

# **The Saskatchewan Association of Optometrists Administrative Bylaws**

## **Part 1: Definitions**

## **Part 2: Elections & Appointments to Council**

## **Part 3: Officers and Employees**

### **1 Definitions**

In these bylaws:

- (a) "Act" means *The Optometry Act, 1985*;
- (b) "Elected or appointed by SAO" means any members that are not appointed by the Lieutenant Governor;
- (c) SAO means the Saskatchewan Association of Optometrists;

### **2(a) Council**

#### **(i) Number and Composition**

The SAO shall elect or appoint a minimum of five (5) members to a maximum of twelve (12) voting members to the SAO Council. For further clarification the President and Past President are included in the minimum and maximum structure. The SAO Council shall determine the number of members needed each year at least one month prior to the Annual General Meeting. The SAO shall encourage a diverse representation of members run for election.

#### **(ii) Terms of Office**

All council members elected or appointed by the SAO shall be eligible to serve terms of two (2) years, with council members eligible to serve up to eight (8) terms consecutively provided they meet the requirements for election/appointment and to hold office.

#### **(iii) Eligibility for election/appointment**

Members must be in good standing with the Association at the time of election or appointment. Members shall have met all licensing requirements and have remitted all fees. Members shall not have been found guilty of professional misconduct in the previous five (5) years to serve on council and must not be the subject of a current investigation or hearing.

All council members elected or appointed by the SAO shall not have declared bankruptcy in the previous five (5) years. All council members elected or appointed by the SAO shall reside in Saskatchewan at the time of election or appointment and must remain Saskatchewan residents throughout the duration of their term.

All council members elected or appointed by the SAO shall be of sound mind and not have been declared incompetent through a Certificate of Finding of Incompetence or the coming into effect of a Power of Attorney for that individual's financial affairs.

#### **(iv) Removal of SAO elected or appointed members**

SAO elected or appointed council members may be removed from council during their term in the following circumstances:

- (a) If the individual is no longer a resident of Saskatchewan
- (b) If the individual is found guilty of professional misconduct
- (c) If the individual is declared no longer competent
- (d) If the individual declares bankruptcy
- (e) If the individual is unable to fill their duties on council, including failing to attend 3 or more meetings in a year without a legitimate reason.

A council member can be removed for the above reasons with a majority vote of the remaining council members.

#### **(v) Vacancies on Council**

In the case of one or more vacancies on council and per 8.2 (1) of the Act the SAO Council may appoint new council member(s) to fill the vacancy for the remainder of the term provided the individual meets the eligibility to hold office criteria.

#### **2(b) Coming into Force**

For the initial year of the new election proceedings four (4) members of the council shall have their terms expire and four (4) members of council shall have their terms expire in the following year. Current members of council may stand for re-election for two (2) year terms.

#### **2(c) Election Procedures**

The SAO Council shall review the needs of council, positions up for election, and composition of council to determine the number of seats required. The council shall also review the composition of council to identify potential gaps in diverse voices and specific skillsets needed.

The SAO shall announce to membership the number of available seats on council at least one month prior to the AGM and provide a nomination form approved by council. The nominations may be presented by a nominating committee or by members from the floor, by either or both as determined by council. If a nominating committee is to be used, such a committee shall be appointed by the council.

All SAO members in attendance at the AGM shall be eligible to vote. The nominations duly made shall be placed on a ballot in alphabetical order. Members will be asked to select the number of individuals coinciding with the number of seats available. Members shall be able to select fewer candidates than the number of seats available but ballots where more candidates have been selected than the seats available will be considered spoiled. The candidates with the highest votes will be elected in order of number of votes. If a tie should occur for one or more seats a second ballot shall occur with the names of those not yet elected.

Ballots can be paper or electronic as determined by council.

#### **2(d) Appointment Procedures**

The SAO Council shall appoint a delegate to the Canadian Association of Optometrists (CAO) per 9(3) of the Act. Further to 2(a)(ii) above and 9(3) of the Act the CAO delegate shall serve a two (2) year term.

The Council may appoint someone as a full voting member of council or as ex-officio, non-voting member of council as deemed appropriate by council.

The SAO Council may appoint up to two (2) non-SAO members to council in circumstances where council requires specific skill sets, knowledge or experience.

### **3. Officers and Employees**

Further to section 9(2) of the Act at the first meeting following the AGM the Council shall elect the President, Vice President and Registrar from among its members.

- (a) President** – shall have served at least 2 terms of 2 years prior to becoming President and shall be elected annually from amongst the council members at the first meeting following the AGM. It shall be the duty of the president to chair all council meetings and the AGM. The president shall represent the SAO at national and regional optometric functions. The President shall serve as chair of the Executive Committee.
- (b) Vice President** shall have served at least 1 term of 2 years prior to becoming Vice President and shall be elected annually from amongst the council members at the first meeting following the AGM. The vice president shall serve as vice-chair and perform the duties of the president in their absence. The Vice President shall be a member of the Executive Committee.
- (c) Registrar** shall be elected annually by council at the first meeting following the AGM and may be either a full voting member of council or an ex officio non-voting member of council as deemed appropriate by council. The Registrar may be a member of the Executive Committee.
- (d) Executive Director** shall provide executive management to the organization, advice to council, and oversee the operations of the SAO. The executive director shall be an ex officio, non-voting member of council.
- (e) Past President** – the Past President shall be eligible to sit on council for a term of two (2) years following their presidency without requiring re-election or any further appointment. The Past-President may be a member of the Executive Committee.