



April 25, 2018

Greetings Licensed Practical Nurses

RE: SALPN Administrative Bylaw Revisions related to governance:

The SALPN Council is pleased to provide you with the proposed revisions to the Administrative Bylaws. We are proud of the proposed revisions as they reflect innovation, progress, and leadership in professional regulation. Modern regulation demands governance in the public interest and the SALPN Council is committed to achieving excellence in regulatory governance.

In 2017, the SALPN Council agreed on several aspired outcomes in the SALPN Strategic Plan. The aspired outcomes are goals to be met as of 2021 and are as follows:

- The SALPN regulatory mandate is clear
- The SALPN is a leader in regulation
- The SALPN has developed and maintains a strong governance structure
- Licensed Practical Nurses understand Scope of Practice, accountabilities, and regulatory obligations
- The SALPN is an optimized organization
- The SALPN remains financially viable
- The SALPN staff are at their optimum; happiest and healthiest

The SALPN Council and staff are working on various initiatives to achieve the aspired outcomes.

The SALPN Council has reviewed best practices and global trends in regulatory governance. We are determined to be leaders in regulatory governance in both Saskatchewan and Canada. At the SALPN Council meeting held on February 27 & 28, 2018, changes to the Administrative Bylaws, in the form of revisions, were approved for presentation to the SALPN membership at the 2018 Annual General Meeting (AGM). In March 2018, the revisions were sent to the membership seeking feedback. Helpful feedback was received and amendments drafted. The changes outlined in this document are progressive and will support the SALPN in achieving the aspired outcomes of the strategic plan.

Proposed amendments are identified and followed by a rationale or explanation in this document. The section of the current bylaws the proposed change relates to is listed in brackets for your reference. However, a side by side comparison with these specific and additional revisions are also included for your review and reference. It is important to note that this document is a plain language summary of the proposed changes to the governance structure. There are additional amendments outlined in the side-by-side comparison.

Annual General Meeting:

The final proposed bylaw amendments will be presented at the AGM on May 9, 2018 at 1:00 PM at the Saskatoon Inn. The AGM is free to attend. Members in attendance will have the opportunity to vote either in favor or not in favor of the proposed changes.

Proposed Revisions to the Administrative Bylaws:

- 1. Amend the minimum number of Council meetings from five to four each year** (page 12, Section 24(3))
 - *Currently, the bylaws indicate that five meetings must be held in between AGMs. As governance practices and reporting processes have become more efficient, meetings have also become more efficient.*
 - *Additional meetings can be planned and called as desired and required.*
 - *A council meeting costs the SALPN between \$7000-\$10 000. This will eliminate unnecessary costs if a meeting is not required.*

- 2. Amend the titles President & President-Elect to Chairperson & Vice Chairperson** (referenced throughout the Administrative Bylaws)
 - *The terms Chairperson & Vice-Chairperson accurately reflect the duties and responsibilities of the roles.*
 - *The responsibilities and duties of the roles remain the same.*
 - *The terms Chairperson & Vice-Chairperson are consistent with modern legislation and newly formed professional regulatory bodies.*
 - *The terms Chairperson & Vice-Chairperson reduces the perception that the President is elected to represent the interests of the membership.*

- 3. Amend the term Member-at-Large to reflect Council Members** (referenced in several sections of the Administrative Bylaws)
 - *Accurately reflects the role of an LPN serving on Council.*
 - *Lessens the perception that LPN Council Members are elected to represent the interest of the members.*
 - *The Act indicates that all those elected to Council are LPNs from the SALPN membership.*

- 4. Reduce the number of LPN Council members from 7 to 5, including the Chair and Vice-Chair. The number of Public Representatives (3) is identified in the act and would remain the same.** (page 3, section 8) – ***This reduction would occur through attrition of the current Council members and would be completed in 2021. One current Council term, Zone 2 North, will be extended for a one year period in 2020 to align with the change.***
 - *Research indicates that smaller councils are more effective in their decision-making and discussions.*
 - *Ideally, a regulatory council consists of an equal number of professional members and public members. This change isn't an option for SALPN due to restrictions in the LPN Act.*

- *A regulatory council with additional public representation improves public trust in the regulation of the profession.*
 - *A smaller council reduces the annual cost of governance by approximately \$15 000 - \$20 000.*
- 5. Amend the current section titled *procedure for election* to reflect the following changes** (page 8, section 13)
- a) Elect Vice-Chairperson in odd-numbered years (*no change to the current term length*).**
 - b) Elect one LPN Councilor each year beginning in 2019 to serve a three-year term.**
 - *Electing one LPN Councilor yearly supports consistency within the Council and reduces the number of new members joining the Council at the same time.*
 - c) Remove all references to the current electoral zones.**
 - *The creation of one health authority in Saskatchewan has eliminated the relevance of the current electoral zones.*
 - *Electoral zones create the false perception that elected Council members are to represent the interests of the constituents of their zone.*
 - *Removal of electoral zones allows all members to participate in the selection of all Council members with each election.*
- 6. Amend the current section titled, *Eligibility for nomination* to reflect the following requirements** (page 9, Section 16)
- 1. Members in good standing holding a practicing license or non-practicing certificate are eligible to be nominated for election or to hold or to continue to hold a position on the Council.**
 - *Currently, non-practicing members are not eligible to participate in elections as candidates or as voters. This amendment would allow this for both categories.*
 - 2. Must not be employed by the SALPN and must not have been employed by the SALPN in the previous 5 years.**
 - *This allows for a time period to pass with the intent to eliminate conflict of interests developed during the employment period.*
 - 3. Must not be a previous SALPN Executive Director or Registrar**
 - *A former Executive Director or Registrar is in a continuous conflict of interest and could not serve on the Council.*
 - 4. Must not be a person who holds an equivalent governance position with an employer of members or union representing members**
 - *Members serving in this capacity are in a conflict of interest as the mandates of employers of LPNs or Unions representing LPNs are conflicting ie: a board member of the Saskatchewan Health Authority or a union representing LPNs such as CUPE.*

5. **Must not be the subject of an investigation or disciplinary proceeding; and**
 - *Members subject to this process are in conflict due to the role the Council regarding appeals of the Discipline Committee*
6. **Must not have been convicted of an indictable offence under the Criminal Code (Canada)**
7. **Amend the section titled *eligibility to vote* to reflect the requirement to vote in SALPN Elections as being licensed in the “practicing” category or hold a non-practicing certificate**
(page 9, section 18)
 - *The current eligibility requirements include references to electoral zones which become irrelevant with the creation of one health authority in Saskatchewan.*
 - *This is a necessary change to support the participation of all SALPN members in Self-Regulation. Members holding a non-practicing certificate are eligible for practicing licensure and are therefore current in practice and should not be excluded from the processes of self-regulation.*
8. **Amend the role of the President and President-elect in the section titled Officers and Employees to read as follows** (page 10, Section 20 & 21)

The Chairperson shall:

- i. **be accountable for the integrity of the Council’s processes;**
- ii. **ensure the effectiveness of and preside at the meetings of Council;**
- iii. **serve as an ex-officio, non-voting member of committees and;**
- iv. **represent the SALPN to outside parties.**

The Vice-Chairperson shall:

- i. **assume the duties of the Chairperson in the event the Chairperson position becomes vacant or the Chairperson is unable to fulfill the duties of the position.**
- *The proposed description accurately describes the role of the Chairperson and the Vice- Chairperson.*
 - *The proposed description reflects modern terminology used by newly developed regulators.*
 - *The roles of the Chairperson and Vice-Chairperson extend beyond the bylaw descriptions and are outlined in governance policy.*

