



**CCMG-CCGM National Office**  
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**Committee:** CCMG Policy and Bylaws Committee

**Document:** Terms of Reference (ToR)

**Dates:** Approved by the Board of Directors, February 2015

Approved by the Board of Directors, January 21, 2021

Revised by the Committee, July 2024

**Approved by the Board of Directors, August 8, 2024**

## 1. Mandate

This committee will advise the College/Board of Directors on matters of interpretation or revision of By-laws and ensure that policies are consistent with current By-laws. The committee will also advise on the need for new policies and develop or revise policies at the request of the Board of Directors.

## 2. Objectives

1. Prepare, on request from the BOD, draft amendments to the By-Laws.
2. With the consent/direction of the BOD, consult and obtain legal guidance on matters concerning the By-laws.
3. Identify and recommend to the BOD, the need for policies to complement or clarify current By-laws
4. Perform reviews of existing College policies for consistency with and relevancy to current By-laws

## 3. Membership and Tenure

- The Committee shall consist of 3 members (including Chair), plus representation from the Board.
- The normal term of membership shall be 3 years, renewable once.
- To ensure that the committee has a strong understanding of the By-laws and Policies of the College, the Chair of the Committee will be a Past President of the BOD, if willing to serve. Alternatively, the Chair will be appointed by the BOD on the recommendation of the Committee, at least 6 months prior to the anticipated turnover.
- The normal term of appointment for the Chair shall be 2 years.

The Committee Chair will ensure that all committee members have signed the CCMG Volunteer Conflict of Interest Form and will save them to the document sharing platform for the committee.

*Date of last review: July 2024*



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Where possible, equity and diversity will be considered in establishing membership in the committee.

#### **4. Liaisons**

The Committee liaises with the legal team of the CCMG as required.

#### **5. Conduct of Meetings**

Meetings shall be arranged by the Chair or Chair-Elect upon reception of requests from the board pertaining to the committee's mandate through the committee board representative.

Quorum for decisions will be at least 50% of members

Draft minutes of all meetings will be prepared by a committee member and circulated to the committee members for comment, ideally within 10 working days of the meeting.

All meeting minutes will be made available to CCMG Board of Directors via the Board of Directors Representative and made available on the shared CCMG document platform for permanency of records.

#### **6. Financial Arrangements**

No committee member shall be remunerated for being or acting as a committee member. CCMG will provide support towards Committee meetings held at the Annual General Meeting or to CCMG representatives traveling on approved business that is not otherwise supported.

#### **7. By-laws**

This Committee is governed by the By-Laws of CCMG.

The CCMG committee Terms of Reference are to be reviewed annually, ideally at the time of committee membership turn over.

*Formerly - the Constitution and Bylaws Committee*