

Terms of Reference



Discipline Committee

Date approved by ABCFP Council: July 23, 2009

1.0 Membership

- The Discipline Committee (DC) will consist of up to nine (9) members each of whom is appointed by council.
- Only registered members are eligible and generally they must have five (5) years or more of practice and an exemplary record. Discipline committee members are identified by council for their experience, integrity and high regard amongst the general membership.
- The committee chair is selected by the committee and serves a term at the pleasure of the committee.
- The term of office for members will be at the pleasure of council but is expected that it will not be less than four (4) years.

2.0 Meetings

- The DC will generally meet at the request of the chair or as the need arises pursuant to the need for discipline panels and the requirements of the bylaws. In no case will the DC meet less than once per calendar year.
- All reasonable travel and accommodation expenses relative to DC business will be borne by the association in accordance with association policy/procedures in place.
- A quorum is set at four (4) members.
- Motions require a two-thirds (2/3) majority to achieve consensus on matters requiring the committee's decision. The DC chair is entitled to vote on all matters but will not have a second or casting vote.
- The DC is free to adopt its own meeting procedures for all matters not specifically addressed in this document or described by the bylaws or council.
- All meetings and the information concerning complaints and the work of the DC are confidential.
- The DC will approve a set of minutes from each meeting. The minutes will record the deliberations and decisions of the DC. ABCFP staff will take the minutes unless directed otherwise by the committee chair.
- An agenda will be developed and circulated prior to each meeting.
- Meetings may be held by teleconference or face to face at the call of the chair.

3.0 Duties

- The duties and obligations of the DC are described in Sections 27 and 29 of the *Foresters Act* and in ABCFP Bylaw 14.

- Working with the registrar, the DC has a general oversight function for the discipline hearing process of the ABCFP and may report back to council on the working effectiveness of the process, policies, Act and bylaws.
- For each citation referred to the DC chair by the registrar, the DC chair will designate a hearing panel.
- A hearing panel may be drawn from the DC to conduct a discipline hearing or to rule on the acceptability of conditional admissions, settlement proposals and settlements reached through alternative complaint resolution. DC members must maintain the confidentiality of the information presented at the meetings and in their activities as panel members.
- The hearing panel will conduct its hearings as required by the bylaws.
- Any proposed resolution of a complaint through alternative complaint resolution (ACR), arbitration or negotiated settlement (other than cases in which the complaint is withdrawn) must be approved by a panel of the DC. For each of these cases the registrar will refer the proposed resolution to the DC chair and a panel will be designated to decide upon the acceptability of the settlement proposal.
- Once complete, the panel will forward its draft written determination to the chair of the DC for review and comment and then to the registrar when finalized.
- The DC shall at all times have regard to the public interest in the practice of professional forestry.