



By-laws and Policy Committee (BLPC) Terms of Reference

Effective Date:

1. Purpose

The BLPC shall be responsible for:

- providing advice on the interpretation of the Institute By-Laws and Policies and the Constitutions of constituent bodies;
- scrutinizing proposed amendments to the Institute By-Laws and Policies to ensure consistency with current By-Laws and Policies, and
- scrutinizing Constitutions of constituent bodies and proposed amendments thereto to ensure consistency with the Institute By-Laws and Policies.
- drafting new policies and amendments to existing policies as required and reviewing all policies, from time to time, to ensure their relevance, clarity and application.

2. Accountability

The BPLC is accountable to the PIPSC Board of Directors (BoD) and shall report a minimum of four (4) times per year as identified by the BOD. The committee shall supply a copy of its work plan to the BoD before the end of June of each year.

3. Authority

There is no authority vested in a Committee of the Board to change policy, expend funds, or to take executive action unless such authority is delegated by the Board.

The BLPC may recommend to the BoD changes to constitutions and policies, these changes would only take effect upon approval by the Board and ratification by the constituent body concerned.

4. Staff Support

The BLPC is provided staff support by the Office of the Chief Operating Officer (COO).

Also, from time to time the committee may request the aid of PIPSC Legal Services and the PIPSC Finance Section.

Any questions the chair has regarding matters associated with committee staff resources must contact the COO.

5. Committee Membership

The committee is comprised of the Chair and four (4) – six (6) PIPSC members as defined in PIPSC Bylaw 17.

Committee member responsibilities are defined in the PIPSC Policy on Committees of the Board.



6. References

Bylaw 17.2

Policy on Committees of the Board
