



Discipline Committee Terms of Reference

Approved: July 7, 2024

1. AUTHORITY

The Discipline Committee (DC) is a Priority Committee of the Canadian Institute of Planners. As such, it is mandated by the CIP Board of Directors and accountable to the Chief Executive Officer (CEO).

2. MANDATE

The DC is responsible for administering CIP's Governance Policies and Procedures Manual related to complaints and discipline, including the Discipline and Complaint Resolution Policy and the Event Code of Conduct.

The DC has no authority to exercise its discipline process with respect to matters governed by professional regulation by a PTIA.

3. COMPOSITION AND CHAIR

The DC consists of up to five CIP professional members in good standing (MCIP®). CIP's CEO, or designate as required, shall be an ex-officio (non-voting) member.

At the discretion of the CEO, Priority Committees may elect two co-chairs. In some circumstances, committees may not require co-chairs or the Board may choose to name a chair or co-chairs.

4. STAFF AND BOARD LIAISONS

CIP's CEO, or designate, will serve as the Staff Liaison.

Priority Committees may be appointed a Board Liaison as a non-voting member. Board Liaisons are expected to provide: high-level oversight and, as needed, general guidance regarding scope, time, and quality.

5. TERMS

Unless otherwise stated, the term of office for all committee members shall be two years, which may be renewed for a further two years, contingent upon satisfactory completion of a first term.

6. SUBCOMMITTEES

The co-chairs (or CEO, if there are no co-chairs) may create a subcommittee to effectively conduct its business, and will be responsible for appointing members to the

subcommittee. If additional members are required who are not currently on the Priority Committee, the selection process will be in accordance with the established process.

7. MEETINGS

The DC shall meet at least once a year, or as required. A meeting can mean an email where specific decisions are agreed upon, a teleconference, or an in-person meeting (where budgets allow). Additional meetings may be scheduled as required.

Each meeting shall have an agenda, prepared by the Chair(s), or their designate, distributed three days in advance of the meeting.

The Chair will begin each meeting with a review and declaration of any real or perceived conflicts of interest.

A record of actions and decisions will be recorded by a Committee designate. This information will be maintained in the Committee's Basecamp folder.

Attendance by 60% of the membership of the committee shall constitute a quorum for the transaction of business at all meetings of the committee.

8. VOTING

Each voting committee member shall have one vote. Board and staff liaisons do not vote.

All Committee decisions require the majority support of present voting members (quorum).

9. LEVEL OF COMMITMENT

Generally, each Committee member will be required to:

- Understand and administer the relevant sections of the CIP CIP's Governance Policies and Procedures Manual and the Event Code of Conduct.
- Participate in mandatory training and attend meetings, as required
- Advise the Chair(s) if they are unable to attend
- Report to the Chair(s)
- Follow-up on assigned items within deadlines
- Use the CIP Basecamp to collaborate on Committee-related assignments
- Participate in training for use of technology when applicable (web conferencing, Basecamp, Survey Monkey, etc.)

Unless otherwise directed by the CEO, the Committee will be required to develop their own meeting agendas, document their action items, and house them on Basecamp

The minimum level of effort varies, based on the complexity of the disciplinary matter before them. During major CIP events, there may be a need to be on call, should a significant issue arise. Requirements for the Chair(s) of the committee may be greater.

10. FINANCIAL AND HUMAN RESOURCES

Budget has been established to cover the cost of:

- Conference/video calls for DC meetings and any mandatory training.

Staffing Roles and Responsibilities:

- Ensure that all Codes of Compliance are signed by DC members and that members have the Volunteer Manual
- Provide reasonable administrative support to the Chair(s) of the Committee, including meeting scheduling and coordination, preparation of documents, guidance on process, training and assistance with Basecamp, etc.
- Provide DC reports and recommendations to the Board.

The DC chair(s) may request additional human or budget resources from the Board (via the CEO) to fulfill their mandate or to respond to an emerging issue or expectation that was not contemplated in the mandate letter.

11. REPORTING

Priority Committees: at minimum, will provide a status report for each applicable event and/or complaint received to the CEO to include in the next scheduled Board meeting package summarizing:

- Activities, action items, and issues related to the committee's mandate; and
- Recommendations for significant changes in direction or policy that will require Board approval prior to enforcement.

These documents will be kept in the committee Basecamp folder.

Committees may request additional human or budget resources from the Board to fulfill their mandate or to respond to an emerging issue or expectation that was not contemplated in the mandate letter.

12. RESOURCES

Basecamp

Committee members will have access to assigned documents and schedules through Basecamp, and/or have materials emailed to them by the staff liaison. Manuals for Basecamp are available by request and they are also available in the Resources folder of Basecamp. Access will end with the end of the term.

Policies

- CIP Governance Policies and Procedures
 - Conflict of Interest Policy
 - Discipline and Complaint Resolution Policy
- CIP Code of Ethics
- CIP Events Code of Conduct
- CIP Event Code of Conduct Process
- Equity, Diversity, & Inclusion Roadmap

- Volunteer Manual