

The CSASK Administrative Bylaws

NOTE:

Repeal and Replacement of the *College of Speech-Language Pathologists and Audiologists of Saskatchewan Administrative Bylaws, 2024.*

This bylaw replacement was approved by the College of Speech-Language Pathologists and Audiologists of Saskatchewan Council on December 17, 2025

College of Speech-Language Pathologists and Audiologists of Saskatchewan
Administrative Bylaws

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TITLE AND DEFINITIONS

Title

1 These Bylaws may be cited as *The CSASK Administrative Bylaws, 2025*.

Definitions

2 In these bylaws:

- (a) “Act” means *The Speech-Language Pathologists and Audiologists Act*;
- (b) “council” means the council of the college
- (c) “college” means the College of Speech-Language Pathologists and Audiologists of Saskatchewan continued pursuant to section 3 of the Act;
- (d) “registrant” means a person who is registered as a member of college.

COLLEGE

Seal

- 3**(1) The seal of the college is the seal whose imprint is affixed to these bylaws as Appendix A.
- (2) The executive director shall maintain custody of the seal and shall ensure that it is affixed to all documents required to be sealed on behalf of the college.

Signing officers

- 4**(1) The signing officers of the college are the chair, the executive director and the past chair or a council member appointed pursuant to clause 7(1)(d) annually by the council in lieu of the past chair.
- (2) At least two signing officers of the college shall sign cheques, contracts, security instruments, and other legal documents affecting the college, and any other documents may be signed on behalf of the college as authorized from time to time by the council.

Fiscal year

5 The fiscal year of the college is the calendar year.

Financial accounts

- 6**(1) The council shall cause books of account to be kept recording a true account of all moneys received and expended by the college, and of the assets and liabilities of the college.
- (2) The college shall maintain an account or accounts at a bank, credit union or trust company selected by council.

(3) The council shall provide financial statements reflecting the operations of the college for the preceding fiscal year at each annual meeting of the college.

COUNCIL

Composition

7(1) For the purposes of clause 7(2)(a) of the Act, the number of persons to be appointed to the council on the recommendation of the governance committee, is six, including:

- (a) the chair;
- (b) the vice chair;
- (c) the past chair; and
- (d) three council members.

(2) The person appointed to hold the office of vice chair succeeds to the office of chair and then to the office of past chair.

Term of office

8(1) The term of office of the person appointed as vice chair begins at the close of the council meeting at which they are appointed and they serve the first year as vice chair, the second year as chair, and the third year as past chair.

(2) The vice chair succeeds to the office of the chair on the expiry or termination of the chair's term of office or in the event the chair is unable or unwilling to act.

(3) If the vice chair succeeds to the office of chair before the expiration of the one-year term of office, the vice chair:

- (a) holds office as chair for the remainder of that term of office; and
- (b) continues in office as chair for a further one-year term of office.

(4) The term of office of each council member appointment pursuant to clause 7(1)(d) is two years and beginning at the close of the council meeting at which they are appointed.

(5) Notwithstanding any other provision of these bylaws, members of council elected in 2023, 2024, and 2025 in accordance with *The CSASK Administrative Bylaws, 2024*, continue to hold office until the expiration of the term for which they were elected.

(6) No person may hold the same office on council for more than three consecutive terms.

DUTIES OF OFFICERS AND EMPLOYEES

Chair

9 The chair shall:

- (a) act as spokesperson for the college;
- (b) preside at all meetings of the college and of the council;
- (c) exercise general control and supervision over the affairs of the council;
- (d) be accountable for the integrity of the council's processes;
- (e) be an *ex officio* non-voting member of all committees; and
- (f) in the absence of a staff recorder, assign a council member to keep a record of all meetings of the council.

Vice chair

10 The vice chair shall:

- (a) in the absence of the chair, perform the duties of the chair; and
- (b) perform any duties that may be assigned by the council or the chair.

Past chair

11 The past chair shall:

- (a) act in an advisory capacity to the council; and
- (b) perform any duties that may be assigned by the council or the chair.

Council members

12 The council members appointed pursuant to clause 7(1)(d) shall:

- (a) represent the views of the registrants on matters before the council; and
- (b) perform any duties that may be assigned by the council or the chair.

Public representative

13 Persons appointed to the council pursuant to section 8 of the Act shall:

- (a) represent the views of the public on matters before the council;
- (b) report to the council on public concerns; and
- (c) perform any duties that may be assigned by the council or the chair that are consistent with their role of representing the public interest.

Executive director

14 The executive director shall:

- (a) perform any administrative duties that may be assigned by council, including:
 - (i) keeping all records of the college and minutes of all meetings of the council; and
 - (ii) carrying out the policies established by council pertaining to the management and administration of the affairs of the college; and
- (b) perform any other duties that are assigned by the council.

Registrar

15 The registrar shall:

- (a) receive and evaluate applications for registration and issue licences and certificates of registration in the college;
- (b) collect the required fees for initial and subsequent registration and annual and temporary licences to practice; and
- (c) maintain the register of registrants as required by the Act and these bylaws;

COUNCIL APPOINTMENTS

Timing of appointments

16(1) An appointment to fill the position of vice chair is made each year.

(2) An appointment is made to fill the position of one council member pursuant to clause 7(1)(d) in odd-numbered years and two of those council members in even-numbered years.

Eligibility for appointment to office or to hold office

17(1) Subject to the other provisions of this section, only practising registrants who are currently licensed without restrictions or conditions, and non-practising registrants who are currently registered are eligible for appointment and entitled to hold office.

(2) The following registrants are not eligible to be appointed to office or to continue to hold office as a member of council:

- (a) a person who is currently employed by the college;
- (b) a person who was employed by the college or the former Saskatchewan Association of Speech Language Pathologists and Audiologists in the previous three years;
- (c) a registrant who resides and works outside of Saskatchewan;

(d) a practising registrant who was not licensed or a non-practising registrant who was not registered during the six months prior to the selection period; and

(e) a person who has been convicted of an indictable offence under the *Criminal Code* (Canada).

(3) A person who is eligible for appointment to the position of vice chair must have a minimum of five years of experience in either profession.

Appointment process

18(1) Each year the Registrar shall:

(a) notify registrants of any vacancies arising on council; and

(b) invite registrants to submit nominations for appointments to council.

(2) The Governance Committee shall review nomination forms and supporting documents received in light of the current composition and needs of the council.

(3) The Governance Committee may interview nominees for appointment during the nomination period.

(4) The Governance Committee shall make recommendations to council concerning the appointment of nominees to fill vacant positions on council.

(5) After considering recommendations from the Governance Committee, the council shall appoint eligible individuals to the council.

(6) The council shall appoint a member of council other than a person appointed pursuant to section 8 of the Act as vice-chair.

Removal or suspension from office

19(1) Except for those appointed pursuant to section 8 of the Act, the council may suspend or remove a member of council from office before the expiry of their term by resolution where council is satisfied that the member:

(a) has failed to comply with the Council Terms of Reference policy, the Conflict of Interest policy, or the responsibilities as outlined in the Council Member Agreement; or

(b) has become ineligible to continue to hold office as described in section 17.

(2) The council may suspend a member of council by resolution where a complaint alleging that the member has engaged in conduct that constitutes professional incompetence or professional misconduct is received by the college, pending the resolution of the complaint.

(3) The Executive Director shall ensure that a notice of motion to remove or suspend a member of council is provided to all members of council, including the member to whom the motion relates, at least 14 days prior to the council meeting at which the motion is to be considered.

(4) All voting members of council will be permitted to vote on the motion by secret ballot, including the council member who presents the motion, the member against whom the motion is made, and the chair of the meeting.

MEETINGS

Council meetings

20(1) Meetings of the council shall be called by the chair or as arranged at a previous meeting of the council with no fewer than five meetings being held between annual meetings of the college.

(2) Any or all council members may, with council's consent, participate in a council meeting by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting and a council member participating in a meeting in that manner is deemed to be present at the meeting.

Annual meeting

21(1) Notice of the annual meeting shall be sent to all registrants at least 30 days prior to the date of the annual meeting.

Special meetings

22(1) For the purposes of clause 6(3)(b) of the Act, the number of registrants required to request a special meeting is the number equal to 5% of the number of practising registrants of the college.

(2) Notice of a special meeting shall be sent to all registrants at least 14 days prior to the date of the meeting and shall state the business to be considered at such meeting.

Quorum

23(1) A quorum for a council meeting consists of a majority of the voting members of the council, including at least one person appointed pursuant to section 8 of the Act.

(2) A quorum for any annual or special meeting of the college is the number of registrants who are present.

Voting

24(1) All questions voted on at a meeting of council or the college are decided by a majority of votes of those present and voting.

Minutes

25(1) The college shall retain minutes of:

- (a) all meetings of the council;

- (b) all meetings of the committees of council; and
- (c) all annual and special meetings of the college.

(2) Minutes shall be made available for inspection by any registrant of the college on reasonable notice during normal business hours.

(3) Notwithstanding subsection (2), the minutes of the meetings of the professional conduct and discipline committees are not open for inspection and are not available to registrants.

Procedures at annual or special meetings

26 The procedure at all meetings shall be governed by the procedures contained in Appendix B.

COMMITTEES

Establishment

27(1) Where the council establishes committees pursuant to section 13 of the Act or in accordance with these bylaws, each committee shall:

- (a) perform its duties subject to the direction of council;
- (b) meet as frequently as required to fulfill its terms of reference; and
- (c) report to the council on the business of each meeting of the committee.

(2) The council shall appoint the chair or co-chairs and may make all committee appointments and may appoint alternates except where expressly stated in the bylaws.

(3) All committee appointments are for a term of three years and are renewable at the discretion of council.

(4) The quorum for a committee is the majority of its members.

(5) All committees shall designate one member as secretary.

(6) The chair is an *ex officio* member of all committees.

(7) Council may remove any committee member whose conduct or activities are detrimental or inconsistent with the objectives of the college.

Legislation and Practice Advisory Committee

28(1) The council shall appoint at least four registrants as members of the Legislation and Practice Advisory Committee, including the past chair and where possible, at least one registrant from each profession.

- (2) The committee's mandate is to:
- (a) monitor legislation affecting the professions of audiology and speech-language pathology and to make recommendations to the council for actions by the college when required;
 - (b) review the Act and bylaws of the college and to make recommendations to the council regarding necessary changes;
 - (c) create or review position papers, statements, practice standards or professional practice guidelines, for approval by the council, to support the Act and bylaws; and
 - (d) upon the direction of the council, to draft proposed changes to the Act and bylaws.

Registration and Licensing Committee

29(1) The council shall appoint at least four registrants as members of the Registration and Licensing Committee, including at least one speech-language pathologist, one audiologist, and one council member appointed pursuant to clause 7(1)(d), whose mandate is to make recommendations to the council with respect to:

- (a) requirements for registration;
- (b) requirements for membership; and
- (c) requirements for licensure to practise audiology and speech-language pathology.

Finance Committee

30(1) The Finance Committee consists of the chair, the vice chair, and a council member appointed pursuant to clause 7(1)(d), or a person appointed pursuant to section 8 of the Act.

(2) The Finance Committee shall monitor the financial affairs of the college and make recommendations to the council with respect to:

- (a) the annual budget;
- (b) the financial policies, processes and procedures; and
- (c) the appointment of an external auditor.

Governance Committee

31(1) The Governance Committee consists of at least three persons, one of whom is a registrant and one of whom is a person appointed pursuant to section 8 of the Act.

(2) The Governance Committee supports council in ensuring effective governance of the college and makes recommendations to the council with respect to:

- (a) the governance policies and procedures;
- (b) the council appointment framework and supporting documents; and

(c) the most qualified and suitable candidates to the council for appointment or to fill vacancies on council.

REMUNERATION AND EXPENSES

Council and committees

32 The council may from time to time establish the amount of remuneration payable to council and committee members.

REPEAL AND COMING INTO FORCE

Repeal

33 All former administrative bylaws of the college are repealed.

Coming into force

34 These bylaws come into force on the day on which they are adopted by council.

CERTIFIED TO BE A TRUE COPY of the administrative bylaws approved by the council of the College of Speech-Language Pathologists and Audiologists of Saskatchewan on December 17, 2025.

Original Signed By:



Lisa Persaud, B.Sc., M.Sc., S-LP
Registrar/Executive Director
College of Speech-Language Pathologists
and Audiologists of Saskatchewan

December 17, 2025

Date



APPENDIX A



APPENDIX B

Procedures at Annual and Special Meetings

Parliamentary Authority

Roberts Rules of Order Newly Revised, current edition, governs in all procedural matters not otherwise covered by *The Speech-Language Pathologists and Audiologists Act*, college bylaws, or these procedures.

Voting Eligibility

Each registrant is entitled to one vote at a meeting of the college. Only those voting registrants present at a meeting held in person are eligible to vote.

If the meeting is held virtually, in whole or in part, eligible voting members are provided with the necessary links and passwords to allow them to participate. Those who log into a meeting virtually are considered to be in attendance and able to vote.

Scrutineers

In the case of a meeting that is held in person, in whole or in part, scrutineers shall be appointed at the commencement of the meeting. If there are individuals present who do not have the right to vote, they should be encouraged to volunteer as scrutineers. Scrutineers are not required for all or part of a meeting that is held virtually.

Presiding Officer

The chairperson of the meeting does not participate in the debate on any issue.

Rules of Debate

Limitation of Debate

The chairperson shall exercise the responsibility of the chairperson to limit the debate.

Consideration of any item of business, whether introduced by motion or resolution shall be limited to 30 minutes.

Each speaker may speak for a maximum of two minutes.

The chairperson shall warn the members present at the meeting that the question will be called within the next five minutes.

Debate may be extended by a majority vote of the assembly.

Speakers

In the case of a meeting that is held in person, in whole or in part, speakers shall raise their hand and wait to be recognized by the chairperson. The chairperson will recognize speakers in the order in which their hands have been raised.

In the case of a meeting that is held virtually, in whole or in part, members who wish to speak shall indicate their wish in accordance with the process available on the meeting platform and the chairperson will call on speakers in the order in which they have indicated their wish to speak.

In any meeting, when recognized, speakers shall state their name and shall address the Chair.

Motions

Motions must be made by a registrant and seconded by a registrant. To ensure accuracy, motions must be submitted in writing and signed by the mover and seconder. In the case of a virtual meeting, motions submitted electronically are considered to be motions in writing and the mover and seconder shall provide their names and registration numbers indicating that they wish to be the mover or seconder of the motion.

Each person except the mover of a motion may speak once to each motion. The mover of a motion may speak twice, to move the motion and to close debate.

In making the motion, the mover shall identify the seconder of the motion, then continue to speak to the rationale and/or reasons for proposing this motion.

At the request and on the invitation of the Chair, the mover may correct misconceptions or offer explanation. This will not be considered speaking for the second time or closing debate.

The seconder shall speak immediately following the mover in order to formally second the motion and speak in support of it.

New speakers to a motion take precedence over those who have already spoken.

Amendments

Amendments must be introduced by motion, in accordance with the rules for motions set out above and be voted on before the main motion is put to a vote.

The mover of an amendment may speak only at the time of proposing the amendment.

No more than two amendments may be on the floor at the same time.

Resolutions and Motions

Resolutions and motions shall be decided by the majority of votes cast, ignoring abstentions. Because abstentions are not “votes” they are not counted in the total votes cast. Therefore, the practical effect of an abstention is an indication of support for the prevailing side on the vote. While it is the duty of registrants who have an opinion on the question to express it by their vote, persons cannot be compelled to vote.

Abstentions shall not be counted or recorded because they are not included in the vote count. However, in a conflict of interest situation, the name of the registrant who abstained shall be recorded at the registrant’s request.

Voting Procedure

In the case of a meeting that is held in person, in whole or in part, the meeting room will be divided into voting sections. One scrutineer shall be assigned to count the votes in each of the voting sections. Registrants shall vote by show of hands or polling. In a situation where the Chair cannot clearly determine a majority, the Chair shall call for the scrutineers to count and request the registrants to vote again.

In the case of a meeting that is held virtually, in whole or in part, voting will be administered through an electronic process that can be validated and that will only permit each virtual attendee to vote once in respect of each motion.