

Regional Councillors Committee (RCC) Terms of Reference

Issue Date: October 5, 2008
Approved by: Council

Review Date: March 23, 2018
Review by: RCC

<p>Legislated and other Mandate approved by Council</p>	<p>To act as the responsible authority for the PEO Chapters in the five PEO regions.</p> <p>To respond to Council, chapters and regions on matters of concern to chapters and regions.</p> <p>To respond to Council on matters pertaining to the approved Mission, Focus and Strategic Plan of the association.</p> <p>The Professional Engineers Act includes no reference to Chapters of the Association of Professional Engineers Ontario, hereinafter called PEO Chapters,</p> <p>The Professional Engineers Act defines additional objects for the association as</p> <ol style="list-style-type: none">1. To establish, maintain and develop standards of knowledge and skill among its licence holders.2. To establish, maintain and develop standards of qualification and standards of practice for the practice of professional engineering.3. To establish, maintain and develop standards of professional ethics among its licence holders.4. To promote public awareness of the role of the Association.5. To perform such other duties and exercise such other powers as are imposed or conferred on the Association by or under any Act. R.S.O. 1990, c. P.28, s. 2 (4). <p>PEO Chapters are defined in Regulation 941, as amended, as "Chapter" means a chapter established pursuant to the by-laws",</p> <p>By-Law No. 1 of the Association of Professional Engineers of Ontario states specifically that "There shall be chapters of the association constituted in accordance with the by-laws.",</p> <p>By-Law No. 1 of the Association of Professional Engineers of Ontario states the purpose of Chapters is "to maintain a local presence for the engineering profession through activities of benefit to engineers and the communities they live in",</p> <p>By-Law No. 1 of the Association of Professional Engineers Ontario enables Council to establish from time to time standard rules and procedures governing the operating of chapters and the conduct of their affairs.</p>
--	---

<p>Key Duties and Responsibilities</p>	<p>Regional Councillors shall convene a congress of two delegates from each Chapter in their respective regions three times per year. The objective of the congresses is to:</p> <ol style="list-style-type: none"> 1. consult with the Chapters on matters of concern for PEO Council 2. communicate matters of PEO policy and procedure to the Chapters 3. Administer the business planning and operation of the Chapters <p>The Regional Councillors Committee shall convene a conference of delegates from all Chapters in Ontario at least once per year. The objective of the conference is to:</p> <ol style="list-style-type: none"> 1. provide training for Chapter delegates in operation and administration of Chapter activities 2. provide a forum for sharing of ideas and best practices between all Chapters in Ontario <p>The regional Councillors Committee work to provide the means, resources and policies within PEO for the Chapters to achieve their Mandate, Essential Purposes and Objectives as set out in the Terms of Reference for Chapters. The budget for the operation of the Regional Councillors Committee, including funding for all PEO Chapters based on their annual business plans, regional offices and PEO staff support is prepared by the committee annually and submitted to the Finance Committee for inclusion in PEO budget making process.</p>
<p>Success Measurements of Key Duties and Responsibilities</p>	<p>Success is measured in the extent to which each PEO Chapter has the volunteers, executives, officers, funding and support necessary to fulfill their essential purposes as set out in the Terms of Reference for Chapters. Reporting by the Chapters is at each of the three congresses per year in each region. The committee submits a written report to Council for distribution to PEO members at each Annual General Meeting.</p> <p>RCC is in compliance with Committee and Task Force Policy and the spirit of the PEO Committee Guidelines.</p>
<p>Constituency & Qualifications of Committee Members</p>	<p>Council has designated the Regional Councillors Committee as a board committee.</p> <p>The committee is composed of 10 elected members of PEO council. Two councillors represent each of the five regions of Ontario. Regional councillors are elected by members at large on an annual basis for a two year term.</p> <p>The definition of regional boundaries of PEO is as set out in the Regulation 941.</p> <p>The Chair is elected by and from members of the Regional Councillors Committee for one-year term. Council shall appoint the Chair selected by the committee for a one-year term.</p> <p>A super majority vote by members of the committee of 75% is required to remove the Chair.</p>

<p>Term Limits for Committee Chair and Vice Chair</p>	<p>The Chair and Vice Chair are elected annually for a one-year term, from Annual General Meeting to Annual General Meeting. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of two (2) consecutive years. Chair and Vice Chair must not be from the same region. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member.</p>
<p>Recruitment of New Committee Members</p>	<p>The committee is composed of 10 councillors. One councillor in each of the five regions is elected annually by PEO members in their respective regions and serves a two year term.</p> <p>Each region shall have an Election and Search committee to ensure that there are candidates in each region. The chair of the Election and Search committee in each region is the councillor serving in the first year of their elected term representing that region.</p>
<p>Quorum</p>	<p>6 members (50% of total members plus 1) and with a minimum representation from 4 out of 5 Regions</p>
<p>Reporting Requirements</p>	<p>The Chair shall submit an annual report, not later than January 15th of each year to the Council of the activities of the Committee.</p>
<p>Meeting Frequency & Time Commitment</p>	<p>The Committee expects to meet up to six times during the year. Members are expected to attend at least four meetings per year. Meetings can be held face-to-face and/or via teleconference.</p>
<p>Committee Advisor</p>	<p>Manager, Chapters</p>
<p>Staff Support</p>	<p>Chapter Coordinator</p>