



NBSMLT Proposed Bylaw Amendments

The Board focus for 2018 was on budget conscious re-structuring and improving governance, which lead to a thorough bylaw review. Reviewing the bylaws of the Society is a lengthy process, one that involves many stakeholders. The Board sought input from a member-based advisory committee composed of Medical Laboratory Technologists from across the province. Their diligence throughout the process is greatly appreciated.

The goal of a bylaw review is to ensure our bylaws are adapting with current and emerging best practices in areas such as regulation and board governance, and that they accurately reflect the changing landscape of the profession, all while respecting our primary mandate of public protection. The proposed changes focus on **updating terminology, improving board governance and strengthening the profession**, with an outcome that will have a positive impact for current and future members.

For the purpose of the AGM, we strive to best utilize member engagement by focusing on the areas that provided the greatest opportunities to best serve members, or where there is a clear need to update terminology. Later in the year we will present a document for review with a detailed table containing a multitude of updated terminology and language to be accepted by our members. We would like to present the following for consideration today:

1. **Terms of Membership: Accreditation.** Currently when referencing the terms of membership, the bylaw states that a member must have completed a medical laboratory technology education program accredited by the Canadian Medical Association. The CMA is no longer providing accreditation services, and have been replaced by Health Standards Organization (HSO). We propose replacing the term “CMA” with “an approved accreditation body.” The more generic term will not be tied to a specific organization and will not need to be updated should the program change again. The new wording will still maintain the requirement that a program or course must be accredited.

Area of focus: Updating Terminology

Benefit: Long-term relevance regardless of changes in the National Accreditation Body



Article	Name	Item	Current	Proposed	Change	Rationale
IV	Terms of Membership	4.01 A	<p>No one shall have his or her name entered in the register or temporary register unless:</p> <ol style="list-style-type: none"> 1. such person <ol style="list-style-type: none"> (a) has completed a medical laboratory technology education program accredited by the Canadian Medical Association or approved by the CSMLS and is eligible to obtain CSMLS certification at the RT General or RT Subject levels, or; 	<p>No one shall have his or her name entered in the register or temporary register unless:</p> <ol style="list-style-type: none"> 1. such person <ol style="list-style-type: none"> (a) has completed a medical laboratory technology education program accredited by an approved accreditation body or approved by the CSMLS and is eligible to obtain CSMLS certification at the RT General or RT Subject levels, or; 	Replace CMA with an approved accreditation body	CMA no longer provides accreditation services. Update to maintain relevance regardless of the accreditor
			<ol style="list-style-type: none"> 2. such person is a new entry into the Province with RT certification granted by the CSMLS; a graduate from a Canadian Medical Association accredited or approved medical laboratory technology program; a CSMLS certified and CSMLS currently registered medical laboratory technologist from another province in Canada who requests 	<ol style="list-style-type: none"> 2. such person is a new entry into the Province with RT certification granted by the CSMLS; a graduate from an accredited or approved medical laboratory technology program; a CSMLS certified and CSMLS currently registered medical laboratory technologist from another province in Canada who requests temporary registration for 	Replace CMA with an approved accreditation body	CMA no longer provides accreditation services. Update to maintain relevance regardless of the accreditor



			temporary membership for a limited period in response to a nationally declared emergency disaster in New Brunswick, a person referred to in 4.01 A.1.(c). In disciplines where the CSMLS does not offer certification, the admissions committee will consider applicants with an RT General, RT Subject, or BSCMLS with courses in the said discipline; all such applicants must meet the requirement of article 4.03 B.1;	a limited period in response to a nationally declared emergency disaster in New Brunswick, a person referred to in 4.01 A.1.(c). In disciplines where the CSMLS does not offer certification, the admissions committee will consider applicants with an RT General, RT Subject, or BSCMLS with courses in the said discipline; all such applicants must meet the requirement of article 4.03 B.1;		
XII	Medical Laboratory Technology Education Courses and Programs	12.01	To qualify for approval, schools and programs of medical laboratory technology shall be accredited by the Canadian Medical Association.	To qualify for approval, schools and programs of medical laboratory technology shall be accredited by an approved accreditation body.	Replace CMA with an approved accreditation body	

Motion: Be it moved that the term Canadian Medical Association (CMA) be replaced with an approved accreditation body in the NBSMLT Bylaws.



2. **Terms of Membership: Practice hours.** Currently the bylaw states that to be eligible for membership renewal, a member must present evidence of having 900 practice hours from over the past 5 years. We propose changing the number of practice hours required from 900 hours over five years to 750 hours over 3 years. The change is an incremental step toward ensuring that members are staying actively engaged in a rapidly changing profession.

Area of focus: Strengthening the profession and honouring mandate to protect public safety.

Benefit: Creates a higher standard of practise for the profession while balancing member needs, making reasonable allowances for extended work leave.

Article	Name	Item	Current	Proposed	Change	Rationale
IV	Terms of Membership	4.03 B	<p>Unless otherwise provided by the rules, no person shall be eligible for renewal of registration as a medical laboratory technologist unless he or she</p> <ol style="list-style-type: none"> 1. Presents evidence, satisfactory to the Registrar of 900 hours of active practice of medical laboratory technology as defined in the rules while registered with the Society or with the jurisdiction in which such practice occurred, during the five calendar years preceding such application, and such active practice meets the criteria and requirements set out in the rules; 	<p>Unless otherwise provided by the rules, no person shall be eligible for renewal of registration as a medical laboratory technologist unless he or she</p> <ol style="list-style-type: none"> 1. Presents evidence, satisfactory to the Registrar of 750 hours of active practice of medical laboratory technology as defined in the rules while registered with the Society or with the jurisdiction in which such practice occurred, during the three calendar years preceding such application, and such active practice meets the criteria and requirements set out in the rules; 	<p>Changed practice hours requirement from 900 hours over 5 years to 750 hours over 3 years</p>	<p>750 hours over 3 years creates a higher standard of practise while making reasonable allowances for extended work leave and aligns with PDP 3-year interval</p>



Motion: Be it moved that the number of practice hours required for registration renewal be 750 hours during the three calendar years preceding the application

- 3. Board: Composition of the Board.** Currently the structure of the Board is a 12-member Board, composed of the President-elect, President, Past President, Lay person, Continuing Education Director, Public Relations Director, and six area directors. The areas are specifically defined as Saint John, Fredericton, Moncton, Miramichi, Edmundston and the North Shore. The members serve a two-year term with possibility of renewal. The titles secretary and treasurer are also used when referencing certain roles and duties.

We propose restructuring the Board to an 8-director board, maintaining the three executive positions (President-Elect, President and Past President), and Lay person. The remaining four Board members would be directors who can be located anywhere within New Brunswick, with at least one member required to be fluent in both official languages. Directors would serve a 3-year term with possibility of renewal. The title of secretary or treasurer would be replaced with Executive Director, as those tasks are now the responsibility of this paid staff position, being accountable to the Board. This change remains compliant with the Act, which states the Board must consist of not less than six directors.

Restructuring to a Board composition of eight members aligns well with studies that indicate that the most efficient boards are composed of 5-7 members. With each additional member, efficiency is said to decrease by 15%. It can be challenging enough to find members who are willing to dedicate their time to volunteer for the Board. It is even more challenging when specific areas are required to represent the Board, which could cause others to be prevented from joining the board. We want to lift as many barriers as possible so that we can avoid a situation where some members are pushed into volunteering and others are prohibited the chance to contribute.

This change allows for an increased diversity of talent, where the most passionate and engaged MLTs from across the province have the opportunity to participate at the board level and directly contribute to shaping the future of the Society and the profession, regardless of geographical location. We want to encourage members from all areas, including smaller centres, to become involved. We work in a virtual world where communications are often conducted electronically or by teleconference, and the need for strictly-defined geographic areas are no longer necessary. The vision for the Board of Directors is to be comprised of highly-engaged Directors that best serves their members by being highly-efficient, cost-effective and accountable.



A smaller board will also assist in reducing the overall costs associated with Board Governance. Reducing costs and best utilizing member dues is also a strong focus for the board.

The change to a 3-year term for all directors will allow for more continuity, knowledge and experience to be present at the Board table to best guide the Society with strategy and decision-making.

Area of focus: Improving Board Governance

Benefit: Efficient, streamlined decision making. Greater accountability to fellow board members and to the members of the NBSMLT to whom they represent. Reduction of board costs.

Article	Name	Item	Current	Proposed	Change	Rationale
VII	Board	7.01	<p>COMPOSITION OF THE BOARD</p> <p>The Board shall consist of twelve persons as follows:</p> <ul style="list-style-type: none"> A. the president, president-elect and past president; B. six (6) Directors representing the six (6) geographical regions described in article 6.01, a Director responsible for Continuing Education, and a Director responsible for Public Relations; (b) a lay person appointed in accordance with the Act by the Lieutenant- 	<p>COMPOSITION OF THE BOARD</p> <p>The Board shall consist of eight persons as follows:</p> <ul style="list-style-type: none"> A. the president, president-elect and past president; B. four (4) Directors from across New Brunswick; (b) a lay person appointed in accordance with the Act by the Lieutenant- Governor in Council to represent the public. 	Reducing the Board from 12 to 8 people, from across the province	Smaller boards allow for streamlined decision-making, generally improved efficiency and reduced operating costs



			Governor in Council to represent the public.			
VII	Board	7.03	Each Director shall reside or work in the geographical region that he or she represents.	Each Director shall reside or work within the province of New Brunswick.	Open to all of New Brunswick	We work in an electronic/virtual environment; geography is not a barrier. The board should consist of highly engaged persons, not obligatory geographical postings
VII	Board	7.05	Subject to article 7.07 the term of office for each Director shall be two (2) years with three (3) Directors being appointed each year.	Subject to article 7.07 the term of office for each Director shall be three (3) years with two (2) Directors being appointed each year.	Terms changed from 2 to 3 years, with 2 directors being appointed each year.	Allows for greater continuity
VII	Board	7.18	The officers of the Society shall be the president, the president-elect, the past president, the secretary, the treasurer and the Registrar.	The officers of the Society shall be the president, the president-elect, the past president, Executive Director, and the Registrar.	Replace secretary and treasurer with Executive Director and Registrar.	These duties are now performed by the Executive Director.



IX	Terms of Office and Duties of Officers	9.04	The president, president-elect, secretary and treasurer shall constitute the executive committee of the Board	The president, president-elect, Registrar, and Executive Director shall constitute the executive committee of the Board	Replace secretary and treasurer with Executive Director and Registrar.	Duties performed by Executive Director.
IX	Terms of Office and Duties of Officers	9.08	The secretary and the treasurer shall be appointed from among the members of the Board. The duties assigned to the secretary and the treasurer shall commence on the first day of January following the appointment.		Remove	Duties replaced by Executive Director.
IX	Terms of Office and Duties of Officers	9.09	In addition to the treasurer and the executive staff, the Board shall appoint annually at least one (1) and not more than three (3) Board members as signing officers.	In addition to the Executive Director and executive staff, the Board shall appoint annually at least one (1) and not more than three (3) Board members as signing officers.	Replaced treasurer with executive Director	
IX	Terms of Office and Duties of Officers	9.10	The treasurer shall have all accounts audited at the end of each fiscal year and he or she shall submit the audited financial statements to the Board for presentation at the next Annual General Meeting.	The Executive Director shall have all accounts audited at the end of each fiscal year and shall submit the audited financial statements to the Board for presentation at the next Annual General Meeting.	Replace treasurer with Executive Director	
IX	Terms of Office and Duties of Officers	9.11	The treasurer shall be responsible for all Society monies and investments and shall submit to the Board for review all loans and	The Executive Director shall be responsible for all Society monies and investments and shall submit to the Board for review all loans	Replace treasurer with	



			investments at least once each year.	and investments at least once each year.	Executive Director.	
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Motion: Be it moved that the composition of the NBSMLT Board of Directors be that of 8 persons: the president, president-elect and past president; four (4) Directors from across New Brunswick; and a lay person appointed in accordance with the Act by the Lieutenant- Governor in Council to represent the public.

Motion: Be it moved that each Director shall reside or work within the province of New Brunswick.

Motion: Be it moved the term of office for each Director shall be three (3) years with two (2) Directors being appointed each year.

Motion: Be it moved that the title of Secretary and Treasurer be replaced with Executive Director.

4. **Academies.** Currently the six Academies are specifically listed in the NBSMLT bylaws. That is to say the Academies are subject to the bylaws, rules and direction of the NBSMLT. We propose removing the Academies from the bylaws to establish a sense of independence between the Society and the Academies, in where the Board does not govern over the Academies nor are the Academies responsible to the NSBMLT Board of Directors. The directors of the Board will continue to act as liaison with Academy executives. The Academies are encouraged to reach out to the board and share news of their efforts and initiatives, so that we may continue sharing that news with all members through our various communication channels. The NBSMLT will continue to offer grants for initiatives such as Lab Week, subject to budget approval as always. The NBSMLT encourages the Academies to continue their great work of advocating for the profession. The Annual Provincial Scientific Convention (APSC) would continue to be an initiative and responsibility of the Academies. The Society can hold an AGM to be called independently of any other conference or symposium, with a vision to conduct the Annual General Meeting within six months of the fiscal year end.

The working relationship between the Academies and the NBSMLT Board would continue much as business as usual. The purpose of removing the Academies from the bylaws is simply to afford more autonomy to both groups whereas the Academies would function independently of NBSMLT Governance. In accordance with the Act, the Board may in its interest create, organize and govern local chapters and Academies, but it is not under obligation to do so.

Area of focus: Improved Board Governance



Benefit: Improved Board Governance where each group can focus their efforts on delivering member services according to their own governance structure.

Article	Name	Item	Current	Proposed	Change	Rationale
III	Membership and Registration	3.02 B	<p>Medical laboratory technologist members certified shall be entitled, subject to bylaws and the rules, to:</p> <ol style="list-style-type: none"> (1) Receive notice of, attend and participate in meetings of the Society, and to receive copies of any regular bulletins or publications issued by the Society; (2) Upon election or appointment hold office and to nominate persons to hold office in the Society and in the Academies of which they are members; (3) Upon election or appointment serve on committees of the Society; 	<p>Medical laboratory technologist registrants certified shall be entitled, subject to bylaws and the rules, to:</p> <ol style="list-style-type: none"> (1) Receive notice of, attend and participate in meetings of the Society, and to receive copies of any regular bulletins or publications issued by the Society; (2) Upon election or appointment hold office and to nominate persons to hold office in the Society; (3) Upon election or appointment serve on committees of the Society; (4) Membership in the Canadian Society of 	Remove Academies	Academies may choose continue their work, but the NBSMLT Board and Academies will function independently to allow for



			<p>(4) Membership in the Canadian Society of Medical Laboratory Science;</p> <p>(5) To use the designation “medical laboratory technologist” or the abbreviation “MLT”;</p> <p>(6) The right to vote;</p> <p>(7) Full membership rights.</p>	<p>Medical Laboratory Science;</p> <p>(5) To use the designation “medical laboratory technologist” or “MLT”;</p> <p>(6) The right to vote;</p> <p>(7) Full membership rights.</p>		streamlined decision making
III	Membership and Registration	3.03 B	<p>medical laboratory technologist member non-certified shall be entitled subject to the rules and bylaws, to:</p> <p>1. receive notice of, attend and participate in meetings of the Society, and to receive copies of any regular bulletins or publications issued by the Society;</p> <p>2. upon election or appointment hold office and to nominate persons to hold office in the Society and in the Academies of which they are members;</p>	<p>medical laboratory technologist registrant non-certified shall be entitled subject to the rules and bylaws, to:</p> <p>1. receive notice of, attend and participate in meetings of the Society, and to receive copies of any regular bulletins or publications issued by the Society;</p> <p>2. upon election or appointment hold office and to nominate persons to hold office in the Society;</p>	Remove Academies	



			<p>3. upon election or appointment, serve on committees of the Society;</p> <p>4. membership in the Canadian society for medical laboratory science;</p> <p>5. to use the designation “medical laboratory technologist” or the abbreviation “MLT”;</p> <p>6. the right to vote, and;</p> <p>7. full membership rights.</p>	<p>3. upon election or appointment, serve on committees of the Society;</p> <p>4. membership in the Canadian society for medical laboratory science;</p> <p>5. to use the designation “medical laboratory technologist” or the abbreviation “MLT”;</p> <p>6. the right to vote, and;</p> <p>7. full membership rights.</p>		
VII	Board	7.07 A	If a vacancy on the Board occurs in a position held by a Director, the Academy executive shall fill such vacancy	If a vacancy on the Board occurs in a position held by a Director, the Board may appoint a new director.	Board fills vacancies instead of Academy	Improved Board governance
VII	Board	7.08	If a Director is unable to attend a Board meeting, the Academy represented by that Director may appoint another medical laboratory technologist who is a member of the Academy executive to serve at the Board meeting as an alternate. The alternate shall be entitled to all the rights and privileges of a director including voting privileges.	If a Director is unable to attend a Board meeting, the Director may appoint another medical laboratory technologist to serve at the Board meeting as an alternate, as approved by the president. The alternate shall be entitled to all the rights and privileges of a director including voting privileges.	Director appoints and President approves alternate instead of Academy	
IX	Terms and Duties of Officers	9.12.1	The Directors shall be the liaison officers between the Society, the Academies and the members of their respective geographic regions and the Directors shall	The Directors shall be the liaison officers between the Society, the Academies and the members of the Society.	Remove academies	



			not hold office at the Academy level.			
IX	Terms of Office and Duties of Officers	9.12.2	The Director, if appointed by the Board under section 6.06.2, shall at the earliest convenient time, cause a meeting of eligible academy members to be held, and chair such meeting for the purpose of electing an academy executive.		Remove entirely as NA	
VI	Academies	All			Remove entire section on Academies	Academies can continue, but function independently to allow for efficient Board governance
XIII	Discipline	13.2 B	The Board shall appoint the members of the Complaints Committee, other than the Chair, from a list of persons nominated by the Academies of the Society for terms of three years provided that one-half of the first Committee shall be appointed for initial terms of two years and no member shall be a director of the Society or a member of the Discipline Committee.	The Board shall appoint the members of the Complaints Committee, other than the Chair, from a list of persons on the roster and provided by registrants for terms of three years. No member shall be a director of the Society or a member of the Discipline Committee. A member must declare a conflict if the person named in a complaint is a co-worker, and a replacement will be appointed by the Board.	Changed list from Academies to list from roster and those expressing interest (non-registrants) Added segment on declaring conflict	Academies are NA It is important for the process to be unbiased



Motion: Be it moved that article VI Academies be removed from the NBSMLT Bylaws.

Motion: Be it moved if a vacancy on the Board occurs in a position held by a Director, the President may appoint a new director.

Motion: Be it moved if a Director is unable to attend a Board meeting, the Director may appoint another medical laboratory technologist to serve at the Board meeting as an alternate, as approved by the President. The alternate shall be entitled to all the rights and privileges of a director including voting privileges.

Motion: Be it moved that bylaw 13.2 B include the following statement: A member must declare a conflict if the person named in a complaint is a co-worker, and a replacement will be appointed by the Board.

Motion: Be it moved that article VI Academies be removed from the NBSMLT Bylaws.

Motion: Be it moved if a vacancy on the Board occurs in a position held by a Director, the President may appoint a new director.

Motion: Be it moved if a Director is unable to attend a Board meeting, the Director may appoint another medical laboratory technologist to serve at the Board meeting as an alternate, as approved by the President. The alternate shall be entitled to all the rights and privileges of a director including voting privileges.

Motion: Be it moved that bylaw 13.2 B include the following statement: A member must declare a conflict if the person named in a complaint is a co-worker, and a replacement will be appointed by the Board.