



**NEW BRUNSWICK SOCIETY OF  
MEDICAL LABORATORY TECHNOLOGISTS**

**RULES**

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## **INTERPRETATION**

**Any words used in these Rules which are defined in the Act or Bylaws shall have the meaning set out therein.**

- Act - Medical Laboratory Technology Act (1991)
  
- Active Practicing – employment in a field requiring application of knowledge and skills of medical laboratory technology
  
- Adjourn - end the meeting officially. Adjournment is either by motion or by unanimous consent.
  
- Advisory Committee – a committee authorized by the Board to monitor and offer advice on regulatory matters of the NBSMLT
  
- Advocacy – the act of pleading or arguing in favor of something such as a cause, idea, policy, or active support
  
- AGM – Annual General Meeting of the NBSMLT
  
- Agenda - list of items of business that the people attending the meeting consider. It has a specific arrangement and content.
  
- Agreement on Internal Trade (AIT) – a document of agreement between the regulated jurisdictions to allow/promote portability of technologists across Canada
  
- Amend - change a resolution or motion by adding, striking out or substituting a word or phrase
  
- Amendment – a motion to change a resolution or motion under discussion by adding, deleting or substituting words or by dividing the motion
  
- APSC – Annual Provincial Scientific Convention
  
- Assembly - an organized group of people meeting to conduct business
  
- Ballot - a written vote that ensures the secrecy of the individual's election decision
  
- Board (BOD) - Board of Directors of the NBSMLT

- Bylaws - NBSMLT Bylaws
- Chair - presiding officer
- Challenge the Chair – the process by which a member who disagrees with a decision of the Chair requests a vote on the decision
- Code of Conduct – outline of the appropriate professional behavior for members of the NBSMLT (adopted from CSMLS)
- Committee – a group of members elected or appointed by the NBSMLT to consider or take action on a specific subject
- Conflict of Interest – a situation in which a member has opposing obligations
- Consensus - a collective or general opinion as declared by the chair at a meeting
- Consent agenda which means reports circulated prior to meeting will be considered approved unless clarification is requested before the meeting.
- Consultative Committee – committee consisting of representatives from all Academies whose purpose is to deal with advocacy issues
- Convention Guidelines – guidelines for conducting the APSC as outlined in the document prepared by the NBSMLT
- CSMLS - Canadian Society for Medical Laboratory Science
- Debate – to discuss opposing ideas on a subject
- Dissent – to differ in opinion
- Dues – payment required for membership in the Society
- Ex officio – non-voting member on a Board or committee by virtue of holding office in the organization
- Fee – a fixed sum charged for a service provided by the Society
- Fiduciary Duty – requires a person to act honestly and in good faith; to be loyal to and to act in the best interest of the Society. There is an obligation to avoid acting in such a way that personal interests conflict with the interests of the Society.

- Floor – the right of a person to address a meeting and have the undivided attention of the assembly
- IEMLT – Internationally Educated Medical Laboratory Technologist
- Mail Ballot – a vote of the membership taken by mail
- Meeting - members assembled to transact business
- MLA - Medical Laboratory Assistant
- MLA Certified – Medical Laboratory Assistant certified by the CSMLS
- MLT - Medical Laboratory Technologist
- Minutes of Meeting – an impartial account of the business accomplished at a particular meeting
- Motion to Refer – a motion to refer a matter to a committee
- Motion - proposal for action by the group. A motion is introduced by the words "Be It Moved..." or "Whereas..." with the specific motion filling in the blank.
- NBSMLT – the New Brunswick Society of Medical Laboratory Technologists
- New Business - items that do not belong under any other class of business but are being introduced to the assembly for the first time
- Notice of Meeting – written notice which is given to every person entitled to attend a meeting
- Objection to Consideration – an amending motion which may be made when the agenda is being approved and which requests the deletion of a certain item
- Other Business – items of business which members vote to add to the agenda during approval of the agenda
- Parliamentarian – one versed in parliamentary procedure
- PLI - Personal Liability Insurance
- Plurality Vote – largest number of votes given to a candidate when three or more choices are possible
- POCT – Point of Care Testing

- Poll Vote – conducted by the Chair, calling upon each member to say whether in favor, opposed or abstaining OR the Chair may ask those in favor and those opposed to gather in opposite sides of the room
- Presiding Officer - chair of the meeting
- Prior Learning Assessment – submission of a dossier in an attempt to establish that your education, training and work experience are equivalent to that obtained in an accredited program in Canada
- Pro tem - temporary
- Quorum - number of members needed to conduct business as established in the Bylaws
- Reconsider – to re-debate and vote again on a matter previously settled
- Refer to Committee - instruct a committee to research a matter and report its findings back to the group
- Register - means the register kept pursuant to the Act Part III Section 10 (1) (a),(b),(c)
- Registrant/Registered Member - member of the NBSMLT whose name appears on the register
- Regular Meeting – scheduled meeting
- Repeal – to cancel a previous decision
- Resolution – a motion
- Robert’s Rules of Order- current edition of Robert’s Rules of Order provides an effective system for productively conducting a business meeting.
- Roster – means the rosters kept pursuant to the Act Part III Section 10 (1)(d)
- Rules – rules adopted by the Board for the guidance and governance of the business or affairs of the Society and the practice of Medical Laboratory Technology, pursuant to the Act Part II Section 6
- Scrutineer - member appointed to tally the votes
- Simple Majority – 50% + one (1) of votes cast

- Society – also known as the New Brunswick Society of Medical Laboratory Technologists
- Special Committee – temporary committee authorized by the Board to fulfill a special purpose
- Special meeting - meeting called to discuss a specific topic or topics. Only those items on the meeting notice are discussed.
- Standing Committee - committee authorized by the Board that has a continued existence

Super-Majority – 67% or 75% majority vote; usually required for Bylaw amendments or significant financial commitment.

- Table - postpone to a future meeting
- Terms of Reference – guidelines for Board and Committee responsibilities
- Voice vote – verbal vote using “aye vs. nay”
- Voting Card- official card used to cast a vote
- Withdrawing a Motion – decision by the party in control of a motion, i.e. mover or assembly, to take it back

**Some terms used in these definitions for interpretation were taken or adapted from Robert’s Rules of Order.**

## **NBSMLT RULES**

In addition to the Act and the Bylaws of the NBSMLT, the Board adopts Rules of a permanent nature, which are binding on the Society until they are amended or repealed, as described in the Act Part II Sections 6(1) and 6(2) and the Bylaws Article VII 7.16. The numbering of the Articles in the Rules coincides with the numbering of the Articles in the Bylaws.

### **Article 1 – HEAD OFFICE**

1. The head office may be physical or virtual, and shall be the office where the Executive Director conducts the business of the Society.
2. All hard copy Society records shall be stored at the head office, or the Provincial Archives of New Brunswick, and all electronic files on a shared drive for their designated retention period.
3. Authorized use of the NBSMLT logo shall be by written permission of the Executive Director upon approval by the Board.
4. Office staff shall abide by office policies of Office Policy Manual which will be reviewed periodically.

### **Article 2 – OFFICIAL SEAL**

1. The seal of the Society shall be kept at the office of the Executive Director.
2. Authorized use of the seal shall be by written permission of the Executive Director upon approval by the Board.

### **Article 3 – REGISTRATION AND MEMBERSHIP**

1. The register is a permanent record maintained by the Registrar, as defined in the Act and Bylaws.
  - The register shall include the following member information.
  - Name
  - Member identification number (CSMLS identification number)
  - Address
  - CSMLS discipline certification
  - Specialist discipline certification
  - Membership status
  - Preferred language

- Hours of work (practice hours)
2. Registered members (including temporary) shall print their own official receipt of dues paid from the registration database.
  3. Registered members (except temporary) shall be eligible to use items produced by the Society bearing the NBSMLT logo.
  4. Temporary licenses shall include a letter stating the following conditions:
    - The technologist shall perform duties only in disciplines in which she/he has trained.
    - The technologist shall perform duties only at times during which she/he is not solely responsible for the work performed.
  5. A courtesy membership shall be extended to MLTs licensed in other jurisdictions at the discretion of the registrar to allow them to use the MLT designation while participating in educational activities in the province of New Brunswick.

## **Article 4 - TERMS OF MEMBERSHIP**

### **4.1 General Requirements**

1. Registration applications shall not be processed until the Registrar receives all dues, fees and required documentation.
2. Applicants shall be responsible for ensuring the Registrar receives all requested documents.
3. Application forms shall be available from the office of the Registrar.
4. Students enrolled in any accredited MLT program in New Brunswick must be student members of the NBSMLT.

### **4.2 Initial Registration**

1. Graduates of accredited Canadian programs of Medical Laboratory Technology shall be issued a temporary license to practice as soon as they are eligible to write the CSMLS certification exam and the appropriate application is submitted to the Registrar. (Refer to guidelines for *Initial Registration for New Graduates*)
2. Temporary License: An MLT temporary license allows the MLT graduate to temporarily practice as a medical laboratory technologist (MLT) in New Brunswick,



with conditions and restrictions, until they are able to obtain an active-practicing license. The temporary license creates an opportunity for the MLT to gain clinical experience and to improve their medical laboratory competencies all while providing protection to the client.

a) Temporary License Requirement (to be sent by the applicant):

- Graduation from an accredited MLT program within the last 3 months, and are registered to write their CSMLS exam, or waiting for CSMLS exam result notification. IEMLT who have proof of completion of their learning plan and are registered to write their CSMLS exam or waiting for CSMLS exam result notification.
- Completion of NBSMLT application forms and submission of all required documentation along with the remittance of the appropriate fees.
- Confirmation letter on official letterhead from an accredited MLT program confirming successful completion of a MLT program.
- Name appears on CSMLS eligibility roster to write the CSMLS exam for attempts 1 & 2 (CSMLS will provide the list to NBSMLT)
- Provides proof of a transitional graduate membership from CSMLS
- Acquire professional liability insurance (PLI)
- A copy of the employer's intent to hire letter on official letterhead, outlining the job description and duties.
- Renew license annually

b) Restriction of a Temporary License

These restrictions are meant to ensure that the temporary license holder is never in a situation where they do not have the ability to consult a licensed MLT for assistance:

- Hold a temporary license before starting employment orientation
- Have on-site access to a licensed MLT that provides direct supervision for assistance and consultation
- Perform MLT tasks under direct supervision of a licensed MLT
- Must have a designated licensed MLT on each shift to provide direct supervision, assistance, consultation and guidance.
- Cannot perform delegated functions.
- A temporary license holder can only perform the tasks in which they have been deemed competent by a licensed MLT
- Required to write the CSMLS exam to a maximum of 2 consecutive times

The employer determines which tasks the temporary license holder will perform.

The NBSMLT defines "direct supervision" as having a licensed MLT in close physical proximity to the temporary license holder. The supervisor will continually monitor the performance to ensure quality standards and best practice are upheld and be readily accessible for assistance or needed intervention. The supervisor will

provide feedback to the temporary license holders so they will know what areas they are progressing in or where they need to improve. A supervisor will provide immediate feedback on critical incidents and provide positive steps to be taken to improve.

The NBSMLT requires that the designated licensed MLT be specifically chosen and identified so that the temporary license holder knows who to go to for assistance in their clinical laboratory. The designated Licensed MLT should possess the appropriate skills and experience in the relevant clinical area to provide guidance and consultation to the temporary license holder. The designated licensed MLT cannot hold a temporary license.

c) A temporary License is valid for:

- A temporary license may be issued to qualified individuals to allow the applicant up to 2 consecutive attempts at the CSMLS exam. The temporary license may not be reissued after the 2<sup>nd</sup> attempt, nor 18 months beyond the date the individual first applies with NBSMLT.
- After the first unsuccessful attempt at the CSMLS national exam, the temporary license holder must contact the NBSMLT registrar and the employer to inform them that the temporary license holder was unsuccessful on the CSMLS exam and will require further direct supervision and their license status will continue to be a temporary license.

d) Additional Temporary License Requirements after the first unsuccessful attempt at the CSMLS Exam:

- A copy of a completed CSMLS Associate (Non-certified) Membership with Professional Liability Insurance
- Registration form
- A letter of endorsement which includes a list of duties to be performed submitted by employer and approved by NBSMLT
- Require a mark greater than or equal to 50% on the 1st CSMLS exam to be eligible for a continuous temporary license (proof of score must be provided to NBSMLT after 1st attempt)
- Additional annual dues

e) Temporary License is No Longer Valid If:

- After 18 months from the initial application, or after a second unsuccessful exam attempt, the temporary license holder has not successfully completed the CSMLS exam.
- The temporary license has expired (each extension expires on Dec. 31 and must be renewed for the next year)
- The CSMLS exam mark of the temporary license holder was less than 50%
- The NBSMLT receives notification that the license holder was unsuccessful challenging the CSMLS Exam after two attempts
- Termination of employment

- Professional misconduct.
  - Being issued an active practicing license
  - After two unsuccessful attempts at the CSMLS exam the NBSMLT temporary license is revoked and cannot be reissued. Work must stop immediately and the employer will be notified of the suspension of the temporary license.
  - Successful Completion of the CSMLS Exam  
Once a temporary license holder passes the CSMLS exam the temporary license will be upgraded to an active practicing license with the NBSMLT once the annual registration dues and required documents are submitted. A copy of a CSMLS certified practicing membership must be provided to the NBSMLT for this to occur.
3. Graduates from international Medical Laboratory Technology programs shall be eligible for a restricted temporary license to practice if they have submitted the appropriate application to the Registrar and have met the following criteria: The applicant has completed the CSMLS Prior Learning Assessment (PLA) and has successfully met the equivalency criteria in one or more disciplines, and
- The applicant has submitted the results of the PLA and learning plan provided by the CSMLS to the Registrar, and
  - The applicant has provided proof of registration in a bridging program or courses identified in the CSMLS learning plan, and
  - The applicant has provided proof of Canadian citizenship, permanent residency, or is in possession of a work permit issued by the government of Canada (CIC).
  - The applicant has provided proof of the correct category of CSMLS membership including liability insurance.

This restricted license will be limited to those areas in which the applicant has been trained and where PLA equivalency requirements have been met. The license shall not exceed 6 months with the possibility of extension to a maximum of 18 months if the applicant has demonstrated progress within the plan to the Registrar. The restricted temporary license shall be subject to conditions outlined in Article 3, 5.

Internationally trained Medical Laboratory Technologists who have submitted proof of completion of their CSMLS learning plan, are registered to write the exams, and are gainfully employed as an MLT in New Brunswick are eligible to obtain a regular temporary license as per the criteria in 4.2

4. For membership in the NBSMLT a technologist “in good standing” means that:
- The technologist meets the requirements for a renewal of license in the jurisdiction in which they are currently licensed to practice

- The technologist has personal liability insurance at least equivalent to that provided by CSMLS active practicing membership
- There is no criminal investigation pending regarding the technologist
- There is no investigation pending into the professional conduct of the technologist
- The technologist has not been found guilty of professional misconduct.
- The technologist has not been found guilty of a criminal offense which would affect their ability to practice medical laboratory technology as a professional
- The technologist meets the requirements of 14.3 of the Act, in that any suspension imposed by another jurisdiction has been lifted prior to an application for licensure in New Brunswick

### **4.3 Renewal of Registration**

1. Registered members shall renew their registration annually on the online database during the designated period commencing in early fall and completed before November 1<sup>st</sup>. Registrants shall receive notification by email when the registration cycle has opened. Registrations and PDP submissions received after December 15<sup>th</sup> shall be processed during the first full week of January. Members print their own official receipt on the self-serve database. Members are responsible for submitting the correct registration information, and updating it as necessary.
  
2. The professional development program shall be called the Professional Development Program (PDP).
  - a) The PDP due year appears on the registrants' online profile on the database, as well as official receipt of paid dues.
  - b) The Registrant's PDP status shall be renewed every three years
    - i. New members shall be required to comply three (3) years from the date of their initial registration.
    - ii. PDP shall be maintained through inactive status or leave of absence from work for a more effective reinstatement.
  - c) Any policy changes made to the PDP shall be approved by the Board before taking effect.
  - d) To ensure processing by the end of the calendar year, the PDP application must be received in the office by September 15<sup>th</sup> of that year.
  - e) Members shall be notified by email upon receipt of the application.
  - f) Members who submit incomplete or late applications shall be notified by email.
  - g) Documentation shall be kept on electronic file for a minimum of 3 years, or until the next cycle for verification.
  - h) A member may apply for an extension due to medical reasons, or unusual and extenuating circumstances, by submitting the request in writing, with accompanying documents determined by the NBSMLT, signed and mailed

to the NBSMLT office. Each request shall be dealt with on a case-by-case basis.

- i) The employer shall be notified if the member does not qualify for a renewal of registration.
- j) A practicing license shall be suspended as of January 1<sup>st</sup> if PDP credits and late fees are not submitted before December 15<sup>th</sup>.
- k) PDP submissions received after December 15<sup>th</sup> shall be processed during the first full week of January, with the terms and conditions of late registration and reinstatement.

3. Reinstatement Applicants for Active Membership who use the refresher course option (Bylaw Article IV 4.03 B.3) shall:
  - submit proof of successful completion of an NBSMLT approved refresher course (list available from CSMLS) OR
  - submit a portfolio to be reviewed and approved as equivalent by the Admissions Committee
4. Applicants for Active Practicing Membership who do not meet the requirements of Bylaw Article IV 4.03 B must:
  - a) submit proof of successful completion of NBSMLT approved re-entry requirements (available from the Registrar) OR
  - b) submit a portfolio to be reviewed and approved as equivalent by the Admissions Committee AND
  - c) apply for a Temporary License while completing requirements.

#### 4.4 Reinstatement

1. The applicants shall complete the current Application for Reinstatement form.
2. The applicant must have 750 practice hours within the past 3 years and the applicant must meet the PDP requirements of 45 hours in the past 3 years.
3. If the applicant does not meet these requirements; the applicant **may** have a temporary license issued, during which time the applicant must
  - a) Successfully complete 450 hours of supervised practice **and**
  - b) Successfully complete an approved refresher **and**
  - c) Complete 45 PD credit hours **OR**
  - d) Submit a portfolio to be reviewed and approved as equivalent by the Admissions Committee.
4. If the applicant has been out of the workforce for more than 10 years the application must be assessed by the admissions committee and evaluated on a case-by-case basis.

5. Any technologist who was registered in New Brunswick after 2005 and returns to New Brunswick from another jurisdiction is considered a transfer, not an initial registrant and is subject to the PDP regulation, Bylaw 4.03 B.

### **Article 5 – DUES AND FEES**

1. NBSMLT shall accept dues and fees by cash (not recommended), cheque, money order or credit card
2. Dues for renewal of membership shall be accepted by cheque or Electronic Funds Transfer (EFT) or credit card from employers who collect membership dues by payroll deduction.
3. Applicants for Initial Registration shall pay a one-time administration fee in addition to annual practicing dues.
4. Previous members, who have not held membership in any category for a period of more than one membership year, shall pay a reinstatement fee in addition to their annual dues.
5. NBSMLT dues, for medical laboratory technologist certified practicing members, shall include CSMLS active practicing dues (includes liability insurance premiums).
6. NBSMLT shall collect the CSMLS portion of dues for practicing registrants. The registrant shall be responsible for printing their own Official Tax Receipt for the full amount of dues on the service provider database.
7. NBSMLT shall submit CSMLS dues to them within 1 month of receipt.
8. There shall be an additional fee for issuing a duplicate or hard copy tax receipt by request
9. There shall be a fee for NSF cheques.
10. New applicants (including temporary permits and reinstatements) shall pay a one-time administration fee in addition to the annual dues in order to obtain their practicing license.
11. There shall be a mandatory additional administrative fees for late online self-registration and/or payment of dues, as well as late PDP submission.

## **Article 6 – BOARD**

1. Board members have a fiduciary duty to the NBSMLT.
2. The duties of Board members, including the Lay Representative, shall be outlined in the Act, Bylaws, Rules, and Terms of Reference.
3. Board members shall not disclose the identity of the members of the Complaints and Discipline Committees.
1. Orientation of new Board members shall take place at the last regular meeting of the Board prior to the commencement of their term.
2. Board members shall complete an *Acceptance to a Position on the Board of Directors* form at their orientation.
3. Board members shall review the Act, Bylaws, Rules, Terms of Reference and recent documents to become familiar with the organization and issues.
4. Board members shall review the most recent copy of Robert’s Rules of Order to become familiar with the parliamentary procedure.
5. Resignation from the Board shall be in writing to the Executive Director.

## **Article 7 – ELECTIONS**

1. The call for nominations including the date for the mail out ballot for President-Elect shall be published in the newsletter or on the website no later than March 1<sup>st</sup>.
2. A curriculum vitae may be requested.
3. The Chair of the Nominating Committee must have all nominations in hand by September 15<sup>th</sup>
4. Ballots shall be:
  - mailed by October 15<sup>th</sup>
  - return postmarked no later than November 15<sup>th</sup>
  - counted by November 30<sup>th</sup>
5. Ballots will be counted by a minimum of 4 members of the nominating committee including the chair.

6. The successful candidate shall be contacted by the Chair of the Nominating Committee, within 14 days, and the name of successful candidate announced to the members within 30 days.
4. The Board shall be notified of the outcome of the vote.
8. The successful candidate shall be contacted by the Chair of the Nominating Committee.
9. All nominees shall be contacted after the successful candidate has been notified and accepted.
10. Letters of appreciation shall be sent to all candidates on the ballot.
11. In the event that no nominations are received by the deadline, the Nominating Committee shall continue to search for a suitable candidate. When a candidate is found, she/he will be declared elected by acclamation.

## **Article 8 – OFFICERS AND OFFICIALS**

### **8.1 President**

5. The duties of the President shall be as outlined in the Bylaws Article VIII and the Terms of Reference.

### **8.2 President-Elect**

6. The duties of the President-Elect shall be as outlined in the Bylaws Article VIII and the Terms of Reference.

### **8.3 Past President**

1. The duties of the Past President shall be as outlined in the Bylaws Article VIII and the Terms of Reference.

### **8.4 Treasurer/Executive Director**

1. The duties of the Treasurer shall be as outlined in the Bylaws Article VIII and the Terms of Reference.



2. For the convenience of conducting Society business, the Treasurer shall be in the same area as the Registrar/Executive Director.

### **8.5 Secretary/Executive Director**

7. The duties of the Secretary/Executive Director shall be as outlined in the Bylaws Article VIII and the Terms of Reference.

### **8.6 Directors**

8. The duties of the Directors shall be as outlined in the Bylaws Article VIII and the Terms of Reference.
9. A bilingual Director, or designated staff member, shall represent the NBSMLT on the Program Advisory Committee of the Université de Moncton / Collège Communautaire du Nouveau-Brunswick MLT program, University of New Brunswick/ New Brunswick Community College MLT program
10. The terms of office for 50% of the Directors shall commence on uneven years (e.g. 2005) and the remaining 50% shall commence on even years (eg.2006).

### **8.7 Lay Representative**

1. The duties of the Lay Representative shall be as outlined in the Terms of Reference.

### **8.8 Expenses**

1. Elected and appointed officers and officials shall be entitled to reimbursement for authorized expenses incurred in the performance of their duties as per the *NBSMLT Expense Guidelines*.
2. The rates of reimbursement for allowable expenses shall be reviewed and revised from time to time and approved by the Board of Directors.
3. An approved *Expense Form* shall be completed and returned to the Treasurer/ Executive Director with the required receipts for reimbursement in a timely manner.
4. Each cheque written must be signed by two (2) approved officers of the Society, at least one of whom shall be a member of the Board.
5. New signing officers shall be approved by a motion of the Board.

## **Article 9 –EXECUTIVE STAFF**

### **9.1 Executive Director**

1. The duties of the Executive Director shall be as outlined in the Act Part II Section 9 and the Terms of Reference.

### **9.2 Registrar**

1. The duties of the Registrar shall be as outlined in the Act Part II Section 9, the Bylaws Articles IX and the Terms of Reference.

### **9.3 Deputy Registrar**

1. The duties of the Deputy Registrar shall be as outlined in the Terms of Reference.

## **Article 10 – Committees**

1. All Standing, Advisory, Special and Consultative Committees shall function as outlined in the Act, Bylaws, Rules and Terms of Reference.
2. Committee members shall complete an *Acceptance to a Position on a Committee* form at the beginning of their term.
3. Committee members shall review the Act, Bylaws, Rules, Terms of Reference and recent documents to become familiar with the organization and issues.
4. Committees shall seek Board approval for recommendations before acting.
5. Committee Chairs shall prepare and submit written reports to the Board.
6. Committee Chairs shall submit a budget to the Treasurer/Executive Director by Oct. 1<sup>st</sup>.
7. Committee members shall serve a two (2) year term with a maximum of three (3) terms.
8. Committee Chairs shall resign in writing to the Executive Director should they be unable to complete their term.
9. Committee members shall resign in writing to the Committee Chair should they be unable to complete their term.
10. The three-year term of the Discipline Committee members shall commence when the members of the committee are appointed. Their term may be renewed for three years, if there were no cases during the last 3-year period term.

11. The three-year term of the Complaints Committee members shall commence when the members of the committee are appointed. Their term may be renewed for another three years, if there were no cases during that period of time.

## **Article 11 - EDUCATION PROGRAMS**

### **11.1 MLT Education Programs**

1. The NBSMLT shall have representation on the Program Advisory Committees of training programs for Medical Laboratory Technology as determined by the Professional Practice and Regulation Committee.
2. The NBSMLT shall have representation (appointed by the Board) on the Professional Standards Committee (PSC) of CSMLS.
3. Students of Medical Laboratory Technology Programs shall work under total direct supervision during clinical placement in accredited facilities.

### **11.2 -MLA Education Programs**

1. The NBSMLT will provide advisory representation to accredited MLA programs to encourage best practice in Medical Laboratory Assistant training.
2. The representative should have experience with the MLA training program to better provide appropriate advice.

## **Article 12– DISCIPLINE**

1. The NBSMLT shall inform the CSMLS and all other colleges/societies of medical laboratory technologists in Canada of any disciplinary action against a member that results in sanctions. Resolved complaints & disciplinary cases shall appear on the website, and published in the annual report.

## **Article 13 – MEETINGS**

1. Meetings of the NBSMLT shall be conducted in accordance with the Act, Bylaws, Rules and *Parliamentary Procedure Guidelines*.
2. Committee meetings may be informal.

3. Dates for regular meetings of the Board of Directors for a calendar year shall be determined by the President-Elect at the fall meeting of the preceding calendar year.
4. Notice of Meeting shall contain place, date, time and purpose of the meeting and shall be sent at least three (3) days prior to a Committee or Board meeting.
5. Board members shall submit agenda items to the Executive Director and Chair at least two (2) weeks prior to the meeting.
6. The Agenda for meetings shall be in the following general format:
  - Call to Order
  - Approval of Consent Agenda
  - Minutes of the Previous Meeting
  - Business Arising from the Minutes
  - Correspondence
  - Reports
  - New Business
  - Other Business
  - Adjournment
7. Participating members shall e-mail their reports to the office of the registrar at least two (2) weeks prior to the meeting so that they can be reviewed and clarified before the meeting.
8. The Agenda (including estimated time for each item) and relevant information shall be circulated at least ten (10) days prior to the meeting.
9. The Chair shall appoint a timekeeper after the Call to Order to ensure the assembly adheres to suggested time limits.
10. Other business and reports which are submitted after the Agenda is circulated shall be dealt with at the discretion of the Chair.
11. No Board of Directors meeting shall commence unless a quorum is present.
12. A quorum at a meeting of the NBSMLT Board of Directors shall be five (5) (one more than half the number of persons entitled to attend and vote).
13. Motions for AGM shall be in writing and signed by the mover and seconder, who must be voting members. Motions for monthly board meetings with the names of movers and seconders are to be electronically documented by the secretary/Executive Director.
14. Motions shall be read aloud prior to taking a vote.
15. At all meetings, a simple majority shall be sufficient to carry a motion except a

motion for Bylaw amendments or significant financial commitments, which requires a two thirds majority of members present.

16. It shall be the responsibility of the Chair to maintain order during the course of all meetings.
17. The AGM of the NBSMLT shall be held in conjunction with the APSC in the Fall unless determined otherwise by the Board of Directors. In years when Maritech is held in NB, Maritech shall replace the APSC.
18. The purpose of the AGM shall be for the elected Board of Directors to report to the membership on the Society's progress during the past year and to receive feedback from members. It provides an opportunity for members to debate current issues and policies.
19. Reports presented at AGM shall be based on the previous calendar year.
20. All items of business (e.g. Notices of Motion) to be considered or acted upon at the AGM must be received by the Executive Director at least sixty (60) days prior to the meeting, for inclusion on the Agenda.
21. Only motions that have been submitted, and placed on the Agenda, that has been mailed to all members, may come to a binding vote.
22. Notices of Motion shall be mailed to all members along with AGM Notice of Meeting and Agenda at least thirty (30) days prior to the meeting.
23. Only members in good standing as defined in Bylaw Article III shall be admitted to the meeting. Members shall present government photo ID to the registration desk to confirm identification on the NBSMLT Roster.
24. Members who are eligible to vote, as defined in the Bylaws Article III shall be issued a voting card at the registration desk, for use at the meeting.
25. Voting cards shall be signed and dated by the Chair as well as signed by the member who is issued that card.
26. At general meetings the Chair shall announce that a quorum is present prior to the Call to Order. This announcement shall include the number of voting members present.
27. The Chair may invite non-members of the NBSMLT to attend the meeting or part of the meeting. Prior to the Call to Order, the Chair shall announce the name and affiliation of all guests present to obtain approval for attendance.
28. A parliamentarian appointed by the Chair, shall be in attendance to assist with

parliamentary procedure.

29. The Chair shall appoint two (2) scrutineers who shall be responsible for counting votes.
30. Any member may ask questions and participate in discussion.
31. To obtain the floor, members must raise their hand and await recognition from the Chair prior to speaking. Members must begin by stating their name and the Academy to which they belong.
32. The Chair shall recognize members in the order in which they raise their hand.
33. A member may speak only twice to a motion for a maximum of two (2) minute(s). An exception is made for the mover who has the right to speak first and last in the debate and also may be required to respond to points of clarification as requested by the Chair.
34. A motion may normally be debated for no more than fifteen (15) minutes. Additional time may be allocated for debate with approval of the assembly majority.
35. Voting cards shall be held up by members to register their vote.
36. Any member may request a vote by written ballot.
37. Under the item of Other Business, the rules of debate shall be relaxed to allow for free discussion and questions, without need for formal motions. Any motion brought under this item will be taken as a recommendation to the Board of Directors.
38. Voting cards shall be destroyed at the end of the meeting.
39. The Board of Directors shall have the authority to approve the minutes of the AGM, which shall then be published in the newsletter for the information of all members.

#### **Article 14 – VOTING**

1. Voting procedures shall be as outlined in the Bylaws, Rules and *Parliamentary Procedure Guidelines*.