

## Council Policy

Policy Name	<b>Eligibility Requirements for Officers/Executive Committee of Council</b>
Issue Date	<b>November 4, 2021</b>
Revision Dates	<b>January 1, 2025</b>

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### **Purpose**

The purpose of this policy is to set out the eligibility requirements for individuals wishing to stand for election as an Officer of the Association, and by extension a member of the Executive Committee of Council.

The Officers of the Association are: President; Senior Vice President & Treasurer; and one or more Vice Presidents.

For clarity and context, the Officers do not have individual power or authority.

Collectively the Officers comprise the Executive Committee of Council. The Executive Committee itself only has authority to the extent that is has been assigned by the Council. The Executive Committee may, as prescribed in Regulation 27, *and* subject to ratification by the Council at its next meeting, take action upon any other matter that requires immediate attention between meetings of the Council, other than to make, amend or revoke a regulation or a by-law.

The Immediate Past President is not considered an Officer of the Association however may sit on the Executive Committee if so elected by ballot by the elected members of the Council.

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### **Eligibility Criteria for Officers/Executive Committee of Council**

1. Must be an elected member of the Council who is a holder of a licence
2. Demonstrated understanding of the primary mandate of the Association
3. Demonstrated understanding of the role of the Officers, and Executive Committee
4. Demonstrated understanding of governance principles as a self-regulating profession
5. Minimum one-year experience as a sitting member of Council or experience serving on one or more OAA Committees or Task Groups or served in an executive capacity of a Society of the OAA.

Individuals running for election as an Officer will be expected to prepare and present a statement to the members of Council in order to demonstrate the above noted eligibility requirements.

Once elected all Officers will be required to attend a mandatory annual orientation session as established by the OAA Governance Committee.

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### **Appendix A – Legislative Requirements pertaining to Officers and Executive Committee**

The *Architects Act* states:

## **Officers**

*(7) The Council shall elect a president, a treasurer and one or more vice-presidents from among its elected members. R.S.O. 1990, c. A.26, s. 3 (7).*

## **Regulations**

*7. (1) Subject to the approval of the Lieutenant Governor in Council and with prior review by the Minister, the Council may make regulations,*

*4. providing for the election of a president, vice-presidents and a treasurer from among the elected members of the Council;*

## **Committees**

*9. (1) The Council shall establish and appoint the following committees:*

*(a) Executive Committee; ...*

*and may establish such other committees as the Council from time to time considers necessary. R.S.O. 1990, c. A.26, s. 9 (1).*

## **Executive Committee**

*10. (1) The Council may delegate to the Executive Committee the authority to exercise any power or perform any duty of the Council, other than to make, amend or revoke a regulation or a by-law. R.S.O. 1990, c. A.26, s. 10 (1).*

## **Urgent matters**

*(2) Subject to ratification by the Council at its next meeting, the Executive Committee may take action upon any other matter that requires immediate attention between meetings of the Council, other than to make, amend or revoke a regulation or a by-law. R.S.O. 1990, c. A.26, s. 10 (2).*

Regulation 27 under the Architects Act states:

*16. (1) At a meeting of the Council, the members of the Council shall elect by ballot from among the elected members who are holders of a licence, a president, a vice-president and treasurer and two or more vice-presidents. R.R.O. 1990, Reg. 27, s. 16 (1); O. Reg. 521/24, s. 4.*

*(6) The Council by by-law shall fix the term of office of the president, the vice president and treasurer and the vice-presidents and the commencement of the term of office but the term of office shall not exceed eighteen months. R.R.O. 1990, Reg. 27, s. 16 (6).*

*(7) No person is eligible to hold office as president for more than two terms in succession. R.R.O. 1990, Reg. 27, s. 16 (7).*

*17. (1) The Executive Committee is continued. R.R.O. 1990, Reg. 27, s. 17 (1).*

*(2) The Executive Committee shall be composed of the president, who shall chair it, the vice-president and treasurer, the vice-presidents and, if so elected by ballot by the elected members of the Council, the immediate past president of the Council. O. Reg. 253/96, s. 1.*

*(3) A majority of the members of the Executive Committee constitutes a quorum. R.R.O. 1990, Reg. 27, s. 17 (3).*

## OAA Bylaws

### **DUTIES OF OFFICERS**



### **3. The President**

*It shall be the duty of the President:*

- (a) to perform all duties usual to the office of the President;*
- (b) to preside at all meetings of the members of the Association, the Council and the Executive Committee;*
- (c) to be the official representative and spokesperson for the Association;*
- (d) to serve as an ex-officio member of all additional or special committees other than the committees established by the regulations and attend such meetings as may from time to time be required;*
- (e) to instruct the Executive Director with respect to the calling of meetings of the members of the Association, the Council and the Executive Committee; and*
- (f) to receive policy direction from the Council and report to the Council.*

### **4. Vice-Presidents**

*1. It shall be the duty of the Vice-Presidents to perform such duties as the Council from time to time may require.*

### **5. Senior Vice-President and Treasurer**

*It shall be the duty of the Senior Vice-President and Treasurer:*

- (a) to supervise and report to the Council on the financial affairs of the Association at such times and in such manner as the Council may require; and*
- (b) to perform all of the duties of the President in their absence.*

### **6. Terms of Office**

*The term of office of the President, the Senior Vice-President and Treasurer and the Vice-Presidents shall commence on the day following their election and shall end on the day of election of their respective successors.*

