

CMLPSK Appointments Committee

Terms of Reference

1. Authority

The Appointments Committee (“the Committee”) is established by the Council of the College of Medical Laboratory Professionals of Saskatchewan (CMLPSK) pursuant to **section 27 of the Administrative Bylaws** as an ad hoc committee.

The Committee functions in an advisory capacity and makes recommendations to Council. Final appointment authority remains with Council.

2. Purpose

The purpose of the Appointments Committee is to support a transparent, fair, and competency-based process for appointing individuals to:

- Council, and
- Any standing or ad hoc committees requiring appointment by Council.

The Committee’s role is to review applications, assess candidates against approved criteria, and recommend appointments to Council for approval.

3. Mandate and Responsibilities

The Committee shall:

- Develop and apply a consistent, competency-based assessment process for all appointments.
- Review applications submitted in response to expressions of interest.
- Assess applicants using Council-approved criteria and scoring tools.
- Conduct or verify reference checks as required.
- Identify and document conflicts of interest and manage them in accordance with CMLPSK policy.
- Prepare a ranked list or slate of recommended candidates for each vacancy.
- Provide a written recommendation and supporting rationale to Council.
- Maintain confidentiality of applicant information throughout the process.

4. Scope and Limitations

- The Committee does not appoint members; it makes recommendations only.
- The Committee shall not consider applications from its own members.
- Council retains discretion to accept, reject, or request reconsideration of recommendations.

5. Composition

Membership

The Committee shall consist of **three (3) members**, appointed by Council:

- 1 Council member (chairperson for the committee)
- 2 members at large

The Registrar/Executive Director shall serve as non-voting administrative support to the Committee.

Eligibility

- Members must not be under investigation, discipline, or conditions imposed on registration.
- Members must not be seeking appointment or re-appointment during their term on the Committee.

6. Term of Appointment

Committee members shall be appointed for a term of **up to one (1) year**, or until the completion of the Committee's mandate, whichever occurs first.

Council may renew or terminate appointments at its discretion.

7. Chair

The Chair shall:

- Preside over meetings
- Ensure adherence to the Terms of Reference
- Act as the primary liaison with Council

In the absence of the Chair, members may appoint an Acting Chair.

8. Meetings

- Meetings may be held in person or virtually.
- A quorum shall consist of a majority of appointed members.
- Meetings shall be scheduled as required to fulfill the Committee's mandate.
- Decisions shall be made by consensus where possible, or by majority vote if required.

9. Confidentiality

All deliberations, application materials, assessments, and recommendations of the Committee are confidential.

Committee members must sign a confidentiality agreement prior to participating and comply with all applicable privacy legislation and CMLPSK policies.

10. Conflict of Interest

Committee members must:

- Disclose any real, potential, or perceived conflicts of interest.
- Recuse themselves from discussion and decision-making where a conflict exists.
- Comply with the CMLPSK Conflict of Interest Policy.

11. Reporting

At the conclusion of each appointment cycle, the Committee shall report to Council with:

- A list of recommended candidates
- A summary of the selection process
- Confirmation that conflicts of interest were managed appropriately

12. Review and Dissolution

- These Terms of Reference may be reviewed and amended by Council at any time.
- The Committee shall be dissolved upon completion of its mandate or as directed by Council under section 27(4) of the Administrative Bylaws.

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Approved by: CMLPSK Council