

SCPT Bylaw Revision Finalized Process

1. Development

Council and relevant SCPT committees develop draft bylaw or bylaw changes.

Order of #2 and #3 may be dependent upon nature and complexity of the proposed bylaw change.

2. Initial Approval

Council passes draft bylaw in principle with a 2/3 majority of Council members present at the meeting. A majority of voting Council members must be present (currently 6 is a majority of Council members), and bylaw must be passed by a 2/3 majority of those present at the meeting.

3. Consultation

Council invites and receives feedback from membership.

- Feedback methods will vary depending on the nature of the bylaw changes (i.e. foundational changes vs small changes) and may include multiple methods.
- Methods may be added if initial feedback indicates additional methods are warranted to ensure appropriate engagement.
- Potential feedback methods include membership surveys, town halls, focus groups, and requesting feedback from sector partners (i.e. Saskatchewan Physiotherapy Association (SPA), School of Rehabilitation Science (SRS), Canadian Alliance of Physiotherapy Regulators (CAPR), Physiotherapy Education Accreditation Canada (PEAC), etc.)
- Sufficient time will be provided for feedback (e.g. requests for feedback are not lumped with other communications, a minimum of one-month, multiple reminders, a clear deadline). **[clarified within process during Council's final approval of process]**
- Comprehensive background is provided to membership as part of the request for feedback. This includes full explanation of the proposed bylaw changes including context, risks, intent, potential consequences, etc. **[clarified within process during Council's final approval of process]**

4. Revisions

Bylaws revised as appropriate based on membership feedback. This may include referral back to relevant committees.

- Full feedback (not just summary) is presented to the responsible committee and/or Council. **[clarified within process during Council's final approval of process]**

5. Final Approval and Implementation

Council approves the revised (if revised) bylaw with a 2/3 majority of Council members present at the meeting. A majority of voting Council members must be present, and bylaw must be passed by a 2/3 of those present at the meeting.

- Council's final decision, once made after receiving feedback, and its rationale will be communicated to members. **[clarified within process during Council's final approval of process]**
- The results of the feedback is presented to membership. **[clarified within process during Council's final approval of process]**

Regulatory Bylaw(s) are submitted to the Ministry of Health for Ministerial approval as per legislation and existing process. Included in this submission is a description of membership feedback process/content used in developing and approving the bylaws. If the Minister approves, the bylaw is published in the Gazette, members are notified, and the bylaw becomes in effect.

For Administrative Bylaws the SCPT Executive Director and Registrar files the bylaws with the Registrar of Corporations within 30 days.

Summary of Finalized Process

Development

- Council/Committees develop bylaw(s)

Initial Approval

- Council approves bylaw(s) in principle

Consultation

- Membership is consulted and feedback obtained (e.g. survey, townhalls, focus groups, consulting stakeholders, etc.)

Revisions

- Bylaw(s) revised as needed/necessary following membership feedback

Final Approval & Implementation

- Council approves final version of bylaw
- Regulatory Bylaw to Minister of Health; Administrative Bylaw filed with ISC