



By-Law 2: Meetings of the College

The processes for holding and procedure of College meetings, made pursuant to 15(1)(a) of the *Medical Act, 2011* (the “Act”).

1. Definitions

For the purposes of this By-Law:

- (1) “Annual General Meeting” or “AGM” means the annual meeting of the College described in s. 10 of the *Act*.
- (2) “Chairperson” means the Council Member appointed pursuant to s. 11(1)(a) of the *Act*.
- (3) “College Member” means a medical practitioner who holds a current Licence to Practice Medicine issued pursuant to the *Act*.
- (4) “Council” means the Council of the College described in s. 9(1) of the *Act*.
- (5) “Council Member” means a person elected or appointed to the Council pursuant to s. 9(1) of the *Act*.
- (6) “Vice-Chairperson” means the Council Member appointed pursuant to s. 11(1)(b) of the *Act*.

2. Annual General Meeting of the College

- (1) An AGM of the College shall be held prior to July 1 in each year, at a time and place, including via electronic means, as determined by the Council.

Notice of the Meeting

- (2) Notice of the meeting shall be provided to College Members at least 21 calendar days prior to the date fixed for the meeting. Notice shall be provided to College Members by electronic mail and shall be deemed to have been delivered to a member on the date it was transmitted.
- (3) The notice of the AGM shall include a summary of the financial statements of the College and an agenda of other business to be conducted at the meeting.

- (4) The inadvertent failure to give notice to a College Member of the annual general meeting, or a College Member's non-receipt of notice, or any actual or asserted defect in any information, agenda, or document provided with such notice or prior to the annual general meeting, does not invalidate any business conducted at the meeting.

Audited Financial Statements

- (5) Copies of audited financial statements shall be made available to College Members, on request, prior to the AGM.

Quorum

- (6) The quorum for an AGM shall be five College Members.

Chair of Meeting

- (7) The Chairperson, or in their absence, the Vice-Chairperson, shall preside over the AGM.

Business To Be Conducted

- (8) At an AGM, the College shall
 - (a) receive a report on the activities of the College for the preceding year presented by the CEO and Registrar or such other person as may be designated by the Chairperson;
 - (b) receive audited financial statements of the College for the preceding fiscal year from the College's auditor;
 - (c) receive such other reports as the Council may deem appropriate;
 - (d) appoint an auditor to audit the accounts of the College and to report on the financial statements of the College; and
 - (e) consider such other business as the Council may deem appropriate.

Motions

- (9) Motions may be made by a College Member in attendance at the AGM and may only be voted upon if seconded by a College member in attendance at the meeting.
- (10) A motion supported by a majority of the College Members in attendance at the meeting is advisory only, unless accepted by the Council at a subsequent meeting of Council.

- (11) Council shall consider whether to accept or reject a motion made at the AGM at a subsequent meeting of Council, and further meetings of the Council or of the College may be called to consider the motion.

Minutes

- (12) Minutes of the AGM shall be recorded and circulated to all College members in attendance at the meeting for the purpose of ensuring the accuracy of the minutes. Members in attendance may provide corrections to the minutes within 14 calendar days of distribution of the draft minutes.
- (13) The Chairperson, or in their absence, the Vice-Chairperson, will call for a motion by electronic mail to accept the minutes as recorded or with corrections. The motion will be approved following receipt of electronic votes in support of the motion by a quorum, which is defined as 50 percent plus one of the members who were in attendance at the AGM.

3. Special Meetings of the College

- (1) Other meetings of the College (“Special Meetings”) may be called in accordance with subsection 10(1) of the *Act*, by at least 15 calendar days’ notice to College members. In case of urgency, the Council may direct that such a meeting be called on shorter notice.
- (2) The notice for a Special Meeting of the College shall include a statement of the business to be conducted at the meeting.
- (3) In all other respects, a Special Meeting of College shall be governed by the same procedures that apply to an AGM of the College.

Document History

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