

# Bylaws of the College of Dental Surgeons of British Columbia

## PART 4 – COLLEGE COMMITTEES AND PANELS

### Committees

- 4.01** (1) The following committees are established:
- (a) registration committee;
  - (b) inquiry committee;
  - (c) discipline committee;
  - (d) quality assurance committee;
  - (e) ethics committee;
  - (f) sedation and general anaesthetic services committee;
  - (g) certified dental assistant advisory committee;
  - (h) certified dental assistant certification committee;
  - (i) audit committee;
  - (j) nominations committee.
- (2) Members of committees
- (a) must be appointed by the board for terms of office specified by the board not exceeding two years,
  - (b) are eligible for reappointment in accordance with any applicable policies established by the board,
  - (c) may be appointed temporarily or for a particular purpose, including for the purpose of satisfying the requirements of section 4.02(4), and
  - (d) may only be removed before the expiry of their terms of office by a majority vote of the board.
- (3) Subject to section 4.13(1)(a), the board must designate a committee chair and a committee vice-chair from among the members of each committee.
- (4) Subject to sections 2.13(1)(b) and 3.02(1)(b), a person must not simultaneously be a member of the inquiry committee and the discipline committee.

### Committee panels

- 4.02** (1) The inquiry committee and the discipline committee may meet in panels of 3 committee members, consisting of
- (a) 2 dentists and 1 public member, or
  - (b) 1 dentist, 1 certified dental assistant, and 1 public member.

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- (2) Subject to subsections (3) to (5), the chair or vice-chair of a committee referred to in subsection (1) must appoint the members of a panel and must designate a chair of the panel.
- (3) The following panels must consist of 2 dentists and 1 public member:
  - (a) a panel of the inquiry committee appointed to investigate a matter under section 33 of the Act, where the respondent is a dentist;
  - (b) a panel of the discipline committee appointed to hear
    - (i) a matter under section 38 of the Act, where the respondent is a dentist, or
    - (ii) a matter under section 44 of the Act and section 11.06.
- (4) For a panel referred to in subsection (3)(a) or (b)(i), if the respondent is a certified specialist, at least one of the dentists on the panel must be a certified specialist who, if practicable, should be certified in the same specialty as the respondent.
- (5) The following panels must consist of 1 dentist, 1 certified dental assistant, and 1 public member:
  - (a) a panel of the inquiry committee appointed to investigate a matter under section 33 of the Act, where the respondent is a certified dental assistant;
  - (b) a panel of the discipline committee appointed to hear a matter under section 38 of the Act, where the respondent is a certified dental assistant.
- (6) A panel of a committee referred to in subsection (1) may exercise any power and perform any duty of that committee.

### **Remuneration of committee members**

- 4.03**
- (1) Subject to subsection (2), committee members may receive remuneration in accordance with policies established by the board.
  - (2) Any remuneration paid under subsection (1) must be equivalent for all committee members, based on the amount of time devoted to the business of the college.
  - (3) All committee members are equally entitled to be reimbursed by the college for reasonable expenses necessarily incurred in connection with the business of the college, in accordance with policies established by the board.

### **Meetings of a committee or panel**

- 4.04**
- (1) A majority of a committee constitutes a quorum.
  - (2) All members of a panel of the inquiry committee or the discipline committee constitute a quorum.

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- (3) The provisions of section 2.15(8) to (12) and (14) to (16) and section 2.16 apply to a committee, and to a panel of the inquiry committee or the discipline committee, as if the committee or panel were the board, with any necessary changes.

### **Registration committee**

- 4.05** (1) Subject to subsection (2), the registration committee consists of at least 6 persons appointed by the board, including
- (a) at least 4 dentists, of whom
    - (i) at least 2 are general dentists, and
    - (ii) at least 2 are certified specialists, and
  - (b) at least 2 public members, of whom at least 1 is a public board member.
- (2) At least one-third of the total membership of the registration committee must consist of public members.

### **Inquiry committee**

- 4.06** (1) Subject to subsection (2) and section 4.01(4), the inquiry committee consists of at least 15 persons appointed by the board, including
- (a) at least 8 dentists, of whom
    - (i) at least 4 are general dentists, and
    - (ii) at least 2 are certified specialists,
  - (b) at least 2 certified dental assistants, and
  - (c) at least 5 public members, of whom at least 1 is a public board member.
- (2) At least one-third of the total membership of the inquiry committee must consist of public members.

### **Discipline committee**

- 4.07** (1) Subject to subsection (2) and section 4.01(4), the discipline committee consists of at least 15 persons appointed by the board, including
- (a) at least 8 dentists, of whom
    - (i) at least 4 are general dentists, and
    - (ii) at least 2 are certified specialists,
  - (b) at least 2 certified dental assistants, and
  - (c) at least 5 public members, of whom at least 1 is a public board member.

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- (2) At least one-third of the total membership of the discipline committee must consist of public members.

### **Quality assurance committee**

- 4.08** (1) Subject to subsection (2), the quality assurance committee consists of at least 9 persons appointed by the board, including
- (a) at least 5 dentists,
  - (b) at least 1 certified dental assistant, and
  - (c) at least 3 public members, of whom at least 1 is a public board member.
- (2) At least one-third of the total membership of the quality assurance committee must consist of public members.
- (3) The quality assurance committee is responsible for
- (a) reviewing the standards of practice, other than sedation and general anaesthetic standards, and recommending to the board changes that the committee considers appropriate to those standards, and
  - (b) administering and maintaining the quality assurance program in accordance with Part 9.

### **Ethics committee**

- 4.09** (1) Subject to subsection (2), the ethics committee consists of at least 7 persons appointed by the board, including
- (a) at least 4 dentists,
  - (b) at least 1 certified dental assistant, and
  - (c) at least 2 public members.
- (2) The majority of the total membership of the ethics committee must consist of dentists.
- (3) The ethics committee is responsible for
- (a) reviewing the standards of professional ethics, and recommending to the board changes that the committee considers appropriate to those standards,
  - (b) reviewing the provisions of Part 12 regulating advertising and promotional activities and recommending to the board changes that the committee considers appropriate to those provisions, and
  - (c) recommending to the board, for its approval, guidelines to assist dentists and certified dental assistants in determining whether advertising and promotional activities comply with Part 12.

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### **Sedation and general anaesthetic services committee**

- 4.10** (1) The sedation and general anaesthetic services committee consists of at least 9 persons appointed by the board, including
- (a) at least 6 dentists,
  - (b) at least 2 medical practitioners certified in anaesthesia by the Royal College of Physicians and Surgeons of Canada, who are confirmed by the College of Physicians and Surgeons of British Columbia as suitable for membership on the committee, and
  - (c) at least 1 individual with expertise in biomedical engineering.
- (2) The sedation and general anaesthetic services committee is responsible for
- (a) reviewing the sedation and general anaesthetic standards, and recommending to the board changes that the committee considers appropriate to those standards, and
  - (b) assessing the compliance of dentists with the sedation and general anaesthetic standards, including whether any dental office or other facility that is not a hospital, in which deep sedation and general anaesthetic services are provided, is being operated in compliance with those standards.

### **Certified dental assistant advisory committee**

- 4.11** (1) Subject to subsection (2), the certified dental assistant advisory committee consists of at least 7 persons appointed by the board, including
- (a) at least 2 dentists, of whom at least 1 is a dentist board member,
  - (b) at least 4 certified dental assistants, of whom at least 1 is a certified dental assistant board member, and
  - (c) at least 1 public member.
- (2) The majority of the total membership of the certified dental assistant advisory committee must consist of certified dental assistants.
- (3) The certified dental assistant advisory committee is responsible for
- (a) reviewing and monitoring the implementation of the provisions of these bylaws relating to certified dental assistants, including applicable provisions of Parts 7 and 8, and recommending to the board changes that the committee considers appropriate to those provisions, and
  - (b) monitoring and receiving information about matters of concern to certified dental assistant, and making recommendations to the board concerning such matters.

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### **Certified dental assistant certification committee**

- 4.12** (1) Subject to subsections (2) and (3), the certified dental assistant certification committee consists of at least 6 persons appointed by the board, including
- (a) at least 1 dentist,
  - (b) at least 3 certified dental assistants, and
  - (c) at least 2 public members, of whom at least 1 is a public board member.
- (2) At least one-third of the total membership of the certified dental assistant certification committee must consist of public members.
- (3) At least one-half of the total membership of the certified dental assistant certification committee must consist of certified dental assistants.
- (4) In addition to the powers and duties of the certified dental assistant certification committee under Part 7, the certified dental assistant certification committee is responsible for
- (a) establishing minimum standards of education and experience for certified dental assistants in British Columbia, and
  - (b) reviewing the standards of education and experience required for certification, registration and licensure of dental assistants in other Canadian jurisdictions, and recommending to the board that another jurisdiction be a recognized jurisdiction.

### **Audit committee**

- 4.13** (1) The audit committee consists of 3 persons appointed by the board as follows:
- (a) 1 public member who is a member of the Institute of Chartered Accountants of British Columbia, and who must be designated by the board as the chair of the committee;
  - (b) 1 dentist board member;
  - (c) 1 dentist who is not a dentist board member.
- (2) The audit committee is responsible for
- (a) advising and assisting the board on issues related to the board's oversight of
    - (i) the integrity and credibility of the college's financial statements and other disclosures,
    - (ii) the adequacy of the college's internal financial controls, and
    - (iii) the college's annual audit, and

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- (b) reporting to the board, at the board's request, on any review, investigation, process, policy, or other matter relating to the financial affairs of the college.

### **Nominations committee**

- 4.14** (1) The nominations committee consists of at least 5 persons appointed by the board, including
- (a) the president,
  - (b) at least 2 other dentists,
  - (c) 1 certified dental assistant, and
  - (d) 1 public member.
- (2) The nominations committee is responsible for
- (a) recruitment of dentists or certified dental assistants to fill any vacant elected board member offices for which no valid nominations are received before the close of nominations under section 2.06, and
  - (b) overseeing the college's awards program.
- (3) A dentist recruited by the nominations committee to fill a vacant office under subsection (2)(a)
- (a) must still be nominated by five dentists who are eligible to vote in an election for that office, by way of a nomination that is presented in a manner satisfactory to the registrar, accompanied by a letter of consent and declaration as described in section 2.06(2)(a) and (b), and
  - (b) is deemed to be elected by acclamation upon receipt by the registrar of a valid nomination in accordance with paragraph (a).