



## **NEWFOUNDLAND & LABRADOR DENTAL BOARD BY-LAW # 2**

### **MEETINGS**

#### **INTERPRETATION**

For the purposes of this By-Law,

- (a) “Act” means the Dental Act 2008
- (b) “By-Laws” means by-laws made under section 10 of the Act;
- (c) “(Board)” or NLDB means the Newfoundland and Labrador Dental Board;
- (d) “By-law Authority” Section 10 of the Act
- (e) “Board Members “ shall be those persons elected under By-Law No1 of the Board, and those persons appointed by the minister to represent the dental auxiliaries and the public;
- (f) “ Meeting Place” shall be at the Board office unless otherwise determined by the Chairperson;
- (g) “Eligible observers” shall be all those persons licensed by the Board.

#### **1. OFFICERS OF THE BOARD**

The officers of the Board shall be:

- (a) the Chairperson
- (b) the Vice-Chairperson
- (c) the Registrar
- (d) and such other officers as the Board may determine from time to time.

#### **2. PROVISION FOR ELECTION OF THE CHAIRPERSON**

This provision is set out in section 6 (1) (a) of the Act at the annual meeting of the Board.

#### **3. ANNUAL MEETING OF THE BOARD**

The Board shall hold at least 3 meetings a year, one of which will be the AGM, called by the Chairperson. The Board may from time to time hold additional meetings by resolution. The annual meeting shall be held in compliance with Section 8 of the Act. All eligible observers shall be notified of the annual meeting of the Board.

4. **SPECIAL MEETINGS OF THE BOARD**

May be called by the Chairperson or by any 5 members of the Board who deposit a written request with the Registrar. Special meetings may be held by teleconference or any other manner that allows all the persons participating to communicate with each other simultaneously and instantaneously.

5. **SPECIAL MEETINGS**

- (a) at a special meeting the Board may only consider:
- matters related to the reason for the meeting
  - such other matters as the majority of the members in attendance determine to be of an urgent nature.

6. **REGULAR MEETINGS**

- (1) The Registrar shall provide an agenda for each meeting.
- (2) The Chairperson may designate specific topics for discussion and receive submissions from members before declaring the final agenda.
- (3) Routine and procedure matters shall be dealt with in accordance with the rules of order.
- (4) In the absence of the Chairperson, the Vice Chairperson shall chair the meeting. In the absence of both the members may elect a member or appoint a person to preside.

7. **QUORUM**

Shall be 5 members of which:

- a majority must be dentists
- at least 1 must represent dental auxiliaries, and
- at least 1 must represent the public.

8. **VOTING**

Each Board member shall have one vote . In case of a tie the presiding chair shall have a second or casting vote.

9. **BY-LAW AMENDMENT**

Shall be in accordance with sections 10(2) and 10(3) of the Act. A by-law may be made, amended, or repealed at a meeting of the Board if 30 days- notice is given, in less time if members of the Board consent.

10. **PROCEEDINGS OF MEETINGS**

Proceedings shall be recorded in content as the Board may from time to time require. Subject to correction at a subsequent meeting, once duly approved, the recording becomes prima facie proof of the accuracy of the contents of every such record.

11. **ADJOURNMENT**

Shall be at the discretion of the presiding Chair.

12. **PARLIAMENTARY AUTHORITY**

The current edition of Sturgis Standard Code of Parliamentary Procedure shall constitute the rules of order of the Board.

13. **MEETINGS BY TELECONFERENCE**

By-law authority subsections 10(1) and 7(3) of the Act

If the requirement of section (4) of this By-Law No 2 is met, any vote or business transacted by teleconference call shall be deemed as proceeding as the same as a duly constituted meeting and shall be recorded in the same manner.

Effective September 2012

Amended May 2014