

Table of Concordance – By-Law Updates Annual Meeting of Members 2021

Section	Old Version	New Version	Rationale
General By-Laws – Section 23 Chapters.			
S. 23.1	<p>23.1 Chapter Structure</p> <p>The Membership of the Association will be divided into Chapters as follows:</p> <ol style="list-style-type: none"> 1. Algoma 2. Barrie and District 3. Brockville and District 4. Cornwall and District 5. Durham 6. Chatham Kent 7. Grand Valley 8. Grey Bruce 9. Guelph and District 10. Halton 11. Hamilton 12. Kingston District 13. London and District 14. Niagara 15. North Bay 16. Northwestern Ontario 17. Northeastern Ontario 18. Ottawa 19. Peel 20. Peterborough 21. Quinte 22. Sarnia and District 23. Sudbury 24. Toronto 25. West Toronto 26. Windsor and District 27. York Region 	<p>23.1 Chapter Structure</p> <p>The Membership of the Association will be divided into Chapters as follows:</p> <ol style="list-style-type: none"> 1. Algoma 2. Barrie and District 3. Durham 4. Grand Valley 5. Grey Bruce 6. Guelph and District 7. Halton 8. Hamilton 9. Kingston District 10. London and District 11. Niagara 12. North Bay 13. Northern Ontario 14. Ottawa and District 15. Peel 16. Peterborough 17. Quinte 18. Sarnia and District 19. Sudbury 20. Toronto 21. Thousand Islands 22. West Toronto 23. Windsor and District 24. York Region 	<p>The following Chapters have obtained approval from HRPAs Board to Merge or Amalgamate in accordance with the rules laid out in the Chapter Governance and Operating Terms:</p> <ol style="list-style-type: none"> 1. Brockville and District and Chatham Kent chapters have amalgamated and established a new entity called “Thousand Islands Chapter”. 2. Cornwall and District Chapter has Merged with the Ottawa Chapter 3. The Northeastern Ontario and Northwestern Ontario Chapter have amalgamated to establish a new entity called the “Northern Ontario Chapter”
Schedule 1 – Rules of Professional Conduct – <i>There are no changes to the Rules of Professional Conduct</i>			
Schedule 2 – Codes of Conduct			
Schedule 2	Schedule 2 – Codes of Conduct	<p>Schedule 2 – Codes of Conduct</p> <p>The Code of Conduct formerly named “Code of Conduct for Members of Adjudicative Committees” has been replaced with the new “Code of Conduct for Regulatory Committees”.</p>	<p>HRPA has adopted a number of codes-of-conduct which apply to different roles within HRPAs. These Codes are separate from the Rules of Professional Conduct which apply to all members of HRPAs in the practice of the profession. These Codes of Conduct are parts of the By-laws of the Association. Every Board Director, Committee Member, Officer,</p>

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			regulatory Committee Member and Volunteer of HRPAs must become familiar and agree to abide by the applicable code of conduct and attest to having done so in writing before taking on any duties at HRPAs and annually after that.
Schedule 3 – Chapter Governance and Operating Terms			
Definitions	N/A	H) “Vice-Chair” an interchangeable term that reflects the role of past chair or chair elect. Either of the two are effectively the vice chair of the Chapter Board.	Providing greater clarity on terms.
Section 2.2	2.2 Chapter Purpose The purpose of the Chapter is to promote and increase the knowledge, skill and proficiency of members of the Association, firms and students in accordance with clause (b) of the Objects of the Association as set out in section 4 of the Act.	2.2 Chapter Purpose The purpose of the Chapter is to promote and increase the knowledge, skill and proficiency of members of the Association, firms and students in accordance with clause (b) of the Objects of the Association as set out in section 4 of the Act. They fulfil this duty through building of a sense of community, programming, networking and mentoring opportunities for members and students.	Chapter Purpose was modified to be consistent to reflect the Associations Strategy and Brand messaging.
Section 2.6	2.6 Reporting to Association Board A Chapter Board shall send the following Reports to the Association Board: (a) a report no later than September 15 th of each calendar year, setting out the names and positions of all volunteers serving on Chapter Committees, including the terms of reference of each Chapter Committee; and (b) a report no later than March 15 th of each calendar year, setting out the number and type of professional development activities, number of members in the Chapter, a list of Chapter Directors, including the Chapter Positions held by each Chapter Director, and the number of Chapter Director vacancies, if any	2.6 Reporting to Association Board A Chapter Board shall send the following Reports to the Association Board. (a) By July 31 st , each board should have submitted the following: <ul style="list-style-type: none"> • Proposed Chapter program plans for fiscal year starting on December 1st • Applications for additional funding (if required) • Names and positions of all Chapter Board members and Volunteers serving on Chapter Committees, including the Terms of Reference of each Chapter Committee 	In Section 2.6 the reporting sequences were simplified to reflect the current practice of annual reporting in accordance with the approved <i>Chapter Spending Policy and Guidelines</i> .
Section 6	6.1 Professional Development The Chapter Board shall ensure that the Chapter delivers at least four (4) professional development programs to Chapter Members each Membership Year. The Association Board, in consultation with the Chapter Chair, may change the minimum number of professional development programs to be delivered by the Chapter	6.1 Professional Development The Chapter Board shall ensure that the Chapter delivers minimum of four (4) and maximum of ten (10) professional development programs to Chapter Members each Membership Year. Professional Development includes any Chapter event which includes a speaker presentation and CPD hours.	A minimum and maximum threshold has been included for the area professional development to increase consistency in the delivery of our member value proposition across the province. These thresholds do not include, Mentoring, Networking, Student, and Social Programming. Efforts have been made in the past year to reduce redundancies as

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	each Membership Year. The Association Board must provide the Chair of the Chapter's Programs/Professional Development Committee with written notice of any such change.	Including but not limited to PD event, Conference, half-day event).	many professional development programs were duplicated across the Province.
Section 7	7.2 Chapter Composition	7.2 Chapter Composition For all chapter sizes the minimum number of Directors was reduced to five. The requirement to fix the Board number annually through the call for nominations was added.	As a result of vacancies throughout the year, multiple elections have been held in order to fill the minimum requirement. In order to simplify the process, the minimum number of Directors has been reduced to five for all chapters.
Section 8	8.6 Nominations and Elections Timetable	8.6.2 Under the Nominations and elections table the term online has been added to HRPAs community's platform.	Clarification.
	8.12 Voting Subject to Section 8.13, Section 8.15 and Section 8.16, from April 1 st to April 30 th of such Membership Year, the Chapter Members and Registered Students shall have the opportunity to elect Chapter Directors from the Chapter Director Candidates. Voting will occur by electronic ballot	8.12 Voting Subject to Section 8.13, Section 8.15 and Section 8.16, from April 1 st to April 30 th of such Membership Year, the Chapter Members and Registered Students shall have the opportunity to elect Chapter Directors from the Chapter Director Candidates. Voting will occur by electronic ballot through a platform provided by the Elections Officer of HRPAs.	In order to ensure consistency with elections across the province, the Associations' Elections Officer will procure the online platform to be utilized.
	8.14 Acclamation of Directors If there is the same number of Chapter Director Candidates as vacant Chapter Director positions, the Chapter Director Candidates shall be acclaimed to the Chapter Board; no Chapter Directors' election will be required.	8.13 Acclamation and Appointment of Directors If there is the same number of Chapter Director Candidates as vacant Chapter Director positions, the Chapter Director Candidates shall be acclaimed to the Chapter Board; no Chapter Directors' election will be required. If there are no candidates, the Chapter Nominating Committee will reach out to the membership base and appoint a Chapter Board Director; no Chapter Directors' election will be required. All Candidate names shall be submitted to the Chapter Elections Officer to verify if Member/Student is in good standing.	Guidance provided on the Appointment Process in the event that no individuals come forward for election.
	8.15 Results The Chapter Nominating Committee shall notify Chapter Members of the results of the Chapter Directors' election, publishing the names and bios of those Chapter Members and Registered Students who were elected or acclaimed to the Chapter Board, within three days of the acclamation or the close of the Chapter Director Election (whichever applies).	8.15 Results The Chapter Nominating Committee shall notify all Candidates of the results before sharing results with the Chapter Members. The Chapter Nominating Committee shall notify Chapter Members of the results of the Chapter Directors' election, publishing the names and bios of those Chapter Members and Registered Students who were elected or acclaimed to	The requirement to contact candidates in advance of sharing the results with members was added. Additional time was added to reach candidates.

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		the Chapter Board, within seven (7) of the acclamation or appointment or the close of the Chapter Director Election (whichever applies).	
	8.15 Lack of Chapter Board Minimum	8.16 Lack of Chapter Board Minimum If the Chapter Board is unable to maintain the board minimum for longer than 60 consecutive days, disbanding options as mentioned in section 2.4 must be considered.	Section 2.4 outlines the Disbanding and combining options and process to seek out approval. Section 8.17 provides greater clarity by when these options must be considered.
	8.17 Length of Term a) Subject to Section 8.17(b) and Section 10, each Chapter Director shall serve on the Chapter Board for a three (3) year term, commencing immediately after the Annual Business Meeting held during the Year the Director is elected, acclaimed or appointed and ending at the conclusion of the Annual Business Meeting at the end of their third year. b) The following transition rules apply to the term of Chapter Directors elected, acclaimed or appointed for the 2018 year: i) if a Chapter Board has five Chapter Directors, one Chapter Director shall serve until 2019, two Chapter Directors shall serve until 2020 and two Chapter Directors shall serve until 2021; ii) If a Chapter Board has six Chapter Directors, two Chapter Directors shall serve until 2019, two Chapter Directors until 2020 and two Chapter Directors until 2021; iii) If a Chapter Board has seven Chapter Directors, one Chapter Director shall serve until 2019, three Chapter Directors shall serve until 2020 and three Chapter Directors until 2021; iv) If a Chapter Board has eight Chapter directors, two Chapter Directors shall serve until 2019, three Chapter Directors shall serve until 2020 and three Chapter Directors until 2021; v) If a Chapter Board has nine Chapter Directors, three Chapter Directors shall serve until 2019, three Chapter Directors shall serve until 2020 and three Chapter Directors shall serve until 2021; vi) If a Chapter Board has ten Chapter Directors, three Chapter Directors shall serve until 2019,	8.18 Length of Term a) Subject to Section 8.17(b) and Section 10, each Chapter Director shall serve on the Chapter Board for a three (3) year term, commencing immediately after the Annual Business Meeting held during the Year the Director is elected, acclaimed or appointed and ending at the conclusion of the Annual Business Meeting at the end of their third year. b) A Chapter Director serving on a Chapter Board may serve successive terms if re-elected or re-appointed to the Chapter Board in accordance with these Operating Terms, subject to the limitation included in Section 11.6.	The section related to when the Chapter Governance and Operating Terms were incepted in 2018 was removed as all Chapters will have fulfilled the three-year transition by 2021.

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	<p>four Chapter Directors shall serve until 2020 and four Chapter Directors shall serve until 2021;</p> <p>vii) If a Chapter Board has eleven Chapter Directors, three Chapter Directors shall serve until 2019, four Chapter Directors shall serve until 2020 and four Chapter Directors shall serve until 2021.</p> <p>Despite the foregoing, if a Chapter Director has one year remaining in their term at the 2018 Annual Business meeting, that Chapter Director shall be deemed to have been elected for a one year term for purposes of these transitional rules.</p> <p>c) A Chapter Director serving on a Chapter Board may serve successive terms if reelected or re-appointed to the Chapter Board in accordance with these Operating Terms, subject to the limitation included in Section 11.6.</p>		
	N/A	<p>8. 20 Number of Chapter Elections</p> <p>Chapters can hold one additional (1) Chapter Election during the Chapter Election period.</p> <p>If a Chapter is unable to fulfill a mandatory board role after the Chapter Elections close, Chapters may combine the role with another position as laid out in Section 11.04 or may select a committee lead for that specific portfolio. The Committee Lead will take on the responsibilities of that role and may apply for the position during the following Chapter Election period.</p> <p>The Committee Lead will follow the Chapter Board requirements for training but not be granted the title of Chapter Director.</p>	<p>A new section has been added to provide guidance on the frequency of chapter elections and information on how to combine the role with another position or select a committee lead until the vacancy is filled.</p>
Section 9	<p>9.1 Training and Code of Conduct</p> <p>Promptly upon election or appointment to the Chapter Board, and prior to commencing his or her term on the Chapter Board, Chapter Directors shall successfully complete, the Association’s code of conduct respecting volunteers (“Code of Conduct for Volunteers”) prior to commencing their term on the Chapter Board. 9.2 Failure to Comply</p>	<p>9.1 Training and Code of Conduct</p> <p>(a) Promptly upon election, acclamation or appointment to the Chapter Board, and prior to commencing his or her term on the Chapter Board, Chapter Directors shall sign the Association’s code of conduct respecting volunteers (“Code of Conduct for Volunteers”) prior to commencing their term on the Chapter Board.</p> <p>(b) On an annual basis, prior to July 31, all Chapter Board members (new and existing) must complete required training materials from HRPAs Learning platform</p>	<p>Annual sign off of the Code of Conduct is required.</p> <p>A deadline for completion of learning modules has been added.</p>
Section 11	<p>11.3 Approval of Additional Optional Chapter Positions and Committees</p> <p>When a Chapter Board deems a Chapter Position necessary pursuant to Section 11.2 of these Operating</p>	<p>11.3 Approval of Additional Optional Chapter Positions and Committees</p> <p>When a Chapter Board deems a Chapter Position necessary pursuant to Section 11.2 of these Operating</p>	<p>Ensuring compliance with the Associations standard timeline for policy review.</p>

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	<p>Terms, prior to filling such Chapter Position, the Chapter Board shall file a job description of the Chapter Position with the Association. The Chapter Board shall not appoint a Chapter Member to such Chapter Position unless the Association first approves the job description for it.</p>	<p>Terms, prior to filling such Chapter Position, the Chapter Board shall file a job description of the Chapter Position with the Association. The Chapter Board shall not appoint a Chapter Member to such Chapter Position unless the Association first approves the job description for it. Approved role descriptions will only remain active for a three (3) year term at which time they will need to be resubmitted for review</p>	
	<p>11.4 Multiple Chapter Positions</p>	<p>11.4 Multiple Chapter Positions Section C was added to indicate that the Chair of the Regulatory Discussion Group may be combined with the role of Vice Chair where there is no Director filling this role.</p>	<p>A requirement to establish a connection with Chapter leaders and the Associations Mandate of Protecting the Public Interest.</p>
	<p>11.6 Chapter Position Terms</p> <p>Unless a Chapter Director resigns or is otherwise removed from a Chapter Position in accordance with these Operating Terms, any Director appointed to a Chapter Position other than the Chapter Chair or Chapter Chair-Elect shall hold that Chapter Position for three (3) years or the remainder of the Director's term on the Chapter Board (whichever is shorter).</p> <p>The Chapter Chair-Elect shall hold that Chapter Position for one (1) year.</p> <p>A Chapter Director may be re-appointed to the same Chapter Position so long as the Director's term in that Chapter Position does not exceed six (6) consecutive years ("Position Term"). For example, a Director who is appointed Chapter Chair cannot hold the role of Chapter Chair for a period longer than the Position Term. However, after holding the role of Chapter Chair for the Position Term, such Chapter Director may continue to serve the Chapter and the Chapter Board by holding another Chapter Position, such as Chapter Secretary-Treasurer, as long as such Director continues to be re-elected or re-appointed to the Chapter Board by the Chapter Members and Registered Students and such Chapter Director does not resign, or is not otherwise removed, from the Chapter Board. Despite the foregoing, the Chapter Chair, Chapter Past Chair and Chapter Chair-Elect may hold a Chapter Position for a maximum of twelve (12) consecutive years.</p>	<p>11.6 Chapter Position Term</p> <p>Unless a Chapter Director resigns or is otherwise removed from a Chapter Position in accordance with these Operating Terms, any Chapter Director appointed to a Chapter Position (other than Chapter Chair Elect or Chapter Chair) shall hold that Chapter Position for three (3) years or the remainder of the Director's term on the Chapter Board (whichever is shorter).</p> <p>The Chapter Chair Elect shall hold that Chapter position for one (1) year. See Section 11.7 for the Chapter Chair Term of Office.</p> <p>To serve subsequent three (3) year terms on the Chapter Board, a Chapter Director must not have resigned or otherwise have been removed from the Chapter Board; and must be re-elected or re-appointed to the Chapter Board by the Chapter Members and Registered Students.</p> <p>Once re-elected a Chapter Director may be re-appointed to the same Chapter Position (excluding Chapter Chair Elect and Chapter Chair) so long as the Director's term in that Chapter Position does not exceed six (6) consecutive years ("Position Term").</p> <p>After the sixth (6) consecutive year in the same Chapter Director position, such Chapter Director may continue to serve the Chapter Board by holding an alternate Chapter Position (as long as such Director continues to be re-elected or re-appointed to the Chapter Board by the</p>	<p>A Chapter Director may stay in the same position for up to six years, they may seek re-election or be acclaimed or appointed to another position once they have exhausted the six years in the same position.</p> <p>A cooling off period has been added to Chapter Directors who have served the maximum (12) years and a lifetime maximum of (15) years has been identified.</p>

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	<p>Chapter Directors who have served for twelve (12) consecutive years must complete a three year cooling off period before they return to any Chapter Board position.</p>	<p>Chapter Members and Registered Students and such Chapter Director does not resign, or is not otherwise removed, from the Chapter Board). For example: A Chapter Communications Chair can serve two 3-year terms (6 consecutive) in that position and then if re-elected/re-appointed they must serve the Chapter Board in a different position (ie. perhaps as Chapter PD/Program Chair) for the next 3-year term.</p> <p>Despite the foregoing, Chapter Directors are to only hold Chapter Positions for a maximum of twelve (12) consecutive years.</p> <p>As such, Chapter Directors in their eighth (8) to twelfth (12) consecutive year on the Chapter Board are not to be appointed to the role of Chapter Chair Elect (as doing so would take them beyond the twelve (12) consecutive years with the one (1) year Chapter Chair Elect, two (2) year Chapter Chair, plus one (1) year Chapter Past Chair commitment).</p> <p>Chapter Directors who have served for twelve (12) consecutive years must complete a three-year cooling off period before they return to any Chapter Board position. Chapter Board members can serve a lifetime maximum of fifteen (15) years total on any Chapter Board.</p>	
	N/A	<p>11.9 Chapter Leadership Positions Continuing as a Chapter Director</p> <p>Despite Section 11.8 of these Operating Terms, the person(s) holding the leadership positions of Chapter Chair-Elect, Chapter Chair and Chapter Past Chair shall be eligible to hold office as a Chapter Director for such additional time as is required to complete the terms of office designated for those offices. In that event, the number of Chapter Directors to be elected at an Annual Chapter Business meeting may be adjusted to take into account any extended term.</p>	<p>Added for clarity the provision for the chapter leadership positions to be extended to complete the leadership term.</p>
Section 12	12.1 Chapter Past Chair/Vice Chair	<p>Section B and C was added in Section 12.1:</p> <p>b) In the year the individual holds the Chapter Past Chair role they serve as the Chapter Vice Chair.”</p> <p>c) The Chapter Chair Elect shall be elected by the Chapter Board at a Chapter Board meeting to be called and held in January prior to the announcement</p>	<p>Pursuant to the definitions where the Vice Chair is an interchangeable term it was clarified that the past chair is the vice chair. Guidance was provided on the timeline for election of the Chair Elect position.</p>

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		of the Chapter election of Chapter Directors set out in the table.	
	<p>12.3 Succession Planning</p> <p>In a year in which the Position Term of the Chapter Chair is set to expire, the Chapter Board shall, no later than at the last Chapter Board meeting prior to the expiry of the Chair's Position Term, consider whether the current individual holding the Chapter Position of Chair Elect should succeed to the Chapter Chair. In doing so, the Chapter Board shall consider the recommendations of the Chapter Nominating Committee relating to the skills required to fulfill the Chapter Chair role and whom Chapter the Nominating Committee recommends to fulfill this role.</p>	<p>12.3 Succession Planning</p> <p>The Chapter Chair-Elect shall assume the office of Chapter Chair upon the expiry of the current Chapter Chair Position Term unless the Chapter Board determines that the Chapter Chair-Elect is unfit for office due to a conflict of interest, breach of the Code of Conduct or other serious misconduct.</p> <p>12.4 Role of Chapter Nominating Committee</p> <p>If the Chapter Board determines under Section 12.3 of these Operating Terms that the Chapter Board-Elect is unfit for office, the Chapter Nominating Committee shall provide the Chapter Board with a recommendation of a Chapter Director(s) with the necessary skills required to fulfill the role of Chapter Chair</p> <p>12.5 Appointment – New Chapter Chair</p> <p>If the Chapter Board determines under Section 12.3 of these Operating terms that the Chair Board-elect is unfit for Office, the Chapter Board shall, after considering the recommendation of the Chapter Nominating Committee, appoint a new Chapter Chair to take office at the end of the current Chapter Chair</p>	<p>Providing greater clarity on the succession of the Chair elect to the Board Chair and what steps could be taken if the board does not confirm the individual.</p>
Section 13	13.4 Chapter Secretary Treasurer	<p>A new paragraph was added: The Chapter Secretary-Treasurer is responsible for approving or denying Chapter expenses to ensure they are aligned with the Chapter Finance Policy and the approved Chapter Grant. The Secretary-Treasurer is responsible for ensuring that the Chapter submits their request for discretionary funding by July 31 if required.</p>	<p>Provide further clarity on reporting requirements as laid out in the Associations' <i>Chapter Spending Policy and Guidelines</i></p>
	<p>13.7 The Chapter Mentorship Committee Chair shall chair the Mentorship Committee, if any, formed under Section 16.2 and act as the lead for Chapter Mentor programs.</p>	<p>13.7 Chair, Chapter Mentorship</p> <p>The Chapter Mentorship Chair shall chair the Chapter Mentorship Committee, if any, formed under Section 16.1. The Chapter Mentorship Chair is responsible for planning and coordination of Chapter Mentoring Events and shall encourage mentorship program engagement by keeping Chapter members informed of Mentorship program initiatives.</p>	<p>Further clarity provided on the Mentorship role.</p>
	<p>13.9 Regulatory Liaisons</p> <p>The purpose of the Chapter Regulatory Liaisons is to provide a sounding board for the Registrar regarding</p>	<p>13.9 Chair, Regulatory Discussion Group</p> <p>The purpose of the <i>Regulatory Discussion Group Committee</i> (formerly known as the <i>Chapter Regulatory</i></p>	<p>An effort to establish a greater connection between Chapters and the Associations duty</p>

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	<p>matters relating to professional regulation. Members of the Chapter Regulatory Liaison Committee will have the opportunity to shape regulatory initiatives at HRP. The Chapter Regulatory Liaison Committee will meet virtually four times a year</p>	<p><i>Liaison Committee</i>) is to provide a sounding board for the Registrar regarding matters relating to professional regulation.</p> <p>The <i>Regulatory Discussion Group Committee</i> is comprised of <i>Regulatory Discussion Group Chairs</i> elected, acclaimed or appointed by Chapter Boards.</p> <p>The role of <i>Regulatory Discussion Group Chairs</i> is to (1) convene and facilitate chapter-level <i>Regulatory Discussion Groups</i> and (2) to bring the results of these chapter-level discussions to the Provincial-level <i>Regulatory Discussion Group Committee</i>.</p> <p>The role of the Registrar is to (1) select a topic for discussion, (2) prepare discussion guides and materials to assist <i>Regulatory Discussion Group Chairs</i> in facilitating chapter-level <i>Regulatory Discussion Group</i> discussions, and (3) facilitate the association-level take-up and integration of chapter-level discussions.</p> <p>There will be two discussions per year.</p>	<p>to advance our regulatory obligations to protect public interest.</p>
Section 16	16.1 and 16.2	Committee composition requirements and term limits were added to the Section 16.1 and 16.2	Guidance on establishing committees and setting terms.
	N/A	<p>16. 6 Ceasing to be Chapter Committee Volunteer An individual ceases to be a Chapter Committee Volunteer upon:</p> <ul style="list-style-type: none"> (a) The Chapter Committee Volunteers death; (b) The Chapter Committee Volunteers resignation, including deemed resignation in accordance with Section 9.3 and Section 10.4 of these Operating Terms; (c) the expiry of the Chapter Volunteer's term if the Volunteer is not re-elected, acclaimed or appointed; (d) the Chapter Volunteer, after appropriate written warning, ceases to be an Association Member in good standing; or <p>When an individual ceases to be a Chapter Volunteer, such individual shall return the records and materials belonging to the Chapter forthwith to the Chapter Director.</p> <p>16.7 Deemed Resignation No Chapter Volunteer shall be absent for more than three (3) consecutive Chapter Committee Meetings without reasonable cause. Should this occur, such Chapter Committee Member is deemed to have resigned from the Chapter Committee.</p> <p>The Chapter Board Member shall send minutes to HRP. staff with attendance from Chapter Committee Meetings.</p>	16.6 and 16.7 were added to provide guidance on volunteer transition when a member ceases to be a Chapter Committee Volunteer.

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Section 18	18.1 Number and Calling of Meetings	18.1 Number and calling of Meetings The Chapter Board must host an annual planning meeting between May-July of each year to organize and submit their annual planning calendar and budgetary requirements. The Chapter Board shall meet regularly, at least four (4) times per year, on such dates and at such times as fixed by the Chapter Board Chair or the Chapter Board.	Additional information was included to include the annual planning session.
Schedule 4 – Indemnification Agreement – <i>There are no changes to the Indemnification Agreement</i>			
Schedule 5 – Terms of Reference, Statutory and Standing Regulatory Committees			
Schedule 5	Schedule 5 – Terms of Reference, Statutory and Standing Regulatory Committees Section: Committee Membership The Committee Chair is appointed by the Registrar. Members are appointed by the Chair of the Committee and the committee roster is reviewed by the Board of Directors annually.	Schedule 5 – Terms of Reference, Statutory and Standing Regulatory Committees Section: Committee Membership Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee. The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.	New paragraphs replace the previous approval process and delegate the responsibility of express approval by the GNC (except for the Public Advisory Forum). The proposals strengthen the oversight responsibility of HRPAs Regulatory Committees on the part of the Board while maintaining the independence of HRPAs Regulatory Committees.