

Legislation and Policy Committee Terms of Reference

1.0 Role

To provide oversight and make recommendations on local, provincial and national healthcare related legislation and policy.

2.0 Responsibilities

The Legislation and Policy Committee is responsible for:

- of its own initiative or at the request of the SMA Board of Directors or at the request of members, considering existing legislation, revisions to existing legislation, proposed new legislation, changes in interpretation of legislation, and/or changes to the content or interpretation of the CMA Code of Ethics which affect the practice of medicine in Saskatchewan;
- of its own initiative or at the request of the SMA Board of Directors or at the request of members, considering bylaws, regulations, policies and procedures of external authorities, including the College of Physicians and Surgeons of Saskatchewan, the Joint Medical Professional Review Committee, the College of Medicine, and regional health authorities, that affect the practice of medicine or the regulation, investigation or discipline of members of the Association;
- making representation to the SMA Board of Directors SMA and/or to the particular external authority if any bylaws, regulations, polices or procedures are deemed to be inappropriate or procedurally unfair;
- assisting the CEO to develop internal policies and processes to assist members, particularly those who are under regulatory review or investigation;
- making appropriate recommendations when peer investigative procedures are deemed to be unfair or biased; and
- reviewing any concerns brought forward concerning the conduct of any regulatory review or investigation of a member.

3.0 Membership, Attendance & Term

The Legislation and Policy Committee will consist of:

- the Chair appointed by the SMA Board of Directors,
- up to five other active members appointed by the Board,
- a medical student member and a resident member, and
- the SMA's legal advisor, ex-officio.

A committee member who does not uphold their responsibilities or misses three consecutive meetings without a reasonable explanation will be asked by the Chair to resign from the committee. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

The term of a committee member is two consecutive, three year terms unless otherwise approved by the SMA Board of Directors.

The term for student and resident members on this committee is up to three, one-year terms.

4.0 Meetings

The Legislation and Policy Committee will meet at minimum once annually, or more as required. The meetings may be in-person, by teleconference or videoconference. Ongoing business will be conducted by using a secure discussion board.

If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions, required for a meeting, that are made after said meeting will not be considered for decision making.

5.0 Chair

The Chair shall:

- Call meetings of the committee
- Chair meetings of the committee
- Designate another committee member to chair the committee in the Chair's absence
- Prepare a report to the SMA Board of Directors on the work of the committee
- Meet with the SMA Board of Directors as requested

6.0 Quorum

Quorum shall be simple majority (50%+1) of the voting committee members present at a meeting.

7.0 Decision Making

The committee will strive for consensus (i.e., "you can live with the decision/idea") when making decisions. If consensus cannot be achieved, committee members must agree on how to deal with the outstanding issue, (i.e. vote, continue discussion, table the issue to another meeting or take the issue to the appropriate group, e.g., SMA Board of Directors).

When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

8.0 Duration of Committee

The committee will remain in place until such time as the SMA Board of Directors authorizes an alternative governance structure.

9.0 Minutes

SMA staff supporting the committee shall take minutes at the committee meetings and distribute them electronically to members within two weeks of the meeting. The minutes shall be approved by the Chair of the committee and formally adopted at the subsequent meetings.

10.0 SMA Support Resources

The Legislation and Policy Committee is supported by:
Management: Legal Counsel
Administrative: Executive Assistant, Board of Directors

11.0 Accountability

The Legislation and Policy Committee reports to the SMA Board of Directors and brings its recommendations to the Board.

12.0 Amending the Terms of Reference

The Terms of Reference will be approved by the SMA Board of Directors, and reviewed annually.

Date of Last Review: January 2011, April 2016, October 2016, January 2018, January 2023