o the Council-Executive Director Relationship defined as how power is delegated from Council to the Executive Director and the monitoring of this delegation in terms of the EDs role, authority, and accountability.
- monitoring of Executive Director performance on an annual basis, as outlined in policies 4.1 through 4.3;
- completing all duties required by legislation; and,
- connecting with legislators (e.g., municipal, provincial, federal) to articulate the role/position of the organization.

### 3.5 Planning Cycle & Agenda Control

Council shall control its own agenda by developing and maintaining a continuous schedule which includes annual evaluation of Strategic Endpoints and continual improvement of Council's performance through education and enriched input and deliberation.

1. Council shall maintain control of its own agenda by developing a multi-year cycle (Our Boardroom: Documents: GP Monitoring Cycle Responsibility) and an annual schedule identifying all elements of Council's work including:

- review of the Strategic Endpoints to allow the Executive Director to build a budget;
- scheduled time for consideration of information relating to the external environment and exploration of future perspectives which may have implications for the direction of the organization;
- review of Executive Limitations, Governance Process and Council - ED Delegation policies, consistent with a multi-year schedule that includes all regulatory policies;
- time for monitoring the Executive Director's compliance with Strategic Endpoint policies and Executive Limitations policies;
- time for monitoring of Council's own compliance with Governance Process policies and Council - ED Delegation policies;
- time for Council orientation and education; and,
- time for an in-camera session.

2. Council shall, on an annual basis, establish a set of desired performance objectives related to the governance process. Review of progress towards these objectives shall be included on each meeting agenda.

3. When an item is brought to Council via the Required Approvals Agenda, if compliance with all the criteria in Executive Limitations has been demonstrated, Council shall not discuss the agenda item prior to approval. An exception will be made if a majority of Council members vote to remove the item from the Required Approvals Agenda for discussion.

4. Based on the outline of the annual schedule, Council delegates to the chair the authority to complete the details of the meeting content. Potential agenda items shall be carefully screened. Screening questions shall include:

- clarification as to whether the issue is under the purview of Council versus the Executive Director;
- identification of what category an issue relates to - Strategic Endpoints, Executive Limitations, Governance Process, Council - ED Delegation; and,
- review of what Council has already deliberated in this category, and how the current issue is related.

### 3.6 Council Chair Role

The President of the SRNA, who serves as Council Chair, assures the integrity of Council's process. The President is the only Council member authorized to speak for Council (beyond simply reporting Council decisions), other than in specifically authorized instances. The President is authorized to use any reasonable interpretation of the provisions in these Governance Process policies.

1. The result of the President's role is that Council behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.

- The President shall ensure content of meeting discussions is limited to those issues for which, according to Council policy, decisions clearly belong to Council. Discussion of items that have been delegated to the Executive Director, other than in the normal process of monitoring, will not be included, except for information purposes.
- Deliberation shall be timely, fair, orderly, and thorough, but also efficient and kept to the point and in accordance with the Act and bylaws. Where not covered by the Act and bylaws, Procedures for Meetings and Organizations, Third Edition, by M. Kaye Kerr and Hubert W. King, Carswell Legal Publication, Toronto, 1996, or later editions shall be the standard of reference.
- The authority of the President consists of making decisions that fall within the topics covered by Council policies on Governance Process and Council-Executive Director Relationship, except for (a) employment or termination of an Executive Director or (b) where Council specifically delegates portions of this authority to others.
- The President is empowered to chair Council meetings with all the commonly accepted power of that position (e.g., ruling, recognizing).
- The President may delegate this authority but remains accountable for its use.
- The President has no authority to make decisions about policies created by Council within Strategic Endpoints and Executive Limitations policy areas. Therefore, the President has no authority to supervise or direct the Executive Director.

2. Council delegates to the President the authority to fill in the details of the meeting content based on the outline of the continuous agenda. The detailed agenda will be prepared jointly by the President and the Executive Director. Potential agenda items will be carefully screened to ensure that they relate to Council's role description, rather than simply reviewing staff activities. Screening questions (refer to GP policy 3.5 Planning Cycle & Agenda Control, section 4) shall identify issues and clarify Council and Executive Director roles.

### 3.7 Code of Conduct

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Council expects its members to conduct themselves in an ethical and professional manner. This includes proper use of authority and appropriate decorum when acting as Council members.

1. Council members shall not attempt to exercise individual authority over the organization (i.e., Executive Director or staff), specifically:

1.1. The President or their designate is the only person authorized to speak to the media on behalf of Council.

1.2 Council members shall not presume to speak for Council when interacting with the public; only actual Council policy decisions may be reported in these situations.

1.3. Council members' interaction with staff shall recognize that individual members have no authority to instruct or evaluate employees, and no authority to insert themselves into employee operations.

2. Council members shall take part in educational activities intended to assist them in carrying out their responsibilities. Members will provide a verbal and/or written report to Council following completion of these activities.

3. Council members shall treat one another, and staff members, with respect, co-operation, and a willingness to deal transparently on all matters.

4. Council members shall be accountable to the organization and exercise the powers and discharge the duties of their office honestly, in good faith, and in the best interests of the public. This accountability supersedes the personal interest of any member acting as an individual or organizational consumer of the organization's services. Council members shall exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

5. Council members shall not use their positions to obtain employment with the organization for themselves, family members, or close associates. Should a member intend to pursue such employment, they must first resign from Council.

6. Council members shall not use the knowledge gained in their role as member except for the purpose for which they were elected/appointed.

7. Council members shall respect the confidentiality and privacy appropriate to issues of a sensitive nature (e.g., Appeals, Council member stepping down).

8. When representing the organization at education and/or networking events, Council members shall provide a verbal or written report to Council at the next meeting.

9. A Council member who is alleged to have violated the Code of Conduct shall be informed in writing by the President or President Elect (if the allegation involves the President) and shall be allowed to present their views of such alleged breach at the next Council meeting. The complainant must be identified. If the complainant party is a member of Council, they and the respondent member shall absent themselves from any vote upon resolution of censure or other action that may be brought by the members. Council members who are found to have violated the Code of Conduct may be subject to censure including removal from office, in accordance with Bylaw I, Removal from Office.

10. Council members shall be familiar with the legislation under which the Saskatchewan Registered Nurses Association operates, the bylaws, regulations, policies and organizational structure, as well as the rules of procedure and proper conduct of a meeting so that any decision of Council can be made in an efficient, knowledgeable and expeditious fashion.

11. Council members shall attend Council meetings on a regular basis. If an elected/appointed member has been absent for more than two consecutive regular meetings, unless approved by resolution of Council, the matter shall be brought to Council for action under Bylaw 1, Removal from Office. If a Public Representative has been absent for more than two consecutive regular meetings, the Ministry of Health shall be notified with a request for removal and replacement. Additionally,

11.1. Council members agree to withdraw from Council, if:

- they cease to be practicing members; or
- they are convicted of an indictable criminal offence as defined by the Narcotics Control Act and/or the Food & Drug Act and/or The Criminal Code; or
- they cease to be members in good standing.

11.2. Any encumbered member shall be suspended from Council until such time as they are in good standing.

### 3.7.1 Conflict of Interest

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1. Council members must avoid conflict of interests with respect to their governance responsibility.
2. Any Council member having an actual, potential or perceived conflict of interest shall declare the details of that conflict before discussion or voting of the question and absent themselves from the portion of the meeting during which discussion and voting affected by that conflict takes place.
3. Such conflicts of interest include, but are not limited to:
  - any question affecting a private corporation of which the Council member or their immediate family (spouse, partner, child, parents, sibling, or a member of their immediate household), is a shareholder;
  - any question affecting a public corporation in which they or immediate family holds more than five percent of the number of voting securities issued (excluding mutual funds);
  - any other matter in which the Council member's ability to act in the best interest of the organization may be, or appears to be, compromised by an outside interest;
  - any question in which the Council member or a member of their immediate family has a direct or indirect financial interest;
  - any question affecting any other organization of which they are a Council/committee member; and,
  - any question affecting a partnership or firm of which they are a member.
4. No Council member, or their immediate family, or business partner shall enter into any business arrangement with the Saskatchewan Registered Nurses Association.
5. A Council member who abstains from participation due to conflict of interest is still included in determining quorum.
6. The minutes must record all declarations of conflict of interest.
7. Council members shall disclose any conflict of interest. If a Council member does not declare a conflict in a situation where other Council member(s) perceive a conflict, the issue shall be decided by a vote of Council.
8. Council members who put forth a nomination to run for public office (e.g., municipal, provincial, federal) may be granted a leave of absence. If the member is elected, they shall resign from their position on Council.

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### 3.8 Council and Committee Expenses

1. All Council and committee members are reimbursed in a timely manner and at rates consistent with operational practice.
2. Those applying for reimbursement shall have their expense and honoraria forms (refer to Attachment) submitted within 30 days following the event.
3. The organization may provide, upon application, a per diem honoraria for each day of attendance at a meeting/function on behalf of the organization. A day shall be defined as a minimum of 4 hours, inclusive of travel time on the meeting day. Those eligible may apply for per diem honoraria provided they are not receiving an honorarium or salary from another organization.
4. The organization shall provide a presidential honorarium of \$25,000 per year. The presidential honoraria shall be subject to applicable taxes.
5. The organization shall reimburse the expenses of the public representatives appointed by the Government of Saskatchewan to Council a per diem equivalent to the amount provided to elected Council members.
6. Persons who must travel for more than 350 kms and/or more than 3 hours to attend a Council or committee function are also eligible for a maximum of a half-day honorarium prior to and a half-day following the function.
7. The organization shall reimburse Council members and non-member witnesses for dependent care expenses if receipts are provided and the dependent care is required for association business to a maximum of \$25.00 per day.

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### 3.9 Responsibilities of Council to Membership

1. Council shall ensure the responsibilities delineated in The Registered Nurses Act 1988 and bylaws are upheld.
2. Council shall represent the nursing profession on local, national and international levels only when to do so is in the public interest.
3. Council shall hold an Annual Meeting in accordance with the Act & bylaws for the purpose of:
  - ensuring accountability to the public;
  - informing members on work towards achievement of Strategic Endpoints;
  - informing members of the operational means to achieve Strategic Endpoints;
  - approving bylaw amendments;
  - facilitating members motions/resolutions; and,
  - facilitating election of Council and committee members.
4. The Annual Meeting dates and location shall be determined three years in advance. The Annual Meeting shall be at a location determined by Council.
5. The rules and procedures for the Annual Meeting shall be available to members.
6. A resolution/motion can be submitted to Council by a person or a group, at an annual or special meeting assembly.
  - Resolutions/motions that are approved by the membership at the Annual Meeting shall be reviewed by Council regarding actions to be taken, which shall be reported back at the next Annual Meeting.
  - Persons who wish resolutions / motions published in the Newsbulletin should have them submitted to Council, for presentation at the Annual Meeting, by January 31 of each year.
  - Persons who wish resolutions/motions for presentation at the Annual Meeting must have them submitted to the SRNA by the specified deadline on the day of the meeting.
  - Resolutions/motions will be compiled and shared.

### **3.10 Council Committee Principles**

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Council committees, when used, shall be assigned to reinforce the wholeness of Council's role, and never interfere with delegation from Council to the Executive Director.

1. A Council committee is any committee created according to the bylaws or by Council regardless of whether Council members sit on the committee. Council committees may be struck as necessary and cease to exist as soon as the task is complete.
2. Committees shall be used sparingly.
3. Committee members shall abide by the same Code of Conduct and Conflict of Interest policies that govern Council.
4. Council committees are to help Council perform its duties, not to advise the staff. Committees ordinarily shall assist Council by preparing policy alternatives and implications for Council deliberation. They have
  - no authority to change or contravene Council policies;
  - authority to spend funds required for travel to meetings if meetings are required. It has no authority to spend or commit other organization funds unless such funds are specifically allocated by Council;
  - authority to use staff resource time for administrative support around meetings; and,
  - no authority to instruct the Executive Director or any other staff member, other than to request information required in the conduct of its duties.
5. Council retains responsibility and authority to monitor organizational performance.
6. Council committees shall not speak or act for Council except when formally given such authority for specific and/or time-limited purposes. Expectations and authority will be carefully stated to ensure it does not conflict with authority delegated to the Executive Director.
7. Council committees shall not exercise authority over the Executive Director or staff.
8. Council committees shall have clearly identified Terms of Reference which specify (a) the expected products of the committee and (b) limits of the authority of the committee, including the authority to commit funds or other resources.
9. Timely reporting to Council shall be by submission of a written report with comment by the committee chair when appropriate.
10. Persons are advised that they are required to withdraw from membership of the committee, if:
  - a) they cease to be practicing members; or,
  - b) are convicted of an indictable criminal offence as defined by the Narcotics Control Act, the Food & Drug Act and the Criminal Code; or,
  - c) are in violation of the Code of Conduct GP 3.7.
11. Any encumbered member will be suspended from Council committees until such time as they are in good standing.
12. Vacancies shall be filled as soon as reasonable.

### **3.10.1 Legislation & Bylaws Committee**

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The Legislation and Bylaws Committee is created in the bylaws and shall assist Council in ensuring appropriate legislation and bylaws.

Committee Products:

1. Background, issues, and options for Council consideration regarding potential changes to legislation affecting nursing.
2. Background, issues, and options for Council consideration regarding potential changes to The Registered Nurses Act, 1988.
3. Upon direction from Council, draft revisions for The Registered Nurses Act, 1988 and bylaws.

Authority:

4. The committee's authority enables it to assist Council in its work related to potential changes to legislation affecting nursing and The Registered Nurses Act, 1988.

Committee Composition, Tenure and Quorum:

5. The committee will include:
  - the President-Elect as chairperson;
  - three registered nurses, one of whom shall be a former Council member, all of whom shall be appointed by Council, and broadly represent a wide range of practice, experience, and geographical perspectives; and,
  - one of the current public representative members from Council.

The President-Elect shall serve until the end of their term of office. Remaining members shall be appointed for a 3-year term, renewable for one additional term. Terms of office shall be staggered to provide for continuity.

Three members of the committee constitute quorum.

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### 3.10.2 Nominations Committee

The Nominations Committee is created in the bylaws and shall assist Council in ensuring governance continuity.

Committee Products:

1. A slate of informed candidates to fill the registered nurse positions on Council consistent with requirements of the Governance Succession Policy 3.3.
2. A slate of informed candidates to fill positions on this committee.

Committee Authority:

3. The committee's authority enables it to assist Council in its work by soliciting candidates to stand for nomination.

Committee Composition, Tenure and Quorum:

4. The committee will include:
  - the Past-President who shall be the chair and serve a two-year term. If the Past-President is unable to fulfill their commitment, the Membership Advisory Committee will recommend a replacement chairperson to Council. The chairperson shall be a registered nurse with previous SRNA Council experience;
  - one Public Representative with previous board experience appointed by Council; and,
  - two registered nurses elected by ballot from the general membership.

Members of this committee shall be appointed for a 2-year term, renewable for one additional term.

Terms of office shall be staggered to provide for continuity.

Two members of the committee constitute quorum.

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### 3.10.3 Governance Action Plan Committee

The Governance Action Plan Committee shall assist Council in fulfilling its responsibilities connecting the Strategic Endpoints and the owners, the People of Saskatchewan, in a manner that protects and serves the public interest. Council members shall maintain a clear distinction between their personal interests and their obligation to represent the interests of the public.

Committee Products:

- Maintain GAP (Our Boardroom: Documents: Governance Action Plan) and provide draft annually for Council consideration (October).

- All Council members participate in the GAP using the attached forms and report to Council at the allocated time provided on the Council meeting agenda.

- Feedback provided to owners whose input has been sought (e.g., written communication, public bulletins).

Committee Authority:

- The committee's authority enables it to assist Council in its work of developing linkages with the public.

Committee Composition, and Tenure and Quorum:

The committee will include:

- three current Council members including a minimum of one public representative; and,
- a chairperson, appointed by Council, for a one-year term at the June meeting.

Members shall be appointed for a two-year term with appointments being made at the June meeting.

### 3.10.4 Audit and Finance Committee

Rev Date : 2/23/2021    Rev No : 2    Ref No : 91518

The Audit and Finance Committee shall assist Council in fulfilling its oversight responsibilities related to financial affairs of the organization.

Committee Products:

1. Monitoring the integrity and accuracy of financial reporting; systems of financial control; audit functions; and budget process.

2. The committee will refer to Procedure 3.10.4 Duties and Responsibilities of the Audit and Finance Committee (as attached) for additional information on Council reporting requirements.

Committee Authority:

3. The committee's authority enables it to assist Council in its work of overseeing the financial affairs of the organization. Furthermore, the committee has authority to retain external assistance in accordance with SRNA policies and budget.

Committee Composition, Tenure and Quorum:

4. The committee will include three current Council members including a minimum of one public representative.

The chairperson and other members shall be appointed by Council for a one-year term at the June meeting.

Quorum shall consist of at least three voting committee members. In the case of equality of votes, the Chair will have the deciding vote.

### 3.10.5 Nursing Education Program Approval Committee (NEPAC)

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The Nursing Education Program Approval Committee (NEPAC) shall assist Council in fulfilling its responsibilities regarding program approval of entry to practice nursing programs. All committee member appointments must be submitted by the Membership Advisory Committee (MAC) to Council as a required approvals agenda item.

Committee Products:

1. Complete all Program Approval related decisions as delegated by Council.
2. Review the process for approval of Nursing Education Programs as delegated to the Nursing Education Program Approval Committee, which includes revisions to standards/criteria governing the approval of Nursing Education Programs.
3. Provide an Annual Report to Council regarding updates from Nursing Education Programs and any decisions made as a result.

Committee Authority:

4. The committee's authority enables it to assist Council in its work of nursing program approval. Furthermore, the committee has authority to make decisions regarding program approval.

Committee Composition, Tenure and Quorum:

5. The committee will include:

- four registered nurses, one of whom shall be a nurse practitioner, broadly representative of a wide range of practice, experience, and geographical perspectives with experience in leadership, education, evaluation, and/or with students and graduates;
- two public representatives, one with previous educational experience;
- one representative from the government responsible for The Registered Nurses Act, 1988 (the term for this representative is determined by the government); and,
- one representative who practices in a different regulated health profession that works closely with nursing (e.g., pharmacist).

Members of this committee (except for the government representative) shall serve a 3- year term, renewable for one additional term.

The chairperson shall be elected by the NEPAC committee and will serve a 2-year term.

Terms of office shall be staggered to provide for continuity.

Five members of the committee, with at least one public representative, constitute quorum.

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### **3.10.6 Executive Director Search Committee**

The Executive Director Search Committee shall assist Council in advertising, vetting, and hiring an Executive Director as required. This committee will be ad hoc and be created when the Executive Director position is vacated, or the Executive Director submits notice that they intend to leave the organization. The committee will continue operations until completion of the selection process and a contract is signed with the incoming Executive Director.

Committee Product:

1. Provide in-camera updates to Council on a regular basis.
2. Select and recommend to Council a firm to guide the Executive Director search.
3. Recommend to Council, for consideration, a slate of potential Executive Director candidates.

Committee Authority:

4. The committee's authority enables it to assist Council in its work of hiring an Executive Director. Furthermore, the committee has authority to retain external assistance in accordance with SRNA policies and budget.

Committee Composition, Tenure and Quorum:

5. The committee will include the following Council members:
  - the President who will chair the committee;
  - a minimum of one public representative, one registered nurse with previous search experience (preferred), and the past President; and,
  - the Executive Assistant to the Executive Director shall provide administrative support to the committee.

Fifty percent of the committee plus one constitutes quorum.

### 3.11 Council Linkages With Other Organizations

To fulfill its mandate, Council shall maintain linkages with government(s), other organizations, and agencies.

1. Council shall maintain linkages with the Canadian Council of RN Regulators (CCRNRR) and the National Nursing Assessment Service (NNAS) through reports from the Executive Director and President or designate.
2. Council shall ensure the interests of the Saskatchewan Registered Nurses Association are represented to governments and government agencies.
3. Council may appoint members to external policy or advisory committees.
  - The appointee shall provide information reports as determined by Council at the time of appointment.
  - The appointee shall be kept informed of current Council policies that might affect deliberations of the committee in question. Any representations made on behalf of Council will adhere to the stated policies of the Saskatchewan Registered Nurses Association. Any issues requiring the statement of a new policy position on the part of Council shall be brought to Council for decision.
4. Council shall identify other organizations with which it requires good working relationships or with which it can establish collaborative processes to fulfill its mandate. It shall establish mechanisms for maintaining open communication with these organizations. Such mechanisms may include, but are not limited to:
  - inviting representatives of Councils or Boards of those organizations to Council meetings;
  - attending national and international events including CNA and ICN events (refer to attachment);
  - requesting the Executive Director establish linkages at a staff level, and to report on areas of mutual interest and activity; and,
  - identifying information and following up on the governance action plan (GAP).

### 3.12 Reinstatement and Appeal Hearings

As part of its legislated responsibilities, Council shall conduct reinstatement and appeal hearings as required. These include reinstatement proceedings, appeal of a Registrar decision, and appeal of a decision of the Discipline Committee.

1. Upon receipt of a request for reinstatement, an ad hoc committee consisting of the President-Elect, another member of Council designated by the President-Elect, and the Executive Director shall be struck to initiate a review and investigate.
  - 1.1. During a reinstatement hearing, Procedure 1.1 related to GP Policy 3.12 Reinstatement and Appeal Hearings shall be used (attachment).
  - 1.2. In its deliberations, Council shall determine if the facts that gave rise to the decision to expel the Applicant no longer exist and if the Applicant can be readmitted to the profession. Council must also consider what conditions, if any, should be placed on the Applicant's readmission. If Council is not persuaded that reinstatement is appropriate, it shall refuse the application. If Council determines that further investigation is required, it shall conduct that investigation or arrange for it to be conducted and, once the results of the further investigation are known, Council shall assess whether or not the hearing should be reconvened to permit the Applicant to respond to any new information.
2. Upon receipt of an appeal regarding a decision of the Registrar, Council shall conduct an Appeal hearing.
  - 2.1. Procedure 2.1 related to Policy 3.12 Reinstatement and Appeal Hearings: Appeal of a Registrar Decision shall be used (attachment).
  - 2.2. In its deliberations, Council shall identify precisely what is in dispute. If the issue is one addressed by the Act or bylaws, the Act or bylaws shall govern. If not, Council shall determine whether the Registrar's decision is appropriate. If it is, Council shall dismiss the appeal. If it is not, Council shall allow the appeal and provide necessary direction to the Registrar.
3. Upon receipt of an appeal regarding a decision of the Discipline Committee, Council shall conduct an Appeal hearing.
  - 3.1. Procedure 3.1 related to Policy 3.12 Reinstatement and Appeal Hearings: Appeal of a Decision of the Discipline Committee shall be used (attachment).
  - 3.2. In its deliberations, Council shall identify what is in dispute. If the issue is one addressed by the Act or bylaws, the Act or bylaws shall govern. If not, Council shall determine whether the Discipline Committee's decision is appropriate. If it is, Council shall dismiss the appeal. If it is not, Council shall allow the appeal and provide necessary direction to the Registrar.

### 3.13 Appeal to Council from NEPAC

2/24/2021 2 91528

Policy guiding an appeal to council from a decision of the Nursing Education Program Approval Committee (NEPAC) regarding nursing education program approval in Saskatchewan.

- As per Section 19 of The Registered Nurses Act, 1988, Council delegates to the NEPAC its powers and duties regarding the approval or recognition of registered nursing education programs.
- That power has been delegated to the NEPAC on the term and condition that council retains the right to hear an appeal from a decision of the NEPAC. It is on that basis that this policy has been adopted by council.
- There is no right of appeal from the decision of council.
- Refer to Procedure 3.13 to be used upon receipt of an Appeal to Council from a Decision of the NEPAC

### 3.14 NP Prescribing Drug Therapeutics for Opioid Use Disorder (OUD)

Rev Date : Rev No : Ref No  
10/3/2019 1 91536

The attached Council interpretation is to be used when applying the Act.

### 3.15 NP Prescribing Methadone for Pain Management

Rev Date : Rev No : Ref No  
10/3/2019 1 81124

The attached Council interpretation is to be used when applying the Act.

### 3.16 Common Medical Disorders

Rev Date : Rev No : Ref No  
11/19/2018 1 81124

The attached Council interpretation is to be used when applying the Act.