



The Saskatchewan Society of Medical  
Laboratory Technologists  
Administrative Bylaws

*Approved September 28, 2018  
Revised September 26, 2020*

**Title**

1 These bylaws may be referred to as The SSMLT Administrative Bylaws

**Definitions**

2(1) In these bylaws:

- (a) "Act" means The Medical Laboratory Technologists Act
- (b) "SSMLT" means the Saskatchewan Society of Medical Laboratory Technologists

**ASSOCIATION****Seal**

3 The SSMLT's seal is the seal whose imprint is attached to these bylaws as *Appendix A*

**Execution of documents**

4 Subject to section 5 of the *administrative bylaws*, documents to be executed on behalf of SSMLT shall be signed by those appointed by council and sealed with the SSMLT seal. Those eligible for appointment include: President, Vice-President, Past-President, Executive Director and/or designate.

**Banking and financial**

- 5(1) The Executive Director or his or her designate is authorized to approve financial commitments and authorize payments in amounts as approved from time to time by council.
- (2) The Executive director may authorize, the movement of SSMLT funds from one SSMLT account to another and may invest the whole or any portion of the SSMLT funds in investments in SSMLT's name.
- (3) At each regularly scheduled meeting of council or upon request of council, the Executive Director shall provide the current financial statements and summary of investments.

**Fiscal year**

6 The SSMLT's fiscal year is the period from December 1 to the following November 30.

**Financial audit**

- 7(1) The SSMLT council shall annually appoint a duly qualified certified professional accountant to be auditor of the SSMLT.
- (2) The auditor shall annually, or more frequently as required by council, audit the SSMLT's books and accounts and shall, annually after completion of the fiscal year, furnish a statement of the SSMLT's financial affairs, which shall be presented at the SSMLT annual general meeting.

**Annual Report**

8 Publish an annual report of SSMLT activities on the SSMLT website.

**Expenses**

9 Elected members of council and appointed committee members are entitled to reimbursement for expenses, in accordance with the rates that are approved by the council.

## COUNCILLORS

### Number and composition

- 10(1) For the purposes of section 7 (2) (a) of the Act, the total number of members to be elected to council is a maximum of nine, including:
- (a) the President;
  - (b) the Vice-President;
  - (c) the Past-President;
  - (d) up to 6 members at large

### Term of office

- 11(1) The elected members of council shall take office on January 1 of the year following the election and serve the following terms:
- (a) For the Vice-President, progressive one-year terms in the offices of Vice-President, then President, then Past-President;
  - (b) For members at large, a term of three years.
- (2) No elected officer may be elected to the same position on council for more than two consecutive terms of office.

### Public representatives

- 12(1) Members of council who are public representatives 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 council on public concerns; and
  - (c) perform duties assigned by council or the President.

## PROCEDURES FOR COUNCIL ELECTION

### Eligibility for nomination

- 13(1) Only practicing members in good standing who are a resident of Saskatchewan are eligible to be nominated for election or hold or continue to hold office.
- (2) No employee of the SSMLT is eligible to be nominated for election or to hold office or to continue to hold office.

### Nominations

- 14(1) At least 60 days prior to polling day, the Nomination Committee established pursuant to section 25 of the administrative bylaws shall submit its list of nominees with written consents of the nominees to the Executive Director so that the ballot can be prepared.
- (2) The Nomination Committee shall, wherever possible, endeavour to secure nominations to reflect geographic locations and professional specializations representative of the diversity of the membership.

### Polling Day

- 15 The polling day for elected officers is the day of the SSMLT annual general meeting (AGM).

### Conduct of Election

- 16(1) Council shall prescribe the form of the ballot, which shall contain instructions to vote as set out in these bylaws, on which the names of all nominees shall be placed in the alphabetical order of their surnames.
- (2) At least 20 days before the polling day, or as soon as possible in the case of a member registered after that day, the Executive Director shall electronically deliver to each practicing member a ballot.

- (3) The eligible voting members shall vote for the candidate to fill each vacancy, as indicated on the ballot, by selecting the name of the candidate of the member's choice.
- (4) All ballots must be received no later than 7 days prior to the polling day.
- (5) The President shall appoint at least two scrutineers, and any candidate for election is entitled to have a scrutineer present when the ballots are counted.
- (6) In the case of a tie vote for any office, the winner shall be determined by a random draw.

## OFFICERS AND EMPLOYEES

### **President**

17(1) The President shall:

- (a) be responsible to the membership at the annual general meeting;
- (b) chair all meetings of the SSMLT and the council; and
- (c) act as an ex officio, non-voting member of all council committees, except Nomination Committee.

### **Vice-President**

18(1) The Vice-President shall:

- (a) perform all duties assigned by the President or council;
- (b) have all powers of the President in the President's absence; and
- (c) fill the office of the President if the President resigns or is unable to fulfil his or her obligations.

### **Executive Director**

19(1) The Executive Director shall perform the duties imposed on the Executive Director by the Act and the bylaws and shall:

- (a) keep all SSMLT records, including proper minutes of SSMLT meetings of council and all committees, and shall send out all notices on behalf of SSMLT, the council and all committees;
- (b) conduct all correspondence;
- (c) act as registrar;
- (d) act as treasurer and, in that regard;
  - (i) collect and receive, pay out or invest all monies due and payable to and by SSMLT;
  - (ii) ensure that full and accurate accounts are kept;
- (e) make a financial report to the council as required by the council and to the membership at the Annual Meeting;
- (f) issue any notices that may be required;
- (g) carry out the policies established by the council pertaining to the management and administration of the affairs of the SSMLT;
- (h) perform all duties incidental to the office of the Executive Director and any others that may be assigned to the office by the council;
- (i) be ex-officio, non-voting member of all committees with the exception of the Nominations Committee, the Counselling and Investigation Committee, and the Discipline Committee;
- (j) keep the SSMLT Seal.

## MEETINGS

### Meetings of the council

- 20(1) The council shall meet at the call of the President or as determined at the previous meeting of council.
- (2) The President shall convene the council to a meeting to be held within 14 days following the receipt by the President of the written meeting request of four council members.
- (3) At least two meetings of Council must be held between annual general meetings.
- (4) Council may call a special meeting of the SSMLT of its own motion.

### SSMLT annual meeting

- 21(1) The SSMLT annual meeting shall be held in each calendar year. The meeting may be held in-person or virtually at a date, time and place determined by council.

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- (2) The business of the annual general meeting shall include:
- (a) minutes of the last annual general meeting of SSMLT;
  - (b) business arising from the minutes;
  - (c) the President's report;
  - (d) the Executive Director's report;
  - (e) report of committees;
  - (f) the audited financial report;
  - (g) new business;
  - (h) the report of the scrutineers on the results of the election.
- (3) For the purposes of section 6(4) of the Act, the Executive Director shall send notice of meetings of SSMLT by email to every member at the email address as shown in the SSMLT's records.

*s.21(1) revised amended as approved at  
2020 SSMLT annual meeting*

### Quorum

- 22(1) A quorum for an annual or special meeting of SSMLT consists of the number of members present at the meeting.
- (2) A quorum for a meeting of council consists of a majority of the voting members of council.

### Procedure at meetings

- 23(1) Unless otherwise provided, the procedure at all council and general meetings of SSMLT shall be governed by the procedures contained in appendix B and, in cases not provided for, by the rules contained in "Robert's Rules of Order" most recent edition.

## COUNCIL COMMITTEES

### Establishment

- 24(1) Where the council establishes a committee pursuant to section 12 of the Act or in accordance with these bylaws:
- (a) the committee shall perform its duties under the direction of council;
  - (b) a majority of committee members constitute quorum; and
  - (c) committee members may, at the discretion of the council, be paid honoraria and reimbursed for expenses, in accordance with rates approved by council.
- (2) All committee appointments are for a term of three years, unless otherwise identified by council; and may be renewed for one additional three-year term.

- (3) Any committee member whose conduct or activities are detrimental to or inconsistent with the objectives of the SSMLT may be removed or suspended from the committee by a two-thirds majority of council.

#### STANDING COUNCIL COMMITTEES

##### **Professional Practices Committee**

- 25(1) The committee shall consist of minimum of 7 (seven) members which include:
- (a) two elected members of council;
  - (b) one public representative;
  - (c) two practicing members at large of the SSMLT;
  - (d) the SSMLT representative to Program Advisory Committee;
  - (e) one representative from the Saskatchewan accredited training program; and
  - (f) one practicing member of SSMLT representing employers.
- (2) The committee shall:
- (a) Administer, promote, and communicate information regarding annual awards and scholarships;
  - (b) Promote and organize continuing education opportunities to members of SSMLT;
  - (c) Promote, organize and communicate information about the MLT profession;
  - (d) Review continuing education submissions sent for credit assignment when necessary;
  - (e) Audit continuing education credits;
  - (f) Make recommendations to the Council with respect to the requirements for registration in the SSMLT;
  - (g) Make recommendations to the Council with respect to examination eligibility
  - (h) Make recommendations to the Council with respect to criteria and procedures for approval of medical laboratory technology education programs;
  - (i) Make recommendations to council for medical laboratory technology re-entry to practice policy;
  - (j) Make recommendations to the Council with respect to Medical Laboratory Technologists standards of practice;
  - (k) Make recommendations to the Council with respect to adoption of a Code of Professional Conduct for Medical Laboratory Technologists; and
  - (l) report to council and the Annual General meeting of the SSMLT.
- (3) The chair will be elective by simple majority of the members of the committee.

##### **Nomination Committee**

- 26(1) The Nomination Committee shall consist of the Past-President, and up to three practicing members.
- (2) The committee shall submit names for vacancies to Council; taking into consideration geographic distribution.
- (3) The chair will be the Past-President.

### **Finance and Audit Committee**

- 27(1) The Finance and Audit Committee shall consist of the President, Vice-President and one public representative.
- (2) The committee shall:
  - (a) In conjunction with the Executive Director, prepare the preliminary annual budget of SSMLT and submit it to the council;
  - (b) Make recommendations to the council regarding SSMLT annual budget and the SSMLT finances, including income, expenditures, utilization, and investment of surplus funds of SSMLT;
  - (c) Shall monitor the financial affairs of the SSMLT and provide an annual report to council and SSMLT AGM highlighting the committee's review of the audited financial statements and any other significant financial information arising from the external auditor; and
  - (d) The chair will be elected by simple majority of the members of the committee.

### **Ad Hoc Committee(s)**

- 28(1) An Ad Hoc Committee may be appointed by the council for a specific purpose.
- (2) The committee will cease to function upon completion of the purpose.
- (3) The council will determine committee membership.
- (4) The chair will be elective by simple majority of the members of the committee.

Appendix A

Seal

## **PROCEDURE AT MEETINGS**

### **Parliamentary Authority**

Roberts Rules of Order Newly Revised, most recent edition shall govern the organization in all procedural matters not otherwise covered by The Medical Laboratory Technologists Act, SSMLT Bylaws, or these Rules and Procedures.

### **Voting Eligibility**

Each practicing member of SSMLT is entitled to one vote at the annual meeting. Only those voting members present at the annual meeting and in possession of the designated "voting" identification card are eligible to vote during the sessions of the annual meeting.

### **Scrutineers**

Scrutineers shall be appointed at the commencement of the annual meeting.

### **Presiding Officer**

The Chair does not participate in the debate on any issue.

### **Rules of Debate**

#### *Limitation of Debate*

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

- Consideration of any item of business, whether introduced by motion or resolution shall be limited to 15 minutes.
- Each speaker may speak for a maximum of two minutes.
- The chairperson shall warn the assembly that the question will be called within the next five minutes.
- Debate may be extended by a 2/3 vote of the assembly.

#### *Speakers*

Speakers shall use the microphones, state their name, place of residence, and address the chair. The chairperson shall call speakers in the order in which they stand behind the microphones.

#### *Motions*

Only motions that have been submitted and placed on the printed agenda that is made available to every member may come to a binding vote.

Under the item of Further Business, the rules of debate are relaxed to allow for free discussion and questions, without need for a formal motion. Any motion brought under this item will be taken as a recommendation to the Council.

Motions must be made by a member and seconded by a member. To ensure accuracy, the chairperson will request that a motion be submitted in writing and be signed by the mover and seconder.

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 chairperson, 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.

#### *Voting on Motions*

Motions shall be decided by the majority (50% + 1) 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 members 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 member who abstained shall be recorded at the member's request.

#### **Voting Procedure**

Scrutineers shall be assigned to count the votes.

The assembly shall vote by show of hands, using the voter identification card.

In a situation where the chairperson cannot clearly determine a majority, the chairperson shall call for the scrutineers to count and request the assembly to vote again.