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**COLLEGE OF MIDWIVES OF MANITOBA (CMM)**

**BY-LAW No. 1**

COMPARED WITH THE ORIGINAL  
CONSISTING OF 29 PAGES AND  
CERTIFIED TO BE A TRUE COPY  
THEREOF.

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A NOTARY PUBLIC IN AND FOR THE  
PROVINCE OF MANITOBA

**[December 2000] as amended January 28, 2010**

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# BY-LAW No. 1 [amended January 28, 2010]

## TABLE OF CONTENTS

### PREAMBLE

1. Mission Statement
2. Commitment to Equity

### DEFINITIONS

1. Definitions

### PART I: COUNCIL OF THE COLLEGE

2. Composition of Council
3. Transitional Council
4. Terms of Office for Council Members
5. First Election and Staggered Terms of Office
6. Officers
7. Duties of Officers
8. Meetings and Authority of Council [amended June 8, 2007]
9. Committees
10. Conduct of Committees
11. Selection Committee
12. Complaints Committee
13. Inquiry Committee
14. Board of Assessors
15. Standards Committee [amended June 8, 2007]
16. Standing Committee on Issues Related to Midwifery Care to Aboriginal Women
17. Education Committee
18. Public Education Committee
19. Nominations Committee
20. Perinatal Review Committee [amended January 28, 2010]
21. Quality Assurance Committee (placeholder) [amended January 28, 2010]
22. Conflict of Interest Policy

### PART II: COLLEGE ADMINISTRATION

23. Head Office
24. Seal
25. Registrar
26. Fiscal Year
27. Banking and Financial Matters
28. Appointment of Auditor
29. Legal Counsel

### PART III: GENERAL MEETINGS OF MEMBERS

30. General Meetings and Annual General Meetings
31. Notice of General Meetings [amended January 28, 2010]
32. Resolutions Proposed by Members
33. Amending or Repealing By-laws [amended January 28, 2010]
34. Proceedings at General Meetings
35. Notice to Public Representatives and Auditor
36. Restriction on Decision Making of Certain Members

### PART IV: MISCELLANEOUS

37. Payment of Fees [amended January 28, 2010]
38. Confidentiality
39. Certificates of Registration
40. Approval of Regulations [amended January 28, 2010]

## **SCHEDULES**

Schedule 1 - *Decision Making Policy* of the College of Midwives of Manitoba

Schedule 2 - *Conflict of Interest Policy* for Council and Committee Members

## **TERMS OF REFERENCE STATEMENTS**

Selection Committee

Complaints Committee

Inquiry Committee

Board of Assessors

Standards Committee

Education Committee

Public Education Committee

Nomination Committee

KAGIKE DANIKOBIDAN - The Standing Committee on Issues Related to Midwifery Care to Aboriginal Women

Perinatal Review Committee [amended January 28, 2010]

Quality Assurance Committee (placeholder authorized January 28, 2010 – to be inserted once approved by Council) [amended January 28, 2010]

## BY-LAW No. 1

The By-law for the College of Midwives of Manitoba (CMM) is enacted as follows:

### PREAMBLE

#### SECTION 1.0 - MISSION STATEMENT

1.1 The purpose of the College is:

- a) to protect the safety of the public in the provision of midwifery services in Manitoba;
- b) to support midwives in the provision of safe and effective midwifery services in Manitoba; and
- c) to develop and enforce the standards of midwifery care in Manitoba.

#### SECTION 2.0 - COMMITMENT TO EQUITY

2.1 The College is committed to the goal of equity in the practice of midwifery which includes:

- a) providing service to women who historically have been under-represented or under-served by the health care system; and
- b) recruiting midwives with diverse backgrounds, experience and knowledge. Such recruits may be drawn from groups including immigrants and newcomers to the province, visible minorities, Aboriginal persons, persons with disabilities, and persons who live in rural or remote communities.

2.2 The College shall strive to meet its commitment to equity by:

- a) removing and preventing systemic barriers in the practice of midwifery; and
- b) ensuring that groups that have experienced historical disadvantage such as immigrants and newcomers to the province, visible minorities, Aboriginal persons, persons with disabilities, and persons who live in rural or remote communities, are represented on the Council and committees of the College.

#### SECTION 1.0 - DEFINITIONS

|                                 |  |
|---------------------------------|--|
| <b>Act</b>                      | The Act means <i>The Midwifery and Consequential Amendments Act</i> .  |
| <b>Appointed Council Member</b> | Appointed Council Member means a public representative appointed by the College or a representative appointed by the Standing Committee on Issues Related to Midwifery Care to Aboriginal Women. |
| <b>Committee</b>                | Committee means a committee as defined by the Act or any other committee that the College may from time to time appoint.   |
| <b>Council</b>                  | Council means the Council of the College of Midwives of Manitoba.  |
| <b>Council Member</b>           | Council Member means an appointed Council member or an elected Council member.   |

|                               |   |
|-------------------------------|---|
| <b>Elected Council Member</b> | Elected Council Member means a member of the Council elected in accordance with this by-law.                  |
| <b>Member</b>                 | Member means a member of the College of Midwives of Manitoba.   |
| <b>Midwife</b>                | Midwife means a midwife registered by the College of Midwives of Manitoba in accordance with the <i>Act</i> . |
| <b>Public Representative</b>  | Public Representative means a public representative as defined by the <i>Act</i> .                            |
| <b>Regulation</b>             | Regulation means the regulation made under <i>The Midwifery and Consequential Amendments Act</i> .            |
| <b>Transitional Council</b>   | Transitional Council means the Transitional Council established pursuant to the <i>Act</i> .                  |

## PART I: COUNCIL OF THE COLLEGE

### SECTION 2.0 - COMPOSITION OF COUNCIL

- 2.1 The composition of the Council shall conform with the requirements set out in clause 8(1) of the *Act* with one elected member being a midwife who practises in a rural area.
- Appointment of Nominations Committee**
- 2.2 The Council shall appoint a Nominations Committee to oversee the nominations process.
- Notice of Vacancies and Call for Nominations**
- 2.3 At least four (4) months prior to the expiry of the term of office of an elected Council member, the registrar shall send a written notice to each member to her last known address containing:
- a) a notice of pending vacant positions;
  - b) a call for nominations; and
  - c) information on the nominating and voting procedures.
- Number of Nominees**
- 2.4 Any member in good standing may nominate for office a maximum of three (3) members for election to the Council.
- Nominating Procedure**
- 2.5 Nominations may be made in writing to the Nominations Committee, together with a letter of consent signed by the nominee and a brief biography of the nominee, no later than six (6) weeks following the call for nominations.
- Requirements of Nominee**
- 2.6 A nominee shall declare in writing that she will observe the provisions of the *Act*, the *Regulation* and this by-law and the procedures related to the election and the conduct of the election.
- Grounds for Disqualification**
- 2.7 The registrar shall disqualify any nominee whose nomination or election contravenes the *Act*, the *Regulation*, or this by-law.

- 2.8 Sending Ballots to Members**  
At least two (2) months prior to the expiry of the term of office of an elected Council member the registrar shall send a ballot to each member to her last known address containing the list of nominees for election.
- 2.9 Returning Ballots to the Registrar**  
A sealed ballot must be received by the registrar at least one (1) month prior to the expiry of the term of office.
- 2.10 Counting Ballots**  
The registrar and a Council member who is not running for election shall count the ballots.
- 2.11 Notice of Election Results**  
The registrar shall send a written notice to each member to her last known address with the results of the election.

### SECTION 3.0 - TRANSITIONAL COUNCIL

- 3.1 Role of Transitional Council**  
Following the approval of this by-law, the Transitional Council as appointed under the *Act* shall serve as the Council of the College for a period of not more than two (2) years from the date this by-law comes into effect.
- 3.2** The Transitional Council may exercise all duties, powers and functions assigned to the Council by this by-law.

### SECTION 4.0 - TERMS OF OFFICE FOR COUNCIL MEMBERS

- 4.1 Elected Member**  
The term of office for an elected Council member is three (3) years.
- 4.2 Re-election**  
An elected Council member is eligible for re-election for one (1) consecutive term.
- 4.3 Appointed Members**  
The term of office for an appointed Council member is three (3) years.
- 4.4 Re-appointment of Appointed Members**  
An appointed Council member is eligible for re-appointment for one (1) consecutive term.
- 4.5 Resignations**  
A Council member may resign at any time by delivering a notice in writing to the registrar and the resignation of a Council member shall take effect immediately upon its delivery.
- 4.6 Continuing to Serve Following Resignation or Expiration of Office**  
A member of the Council who resigns or whose term of office has ended may continue to serve until a successor is appointed or elected.
- 4.7 Declaration of Vacancy**  
The Council has the right to declare vacant the office of any Council member who without just cause is absent for more than three (3) consecutive meetings at which she is required to be present or who fails to perform satisfactorily her duties or who fails to act in the best interest of the College.

**Filling Vacancies for Elected Positions**

- 4.8 Where the resignation or removal of an elected Council member creates a vacancy on the Council, the Council may appoint a member to fill this vacancy for the duration of the term of office for that position.

**Filling Vacancies for Appointed Positions**

- 4.9 Where the resignation or removal of an appointed Council member creates a vacancy on the Council, the Council shall request the Selection Committee to appoint a member to fill this vacancy for the duration of the term of office for that position.

**SECTION 5.0 - FIRST ELECTION AND STAGGERED TERMS OF OFFICE****Elected Members**

- 5.1 Notwithstanding subsection 4.1 the first term of the elected Council members who are elected during the first election shall be:
- a) three (3) years for the person receiving the highest number of votes;
  - b) two (2) years for the person receiving the second highest number of votes; and
  - c) one (1) year for the person receiving the third highest number of votes.

**First Appointments and Staggered Terms of Office****Appointed Members**

- 5.2 Notwithstanding subsection 4.2 the first term of the appointed Council members shall be the appointment of one (1) public representative for a three (3) year term and the appointment of one (1) public representative for a two (2) year term.

**SECTION 6.0 - OFFICERS****Officers Required**

- 6.1 The officers of the Council shall be the chair, vice-chair, and other such officers as the Council may choose to designate.

**Election of Officers**

- 6.2 Following the annual meeting of the College, the Council shall hold a meeting to elect a chair and vice-chair and other such officers from among its members. The chair shall be a member of the College.

**Term of Chair**

- 6.3 The chair of the Council shall serve for a term of two (2) years.

**Terms of Other Officers**

- 6.4 Other officers of the Council shall serve for a term of one (1) year.

**SECTION 7.0 - DUTIES OF OFFICERS****Chair**

- 7.1 The chair shall
- a) exercise a general supervision over the affairs of the College and shall give direction to the registrar on any urgent business that may arise in the interval between meetings of the Council;

- b) preside at all general meetings of the College and of the Council and be an ex-officio member of all committees;
- c) sign all certificates, diplomas and other instruments executed on behalf of the College as required; and
- d) perform such other duties as may from time to time be assigned by the Council.

**Vice-chair**

7.2 The vice-chair shall:

- a) perform all the duties of the chair in the absence or refusal to act of the chair; and
- b) perform such other duties as may from time to time be assigned by the Council.

**Other officers**

7.3 The duties of all other officers of the Council shall be determined by the Council.

**Duties of Officers May be Delegated**

7.4 In the case of the absence or inability to act of any officer of the Council or for any other reason that the Council may deem sufficient, the Council may delegate all or any of the powers of such officer to any other officer or to any Council member for the time being.

**Oath of Confidentiality**

7.5 All Council members are required to sign an oath of confidentiality.

**SECTION 8.0 - MEETINGS AND AUTHORITY OF COUNCIL****Authority of Council**

8.1 The Council shall have authority to make all decisions required of it by the *Act*, the *Regulation* and this by-law for the College except those decisions specifically designated to be made by the membership as set out in Part III of this by-law.

**Meetings of Council**

8.2 The Council shall meet regularly to accomplish its business. The Council shall whenever possible determine the dates of the meetings in advance and notice of these meetings may be given to members of the College and the public.

**Open to the Public**

8.3 Council meetings shall be open to the public except where the Council deems it necessary to hold an in-camera meeting.

**Notice Not Required**

8.4 Notwithstanding subsection 2, the registrar or the chair may call a meeting of the Council where necessary to conduct urgent business without providing notice to members or public.

**Quorum**

8.5 A quorum consists of a majority of the Council.

**Methods of Conducting Meetings**

8.6 Council meetings may be conducted in person or by conference call or by other electronic means as long as Council members are able to communicate with each other at a designated time.

**Decision Making**

- 8.7 The Council shall make decisions using the *Decision Making Policy* set out in *Schedule 1* to this by-law. Where a decision cannot be reached using the *Decision Making Policy*, the matter in question shall be decided by a majority vote.

**Decision Making and Matters Affecting Aboriginal Women**

- 8.8 When the Council is required to make a decision which has a direct effect on either the provision of midwifery care or the delivery of midwifery education/training programs to Aboriginal women, Council shall:

- a) consult with Kagike Danikobidan on the issue in question; and
- b) decide the issue in a manner which considers the views of Kagike Danikobidan.

**Where Disagreement on Issues Affecting Aboriginal Women**

- 8.9 Where Kagike Danikobidan informs Council that it disagrees with a decision made by the Council, Council shall undertake one or more of the following steps:

- a) hold another meeting to reconsider the matter;
- b) hold a joint meeting with Kagike Danikobidan to further discuss the matter;
- c) set up a joint committee consisting of equal representation from Council and Kagike Danikobidan to explore possible solutions for resolving the matter; or
- d) use the services of an independent mediator to assist in developing an acceptable solution to the matter.

**Policy on Expenses to be Approved by Membership**

- 8.10 The Council shall recommend to the membership at a general meeting of the membership a policy regarding the reimbursement of expenses incurred by members of the Council and committees for the completion of tasks, the fulfilment of duties or for attendance at, travel to and preparation for meetings to transact College business.

**8.11 Administration Fees [amended June 8, 2007]**

Council may, by motion, set administration fees payable by applicants and/or registrants.

**SECTION 9.0 - COMMITTEES****Committees Required by the Act**

- 9.1 In accordance with the *Act* the Council shall establish the following committees:

- a) a Standing Committee to Select Public Representatives to the Council and committees of the College (referred to as the *Selection Committee* in this by-law) referred to in clause 8(5)(a) of the *Act*;
- b) a Standing Committee to Advise the College on Issues Related to Midwifery Care to Aboriginal Women (referred to as *Kagike Danikobidan* in this by-law) referred to in clause 8(5)(b) of the *Act*;
- c) a Board of Assessors referred to in section 11 of the *Act*;
- d) a Complaints Committee referred to in section 18 of the *Act*; and
- e) an Inquiry Committee referred to in clause 32(1) of the *Act*.

**Other Committees Permitted by the Act**

- 9.2 In accordance with clause 8(5)(c) of the *Act* the Council shall appoint a Standards Committee, a Public Education Committee, a Nominations Committee and an Education Committee and any other Standing or Special Committee deemed necessary for the efficient functioning of the College.

**Appointment of College Representatives**

- 9.3 The Council shall appoint representatives of the College to the following committees:
- a) the Selection Committee;
  - b) the Complaints Committee;
  - c) the Inquiry Committee;
  - d) the Board of Assessors;
  - e) the Standards Committee;
  - f) the Education Committee;
  - g) the Public Education Committee;
  - h) the Nominations Committee; and
  - i) any other committee established by the College requiring representatives of the College.

**Authority of Committees**

- 9.4 All committees shall carry out the powers, duties or functions assigned under the *Act*, the *Regulation* or this by-law.

**Participation of Registrar**

- 9.5 The registrar shall be a non-voting, ex-officio member of all committees.

**Annual Report Required**

- 9.6 The chair of each committee shall annually submit a written report of that committee's activities to the Council.

**Oath of Confidentiality**

- 9.7 All committee members are required to sign an oath of confidentiality.

**Complaint Against the Registrar [amended June 17, 2004]**

- 9.8 Pursuant to section 19(1) of the *Act*, where the registrar is a practising midwife and a concern arises regarding her practice as a midwife, the substance of which falls within the terms of reference of either the complaints committee or the standards committee of the CMM, that concern shall be forwarded directly to the chair of either the complaints committee or the standards committee of the CMM depending on the substance of the concern.

**SECTION 10.0 - CONDUCT OF COMMITTEES****Meetings of Committees**

- 10.1 Committees shall meet regularly to accomplish their business. Although committee meetings are not ordinarily open to the public, committees shall, whenever possible, determine the dates of the meetings in advance and notice of these meetings may be given to members of the College and the public.

**Methods of Conducting Meetings**

- 10.2 Committee meetings will be in person or by conference call or by other electronic means, as long as committee members are able to communicate with each other at a designated time.

**Quorum**

- 10.3 A quorum consists of a majority of committee members.

**Decision Making**

- 10.4 All committees of the College shall make decisions using the *Decision Making Policy* set out in *Schedule 1* to this by-law. Where a decision cannot be reached using the *Decision Making Policy*, the matter in question shall be decided by a majority vote.

**SECTION 11.0 - SELECTION COMMITTEE****Composition of Selection Committee**

- 11.1 The composition of the committee to select public representatives shall conform with the requirements set out in section 3 of the *Regulation*.

**Committee Chair**

- 11.2 The committee shall choose a chair from among its members.

**Duties of Committee**

- 11.3 The committee shall carry out the duties specified by the Council in the *Selection Committee Terms of Reference Statement*.

**SECTION 12.0 - COMPLAINTS COMMITTEE****Composition of Committee**

- 12.1 The composition of the Complaints Committee shall conform with the requirements set out in section 18 of the *Act*.

**Terms of Office**

- 12.2 The term of office of a committee member is five (5) years.

**Re-appointment**

- 12.3 A committee member is eligible for re-appointment for one (1) consecutive term.

**Committee Chair**

- 12.4 The chair of Council shall serve as the chair of the committee.

**Removal of Committee Members**

- 12.5 A committee member may be removed by a decision of the Council.

**Oath of Confidentiality**

- 12.6 All committee members are required to sign an oath of confidentiality.

**Duties of Committee**

- 12.7 The committee shall carry out the duties specified by the Council in the *Complaints Committee Terms of Reference Statement*.

**SECTION 13.0 - INQUIRY COMMITTEE****Composition of Committee**

- 13.1 The composition of the Inquiry Committee shall conform with the requirements set out in section 32 of the *Act*.

**Appointment of Members of the College**

- 13.2 When a matter is referred to the Inquiry Committee, the Council shall select College members to serve on the committee from a list of names compiled by the Council.

**Terms of Office**

- 13.3 The term of office of a committee member is five (5) years.

**Re-appointment**

- 13.4 A committee member is eligible for re-appointment for one (1) consecutive term.

**Duties of Committee**

- 13.5 The committee shall carry out the duties specified by the Council in the *Inquiry Committee Terms of Reference Statement*.

**SECTION 14.0 - BOARD OF ASSESSORS****Composition of Committee**

- 14.1 The Board of Assessors shall consist of at least three (3) persons: one (1) who shall be a public representative, one (1) who shall be an elected Council member, and one (1) who shall be appointed by Kagike Danikobidan.

**Terms of Office**

- 14.2 The term of office of a committee member is five (5) years.

**Re-appointment**

- 14.3 A committee member is eligible for re-appointment for one (1) consecutive term.

**Committee Chair**

- 14.4 The Board of Assessors shall choose a chair from among the members of the committee.

**Removal of Committee Members**

- 14.5 A committee member may be removed by a decision of the Council.

**Duties of Committee**

- 14.6 The committee shall carry out the duties specified by the Council in the *Board of Assessors Terms of Reference Statement*.

**SECTION 15.0 - STANDARDS COMMITTEE****Composition of Committee**

- 15.1 The Standards Committee shall consist of at least four (4) persons: one (1) who shall be a public representative, one (1) who shall be an elected Council member, one (1) who shall be a member of the College, and one (1) who shall be a member appointed by Kagike Danikobidan.

**Terms of Office**

- 15.2 The term of office of a committee member is three (3) years.

- Re-appointment**
- 15.3 A committee member is eligible for re-appointment for two (2) consecutive terms.
- Committee Chair [amended June 8, 2007]**
- 15.4 The Standards Committee shall choose a chair from among the members of the committee. This member shall also serve as an ex-officio member of the Council.
- Removal of Committee Members**
- 15.5 A committee member may be removed by a decision of the Council.
- Duties of Committee**
- 5.6 The committee shall carry out the duties specified by the Council in the *Standards Committee Terms of Reference Statement*.

## SECTION 16.0 - STANDING COMMITTEE ON ISSUES RELATED TO MIDWIFERY CARE TO ABORIGINAL WOMEN

- Kagike Danikobidan**
- 16.1 The Standing Committee on Issues Related to Midwifery Care to Aboriginal Women shall be known as *Kagike Danikobidan*.
- First Committee Members**
- 16.2 Those persons serving on Kagike Danikobidan at the time this by-law comes into effect shall constitute the first members of Kagike Danikobidan who shall serve for a one (1) year term following the date this by-law comes into effect.
- Composition of Committee**
- 16.3 a) No later than one (1) year following the date this by-law comes into effect, the first members of Kagike Danikobidan shall appoint at least four (4) committee members: one (1) who shall be a resident of a remote region of Manitoba; and one (1) who shall be a member of the College.
- b) All members of Kagike Danikobidan shall be persons of Aboriginal ancestry.
- Committee Chair**
- 16.4 Kagike Danikobidan shall choose a chair from among the members of the committee.
- Terms of Office**
- 16.5 A committee member shall serve for a term of three (3) years.
- Re-appointment**
- 16.6 A member of Kagike Danikobidan is eligible for re-appointment for a maximum of two (2) consecutive terms. Such appointments shall be made by the remaining members of Kagike Danikobidan.
- Removal of Committee Members**
- 16.7 A member of Kagike Danikobidan may be removed by the remaining members of Kagike Danikobidan where the member has been absent without just cause for more than four (4) consecutive meetings at which she is required to be present, or who fails to perform satisfactorily her duties, or who fails to act in the best interest of Kagike Danikobidan.
- Filling Vacancies**
- 16.8 Vacancies left by committee members who have completed their term of office or who have resigned or been removed shall be filled by the remaining members of Kagike Danikobidan.
- Meetings**
- 16.9 Meetings of Kagike Danikobidan may be conducted in person or by conference call or by other

electronic means as long as committee members are able to communicate with each other at a designated time.

#### **Quorum**

- 16.10 A quorum consists of a majority of members of Kagike Danikobidan.

#### **Decision Making**

- 16.11 Kagike Danikobidan shall make decisions using the *Decision Making Policy* set out in *Schedule 1* to this by-law. Where a decision cannot be reached using the *Decision Making Policy*, the matter in question shall be decided by a majority vote.

#### **Appointment to Council**

- 16.12 a) In accordance with the *Act*, Kagike Danikobidan shall appoint one (1) committee member to serve on the Council of the College.
- b) The committee member chosen to serve on the Council shall consult with and take direction from Kagike Danikobidan on matters to be decided by the Council.
- 16.13 Where Kagike Danikobidan disagrees with a decision made by the Council, it has the authority to require the Council to reconsider and consult further on the matter.

#### **Duties of Committee**

- 16.14 Kagike Danikobidan shall determine the duties to be carried out by members of Kagike Danikobidan. These duties shall be set out in the *Kagike Danikobidan Terms of Reference Statement*.

### **SECTION 17.0 - EDUCATION COMMITTEE**

#### **Composition of Committee**

- 17.1 The Education Committee shall consist of at least four (4) persons, one (1) who shall be a public representative; one (1) who shall be an elected Council member; one (1) who shall be a member of the College; and one (1) who shall be a member appointed by Kagike Danikobidan.

#### **Terms of Office**

- 17.2 The term of office of a committee member is three (3) years.

#### **Re-appointment**

- 17.3 A committee member is eligible for re-appointment for two (2) consecutive terms.

#### **Committee Chair**

- 17.4 The Education Committee shall choose a chair from among the members of the committee.

#### **Removal of Committee Members**

- 17.5 A committee member may be removed by a decision of the Council.

#### **Duties of Committee**

- 17.6 The committee shall carry out the duties specified by the Council in the *Education Committee Terms of Reference Statement*.

### **SECTION 18.0 - PUBLIC EDUCATION COMMITTEE**

#### **Composition of Committee**

- 18.1 The Public Education Committee shall consist of at least the registrar, the chair of the Council, and two (2) public representatives.

- 18.2 Term of Office**  
The term of office for a committee member is three (3) years.
- 18.3 Re-appointment**  
With the exception of the chair of the Council, a committee member is eligible for re-appointment for two (2) consecutive terms.
- 18.4 Committee Chair**  
The committee shall choose a chair from among the members of the committee.
- 18.5 Removal of Committee Members**  
A committee member may be removed by a decision of the Council.
- 18.6 Duties of Committee**  
The committee shall carry out the duties specified by the Council in the *Public Education Committee Terms of Reference Statement*.

#### SECTION 19.0 - NOMINATIONS COMMITTEE

- 19.1 Composition of Committee**  
The composition of the Nominations Committee shall consist of at least the registrar, and one (1) member of the Council who is not running for election.
- 19.2 Terms of Office**  
The term of office for a Committee member is one (1) year.
- 19.3 Duties of Committee**  
The committee shall carry out the duties specified by the Council in the *Nominations Committee Terms of Reference Statement*.

#### SECTION 20.0 - PERINATAL REVIEW COMMITTEE [amended January 28, 2010]

- 20.1 Composition of Committee**  
The composition of the Perinatal Review Committee shall consist of
- a) At least four (4) registered midwives who have practiced for a minimum of 2 years, of whom one (1) may be non-practising and/or one (1) may have an election to limit practice on her registration, one (1) must provide care in a rural area, one (1) must provide care in a northern area, and one (1) must provide care in an urban area; one (1) obstetrician; and one (1) neonatologist.
  - b) The Committee shall add members, where necessary in relation to a specific case, to ensure representation from the following disciplines or specialties: paediatrics, urban family practice, rural family practice, anaesthesia and/or pathology, and the CMM Kagike Danikobidan Committee
  - c) The Committee shall not include members serving on either the CMM Complaints Committee or Inquiry Committee.
- 20.2 Terms of Office**  
The term of office for a Committee member is three (3) years.
- 20.3 Duties of Committee**  
The committee shall carry out the duties specified by the Council in the *Perinatal Review Committee Terms of Reference Statement*.

**SECTION 21.0 – QUALITY ASSURANCE COMMITTEE [amended January 28, 2010]**

(Placeholder)

**SECTION 22.0 - CONFLICT OF INTEREST POLICY**

- 22.1 All members of the Council and committees of the College are required to abide by the *Conflict of Interest Policy* set out in *Schedule 2* to this by-law.

**PART II: COLLEGE ADMINISTRATION**

**SECTION 23.0 - HEAD OFFICE**

- 23.1 The head office of the College shall be in the City of Winnipeg in the province of Manitoba or in such place as the members of the Council may from time to time determine.

**SECTION 24.0 - SEAL**

- 24.1 The Council may provide a common seal for the College.

**Where Seal Required**

- 24.2 The seal of the College may be affixed to certificates of registration and such other documents as the Council may direct by resolution, under the hands of such persons as the Council may designate.

**SECTION 25.0 - REGISTRAR**

- 25.1 The registrar shall carry out the duties specified by the Council.

**Annual Report Required**

- 25.2 The registrar shall submit an annual report of the activities of the College to the annual general meeting of the College.

**Oath of Confidentiality**

- 25.3 The registrar shall sign an oath of confidentiality.

**SECTION 26.0 - FISCAL YEAR**

- 26.1 The fiscal year of the College shall commence on April 1st and end on March 31st of the following year.

**SECTION 27.0 - BANKING AND FINANCIAL MATTERS**

**Banking**

- 27.1 The College shall establish and maintain such accounts with a chartered bank, trust company or credit union as the Council determines necessary from time to time.

**Signing Authority Required**

- 27.2 All payments on behalf of the College shall be made by cheque and the cheques shall be signed by two (2) of three (3) persons appointed by the Council to have signing authority.

**Approval of Council Required**

- 27.3 All payments and commitments by the College which exceed the annual approved budget by one thousand dollars (\$1,000.00) or more shall be approved by the Council.

- 27.4 Approval of Membership Required**  
The Council shall not purchase personal or real property or enter into contracts in excess of fifty thousand dollars (\$50,000.00) without a special resolution approved by the members at a general meeting.

- 27.5 Authority of Council**  
The Council may:
- a) raise or secure the payment or repayment of money on behalf of and in the name of the College, in the manner it decides, in order to carry out the purposes of the College; and
  - b) invest funds of the College in lawful securities for the establishment of trust funds in the name of the College and may change those investments.

- 27.6 Authority of Membership**  
The members may, by special resolution at an annual or special general meeting, restrict the borrowing powers of the Council, but a restriction imposed expires at the next annual general meeting.

#### **SECTION 28.0 - APPOINTMENT OF AUDITOR**

- 28.1** The Council shall appoint a chartered accountant or a certified general accountant to be the auditor who shall audit the financial statement submitted by the registrar immediately after the end of each fiscal year.

#### **SECTION 29.0 - LEGAL COUNSEL**

- 29.1** The Council may retain legal counsel for the purpose of assisting the Council, or committees in carrying out any duty or responsibility under the *Act*, the *Regulation* or this by-law.

### **PART III: GENERAL MEETINGS OF MEMBERS**

#### **SECTION 30.0 - GENERAL MEETINGS AND ANNUAL GENERAL MEETINGS**

- 30.1 First Annual General Meeting**  
The first annual general meeting shall be held within two (2) years from the date the by-law is approved by the Transitional Council.
- 30.2 Matters to be Considered**  
The following matters shall be considered at an annual general meeting:
- a) financial statements;
  - b) the report of the Council;
  - c) the report of the registrar; and
  - d) the report of the auditor.
- 30.3 Special Meetings**  
Every general meeting, other than an annual general meeting, is a special general meeting.
- 30.4 Convening a Special Meeting**  
Upon receiving a written request pursuant to section 9 of the *Act*, the Council shall convene a special general meeting within sixty (60) days of receiving the request.

**SECTION 31.0 - NOTICE OF GENERAL MEETINGS [amended January 28, 2010]**

**31.1** The Council shall deliver notice of an annual or special general meeting to every member at least thirty (30) days prior to the meeting.

**31.2** Notice of a general meeting shall include:

- a) the location, date and time of the meeting;
- b) the general nature of the business to be considered at the meeting;
- c) any resolutions proposed by the Council; and
- d) a call for resolutions from members to be submitted in accordance with section 30.1.

**Accidental Omission**

**31.3** The accidental omission to deliver notice of a meeting to, or the non-receipt of a notice by any person entitled to receive notice does not invalidate proceedings at that meeting.

**SECTION 32.0 - RESOLUTIONS PROPOSED BY MEMBERS**

**Prior to the Meeting**

**32.1** Any member may deliver a written notice to the registrar requesting the introduction of a resolution no later than ten (10) days prior to the date of an annual or special general meeting.

**From the Floor**

**32.2** A member may propose a resolution at a general meeting from the floor and any such resolution will be noted by the chair of the meeting and may be placed at the end of the agenda to be debated if time permits.

**SECTION 33.0 - AMENDING OR REPEALING BY-LAWS [amended January 28, 2010]**

**33.1** Notice to amend or repeal a by-law shall be provided in writing to members at least thirty (30) days prior to the meeting where the amendment or repeal is to be considered.

**SECTION 34.0 - PROCEEDINGS AT GENERAL MEETINGS**

**Quorum**

**34.1** A quorum is ten percent (10%) of total members.

**Business Not Requiring a Quorum**

**34.2** No business, other than the adjournment or termination of the meeting, may be conducted at a general meeting at a time when a quorum is not present.

**Where No Quorum Present**

**34.3** If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present.

**Adjournment Where No Quorum**

**34.4** If within thirty (30) minutes from the time appointed for the commencement of a general meeting or at any time during a general meeting when a quorum is not present, the meeting shall be adjourned.

**Absence of Chair and Vice-Chair**

- 34.5 In the absence of the chair and the vice-chair of the Council, an acting chair for a meeting shall be elected by a majority vote of the members present.

**Adjournment of Meetings**

- 34.6 A general meeting may be adjourned from time to time and from place to place, but no business may be transacted at a rescheduled meeting other than the business left unfinished at the meeting from which the adjournment took place.

**Notice of Rescheduled Meeting**

- 34.7 When a meeting is adjourned in accordance with subsection 4 or by motion, notice of the rescheduled meeting shall be delivered as in the case of the original meeting.

**Voting Entitlement**

- 34.8 A member present at a meeting is entitled to one (1) vote and the chair of the meeting, where the chair is a member, is entitled to one (1) vote.

**Voting by Ballot if Requested**

- 34.9 Voting shall be conducted by ballot if requested by one member.

**Tie Votes**

- 34.10 In the case of a tie vote, the proposed resolution shall not pass.

**SECTION 35.0 - NOTICE TO PUBLIC REPRESENTATIVES AND AUDITOR**

- 35.1 Every notice or mailing provided to the general membership of the College shall also be provided to a public representative serving on the Council or a committee and to the auditor appointed by the College.

**SECTION 36.0 - RESTRICTION ON DECISION MAKING OF CERTAIN MEMBERS**

- 36.1 Where a member has elected to limit her births to a specified setting in accordance with the *Regulation*, the member shall not participate in any decisions of the Council, College committees or general membership concerning any matters that relate wholly and exclusively to birth settings outside the member's specified setting of births.
- 36.2 Where there is uncertainty about a member's right to participate in the decision-making about a particular matter, the Council shall decide whether or not the member has the right to participate.

**PART IV: MISCELLANEOUS****SECTION 37.0 - PAYMENT OF FEES****Practising Members [amended January 28, 2010]**

- 37.1 All practising members shall pay an annual fee according to the following schedule:

|  |                                   |                |
|--|-----------------------------------|----------------|
| <i>Fiscal Year 2010-2011:</i>          | <i>One thousand, five hundred</i> | <i>\$1,500</i> |
| <i>Fiscal Year 2011-12 and beyond:</i> | <i>One thousand, six hundred</i>  | <i>\$1,600</i> |

**Students**

- 37.2 All students registered with the college shall pay a fee of one hundred dollars (\$100.00).

- Members Granted Temporary Registration [amended January 28, 2010]**
- 37.3 All persons granted temporary registration shall pay a fee of two hundred and fifty dollars (\$250.00) for the first month and an additional one hundred and fifty dollars (\$150.00) for each additional month for which registration is required.
- Non-Practising Members [amended January 28, 2010]**
- 37.4 Non-practising members shall pay a fee of three hundred dollars (\$300.00).
- Time Line for Payment of Fees [amended June 9, 2006]**
- 37.5 All fees are payable:
- a) in full, on or before April 1st of each year, or
  - b) in equal quarterly instalments (that being one-fourth of the total fee), with the first equal quarterly instalment due on or before April 1<sup>st</sup> of each year. The member shall also submit, on or before April 1<sup>st</sup> of each year, three post-dated cheques for the second, third and fourth equal quarterly instalments (that being one-fourth of the total fee), dated July 1<sup>st</sup> of the same calendar year, October 1<sup>st</sup> of the same calendar year, and January 1<sup>st</sup> of the subsequent calendar year.
- Failure to Pay Renewal Fees [amended February 4, 2002]**
- 37.6 If a member fails to pay an annual renewal of registration fee by the due date set out in:
- a) subsection 35.5 a), the member shall pay the applicable fee in full and a late payment penalty fee in the amount of one hundred dollars (\$100.00) on or before May 15<sup>th</sup> or that member shall be removed from the applicable register; or
  - b) subsection 35.5 b), the member shall pay the applicable fee in full and a late payment penalty fee in the amount of one hundred dollars (\$100.00) on or before May 15<sup>th</sup> in the case of the first instalment payment, on or before August 15<sup>th</sup> in the case of the second instalment payment, on or before November 15<sup>th</sup> in the case of the third instalment payment, and February 15<sup>th</sup> in the case of the fourth instalment payment, or that member shall be removed from the applicable register.

## SECTION 38.0 - CONFIDENTIALITY

- 38.1 Members of the College shall not discuss internal matters related to College business outside College meetings unless authorized officially to represent the College.

## SECTION 39.0 - CERTIFICATES OF REGISTRATION

- 39.1 Certificates of registration issued by the College shall be in such form or forms as Council shall from time to time approve.

## SECTION 40.0 - APPROVAL OF REGULATIONS

- Steps for Approving Regulations [amended January 28, 2010]**
- 40.1 In addition to the requirements set out in section 50 of the Act, Council shall undertake the following steps when making regulations:
- a) Prior to approval of the regulation(s) the Council shall:
    - i) circulate the proposed regulation(s) for review to the members at least thirty (30) days prior to the meeting required under clause b);

- ii) conduct public consultations when deemed necessary with interested groups including consumers, health care professionals, and equity groups such as immigrants and newcomers to the province, visible minorities, Aboriginal persons, persons with disabilities, and persons who live in rural or remote communities.
- b) The proposed regulation(s) shall be approved at either a special meeting or the annual meeting of the College.

**Voting by Members Who Are Unable to Attend the Meeting**

- 40.2 If a member is unable to attend the meeting required by subsection 1, she may cast her vote on the proposed regulation(s) by way of a written ballot which may be provided to the Council by mail, by fax or by other electronic means.

**Circulating Written Ballots**

- 40.3 Written ballots shall be circulated to members who are unable to attend the meeting required by subsection 1 at least fifteen (15) days prior to the meeting.

**Receiving Written Ballots**

- 40.4 Written ballots from members who are unable to attend the meeting required by subsection 1, must be received by the Council no later than the day prior to the meeting.

## SCHEDULE 1

### *Decision Making Policy of the College of Midwives of Manitoba*

Decisions made by the Council and committees of the College shall follow the process set out in this Schedule.<sup>1</sup>

#### 1. Overview

##### 1.1 Definition of Consensus

1.1 Consensus means that all persons involved in making a decision unanimously agree to support a decision made by such persons.

##### 1.2 Components of Formal Consensus

1.2 Formal consensus has a clearly defined structure. It requires a commitment to active cooperation, disciplined speaking and listening, and respect for the contributions of every member. Likewise, every person has the responsibility to actively participate as a creative individual within the structure.

##### 1.3 Objective

1.3 The objective of this Policy is to establish a formal consensus model for making decisions by the College.

#### 2. Key Principles

##### 2.1 (a) Trust

- Be open to new ideas.
- Acknowledge and respect personal and cultural differences.

##### 2.1 (b) Respect

- Listen to other members without interruption.
- Respect both emotional and logical concerns.
- Focus on the action and not on the personal characteristics of individuals.

##### 2.1 (c) Unity of Purpose

- Ensure that all members have a basic understanding of the goals and purpose of the group.
- A common understanding of the goals and purpose of the group should serve as a starting point for decision making.
- The establishment of a common understanding does not preclude a variety of opinions on how to achieve the goals and purpose.

##### 2.1 (d) Cooperation

- Focus on developing a shared responsibility in finding solutions to all concerns.

##### 2.1 (e) Commitment

- Accept personal responsibility to act in a manner that demonstrates respect, good will and honesty towards the group.
- Recognize that group needs may take precedence over individual desires.

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<sup>1</sup> The process set out in this Policy is adapted from C.T. Lawrence Butler and Amy Rothstein, "On Conflict and Consensus: A Handbook on Formal Consensus Decision Making" (2nd edition, August 1991), Food Not Bombs Publishing.

**2.1 (f) Active Participation**

- Consensus is a process of synthesis, not competition, thus, all sincere comments are important and valuable.
- Stubbornness, closed-mindedness, and possessiveness should be minimized to avoid defensive and argumentative behaviour that may disrupt the process.
- Promote trust by creating an environment in which every contribution is considered valuable.

**2.1 (g) Equal Access to Power**

- Because of personal differences (experience, assertiveness, social conditioning, access to information, etc.) and political disparities, some people inevitably have more effective power than others.
- Attempt to balance this inequity, everyone needs to consciously attempt to creatively share power, skills, and information.
- Avoid hierarchical structures that allow some individuals to have a stronger voice than others.
- Egalitarian and accountable structures promote universal access to power.

**2.1 (h) Patience**

- Consensus cannot be rushed.
- Sometimes, when difficult situations arise, consensus requires more time to allow for the creative interplay of ideas.
- Consensus is possible as long as each individual acts patiently and respectfully.

**2.1 (i) Equity**

- Ensure that all decisions respect and uphold the College's commitment to equity.

**3. Steps for Decision Making Using the Consensus Model****3.1 Step 1: Introduce the Proposal Requiring a Decision**

Ideally, proposals that require a decision should first appear on the agenda as an information item only. The issues to be considered should be outlined in a written proposal. Introduce the matter to be decided. Explain the reasons leading to the need for a decision. Address the benefits of the solution being proposed. Address any existing concerns. Discuss how the proposal will affect the College's commitment to equity.

At this stage, the chair of the meeting should restrict questions to those that seek greater clarification and comprehension of the proposal. This stage is not the time to express comments or concerns. If possible, once the proposal is introduced and clarified, table the matter to another meeting for further discussion and decision. This procedure gives members more time to consider the proposal.

**3.2 Step 2: General Discussion**

Encourage broad discussion which takes the whole proposal into account. Discussion at this stage often has a philosophical or principled tone, purposely addressing how this proposal might affect the group in the long run or what kind of precedent it might create. It is important to ensure that one concern does not dominate other concerns. If necessary, remind participants of the principles set out in this Policy to be followed when developing a consensus. If there is general approval either the chair of the meeting or a member can call for consensus. To call for consensus, the chair of the meeting should ask members if there are any unresolved or outstanding concerns.

One method of determining if all concerns have been addressed is to invite each participant to make a statement regarding her position on the matter in question. If no further concerns are raised, consensus is achieved.<sup>2</sup>

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<sup>2</sup> It is important to note that the question is not "Is there consensus?" or "Does everyone agree?"

### **3.3 Step 3: Identify Concerns**

Identify all the concerns related to the decision in question. Techniques such as brainstorming can be used to develop a written list of concerns. Attempts to resolve concerns should be resisted. All concerns, reasonable or unreasonable, should be identified and respected. After all the concerns are listed, it may be helpful, where possible, to group concerns under common themes.

### **3.4 Step 4: Resolve Concerns**

Identify individual concerns or groups of concerns. Questions and comments are encouraged to help clarify the concerns. Each concern(s) should be discussed and resolved separately. After each concern has been thoroughly discussed or when the time allotted for each concern runs out, call for consensus.

## **4. Closing Options**

4.1 Where consensus cannot be reached, one or more of the following closing options may be used.

### **4.1 Send to Committee**

4.1 If a decision can wait, send the proposal to a committee which can clarify the concerns and bring new, creative resolutions for consideration by the group.

### **4.2 Stand Aside (Decision Adopted with Unresolved Concerns Recorded)**

4.2 When a concern has been fully discussed and cannot be resolved, it is appropriate for the chair of the meeting to ask those persons with this concern if they are willing to stand aside; that is, acknowledge that the concern still exists, but allow the proposal to be adopted. The unresolved concern can then be recorded as a component of the decision.

### **4.3 Declare Block**

4.3 If all the steps have been followed and a consensus cannot be reached, the chair of the meeting may declare a block. The decision is then either removed from the agenda or tabled to another meeting for further discussion.

## **5. Call for Majority Vote**

5. In certain circumstances, a decision may be essential to protect the public or to preserve the regulation of midwifery in Manitoba. Where a good faith effort has been made to follow the steps set out in this policy and consensus is blocked, the chair of the meeting may call for a majority vote as specified in the by-law. Unless it is absolutely impossible, at least twenty-four (24) hours should elapse from the time of a block to the time when a vote is taken.

## SCHEDULE 2

### *Conflict of Interest Policy for Council and Committee Members*

#### **1. General Principles**

Council and committee members must be impartial in carrying out their duties for the College. They must be seen by members and the public to be fair and impartial toward those whose interests are at stake in any decision.

Council and committee members must be scrupulous regarding their obligation to disclose any real, potential or apparent conflict of interest relating to their duties and responsibilities.

#### **2. Conflict of Interest**

A conflict of interest may include:

- a) a circumstance in which a Council or committee member, her spouse or partner, or other close relative or practice partner may derive a financial benefit, directly or indirectly, as a result of a decision of the Council or a committee. (e.g., a Council member who is closely related to the person who is being considered for the position of College registrar, must declare a conflict);
- b) an instance in which a Council or committee member is closely associated with a person who is the subject of a decision or action which is being considered by the Council or a committee. (For example, if a member of the Complaints Committee is closely associated with a midwife who is the subject of a complaint, that member must declare a conflict); and
- c) an instance in which a Council or committee member is of the view that her ability to be impartial or to attend to her Council or committee responsibilities objectively are, or may be, compromised for any reason.

#### **3. Requirement in Case of Conflict of Interest**

In each and every circumstance in which a Council or committee member has or is likely to have a conflict of interest, as defined in this policy, the affected Council or committee member shall:

- a) immediately disclose the existence and nature of the conflict of interest to the Council or committee in question;
- b) withdraw from any and all discussions concerning the decision which is creating the conflict of interest; and
- c) not attempt in any way or at any time to influence the decision of Council or committee or the opinions of individual Council or committee members.

The minutes will reflect that the Council or committee member has abstained from any discussion where there could be a conflict or appearance of conflict of interest.

#### **4. Interpretation of Conflict of Interest Policy**

Where a Council or committee member is in doubt about whether the facts of a particular situation give rise to a conflict of interest, the Council or committee member shall present the facts to the Council or committee in question, which shall make a determination. The Council or committee member involved shall not vote on the matter and shall withdraw from the room.

## **5. Violation of the *Conflict of Interest Policy***

If it appears at any time to a Council or committee member or the registrar, or the College otherwise receives a complaint that there has been a violation of this *Conflict of Interest Policy*, the particulars shall be reported to the Council for review. The Council or committee member whose actions are the subject of the review shall be advised of the existence and substance of the complaint and given an opportunity to respond.

The Council shall determine the appropriate action to be taken when a Council or committee member is found to be in violation of this *Conflict of Interest Policy*. The Council or committee member may be asked to resign from the Council or committee in question.

### THE SELECTION COMMITTEE TERMS OF REFERENCE STATEMENT

#### Purpose of Committee

The purpose of the committee is to recruit and select public representatives to serve on the Council of the College and on the committees of the College.

#### Duties of Committee

The duties of the Selection Committee include:

- a) identification of the qualifications required by public representatives for the Council and for each of the College committees;
- b) establish a process for recruiting and compiling a list of persons who are interested in representing the public on the Council or on one of the College committees;
- c) develop criteria for selecting public representatives from this list to serve on the Council and on each College committee;
- d) provide the College with public representatives to serve on the Council and on each College committee; and
- e) fill vacancies left by public representatives who may resign or be removed during their term of office on the Council or on a College committee.

### THE COMPLAINTS COMMITTEE TERMS OF REFERENCE STATEMENT

#### Purpose of Committee

The purpose of the Complaints Committee is to consider and act on complaints about a midwife's professional competence or conduct. Complaints can be made by anyone including the registrar of the College. *(Note: The Complaints Committee is not set up to deal with complaints about a person who holds herself out as a midwife but who is not registered as a midwife as required by the Act. Those complaints must be prosecuted by the College. In such instances the College should seek legal advice about how to proceed with such a prosecution.)*

#### Duties of Committee

Upon the receipt of a complaint the committee may:

- a) dismiss the complaint;
- b) attempt to resolve the complaint informally;
- c) request a preliminary investigation to obtain more information; or
- d) pursue any of the actions indicated in section 22 of the Act.

Where a complaint cannot be satisfactorily resolved, it may be referred to the Inquiry Committee.

For a summary of the duties and responsibilities of the Complaints Committee see "Dealing with Complaints."

### THE INQUIRY COMMITTEE TERMS OF REFERENCE STATEMENT

#### **Purpose of Committee**

The purpose of the Inquiry Committee is to hear and decide on complaints referred to it by the Complaints Committee.

#### **Duties of Committee**

The duties of the Inquiry Committee include:

- a) conduct and oversee hearings concerning complaints about midwives (*Note: such hearings are usually held in public*);
- b) consider the evidence of both the complainant and the investigated midwife (*Note: the Act sets out many of the requirements which the committee must follow to ensure that the hearing is fair to both the midwife and the complainant*);
- c) at the conclusion of the hearing, determine if the complaint is valid; and
- d) make an order regarding if and how the midwife must practice midwifery in the future.

For further details concerning the duties of the Inquiry Committee see "Dealing with Complaints Before the Inquiry Committee."

### THE BOARD OF ASSESSORS TERMS OF REFERENCE STATEMENT

#### **Purpose of Committee**

The Board of Assessors reviews and advises on applications for registration made by midwives. The Board of Assessors approves education processes for midwives intending to register in Manitoba. Members of the Board of Assessors are expected to be able to participate in review of the applications, regular review of the assessment processes and consider other acceptable routes to registration for midwives.

#### **Duties of Committee**

The duties of the Board of Assessors include:

- a) approve applications for registration including annual applications for renewal;
- b) determine in which category of registration the applicant is eligible to practise;
- c) determine if and what conditions should be placed on a midwife's certificate of registration or renewal including the duration of such conditions;
- d) review and recommend to the Council revisions to the registration process;
- e) establish criteria for accepting applications for the assessment and upgrading process; and
- f) establish a process for assessing and evaluating the qualifications of midwives trained outside of Manitoba.

### THE STANDARDS COMMITTEE TERMS OF REFERENCE STATEMENT

#### Purpose of Committee

The purpose of the Standards Committee is to define and review the practice standards of the College, conduct periodic practice audits and ensure that the needs of the community are met by the College and its members.

#### Duties of Committee

The duties of the Standards Committee include:

- a) review of standards of midwifery practice;
- b) establish and maintain the annual continuing competency requirements;
- c) recommend to the Council requirements for continuing education;
- d) consult with the public regarding the quality of services provided by midwives;
- e) monitor demographics of the women served by midwives;
- f) order practice audits of midwives;
- g) review reports of practice auditors;
- h) act on the findings of a practice audit report; (e.g. meet with midwives experiencing problems to determine appropriate courses of action); and
- i) recommend to the Council names of persons who could serve as practice auditors.

### THE EDUCATION COMMITTEE TERMS OF REFERENCE STATEMENT

#### Purpose of Committee

The purpose of the Education Committee is to ensure that the College recognizes appropriate, high-quality education programs for Manitoba midwives. On behalf of the College, the committee will advise on and approve education programs for midwives.

#### Duties of Committee

The duties of the Education Committee include:

- a) develop a system for assessing foreign qualifications to establish equivalency and reciprocity;
- b) liaise with Board of Assessors to advise on which routes of education for midwives are acceptable for qualification;
- c) advocate for development of education program for Manitoba midwives (opportunities);
- d) ensure that midwifery education institutions adhere to the *equity in education policy*;
- e) investigate the feasibility of a refresher program;
- f) work with education institutions in an advisory capacity; and
- g) consider and approve training and education programs including, but not limited to, apprenticeship programs and institution-based education programs.

## THE PUBLIC EDUCATION COMMITTEE TERMS OF REFERENCE STATEMENT

### Purpose of Committee

The purpose of the Public Education Committee is to develop strategies for promoting midwifery to the public, to other health professions, and government agencies and to liaise with other health professions in the promotion of midwifery.

### Duties of Committee

The duties of the Public Education Committee include:

- a) develop public education strategies aimed at the general public, health professions, and government agencies. These strategies may include:
  - developing public information packages on the practice of midwifery,
  - organizing an annual public meeting to explain the role of the College and to invite public comment on the work of the College,
  - meeting with health professions to promote midwifery and to develop professional relationships,
  - consulting and working with midwifery organizations to determine where and what information is needed on the practice of midwifery,
- b) review demographics information from the Standards Committee to identify those populations of women in the province which are not being served and plan public education materials to reach those populations; and
- c) ensure that the College's commitment to equity is reflected in all public education strategies and activities.

## THE NOMINATIONS COMMITTEE TERMS OF REFERENCE STATEMENT

### Purpose of Committee

The purpose of the Nominations Committee is to oversee the nominations process for the election of members to Council and to recommend to the Council College members to serve on College committees where required.

### Duties of Committee

The duties of the Nominations Committee include:

- a) encourage members to keep in mind the College's commitment to equity when nominating candidates for election;
- b) ensure that candidates are nominated for election to Council;
- c) assist members, where nominations are not forthcoming, to nominate candidates for election;
- d) establish criteria for selecting College members to serve on College committees; and
- e) ensure that appointments to College committees respect the College's commitment to equity.

**KAGIKE DANIKOBIDAN****THE STANDING COMMITTEE ON ISSUES RELATED TO MIDWIFERY CARE TO ABORIGINAL WOMEN  
TERMS OF REFERENCE STATEMENT****Purpose of Committee**

The purpose of Kagike Danikobidan is to provide the College with a perspective on midwifery that is deemed desirable and acceptable to Aboriginal women. Members of the committee will work to strengthen, enhance and advocate for their rights and interests. Consideration will be given to the unique educational, legal, clinical, cultural and political forces affecting Aboriginal women.

**Duties of Committee**

The duties of Kagike Danikobidan include:

- a) promote equal access to midwifery care for Aboriginal women;
- b) promote equal access to midwifery education for Aboriginal women;
- c) advise on the standards of practice for midwifery care from the perspective of Aboriginal women;
- d) promote respect for Aboriginal cultures and traditional teachings;
- e) promote the preservation of traditional knowledge and skills, which provide a holistic approach to midwifery care including physical, mental, spiritual and emotional aspects;
- f) advocate for and advise the College on issues of importance to Aboriginal women;
- g) provide advice and direction to representative of Kagike Danikobidan to the Council;
- h) provide membership on the following committees: Education, Standards, Board of Assessors, Public Selection; and
- i) identify the human, physical and financial resources required to carry out the tasks and activities of Kagike Danikobidan, and report these requirements to the College

**THE PERINATAL REVIEW COMMITTEE TERMS OF REFERENCE STATEMENT****Purpose of Committee**

The purpose of the Perinatal Review Committee is to contribute to the monitoring and improvement of the quality of midwifery care in Manitoba by reviewing individual midwifery cases and recommending continuing education to midwives, making recommendations to the Midwives Association of Manitoba (MAM) for continuing education initiatives, and making recommendations for practice standards to the CMM Standards Committee.

**Duties of Committee**

The duties of the Perinatal Review Committee include:

- a) To maintain and improve the quality of midwifery practice through case review;

- b) To ensure the adherence to midwifery standards primarily through education, rather than discipline;
- c) To explore policy and guideline development and make appropriate recommendations informed by evidence-based research
- d) To function within the provisions of the CMM *Pledge of Privacy and Confidentiality*, protecting deliberations of this Committee;
- e) To contribute to relevant reports as requested;
- f) To liaise and collaborate with other agencies/professional bodies who have a role in monitoring and improving the quality of obstetrical and neonatal care in Manitoba; and
- g) To make recommendations to the CMM Council as appropriate

#### THE QUALITY ASSURANCE TERMS OF REFERENCE STATEMENT

**Placeholder**